



Student/Parent Handbook

2025-2026

Topics in the Student Handbook Addendum include important information on academics, school activities, school operations, and requirements specific to NFPS and Alamo Colleges. Be sure both you and your child are familiar with the various issues addressed in this Handbook. Revisions may be made. Notifications of any changes will be sent home.

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SECTION 1: ADMISSIONS & ENROLLMENT

Admissions

Non-Discrimination Policy

New Frontiers Public School's admissions and enrollment shall be free from discrimination based on sex, national origin, ethnicity, immigration status, religion, disability, academic, artistic, athletic ability, or the district the child would otherwise attend under state law. *Education Code 12.111(a)(5)*.

Admission Application Deadline

NFPS requires applicants to submit a complete application form in order to be considered for admission. NFPS's admission application period is from October 1 through November 30.

If a student applies to NF outside of the designated application period, the student will be placed on a waiting list in the order of the date in which the application is received.

Exclusion from Admission

NFPS reserves the right to exclude from admission a student who has:

- a) Has engaged in conduct or misbehavior within the preceding year that has resulted in removal to a disciplinary alternative education program or expulsion;
- b) Has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct; or
- c) Has been convicted of a criminal offense and is on probation or other conditional release.

Enrollment Documentation

Applicants must complete and submit the common admission application form developed and made available by the Texas Education Agency ("TEA") under Education Code 12.1173.

Applicants are not required to provide transcripts or other academic records until after they are offered admission.

If there are more eligible applicants than available seats, the school will conduct a manual lottery to determine who will be asked to register. All outlined Lottery Rules and Procedures will be enforced.

Verification of residency and current immunization records are required for all students enrolling. Every student enrolling for the first time must present a signed statement from a physician or documentation of immunizations as required by the Texas Department of Health, no later than 30 days after enrolling.

SECTION 2: ACADEMICS AND GRADING

Academic Standards

- **The Frank L. Madla ECHS (FLMECHS), Imelda Davis ECHS (IDECHS), Greg A. Garcia ECIS**, are recognized by the Texas Education Agency (TEA) as an Early College High School (ECHS). As an ECHS, The ECHS academic standards and requirements are carefully prescribed and have been identified in the Four-Year Plan, which can be located on the campus website. Students are required to maintain strict adherence to the Four-Year Plan as part of the Memorandum of Understanding and Shared Services Agreement with the Alamo College District.
- **ECHS** students must satisfy the academic progress standards as outlined by Alamo College District (ACD) policy. Acceptable scholastic performance is based upon student

progress toward successful course and program completion and indicates that the student's grade point average (GPA) is at least 2.0. The components used to compute Academic Standing are GPA and course completion.

- The **ECHS** Counselor and a College Advisor will conduct an academic review of ECHS students each fall and spring semester to determine if summer courses are needed.
- Students who need to repeat a course (ECHS or College) must repeat the course during the summer after the academic year and earn a satisfactory grade. All costs for summer enrollment in college courses (including textbooks) will be paid by the student or student's family.
- **ECHS** students who have not earned credit for ENGL 1301 & 1302 by the end of the summer between their junior and senior years may be removed from the ECHS program and ACD.
- Alamo Colleges and ECHS Early Alert systems will be utilized to identify any ECHS student with a GPA below a 2.0 in a class or disrupting the learning environment.
- **ECHS** sophomores must be college-ready (i.e., passing the Essay and ELAR portions of the TSI) by April 15th of his/her sophomore year.
- The **ECHS** junior must be college-ready in Mathematics by April 15th of his/her junior year.
- Per ACD policy, parents may not have direct communications with college faculty and staff. Any concerns or questions should be addressed to appropriate ECHS staff.

Academic Probation (ECHS, GAGECI, ACD)

Students who begin any semester term in Good Academic Standing but fail to maintain a cumulative GPA of 2.0 and or higher are placed on Academic Probation. Notification of probationary status is communicated by ACD electronically through students' ACES Portal (Alamo Colleges Educational Services) email addresses. Students on Academic Probation may re-enroll for one semester after meeting with ECHS and college officials and completing the ECHS Probation Contract. Student status is evaluated after each semester term. Students must earn a semester term GPA of 2.0 and a cumulative GPA of 2.0 or higher to remain enrolled at ECHS and ACD while on Academic Probation. **A student must be dually enrolled at ECHS and at the college in order to stay in the program; therefore, if a student is Academically Dismissed from Alamo Colleges, that student will be dismissed from the ECHS and must return to the high school in their assigned attendance zone.**

Students at Garcia Intermediate: Students who begin any semester term in Good Academic Standing but fail to maintain a cumulative Avg of 70% or higher can be placed on Academic Probation.

Academic Dismissal

If a student on Academic Probation fails to earn a semester term GPA of 2.0 or fails to earn a cumulative GPA of 2.0 in the next semester term following their placement on Academic Probation, the student will be placed on Academic Dismissal. ECHS students may utilize the Alamo Colleges Academic Dismissal Petition procedure. Students who are not approved through the petition process will be removed from ECHS and ACD. All scholastic performance, including academic probation and dismissal, is recorded on the student's ACD transcript. Placement of students who are removed from the ECHS and ACD will be at the high school of their assigned attendance zone.

Academic Integrity Violations (ECHS and ACD)

Scholastic dishonesty includes, but is not limited to, Academic Misconduct, Cheating, Plagiarism, Fabrication and Collusion. Administrators and teachers may initiate disciplinary actions against a student accused of scholastic dishonesty. Possible disciplinary actions may include suspension, awarding a 0 grade for the assignment, or both. Repeated offenses in the area of scholastic dishonesty may result in academic dismissal from the ECHS and Alamo Colleges.

Academic Integrity Violations Greg A. Garcia

Scholastic dishonesty includes, but is not limited to, Academic Misconduct, Cheating, Plagiarism (All generated to be included), Fabrication and Collusion. Administrators and teachers may initiate disciplinary actions against a student accused of scholastic dishonesty. **Possible disciplinary actions may include suspension, awarding a 0 grade for the assignment, or both. Repeated offenses in scholastic dishonesty may result in academic dismissal from Greg A. Garcia, students must return to the Middle school of their assigned attendance zone.**

A student must be dually enrolled at the ECHS and Alamo Colleges in order to stay in the program; therefore, if a student is Academically Dismissed from Alamo Colleges, that student will be dismissed from the ECHS and must return to the high school of their assigned attendance zone.

Definition of Terms

Academic Misconduct - the intentional violation of NFPS and/or ALAMO Colleges policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or assessment, or any information regarding the content of such an instrument.

Cheating - the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; or unauthorized copying or collaboration.

Fabrication - intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

Plagiarism - the unauthorized or undocumented use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

Collusion - assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

NFPS Grading Policies

A. Philosophy

The academic philosophy of the NFPS is the following:

- Quality over quantity
- Rigor and relevance over hard and busy work
- Critical thinking over simple rote memorization

Assignments that are multi-disciplinary may be assigned by teachers and counted as grades in multiple classes. The student will be challenged via tasks, assignments and projects that focus on Collaboration, Communication, Critical Thinking and constant Checking for Understanding (The 4 Cs). These tasks will be framed with Rigor and Relevance in a manner that fosters Relationship building within the NFPS learning community (The 3 Rs).

B. Grading and Grade Reporting

Parent Responsibility Policy for Monitoring Student Academic Progress

NFPS is committed to fostering student accountability and family engagement. To support this, our school provides parents and guardians with the tools and access needed to regularly monitor academic progress. Teachers are not required to provide individual notifications for failing grades unless otherwise specified by an intervention plan or Individualized Education Plan (IEP). If concerns arise, **parents are encouraged to reach out directly** to the teacher to discuss grades, assignments, or academic concerns. Teachers will respond within a reasonable timeframe (usually 24-48 hrs).

C. Grading Values

NFPS		Alama Colleges	
90-100	A	95	A
80-89	B	85	B
71-79	C	75	C
70	D	70	D
69 and Below	F	Below 65	F

D. Testing and Projects

- No assignments or projects will be given for students to complete during Spring break or Christmas break.
- No tests, projects, essays, performances, or lab reports will be due the weeks of STAAR/EOC testing, College finals, and SAT/PSAT testing for students participating in testing. Grades for these designated weeks are limited to in-class assignments.
- There will be no videos without proper request and approval after testing. The teacher will plan academic activities to engage the students.

ECHS Grading Guidelines

The ECHS offers a variety of advanced courses and PSAT testing opportunities designed to enhance and challenge a student's secondary school experience. There are higher academic and curricular standards set forth by higher educational institutions endorsing the courses. These courses include, but are not limited to Dual Credit, and Honors. The course syllabi will outline the established grading policy for the course.

NFPS Grading Guidelines

1. Grades should reflect knowledge and mastery of a subject.
2. Teachers must have one or more grades each week (not including participation grades).
3. Grades shall be entered weekly in Schoology/Ascender.
4. Student work will be graded and returned in a timely manner. For most assignments, this will be within two instructional days. Reports, essays, and large projects may take longer. Specific feedback to students is encouraged on scores below 75.
5. Discipline shall NOT be used to academically penalize students. Grades are recorded only for academic mastery, not for other purposes including obtaining parent signatures, bringing supplies, etc.
6. Teachers will not change posted grades unless an error has been made.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on MTSS. The implementation of MTSS has the potential to have a positive impact on the ability of districts and

charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open-enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*.

If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Special Education Lead

Phone Number: 210-519-3900

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

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Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: 504 Coordinator

Phone Number: 210-519-3900

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504

Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (RtI). La implementación de la RtI tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas autónomas de satisfacer las necesidades de todos los estudiantes con problemas.

Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

Remisiones de educación especial:

Si los padres solicitan, por escrito, al director de servicios de educación especial o a un empleado administrativo del distrito escolar o de la escuela autónoma de inscripción abierta que se realice una evaluación inicial para recibir servicios de educación especial, el distrito o la escuela autónoma deben responder dentro de los 15 días lectivos después de haber recibido la solicitud. En ese momento, el distrito o la escuela autónoma deben entregar a los padres notificación previa por escrito respecto de si están de acuerdo o no en evaluar al estudiante, además de enviarles una copia de la *Notificación de salvaguardas procesales*. Si el distrito escolar o la escuela autónoma están de acuerdo en evaluar al estudiante, también deben darles a los padres la oportunidad de prestar su consentimiento por escrito para la evaluación.

Por favor tenga en cuenta que una solicitud para una evaluación de educación especial puede hacerse verbalmente y no necesita hacerse por escrito. Los distritos y escuelas “chárter” deben seguir cumpliendo con todas las notificaciones previas por escrito y los requisitos sobre las salvaguardas procesales de la ley federal para identificar, localizar y evaluar a los niños que se intuya puedan ser niños con alguna discapacidad y que necesite educación especial. Sin embargo, una petición verbal no requiere que el distrito o la escuela “chárter” respondan dentro del periodo establecido de los 15 días escolares.

Si el distrito o la escuela autónoma deciden evaluar al estudiante, deben completar la evaluación inicial y el informe de la evaluación dentro de los 45 días lectivos posteriores al día en que reciban el consentimiento por escrito de los padres para evaluar al estudiante. Sin embargo, si el estudiante se ausenta de la escuela por tres días lectivos o más durante el período de evaluación, dicho período se extenderá la misma cantidad de días lectivos que el estudiante haya faltado.

Existe una excepción al plazo de 45 días lectivos. Si un distrito o una escuela autónoma reciben el consentimiento de los padres para la evaluación inicial entre los 35 y 45 días lectivos previos al último día de clases del año, deben completar el informe escrito y proporcionarles una copia del mismo a los padres, a más tardar, el 30 de junio de dicho año. No obstante, si el estudiante falta a la escuela tres días o más durante el período de evaluación, no se aplica la fecha límite del 30 de junio, sino que se aplica el plazo general de 45 días lectivos más prórrogas por ausencias de tres días o más. Al completar la evaluación, el distrito o la escuela autónoma deben proporcionar a los padres una copia del informe de evaluación en forma gratuita.

Hay disponible información adicional sobre educación especial del distrito o la escuela autónoma en el documento complementario titulado *Guía para padres sobre el proceso de admisión, revisión y retiro*.

Persona de contacto para las remisiones de educación especial:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de educación especial es:

Persona de contacto: Special Education Coordinator

Número de teléfono: 210-519-3900

Remisiones de la Sección 504:

Cada distrito escolar o escuela autónoma debe tener estándares y procedimientos en vigor para la evaluación y colocación de estudiantes en el programa de la Sección 504 del distrito o la escuela autónoma. Además, los distritos y las escuelas autónoma deben implementar un sistema de salvaguardas procesales que incluya una notificación, una oportunidad para que los padres o tutores examinen los registros relevantes, una audiencia imparcial en la que puedan participar los padres o tutores y en la que haya representación por parte de un abogado, y un procedimiento de revisión.

Persona de contacto para las remisiones de la Sección 504:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de la Sección 504 es:

Persona de contacto: 504 Coordinator

Número de teléfono: 210-519-390048)

Información adicional:

Los siguientes sitios web ofrecen información y recursos para los estudiantes con discapacidades y sus familias.

- [Marco legal del proceso de educación especial centrado en el niño](#)
- [Red de colaboradores y recursos](#)
- [Centro de Información de Educación Especial](#)
- [Texas Project First](#)

Absence/Make-up Work

It is the student's responsibility to coordinate with the teacher and get any missed work.

Students must meet with the teacher the day of their return to campus; and all work must be completed and submitted in accordance with the teacher's established deadlines. After the established deadline has passed, any remaining missing work will be assigned a grade of zero.

Missing Assignments/Late Work

All work is due to the teacher by the assigned deadline. Any student with a missing assignment may be assigned After School/Lunch Detention to complete the assignment. The student may continue to serve After School/Lunch Detention each **school day** until the assignment is complete. After completing the assignment in After School/Lunch Detention, the student must personally submit the work to the teacher. The assignment must be completed for the instructor to verify evidence of mastery, but a grade will not be recorded.

Projects and Essays will be accepted up to **TWO DAYS (2)** late, if submitted personally to the teacher with the following DEDUCTIONS on the project's/essay's final grade:

- First day late (Submitted after the class period on the due date.)– 5 points
- Second day late (due at 8 AM the very next school day after the due date or at the discretion of the teacher) – 10 points
- Third day late (two school days after the due date) – Grade recorded as a ZERO

If sufficient time is given in class to complete projects or essays, this clause does not apply. Projects cannot be redone for a higher grade.

Make-up Test Policy (Different from Retest Policy)

If absent on the day of test due to an excused absence, it is the student's responsibility to contact his/her teacher upon returning to school and make arrangements to complete the exam(s) missed. Tests must be made up within three (3) school days from the day the exam was originally given. The student is solely responsible for acknowledging exam dates which are provided by the teacher. Make-up exams will cover the same material but may be different in format from the original exam.

"Reteach/Retest" Policy

Any student scoring 69% or below on a test will be permitted to retake that test after fulfilling the retest requirements established by the teacher. ***It is the student's responsibility to submit to the teacher a request for the reteach and the retest via Schoology within 5 days of the posted grade.*** The retest will occur within 5 school days of the reteach. All retests will cover the same material but may be different in format from the original exam. The teacher's specific requirements for reteaching and retesting will be listed in their syllabus.

The new grade will be the average of the two grades (original test and retest).

NFPS teachers will "reteach" content to students who do not understand what is presented

the first time. This may be done in ways such as:

- Students may be permitted to rework or correct unsatisfactory tests.
- The student may be required to retake a major examination.
- The teacher may require the student to attend a tutorial program. Co-curricular or extracurricular activities shall not interfere with these academic requirements. The teacher may assign additional work on a particular unit for the student to complete.
- The teacher may work with small groups during class time while other students work independently.

Teachers shall plan for re-teaching at the same time they plan initial instruction, thereby ensuring that alternatives are immediately available when needed.

The teacher will provide reteaching and retesting during class time if 20% or more students in a class fail to demonstrate 70% mastery of the TEKS on a major examination. An examination is considered major if it falls under the Tests/Projects 40% (Min of 2/9wks) category of a student's grade. All students will be given the opportunity to reteach and retest with the average of the two grades recorded. Teachers should use professional judgment to differentiate for students who clearly mastered the content the first time (90% or higher).

Homework

Missing assignments are the number one reason for low grades. Parents and students are expected to do everything possible to turn in all required work when due.

During the weeks of STAAR/EOC testing, College finals, and SAT/PSAT testing, grades are limited to in-class assignments for students participating in testing.

Extra-Credit Opportunities

All such opportunities are at the discretion of the teacher. If an extra credit assignment is offered, it must be purposeful, reasonable, and applicable to the curricular objectives, available for all students and comply with grading policy. Extra credit assignments are to be completed at home, not during the school day. Teachers may offer extra credit to students by offering an extra assignment and counted as a homework grade and must be fair and equitable for all students.

Intervention

Students are provided with instructional assistance during Academic labs, in preparation for the Texas Success Initiative Assessment (TSIA), State of Texas Assessments of Academic Readiness (STAAR) End-of-Course (EOC) exams, and/or the Preliminary Scholastic Aptitude Test (PSAT) on a daily basis - Students earn a grade for this class, which is not included on the report card, and attendance is taken. This class is subject to compulsory attendance laws, as the instructional minutes provided are included in the calculation of state-required instructional minutes per academic year.

Semester Exams

Semester exams are NOT assessments that can be retaken for grade improvement. All ECHS students are given sufficient time to review concepts and material that will be covered on the semester exam and have access to tutorial opportunities throughout the week.

Student Expectations during Final Exam Week

- Students are to report to all classes on time for attendance.
- Students who do not have an exam during a period must report to their testing location.

Students are to remain in their testing location through the duration of the exam time. At the teacher's discretion, exempt students may be given permission to report to an alternative setting during the final exam.

- While in the alternative setting, all students are to be seated, remain quiet, and are not to engage in activities (music, video footage, games, etc.) that are disruptive to students who are studying.
- All seniors will report to the Academic Counselor or Front for attendance and then execute their assigned duties in accordance with administration directives. **Seniors should plan on becoming involved with a variety of events such as, but not limited to: internships, campus and district end-of-year school close out procedures, work-study programs, mentoring underclassmen, etc.**

Final Exam Extra Credit Policy

A semester/final exam counts for 20% of the overall semester grade. The Final Exam Extra Credit policy applies to the fall and spring semester exams for core courses (e.g., Science, Social Studies, English, and Math).

Attendance Policy for Final Exam Exemption

Attendance is cumulative, and absences reset at the end of the first semester.

- Two tardies count as one absence.
- Medical absences, with documentation from a physician, are NOT counted as a student absence when determining exemption eligibility.
- Excused school business absences are NOT counted as a student absence when determining exemption eligibility.
- Any office discipline referrals disqualify the student for exemptions
- All fines and charge balances must be paid in full prior to exam week.
- If the final exam is a group project, the student will be required to complete the exam but will be given extra credit points added to the final grade.

Grade Earned	Absences	Extra Credit Points
≥ 91	0 absences	5 pts
≥ 94	1 absence	10 pts
≥ 97	2 absences	15 pts

Students must meet and maintain the extra credit criteria until the exam is administered or eligibility for the course is revoked. Students exempt from any exam MUST report to the exam period for attendance. Though students may be exempt from the final exam, they must report to the exam location and remain there until testing is complete.

SECTION 3: STUDENT CONDUCT AND SAFETY

Codes of Conduct

New Frontiers Public School student discipline policies and procedures apply to all students while they are at school, college and all New Frontiers Public School events. **ECHS** students will abide by the ACD Code of Student Conduct while attending college classes and involved in college activities. **Any student who violates the NFPS and/or ACD Codes of Conduct are subject to disciplinary action, up to and including dismissal from NFPS.**

Dress Code

Greg A. Garcia Early College Intermediate Campus: Will wear the official school uniform polo every day which can be purchased from the selected vendor by the district. Students may wear dark navy blue or black pants or shorts at knee-length, jeans will be allowed on certain spirit days or free dress opportunities.

Garcia Spirit Days:

Student Spirit Day allows students to show their school pride by wearing jeans with a college shirt. All attire must remain school-appropriate and follow campus dress code guidelines.

Garcia Free Dress Days:

Is an earned reward that allows students to wear clothing of their choice instead of the school uniform. All clothing must be school-appropriate and comply with campus dress code policy.

Garcia Campus Free Dress:

Tops:

- T-shirts that are not deemed offensive (T-shirts cannot have anything related to drugs, gangs, alcohol, sex, ammunition. Final determination of appropriateness is at the Principal's discretion.)
- Shirts do not have to be tucked in – but should be no longer than around the hips or shorter than the waistline (example: crop tops)

Bottoms:

- No ripped or torn bottoms
- All shorts, skirts and dresses must be knee length or longer, to include basketball and/or athletic shorts
- Warm-ups (must fit appropriately)
- Sweats (must fit appropriately)

The following items are prohibited From GAGECI Campuses:

- Shoes with wheels or speakers
- House shoes (slippers), shower shoes (flip-flops), or slides (Sandals are acceptable.)
- Sagging (no visible undergarments)
- Inappropriate facial piercings or tattoos
- Bandanas, flags, or gang related attire
- Halter tops, exposed midriffs, strapless and/or low cut tops that expose breasts or cleavage, exposed backs, spaghetti straps and see-through clothing are not permitted (Undergarments shall not be visible or exposed.)
- Clothing that promote violence or reflect gang activity are strictly prohibited
- Clothing that is considered offensive, inflammatory or disruptive to the learning

environment are prohibited. This prohibition includes, but is not limited to, inappropriate advertising or statements that are offensive or inflammatory, alcoholic beverages, profanity, sex, tobacco, drugs, gangs, guns and other weapons, excessively violent or gory imagery, and the promotion of violence and death.

- Pajamas
- Revealing or excessively tight garments (tops, stretch pants, leggings, jeggings and yoga pants) are prohibited
- Torn or Ripped

Athletic pants or shorts will not be allowed i.e leggings, yoga pants, wind pants, joggers, sweat pants, basketball, soccer shorts, etc. will not be allowed throughout the day.

Garcia ECI Campus

Our gymnasium is equipped with dressing facilities for students. Students will be required to wear athletic footwear, knee-length black mesh basketball shorts and the required PE shirt.

New Frontiers Public Schools Students should check their attire in the morning before reporting to school. NFPS students are an elite group of students and need to represent NFPS appropriately.

Although **ECHS** students will be attending college classes with college students who may not be dressed per our standards, **ECHS** students are expected to adhere to the New Frontiers Public Schools District dress code at all times.

The New Frontiers Public School District has certain dress and grooming criteria that must be complied with by students. These dress and grooming standards are intended to encourage good grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards and teach respect for authority. A student's appearance has much to do with the way the student feels about himself or herself. Appearance also affects the way in which other students respond to them and has a great deal to do with student success and the learning atmosphere of the school. Because of this, New Frontiers Public Schools District has established dress code requirements for students in grades 6th- 12th

ADMINISTRATORS HAVE THE RESPONSIBILITY TO DETERMINE APPROPRIATENESS OR ATTIRE AND GROOMING EXPECTATIONS FOR THE SCHOOL SETTING, AND TO ENFORCE THE DRESS AND GROOMING STANDARDS THAT ARE ESTABLISHED FOR DISTRICT STUDENTS.

Tops:

- Any shirt with a finished neckline must be appropriately buttoned (example?)
- T-shirts that are not deemed offensive (T-shirts cannot have anything related to drugs, gangs, alcohol, sex, ammunition. Final determination of appropriateness is at the Principal's discretion.)
- Shirts do not have to be tucked in – but should be no longer than around the hips or shorter than the waistline (example: crop tops)

Bottoms:

- No excessively ripped or torn bottoms
- All shorts, skirts and dresses must be knee length or longer, to include basketball and/or athletic shorts
- Warm-ups (must fit appropriately)

- Sweats (must fit appropriately)

The following items are prohibited from all NFPS Campuses:

- Shoes with wheels or speakers
- House shoes (slippers), shower shoes (flip-flops), or slides (Sandals are acceptable.)
- Sagging (no visible undergarments)
- Inappropriate facial piercings or tattoos
- Bandanas, flags, or gang related attire
- Halter tops, exposed midriffs, strapless and/or low cut tops that expose breasts or cleavage, exposed backs, spaghetti straps and see-through clothing are not permitted (Undergarments shall not be visible or exposed.)
- Clothing that promote violence or reflect gang activity are strictly prohibited
- Clothing that is considered offensive, inflammatory or disruptive to the learning environment are prohibited. This prohibition includes, but is not limited to, inappropriate advertising or statements that are offensive or inflammatory, alcoholic beverages, profanity, sex, tobacco, drugs, gangs, guns and other weapons, excessively violent or gory imagery, and the promotion of violence and death.
- Pajamas
- Revealing or excessively tight garments (tops, stretch pants, leggings, jeggings and yoga pants) are prohibited
- No excessively ripped or torn bottoms

**DRESS CODE VIOLATIONS MAY RESULT IN DISCIPLINARY ACTION.
IF IN DOUBT, DO NOT WEAR IT!**

ECBS Student ID Badges

ECBS student ID badges must be with the student at all times while at school IDs are NOT to be defaced or have any items placed on the front or the back; defacing a badge may result in being charged for a replacement. Each student will be issued one plastic ID badge at no cost. A charge of \$5.00 will be made for EACH replacement card. Students who report to school without their student ID badge will be required to secure a replacement at the beginning of the school day. Students may be asked to produce ID cards in order to receive breakfast/lunch, purchase tickets to school events, to be admitted to a student function, and to vote in student elections. Students who violate the ID badge policy will be assigned Lunch Detention. The college ID is not considered a substitute or replacement for a ECBS ID.

Public Displays of Affection (PDA)

New Frontiers recognizes that genuine feelings of affection may exist between two students. However, students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity.

Students are expected to maintain respectful and appropriate boundaries while at school. While it is natural to have friendships and connections with others, school is a learning environment and not the appropriate place for romantic or overly affectionate behavior.

Public displays of affection (PDA) that may distract others or cause discomfort are not permitted. Examples of PDA that are not allowed include, but are not limited to:

- Kissing
- Fondling
- Cuddling
- Inappropriate touching
- Rubbing/massaging
- Caressing/stroking/petting
- Excessive/Prolonged hugging
- Sitting or laying on another student/s

Inappropriate Public Displays of Affection (PDA) will not be tolerated. Students caught engaging in such practices are subject to the following disciplinary actions:

- 1st Offense = Verbal warning. Parents informed of the issue.
- 2nd Offense = After School detention. Parent conference on the issue.
- Subsequent Offenses = Saturday School. Parent conference on the issue.

Food and Beverage Policy

At the **Greg A. Garcia campus**, no food is allowed to be consumed in the classrooms.

At the **Early College High schools**, beverages and/or food may be consumed in the classroom with the teacher's permission ONLY. All containers are subject to inspection. This is a privilege and can be revoked at any time.

Food Delivery Policy:

Garcia Intermediate Campus:

To ensure student and campus safety, food deliveries from third-party vendors (such as DoorDash, Uber Eats, Grubhub, etc.) are not permitted during school hours. These unscheduled deliveries create security concerns, disrupt the instructional day, and make it difficult to verify the source and intent of the delivery.

Only meals dropped off by a parent or guardians (In-Person) through the front office may be accepted. Unauthorized deliveries will be turned away.

ECHS Campuses:

Students may order lunch from surrounding food vendors who deliver to the campus. Orders should be placed in a timely manner to ensure that the food is delivered with sufficient time for the student to eat it within his/her designated lunch period. Students will not be permitted to eat delivered lunches after the assigned lunch period has ended, so students should plan accordingly. Students should be prepared to pay the cost of the food ordered, as well as for the additional cost of a gratuity (i.e., "tip") and delivery fee. School lunches provided by the NFPS Child Nutrition Department are available as a nutritious alternative to ordering food for delivery.

Bullying

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;

- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying:

- a) a parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and
- b) a parent or guardian of the alleged bully within a reasonable amount of time after the incident;

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not meet the definition of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Retaliation is prohibited against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying.

Upon recommendation of the administration, the board may transfer a student found to have engaged in bullying to another classroom at the campus.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district.

Selling Items on Campus

Students are not permitted to sell any items on school grounds, including food, candy, clothing, or personal belongings, unless the sale is part of a school-approved fundraiser or event. Unauthorized selling can create disruptions, raise safety concerns, and violate district policies. Any items sold without approval may be confiscated, and disciplinary action may be taken. All fundraising activities must be approved in advance by campus administration.

Health Information

Nurse

New Frontiers Public Schools has the services of an on-site assistant to assist students who are ill or injured. The School District Nurse may be reached at 210-418-0224.

It is important for the parent to fill out the Student Health Questionnaire completely and return it to school. In case of emergency, the parent/ guardian signature gives the school permission to

have the student transported to the hospital if needed when parent/ guardian cannot be reached. Please update this information as needed.

Accidents

Students must receive a Nurse's Pass from the teacher in order to see the nurse. The School Nurse or a trained staff member will administer initial treatments for all minor injuries, whether student or adult. In the event of a student accident, the student's emergency contact will be notified by phone if the severity of the injury warrants such action. Therefore, it is crucial that the school has working phone numbers for parents and/ or alternate contacts.

An incident report will also be submitted to the school nurse for documentation purposes and a copy will be given to the parent or guardian if requested. In the event of an adult accident the adult will be seen by the nurse, if available. If any injury is severe, the school will contact emergency services.

General Health Procedures

All students must comply with Texas State Laws regarding immunizations. He/ she must submit proof of current (up-to-date) immunization records to the school nurse before the child can be accepted into the classroom, NO EXCEPTIONS. All records will be placed in your child's permanent health record.

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable disease should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. These as well as other illness will warrant sending a student home:

- ☐ A temperature of 100 degrees or greater (may not return for 24 hours)
- ☐ Vomiting
- ☐ Diarrhea
- ☐ Suspicious rash
- ☐ Discoloration of eyes

A student may remain in the nurse's office for observation unless the child exhibits a contagious condition. If this is the case for your child, you will immediately be contacted to pick up and remove your child from campus for safety reasons as applicable by law, until the child is no longer contagious.

Medication and Health

Medication may be administered at school with a parent/ guardian's written permission. Medication must be in original bottles and properly labeled. The medication permission form must be completed and signed by a parent/ guardian for each medication that is to be administered at school, including over the counter medications.

Any medications that need to be given for more than two weeks must be accompanied by a physician request for administration of medicine or special procedure by school personnel form and the medication permission form signed by a parent/ guardian. Medication that is to be given mid-day may be dispensed by the nurse as long as a physician's note accompanies the medication with such instructions.

Immunity from Liability

New Frontiers Public Schools, the Board, and its employees shall be immune from liability for bodily injuries, damages or injuries resulting from the administration of medication, and property damage sustained by students and visitors to our facility. If a student is injured at school or at a school-related activity, the District is not responsible for medical expenses associated with the student's injury.

Asthma and Allergy Action Plans

Students who have been diagnosed with Asthma and/ or allergies (such as food, insect, etc) must submit an action plan to the Nurse's Office. The action plan, which may be obtained in the Nurse's Office, must be completed, and signed by the child's medical provider and must be kept current.

School Screenings

All first-time school entrants, and students new to Texas schools will be screened for vision, hearing and acanthosis. A referral will be sent only if a further evaluation is needed.

Immunizations Requirements

The Texas Department of Health and the Board of Trustees for New Frontiers Public Schools requires the following immunizations for children attending our school. These immunization requirements provide students with active immunization against many communicable diseases. (For a view of the table please refer to www.dshs.state.tx.us/immunize.)

A delay in school enrollment or disruption in school attendance may be necessary if the student has not started or has not continued to receive vaccine doses as they become due. All immunization records must be validated by physician's signature or health clinic stamp. The month, day, and year must be indicated on the record for each new immunization received. These records must include all doses administered, including all doses that exceed the minimum requirements.

The school nurse will notify parents of immunizations needed upon enrollment or as they come due during the school year. When the student has received the required immunization(s), the parent brings or sends the immunization record to the school nurse so that the immunization dates may be recorded on the student's health record. These records are returned to parents when they are recorded.

Parents are encouraged to contact the school nurse for assistance in locating immunization clinics or in understanding immunization requirements.

Health and Dating Education

NFPS believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. NFPS employees are expected to treat students with courtesy and respect. The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person

in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults; name-calling; putdowns; threats to hurt the student or the student's family members or members of the student's household; destroying property belonging to the student; threats to commit suicide or homicide if the student ends the relationship; threats to harm a student's current dating partner; attempts to isolate the student from friends and family; stalking; or encouraging others to engage in these behaviors.

Mental Health Support

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health counselor for further information. The mental health counselor Norma Arshad, District Counselor can be contacted at 210-920-1275

NFPS Detention Programs

Greg A. Garcia Early College Intermediate (GAGECI)

- Lunch Detention - Students will report to Lunch Detention in the designated class on time. Students will be required to sign-in to verify their attendance. Students who "skip" Lunch Detention will be subject to additional disciplinary action by the Campus Administration, this may include In-School Suspension. Students will not be allowed to use any electronic devices or peripherals while they are in attendance at the Lunch Detention session. Students will not sleep during their assigned detention session. Violation of any of these requirements or expectations will result in further disciplinary action.
- Should multiple students be in attendance at Lunch Detention session, all students will sit separately as designated by the detention supervisor. Talking to fellow students for any reason will result in further disciplinary action.

Early College High Schools (ECHS)

- Lunch Detention - Students will report to Lunch Detention in the ECHS designated class on

time. Students will be required to sign-in to verify their attendance. Students who “skip” Lunch Detention will be subject to additional disciplinary action by the Campus Administration, this may include Saturday Detention.

Students will work individually on assigned ECHS or college work that does not require the use of any electronic devices or peripherals. The teacher may provide missing work and/or additional work at his/her discretion. Students will not be allowed to use any electronic devices or peripherals while they are in attendance at the Lunch Detention session. Students will not sleep during their assigned detention session. Students are not allowed to read for leisure during their assigned detention session. Violation of any of these requirements or expectations will result in further disciplinary action.

Should multiple students be in attendance at Lunch Detention session, all students will sit separately as designated by the detention supervisor. Talking to fellow students for any reason will result in further disciplinary action.

SECTION 4: ELECTRONIC AND TELECOMMUNICATION DEVICES

Effective August 2025

In accordance with Texas House Bill 1481

NFPS is committed to fostering a focused, respectful, and safe learning environment by eliminating digital distractions during the entire school day. This policy aligns with Texas HB 1481, which requires campuses to prohibit the use and possession of personal communication devices during school hours.

Policy Overview

Students are prohibited from using or possessing personal electronic devices at any time during the instructional day. This includes, but is not limited to:

- Cell phones
- Smartwatches
- Tablets
- Wireless earbuds
- Gaming devices
- Any other personal communication or entertainment device

This restriction applies throughout the instructional day, which is defined as “From the time a student arrives on campus in the morning until the final period of the day concludes such as:

- Class periods
- Transitions between classes
- Breakfast/lunch periods
- Restroom breaks
- Advisory or tutorial periods
- Any time the student is on campus during instructional hours

Storage Requirements

Students must secure their devices in their backpack, kept silenced and untouched throughout the day.

SECTION 5: ATTENDANCE

Attendance Guidelines

Students must be in attendance for at least 8 hours a day regardless of their class schedule or PAC course load. Each student is still considered to be a full-time high school student, and attendance affects student learning, campus accountability ratings, and school funding.

School Hours and Campus Protocols

Greg A. Garcia Early College Intermediate

- Before School Care is from 6:30am – 7:30am and After School Care 3:05pm – 6:00pm
***Parents will be charged \$1 per minute after 6pm
- Pre-Kindergarten school days are 7:35am – 3:05pm
- K-8 grades: School days are 7:35 am to 3:15pm
- Staff Supervision is from 7:30am – 4:15pm
- Breakfast is served from 7:00am -7:30am
- Students dropped off before 7:30 a.m. **will not** be supervised unless they are in a class, program, or school-sponsored activity (e.g., tutoring, organizations, clubs, etc.).

Early College High Schools

- School day is 8:00 a.m. to 4:35 p.m. Staff supervision is from 7:30 a.m. - 4:45 p.m.
- Breakfast is served from 7:30 a.m. - 7:55 a.m. and is provided free of charge for all students.
- Students dropped off before 8:00 a.m. or picked up after 5:00 p.m. will not be supervised unless they are in a class, program, or school-sponsored activity (e.g., tutoring, organizations, clubs, etc.). Students not picked up by 5:00 p.m. must report to their respective college campus for pickup.
- Students may not be signed out after 4:00 p.m.

General Information – All campuses

- Students **MUST** leave the campus after school unless they are attending tutoring, practice, or a club/organization meeting. When released, the student **MUST** report directly to the front of the campus where they **MUST** remain with the teacher/sponsor until his/her parent arrives. The teacher/sponsor will only remain until 5:00 p.m., after which time the student will be asked to report to their respective college campus for pickup.
- Students on campus outside of regular school hours, or without a pass or supervision as part of a class, program, or school-sponsored activity, are subject to ticketing for trespassing.
- The school is not responsible for damaged, lost, or stolen personal items, even if the school provides a place for students to store them. This is offered solely as a convenience; and items are not monitored or secured. This includes any and all personal items brought to school for any reason. If any of these items becomes an issue, they can be banned from being brought on campus.
- Students must **WALK** their bikes and skateboards (or anything else similar) on campus and off campus for safety. Skateboards must be checked in with the front office.
- All campuses are -“closed” campuses; and **no student may leave during lunch without a parent**. Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the Principal. **Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.**

Leaving Campus

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

For students in high school, if the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence no later than two hours prior to the student's need to leave campus. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return if the student returns the same day.

If a student is 18 years of age or is an emancipated minor; the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required. If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released.

Attendance Requirements

Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. **Two state laws apply – one dealing with compulsory attendance, the other with attendance for a student's final grade or course credit.**

Attendance Obligation and Responsibility

Parents are reminded that it is their legal obligation and responsibilities to make certain their child(ren) are in school. Violation of the Compulsory Attendance law (**TEC Sec.25.085**) is punishable by fines (**TEC Sec.25.093 and 25.094**). Below is the Texas Education Code status for your review:

Sec. 25.085. COMPULSORY SCHOOL ATTENDANCE

A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided. Unless specifically exempted by Section 25.086, a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 19th birthday shall attend school. Upon enrollment in pre-kindergarten or kindergarten, a child shall attend school.

Sec. 25.086. EXEMPTIONS

A child is exempt from the requirements of compulsory school attendance if the child: has a physical or mental condition of a temporary and remediable nature that makes the child's attendance infeasible and holds a certificate from a qualified physician specifying the temporary condition, indicating the treatment prescribed to remedy the temporary condition, and covering the anticipated period of the child's absence from school for the purpose of receiving and recuperating from that remedial treatment.

Sec. 25.087 EXCUSED ABSENCES

A person required to attend school, including a person required to attend school under Section 25.085(e), may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent of the school in which the person is enrolled.

Parent Notes for Attendance

Parents may submit up to 5 written notes per school year to excuse student absences. Notes must include student name, specific absence dates, date of the note, and the reason, and must be submitted within 3 school days of returning.

Absences of 5 or more consecutive days due to illness require a doctor's note, which will be accepted within 3 School days. After the 5 parent notes are used, only doctor's notes will qualify as excused absences.

Failure to provide notes within the prescribed timeframe, or exceeding allowable absences without documentation, will result in those absences being marked unexcused and could lead to truancy follow-up, loss of credit, or more serious consequences per district and state guidelines.

Excused Absences that require guardian or Dr. Note:

Student Illness or Injury note	Parent note (Limit 5 per school year) or doctors
Medical, Dental, or Mental Health appointment	Doctor or provider note required
Death in immediate family (Funeral)	Funeral Bereavement Excuse Letters
Religious Holiday	Parent note
Court Appearance/Legal Obligation	Official Court documentation
Weather-related emergency	Parent Note or district closure information
College Visit (ECHS ONLY 2 per year)	Parent note & Documentation from
College/University	

Sec. 25.093. PARENT CONTRIBUTING TO NONATTENDANCE

If a warning is issued as required by Section 25.095(a), the parent with criminal negligence fails to require the child to attend school as required by law, and the child has absences for the amount of time specified under Section 65.003(a), Family Code, the parent commits an offense. The attendance officer or other appropriate school official shall file a complaint against the parent in a justice court of any precinct in the county in which the parent resides or in which the school is located or in a municipal court of the municipality in which the parent resides or in which the school is located. An offense under Subsection (a) is a Class C misdemeanor. Each day the child remains out of school may constitute a separate offense. Two or more offenses under Subsection (a) may be consolidated and prosecuted in a single action. TEC Sec. 25.093.

Sec. 25.094. FAILURE TO ATTEND SCHOOL

An individual commits an offense if the individual:

- 1) is 12 years of age or older and younger than 18 years of age;
- 2) is required to attend school under Section 25.085; and
- 3) fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period.

An offense under this section may be prosecuted in a justice court of any precinct in the county in which the school is located or in a municipal court in the municipality in which the individual resides or in which the school is located. Pursuant to an order of the county, justice, or municipal court based

on an affidavit showing probable cause to believe that an individual has committed an offense under this section, a peace officer may take the individual into custody. TEC Sec. 25.094.

Sec. 25.095. WARNING NOTICES

A school district or open-enrollment charter school shall notify a student's parent in writing at the beginning of the school year that if the student is absent from school on ten (10) or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period:

- 1) the student's parent is subject to prosecution under Section 25.093; and
- 2) the student is subject to referral to a truancy court for truant conduct under Section 65.003(a), Family Code.

A school district shall notify a student's parent if the student has been absent from school, without excuse under Section 25.087, on three (3) days or parts of days within a four-week period. The fact that a parent did not receive a notice under Subsection (a) or (b) does not create a defense to prosecution under Section 25.093 or 25.094. TEC Sec. 25.095.

Attendance/ Truancy Intervention and Prevention Measures

NFPS has developed a list of intervention and prevention measures to address those students with excessive absences or who have been classified as truant on our campus including:

- ☐ Student/ Parent Pledge Agreement found in this handbook
- ☐ Attendance Incentives
- ☐ Teacher/ Parent phone & in-person conference
- ☐ Administration/ Parent phone conference
- ☐ District/Campus Attendance Committee meeting

Attendance Review Committee

When a student's attendance drops below 90 percent of the days the class is offered, the campus Attendance Review Committee shall review the student's entire attendance record and reasons for absences and to determine whether to award credit or a final grade in cases of extenuating circumstances. Should the student develop a questionable pattern of absences, the principal and/or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

A student shall not be given credit or a final grade for a class unless the student is in attendance 90 percent of the days the class is offered. A student in attendance for at least 75 percent but less than 90 percent of the days a class is offered may be given credit if the student completes an Attendance Recovery plan approved by campus administration. The plan may include Saturday school. Saturday school shall be assigned for student's who have three (3) or more absences in a two-week period. Failure to complete Attendance Recovery will result in non-participation in sports, end of year ceremonies to include graduation.

Absences that count towards the "90 Percent Rule"

E – Excused Absence – Exemption: Medical-based excused absences with valid documentation

U – Unexcused Absence – Truancy, non-school activities, and vacations

O – Out of School Suspension

Students are counted as present if they arrive on time. Students who arrive between 1 to 20

minutes after the tardy bell rings will be counted as tardy. **Students who arrive to class more than 20 minutes late, will be counted as absent.**

Alamo Colleges allows students to miss no more than three (3) days of instruction in each course. Students can be withdrawn from the course due to insufficient attendance. A student must be dually enrolled at ECHS and at Alamo Colleges in order to stay in the program; therefore, if a student is academically dismissed from Alamo Colleges, the student will be dismissed from ECHS and must return to the assigned high school in his/her attendance zone.

SECTION 6: SCHOOL AMBASSADORSHIPS, CLUBS AND EVENTS, EXTRA-CURRICULAR ACTIVITIES, AND UIL-SPONSORED COMPETITIONS

Ambassadorship

Students can be public representatives of ECHS as an ambassador to other campuses and the community. ECHS students must maintain a GPA of 3.0 or higher at both ECHS and Alamo Colleges in order to participate in extracurricular activities. Class Officers and Student Council Officers (President, Vice President, and Secretary) are considered to be ECHS Ambassadors.

To be a public representative of ECHS as an ambassador, a student must maintain a minimum 3.0 overall GPA, have a good discipline record, satisfactory or higher citizenship (conduct) grades, and must gain signature approval from teachers of missed classes. Students are required to complete all course work and submit same at the next class meeting.

Sponsored Clubs and Events

Participation in NFPS-sponsored clubs and activities are an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right. For a student to be authorized to wear club regalia as part of their graduation attire, a student must be an active member in good standing of the club for at least one academic year. All club sponsors must ensure that club membership rosters are finalized each academic year no later than end of the month of September. ECHS students must maintain a GPA of 2.0 or higher at both ECHS and Alamo Colleges in order to participate in extracurricular activities.

Community Service

Community service is defined as services performed by the students of NFPS, outside of school hours, for the good of the community. Helping teachers in classrooms and/or donations of goods for school-related events DO NOT qualify as community service.

Seniors who fail to complete their minimum required hours may have their transcripts withheld until documentation is provided verifying the completion of the required hours.

Junior/Senior Prom

Prom is for Juniors and Seniors, but they may bring Sophomore and Freshman as a date/guest.

- All proper forms need to be filled out and turned by the designated campus deadline. All attendees must bring a valid high school ID from the current school year to enter the Prom location.
- Individuals 21 or older are not allowed.
- Home-schooled students and guests under 21 years of age and enrolled at a public or private high school may be invited provided they complete a Liability, Medical, Parental, and Eligibility Form that is verified and signed by an administrator from the school they

currently attend and the guest's parent.

- Students who have a record of disciplinary issues will be excluded.
- The Principal has the final authority regarding who is allowed to attend prom for the safety of our students.
- Students who fail to follow instructions while at the Prom may be asked to leave immediately.
- Because the Prom is off-site, it is imperative that students are picked up at or before the published event end time.

Alamo Colleges Extra-curricular Activities

ECHS students are allowed to participate in recognized Alamo College student organizations after they have successfully completed 9 college credit hours. ECHS students are allowed to travel with Alamo College student organizations, but those under the age of 18 are required to be accompanied by an adult designated by the student's parents. The expense for this adult is incurred by the student's family. Permission for ECHS students to travel with Alamo College organizations is granted by the ECHS Principal in consultation with Alamo College officials. ECHS students must complete the student travel paperwork required by ACD. ECHS students must maintain a GPA of 2.0 or higher at both ECHS and Alamo College in order to participate in extracurricular activities.

SECTION 7: SCHOOL OPERATIONS

Visiting the Campus

We welcome parents to our campus and want them to volunteer and be involved as much as they can. Appropriate dress and demeanor are expected of all visitors.

Parents can eat with their child(ren) student/s during their scheduled lunch time. A background check is not required, but parents will need to check in at the main office.

In addition, parents and guests are always welcome to attend assemblies and other student functions after checking in at the main office.

On testing days, parents or visitors will **NOT** be allowed due to testing regulations. These dates are posted on the website and Schoology.

Parents who wish to accompany students on school-related functions will require passing a background check. The Volunteer Clearance includes a background check. If a person does not pass the background check, the school is only informed that she/he has failed; we do not receive any further information. You may discuss this with the Human Resources Department for possible resolution.

Parent Visits and Conferences

To minimize disruptions to classroom instruction, parents/guardians may only meet with teachers during the teacher's designated planning period or after school. All visits must be scheduled in advance through the front office or appropriate staff member. Unscheduled visits during instructional time are not permitted.

This ensures that teachers and administration can provide their full attention and support during meetings while maintaining the academic integrity of the school day.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and either of the following applies:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Documentation Request

Parents or students who request documentation from school staff (such as attendance records, grade reports, VOEs, and/or behavioral documentation) should allow up to three (3) school days for the requested information to be prepared and provided.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest. A student attending a social event will be asked to sign out when leaving before the end of the event and will not be readmitted. A parent interested in serving as a chaperone for any school social events should contact the campus principal.

Video Recording

For safety purposes, video/audio equipment may be used to monitor student behavior in common areas on campus. Students will not be told when the equipment is being used. The principal/designee will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. Video/audio tapes are subject to release or viewing in compliance with Family and Educational Rights and Privacy Act.

Communication

- The district utilizes Schoology as its learning management system. Parents will receive announcements, and messages as needed. The District may also use the system for communicating important information.
- Schoology is the web-based program that gives parents access to their child's grades.

Miscellaneous Student Fees

Print Cards (PAC)	\$5.00 (good for 50 printed pages)
Replacement Student ID Badge	\$5.00
Replacement Lanyard	\$1.00
Replacement Badge	\$1.00
Protector	
Transcripts	\$2.00

Gang-Free Zones

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district owned or leased property or campus playground.

SECTION 8: SAFETY, CHARACTER, AND INTEGRITY

New Frontiers Public Schools is a family and we have an ethical responsibility to take care of our schools and each other, we urge all students to report the following student behaviors:

- Leaving the campus without permission for any reason
- Being aware of a student or students who have left campus and not reporting it to administration
- Failing multiple classes
- Excessive absenteeism
- Persistent skipping of class
- Cheating, including plagiarism and collusion
- Bullying
- Persistent misbehavior
- Conversations concerning self-harm or harm to others

Gang-Free Zones

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district owned or leased property or campus playground.

**ECHS STUDENT HANDBOOK
RECEIPTACKNOWLEDGEMENT
FORM**

Read, sign and turn in to the front office.

2025-2026 Acknowledgement Form

My child and I are responsible for reading, understanding, and abiding by the NFPS ECHS Student Handbook.

I also understand and agree that my child will be held accountable for the behavior and consequences outlined in the Student Code of Conduct section of this handbook, at school, at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location.

Student's Name (Please Print)

Student ID #

Parent/Guardian Name (Please Print)

Parent Phone Number

Technology, Textbook, and Instructional Material Policy

Texas law requires parent notification of the following:

Your student may be issued a personal computing device, textbooks, and/or instructional material(s) needed to complete his/her course of study. These are provided at no cost to the student, and the family assumes full responsibility in returning all items and materials issued to the student in good, usable condition. If any item issued becomes damaged, it is the student's responsibility to report this immediately to the person who issued the item; otherwise, it will be assumed to be in good working order. Students and family are responsible for returning all issued items to the school upon request, or pay for replacement and/or repairs. In the case of electronic devices issues, families are encourage to purchase insurance, either district or personal, to cover the cost of replacement or repairs. Failure to return any item issued to a student will result in disciplinary consequences and payment due.

I have read and agree to abide by all rules and regulations contained in the ECHS Student Handbook, including the Code of Conduct.

Parent/Guardian's Signature

Date

Student's Signature

Date



FERPA RELEASE FORM FOR PARENTS

Name of student: _____

Date of birth: _____

Name of child's school: _____

Grade level: _____

Child's mailing address: _____

Parent's mailing address (if different): _____

CONSENT TO RELEASE: The Family Educational Rights and Privacy Act (FERPA) establishes certain rights for parents regarding the privacy of their child's educational record. While family members and other individuals serving in a parent's stead as caretaker may have an interest in the child's record, access to or release of the educational record is only by written parental consent. Parents may choose to complete and submit this FERPA Release Form to allow access or release of their child's educational record. A release form must be completed for each individual to whom a parent wishes to authorize access / release of his / her child's educational records.

I _____ [name of parent/legal guardian] consent to release the information, as indicated below, to the **Utica National Insurance Group**, 180 Genesee St. New Hartford, NY 13413, US (headquarters).

The only type of information that is to be released under this consent is information that was submitted to the Texas Education Agency as required by law under Texas Education Code (TEC) §22.093 pursuant to an investigation involving a former employee and a factual summary regarding the same incident.

The information is to be released only for the purpose of submitting a claim for legal services.

ACKNOWLEDGEMENT AND SIGNATURE: I acknowledge by my signature that I understand that, although I am not required to release my child's records, I am giving my consent to release the information. This release will remain in effect while the child is enrolled at New Frontiers Public Schools unless I revoke such consent.

Parent/Guardian Name (print)_____

Parent/Guardian Signature_____

Date_____