



**New Frontiers Elementary**  
**New Frontiers Middle School**  
**Frank L. Madla Early College High School**

**STUDENT AND PARENT HANDBOOK**  
**2016 – 2017**

**District**

Alfredo Segura Jr., CEO/Superintendent  
Dr. Ismael Cantu, Executive Director of Curriculum and Instruction

**School/ Campuses**

New Frontiers Charter School K-8  
Ruben Pesina - School Principal  
Deanna Sanchez – Behavior Specialist  
Norma Arshad - School Counselor

Frank L. Madla Early College High School  
Jeffrey D. Flores - School Principal  
Khalid Zakaria - Academic Advisor/School Counselor

## **Board of Trustees and Supporting Staff**

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Board Secretary – Julio Medrano

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NFCS School Counsel – Jeff Sprink

New Frontiers Charter School Elementary – Middle School  
4018 South Presa, San Antonio, Texas 78223  
[www.newfrontierscharter.org](http://www.newfrontierscharter.org)  
Phone 210-533-3655 Fax 210-533-5077

Frank L. Madla Early College High School  
1400 W. Villaret Blvd. #CTR-315, San Antonio, TX 78224  
210-486-3686  
Located at the Palo Alto College  
ALAMO COLLEGES

Dear Parents, Guardians and Students,

Welcome to school year 2016-2017. It is essential that parents and students read the Student and Parent Handbook so we can work together to make our students successful.

The policies in this handbook serve as a framework of the expectations and procedures for the schools at NFCS. This handbook reflects the high expectations we have for our students. Quality education depends upon collaborative commitment. Parents play an essential role and it has been through parental collaboration that our school policies have been reviewed and refined.

New Frontiers Charter Schools seek to enhance learning by supporting:

- A competent and caring staff who strives to teach by example;
- A creative, comprehensive, and effective curriculum;
- A safe, orderly, and stimulating environment; and
- An informed and collaborative community.

We are more than happy to answer any questions or concerns that you may have. We encourage your active involvement in your child's education. A strong partnership between home and school can greatly benefit your child as he/she grows and matures.

It is a pleasure to have you as a member of our family. We look forward to working with each and every one of you as we embrace the new school year, continue to build on a tradition of academic excellence and provide a positive learning experience.

Best wishes for a successful school year!

## INTRODUCTION

Welcome to the schools at New Frontiers Charter School, and thank you for making this your school of choice! This handbook has been designed to assist you and your child(ren) throughout the academic year. We encourage you to read the handbook thoroughly and discuss it with your child(ren), as it contains important information.

The Student and Parent Handbook includes contact information for the school's leadership team, general information, and specific school policies and procedures; which will contribute to the development of our community and the success of our school. The handbook also describes specific policies and procedures that promote appropriate conduct and ensure a safe learning environment.

The Student and Parent Handbook also includes a pledge, behavior contract, dress code, and publication page that **parents are required to sign and return to the school office by the end of the first week of school (see the last two pages of this handbook)**. By signing and returning these documents to the school, you and your child(ren) agree to uphold all policies and procedures enforced by New Frontiers Charter School. **Should you have questions** that are not answered within the Student and Parent Handbook, **we encourage you to contact your school leadership** for further clarification.

At New Frontiers Charter School, we recognize that educating children requires a team effort, and we look forward to joining you in this vital pursuit. Together we can accomplish our shared vision of excellence in education.

### **Mission**

New Frontiers Charter School is dedicated to educating and growing our students and their character. By compassionately reaching out to people in our own community, we give students a sense of pride and purpose, inspiring them to become tomorrow's leaders.

### **Vision**

We are the school of choice in the minds of the people in our community and those that extend beyond it. To be recognized by the city at large as the institution that cares just as much about enriching the community as providing education excellence to our students.

### **Hours of Operation**

School business hours are 7:30 AM – 4:00 PM, Monday through Friday during the academic school year, excluding student holidays.

Breakfast is served in the K-8 classrooms beginning at 7:30 AM.

The cafeteria at the ECHS campus will be open from 7:15 – 7:50 AM to serve breakfast.

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## Section 1: Academics

### Academic Monitoring

#### Grading Guidelines

K through high school grade level achievements will be reported to parents as:

A = 90-100

B = 80-89

C = 75-79

D = 70-74

F = 0-69

### High School Grade Level Classification

Students attending Frank L. Madla Early College High School will be automatically placed under the Foundations High School Program seeking a distinguished level of achievement. All students may earn a Multidisciplinary endorsement. If a student is seeking an additional endorsement, they will need to conference with the counselor to ensure course availability and requirements can be met. Students have the opportunity to earn 7-10 credits per year. The following credits must be earned to be eligible for classification in these grade levels for students.

9th grade: 0-5.5 credits

10th grade: 6.0-11.5 credits

11th grade: 12-17.5 credits

12th grade: 18 plus credits

Distinguished Achievement High School Program: 26 credits

All students are required to have a Personal Graduation Plan signed by the student and parent. The Graduation Plan will outline the courses being offered and monitor student progress toward graduation.

#### English/ Language Arts (4 credits):

- English I, II, ENGL 1301, ENGL 1302, ENGL 2322, ENGL 2323

#### Speech (.5 credit):

- SPCH 1311

#### Mathematics (4 credits):

- Algebra I, Geometry, Algebra II, and Math 1414

#### Science (4 credits):

- Biology, Chemistry, Physics, BIOL 1406, and BIOL 1407

#### Social Studies (3 credits)

- World Geography Studies or World History Studies, HIST 1301, HIST 1302, and GOVT 2305

#### Physical Education (1 credit)

#### Languages other than English (2 credits)

- The credits must consist of any two levels in the same language

**Fine Arts (1 credit)****Electives (4 credits)**

- State Board of Education approved courses for grades 9-12 relating to the Texas Essential Knowledge and Skills (TEKS) and aligned with Associate of Arts Degree from Palo Alto College

**Total: 26 credits****Course Credit**

A student in grades 9–12 will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student’s grades from both semesters will be averaged and full credit will be awarded if the combined average is 70 or above. Should the student’s combined average be less than 70, the student will be required to retake the semester in which he or she failed. Any student who does not pass a core course maybe required to take summer school at their home district during the summer. Failure to attend summer school may result in a delay in the student’s graduation plan.

**Incomplete Grade Average**

Students who do not complete the requirements of the course offered for high school credit at the high school due to emergency or absence will be given a grade of “I,” reflecting an incomplete grade and credit will not be awarded until student completes the course. The determination to give a student an “Incomplete” in a course is made by the teacher. Students who receive an “incomplete” in an assignment will be given five school days to complete course requirements. After the five day period, student’s grades will be calculated to include missing assignments. All courses offered at the college for Dual Credit will follow the policies set forth by ACCD.

**End-of-Course (EOC) Assessments for Students in Grades 9-12**

Beginning with 9<sup>th</sup> graders in the 2011-2012 school year, and as modified by House Bill 5, End-of Course assessments (EOCs) are administered in the following courses:

- English I and II
- Algebra I
- Biology
- U.S. History

Satisfactory performance on the applicable assessments will be required for graduation. There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR A and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student’s ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation. STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be



limited English proficient (LEP) and who require this type of testing accommodation. Also see the section on Graduation for additional information.

### **TSI (Texas Success Initiative) Assessment**

Prior to enrollment in a Texas public college or university, students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level college students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment is required before a student enrolls in a dual-credit course offered through the district as well. Beginning in fall 2013, all Texas public colleges and universities will begin administering a new TSI assessment, which will assist as one of several factors in determining whether the student is considered ready to enroll.

### **Finals (Grade 9-12)**

Students may be administered a final exam at the end of each semester. These finals will count toward student's final average for the term of the course and may affect the awarding of credit. The value of each final exam will be determined by the teacher, and noted in their Course Syllabus.

### **Benchmark Assessments (3<sup>rd</sup> – high school)**

As a part of the district's efforts to review your child's progress throughout the year, NFCS will conduct benchmark assessments. Your child will be required to participate in these school wide efforts as if they were a state administered assessment such as STAAR.

### **Grade Reporting and Progress Reports**

The ECHS will adopt the Learning Management Software, Schoology, for all grade reporting. Students and parents will utilize this software to track student progress throughout the grading term. Report cards will be sent home at the completion of each nine week grading period. Parents/Guardians will be provided access to Schoology by the front office.

The Elementary and Middle School progress reports are distributed after the end of each 3<sup>rd</sup> week and 6<sup>th</sup> week of the grading period. Progress reports are to inform the parent of their student's academic status.

State law provides that a test or course grade issued by a teacher cannot be changed unless the Board of Trustees determines that the grade was arbitrary, contains an error, or the teacher did not follow the District's guidelines. The Board's decision may not be appealed.

A student will be promoted only on the basis of academic achievement thus demonstrating proficiency in the subject matter of the course or grade level. To earn course credit, a student must receive a minimum grade of 70.

Student's Grade Point Averages (GPA) will be calculated at the end of each semester based on completed courses. All grades for which a student receives high school credit will be included in these calculations. This can include courses taken in middle school if high school credit was awarded.

### **Dual Credit and College Level Courses**

Course being taught by college faculty will be required only to submit final grades at the end of the semester. Dual credit courses which submit only letter grades will be converted using the following scale.

A-95

B-85

C-75

D-70

F-65

Students who receive a grade of a C or higher will receive an extra 10 points in the calculation of GPA for class rank purposes.

### **Academic Good Standing**

Students must be in academic good standing in order to take college courses. To be in academic good standing, a student must be passing all core courses with which they are currently enrolled. Students must maintain attendance that will allow for eligibility of credits to be awarded. Students who are not in Academic Good Standing will not be allowed to take college level courses.

### **Academic Warning, Probation, Dismissal**

Grades will be reviewed by administration at the end of each grading cycle. Any student failing at the end of the first or third grading cycle will be given an Academic Warning Letter. This letter is to inform parent that the student is in danger of not receiving course credit.

If a student is failing a course at the end of the semester, that student will be placed on Academic Probation. Terms of Academic Probation can include mandatory tutoring, weekly parent meetings, or other terms to be determined by administration at the school.

Any student who does not show adequate progress during period of Academic Probation will be recommended for Academic Dismissal. A meeting with parents, students, teachers, and administration will be conducted to consider student continuing the program.

### **Conferences with Teachers or Administrators**

We encourage all parents to conference with their student's teacher. Most teachers have a conference period during the day. Should the teacher's conference period not fit your schedule, we ask that you make other arrangements suitable for both parties. In the event that concerns have not been addressed by the teacher after several attempts, we encourage you to make an appointment with the front office to see our school leadership staff. The front office for Elementary and Middle School may be contacted by dialing 210-533-3655. The front office of the ECHS may be contacted by dialing 210-486-3686.

College professors are prohibited to have contact with parents. Students will sign FERPA agreements to have grades released to high school and parents; however professors will not discuss individual students with parents. If an issue should arise, please contact the Academic Advisor/School Counselor and they will meet with college faculty or staff.

## **Curriculum**

New Frontiers Charter School uses the required Texas Essential of Knowledge and Skills (TEKS) as it forms the foundation for curriculum along with other specific programs as described below:

### **Early Childhood Education (Kinder):**

Emphasis on strengthening five year-old learning and growth in all domains through developmentally appropriate practices with a focus on oral language development and literacy.

### **English Language Arts, ELA (English as a Second Language) and Reading:**

Balanced literacy framework outlining instructional components, specified instructional strategies, a variety of required reading materials, and an assessment system. Writing instruction provided daily with instructional expectations for modeled, guided and independent writing.

### **Mathematics:**

Emphasis on mathematics problem solving, making connections, reasoning, and communicating; all students learn and understand important mathematical concepts and processes. Mathematics instruction at all grade levels includes the use of manipulatives and technology as problem solving tools.

### **Science:**

Emphasis on based instruction and hands on investigations by using the tools of Science to develop critical thinking and scientific problem solving skills.

### **Social Studies:**

Builds a foundation in history, geography, economics, government, citizenship, culture, science, technology and society.

### **Physical Education:**

Emphasis on the components of wellness, which include fitness, self-esteem, nutrition and social health.

### **English as a Second Language (ESL):**

Emphasis on the development of English language proficiency and literacy through language arts curriculum, as well as Math & other core subjects.

### **Fine Arts**

Emphasis on the development of the fine arts discipline is integrated in the academic subjects as well as in Art and Music.

### **Intervention/ Acceleration**

Ensures that students not mastering the Texas Essentials of Knowledge and Skills (TEKS) in a standard education setting are provided with interventions for remediation in Reading and Mathematics.

### **Computers as an Instructional Tool**

Computers and the Internet are electronic tools to enhance student learning in all content areas. The purpose of using the Internet in our schools is to support research and education by providing access to unique resources and the opportunity to work collaboratively. Within the Student and Parent Handbook there is an Acceptable Use Policy that must be signed thus

acknowledging understanding of the District’s Electronic Communications Policy. All computer and Internet users must comply with this policy. Any and all violators of this policy will be administered disciplinary actions accordingly.

## Special Curriculum Programs

**ESL:** ESL is a program of instruction in Kindergarten through high school that uses the student’s primary language as a tool for instruction while students learn English. Only students who have been identified as speaking little or no English and/or have not developed cognitive/academic language proficiency in English are offered this program.

**Dyslexia:** Students who are identified as having dyslexic tendencies through an endorsed assessment provided by the NFCS Dyslexia Program will receive specialized instruction.

**Advancement Via Individual Determination (AVID):** Offered from 3<sup>rd</sup> - high school as an elective. Students in grades 7<sup>th</sup> – 8<sup>th</sup> must meet the guidelines in order to qualify for the program and be selected by the Campus AVID Site Team. The Campus AVID Site Team is made up of teachers, the school counselor, principal and other NFCS employees.

AVID ensures our students are prepared for the rigors and trials of college by:

- ❑ Continuing to open access to rigorous curriculum for all AVID students while teaching students the skills needed to be successful in those classes
- ❑ Providing quality Educator Training to campus content teachers so that ALL students are served with the best practices found in AVID in alignment with the district scope and sequence
- ❑ Providing students with opportunities to develop leadership, mentorship, and social skills while fostering civic responsibility
- ❑ Continuing to support the growth of the AVID Programs in NFCS Learning Community
- ❑ Utilizing the District AVID Advisory Board in key decision making
- ❑ Reinforcing the consistency of the AVID Program in the district

### AVID Activities:

- ❑ Learning with college tutors
- ❑ Writing for all classes
- ❑ Developing success strategies and study skills for lifelong learning
- ❑ Continuously planning and preparing for college success
- ❑ Preparing for a professional career
- ❑ Pursuing job shadowing or career day
- ❑ Visiting college campuses
- ❑ Interacting with guest speakers
- ❑ Participating in extracurricular activities
- ❑ Developing leadership skills
- ❑ Participating in community service events

## Section 504

No qualified disabled student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district service, program, or activity. 42 U.S.C. 12132;29 U.S.C. 794;34 CFR 104.4(a)

The district designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973 as amended, regarding student matters:

Position: **School Counselor**

Address: **4018 S. Presa San Antonio, TX 78223**

Office Telephone: **(210) 533-3655**

The district has a system of procedural safeguards that include notice, an opportunity for the students' parent(s) or guardian(s) to examine relevant records, an impartial hearing with the opportunity for participation by the parent(s) or guardian(s) and representation by counsel, and a review procedure.

## Guidance and Counseling

New Frontiers provides a comprehensive guidance program to meet our students' needs. The guidance program is designed to provide developmentally appropriate services to all students. The counselor responds individually or in small groups to as many students as possible who have problems which interfere with their success in school.

Parents are encouraged to be active participants in the school-based guidance program. As with other curriculum areas, they are informed of and invited to reinforce at home the skills learned in guidance lessons. Because they have primary responsibility for guiding their children's educational and career decision-making, planning and goal-setting, parents are provided information and consultation services in a timely manner as school activities are conducted. When their children have problems, it is essential that parents be involved in the efforts to find solutions to these problems. Parent notification of and consent for small group counseling services, for individual and specialized testing, and for referral to other services is required. Materials used in the guidance program are available for preview upon request during school hours. Conferences with counselors are encouraged for students, their parents, and teachers when assistance or guidance is needed

## Title IX

The Schools at New Frontiers constantly strives to provide a quality educational program to all students by preparing individuals to develop their fullest potential for living in our society. Instructional programs are provided to help meet the physical, intellectual, and emotional needs of students, and to provide opportunities that will give students a mastery of the basic skill of learning, thinking, and problem solving.

All students' needs shall be met without discrimination on the basis of sex. Students, parents, or any person who believes that a violation of Title IX prohibitions against discrimination and/or harassment on the basis of sex may have occurred will report such allegations to the principal for resolution. Complaints not resolved at the school level may be appealed to the Title IX Coordinator, School Counselor (NFCS complaints, 210-533-3655).

## Homework

Homework is an integral part of a child's learning process. Homework develops college ready study skills as well as responsibility and self-discipline. It will be assigned as

reinforcement work or as materials not completed in class. If the teacher gives an assignment, the student is expected to complete and return it to class on time and as specified under teacher instructions.

Parents can help to encourage proper completion of assignments by providing a specific time and place for study. In the case of absences, parents may request missed assignments, which they can pick up from the front office after arrangements have been made by calling the teacher directly during their conference period. Teachers need adequate time to gather and prepare assignments. Please contact the school to find out the place and time of day to collect your child's homework.

## **Other**

### **Highly Certified - Parents' Right to Know:**

A Local Education Agency and each campus receiving Title I, Part A funds must notify the parents of each student attending any Title I, Part A campus that the LEA will provide to the parents upon request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following information: Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

### **Parent Notification Requirement**

Any campus that receives Title I, Part A funds must provide to each individual parent timely notice in the event that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not "highly certified." The notice and information provided to parents must be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. If you have any questions regarding the qualifications of your child's teacher(s) please contact the school Principal for further assistance.

### **The Unsafe School Choice Option (PL107-110 Section 9532)**

The Unsafe School Choice Option (USCO) [section 9532 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001, requires that each state receiving ESEA funds establish and implement certain statewide policies. Such policies are to require that students attending a persistently dangerous public school or students who become victims of a violent criminal offense while in or on the grounds of a public school that they attend be allowed to attend a safe public school. In Texas, the USCO policy is designated the School Safety Choice Option (SSCO). If you have any questions regarding the "Unsafe School Choice Option" please contact the Principal for further assistance.

### **Dual Credit Courses**

Dual Credit courses are courses that count for both high school and college credit. Dual credit courses may be taught at the high school by certified staff or courses may be held at the college, and taught by college professors.

Courses that are held on the college campus may contain a mix of both high school and traditional college students. Therefore, the subject matter of the course may be more

complex and mature in nature and the expectation is that the student's behavior and performance will be equivalent to that of a college student.

While taking courses on the college campus students will be held to the rules of the professor and academic department with regards to absences. Professor will determine if credit can be given if student has excessive absences. This information is generally given the first day of class in the syllabus. Due to the nature of college courses, checking out students during the course of the day will be discouraged if a student is taking a college course at that time.

Students who are in danger of failing a college course may withdraw from the course, and return to the high school to take a course, however credit may not be awarded for the course they take at the high school. Students are permitted six course withdrawals through the completion of their four year college degree. We highly discourage a student from using the withdrawal from a course unless absolutely necessary. Students who fail college level courses must be aware that all grades will be a part of their college transcript and may affect future college admissions or financial aid.



## **Section 2: Attendance**

### **Arrival and Departure Time**

#### **Grades K- 8**

School starts at 7:55 AM. Classes will start promptly at 8 AM. Students who arrive after 8 AM will be counted tardy.

School ends at 3:30 PM, Monday through Friday. All student(s) are expected to leave the school property by 4:30PM unless accompanied by a parent and/ or guardian to address school business or if participating in a school-sponsored afterschool activity.

#### **High School**

The instructional day begins at 8:00 AM. Students who arrive after 8:00 AM will be counted tardy.

School will end at 4:00 PM on Monday – Thursday. School will end at 3:00 PM on Friday.

#### **Early Release Days**

As scheduled by the school district, school will be dismissed at noon.

### **Student Drop Off and Pick-Up Procedures**

#### **Elementary and Middle School**

Students must be picked up promptly at dismissal time. If parents are not able to pick up their child(ren) before then, arrangements must be made prior to dismissal with the school's After School Program and/or other outside extended day programs. Only students who are enrolled in the School's after-school program or extra-curricular are permitted on school grounds after dismissal without a parent and/or guardian. The office will make a reasonable effort to contact parent(s), legal guardian(s) and/or other authorized adults.

The school has a responsibility to contact the proper authority should a child(ren) not be picked up by 4 PM. NFCS understands that special circumstances may arise; in the event that this applies to you, contact the school immediately at 210-533-3655. If you're calling after 4 PM please contact your school principal on their cell phone (see page 60 for listings).

#### **High School**

After school, teachers and staff participate in acceleration, tutoring, and meetings. Students not attending tutoring or school sponsored club event may be picked up at the high school. All students who take the shuttle service to New Frontiers K-8 campus must be off campus within 30 minutes of shuttle arrival and departure.

### **Absences**

Students must turn in written excuses for an absence to front office. Written excuses must contain the parent's signature and a parent's daytime telephone number.

Additionally, Madla ECHS students are expected to email (via school email account) all teachers and professors when absent. The email will be cc'd to [jflores@newfrontierscharter.org](mailto:jflores@newfrontierscharter.org).



## Excused Absences

- ❑ Illness (doctor's note required if more than 2 days)
- ❑ Death in the family (note from parent or legal guardian)
- ❑ Inclement weather, which would be dangerous to life or health of the child
- ❑ Legal quarantine (must provide documentation)
- ❑ Prior permission from the School Principal and consent from the legal guardian (only extreme emergencies will be considered)
- ❑ Partial day absence resulting from health care professionals (doctor appointments), only if the student returns to school on the same day of the appointment (doctor's note required).

In the event that extenuating circumstance requires the student be absent from school, the teacher(s), the school principal, and the student's parent or legal guardian may jointly develop an Authorized Absence Plan. The plan will define the length of the absence and the means by which the student will make-up the work he or she will miss. The plan must be approved by the School Principal prior to the absence.

## Unexcused Absences

If a student returns to school after an absence without a note of explanation from the parent, the School Automated System will call the parent to remind him/her to send a note the following day. If a note is not received within three (3) school days of the absence, the absence may be regarded as unexcused.

### Elementary and Middle School

Ten (10) consecutive absences may result in a forced withdrawal (this will be at the discretion of the school administration).

### ECHS

Due to our block schedule, five (5) consecutive absences may result in forced withdrawal.

Parents must ensure that their child attends school each school day for the entire period the program of instruction is provided. When a student has one unexcused absence the parent will be contacted.

## 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 18th birthday shall attend school. On 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. 25.093 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 in accordance with Section 25.087.

#### 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 25.094, 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 required to attend school under Section 25.085; and
- 2) 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 prosecution under Section 25.094 or to referral to a juvenile court in a county with a population of less than 100,000 for conduct that violates that section.

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**

NFCS 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
- ❑ Attendance Committee meeting

### **Early Student Pick-Up**

Only authorized individuals who are listed on the student's information card will be allowed to pick-up students. Persons will be asked to show proper identification before students may be released. Authorized individuals must sign students out at the front office using the sign out log. Parents must wait in the front lobby for students to be released. Parents are encouraged to not check out students after 2:00 p.m., unless it is an emergency.

### **Parking**

Students are allowed to drive to school. Students must follow parking guidelines established by the college. Students may be asked to provide proof of driver's license and insurance to high school, as well as college.

Students who drive themselves are not allowed to leave campus during school hours. If an emergency arises, student must still be checked out by a parent, guardian or designated contact.

### **Inclement Weather**

Consult your local weather/news station for school closings and early dismissals due to inclement weather. In the event that New Frontiers Charter School is not mentioned by name, please listen to SAISD (San Antonio Independent School District) closings, as New Frontiers Charter School will mirror their closing and early dismissals during inclement weather. Additionally, New Frontiers Charter School will contact the primary and secondary contact numbers listed in the student records as well as post information on our website: [www.newfrontierscharter.org](http://www.newfrontierscharter.org).

### **Tardy**

#### **Elementary and Middle School**

The tardy policy at the schools of NFCS has been established to minimize interruptions to the education process in each classroom. Instruction begins promptly at 8 AM with the first bell ringing at 7:55 AM, and therefore it is critical that all students be prepared to begin at that time. If a student misses instruction due to tardiness, it will be considered a partial day absence and is a violation of the compulsory attendance law.

## **Effects of Absenteeism**

Excessive tardiness may result in the assignment of detention or Saturday school. Absence from class unavoidably affects the quality of a student's work, interferes with normal instructional procedures in the classroom and places additional demands on the teacher to provide remedial assistance. Therefore, regular attendance and punctuality are required of every student for each scheduled class.

In case of a long period of absences due to extended illness or injury, the campus principal should be contacted immediately by the parent of the student in order that arrangements may be made for continuance of academic work. If families are aware that their children must be absent for extended period, parents are encouraged to ask their child(ren)'s teacher(s) for academic assignments prior to the absence in order to minimize curriculum loss.

## Section 3: General Information

### **Athletics, Fine Arts and Academic Competition**

New Frontiers Charter School participates in athletic and academic leagues available to students in 6th through high school. Parents/Guardians must attend a meeting prior to the season.

### **No Pass, No Play**

New Frontiers Charter School believes in high academic standards first before participating in any extra curriculum activities. The school has adopted the No Pass, No Play policy. All students participating in extra curriculum activities will need to adhere to this policy, NO EXCUSES, NO EXCEPTIONS.

Eligibility for extracurricular activities after first three (3) weeks: Students are eligible provided they begin the school year having been promoted to the next grade. Eligibility is maintained until the end of the first Progress Report and end of each three (3) weeks; and each reporting period thereafter. An ineligible student may NOT practice or rehearse. The student may regain eligibility providing their progress reports reveal passing grades.

Grades will continue to be monitored after every Progress Report and at the end of each nine weeks grading period. All coaches and sponsors are responsible for obtaining official grades from the teachers.

- ❑ All students are eligible during a school holiday of a full calendar week or more. Upon dismissal for the December holiday, all students are eligible until classes resume in January.
- ❑ Students may not participate in practice or games if the student committed a student code of conduct infraction.

### **Bicycles**

Students and adults who ride bicycles to school should park and lock them immediately after arriving at school. Students/ adults are expected to walk their bicycles on the school grounds. The school is not responsible for damages or loss of a bicycle.

In order to ensure a high degree of safety for persons playing on the campuses and to prevent unnecessary damage to the grounds, no wheeled vehicles or carriers of any kind, including bicycles, shall be permitted to operate on school campuses without authorized permission.

### **Breakfast and Lunch**

NFCS participates in the FREE breakfast and lunch program for grades K – 8<sup>th</sup> grades under the National School Lunch and Breakfast program. Breakfast at the ECHS is free to all students but lunch is offered at \$2.50 or \$.40 for those who qualify for reduced lunch.

Students are prohibited from sharing food with other students to minimize the spread of contagious viruses and minimize the risk of allergic reaction. Students will practice good etiquette and clean-up skills during mealtimes.

In grades K-8, breakfast will be served at 7:30 AM in the classroom. In High School grades, breakfast will be served at 7:30 – 7:50 AM. Unfinished meals are not to be taken out of the cafeteria at any time for any reason unless authorized by a school administrator. Parents will be notified if their child(ren) routinely arrives late for breakfast. Any outside food is prohibited if the student is eating lunch or breakfast from the cafeteria.

### **Change of Address**

The student, parent and/ or guardian must report change of address and telephone numbers to the main office as soon as possible for the student's safety.

### **Check Acceptance Procedure**

For a check to be an acceptable form of payment, it must include the person's full and accurate name, address, telephone number, driver's license number and state. In the event a check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event the face amount and fee of your returned check is not recovered, checks will no longer be an acceptable form of payment. Alternative forms of payment maybe used instead of a check payment.

### **Class Lists**

Class lists will be posted on the message board next to the front office.

### **Class Parties**

Class parties are at the discretion of the students' Homeroom Teachers and must comply with federal nutrition program guidelines. All food and drink items must be store bought according to the appropriate health code. Classes are limited to two parties per school year; parties are to be held at the end of the day.

### **Complaints and Concerns of Parents or Students**

If you or your child have a complaint/ concern please contact your homeroom teacher either by phone (teacher cell phone) or by email. If the issue is not resolved to your satisfaction please set up a meeting with the teacher. An appointment can be set up during the teacher's conference period or after school.

If your concern is not resolved please contact the school's secretary and schedule an appointment with an administrator. If you need to meet with the school Principal *after you have met with the teacher*, please call 210-533-3655 and speak with any of our secretaries to set up a meeting.

### **Enrollment Requirements**

The following documents will be reviewed at enrollment of students:

- Parent/ guardian – photo ID
- Student's social security card
- Student's birth certificate
- Student's immunization records (up to date)
- Withdrawal documents (during the school year)
- Final Report Cards from transferring district
- Transfer documents

### **College Enrollment (Grade 9-12)**

Students attending Frank L. Madla Early College High School will be required to complete the application process for Palo Alto College. This will include creating a profile on ApplyTexas and maintaining access to that information. Students will be required to complete this application for each semester they plan on taking college courses. All students will be required to complete the following items:

- ❑ Ready, Set, Apply
- ❑ Completion of Pre-Assessment Activity
- ❑ TSI Assessment and/or alternative instrument(s) to qualify for the program and course selection;
- ❑ Are in good academic standing at the high school;
- ❑ Have the appropriate Bacterial Meningitis documents on file per our records.
- ❑ Failure to complete all items, will not be able to take college courses.

### **Field Trips**

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent or legal guardian in order for the student to participate in a field trip. Students without signed permission slips will remain at the school. Participating students are recommended to bring a bag lunch unless otherwise noted.

Children who are not enrolled in the class may not accompany chaperones. All chaperones are required to have a criminal background check conducted by District Office two weeks prior to the field trip. Parents must pass the criminal background check in order to participate in the field trip as chaperones and must provide their own transportation.

All students and parents and/or legal guardians must follow rules and regulations of field trip protocol when representing New Frontiers Charter. Students who accumulate excessive absences or who violate NFCS Code of Conduct may be subject to lose field trip privileges as determined by school administration.

## **Emergency Drills and Evacuations**

The school will have at least one fire drill per month within the school hours. Specific signals and procedures have been established for all types of disaster drills and safety areas have been designated. Teachers are equipped with instructions and all drills will be practiced with students on a regular basis. For more information please see the School's Emergency Management Plan located in Secretary's office on campus or online at [www.newfrontierscharter.org](http://www.newfrontierscharter.org).

## **Hall Passes**

Students are expected to remain in class during the entire period. If it becomes necessary for a student to leave class, a hall pass must be obtained from the teacher excusing him or her. Students in the hall without a pass will be sent back to the room they left. If a child repetitively is caught without a hall pass, appropriate disciplinary action will be taken.

## **Money and Other Valuable Property**

Students are encouraged to leave all money and other valuable property at home. The school assumes no responsibility for the loss or theft of articles.

## **Prohibited Items**

Students may not bring candy, gum, toys, playing cards, or other non-school related items to school. The student assumes responsibility for any items brought from home. **TOY WEAPONS ARE STRICTLY PROHIBITED.** Portable Gaming Systems, MP3 players (i.e. IPOD/ music devices), head phones, virtual pets, skateboards, cameras of any kind, etc. are prohibited at the Elementary and Middle School campuses during school hours. If these items are brought to school they will be confiscated and given to the Principal.

Only the parents or legal guardians are allowed to pick up any confiscated items from Administration after second offense. Thereafter, confiscated items will be given back to the student on the last day of the school year. The school will not be responsible for the security of confiscated items. Habitual confiscation will result in behavior consequences. If a student chooses to bring prohibited items to school and later claims that someone "stole/ took" this prohibited item, the school will not be responsible or required to retrieve the missing, "stolen" item.

For a complete list of offenses and consequences, please review the Student Code of Conduct.

## **Cell Phone Policy**

Students are allowed to possess cell phones. Cell phones are to be kept in a student's purse or backpacks. Cell phones must remain out of sight and turned off during school hours. Confiscated cell phones may be picked up only by a parent/ guardian.

High School cell phone policies will be specific to instructors and classes.

The use of personal cell phones during state administered exams will be subject to appropriate consequences as set forth in the Student Code of Conduct.



## **Withdrawal Procedures**

Parent/Guardian wishing to withdraw a student must complete a withdrawal form in the front office. After completing the form the office personnel will schedule an appointment with a member of the administrative team for an exit interview. The new school is required to send a request for student records before any records are released. Either parent/ guardian may withdraw a student with the proper documentation provided to the school.

Students who withdraw from the high school will be required to turn in any identification card(s) issued either by the high school or college. Students who complete Apply Texas must be made aware that profiles created for the purposes of college enrollment will remain active even after leaving the school.

## **Visitor Identification**

To help ensure a safe and secure learning environment for your children, all visitors are required to present a valid form of identification upon sign-in at the school office and to wear a visitor's pass. Faculty and staff have been instructed to direct anyone not having a pass to report immediately to the main office in order to fulfill the proper visitor sign-in procedures.

Visitors must comply with all applicable district policies and procedures. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Parents/ Guardians are not allowed to walk to classrooms without an appointment with the teacher and must be escorted by a member of the leadership team. Upon exiting the campus, all visitors must turn in their visitor's badge to office personnel.

## **Section 4: Parent Involvement**

### **Title 1 Parental Involvement Policy**

#### **Statement of Purpose**

Our teachers and staff are committed to providing a quality educational program that will challenge all students to reach their full potential. We believe when teachers and parents work together, students succeed in school and throughout life. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way.

To ensure that basic skills and knowledge are taught, we will hold teachers accountable for effective teaching, hold students accountable for learning, and encourage parental involvement in their children's education. We will continually assess student growth in order to provide timely interventions and evaluate our instruction. Additionally, teachers and staff will work collaboratively with parents and our community in the development, evaluation and refinement of our Title 1 program.

#### **Annual Meeting for Title 1 Parents**

We will organize an annual meeting during a public meeting scheduled in the fall semester. The staff will describe our Title 1 program and requirements as well as provide parents with a copy of the Parent Involvement Plan. We will also discuss parent rights and how they may be involved in the program.

Classroom teachers will meet with parents during Open House. The teachers will describe our school curriculum and the Texas Essential Knowledge and Skills, identify grade appropriate proficiency levels students must achieve, and explain how student progress will be assessed.

NFCS staff will conduct parent involvement meetings at flexible times to encourage parent participation in our program. For example, parents will be invited to review our Parent Involvement Policy and Student-Parent-School Compact every two years and to participate in our PTO and school improvement activities.

Parents of participating students will be invited to all meetings in their native language (if possible) through letters, call-outs, and postings on our school website. The meetings will be conducted in English and Spanish when needed.

#### **School-Parent Compact**

The responsibilities of the school, parents, and children in increasing student learning and achievement are identified in our Student/ Parent/ School Compact. Periodically, parents of participating children are invited to review the compact and make suggestions for revisions.

#### **Types of Parental Involvement**

There are many ways in which parents can become involved with their children's education at home or in the classroom. Classroom teachers send home weekly newsletters/ folders that include information on the skills students will learn, the homework assignments students will complete and special classroom activities. We encourage parents to review the information sent home daily to help their children establish regular homework routines and reading time.

We also encourage parents to volunteer in their child's classroom on a regular basis or during special events. Parents learn about these opportunities through the school's website, teacher newsletters, teacher contact, call outs, and information posted on the marquee.

### **Matching Programs to the Needs of Our Community**

Each year, NFCS will assess the needs of parents and children in this community through a variety of measures such as questionnaire sent home to students and parents and public meetings where the community is invited to attend. The information gathered through the questionnaires and meetings will be summarized and distributed to building administrators and teachers. This information, along with parent input gathered during other meetings as well as parent-teacher conferences, will be used to tailor the NFCS Title 1 program to meet the needs of our community.

### **Staff-Parent Communication**

Parents will receive timely information on their children's progress through parent-teacher conferences, home visits, progress reports, report cards, and teacher phone calls. Parents may also monitor children's homework completion and current grade status through the online grade book system. Additionally, parents of children in kindergarten through third grade will be informed in writing of their children's progress in reading three times per year. Parents of children in third through fifth grade will receive a report on their children's score on the spring Texas Assessment of Knowledge and Skills (STAAR) assessment.

Parent teacher conferences are officially held once per year but can be called any time the parent or teacher feels that communication is warranted. Conferences are scheduled during the day and in the evening in order to accommodate parents' schedules. Spanish translators are provided to facilitate communication between teachers and parents. Parents are encouraged to take the initiative in calling their children's teachers when they are concerned about a problem. They may also call the school office and ask for a conference. As much as possible, notices will be sent home in English and Spanish.

### **Evaluation**

Parents of participating children are invited to participate on our Campus Improvement Plan Committee (CIP). The NFCS CIP will review our school data, evaluate school progress, and identify annual school improvement goals. Parent input will become a part of the program evaluation.

### **Parent Conference**

Formal parent/ teacher conferences are scheduled throughout the year to facilitate open communication between parents and teachers regarding student's progress. These conferences may occur at scheduled times through appointments, Academic Nights, Open Houses or at the request of the Principal.

Informal conferences may be scheduled with teachers or school leaders throughout the year. Parents requesting a classroom visit can schedule an appointment with the teacher or through the front office.

## **Parent Portal**

Parents will be able to access the Parent Portal using the computers located at our Parent Center. Parents may check their student's grades, email teachers and conduct research using the World Wide Web. Parents are to be considerate of others and limit their time usage when others are waiting.

## **Parent Teacher Organization (PTO)**

Our PTO organization is seeking members and officers for the upcoming school year. Interested parents may call the school for further information.

## **Volunteering**

Parents are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction, such as tutoring and storytelling. Volunteers may also be involved in monitoring the playground and assisting with school events. In addition, parents are encouraged to contribute their time and talents to organizing extracurricular activities and community outreach projects.

All individuals interested in volunteering at New Frontiers Charter School must complete a volunteer application and clear a thorough criminal background check. The school principal reserves the right to relieve any volunteer(s) of his/ her duties and responsibilities. For more information on how you might be able to volunteer on our campus, please contact our Community & Family Engagement Specialist at 210-533-3655.

## **Section 5: Communications**

### **Campus Communications**

NFCS strives to communicate with parents and guardians through various channels to ensure messages are received and understood. Materials are provided in both English and Spanish when possible. Ways NFCS communicates are:

- School messenger (automated voice mail)
- Written communication delivered through classroom handouts
- Public meetings (such as Board meetings, PTO and Principal's coffee)
- District website
- REMIND – ECHS
- Social Media
- Local community newspapers and TV news

### **Messages and Deliveries**

Messages will not be delivered to students during instruction time. In case of an emergency the student will receive the message as soon as possible. Deliveries such as flowers/ balloons will NOT be accepted/ distributed during school hours.

### **Publications and Solicitations**

Publications, solicitation and/ or advertising may not be produced or distributed on school premises without proper authorization from District office. A written request must be submitted two weeks prior to District office if request is to be considered. District Office will give all necessary parties a response within five (5) working days.

## Section 6: Dress Code

### School Uniforms – Kindergarten – 8<sup>th</sup> Grades

A higher standard of dress encourages better behavior and greater self-respect in individual students and peers. The guidelines listed below indicate acceptable school attire.

New Frontiers Charter School reserves the right to interpret these guidelines and/or make changes during the school year. The school also reserves the right to administer disciplinary consequences to students who do not comply with dress code guidelines.

If a student is out of uniform, parents will be called to bring the acceptable school uniform before the child can go back to his/ her classroom. If the child continues to wear unacceptable school uniform disciplinary action(s) will be taken.

### Girls K – 8<sup>th</sup> Grade

#### Acceptable:

- Khaki pants or knee length shorts worn at the waist
- Elementary school burgundy polo shirts (shirts must be tucked in)
- Middle school navy blue polo (shirts must be tucked in)
- Belts must be appropriate length and be worn properly. (Belts may not have extravagant/ large belt buckles or silver studs on them and may not be multicolored or have writing on them).

#### Unacceptable:

- Excessively large and/or baggy clothing will not be permitted
- Clothing that is too small, too tight, or too revealing is NOT acceptable
- Khaki jeans, jeggings or leggings that are substituted as pants are not acceptable
- Shirts must be long enough to cover the skin around the waist (No middle waist area exposed)
- Backless shoes, flip flops, slippers, or boots worn over the uniform pants are not acceptable
- Polo shirts must be appropriately worn

### Boys K – 8<sup>th</sup> Grade

#### Acceptable:

- Khaki pants or knee length shorts worn at the waist
- Elementary school burgundy polo shirts (shirts must be tucked in)
- Middle school navy blue polo (shirts must be tucked in)
- Belts (black, brown, or white) must be appropriate length and be worn properly. (Belts may not have extravagant/large belt buckles or silver studs on them and may not be multicolored or have writing on them.)

#### Unacceptable:

- Excessively large or baggy clothing will not be permitted
- Clothing that is too small or too tight is NOT acceptable
- Shirts must be long enough to cover the skin around the waist

### **Frank L. Madla Early College High School Students**

The high school has a dress and grooming code for the following reasons:

- ❑ To create an atmosphere conducive to learning and to minimize disruptions due to personal appearance, conduct, grooming and hygiene, and attire;
- ❑ To foster an attitude of respect for authority, and to prepare students to enter the workplace which often has rules regarding dress, conduct, and appearance; and
- ❑ To ensure that the conduct and grooming of students who represent the school in extracurricular activities create a favorable impression for the school and the community
- ❑ All students attending Frank L. Madla Early College High School must wear an identification card at all times.

Students are expected to dress and groom in a manner appropriate for a public school educational environment because we believe that doing so will prepare the students for success.

- ❑ All students are allowed to wear any slacks, shorts or jeans as long as they do not fall under the examples provided below of “inappropriate and/or unacceptable dress.”
- ❑ School administrators and teachers will consistently determine whether the student’s dress and grooming distracts or otherwise interferes with the educational process.
- ❑ A student may be asked to call a parent to bring appropriate clothing or return home to change clothes.
- ❑ Class time lost due to violations of the dress code will be counted as an unexcused absence.

### **Inappropriate and/or Unacceptable Dress and Grooming for all Students**

Examples include, but are not limited to the following:

#### **Oversized clothing**

Oversized clothing of any type is prohibited. Sagging or baggy pants are prohibited; pants must be worn at waist level. Extra-long belts are prohibited; belts must be tucked into the belt loops and not hang down.

#### **Shorts and Skirts**

- ❑ The wearing of shorts is allowed as long as they are not more than three inches above the knee
- ❑ Cutoff shorts, walking shorts, sagging shorts, oversized jams, spandex shorts, “Daisy Dukes” or other tightly fitted shorts are prohibited for everyone
- ❑ Skirts are to be loose fitting and not higher than three inches above the knee

#### **Shirts and Tops**

The following types of clothing are prohibited: (tops must fully cover the torso)

- ❑ Tank tops,
- ❑ Halter tops,
- ❑ Muscle shirts,
- ❑ Net (see through) tops,
- ❑ Low cut/ revealing tops,
- ❑ Tops that do not cover the midriff, strapless tops and narrow strapped tops,
- ❑ Clothes with violent, vulgar, lewd, offensive or obscene language or graphics,

- ❑ Clothing with wording which may be construed as having double meaning for obscenities or vulgarities,
- ❑ Low back or backless blouses,
- ❑ Blouses or tops with low or large arm holes,
- ❑ Tops which advertise tobacco products, alcoholic beverages, drugs, or any other substance.
- ❑ Excessively tight, transparent or revealing clothing is not permitted. Undergarments must not show in any way.

### **Leisure Clothing**

- ❑ Flip-flops or sandals which resemble flip-flops as well as house shoes or beach-wear articles are prohibited.
- ❑ No pajama pants.

### **Earrings, Jewelry, Body Piercing and Accessories**

- ❑ Gauges, spiked or pointed earrings are prohibited and must be replaced with studs.

### **Other Prohibited Clothing and/ or Articles**

- ❑ Bandanas of any color are prohibited. Students will not place bandanas in their pockets, wrist, neck, or head as a display of “color”
- ❑ Sunglasses, unless prescriptive, are prohibited
- ❑ Steel-toed footwear is prohibited
- ❑ Bare feet are prohibited, no flip-flops or shoe that resembles flip flops are permitted
- ❑ Any clothing item, accessory or any other article which the principal or his/her designee determines to be gang-related, disruptive to the educational process or interfering with the educational process is prohibited

### **Tattoos**

- ❑ Tattoos that are deemed offensive, distracting, or otherwise inappropriate by the school officials are prohibited
- ❑ Tattoos that are visible and deemed inappropriate must be covered

### **Dress and Grooming Code Application**

- ❑ The dress and grooming code will apply to all regular Frank L. Madla Early College High School projects in school, and also apply to all school-related activities, school programs, summer academies, field trips, extra-curricular and co-curricular activities.

### **Dress and Grooming Code Implementation Date**

- ❑ The dress and grooming code will be effective immediately.

### **Consequences of Dress and Grooming Violations**

- ❑ Students will be required to phone parents at work or at home and request that additional clothing be brought to school
- ❑ Further violations may result in suspension

### **Contacts Lenses**

Only prescribed contacts lenses will be allowed. Contacts must be natural eye colors (blue, brown, black, and green) and are not to be shared with anyone. Absolutely NO wild design contacts will be allowed on campus (e.g., “cat eye” contacts).



**Hair**

Students must keep hair clean, neat and out of their eyes. Students should refrain from wearing hair that may be determined to be distracting to the instructional environment.

(No bandanas)

**Makeup**

NFCS administration reserves the right to make judgment on what constitutes inappropriate makeup. Students addressed will be asked to remove the makeup before returning to class. Some examples of inappropriate make up are eyebrow pencil liner, dark colored lipsticks, and excessively dark eye shadows and liners.

**Jewelry**

Jewelry should not be inappropriate or distracting to the educational environment. Facial piercing, hooped earrings, dangling earrings, and gauges are not permitted. These guidelines are for boys and girls. Necklaces should not carry inappropriate symbols such as drug and/or weapon designs. All necklaces should be worn inside uniform at all times.

**Shoes**

Students are required to wear closed-toed shoes. No boots can be worn over the uniform pants. Steel toed boots, high heels, cleats, shoe with wheels, crocs, flip-flops, sandals and/or backless sandals are not allowed. All shoes that are made with laces must be worn with laces.

**Belts**

Students must wear a belt if there are belt loops (belt loops may not be removed) on their shorts, skirts, or pants. Belts may not have extravagant belt buckles with inappropriate designs such as skulls, drug and/or weapon symbols.

**Dress Code Violations are**

- Dangling chains or wallets
- Rosaries
- Body writing/ tattoos
- Shaved or lined eyebrows
- Body piercing
- Bandanas
- Gang attire
- No safety pins on uniform
- No jewelry, bracelets or accessories with inappropriate language or symbols
- Graffiti writing on backpacks, binders or other school material

Dress code questions or concerns should be addressed with a member of the administrative team. The school leadership team reserves the right to ask students to remove jacket and/or hoodies in hot weather. If a parent questions the child's attire before coming to school, please consult with an administrator before leaving your child at school for the day.

**Spirit Days Kindergarten – 8th**

Spirit days are a privilege and are earned by students adhering to the dress code requirements, academic progress, good classroom behavior and good citizenship. Individual teachers may recommend to Administration that a student's Spirit Day privilege be revoked

when students are not compliant with the dress code requirements. Spirit Days will be announced in advance at the discretion of the administration. Appropriate blue jeans worn with any NFCS t-shirt or college shirt is the only alternative to the school uniform on designated spirit days held on the last day of each week.

Free Dress pass may be given at the discretion of the Principal. Students may wear anything that is not listed on the unacceptable list.

## Section 7: Health Information

### Nurse

New Frontiers Charter School has the services of an on-site nurse to assist students who are ill or injured. The School Nurse may be reached at 210-533-3655, ext. 3209.

It is important for the parent to fill out the School Nurse Emergency Contact Information Sheet 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
- Head lice
- 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 Charter School, 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.

## **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 kindergartners, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, first-time school entrants, and students new to Texas schools will be screened for vision, hearing and acanthosis. Spinal screenings (scoliosis) will be performed for 5<sup>th</sup> and 8<sup>th</sup> grade students. 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 Charter School requires the following immunizations for children attending our school. These immunization requirements provide students with active immunization against many communicable diseases. (For a better view of the table below please refer to [www.dshs.state.tx.us/immunize](http://www.dshs.state.tx.us/immunize).)

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level				
	K - 3rd	4th- 6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup> - 10th	11 <sup>th</sup> - 12 <sup>th</sup>
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td/Tdap) <sup>1</sup>	5 doses or 4 doses	5 doses or 4 doses	3 dose primary series and 1 Tdap/Td booster <i>within last 5 years</i>	3 dose primary series and 1 Tdap/Td booster <i>within last 10 years</i>	
Polio <sup>1</sup>	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses
Measles, Mumps, and Rubella <sup>1,2</sup> (MMR)	2 doses	2 doses	2 doses		2 doses
Hepatitis B <sup>2</sup>	3 doses	3 doses	3 doses	3 doses	3 doses
Varicella <sup>1,2,3</sup>	2 doses	1 dose	2 doses		1 dose
Meningococcal			1 dose		
Hepatitis A <sup>1,2</sup>	2 doses				

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

The City of San Antonio-Project Worth program will present 4<sup>th</sup> & 5<sup>th</sup> grade students with puberty classes and abstinence-based sexuality classes to 7<sup>th</sup> & 8<sup>th</sup> grade students – as approved by the School Health Advisory Committee (SHAC). Parents will have the opportunity to preview all materials prior to the presentation(s). Parents who elect not have their student participate may opt-out by providing written notification to the school through appropriate consent forms. Parent consent forms are required for student participation for both the sexuality and puberty classes.

The SHAC has also selected the Dating Violence program: [www.chooserespect.org](http://www.chooserespect.org) for our 8<sup>th</sup> grade students. Parents are invited to preview the resource materials available on the website.

NFCS 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. NFCS 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.

### **Driver License Attendance Verification**

For a student between the ages of 16 and 18 to obtain a driver license, the Texas Department of Public Safety must be provided written parental consent to access the student's records for purposes of verifying 90 percent attendance for credit for the semester. A verification of enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.





Fifth Grade	Sixth Grade	Seventh Grade	Eighth Grade	Parents,
1 Bottle Hand Sanitizer	1 Bottle Hand Sanitizer	1 Bottle Hand Sanitizer	1 Bottle Hand Sanitizer	<b>Teachers may ask for replacement supplies for the 2nd semester.</b>
48 # 2 Pencils	6 Hard Cover Comp Books	4 Hard Cover Comp Books	4 Hard Cover Comp Books	
2 pkg Lrg Erasers	48 # 2 Pencils	48 # 2 Pencils	48 # 2 Pencils	<b>** Please note that the containers of wipes and tissues will go to the homeroom classroom only</b>
2 pkg Eraser Caps	1 2" 3 Ring Binder	1 1.5" 3 Ring Binder	1 2" 3 Ring Binder	
1 4oz Bottles of Glue	2 pkgs Pencil Top Erasers	2 pkgs Pencil Top Erasers	2 pkgs Pencil Top Erasers	
2 Glue Sticks	1 Pencil Sharpener	1 Pencil Sharpener	1 Pencil Sharpener	
2 Box 24 Crayons	(with shavings holder)	(with shavings holder)	(with shavings holder)	
1 Scissors Blunt	2 pkgs Glue Sticks	2 pkg Glue Sticks Lrg	2 pkg Glue Sticks Lrg	
1 pkg 9x12 Construction Paper Assorted Colors	2 4 oz Bottles of Glue	2 4 oz Bottles of Glue	2 4 oz Bottles of Glue	
8 Pocket Folders With Brads in Assorted Colors	2 pkg Divider with 5 tabs	2 pkg Divider with 5 tabs	2 pkg Divider with 5 tabs	
1 pkg Washable Markers	1 Scissors Blunt Edge	1 Scissors Blunt Edge	1 Scissors Blunt Edge	
6 Spiral Notebks Asst Colors	1 Box Colored Pencils	1 Box Colored Pencils	1 Box Colored Pencils	
6 Hard Cover Black/White	1 pkg 3x5 Index Cards	1 pkg 3x5 Index Cards	1 pkg 3x5 Index Cards	
Compsition Books	1 Ruler (Standard/Metric)	1 Ruler (Standard/Metric)	1 Ruler (Standard/Metric)	
2 pkgs Notebook Paper	1 2" 3 Ring Binder	1 2" 3 Ring Binder	1 1 1/2" Binder White	
2 pkgs 3x5 Index Cards	1 pkg 9x12 Construction Paper Assorted Colors	Paper Assorted Colors	Paper Assorted Colors	
1 12" Ruler	4 pkg Notebook Paper	4 pkg Notebook Paper	4 pkg Notebook Paper	
1 1 1/2" White Binder	5 Spiral Notebooks	5 Spiral Notebooks	5 Spiral Notebooks	
2"-3" Binder/Notebook	1 Graph Paper Tablet	1 Graph Paper Tablet	1 Graph Paper Tablet	
2 pkg Divider with 5 tabs	4 Pocket Folders W/Brads	8 Pocket Folders wBrads	8 Pocket Folders wBrads	
1 Pencil Sharpener	1 pkg Washable Markers	1 pkg Washable Markers	1 pkg Washable Markers	
(with shavings holder)	1 pkg H ighlighters	1 pkg H ighlighters	1 pkg H ighlighters	
2 pkgs Colored Pencils	3 Black, 3 Red, 3 Purple & 3 Green Pens	2 pkg Black Pens 10 count	2 pkg Black Pens 10 count	
2 pkgs Black Pens (10 ct)	1 Zippered Pencil Pouch	1 Webster's Dictionary & Thesaurus	1 Webster's Dictionary & Thesaurus	
2 Boxes of Tissues	1 Webster's Dictionary & Thesaurus	2 Boxes Tissues	2 Boxes Tissues	
2 Clorox Wipes (Lrg)	Thesaurus	1 Clorox Wipes Lrg	1 Clorox Wipes Lrg	
1 boxes Ziplock Gallon Bags	2 Boxes of Tissues			
	2 Clorox Wipes Lrg	Science Supplies		
		2 Composition Books		
		1 Box Colored Pencils		
		1 Pair School Scissors		
		2 Glue Sticks		
		1 Ruler (Standard/Metric)		
		1 Pk Construction Paper		

Please note: Materials under the subject mean that this class requires this material. Other materials for college classes will be needed and these will be added by the professors.



## **Section 9: Code of Conduct**

### **Elementary and Middle School**

Homeroom teachers will provide a separate handbook for the Student Code of Conduct rules that must be signed by the student and parent.

### **ECHS**

High school students will be provided a separate handbook for the Student Code of Conduct rules that must be signed by the student and parent.

## Section 10: New Frontiers Charter School Policies

### Shuttle Policy and Procedures

- The shuttle will depart every morning from the NFCS campus located at 4018 S. Presa, San Antonio, TX 78223 at 7:10 am. The shuttle will pick up students from the Frank L. Madla ECHS located at Palo Alto College at 4:00 p.m. Monday through Thursday, and on Fridays at 3:00 p.m. On early release days, the shuttle will leave at 12:00 p.m. from the Frank L. Madla ECHS. Any variations to these times will be distributed in writing from the campus principal or district personnel. Students are not allowed to enter the main campus at New Frontiers before 7:00 a.m. When students enter campus students may board bus to await departure.
- It is the responsibility of the student to arrive at the designated drop off and pick up locations for the shuttle at least 5 minutes before departure. Students who are late for the shuttle will be responsible for transportation either home or to school. Students may wait in either the Frank L. Madla administrative office or New Frontiers main office for up to a maximum of 30 minutes. If a student is not picked up from office in this time window, this will be considered an incident and student may face suspension of shuttle privileges.
- Students are not required to be signed out when returning to New Frontiers Campus in the afternoon. Students must leave campus at 4:30 P.M.
- Students are required to have signed acknowledgement of policies and procedures to ride the shuttle. This form must be signed and completed at least 24 hours prior to first trip on the shuttle. If a student does not plan to ride the shuttle a minimum of three times a week, or the student does not plan to ride the shuttle in both the morning and afternoon, parents must provide written notification to the administrative office at Frank L. Madla Early College High School.
- While on the shuttle student must follow all rules set forth by the Student and Parent handbook. Students must also follow any additional rules set forth by the shuttle operator or monitor. Students may be subject to disciplinary actions on the shuttle bus including, but not limited to suspension or permanent loss of shuttle privileges.
- Students shall remain in their seat while the shuttle is in motion. TEC, Section 34.004)
- Students shall not carry any weapons, incendiary item, or knives on or around the shuttle
- Scuffling, fighting, and use of profane language on or near the bus will not be tolerated. If the shuttle driver or monitor is addressed in a disrespectful or inappropriate manner, the ensuing administration action will parallel that which would result from a teacher being subjected to similar action.

- Students guilty of throwing objects from the shuttle will be referred to their school for disciplinary action and will be responsible for damage to a vehicle or injury to a person resulting from being struck by the thrown object.
- Use or possession of tobacco, tobacco products, or tobacco paraphernalia in any form on the shuttle is prohibited.
- Use of possession of drugs, alcohol, or medicines on or near the shuttle is prohibited.
- When unsafe or inappropriate behavior reaches the point of persistence and the driver deems it necessary to return the bus to school or to stop the bus to restore order, the student may be in violation of TEC Section 37.126 if the student intentionally disrupt, prevents, or interferes with the lawful transportation of children to or from school or to a school sponsored activity, an offense under this section is a Class C misdemeanor.
- To ensure student safety, students must use appropriate exits and entrances unless otherwise instructed by the shuttle operator to use emergency exits.
- Students may be suspended from shuttle privileges after a minimum of three incidents have been recorded. These incidents can include late arrival without parent or guardian pickup, as well as behavioral issues on the shuttle.
- Student must check in with the shuttle operator or monitor for every trip. Shuttle operators or monitors will compile a student roster and keep track of every student who rides the shuttle. Students will be required to have student ID cards to board the shuttle.

## Acknowledgement of Shuttle Policies of Procedures

Your child is requesting the privilege of riding the shuttle service offered between New Frontiers Charter School and Frank L. Madla ECHS. We MUST have your permission before allowing him/her to participate. The below signed parent acknowledges the policies and procedures outlined by the district. New Frontiers Charter School is released from liability or responsibilities for any injuries. The parent hereby agrees to indemnify, defend and hold harmless New Frontiers Charter School or its trustees, officers, employees and agents against any and all liabilities, losses, damages, claims, actions, or expenses, including reasonable attorney's fees arising out of any and all claims, demands, causes of action and suits of whatever nature, in law or equity, that arise out of or are connected with, or are based in whole or in part of any conduct, fact, matter, act or mission that relates to or is otherwise connected with the shuttle service. If these agreements are not satisfactory to you, you may choose not to sign this permission form. Please understand that unless you sign this form and return it to the Frank L. Madla Early College High School Administrative Office, your child will not be permitted to ride the shuttle.

*In consideration for allowing my child to participate in the shuttle service, I release and discharge New Frontiers Charter School and all other who may be liable from all claims, present, and future, known and unknown, in any manner arising out of his/her participation. I acknowledge that this student has no limiting medical condition and is fully capable of participating.*

*My child, \_\_\_\_\_, has my permission to ride the shuttle from New Frontiers Charter School to Frank L. Madla Early College High School*

Parent/Guardian Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Parent/Guardian Telephone Number: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Relation to Student: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Teen Dating Violence Policy

Unhealthy relationships during the teen years can disrupt normal development and contribute to other unhealthy behaviors in teens that can lead to problems over a lifetime. Teens who experience dating violence are more likely to experience depression and anxiety, engage in unhealthy behaviors such as experimenting with tobacco, drugs and alcohol, and have thoughts about suicide, according to the CDC. The mental and physical health consequences can extend into adulthood, and unhealthy relationships in adolescence also can create a cycle of abusive relationships.

### **TEEN DATING VIOLENCE DEFINITION:**

(1) “teen dating violence” is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship, as defined by Section 71.0021, Texas Family Code.

(2) Teen dating violence is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control.

New Frontiers Charter School District will address (1) safety planning, (2) enforcement of protective orders, (3) school-based alternatives to protective orders, (4) training for teachers and administrators, (5) counseling for affected students, and (6) awareness education for students and parents.

**NFCS district will provide training for teachers and administrators and awareness education for students and parents using the following resources: *loveisrespect.org* and *The San Antonio Rape Crisis Center*.**

## **Sexual Abuse of Children Policy, As Required by HB 1041**

### **What is Sexual Abuse of a Child?**

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child.

### **Methods for Increasing Awareness Regarding Sexual Abuse of Children**

**Teachers:** Teachers will be trained annually in all content areas addressed in the new Frontiers Charter School Plan for Addressing Sexual Abuse of Children. Training may be provided through campus staff, district staff, on-line or outside agencies as appropriate at the discretion of the campus administration.

**Students:** Presentations and/or trainings will be provided to increase awareness regarding sexual abuse of children with an emphasis on anti-victimization training.

**Parents:** Information concerning the district Plan for Addressing Sexual Abuse of Children will be posted in school newsletters, on the NFCS website, and in the student handbook. The student handbook (which is available both in printed format and online at the district website) will include the following information:

- The plan for addressing child sexual abuse, which may be accessed at the district website. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused.
- A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.
- If you permit your child to be in a situation where he or she may be injured, then you may be prosecuted for child abuse. The fact that the abuser is a parent or other family member does not remove your obligation to protect the child. If you are frightened for your own safety or that of your child, call 911.

## **Policy of Prohibitions against Harassment, Intimidations, or Bullying**

New Frontiers Charter School strives to provide students and staff with a school environment free from harassment, intimidation and bullying.

### **Prohibition**

New Frontiers Charter School explicitly prohibits harassment, intimidation, and/or bullying on the basis of race, color, national origin, sex, disability, age, sexual orientation, and/or religion. New Frontiers Charter School prohibits harassment, intimidation, or bullying in any form at school, school-related events, including off-campus events, school-sponsored activities, school buses or any event related to school business.

### **Definition**

Harassment, intimidation, or bullying means engaging in written or verbal expression, expression through electronic means, through the use of cell phones, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the school and 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; or
- is sufficiently severe, pervasive, or persistent enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

### **Reporting**

New Frontiers Charter School encourages students who believe they are being subjected to harassment, intimidation, or bullying and students who have first-hand knowledge of such harassment, to report the matter promptly to any New Frontiers Charter School employee, adult volunteer, contractor, or agent who is not involved in the alleged harassment, intimidation or bullying. Any New Frontiers Charter School employee, adult volunteer, contractor or agent who witnesses, overhears or receives a report, formal or informal, written or oral, of harassment, intimidation, or bullying shall report it in accordance with procedures developed under this policy.

### **CEO/Superintendent Responsibilities**

The CEO/Superintendent shall take appropriate actions to ensure New Frontiers Charter School's Harassment, Intimidation and Bullying policy and procedures are enforced. The CEO/Superintendent and/or Principals shall develop procedures to implement this policy that include:

- An absolute prohibition against harassment, intimidation, or bullying;
- A method to ensure initial and annual dissemination of this policy and associated procedures to all students, parents, teachers, administrators and all other New Frontiers Charter School employees, volunteers, contractors, and agents;

- Annually disseminating age-appropriate information to students on the recognition and prevention of harassment, intimidation, or bullying;
- Annual staff development training in harassment, intimidation, and bullying prevention, awareness, and reporting.
- Identification of school officials responsible for investigating reports and making decisions based on the outcome of the investigation;
- Procedures for reporting incidents and the immediate, appropriate, and impartial investigation of incidents which includes:
  - Conducting interviews of all students involved;
  - Conducting interviews of witnesses; and
  - Investigating the circumstances of the incident, including events or incidents that preceded the incident;
- Prompt notification of the parents of all students involved;
- Procedures for resolving complaints that include proper application of consequences consistent with New Frontiers Charter School policy and with consideration for state and federal IDEA requirements;
- Procedures for parties to appeal the determination of the investigation;
- Sets out available counseling options for a student who is a victim of harassment, intimidation, and/or bullying; and
- Sets out available counseling options for a student who engaged in conduct that was harassing, intimidating, and/or bullying.

If an investigation reveals that harassment, intimidation, or bullying has occurred, the CEO/Superintendent and/or Principals must take prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment and its effects, and prevent harassment from recurring. Any steps taken to remediate the situation should not penalize the student who was harassed, intimidated, and/or bullied.

## **Consequences**

Any person found to have engaged in harassment, intimidation, and/or bullying in violation of this policy may be subject to disciplinary action up to and including dismissal. Students involved will be subject to the consequences disclosed in the Student Code of Conduct.

Any staff member who permits harassment, intimidation, or bullying of a student may be subject to disciplinary action up to and including termination of employment. Any staff member who receives complaints of harassment, intimidation, and bullying and does not act



promptly or does not forward the complaint to the staff member's supervisor shall be subject to disciplinary action up to and including termination of employment.

### **Retaliation Prohibited**

New Frontiers Charter School prohibits retaliation against any person who in good faith reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in retaliation shall be determined by the CEO after consideration of the nature and circumstances of the act, in accordance with New Frontiers Charter School policies and procedures. Individuals who intentionally fabricate allegations of harassment, intimidation or bullying may be subject to disciplinary action in accordance with New Frontiers Charter School policies and procedures.

## **Section 11: McKinney-Vento Homeless Education Assistance Act.**

The federal government's legal definition of homelessness, based on the McKinney-Vento Homeless Education Assistance Act, is anyone who...

- Is lacking a regular, fixed and adequate nighttime residence (sub- standard housing)
- Is sharing housing due to economic struggles (doubled-up)
- Is living in a shelter, hotel or motel
- Is living in a public place not designed for sleeping (cars, parks)
- Is an unaccompanied youth, a child or youth awaiting foster care placement
- Is a child or youth abandoned in a hospital
- Is a migrant child who qualifies under any of the above

### **New Frontiers Charter School District shall:**

- Enroll children and youth who meet the McKinney-Vento Homeless Education Act's definition even if the child is unable to produce records normally required for enrollment.
- Maintain records to facilitate a child or youth's entrance to a new school.
- Coordinate with social service agencies that serve children and youth in homeless situations.
- Provide information to increase the awareness and sensitivity of school personnel to the education needs of children. and youth in homeless situations
- Appoint a homeless education liaison whose duties are to:
  1. ensure that families, children, and youth in homeless situations are informed about programs and services for which they are eligible, including transportation
  2. mediate enrollment;
  3. ensure parents have meaningful opportunities to participate in their children's education; and
  4. disseminate notice of the educational rights of children and youth in homeless situations

## **FERPA, PARENTAL RIGHTS, AND STUDENT PRIVACY - Policy**

### **A. COMPREHENSIVE SYSTEM**

The Superintendent or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

### **B. CUMULATIVE RECORD**

A cumulative record shall be maintained for each student from entrance into New Frontiers Charter School K-8 and/or Frank L. Madla ECHS (“the School”) until withdrawal or a student’s graduation from the School.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for non-enrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent.

### **C. CUSTODIAN OF RECORDS**

The school principal and/or his/her designee is the custodian of all records for currently enrolled students, and for students who have withdrawn or graduated.

### **D. TYPES OF EDUCATION RECORDS**

For the purposes of this policy, the term “education records” means those records, files, documents, and other materials that contain information directly related to a student and are maintained by the School or by a person acting for the School, including:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student’s testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.
5. Health services record, including:
  - a. The results of any tuberculin tests required by the School.
  - b. The findings of screening or health appraisal programs conducted or provided by the School.
  - c. Immunization records.
6. Attendance records.
7. Student questionnaires.
8. Records of teacher, counselor, or administrative conferences with the student or pertaining to the student.

9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Records pertaining to student and parent complaints.
16. Other records that may contribute to an understanding of the student.

The term “education records” does not include:

1. Records that are created or received by the School after an individual is no longer a student in attendance, and that are not directly related to the individual’s attendance as a student.
2. Records made by school personnel that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to anyone other than a temporary substitute for the maker of the record.
3. Records maintained by a law enforcement unit of the school that were created by that law enforcement unit for the purpose of law enforcement.
4. Records on a student who is eighteen years of age or older, or who is attending an institution of postsecondary education, that are:
  - a. Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
  - b. Made, maintained, or used only in connection with treatment of the student; and
  - c. Disclosed only to individuals providing the treatment. For the purpose of this definition, “treatment” does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution.
5. Grades on peer-graded papers before they are collected and recorded by a teacher.

#### **E. ACCESS BY PARENTS AND ELIGIBLE STUDENTS**

The School shall make a student’s records available to the student’s parent(s) and the eligible student, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requestor’s identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student’s records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent’s, principal’s, or counselor’s office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's educational records, the school shall provide the parent or eligible student with a copy of the records requested.

The School may not destroy any educational records if there is an outstanding request to inspect and review the records. The School may charge a fee for a copy of an education record that is made for the parent or eligible student, unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records. The School will not charge a fee to retrieve the educational records of a student.

If the educational records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about that student.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education.

## **F. ACCESS BY SCHOOL OFFICIALS**

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, director, trustee, or agent of the School, including an attorney, a consultant, a contractor, a volunteer, and any outside service provider used by the School to perform institutional services.
2. An employee of a cooperative of which the School is a member or of a facility with which the School contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the School is a member or by a facility with which the School contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

## **G. TRANSCRIPTS AND TRANSFERS OF RECORDS**

The School may request transcripts from previously attended schools for students transferring into the School; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the School shall promptly forward in accordance with the time line provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. The School may return an education record to the school identified as the source of the record.

## **H. RECORDS RESPONSIBILITY FOR STUDENTS IN SPECIAL EDUCATION**

The Campus Principal and/or the designee shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the School's Administrative Office.

## **I. PROCEDURE TO AMEND RECORDS**

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Campus Principal, clearly identify the part of the record sought to be changed, and specify why the record is inaccurate or misleading. The School will decide whether to amend the record as requested within a reasonable time after receipt of the request. If the School decides not to amend the record as requested by the parent or eligible student, the Campus Principal or designee will notify the parent or eligible student of the decision and advise them of their right to a hearing to challenge the decision.

## **J. CONSENT TO DISCLOSE PERSONALLY IDENTIFIABLE INFORMATION**

A parent or eligible student has the right to consent to disclosures of personally identifiable information, except to the extent that the Family Educational Rights and Privacy Act ("FERPA") authorizes disclosure without consent.

"Personally identifiable information" includes, but is not limited to:

1. The student's name;
2. The name of the student's parent or other family members;
3. The address of the student or student's family;
4. A personal identifier, such as the student's biometric record, as defined by 34 CFR 99.3, social security number, or student number;
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the School community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
7. Information requested by a person who the School reasonably believes knows the identity of the student to whom the education record relates.

Parents and/or eligible students have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Upon request, the School will disclose educational records without consent to officials of another school in which a student seeks or intends to enroll.

## **K. NOTICE OF FERPA RIGHTS**

The Superintendent or designee shall see that the School provides parents and eligible students annual notification of their rights under FERPA.

The notice must inform parents or eligible students that they have the right to:

1. Inspect and review the student's education record;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and 34 CFR 99.31 authorize disclosure without consent; and
4. File with the United States Department of Education a complaint under 34 CFR 99.63 and 99.64 concerning alleged failures by the School to comply with the requirements of the Act and 34 CFR Part 99.

The notice must include all of the following:

1. The procedures for exercising the right to inspect and review education records;
2. The procedure for requesting amendment of records under 34 CFR 99.20; and
3. A specification of criteria for determining who constitutes a school official, and what constitutes a legitimate educational interest.

The Superintendent or designee may provide this notice by any means that is reasonably likely to inform the parents or eligible students of their rights. The notice shall also be effectively communicated to parents of students who are disabled and parents of students who have a primary or home language other than English.

## **L. DIRECTORY INFORMATION**

Certain information about students is considered "directory information" and will be released to anyone who follows procedures for requesting it unless the parent or eligible student objects in writing to its release within ten calendar days of receiving notice of FERPA rights. A parent or eligible student may also choose to opt out the release of directory information at any time during the school year. At any time after restricting the release of directory information, a parent or eligible student may in writing authorize the School to release directory information.

The School has designated the following categories of information as directory information for the purpose of disclosure relating to school-sponsored/school-affiliated purposes:

1. Student name;
2. Address;
3. Telephone listing;
4. Electronic mail address;
5. Photographs (including video image);
6. Date and place of birth;
7. Major field of study;

8. Degrees, honors, and awards received;
9. Dates of attendance;
10. Grade level;
11. Most recent educational institution attended;
12. Participation in officially recognized activities and sports; and
13. Weight and height of members of athletic teams.

School-sponsored/school-affiliated purposes are those events or activities that the School conducts and/or sponsors to support the educational mission of the School. Examples include, but are not limited to:

1. Extracurricular programs or events (e.g., school plays, concerts, athletic events, graduation ceremony);
2. Publications (e.g., newsletters, yearbook, etc.);
3. Honor roll and other student recognition lists;
4. Marketing materials of the School (e.g., print media, website, videos, newspaper, etc.).

The School has designated the following categories of information as directory information for the purpose of disclosure to military recruiters and institutions of higher education, but only for secondary students:

1. Student's name;
2. Address; and
3. Telephone listing.

The School shall not release directory information except for the purposes indicated above, namely:

1. Disclosure relating to school-sponsored/school-affiliated purposes; and
2. Disclosure to military recruiters and institutions of higher education, but only for secondary students.

### **M. RELEASE TO MILITARY RECRUITERS AND INSTITUTES OF HIGHER EDUCATION**

The School will comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless a parent or eligible student has advised the School not to release the student's information without prior written consent.

### **N. INSTRUCTIONAL RESOURCES AND SURVEYS**

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material that will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U. S. Department of Education shall be available for inspection by the parents or guardians of students.

No student shall be required, as part of any program funded in whole or in part by the U. S. Department of Education, to submit to a survey, analysis, or evaluation that reveals information concerning the following topics without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an un-emancipated minor, without the prior written consent of the parent. Topics covered by this include:

1. Political affiliations or beliefs of the student or the student's parent(s);
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;



5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **O. OPT-OUT NOTICE**

The Superintendent shall ensure that parents are provided reasonable notice of the contents of this policy. Such notice shall be provided directly to the parents of the students in attendance at the School. At a minimum, the Superintendent shall:

1. Provide notice at least annually, at the beginning of the school year and within a reasonable time after any substantive change in policy; and
2. Offer an opportunity for the parent to opt the student out of participation in an activity described above.

## **Annual Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice)**

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. These rights include the following:

### **The Right to Inspect and Review**

Parents and/or eligible students have the right to inspect and review the student's educational records within 45 days of the day New Frontiers Charter School K-8 and Frank L. Madla ECHS ("the School") receives a request for access. Parents or eligible students should submit to the designee, *i.e.* Campus Principal a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's educational records, the School shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.

The School shall not destroy any educational records if there is an outstanding request to inspect and review the records under this section. The School may charge a reasonable fee for a copy of an education record that is made for the parent or eligible student, unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records. The School will not charge a fee to search for or to retrieve the educational records of a student.

If the educational records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about that student.

### **The Right to Seek Amendment of the Student's Educational Records**

Parents and/or eligible students may ask the School to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the privacy rights of the student. Such a request must be made to the designee, *i.e.* Campus Principal in writing, clearly identify the part of the record the parent or eligible student wants changed, and specify why it is inaccurate or misleading. The School will decide whether to amend the record as requested within a reasonable time after receipt of the request. If the School decides not to amend the record as requested by the parent or eligible student, it will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

If, as a result of the hearing, the School decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the record accordingly and inform the parent or eligible student of the amendment in writing.

If, as a result of the hearing, the School decides that the information in the educational record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the School, or both. If the School places an amended statement in the educational records of a student, it is obligated to maintain the amended statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

### **The Right to Consent Prior to Disclosure**

Parents and/or eligible students have the right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School’s Board of Directors; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another open-enrollment charter school, school district, or private school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

### **The Right to File a Complaint**

Parents and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. These complaints should be addressed as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

### **Access to Medical Records**

Parents are entitled to access their students’ medical records.

### **Notice for Directory Information**

Under FERPA, the School must, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student’s education records. However, the School may disclose personally identifiable information contained in the student’s educational records without obtaining prior written consent of the parent or eligible student if the School has designated the information as “directory information.”

The School has designated the following categories of information as directory information for the purpose of disclosure relating to school-sponsored/school-affiliated purposes:

1. Student name;
2. Address;
3. Telephone listing;

4. Electronic mail address;
5. Photographs (including video image);
6. Date and place of birth;
7. Major field of study;
8. Degrees, honors, and awards received;
9. Dates of attendance;
10. Grade level;
11. Most recent educational institution attended;
12. Participation in officially recognized activities and sports; and
13. Weight and height of members of athletic teams.

School-sponsored/school-affiliated purposes are those events/activities that the School conducts and/or sponsors to support the educational mission of the School. Examples include, but are not limited to:

1. Extracurricular programs or events (*e.g.*, school plays, concerts, athletic events, graduation ceremony);
2. Publications (*e.g.*, newsletters, yearbook, etc.);
3. Honor roll and other student recognition lists;
4. Marketing materials of the School (*e.g.*, print media, website, videos, newspaper, etc.)

The School has designated the following categories of information as directory information for the purpose of disclosure to military recruiters and institutions of higher education, but only for secondary students:

1. Student's name,
2. Address, and
3. Telephone listing.

The School shall not release directory information except for the purpose indicated above, namely:

1. Disclosure relating to school-sponsored/school-affiliated purposes; and
2. Disclosure to military recruiters and institutions of higher education, but only for secondary students.

A PARENT OR ELIGIBLE STUDENT MAY OPT OUT OF THE RELEASE OF DIRECTORY INFORMATION FOR EITHER OR BOTH OF THESE PURPOSES BY SUBMITTING A WRITTEN OBJECTION TO THE DESIGNEE, I.E. CAMPUS PRINCIPAL]. THE SCHOOL REQUESTS THAT SUCH AN OBJECTION BE SUBMITTED WITHIN THE FIRST FIVE SCHOOL DAYS OF THE 2016–2017 SCHOOL YEAR.

If the School does not receive an opt-out form objecting to the release of directory information by the fifth school day of the school year, the School will assume that the parent approves release of directory information for the purposes described above. However, parents may alter their decision to restrict or not to restrict release of directory information by submitting a completed "Use of Student Photos and Directory Information Opt out Form" or otherwise notifying the School in writing at any time during the year. Opt out forms will be distributed to students on the first day of school, and made available as part of the School's Student and Parent Handbook.

## Section 12: Administration Emergency Numbers

<b>NFCS Campus</b>	<b>210-533-3655</b>	<b><u>Extensions</u></b>
K-8 <sup>th</sup> Grade School Principal		3222
Behavior Intervention Specialist		3204
Guidance Counselor		3226
Nurse's Office		3209
Frank L. Madla Early College High School		<b>486-3686</b>
Principal		486-3688
Academic Advisor		486-3687
<b>District Office</b>	<b>210-533-3655</b>	<b><u>Extensions</u></b>
Chief Executive Officer/Superintendent		3908
Executive Director of Curriculum and Instruction		3267
Executive Director of Finance		3906
Director of Human Resources		3909
Director of Operations		3905

### Emergency Numbers

Fire Department	911	207-7744
Police Department	911	207-7201
Paramedics/ Ambulance	911	207-7744
Poison Control	1-800-764-7661	(1-800-POISON)
Suicide and Crisis	227-4357	
TX Dept. of Public Safety	533-9171	
National Weather Service	225-0404	<a href="http://www.accuweather.com">www.accuweather.com</a>

### Evacuation Location

Presa Community Service Center  
 3721 South Presa  
 210-532-5295

## Section 13: School and Parent Compact

The schools of NFCS District strongly believe that our parents are our partners in the education process. Join us in this partnership by working together to ensure that “No Child is Left Behind” by:

- Shared responsibility for school performance
- Supportive learning environments at home and at school
- Quality curriculum for student achievement
- Effective working partnership of parents and teachers
- Quality schools for optimum student achievement

### PARENT COMPACT

Check the squares if you feel like you are doing the activity. Leave it blank if you need some assistance from the teacher to help you do the activity.

#### POSITIVE ATTITUDES ABOUT:

I will talk to my son/ daughter about

- Benefits of attending school
- Following school rules

#### BEING PUNCTUAL:

I will make sure that my son/ daughter

- Is on time each day
- Is on time to each class
- Remains in school for the full time assigned

#### SUPPORT SCHOOL ACTIVITIES:

I will help my son/ daughter succeed in school by

- Making sure homework is completed
- Setting aside study time at home
- Supervising television watching and encouraging other learning activities

#### COMMUNICATION WITH SCHOOL:

I will cooperate with my son/ daughter’s teacher by

- Attending a parent/ teacher conference at least once.
- Communicating with the teacher when the need arises
- Maintaining contact with the school through visits, phone calls or notes

#### DISCIPLINE:

I will help my son/ daughter maintain discipline in school by

- Regularly discussing the importance of discipline to the learning process
- Supporting the “Code of Conduct” and the Student Handbook
- Respecting the rights of peers and other school personnel

**SCHOOL COMPACT****SUPPORTIVE:**

Administrators and teachers will ...

- ✓ Establish an effective parent/school partnership
- ✓ Provide quality curriculum and instruction that meets/aligns to state's standards
- ✓ Provide a supportive, effective and safe learning environment

**COMMUNICATION:**

Administrators and teachers will ...

- ✓ Keep parents informed of special events
- ✓ Provide frequent reports to parents on student's progress in their home language
- ✓ Hold a parent/ teacher conference at least annually

**PARENTAL REQUESTS:**

Administrators and teachers will ...

- ✓ Schedule meetings in a timely manner
- ✓ Provide reasonable access to school staff
- ✓ Provide opportunities for parent volunteerism and participation in classroom instruction
- ✓ Provide opportunities for parents to observe classroom activities

**School Agreement**

Your son/ daughter is important to us. Therefore, we strive to be supportive, communicate with you regularly, and be sensitive and responsive to parental requests.

## Section 14: Student Technology Acceptable Use Agreement

The Internet is an electronic highway connecting thousands of computers all over the world with millions of individual subscribers. Internet access is available to students, teachers, and administrators. Since it is a constantly changing, fluid environment, school media specialists and teachers have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. One of our goals is to promote educational excellence in the New Frontiers Charter Schools by facilitating resource sharing, innovation, and electronic communication.

Access to the District's electronic communications system, including the Internet, shall be made available to students, parents and employees exclusively, for instructional and administrative purposes and in accordance with administrative regulations. Access to the District's electronic communications system is a privilege, not a right. Students need to be aware that the District computers are shared equipment and time limits may be imposed when people are waiting to use them.

Any person using these resources through a District connection must accept and abide by the following policies:

1. Students must respect the rights of other individuals and not use language that is abusive (harshly or coarsely insulting, containing cursing in any language or ethnic or racial slurs), profane (vulgar, irreverent toward God or sacred things, Satanic), sexually offensive (sexual in nature, repugnant to the moral sense or good taste, sexual harassment), or threatening.
2. No one may access text or visual depictions (any picture, image, graphic image file, or other visual depiction) that are obscene and/or harmful to minors (appeals to a prurient interest; an actual or simulated sexual act or contact; and lacks serious literary, artistic, political or scientific value).
3. Students may not access or participate in chat rooms at any time. If the curriculum mandates the use of a supervised chat room, chat rooms may be allowed if the chat room is monitored on-line by a third party and if the students are under close supervision of the instructor.
4. Students may access only those games approved by a teacher.
5. Students must respect the privacy of others and not intentionally obtain copies of or modify files, passwords, or data that belong to anyone else. No one should represent him/herself as someone else by using another's account. No one should forward personal material without prior consent of the originator.
6. Electronic mail transmissions and other use of the electronic communication system are not considered to be private and may be monitored at any time by designated District staff to ensure appropriate use. Transmitting obscene messages or pictures is prohibited. Messages dealing with illegal activities may be reported to the appropriate authority.
7. For the safety and privacy of the student, ***no student information in any form except directory information will be posted on the Internet without express parental permission.***

8. Students must respect the integrity of computing systems and abide by existing Federal and State laws regarding electronic communication. This includes accessing secure and/or confidential information without authorization, divulging passwords, causing system malfunction, developing programs that harass other users or attempting to infiltrate a computer or computing system, maliciously harming or destroying District equipment, materials, or data and deliberately degrading or disrupting system performance. These actions may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses and accessing indecent information. These laws can carry penalties of up to 20 years in prison.
9. Students must respect the legal protection provided by copyright laws to computer programs, articles, graphics and data. (See Board Policies on copyright.) Students shall not copy anything that belongs to someone else without rewriting it in their own words and are reminded to give credit to the owner of the information.
10. Any expense incurred as a result of Internet use is the responsibility of the student/parents.
11. Access to the Internet is considered a privilege. Users should not waste school resources through improper use of the computer system. Anyone found using access in a way deemed inappropriate will be denied privileges. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with Board policy and the student code of conduct.



## Section 15: Form 1

**Parent Copy:** Please keep this page for your records.

### Student/Parent Pledge Agreement

#### PARENT PLEDGE AGREEMENT

The success of the schools of NFCS District Code of Conduct depends on the support of each member of the School community. Working together, faculty and staff, parents, and students can promote academic achievement and good character, and ensure the success of students at the School and throughout life. On behalf of the administration, management, faculty, and staff of New Frontiers Charter School, I pledge to fulfill the responsibilities and uphold the expectations outlined in the Student Code of Conduct. Your signature in the appropriate space below will indicate your commitment to helping fulfill the School's primary mission.

#### I pledge:

- To maintain high expectations for my child and the School
- To demonstrate consistent interest in my child's progress at School
- To support my child's best efforts
- To model the ten character virtues described in the Code of Conduct
- To support and work with School staff to promote my child's learning
- To support the consequences administered by the school

#### As a student, I pledge:

- |   |                              |
|---|------------------------------|
| To be a good citizen  | To be responsible            |
| To show courage   | To persevere                 |
| To exercise self-discipline   | To respect myself and others |
| To be fair  | To be kind                   |
| To value true friends   | To tell and seek the truth   |
| To accept and learn from the consequences of inappropriate behavior |                              |

#### BEHAVIOR CONTRACT

I give full authority and permission to the District of NFCS staff and administration to follow through with the school's student code of conduct as presented in this handbook. I understand the information contained in this handbook and concur that the guidelines will be applied fairly to all students as appropriate.

#### COUNSELING CONSENT

I hereby understand and give consent for my child to receive the services of the School Guidance Counselor as they may become necessary. In addition, I also understand that a separate consent for any long-term individual counseling or participation in-group counseling for your child may be requested in the future.

#### DRESS CODE AGREEMENT

I have reviewed the New Frontiers Charter School Dress Code. I agree to have my child(ren) abide by the school's Student Dress Code.

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**SCHOOL HOURS**

I hereby understand and agree to follow the School’s hours of operation policy. I understand that supervision will be provided for students between the hours of 7:30 AM and 4 PM during school days. The office will make a reasonable effort to locate the parent/legal guardians with the phone numbers on file at the school. **I hereby understand and agree that children left at school after 4 PM will be considered abandoned and the proper authorities will be notified.**

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**NFCS STUDENT AND PARENT HANDBOOK**

I have received a copy of the handbook for the 2016-2017 school year. I understand that the handbook contains information that my child and I will need during the school year.

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**ACKNOWLEDGE RECEIPT OF/ AND AGREED TO THE FOLLOWING**

Permission for Publication, Student Code of Conduct, Anti-Bullying, Harassment, and Intimidation Policy, Student Technology Acceptable Use Agreement, Student/Parent Pledge Agreement, Family Education Rights and Privacy Act, and the Student Compact.

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**STUDENT SIGNATURE**

I understand and agree to abide by the items set forth in the New Frontiers Charter School Handbook for parents and students.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

X \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**PARENT SIGNATURE**

I understand and agree to abide by the items set forth in the NFCS Student and Parent Handbook.

X \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**\*\* Please keep this page for your records \*\***  
**Parent Copy**

**Section 15: Form 2****Parent/Student Copy****Permission for Publication****PERMISSION FOR THE PUBLICATION OF STUDENT PHOTOGRAPHS AND VIDEO**

I understand that the schools of NFCS District may wish to promote its programs or services by publishing photographs of students in print media, television programming or on the internet. I understand that photographs published on the internet will not display the child's name or any other personal information.

**Please check one option:****Yes:**

- I give permission to the District of NFCS staff, administration and/or other contracted staff to take photo and/or video of my child to be used for promotional purposes. This includes after school activities such as sports, choir, mariachi and other school related activities.
- I hereby give permission to the District of NFCS staff, administration and/or other contracted staff to take photo and/or video of my child to be used for promotional purposes, however, my child's photograph *cannot* be published in print media with student's name.

**No:**

- I do not wish for my child's photo and/or video to be taken or used for promotional purposes or published on the internet, television programming or in print media.

I understand that these photos and/or videos may be used for promotional purposes on or off school campus and on the school's website.

Student Name: \_\_\_\_\_ Student Age: \_\_\_\_\_

Parent or Legal Guardian Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**COPPA Background Information**

In April 2000, the Children's Online Privacy Act (COPPA), enforced by the U.S. Federal Trade Commission, went into effect. COPPA requires most web site operators to obtain verified parental consent before collecting, using or storing "personally identifiable information" (PII) about children under 13 years of age. PII means data such as first and last name, street address, telephone number, email addresses or other information that could enable someone to contact the child physically or online.

**Section 15: Form 3 Parent/Student Copy For: Madla ECHS Students**

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT  
Use of Student Photos and Directory Information Opt Out Form**

You have the right to choose whether your student’s information is released or not. Please check a box in the appropriate column below and return this form to your student’s school no later than the end of the first week of instruction after the student is enrolled. **Parents, guardians, or eligible students who do not check a box, or who do not return this form, give their implied consent for release of directory information, consent to student photographs, and consent to release directory information to the military (grades 9–12 only).** If you do not wish to allow disclosure of this information, please return this form directly to Frank L. Madla ECHS (the “School”) either in person or by U.S. mail. If you have more than one student enrolled, you must complete a separate form for each student.

**INFORMATION ABOUT THE MILITARY**

The military requests, and is entitled to, the names, telephone numbers, and addresses of high school juniors and seniors, unless the parent, guardian or eligible student checks Box C in the high school portion of this form. The military typically requests this information in the Fall semester of each academic year. **If you do not want information to be released to the military, you must return this form by October 1st in order to ensure that your preferences are entered in time.** Parents, guardians and eligible students are encouraged to remember that checking Box C means that the School will not release student information to the military, but it does not mean that the military might not gather student information from other sources not affiliated with the School.

ALL STUDENTS	ALL STUDENTS IN GRADES 9–12
<p>PLEASE MARK EACH APPLICABLE SPACE:</p> <p>A. ____ I do NOT consent to the release of directory information about the student named below outside the School system to sources such as an institution of higher education or newspapers and other media, except as authorized by law.</p> <p>B. ____ I do NOT consent to the release of photographs or directory information within the School system such as yearbooks, rosters for sports information, programs or articles.</p>	<p>RELEASE TO MILITARY:</p> <p>C. ____ I do NOT consent to the release of directory information to the military about the student named below.</p>

\_\_\_\_\_  
PRINT Student’s Full Legal Name

\_\_\_\_\_  
Students Date of Birth (month/day/year)

\_\_\_\_\_  
PRINT Parent/Guardian/Full Legal Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date (month/day/year)

**\*\* Please keep this page for your records \*\*  
Parent/Student’s Copy**

## Section 15: Form 3 **Parent/Student Copy For: NFCS K – 8 Students**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT** **Use of Student Photos and Directory Information Opt Out Form**

You have the right to choose whether your student's directory information (as defined in the Parent and Student Handbook) is released or not. Please check a box in the appropriate column below and return this form to your student's school. Parents, guardians, or eligible students who do not check a box, or who do not return this form, give their implied consent for release of directory information, and consent to student photographs. If you do not wish to allow disclosure of this information, please return this form directly to New Frontiers Charter School (the "School") either in person or by U.S. mail. If you have more than one student enrolled, you must complete a separate form for each student.

ALL STUDENTS

PLEASE MARK EACH APPLICABLE SPACE

A. \_\_\_\_\_ I do NOT consent to the release of directory information about the student named below by the School to outside sources, as described in the School's Notice of Directory Information, except as authorized by law.

B. \_\_\_\_\_ I do NOT consent to the release of photographs or directory information within the School system in sources such as yearbooks, rosters for sports information, and programs or articles.

\_\_\_\_\_  
PRINT Student's Full Legal Name

\_\_\_\_\_  
Students Date of Birth (month/day/year)

\_\_\_\_\_  
PRINT Parent/Guardian/Full Legal Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date (month/day/year)

**\*\* Please keep this page for your records \*\***  
**Parent/Student's Copy**

**Please sign the following pages and return to your student’s teacher. The pages are labeled “School’s Copy”.**

## Section 16: Form 1

### School's Copy – Return to School

## Student/ Parent Pledge Agreement

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### PARENT PLEDGE AGREEMENT

The success of the schools of NFCS District Code of Conduct depends on the support of each member of the School community. Working together, faculty and staff, parents, and students can promote academic achievement and good character, and ensure the success of students at the School and throughout life. On behalf of the administration, management, faculty, and staff of New Frontiers Charter School, I pledge to fulfill the responsibilities and uphold the expectations outlined in the Student Code of Conduct. Your signature in the appropriate space below will indicate your commitment to helping fulfill the School's primary mission.

As the parent/ legal guardian of \_\_\_\_\_,

I pledge:

- To maintain high expectations for my child and the School
- To demonstrate consistent interest in my child's progress at School
- To support my child's best efforts
- To model the ten character virtues described in the Code of Conduct
- To support and work with School staff to promote my child's learning
- To support the consequences administered by the school

As a student, I pledge:

- |   |                              |
|---|------------------------------|
| To be a good citizen  | To be responsible            |
| To show courage   | To persevere                 |
| To exercise self-discipline   | To respect myself and others |
| To be fair  | To be kind                   |
| To value true friends   | To tell and seek the truth   |
| To accept and learn from the consequences of inappropriate behavior |                              |

### BEHAVIOR CONTRACT

I give full authority and permission to the District of NFCS staff and administration to follow through with the school's student code of conduct as presented in this handbook. I understand the information contained in this handbook and concur that the guidelines will be applied fairly to all students as appropriate.

### COUNSELING CONSENT

I hereby understand and give consent for my child to receive the services of the School Guidance Counselor as they may become necessary. In addition, I also understand that a separate consent for any long-term individual counseling or participation in-group counseling for your child may be requested in the future.

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**\*\*Tear this page and return the page signed to your child's homeroom teacher.\*\***

### **DRESS CODE AGREEMENT**

I have reviewed and I agree to have my child(ren) abide by the school's Student Dress Code.

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### **SCHOOL HOURS**

I hereby understand and agree to follow the hours of operation policy. I understand that supervision will be provided for students between the hours of 7:30 AM and 4 PM during school days. The office will make a reasonable effort to locate the parent/legal guardians with the phone numbers on file at the school. **I hereby understand and agree that children left at school after 4PM will be considered abandoned and the proper authorities will be notified.**

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### **NFCS DISTRICT STUDENT AND PARENT HANDBOOK**

I have received a copy of the handbook for the 2016-2017 school year. I understand that the handbook contains information that my child and I will need during the school year.

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### **ACKNOWLEDGE RECEIPT OF/ AND AGREED TO THE FOLLOWING**

Permission for Publication, Student Code of Conduct, Anti-Bullying, Harassment, and Intimidation Policy, Student Technology Acceptable Use Agreement, Student/Parent Pledge Agreement, Family Education Rights and Privacy Act, and the Student Compact.

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### **STUDENT SIGNATURE**

I understand and agree to abide by the items set forth in the New Frontiers Charter School Handbook for parents and students.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**X** \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### **PARENT SIGNATURE**

I understand and agree to abide by the items set forth in the NFCS Student and Parent Handbook.

**X** \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



## Section 16: Form 2 School's Copy – Return to School

### Permission for Publication

#### PERMISSION FOR THE PUBLICATION OF STUDENT PHOTOGRAPHS AND VIDEO

I understand that the schools of NFCS District may wish to promote its programs or services by publishing photographs of students in print media, television programming or on the internet. I understand that photographs published on the internet will not display the child's name or any other personal information.

**Please check one option:**

**Yes:**

- I hereby give permission to the District of NFCS staff, administration and/or other contracted staff to take photo and/ or video of my child to be used for promotional purposes. This includes after school activities such as sports, choir, mariachi and other school related activities.
- I hereby give permission to the schools of NFCS District staff, administration and/or other contracted staff to take photo and/ or video of my child to be used for promotional purposes, however, my child's photograph *cannot* be published in print media with student's name.

**No:**

- I do not wish for my child's photo and/ or video to be taken or used for promotional purposes or published on the internet, television programming or in print media.

I understand that these photos and/ or videos may be used for promotional purposes on or off school campus and on the school's website.

Student Name: \_\_\_\_\_ Student Age: \_\_\_\_\_

Parent or Legal Guardian Name: \_\_\_\_\_

Phone Number: \_(\_\_\_\_\_)\_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**\*\*Tear this page and return the page signed to your child's homeroom teacher.\*\***

**COPPA Background Information**

In April 2000, the Children's Online Privacy Act (COPPA), enforced by the U.S. Federal Trade Commission, went into effect. COPPA requires most web site operators to obtain verified parental consent before collecting, using or storing "personally identifiable information" (PII) about children under 13 years of age. PII means data such as first and last name, street address, telephone number, email addresses or other information that could enable someone to contact the child physically or online.

## Section 16: Form 3 School’s Copy for: Madla ECHS Students

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

#### Use of Student Photos and Directory Information Opt Out Form

You have the right to choose whether your student’s information is released or not. Please check a box in the appropriate column below and return this form to your student’s school no later than the end of the first week of instruction after the student is enrolled. **Parents, guardians, or eligible students who do not check a box, or who do not return this form, give their implied consent for release of directory information, consent to student photographs, and consent to release directory information to the military (grades 9–12 only).** If you do not wish to allow disclosure of this information, please return this form directly to Frank L. Madla ECHS (the “School”) either in person or by U.S. mail. If you have more than one student enrolled, you must complete a separate form for each student.

#### INFORMATION ABOUT THE MILITARY

The military requests, and is entitled to, the names, telephone numbers, and addresses of high school juniors and seniors, unless the parent, guardian or eligible student checks Box C in the high school portion of this form. The military typically requests this information in the Fall semester of each academic year. **If you do not want information to be released to the military, you must return this form by October 1st in order to ensure that your preferences are entered in time.** Parents, guardians and eligible students are encouraged to remember that checking Box C means that the School will not release student information to the military, but it does not mean that the military might not gather student information from other sources not affiliated with the School.

ALL STUDENTS	ALL STUDENTS IN GRADES 9–12
<p>PLEASE MARK EACH APPLICABLE SPACE:</p> <p>A. ____ I do NOT consent to the release of directory information about the student named below outside the School system to sources such as an institution of higher education or newspapers and other media, except as authorized by law.</p> <p>B. ____ I do NOT consent to the release of photographs or directory information within the School system such as yearbooks, rosters for sports information, programs or articles.</p>	<p>RELEASE TO MILITARY:</p> <p>C. ____ I do NOT consent to the release of directory information to the military about the student named below.</p>

\_\_\_\_\_  
PRINT Student’s Full Legal Name

\_\_\_\_\_  
Students Date of Birth (month/day/year)

\_\_\_\_\_  
PRINT Parent/Guardian/Full Legal Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date (month/day/year)

**School’s Copy**

**\*\*\*Tear this page and return the page signed to your child’s homeroom teacher.\*\*\***

**Section 16: Form 3 School’s Copy for: Elem & MS Students**

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**  
**Use of Student Photos and Directory Information Opt Out Form**

You have the right to choose whether your student’s directory information (as defined in the Parent and Student Handbook) is released or not. Please check a box in the appropriate column below and return this form to your student’s school. Parents, guardians, or eligible students who do not check a box, or who do not return this form, give their implied consent for release of directory information, and consent to student photographs. If you do not wish to allow disclosure of this information, please return this form directly to New Frontiers Charter School (the “School”) either in person or by U.S. mail. If you have more than one student enrolled, you must complete a separate form for each student.

<p>ALL STUDENTS</p> <p>PLEASE MARK EACH APPLICABLE SPACE</p> <p>A. _____ I do NOT consent to the release of directory information about the student named below by the School to outside sources, as described in the School’s Notice of Directory Information, except as authorized by law.</p> <p>B. _____ I do NOT consent to the release of photographs or directory information within the School system in sources such as yearbooks, rosters for sports information, and programs or articles.</p>
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\_\_\_\_\_  
 PRINT Student’s Full Legal Name

\_\_\_\_\_  
 Students Date of Birth (month/day/year)

\_\_\_\_\_  
 PRINT Parent/Guardian/Full Legal Name

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date (month/day/year)

**School’s Copy**

**\*\*Tear this page and return the page signed to your child’s homeroom teacher.\*\***