

Frank L. Madla Early College High School Student/Parent Handbook 2019-2020

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

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SECTION I: ACADEMICS AND GRADING

FLMECHS/PAC Academic Standards

- The Frank L. Madla ECHS (FLM ECHS) is recognized by the Texas Education Agency (TEA) as an Early College High School (ECHS). As an ECHS, FLM ECHS academic standards and requirements are carefully prescribed and have been identified in the Four-Year Plan, which can be located on the campus website. Students are required to maintain strict adherence to the Four-Year Plan as part of the Memorandum of Understanding and Shared Services Agreement with Palo Alto College, a college of the Alamo College District.
- FLM ECHS students must satisfy the academic progress standards as outlined by Alamo Community College District (ACCD) policy. Acceptable scholastic performance is based upon student progress toward successful course and program completion and indicates that the student's grade point average (GPA) is at least 2.0. The components used to compute Academic Standing are GPA and course completion.
- The FLM ECHS Counselor and a PAC Advisor will conduct an academic review of FLM ECHS students each fall and spring semester to determine if summer courses are needed.
- Students who need to repeat a course (FLM ECHS or PAC) due to an unsatisfactory GPA (less than a 2.0 GPA) must repeat the course during the summer after the academic year and earn a satisfactory grade. All costs for summer enrollment in PAC courses (including textbooks) will be paid by the student or student's family.
- FLM ECHS students who have not earned credit for ENGL 1301 & 1302 by the end of the summer between their junior and senior years may be removed from the FLM ECHS program and ACCD.
- Alamo Colleges and FLM ECHS Early Alert systems will be utilized to identify any FLM ECHS student with a GPA below a 2.0 in a class or disrupting the learning environment.
- The FLM ECHS sophomore must be college-ready (i.e., passing the Writing and Reading portions of the TSI) by April 15th of his/her sophomore year.
- The FLM ECHS junior must to be college-ready in Mathematics by April 15th of his/her junior year.
- Per ACCD policy, parents may not have direct communications with PAC faculty and staff. Any concerns or questions should be addressed to appropriate FLM ECHS staff.

Academic Probation (FLM ECHS and PAC)

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

Academic Dismissal (FLM ECHS and PAC)

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

Academic Integrity Violations (FLM ECHS and PAC)

Scholastic dishonesty includes, but is not limited to, Academic Misconduct, Cheating, Plagiarism, Fabrication and Collusion. Administrators and teachers may initiate disciplinary actions against a student accused of scholastic dishonesty. **Possible disciplinary actions may include suspension, awarding a D grade for the assignment, or both. Repeated offenses in the area of scholastic dishonesty may result in academic dismissal from FLM ECHS and PAC. A student must be dually enrolled at FLM ECHS and at PAC in order to stay in the program; therefore, if a student is Academically Dismissed from PAC, that student will be dismissed from FLM ECHS and must return to the high school of their assigned attendance zone.**

Definition of Terms

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

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

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

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

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

FLM ECHS Grading Policies

A. Philosophy

The academic philosophy of Frank L. Madla Early College High School is the following:

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

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

B. Grading and Grade Reporting

FLM ECHS is on a 9-week grading period. Teachers will communicate via Schoology with parents when students are not working to their potential. Logs of these communications will be kept by the teacher. In addition, teachers will respond to parents' concerns/inquiries within two instructional days.

C. Grading Values

<u>FLM ECHS</u>		<u>PAC</u>	
90-100	A	95	A
80-89	B	85	B
70-79	C	75	C
Below 70	F	70	D
		Below 65	F

D. Testing and Projects

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

FLM ECHS Grading Guidelines

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

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

Absence/Make-up Work

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

Missing Assignments/Late Work

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

Homework will NOT be accepted late; however, each student will be issued one "Wildcard" pass per 9-week grading period to use in conjunction with turning in a late homework assignment. Each Wildcard contains three (3) sections that may be used in any FLM ECHS class to postpone the due date of any homework assignment by **one school day**; there is no point deduction when utilizing a Wildcard. The homework assignment must be turned in the very next school day, regardless of whether or not the class meets. The student may use his/her available Wildcard sections at his/her discretion, but once all three sections have been used per 9-week grading period, subsequent late assignments will not be accepted. At the beginning of each 9-week grading period, each student will be issued one Wildcard; Wildcards will not rollover. Any abuse of this policy will result in a loss of this privilege for either a period of time or for the entire school year.

The following assignments will NOT be accepted late, and are not eligible for the Wildcard exception:

- Daily Work
- Tests
- Quizzes
- Science Labs
- Theater Performances

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

- First day late (turned in on due date at any time after the class period has ended) – 5 points
- Second day late (due at 8 AM the very next school day after the due date) – 10 points
- Third day late (two school days after the due date) – Grade recorded as a ZERO

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

Make-up Test Policy (Different from Retest Policy)

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

Grading Weights

FLM ECHS category percentages:

Homework	10%
Tests/Projects (Min of 2 per 9 wks)	40%
Quiz, Daily Assignment	50%

"Reteach/Retest" Policy

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

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

FLM ECHS teachers will "reteach" content to students who do not understand what is presented the first time. This may be done in ways such as:

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

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

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

Homework

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

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

Extra-Credit Opportunities

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

Honor Roll

After each nine-week period, an honor /awards ceremony will be scheduled to recognize students' hard work. Teachers and staff are required to provide names and participate in each assembly.

- "A" Honor Roll ~ All "A's" in all subjects.
- "A/B" Honor Roll ~ "A's" and "B's" in all subjects.

Enrichment

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

Semester Exams

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

Student Expectations during Final Exam Week

- Students are to report to all classes on time for attendance.
- Students who do not have an exam during a period must report to their testing location. Students are to remain in their testing location through the duration of the exam time. At the teacher's discretion, exempt students may be given permission to report to the Commons during the final exam.
- While in The Commons, all students are to be seated, remain quiet, and are not to engage in activities (music, video footage, games, etc.) that are disruptive to students who are studying.
- All seniors will report to the College Success Coach for attendance and then execute their assigned duties in accordance with administration directives. ***Seniors should plan on becoming involved with a variety of events such as, but not limited to: internships, campus and district end-of-year school close out procedures, supervision at Elementary School Field Days, work-study programs, mentoring underclassmen, etc.***

Final Exam Extra Credit Policy

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

- Two tardies count as one absence.
- Medical absences, with documentation from a physician, are NOT counted as a student absence when determining exemption eligibility.
- Excused school business absences are NOT counted as a student absence when determining exemption eligibility.

- Any office discipline referrals disqualify the student for exemptions
- All fines and charge balances must be paid in full prior to exam week.
- If the final exam is a group project, the student will be required to complete the exam but will be given extra credit points added to the final grade.

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

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

SECTION 2: STUDENT CONDUCT AND SAFETY

Codes of Conduct

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

Dress Code

Students should check their attire in the morning *before* reporting to school. FLM ECHS students are an elite group of students and need to represent FLM ECHS appropriately. Although FLM ECHS students will be attending college classes with college students who may not be dressed per our standards, FLM ECHS students are expected to adhere to the New Frontiers Public Schools District dress code at all times.

The New Frontiers Public School District has certain dress and grooming criteria that must be complied with by students. These dress and grooming standards are intended to encourage good grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards and teach respect for authority. A student's appearance has much to do with the way the student feels about himself or herself. Appearance also affects the way in which other students respond to them and has a great deal to do with student success and the learning atmosphere of the school. Because of this, New Frontiers Public Schools District has established dress code requirements for students in grades 9 through 12.

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

Tops:

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

Bottoms:

- All shorts, skirts and dresses must be knee length or longer, to include basketball and/or athletic shorts
- Warm-ups (must fit appropriately)
- Sweats (must fit appropriately)

The following items are prohibited:

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

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

Student ID Badges

FLM ECHS student ID badges must be visible at all times while at school. **IDs will be worn around the neck (not kept in pockets, purses, backpacks, etc.) during the school day and at all school functions.** IDs are NOT to be defaced or have any items placed on the front or the back; defacing a badge may result in being charged for a replacement. Each student will be issued one plastic ID badge at no cost. A charge of \$5.00 will be made for EACH replacement card. Students who report to school without their student ID badge will be required to secure a replacement at the beginning of the school day. Students may be asked to produce ID cards in order to purchase tickets to school events, to be admitted to a student function, and to vote in student elections. Students who violate the ID badge policy will be assigned Saturday School. **The PAC ID is not considered a substitute or replacement for a FLM ECHS ID.**

Public Displays of Affection (PDA)

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

Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings toward one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA include, but are not limited to:

- Kissing
- Fondling
- Cuddling
- Inappropriate touching
- Rubbing/massaging
- Caressing/stroking/petting
- Excessive hugging

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

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

Food and Beverage Policy

Beverages and food items should be consumed in the Commons; however, beverages and/or food may be consumed in the classroom with the teacher's permission ONLY. All containers are subject to inspection. This is a privilege and can be revoked at any time.

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

Bullying

Repeated offenses involving any form of bullying may result in disciplinary consequences, dismissal from the FLM ECHS program, and possible legal action involving Alamo Colleges Police and/or local law enforcement.

FLM ECHS Detention Programs

A. After-school Detention

All student violations of FLM ECHS policies may result in the student placement into after-school detention. After-school detention will occur every week on Monday and/or Wednesday afternoon from 4:00 p.m. until 5:00 p.m. Late arrival to after-school detention will result in further disciplinary action. Students may be required to help with the overall maintenance of the school, which includes picking up litter, helping with classroom clean-up at the end of the day, or other service tasks (chemicals are never used, and students are not asked to do anything that might endanger their health or safety). It is the responsibility of the parent/guardian to provide transportation for the student to depart the school premises at 5:00 p.m. The school will not be responsible for the supervision of the student after 5:00 p.m.

B. Saturday Detention

Students will report to Saturday Detention in the FLM ECHS designated class on time at 10:00 a.m. Saturday Detention will end at 2:00 p.m. Students will be required to sign-in to verify their attendance. Students who "skip" Saturday Detention will be subject to additional disciplinary action by Administration.

Students will work individually on assigned FLM ECHS or PAC work that does not require the use of any electronic devices or peripherals. The teacher may provide missing work and/or additional work at his/her discretion. Students will not be allowed to use any electronic devices or peripherals while they are in attendance at the Saturday Detention session. Students will not sleep during their assigned detention session. Students are not allowed to read for leisure during their assigned detention session. Students may also be required to participate in service tasks, which include light custodial duties. Students in Saturday Detention will be required to complete an individual behavior reflection assignment. Violation of any of these requirements or expectations will result in further disciplinary action.

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

Students must be picked up promptly at 2:00 p.m. Parents may begin arriving as early as 1:45 p.m. It is the responsibility of the parent/guardian to provide transportation for the student to depart the school premises at 2:00 p.m. The school will not be responsible for the supervision of the student after 2:00 p.m.

SECTION 3: ELECTRONIC AND TELECOMMUNICATION DEVICES

Electronic Device Policy

- At the teacher's discretion, students may use electronic devices and peripherals during that class period only, and only while in the teacher's classroom.
- This policy refers to any disruption caused by any electronic device or peripheral, including phone call, messaging, or texting notifications.
- **FLM ECHS is not responsible for damaged, lost, or stolen electronic devices and/or peripherals.**

The Electronic Device Policy will be followed consistently and without exceptions. Regardless of who is calling/messaging/texting, or the reason, a phone going off during the school day will be confiscated as per guidelines above. Please be aware that if a cell phone goes off in a college classroom, the professor may remove the student, and may also ask the student to withdraw. **If a parent wants/needs to contact a student, he or she may do so by calling the FLM ECHS front office at (210) 486-3686.**

Due to safety concerns, the use of any electronic device for the purposes of capturing digital images or video is strictly prohibited anywhere, and at any time, on FLM ECHS/Palo Alto College property. Absolutely no video recording is permitted on campus. Violation of this policy, anywhere, or at any time, will result in immediate confiscation of the device and further disciplinary action.

Confiscated electronic devices and peripherals that are not retrieved by the student's parent/guardian will be disposed of after the notice required by law.

In limited circumstances and in accordance with law, a student's personal telecommunications, computing, or other electronic device may be searched by authorized personnel. Any disciplinary action will be in accordance with the Student Code of Conduct.

Chromebooks and Textbooks

Chromebooks (or similarly-issued electronic devices) and textbooks belong to New Frontiers Public Schools and are used in the classroom. They must be returned upon request, and in good condition. Failure to present or return a Chromebook and/or textbook in the condition it was originally taken, or if it is missing, will result in a fine or complete reimbursement for the device and/or textbook. Failure to pay the fine or reimburse the cost of the device and/or textbook may result in the following:

- Loss of privileges,
- Detention
- Withholding cap and gown
- Disciplinary action
- Theft report filed with Police

SECTION 4: ATTENDANCE

Attendance Guidelines

Students must be in attendance a full day even if they only have one high school class and/or college classes are canceled. Each student is still considered to be a full-time high school student, and attendance affects student learning, campus accountability ratings, and school funding.

School Hours and Campus Protocols

- School day is 8:00 a.m. to 4:00 p.m.
- Staff supervision is from 7:30 a.m. to 4:00 p.m.
- Breakfast is served from 7:15 a.m. to about 7:50 a.m., and is provided free of charge for all students.
- Students dropped off before 7:15 a.m. or picked up after 4:00 p.m. will not be supervised unless they are in a class, program, or school-sponsored activity (e.g., tutoring, organizations, clubs, etc.). Students not picked up by 5:00 p.m. must report to PAC for pickup.

- Students may not be signed out after 3:30 p.m. All requests to pick up students or deliver messages to students must be in by 3:30 p.m.
- Students MUST leave the campus after school unless they are attending tutoring, practice, or a club/organization meeting. When released, the student MUST report directly to the front of the campus where they MUST remain with the teacher/sponsor until his/her parent arrives. The teacher/sponsor will only remain until 5:00 p.m., after which time the student will be asked to report to PAC for pickup.
- Students on campus outside of the regular school hours, or without a pass or supervision as part of a class, program, or school-sponsored activity, are subject to ticketing for trespassing.
- The school is not responsible for damaged, lost, or stolen personal items, even if the school provides a place for students to store them. This is offered solely as a convenience; and items are not monitored or secured. This includes any and all personal items brought to school for any reason. If any of these items becomes an issue, they can be banned from being brought on campus.
- Students must WALK their bikes and skateboards (or anything else similar) on campus and off campus for safety. Skateboards must be checked in with the Receptionist in the front office.
- FLM ECHS is a "closed" campuses; and **no student may leave during lunch without a parent**. Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the Principal. **Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.**

Leaving Campus

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

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

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

Attendance Requirements

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

Students are counted present if they arrive on time. Students who arrive between 1 to 20 minutes after the tardy bell rings will be counted as tardy. **Students who arrive to class more than 20 minutes late, will be counted as absent.**

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

SECTION 5: SCHOOL AMBASSADORSHIPS, CLUBS AND EVENTS, EXTRA-CURRICULAR ACTIVITIES, AND UIL-SPONSORED COMPETITIONS

FLM ECHS Ambassadorship

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

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

FLM ECHS-sponsored Clubs and Events

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

Community Service

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

All students are required to earn a minimum of 10 hours *per school year*, which are due by April 15. (Hours in excess of the 10 do not rollover to the next school year.) In addition, the student is responsible for keeping up with his/her own hours and for turning in a summary of those hours in by April 15 of that school year to the College Success Coach

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

Junior/Senior Prom

Prom is for Juniors and Seniors, but they may bring Sophomore and Freshman as dates.

- All proper forms need to be filled out and turned by the designated campus deadline. All attendees must bring a valid high school ID from the current school year to enter the Prom location.
- Individuals 21 or older are not allowed.
- Home-schooled students and guests under 21 years of age and enrolled at a public or private high school may be invited provided they complete a Liability, Medical, Parental, and Eligibility Form that is verified and signed by an administrator from the school they currently attend and the guest's parent.
- Students who have a record of disciplinary issues will be excluded.
- The Principal has the final authority regarding who is allowed to attend prom for the safety of our students.
- Students who fail to follow instructions while at the Prom may be asked to leave immediately.
- Because the Prom is off-site, it is imperative that students are picked up at or before the published event end time.

PAC Extra-curricular Activities

FLM ECHS students are allowed to participate in recognized PAC student organizations after they have successfully completed 6 college credit hours and are enrolled in a minimum of 6 college credit hours per semester. FLM ECHS students are allowed to travel with PAC student organizations, but those under the age of 18 are required to be accompanied by an adult designated by the student's parents. The expense for this adult is incurred by the student's family. Permission for FLM ECHS students to travel with PAC organizations is granted by the FLM ECHS Principal in consultation with PAC officials. FLM ECHS students must complete the student travel paperwork required by ACCD. FLM ECHS students must maintain a GPA of 2.0 or higher at both FLM ECHS and PAC in order to participate in extracurricular activities.

SECTION 6: SCHOOL OPERATIONS

Visiting the Campus

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

Parents can eat with their child at any time without an appointment. A background check is not required, but parents will need to check in at the main office.

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

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

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

Visiting FLM ECHS Staff

Parents are welcomed and are encouraged to visit their child's classroom. In order to protect the academic environment and to make your visit more productive, an appointment with the teacher requesting a visit is required.

Visitors wishing to meet with school staff members should also make an appointment. This will enable us to give visitors the time and attention needed.

Transportation

NFPS provides shuttle transportation from 4018 Presa to FLM ECHS.

Parking

- It is a privilege for FLM ECHS students to drive to school and park on campus. Failure to follow directions, violating the rules, or operating your vehicle unsafely may result in the loss of the privilege. This privilege can be revoked at any time at the discretion of the Principal.
 - It is against state law to use your mobile phone, in any capacity, during school zone hours, in a school zone or IN THE PARKING LOT, unless you are parked in a designed parking slot.
 - All students who drive to school are required to register for a parking permit and submit proof of insurance.
 - You must have permission from the Principal to return to your car during the school day.
- For safety, all cars must have a FLM ECHS parking permit. Parking permits cost \$10 each. Students may purchase additional parking permits at a cost of \$10 each for additional vehicles provided that the vehicles are registered in the main office and proof of insurance is provided.
- Communication
- We use an automated phone announcement system. You will receive phone announcements weekly, and text messages as needed. The District may also use the system for communicating important information. In addition, the system calls automatically when a child is absent. If you receive a call and your child was not absent, please contact the main office to reconcile the situation.
- Schoology is the web-based program that gives parents access to their child's grades.

Miscellaneous Student Fees

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

SECTION 7: SAFETY, CHARACTER, AND INTEGRITY

Because FLM ECHS is a family and we have an ethical responsibility to care for our school and each other, we urge all students to report the following student behaviors:

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

**FLM ECHS STUDENT HANDBOOK
RECEIPT ACKNOWLEDGEMENT FORM**

Read, sign and turn in to the front office.

2019-2020 Acknowledgement Form

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

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

Student's Name (Please Print)

Student ID #

Parent/Guardian Name (Please Print)

Parent Phone Number

Technology, Textbook, and Instructional Material Policy

Texas law requires parent notification of the following:

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

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

Parent/Guardian's Signature

Date

Student's Signature

Date