

2023-2024



FACULTY & STAFF HANDBOOK

Pro-Vision Academy

4590 Wilmington St.
Houston, TX 77051

Phone: 713-748-0030
Fax: 713-748-0037
Pro-Vision Educational Services

Ms. Tonya M. Sanders
Principal

Motto: "Learning Today – Leading Tomorrow"
School Mascot: Warriors
School Colors: Royal Blue & Gray

Pro-Vision Academy

Mission Statement

Pro-Vision was created to inspire hope and purpose into the lives of young people through academics, economic, and social enrichment opportunities.

Vision

Our vision is to make a complete transformation and make an impact in the life of a young scholar by teaching their mind and reaching their hearts.

- Goal 1** Improve student academic performance and growth at all grade levels and programs as measured by NWEA – MAP Growth, state assessments, state/federal accountability.
- Goal 2** Faculty and staff will provide a supportive and safe environment, which will promote strong character, positive self-worth, academic excellence, and interpersonal self-worth.
- Goal 3** PVA staff will receive quality staff development and coaching to grow professionally and increase classroom effectiveness, while fostering productive and meaningful Professional Learning Communities (PLCs).
- Goal 4** All parents shall be encouraged to be full partners in the education of their children.

School Hours

Students – Monday – Thursday 7:30 a.m. to 4:10 p.m.- breakfast at 7:10-7:30am

Teachers – Monday – Thursday; plus every other Friday 7:10 a.m. to 4:25 p.m.

Front Office Hours: 7:00am – 4:00pm

- Ms. Claudia Aviles – Main Office Clerk
- Ms. Tiffany Kelley – High School Receptionist

Campus Administrative TEAM

Tonya Sanders	Principal
Arnel Evans	Social/Emotional Counselor
Cornelia Willis	Academic Counselor
Clarissa Countee	Coordinator of Administrative Services
Kenneth Patrick	Behavior Support Specialist
Ebonee Guillian	Registrar/PEIMS Coordinator
Sandy Green	Office Clerk/CNP Coordinator
Carrie Tate	Coordinator of Special Populations
Renaia Eugene	Campus Mentor Specialist
Garry Dunham	Athletic Director

SDMC Members

Xavier Burke	Claudia Martinez
Jemario Gordon	Clarissa Countee
Kenneth Patrick	Angela Nauls
Carrie Tate	Tonya Sanders
Renaia Eugene	
Parent – Vacancy	
Parent – Vacancy	

Content & Grade Level Leads

Renaia Eugene	Elementary Lead/Data Specialist
Tyneshia Denmon	Middle School Lead
Teddie Scott	Science Lead Teacher
Jacqueline Haynes	Math Lead Teacher
Desiree Smith	ELA Lead Teacher
Jermario Gordon	History Lead Teacher

District Academic & Program Support

Dr. April Tasso	Chief Innovations & Academics Officer
Mellody Moore-Brown	Math – Teacher Development Specialist (TDS)
Victoria Pham	ELAR/SS – Teacher Development Specialist (TDS)
Sonya Turner	Science – Teacher Development Specialist (TDS)

**Campus & District Contact List
2022-2023**

Name	Title	Contact Info
Tonya Sanders	Principal	832-844-8746
Kenneth Patrick	Behavior Support Specialist	832-989-3782
Clarissa Countee	Coordinator of Administrative Services	713-504-9615
Carrie Tate	Coordinator of Special Populations/ Compliance	713-582-9887
Garry Dunham	Athletic Director	281-728-6808
Ebonee Guillian	Registrar/PEIMS Coordinator	337-552-6406
Renaia Eugene	Elementary Lead Teacher	409-543-7123
Tyneshia Denmon	Middle School Lead Teacher	281-795-9053
Teddie Scott	Science Lead Teacher	832-244-9067
Desiree Smith	ELAR Lead Teacher	832-574-8019
Jemario Gordon	History Lead Teacher	601-701-5132
Jacqueline Haynes	Math Lead Teacher	832-647-4109
Sandy Green	Clerk/CNP Coordinator	713-408-7565
Melody Moore-Brown	TDS – Math	346-757-1059
Victoria Pham	TDS – ELAR	832-382-1180
Sonja Turner	TDS – Science	336-457-6143

CPR CERTIFIED PERSONNEL

- Derick Mason

ADMINISTRATOR IN CHARGE OF THE BUILDING

If the principal is out of the building, the persons below are listed in order of authority:

- Cornelia Willis, Academic Counselor
- Kenneth Patrick, Behavior Support Specialist
- Clarissa Countee, Coordinator of Administrator Services

2022-2023 BELL SCHEDULE

TEACHERS ON DUTY:	7:10 A.M
TEACHERS NOT ON DUTY	7:20 AM
STUDENTS' FIRST BELL:	7:10 A.M.
Breakfast in the cafeteria:	7:10 AM- 7:30 A.M.
STUDENTS' DISMISSAL BELL:	4:10 P.M. M-Th
TEACHERS' DISMISSAL:	4:25 P.M.

Operational Information

It is our sincere belief that the administration of a district, department, and building, exists for the purpose of facilitating the instruction of the student in the classroom. To accomplish this, certain procedures must be established to ensure smooth day-to-day operation. These include:

HOURS:

Office Hours- Monday – Thursday 7:00 a.m. – 4:30 p.m

Employee Professional Dress Standards

Proper attire is a trait of our profession! Faculty and Staff members serve as role models – Business casual dress exemplifying neatness and cleanliness is expected. Teachers may wear jeans on **Thursdays with a Pro-Vision school spirit shirt**. Jogging wear, shorts, tank tops, and flip-flops cannot be worn. **See T-TESS 4.1** models all professional standards (e.g., attendance, professional appearance and behaviors).

SIGN-IN RECORD

All employees must sign in upon arrival and sign out prior to leaving using the Raptor System. Employees may not sign in or out for another staff member. This is a violation of district policy. The payroll is entered from these sheets daily and failure to sign properly will result in an absence being recorded. Sign-in will be checked at the first ringing of the bell to ensure all classes are properly covered. Mrs. Countee will keep all sign-in recordings made through Raptor daily. **Personnel not signed in by 7:20 am must complete a late arrival notice and see Ms. Countee for documentation.**

ABSENT FROM DUTY

Absences should be reported in advance to Ms. Countee. **It is your responsibility to notify Ms. Countee** in advance of your known necessary absence. When an unexpected absence arises, you are to text Ms. Countee at 5:30am – 6:00am letting her know of your absence. Entering absences last minute results in classes not being covered by an appropriate associate teacher. Always contact Ms. Countee to make the school aware so that classes can be appropriately covered. Absences such as professional development, off-campus duty, or personal business require prior principal approval. **Do not leave messages with other personnel or use e-mail to report an absence.**

An “Absence from Duty” form must be **completed within 48 hours** of returning from any absence. This form is located in the office of Ms. Countee, Coordinator of Administrative Services. **ALL FORMS MUST BE SIGNED AND ON FILE BEFORE A TEACHER WILL BE CLEARED AT THE END OF THE YEAR.**

If you are absent for Jury Duty, be sure that you bring the form given to you when you are released. If you are out for 5 days for illness/family illness, a doctor’s statement is required. If you are absent more than 5 days, you may be placed on Family Medical Leave.

All requests for a personal business leave day shall be filed in writing to the principal at least 24 hours prior to the time for which the leave is requested (except in the event of an emergency). Such forms for are available in the office. **Personal business shall not be used to extend vacations or scheduled school holidays.**

Teachers are to have an associate/substitute teacher folder available **in the main office – provide the folder to Ms. Clarissa Countee.** Teachers are required to provide written lesson plans and resource books for the associate teacher. Make sure your daily schedule is included within the folder. Also your associate/substitute folder, list any students who receive Special Education Inclusion services, LEP, need additional supports. It is your responsibility to update the associate teacher folder after each absence.

EMAILS

Faculty and staff emails will be sent daily and it’s the responsibility of each member to read and respond to emails daily. They are to be checked daily and especially during planning.

LEAVING SCHOOL

At times it may be necessary for you to leave campus before the end of the workday. Be certain that you have **signed-out on the Raptor System.** You must **obtain prior approval from Principal Sanders** to leave campus. You can only obtain permission from another administrator if Principal Sanders is off campus.

LUNCH

Permission to leave during your lunch is not necessary; However, if you do leave, you must sign out and in using the Raptor System. Please remember that you are allotted to a 30-minute duty free lunch. Lunch duty may be assigned in extenuating circumstances.

TELEPHONE

Staff should limit personal calls and utilize the Pro-Vision phone to contact parents. Cell phone use during the school day should be limited to use during your planning time or lunch time. **Never use your cell phone during instructional time.** Upon entering the building for work, all earpiece devices must be removed, and cell phones must be on silent or vibrate. **Remember, we model for our students.**

Staff members are reminded to **place and receive phone calls when they do not have a class.** This should be done in a private location. Do not talk on your cell phone as you walk in the hall. Personal calls should not be made or taken during instructional time. If you have an emergency, please notify your neighbor or the office to provide coverage so you may take the call. Use your planning time to call parents and discuss student issues/concerns in private. Do not use class time to complete this task.

PLANNING PERIOD

Each teacher actively engaged in the instruction of students shall have at least 450 minutes within each two-week period for instructional preparation, including parent-teacher conferences, evaluation of students' work, and planning. A planning period may not be less than 45 minutes in length within the instructional day but **is not required every day.** Teachers can expect to participate in group planning or staff development activities. Pro-Vision Academy offers teachers additional time in order to conduct PLC Meetings, Department Meetings, and Grade Level Meetings. By allowing additional time for planning on the days that these meetings do not occur, this ensures that teachers can be pulled for meetings and the 450-minute time limit is not compromised.

Class time is not to be used for a conference. Conferences can be scheduled before or after school, or during a planning period. Planning times are for grade level collaboration and planning for student success. **Teachers may not leave campus during planning periods.** If you have an emergency, seek administrative support. See **T-TESS 1.1** Designs instructional lessons that are planned and developed. The lesson is clear, well-organized, sequential, and reflect best practice and is appropriate for diverse learners.

MASTER SCHEDULE

Teachers are provided the master schedule which identifies the typical day for their classroom. It must be posted in the following 2 areas:

Wall near classroom door

In Sub folder

DUPLICATING MATERIALS

Teachers will be permitted to send their own copies to the copy machines. IF the issue arises where the copiers become broken or continuously mishandled, then all copies will be sent by request to the front office clerk for production via email or hand delivery. In the case where abuse to the machine occurs, the educator will need to describe in detail how you would like your assignments copied (e. g. 2-sided, stapled, # of copies, etc.). **There is a 48 hour turn**

around on copies. You must plan accordingly and keep items prepared in advance. By utilizing hands-on activities, this will reduce the need for excessive copies.

VISITORS

Visitors must report to the middle school main office upon arrival. Personnel should not encourage visitation by outsiders during the school day. Employees' children are not to be brought to school except in extreme emergencies, and these should be discussed with the principal prior to the situation. **NO FORMER STUDENTS ARE TO VISIT WITH ANY TEACHER UNLESS IT HAS BEEN CLEARED BY AN ADMINISTRATOR AND THEY HAVE REGISTERED IN THE MAIN OFFICE. FORMER STUDENTS WILL NOT BE ALLOWED TO VISIT TEACHERS DURING INSTRUCTIONAL TIME.**

There are signs posted at building entrances requesting that **ALL visitors** register through the Main Office. They will be given a Visitor's Pass' via the Raptor System after they have registered. For safety reasons, anyone not displaying a visitor's badge or PVA employee badge should be stopped and escorted to the main office. **DO NOT SEND STUDENTS TO ACCOMPANY THIS PERSON TO THE OFFICE.**

PARKING

Please do not park on the curbs along the bus driveway/pick up/drop off zone. The area painted red in front of the school and along the back drive is designated as a Fire Lane – No Parking area. Faculty and staff must park in the teacher parking lot.

TEACHER LUNCH PERIODS/ PLANNING - WORKROOM

All teachers will have a 30-minute duty free lunch period. Teachers are not required to remain on the school campus for lunch and must sign out using Raptor then sign back in upon return. Teacher/Staff lunch periods may not exceed the 30 minutes allowed. A teacher may be required to supervise students during lunch once a week if due to campus needs and/or unforeseen circumstances. You will be notified in advance of such need. Teachers may eat lunch in the cafeteria or in the teacher planning areas after students have been escorted to lunch. **Teachers may not eat or snack during the instructional period.** Teachers must clean up after themselves.

A refrigerator and microwave oven are in the Teacher workroom areas. Teachers may keep their lunches in the refrigerator. Do not eat or drink food that you did not bring unless you have permission. Old food items should be cleaned out frequently. **The refrigerator will be cleaned out and all food items will be thrown away at the end of each week.** Microwaves are provided in the Teacher workroom areas and Coffee is provided each morning in the Administrative Planning area next to the Main Office.

The Planning areas are off limits to students. **Please do not send a student to pick up anything for you there. Students are NOT allowed in these areas.**

SMOKE-FREE ZONE

The PVA School Board has designated that PVA property shall be smoke-free. Please adhere to board policy and do not smoke on campus.

KEYS

All staff and faculty are to sign keys and key cards out from Ms. Countee at the beginning of the school year and return them to Ms. Countee at the end of the school year. These are PVA property and must be always accounted for. If you lose the key assigned to you for your classroom it should be reported to Ms. Countee immediately. **There will be a \$15.00 charge for lost keys/keycards.** The loss of a key or keycard should be reported immediately for safety and security reasons.

DISMISSAL DUE TO INCLEMENT WEATHER

When school is closed due to inclement weather or other conditions, employees are asked to view the www.provisionacademy.org webpage or view television for information about who is or who is not to report to work. We have also set up a fan-out/call out system for our own building should important information need to be passed to faculty and staff. Please help by **making sure your contact information is updated** anytime you make a change.

REPORTING ATTENDANCE

Attendance- The official attendance is recorded in Ascender between 10:15-10:30 a.m. each day. **If a student has been absent from school 3 days, the classroom teacher must contact the parent, notify Ms. Ebonee Guilliam and Ms. Sanders via e-mail. Keep a written log of telephone calls and report the excessive absences to Ms. Guilliam for follow up.** Each teacher must help to improve attendance of the entire school population. While we are requesting that parents bring the absence note to Ms. Guilliam in the office, sometimes they will send the notes with the student. Teachers must turn in absence notices that are received from the parents daily so that appropriate changes can be made to a student's attendance record. **Please do not hold these notes, as it will affect the parents receiving truancy and court appearance notices.** If there is an issue and you cannot input your attendance, please make Ms. Guilliam aware ASAP.

TEXTBOOKS

All Textbooks will be signed out to each teacher at the beginning of the school year. The teacher will be held accountable for the books in his/her possession. At the end of the year, all books that were checked out to the teacher must be returned, this includes ALL TEACHER EDITIONS. Please be mindful of the expense that the damage and lost textbook causes the school. The amount of money spent on lost textbooks could fund another position (clerk, aide) for the campus.

Auditing textbooks: Count books and clear the count with Coach KP. Record book numbers and titles on book cards or on another organizational tool that will help you keep track of which student has which book(s). Do not expect students to record book numbers. If books are lost, please try to locate the lost book. Report all lost books to the textbook coordinator immediately.

VIDEOS

Educational films require pre-authorization from an administrator and **videos must be used as instructional tools.** If in doubt about the value of a particular video, do not show it. Educational videos must be pre-planned and documented in lesson plans. You must have a follow up activity that is related to reading, math, and writing, or other inquiry skills needed to increase student achievement in content areas. Video viewing (Educational) is limited to once a week. This policy must be always adhered to. No

exceptions!

“Pushing Toward Excellence” 2022-2023 Performance Standards

Teachers are required to be on campus by 7:10am and at their classroom doors on duty at 7:25 a.m. At 7:30 a.m., the instructional day begins. All students and teachers should be in their classrooms. Each teacher should be prepared to begin a lesson at 7:30 a.m. each day. **Teachers should NEVER be eating breakfast at 7:30 during instructional time.** It is important that we are organized and plan well to ensure a positive instructional day with minimal down time.

Appearance of Classroom

The appearance of your classroom is an important part of the instructional program. Therefore, arrange your room in a manner that is student friendly. All displays and bulletin boards should be related to instruction and changed or updated every 6 weeks. Authentic student work must be displayed. Be sure to keep your room clutter free. Classroom and grade level boards should reflect student products, objectives being taught, and high-quality work (not fill in the blank worksheets). Please do not tape any materials to your classroom windows. A particular type of tape must be used to post items in the classrooms. Please do not use nails or staples in the walls for any reason. Do not put any holes in the wall to secure materials. Please do not block the view of your classroom by placing chart stands, etc. in front of the windows.

Instruction (See T-TESS Instructional Rubric)

Rubrics - defining standards for student work as tools of assessment.

What should it look like? Grade level developed, based on the objectives taught.

Homework – Emphasize that this is an extension of the objectives taught in class by teacher. Please note that homework should enhance learning, and not be overwhelming.

Lesson plans

Integration of Instruction- Interdisciplinary Units –**Lesson Plans are due each Friday by 12:00 pm to your content-based TDS. They will review and return to you with notes – if any corrections are necessary. You are responsible to make the updates and have the approved lesson plan in your lesson plan binder weekly.**

Professional Development Required

All teachers must complete specific professional development and develop targeted goals for student progress as outlined in T-TESS to be eligible to meet expectations. Goal Setting Plans (GSPs) should be designed to enhance an area of need for a teacher. It should not be taken lightly. GSPs are intended to provide growth opportunities that must be implemented in the classroom. All teachers are required to complete a **minimum of 30 hours of professional development each year in order to meet and maintain certification requirements.** It is the responsibility of the teacher to see that the appropriate documents are submitted to Ms. Clarissa Countee in a timely manner. These documents include the PVA Professional Development Form, Certificates from training sessions, and Region 4 transcripts documenting completion of sessions. It is the responsibility of the teacher to ensure that current certification records are on file as

inaccurate and/or out of date certification records could impact your employment status.

Badges

Faculty and staff must always wear their ID badges. Remember that this is a safety pre-caution, and everyone must comply per PVA guidelines. Please see Mr. Xavier Burke to get your badge.

Campus Committees

All teachers and staff are expected to serve on at least one committee. You have a choice to join any of the following committees:

- **SDMC** (Sanders)
- **Discipline/Campus Safety** (Patrick)
- **Attendance** (Guilliam)
- **Campus Improvement Planning/Data Digs** (Sanders & Eugene)
- **Hospitality/ Senior Committee** (Willis & Burke)
- **Literacy** (Smith)
- **Parent-Involvement Team (PIT)** (Evans)
- **Campus Compliance** (Tate)
- **Science Projects and beyond** (Scott)
- **Numeracy** – (Haynes)
- **History Alive** – (Gordon)

School Improvement Plan

The Site-Based Decision-Making Committee (SDMC) monitors the implementation of the SIP. Modifications to the plan are made throughout the year based on data. All purchase order requests as well as professional development must reference the appropriate goal from the SIP. If the requests do not support the overall goal of the school, the purchase request and the professional development will be denied.

Care of the Building

It is extremely important that we all take pride in our building and instill in our students that same pride. ALL displays must be attractive and for any maintenance needs, please send an email to help@pvacademy.org and reference “FACILITIES” in the subject line. It will go to our Facilities Administrator – Coach KP who will send it out to the appropriate contracted team member. **Please make sure that you supervise students in the halls and classroom areas with markers, crayons, etc.** Do not use Vis-à-vis pens, or permanent markers on the white boards or Tru-touch TVs. Only Tru-touch pens should be used on the Tru-touch with the downloaded software. We must maintain all equipment, etc. to ensure that our building, classrooms, and grounds remain neat and attractive. The cosmetics of a building appeal to parents enrolling new students. A building that is not well maintained sends the message that the people in care of the school do not take pride in their surroundings. We must teach our students to take pride in their school in all areas (classroom, halls, restrooms, cafeteria, and recreational areas).

Child Abuse/Neglect

When faculty or staff suspects child abuse or neglect, or if a student tells you he/she is being abused or neglected, that person is **required by law to report** this to Child Protective Services (CPS). The administration, counselor, or nurse cannot make the report for you. If you need assistance prior to making a report, please contact the counselors or administrator. Once you suspect child abuse or neglect is occurring, a report to CPS must be made and you must also notify an administrator.

PROFESSIONAL LEARNING TEAMS

Educators will be meeting weekly to discuss ways to improve student achievement and to collaborate with colleagues for professional growth. Attendance and participation is mandatory.

PLC Collaborative:

- Require focus questions & directed planning
- An Agenda
- Signatures page

Content and Grade Level Team Leads

Renaia Eugene	Elementary Lead and Data Specialist
Tyneshia Denmon	Middle School Lead Teacher
Teddie Scott	Science Lead Teacher
Desiree Smith	ELAR Lead Teacher
Jermario Gordon	History Lead Teacher
Jacqueline Haynes	Math Lead Teacher

Roles/Responsibilities:

The Content & Grade Level Team Leaders play a vital role in providing leadership and support for the individual grade levels and departments. The following are the roles and responsibilities of such individuals:

Develop a content plan to improve student performance
 Promote strong sense of teamwork and professional collegial interaction
 Coordinate weekly meetings with team
 Maintain binder with Sign-In sheets, and minutes
 Develop and maintain the meeting agenda and the meeting minutes
 Document parent contact efforts by team
 Coordinate field trips
 GL & DL meet monthly with the administrative team
 Coordinate Open House activities for team
 Submit agenda w/minutes & sign in sheet to Principal Sanders monthly. No exceptions!
 Maintain content bulletin w/appropriate items once each 9 weeks
 Coordinate grade level awards day, end of year party, & fundraisers
 Is expected to represent with team members for family night

Facilitate training sessions for teachers
 Attend lead teacher with administrative team
 Attend District training/workshop
 Assist with Snapshot data via MAP
 Support New Teachers on your TEAM
 Recommend training to administration
 Attend training to remain current with curriculum for effective teaching
 Maintain Subject Area binder documenting meetings

Discipline Management

Pro-Vision Academy utilizes TEACH and Social Emotional Learning (SEL) to maintain proper student skills which will support appropriate behavior. The plan, if used properly and consistently, will enable you to alleviate possible behavior problems which might arise in the classroom. **The teacher, as the disciplinarian/manager of the classroom, is responsible for maintaining classroom management and organization.** The following steps will help maintain good conduct and a safe environment for our students:

1. An atmosphere of directed activity is important to successful learning. The best way to ensure proper conduct is to have well-planned activities in progress at all times.
2. All members of the staff share in the responsibility for student conduct. Do not hesitate to correct any misconduct you may witness inside or outside the building.
3. All teachers should be prompt in reporting to their classrooms.
4. Teachers are **NEVER** to leave the classroom unattended at any time for any reason. If it becomes necessary for the teacher to leave the room for an emergency, ask for help from the teacher next door. **Under no circumstances should a student be left in charge or assigned to monitor the classroom without an adult being present.**
5. Only one student at a time should be allowed out of class to visit the restroom and that student must have a Hall PASS. Students will respond in a more positive manner if they feel everyone is being treated consistently.

The parent must be involved in matters concerning the student, positive as well as negative. To better assist you in the implementation and success of your discipline plan, our campus agreed to use TEACH and SEL therefore it is the expectation of administration that all staff members will follow through with implementation with fidelity. Also remember:

1. All teachers are to follow TEACH daily.
2. TEACH must be explained and modeled to students daily
3. Parent notification of student behavior is to come from the teacher
4. Expectations/Consequences/ Rewards must be clearly posted in your classroom
5. In rare cases when removal from the environment is necessary, the teacher must write a discipline referral and send the student with a hall monitor to the office along with the assignment. While in the office, the student is still expected to complete assignments. NEVER permit a child to get out of doing their assigned work.
6. Once the child has exhausted all the steps and the parents have been notified by the teacher, if the teacher writes a discipline referral to the office. ALL referrals must include the discipline management strategies already attempted - which the teacher has used to document student behaviors, modifications tried, rewards & consequences, and parent contact info. **Please list only the facts on the discipline referral – keep personal opinions out of the referral.**

In extreme circumstances, a student may be assigned to Friday School Detention, “2nd Chance” (ISS), or Out of School Suspension. Students may only be assigned to “2nd Chance”(ISS), Out School Suspension, or a Friday detention by an administrator. Grade Level Teams may establish their own afterschool detention procedures to minimize minor infractions of the classroom/grade level rules. The teachers must send a notice to inform the parent of the infraction and the consequence assigned. Teachers must not keep students without prior notification to parents and front office. This will eliminate any miscommunication. Teachers may also utilize a self-held lunch detention.

Discipline and Student Conduct

Please discuss with students your expectations of proper behavior in the classroom, cafeteria, school grounds, in assembly, during campus safety drills, and on field trips.

Discipline must be handled in accordance with District Policy. The Code of Student Conduct will be adhered to in dealing with disciplinary issues. Corporal punishment is a violation of Board Policy and is not to be used to discipline any student. Corporal punishment is considered to be any physical contact with the child that could possibly be construed as punishment. Paddling, shaking, pinching, hitting, are forms of corporal punishment and are NOT permitted. You may not use verbal tactics such as cursing, or humiliating any student. Students should not be put in the hallway or outside to complete work or for time-out reasons. This is a safety concern and students are to be supervised at all times.

If an extreme discipline incident occurs in the classroom, the offender(s) should be isolated as quickly as possible. Other students are to be removed to a safe area. The principal will be informed immediately. Staffed trained may need to physically restrain any student, including an emotionally disturbed student, and all will attempt to speak quietly and firmly and await assistance. Parents of offenders will be notified by the behavior support staff and disciplinary procedures will be initiated immediately.

Students should be disciplined reasonably, fairly, and with patience. Consistency in disciplinary matters is very important. Teachers should stress a “good” day and give incentives and recognition for good conduct. TEACH is an important part of your classroom management plan.

Energy Conservation

Turn off lights, Tru-touch TVs, bulbs, radios, computers, etc., whenever you leave your room.

Fire Drills

Fire drill evacuation maps should be posted in your classroom. We will conduct four fire/safety drills per school year. You are required to familiarize your students and yourself with exit routes from your classroom. Follow your outlined route and have your students exit the building in an orderly manner.

Remember the following:

1. Close your classroom door
2. Take your class roster with you -Ancillary teachers should have all updated rosters.
3. Once outside, check the roster (name count - not number)
4. If any student is missing, alert the administrator in charge of your area with the name of the student and where they were last seen in the building (e.g., “John went to the RR”)
5. Issues arise when students are found and they have not been reported missing

Fixed Assets

Fixed assets are the non-consumable items in your room such as furniture and AV equipment. You are responsible for the fixed assets inventory in your classroom. **These items are not to be moved from room to room by anyone w/o permission from Principal Sanders.** If you need furniture moved within your room (large items) see Building Operations and DO NOT attempt to push – or scoot the furniture across the newly waxed floors!

*Standards - Every classroom, everyday, every teacher, every student!
Teachers on their feet engaging students in exemplary learning experiences.*

Grading Policy-

Grades shall be based solely on achievement, and the categories of Assignments/Assessments are:

1. Daily Classroom Assignments
2. Homework
3. Projects
4. Tests/Performance Assessments

Re-teaching must be evident in the grade book documentation. **Re-teaching is required** when students receive a 69% or below on an assignment. Below is an example of how this can be documented:

Initial grade: 60 / 70 – make up

WEIGHT:

Class Assignments – 50%
Homework: 10%
Projects: 15%
Tests/Assessments: 25%

B. Number of Grades Per Cycle and * Dropped Grades:

Teachers shall post a minimum of three (3) grades per week, per subject/course and at least eighteen (18) grades for anyone reporting cycle per subject * Allowances will be given for lowest grades make-up.

Teachers must allow students to makeup missed assignments and re-take failing tests/assignments.

The two grades are averaged for the final new grade. Allowing make-up for assignments and tests is a PVA expectation.

Instructional Accommodations/Modifications for Special Education

In serving Special Education students, certain accommodations/modifications will be required. The Special Education Director will send accommodations/modification recommendations to the regular classroom teachers. Special Education Teachers as well as Instructional Aides will provide in classroom support as well as some pull-out when deemed necessary via ARD. The law requires that teachers comply with a student's Individualized Educational Plan (IEP). Please feel free to ask for assistance in your lesson modifications.

C. Late Work:

1. Two days will be allowed for makeup assignments due to illness. Late assignments not related to illness will have points deducted 2-5 points may be deducted – teacher discretion.

D. Failing/Lowest grades

1. Fifty (50) is the lowest grade to be given to a student on Assignments, Tests and Report Cards.

Student Performance

If it is determined that there are patterns of consistent poor student performance, teachers will begin the RTI process by documenting strategies and interventions attempted. It is the teachers' responsibility to notify the Coordinator of Special Populations of any concerns. An official RTI meeting cannot be completed without this process. **Parents must be notified** that this strategy is being implemented for their student due to poor performance or behavior issues.

Teachers will:

Convene parent conferences
Develop intervention plans with grade level team
Meet with the parent to offer one on one tutoring, small group instruction, or tutorials
Meet with the administrative team to set up a tutorial plan
Refer to the RTI, Response to Intervention, for additional support/resources

PROGRESS REPORT TO PARENTS

Progress reports will be sent home every 3-weeks. If a parent does not receive the copy sent home with the student, they may call the school at (713) 748-0030 and come to pick up an additional copy or have it emailed/scanned to the parent
Record all contacts with parents (Conferences, calls, etc.) on a documentation log, which may be checked by the principal, and can be used for appraisal documentation.

Detaining Students After School

If students are kept after school for any reason (detention, clubs, athletics, etc.) a notice to a parent or guardian is mandatory. You must also notify the office. Cancellation of meetings must be in writing and sent home 24-hours in advance unless the cancellation is due to a district wide cancellation due to inclement weather.

Lunchroom Procedures

Students must learn their Lunch Account Numbers! We will have them assigned to their student IDs but it will be most helpful if students KNOW their own information.

Students should be instructed on lunchroom rules before entering the cafeteria.

1. Always walk quietly when entering and leaving the cafeteria.
2. Walk through the cafeteria serving line in an orderly and quiet manner.
3. Pass through the lunch line once.
4. Hold students to standards.
5. Students are to dispose of their trash.
6. Move from lines to tables without running.
7. Students should not arrive to lunch early or be picked up late. Please be familiar with the lunch times.
8. Students should be dismissed in an orderly manner

Field Experience Guidelines (See PR-1 Prof. Expectations in A&D documents)

The Pro-Vision Academy supports the idea of engaging students in field lessons that connect learning to real world experiences. All student trips, excursions, or special activities held off campus will follow School Board policies and procedures.

Field Trip Procedures

Complete Field trip request form

Field trip must be requested at least 30 school days prior to field trip.

Request form must be signed by Ms. Sanders for approval.

After approval by Ms. Sanders, it is the teacher's responsibility to follow up with the process to ensure buses and student lunches have been ordered. (Three weeks in advance of the trip)

Out of county field trips must be approved by the District Chief Academic Officer and may require the use of the Coach USA buses.

There must be one PVA approved chaperone for every 16 students. It is the teacher's responsibility to find chaperones for their field trip. The field trip may be cancelled if the 16/1 ratio has not been met.

Only parents whose approved background check has been cleared are allowed to attend field trips.

Teachers should not assume transportation costs will be covered by the school.

All fundraisers to pay for the field trips must be completed **prior to field trips**. Written approval from Ms. Countee is required by completing fundraiser request forms.

Before departure each teacher attending must submit a list of students going, not going, and absent to the office on the field trip form roster with a copy of all the student permission slips.

It is the responsibility of the teacher attending the field trip to find a team teacher to instruct the students not attending the fieldtrip. Classroom assignments must be provided for the students for the duration of the field lesson. If there are more than 16 students remaining on a grade level, a grade level teacher must remain with those students.

The money must be counted and turned in Money Collection Form for all admission & bus fees.

The money cannot be held in the classroom. (Teachers are financially and legally liable for money not turned in to Ms. Countee)

Field Trips with missing/insufficient funds will be cancelled

Money cannot be collected until a fundraiser has been approved by Principal Sanders. You may obtain the form from Ms. Countee.

School Parties

Class parties are limited to three during the school year: Thanksgiving, Winter Break and End of Year. Parents are encouraged to bring treats for these holidays. Parties must be planned and documented in lesson plans. *Birthday parties for individual students are not allowed in the rooms.* The parents are allowed to **send** cupcakes or cakes to be enjoyed during lunch for birthday parties.

Faculty and Staff are to be actively engaged in providing high quality active supervision of students to ensure a safe and orderly environment.

Classrooms

Students are not to be left unattended in a classroom or any other location of the school. Leaving the classroom unattended is not acceptable under any circumstances.

Please consume all breakfast, lunches, and snacks during your lunch period and planning period. Your full focus is needed to ensure safety of all students.

The focus is on being near student and monitoring their interaction and to verbally redirect students if

needed.

All assigned personnel should be near students to engage in direct supervision. It is important to position yourself so that you may see every student.

Active Shooter Drills

If an emergency situation should arise on campus, an announcement will be made over the intercom. The announcement will be **“Mr. Blue is in the building.”** When you hear this code, lock your door immediately. Do NOT allow students to leave your classroom and bring any student that you may see out in the hall into your classroom. An announcement will be made to indicate **“All Clear.”** We will have 2 active shooter drills per school year.

MEDICATION / EMERGENCY CARE

Student Injury

When a student receives any type of injury, however minor, the student must be sent to the front office. All students should be walked to the office by a classroom helper or staff member. The front office clerk will complete a **“Student Accident and Injury Report”** within 24 hours of the injury if appropriate. The front office clerk will be responsible for contacting the parent or guardian to inform them of a serious injury.

Employee Injury

When an employee is injured on the job, the employee must report to Ms. Clarissa Countee to fill out an **“Investigation Report of Employee Accident or Injury.”** A verbal report of the accident will be called in to the Human Resource Office. This report is very important to the injured employee and to the district if the employee is to be eligible for Worker’s Compensation payments, should the injury result in doctor visits and time lost from work. If Ms. Countee is not available, an injury report must be made to the principal.

Major Accidents

If a student or an employee becomes gravely ill or seriously injured, contact the principal or the Coordinator of Administrative Services. If an ambulance is needed, office staff will call 911 and one will be requested. The District Office will also be called to notify them of the emergency. A notebook will be kept in the office at all times containing emergency information on every employee such as doctor’s name and phone number, the employee’s preferred hospital, the name and number of an emergency contact person, and any known allergies to medicines. Please see Ms. Countee for the form.

Awareness of Drug Usage

Slurred speech, lack of coordination, and dilated pupils are symptoms of drug usage. If any student, visitor, or employee exhibits these symptoms, Principal Sanders and Coach KP are to be notified immediately. The safety of the students and staff is very important.

Medication, Dispensing Of

School personnel should not diagnose illness or administer medication of any sort, including aspirin except as provided by Health Department Guidelines. If a student has to take medication during school, a physician's order describing the type of medication (pill, tablet, capsule or liquid, color of the preparation, quantity and frequency of administration) must be on file with the school main office. The medication must also be kept on file with the front office. The front office will work with the parent to obtain signed forms from the student's doctor prior to beginning the administration of any medication at school. Any medication brought to school by a student must be given to the front immediately. Students are not allowed to bring any medication or drugs to school. This is a violation of the Code of Student Conduct.

*****Quick Notes*****

SAFETY

Safety handout for faculty, staff, students, and parents.
No students "put out" of room or placed in hallway.
Secure building and entrance doors.
Do not leave class unattended.

ATTENDANCE

Six weeks attendance incentives for grade levels
End of year grand prize.
Get company to sponsor school attendance plan.
Party at the end of the 6 weeks for the classes with 90% attendance!
Random fund-raisers in order to help with costs

TUTORIALS

Purpose: To assist with closing the learning gaps.

Activity: Friday school twice per month 8am – 11am beginning in September.

Goals:

Focus on ELAR, Math, Science & Social Studies

School Wide Discipline

Always be Courteous
Always be Respectful
Follow all Directions first time given
PVA will utilize TEAM

PURCHASE ORDERS (PO PROCEDURES)

Funds will be used to purchase instructional materials and supplies. To order materials, please speak with your department/grade level LEAD about “what you would like & why you want it” complete a purchase order request. Turn in the purchase order request to the grade level leader and they will submit to Ms. Countee. She may ask follow up questions and will take the completed document to Ms. Sanders for approval. You will also need to include a brief statement of the purpose, room number, and SIP connection.

REPORT CARDS

Please ensure that you have marked the end of each six-week period on your calendars for the year. Six weeks grades are due to Ebonee Guilliam, Registrar – based on the calendar you received. Report cards will be reviewed by Mrs. Willis and Ms. Guilliam before being provided to you on the distribution date and conversations will be held with teachers with high failure rates. Remember – we’re all in this together & Failure is not an option!

REQUEST FOR STUDENT INFORMATION

If you receive a request for information on a student, please notify the office. Because of the Family Educational Rights and Privacy Act (FERPA), we need to be very careful to whom we give information.

RETENTION

3-week progress reports will be issued on a regular basis. You will need to document all communication regarding the progress of students who are not performing at grade level. Communication should occur between parents and the teacher(s) and should also involve support personnel as needed (counselor, special education teacher, SEL counselor, the administrative team).

Final recommendations for retention need to be approved by administration during the grade placement meetings. **Documentation includes copies of progress reports, notes sent to parent, copies of referrals to the counselor or ongoing interventions and notes from phone calls and parent conferences.**

SEXUAL HARASSMENT

Sexual harassment is defined as an unwelcome sexual advance, request for sexual favors, or other sexual conduct, either verbal or physical, or any other offensive treatment of an employee/student or group of employees/students that would not occur but for the gender of the employee when:

1. The advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile, or otherwise offensive work environment; or
2. Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of employment; or (if it involves employee/student) grades or other school related benefit; or
3. Submission to or rejection of such advances, requests, or conduct is used as a basis for employment decisions.

Prohibited Conduct

Employees shall not engage in conduct constituting sexual harassment. The District shall investigate all allegations and shall take appropriate disciplinary action against employees found to engage in such harassment.

Complaint Procedure

An employee who believes he/she is being subjected to any form of sexual harassment shall bring the matter to the attention of the immediate supervisor, in accordance with the District's Grievance Policy. No procedure or step in the policy will have the effect of requiring the employee alleging such harassment to present the matter to a person who is the subject of the complaint. Notice must be given to the campus principal.

STUDENT CUMULATIVE FOLDERS

You will be able to review your student files whenever needed, but the files must be checked out by the Registrar. Ms. Guilliam will have a sign-in sheet and sign-out sheet available. Cumulative 22 folders may not leave from the office area therefore; all reviewing must occur in the conference area or in one of the offices. **Folders are not permitted in classrooms at any time.**

E-MAIL

Electronic Communication and Data Management CQ (Regulation)

The following standards will apply to all users of the District's electronic information/communications systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines. **INDIVIDUAL USER RESPONSIBILITIES ON-LINE CONDUCT**
3. System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
4. System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
5. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
6. System users may not waste District resources related to the electronic communications system.
7. System users may not gain unauthorized access to resources or information

TEACHER, STUDENT, AND PARENT INTERACTION

Teachers are expected to maintain a professional and positive attitude when dealing with co-workers, students, and parents. **Everyone should be treated with respect and dignity.** There is no place for negative, inappropriate, demeaning comments or actions on the campus or in the classroom. Remember to treat others the way you want to be treated. Teachers are expected to maintain professional conduct at all times.

VOLUNTEERS

Every effort will be made to recruit and retain parent and community volunteers. Ms. Guilliam is our Volunteers in public schools (VIPS) coordinator.

Pro-Vision Academy

Student Dress Code 2022-2023

The purpose of the Student Dress Code is to ensure a safe learning environment and promote a climate of effective discipline that doesn't distract from the educational process. **Teachers must check uniforms daily and notify the office of any student in violation of rules. A notice will be sent to parents. If the dress code violation continues, students will be assigned detention.**

“ABSOLUTLEY NO HOODIES, CROCS, SLIPPERS, JEANS WITH RIPS OR JEANS WITH HOLES! ALL SHIRTS MUST BE WORN INSIDE PANTS. NO EXCEPTIONS”!

(Monday – Wednesday)

Elementary Grades 3rd – 5th

Shirts: Sky Blue Collar Shirt
Dark navy -blue khakis, black or brown solid color belt.

Middle School Grades 6th – 8th

Shirts: Navy Blue Collar Shirt
Dark navy-blue khakis, black or brown solid color belt.

Highschool Grades 9th – 12th

Shirts: Gray Collar Shirt
Dark navy-blue Khakis, black or brown solid color belt.

(Thursday: All Grades)

Blue jeans, Pro-Vision spirit shirt, black or brown solid color belt.

Outer Garments

Jackets (without hoods) and sweaters may be worn. Hats/caps must be removed once student enters the building. If a student refuses to remove his/her hat/cap in the classroom/school – the teacher or staff member may confiscate the jacket and return it at the end of the school day.

Additional Dress and Grooming Regulations

Closed – toe shoe must be worn at all times. For safety reasons, platform shoes or any backless shoes are not allowed. Sunglasses, hats, caps, bandannas etc. are not to be worn.

**Pro-Vision Academy
4590 Wilmington St.
Houston TX 77051**

MEMORANDUM

August 1,2022

TO: _____
PVA Staff Member Addressed

FROM: Tonya M. Sanders, Principal
Pro-Vision Academy

RE: ADHERENCE TO SCHOOL AND DISTRICT POLICIES
AND PROCEDURES

This is to acknowledge that you have received a copy of the Pro-Vision Academy Faculty and Staff Handbook and the Code of Ethics and Standard Practices for Texas Educators. These items have been reviewed with you and the school staff. Your signature indicates that receipt of these items indicates that you understand that you are directed to adhere to and comply with the policies and procedures as outlined and explained by the administration. This memorandum is to inform you that failure to follow directives or to adhere to policies and procedures of the school and/or the district could lead to further disciplinary action, up to and including termination from the District.

If you have any questions or concerns, please feel free to contact me as soon as possible.

Sincerely,

Tonya Sanders, M.Ed.
Principal

Acknowledgement of Receipt:

Printed Name

Signature

Date