The Pro-Vision Academy

2022-2023

Student Handbook

&

Student Code of Conduct

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SECTION 1: GENERAL INFORMATION

Statement of Non-Discrimination

The Pro-Vision Academy does not discriminate on the basis of race, religion, color, national origin, sex, disability, or age in providing educational services, activities, and programs, including vocational and career technology programs. The Pro-Vision Academy complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law.

Any questions or concerns about The Pro-Vision Academy' compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

- The Title IX Coordinator, for concerns regarding discrimination on the basis of sex/gender, is Garry Dunham, Athletic Coordinator at 4590 Wilmington Street, Houston, Texas, 77051, 713-748-0030.

- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is Carrie Tate, 4590 Wilmington Street, Houston, Texas, 77051, 713-748-0030.

- ADA concerns regarding discrimination on the basis of disability, is Ebonee Guilliam, Registrar, 4590 Wilmington Street, Houston, Texas, 77051, 713-748-0030.

- The Age Discrimination Coordinator, for concerns regarding discrimination on the basis of age, is Carrie Tate, Compliance Officer at 4590 Houston, Texas, 77051, 713-748-0030.

- All other concerns regarding discrimination may be directed to Carrie Tate, Compliance Officer, 4590 Wilmington Street, Houston, Texas, 77051, 713-748-0030.

General Admissions and Enrollment Information

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the School's charter, and who are eligible for admission based on lawful criteria identified in the charter and in state law. The total number of students enrolled in The Pro-Vision Academy shall not exceed the number of students approved in the charter or subsequent amendments. Total enrollment may further be limited by The Pro-Vision Academy based on occupancy limitations, code compliance and staffing requirements as deemed necessary.

In accordance with state law, The Pro-Vision Academy does not discriminate in its admissions policy on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend.

Exclusion from Admission

As authorized by The Pro-Vision Academy charter and Texas Education Code § 12.111(a)(5)(A), students with a documented history of a criminal offense, a juvenile court adjudication, or other discipline

problems under Texas Education Code Chapter 37, Subchapter A may be excluded from admission and enrollment in The Pro-Vision Academy.

McKinney-Vento Homeless Education Assistance Act of 2001

Homeless children and youth are ensured specific educational rights and protections. A listing of these specific rights may be obtained from The Pro-Vision Academy by contacting Carrie Tate, Outreach Coordinator, 4590 Wilmington Street, Houston, Texas, 77051, 713-748-0030.
"Homeless children and youth" as defined and covered by the McKinney-Vento Homeless Education Assistance Act of 2001:

- Means individuals who lack a fixed, regular, and adequate nighttime residence.
- Includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations.
- Are living in emergency or transitional shelters.
- Are abandoned in hospitals, or are awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designed as a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.

Parents of students in homeless situations can keep their students in their schools of origin (the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled even if the student is now residing outside the school attendance area or school district) or enroll them in any public school that students living in the same attendance area are eligible to attend.

Student Information

Any student admitted to The Pro-Vision Academy must have records, such as a report card and/or transcript from the previous school attended, to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling in the School for the first time must present documentation of immunizations as required by the Texas Department of State Health Services.

No later than 30 days after enrolling in the School, the parent and school district in which the student was previously enrolled shall furnish records that verify the identity of the student. These records may include the student's birth certificate or a copy of the student's school records from the most recently attended school. Students will not be denied enrollment because they failed to meet this requirement.

The Pro-Vision Academy will forward a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parents' consent.

Food Allergy Information

The parent of each student enrolled in the School must complete a form provided by The Pro-Vision Academy that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to The Pro-Vision Academy to enable it to take any necessary precautions regarding the child's safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

For purposes of this requirement, the term "severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

The Pro-Vision Academy may also require information from a child's physician if the child has food allergies.

Food allergy information forms will be maintained in the child's student records, and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school nurses, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 ("FERPA").

Establishing Identification

Any of the following documents are acceptable for proof of identification and age: birth certificate; driver's license; passport; school ID card; records, or report card; military ID; hospital birth records; adoption records; church baptismal record; or any other legal document that establishes identity.

Undocumented Students

Enrollment may not be denied to children who are not legally admitted into the United States.

Residency Verification

The Texas Education Code authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in The Pro-Vision Academy, each student's parent must show proof of residency at the time of enrollment. Residency may be verified through observation, documentation, and other means, including, but not limited to:

1. A recently paid rent receipt,
2. A current lease agreement,
3. The most recent tax receipt indicating home ownership,
4. A current utility bill indication the address and name of the residence occupiers,
5. Mailing addresses of the residence occupiers,
6. Visual inspection of the residence,
7. Interviews with persons with relevant information, or
8. Building permits issued to a parent on or before September 1st of the school year in which admission is sought (permits will serve as evidence of residency for the school year in which admission is sought only).

Falsification of residence on an enrollment form is a criminal offense.

School Calendar

The Pro-Vision Academy operates according to the school calendar adopted annually by the Board of Directors. Holidays may be used as school make-up days for days lost due to bad weather. The latest changes to the calendar will be available on the School's website.

School Day

School begins at 7:30 a.m. and dismissal is at 4:10 p.m. Students may be dropped off as early as 7:10 a.m. if they would like to eat breakfast. They will be supervised, but there are no organized activities before the instructional day begins.

Students are expected to be picked up no later than 4:30pm.

If Students are in an after school program, they are expected to be picked up immediately after their practices/games. After those times, students not in after-school programming (clubs, athletics, supervision) will not be supervised by a The Pro-Vision Academy staff member. Students staying for academic help from an individual teacher are exempt from this rule, provided their teacher is supervising them and they are picked up at a pre-determined and reasonable time.

Drop-off and Pick-up Procedures

All students must be dropped off and picked up ONLY in the designated "car rider" area. If a student arrives after 7:45 am, the parent or guardian must come inside and sign the student in at the front office desk. If a parent wishes to pick-up their child early, you must sign the child out at the front office prior to 3:30pm. Parent(s) or guardian(s) will need to remain in their vehicle and the student will be called for dismissal.

Student Drivers and Parking

All student drivers must hold a valid driver's license and insurance. Students driving to school must park in the designated lot at the high school. Only students who have completed a parking sticker application and have been approved may park on campus. Parking permit stickers must be visible on the top left corner of the windshield. Students may not go to their cars during the school day. Students must also drive in a manner that is safe and does not disrupt the learning environment or school community in any way. Students who fail to follow these guidelines will have their driving privileges suspended or revoked, and may be subject to discipline under the Student Code of Conduct.

Attendance

Regular attendance is expected of all The Pro-Vision Academy students due to the rigor of our curriculum. Consistent school attendance is an essential component of each student's education. Official attendance is taken each day and recorded each instructional period. Tardies and early checkouts are also recorded each day.

Absence from school will affect a student's ability to succeed in class; therefore, students and parents should make every effort to avoid unnecessary absences. Additionally, state law mandates compulsory school attendance for children of a certain age, and The Pro-Vision Academy' policy deals with attendance for course credit and a student's final grade. These items/laws are discussed below.

Texas Compulsory Attendance Law

The state compulsory attendance law requires that a student between the ages of six and 19 must attend school and school-required tutorial sessions unless the student is otherwise legally exempted or excused. The Pro-Vision Academy' staff must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, or from required tutorials will be considered "truant" and subject to disciplinary action.

A student who voluntarily enrolls after his or her 19th birthday is required to attend each school day. If a student 19 years of age or older has more than five unexcused absences in a semester, The Pro-Vision Academy may revoke the student's enrollment, except that The Pro-Vision Academy may not revoke the enrollment on a day on which the student is physically present at school. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. Prior to revoking the student's enrollment, The Pro-Vision Academy shall issue a warning letter to the student after the third unexcused absence stating that the student's enrollment may be revoked for the remainder of the school

year if the student has more than five unexcused absences in a semester. As an alternative to revoking enrollment, The Pro-Vision Academy may impose a behavior improvement plan.

> **Notice to Parents**: *Under Texas Education Code § 25.095(a), you are hereby notified that if a student is absent from school on ten or more days or parts of days within a six-month period in the same school year, the student's parent is subject to prosecution under Texas Education Code § 25.093; and the student is subject to referral to a truancy court for truant conduct under Texas Family Code § 65.003(a).*
>
> *The Pro-Vision Academy shall notify a student's parent if the student has been absent from school, without excuse, on three days or parts of days within a four-week period. The notice will inform the parent that it is the parent's duty to monitor the student's school attendance and require the student to attend school; the student is subject to truancy prevention measures under Texas Education Code § 25.0915; and that a conference between school officials and the parent is needed to discuss the absences.*

Attendance for Credit or Final Grade

To receive credit or a final grade in a class, a student must attend at least at least 90% of the days the class is offered. These days include both excused and unexcused absences. A student who attends fewer than 90% of the days the class is offered may be referred to the Attendance Review Committee to determine whether the absences were due to extenuating circumstances and how the student may regain credit or earn a final grade.

The Attendance Review Committee will consider the following factors when determining whether there are extenuating circumstances for the absence:

1. All absences, whether excused or unexcused, must be considered, with consideration given to special circumstances as defined by the Texas Education Code.
2. For a student transferring into The Pro-Vision Academy after school begins, including a migrant student, only those absences after enrollment will be considered.
3. In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
4. The committee will consider whether the absences were for reasons over which the student or parent could exercise control.
5. The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
6. The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
7. The student, parent or other representative will be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

If credit is lost or a final grade is not earned due to excessive absences, the Attendance Review Committee will decide how the student may regain credit or earn a final grade. If the committee determines there are no extenuating circumstances and that credit or a final grade may not be earned, the student or parent may appeal the committee's decision to the Superintendent by filing a written request with the Principal. The appeal notice must be postmarked to the following address within 10 days following the last day of instruction in the semester for which credit was denied:

The Pro-Vision Academy
Attendance
4590 Wilmington Street
Houston, Texas 77051

The Superintendent or designee shall inform the student or parent of the final decision.

Absence and Tardiness

When a student must be absent from school, parents are asked to call the School each day the student will be absent. Upon returning to school, the student must bring a note, signed by the parent, or a medical excuse signed and dated by a provider that describes the reason for the absence. Notes should be submitted to the school registrar, and may be scanned and emailed, submitted through the The Pro-Vision Academy website, or faxed to the School. If a note is not received within 5 school days of the absence, the absence will be recorded as unexcused.

Because excessive absences are considered truancy under state law, The Pro-Vision Academy reserves the right to take extreme absence cases to court.

The School recognizes two kinds of absences: excused and unexcused. Students and parents should read this section carefully to understand the School's expectations. Students and parents should also be aware of the School's policy regarding homework, quizzes, and tests following an absence.

Excused Absences

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days.
- Required court appearances.
- Activities related to obtaining United States citizenship.
- Service as an election clerk.
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. If a student returns to school the same day or attends part of the day prior to a doctor's appointment and then presents a doctor's note verifying the appointment, the absence is excused and the student is counted present. Students should be picked up and signed out for early dismissal in the office. We cannot call your student from the classroom until you are in the front office signing them out.
- For students in the conservatorship (custody) of the state.
- Mental health or therapy appointments.
- Court-ordered family visitations or any other court-ordered activity provided it is not practicable to schedule the student's participation in the activity outside of school hours.

A junior or senior student may also be absent for up to two days per school year for purposes of visiting a college or university, so long as the student obtains permission for the visit from the Principal, follows the School's procedures to verify the visit, and makes up any work missed due to the absence.

A student may also be absent for up to two days in a school year for service as an early voting clerk, provided the student receives approval from the school principal prior to the absence and informs his or teachers of the absence.

Absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

For religious holy days, required court appearances, activities related to obtaining citizenship, and services an election clerk, one day of travel to the site and one day of travel from the site shall also be excused by the School.

The only additional excused absences are for personal illness, death in the immediate family (parent, sibling, grandparent, or member of the immediate household), a school-related absence or an absence approved in advance by the camps principal due to extenuating circumstances.

Unexcused Absences

Any absence not listed above or approved in advance by the school principal due to extenuating circumstances will be considered an unexcused absence.

Tardiness and Late Arrival

Students who arrive late must be signed in by their parent or guardian. Late arrivals are documented. Any student arriving after the official ADA time of 10:30 a.m. is absent.

Make-Up Work

If a student misses class for any reason, a teacher may assign make-up work that incorporates the instructional objectives for the class and that will assist the student to master the essential knowledge and skills necessary to meet subject or course requirements. Students are responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. Teachers will provide students and parents with additional information regarding penalties for failure to complete make-up work within the time allotted, and the process for making up tests missed due to absence.

Students are not allowed to make-up work for unexcused absences.

Driver's License Attendance Verification

The Texas Department of Public Safety ("DPS") is required to verify the attendance records of a student between the ages of 16 and 18 that is seeking to obtain or renew a driver's license. In order for DPS to access this information or, in certain circumstances, for a school administrator to provide the attendance information to DPS, written parental permission must be obtained. Students may obtain the required Verification of Enrollment ("VOE") form from the School office.

Release of Students from School

Every student that is checked out early must be signed out through the school office. State rules require that parental written consent be obtained before a student under the age of 18 may leave campus at any point in the school day. To ensure that the end of the day dismissal is the safest environment, students cannot be checked out after 3:45 pm.

Because class time is important, doctor's appointments or meetings with other professionals should be scheduled at times when the student will not miss instructional time, if possible.

Closed Campus

Students are not permitted to leave campus for lunch. Parents are welcome to eat lunch with their child in the cafeteria. Parents may only bring lunch for their own children. Students and adults may not bring in or give away food to other students during lunch times.

Withdrawals

Voluntary Withdrawal

A student under 18 years of age may be withdrawn from school only by a parent. The Pro-Vision Academy requests notice from the parent at least three days in advance so that records and documents may be prepared. Parents may obtain a withdrawal form from the main office. The parent shall also provide the name of the new school in which the student will be enrolled and must sign the withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws.

A student who is 18 years of age or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

Withdrawing students and parents are expected to:

- Return all textbooks and checked-out materials and equipment;
- Complete any make-up work assigned;
- Pay any unpaid balance for student fees, if any; and
- Sign a release of student records.

In all cases, withdrawal forms must be appropriately completed and signed before withdrawal is complete.

Involuntary Withdrawal

The Pro-Vision Academy may initiate withdrawal of a student under the age of 19 for non-attendance if:

1. the student has been absent 10 consecutive school days, and
2. repeated efforts by the school to locate the student have been unsuccessful.

Additionally, The Pro-Vision Academy may revoke the enrollment of a student 19 years of age or older who has more than five unexcused absences in one semester.

School Uniform

The School's uniform standards are designed to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students must come to school cleanly and neatly groomed and wearing clothing that will not be a health or safety hazard to the student or others, and that will not distract from the educational atmosphere of the School. Students are required to arrive in proper uniform attire every day.

Students must be in dress code from the moment they arrive on school property (including school bus) until they leave. Students who do not follow the School's guidelines for personal attire and appearance may be subject to discipline under the Student Code of Conduct. Additionally, a parent may be contacted to bring an acceptable change of clothing to school, and the student may be assigned to in-school suspension for the remainder of the day until a change of clothes is brought to the school.

The Pro-Vision Academy' students are expected to dress in a manner that conveys respect for their learning community and communicates a message of personal confidence and pride. The following specific guidelines must be adhered to:

The Pro-Vision Academy' Uniform (**Dress Code**):

School Uniform

The School's uniform standards are designed to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students must come to school neatly groomed.
Students who do not follow the School's guidelines for personal attire and appearance may be subject to discipline under the Student Code of Conduct. Additionally, a parent may be contacted to bring an acceptable change of clothing to school, and the student may be assigned to in-school suspension for the remainder of the day until a change of clothes is brought to the school.

The Pro-Vision Academy students are expected to dress in a manner that conveys respect for their learning community and communicates a message of personal confidence and pride. The following specific guidelines must be adhered to:

Dress Code

"Absolutely No Hoodies, Crocs, Slippers, Ripped Jeans or Jeans with Holes." School uniforms are required Monday through Wednesday and on Thursday, students may wear a school spirit shirt with appropriate jeans.

HAIR

Must be neatly groomed. If a student does not comply with the dress code they will be removed from the regular school setting until the student complies with this code.

Other Standards:

- Clothing or conspicuously displayed jewelry or accessories with inappropriate advertising or statements that are offensive or inflammatory are prohibited. This prohibition includes, but is not limited to, alcoholic beverages, profanity, sex, tobacco, drugs, gangs, guns and other weapons, excessively violent or gory imagery, and the promotion of violence.
- Hats, caps, visors, bandanas, and stocking caps are not allowed inside any school facilities.
- Facial piercings are not allowed, even if covered with a band-aid. This includes, but is not limited to, tongues, chins, noses, eyebrows, lips, etc. No "grace period" exists for new piercings. This means that we will not tolerate new piercings just because they cannot be removed for a certain period of time.
- Only two earrings are allowed in each ear. Earrings must have standard-sized posts. No gauged earrings of any size or type are allowed. This applies to both male and female students.
- Bracelets and necklaces must be worn in moderation. Pet collars, pet chains, and chain wallets are not allowed. No jewelry with spikes are allowed.
- Any clothing, jewelry, or other item that is gang related or shows affiliation with any other inappropriate organization.
- Hair must be neat and clean. Unconventional hairstyles that are considered to be distracting and/or disruptive to the educational environment are prohibited. Designs, letters, or number may not be shaved into the hair. Students may wear natural hair colors only. For further clarification on what is unconventional, please consult with the campus administration.
- Male students may have neatly trimmed facial hair. "Neatly trimmed" is strictly enforced!
- Visible tattoos and similar body painting(s) that promote violence or reflect gang activity are prohibited. Visible tattoos and similar body painting(s) that are 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.

The Pro-Vision Academy will periodically review its dress and grooming policies, and make changes as needed.

Student Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. Students may be required to pay certain fees:

1. Membership dues in voluntary student clubs or organizations and admission fees to extracurricular activities;
2. A fee for personal physical education apparel.
3. A fee for voluntarily purchased items, such as student class rings, pictures, yearbooks, graduation announcements, etc.;
4. A fee for voluntary student health and accident benefit plan – athletics.
5. A fee for items of personal apparel used in extracurricular activities that become the property of the student; Band, Cheer, Athletics, etc…
6. A fee for replacement of a student identification card; $5.00 -
7. A fee of $15 to return a cell phone if it's picked up during school hours more than 1 time by a teacher of staff member. Cell phones are to be OFF and in the students backpack or left at home.
8. A fee for an optional course offered for credit that requires the use of facilities not available on campus or the employment of an educator who is not part of the school's regular staff;
9. A fee for summer school courses that are offered tuition-free during the regular school year;
10. A fee specifically permitted by any other statute.

Families are responsible for paying all fees associated with extra-curricular programs, including clubs, parking, athletics, fine arts, and academic supervision prior to participation.

Textbooks and Curriculum Materials

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class. Materials must be used by the students as directed by the teacher and treated with care. A student who is issued damaged materials should report the damage to the teacher.

Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the student and/or parent pay for the damages. However, a student will be provided textbooks and educational materials for use during the school day. The Pro-Vision Academy may reduce or waive the payment requirement if the student is from a low-income family. Release of student records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks.

Food Service

The Pro-Vision Academy participates in the National School Lunch Program and offers nutritionally balanced breakfasts and lunches at no charge. Guidelines set by the Texas Department of Agriculture ("TDA") and United Stated Department of Agriculture ("USDA") are followed to meet the nutritional needs of all students. Menus may be obtained at the school office.

State-Mandated Nutrition Guidelines

The TDA places strict limits on any food or drink provided or sold to students other than through The Pro-Vision Academy's food and nutrition services. More detailed information may be obtained at the school office or online at www.squaremeals.org.

Transportation

The Pro-Vision Academy provides bus transportation at no cost for students living two or more miles from school. Bus routes and any subsequent changes are posted in the school office. Further information may be obtained by calling the school office.

Riding a school vehicle is a privilege. School vehicle drivers have the authority to maintain discipline and require seating charts. When riding a school vehicle, students are held to standards established in this Handbook and the Student Code of Conduct. Students must:

1. Follow the driver's directions at all times;
2. Enter and leave the vehicle in an orderly manner;
3. Keep feet, books, instrument cases, and other objects out of the aisle;
4. Not deface the vehicle or its equipment;
5. Not put head, hands, arms, legs, or an object out of any window; and
6. Wait for the driver's signal in order to leave or cross in front of the vehicle.
7. Not eat or drink on the school bus.

Only designated students are allowed to ride in the vehicle. Students may neither ride the vehicle to a different location nor have friends ride the vehicle to participate in after-school activities.

If a student with a disability is receiving school transportation as a result of an IEP, the Admission Review and Dismissal ("ARD") Committee will have the discretion in determining appropriate disciplinary consequences related to inappropriate behavior in a school vehicle.

Transcripts

The Pro-Vision Academy maintains an academic achievement record (or transcript) for each student enrolled. Transcripts list complete personal student data, give complete scholastic grades, and performance acknowledgements and scores and standardized achievements tests. Requests for transcripts should be made to the campus registrar. Students are provided with 5 free official transcripts per year. Additional transcripts are $2.00 each for current and former students. Former students must pay $2.00 each for all unofficial and official transcripts. Payments should be made at the time of the request in either cash or money order. Official transcripts may be picked up from the campus registrar two business days after the request is submitted.

Displaying a Student's Artwork, Projects, Photos, and Other Original Work

Teachers may display student work in classrooms or elsewhere on campus as recognition of student achievement. However, The Pro-Vision Academy will seek parental consent before displaying student artwork, special projects, photographs taken by students, and other original works on The Pro-Vision Academy' website, on any campus or classroom website, in printed materials, by video, or by any other method of mass communication. The Pro-Vision Academy will also seek consent before displaying or publishing an original video or voice recording in this manner.

Distribution of Materials or Documents

School Materials

Publications prepared by and for The Pro-Vision Academy may be posted or distributed with prior approval by the Principal and/or teacher. Such items may include school posters, brochures, murals, etc.

Non-School Materials

Students must obtain express prior approval of the Superintendent or designee before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus.

Non-school literature shall not be distributed by students on The Pro-Vision Academy's property if:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of students.
- The materials promote illegal use of drugs, alcohol, or other controlled substances.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
- There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with School activities or the rights of others.

Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which The Pro-Vision Academy does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with The Pro-Vision Academy or a school support group on school premises unless the person or group obtains specific prior approval from the Superintendent or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual. The requestor may appeal the Superintendent or designee's decision in accordance with Board policy.

Electronic Device Policy

Electronic and telecommunication devices are a major source of distraction in the classroom. For this reason**, students are not permitted to possess items such as cell phones, cameras, or electronic devices or games at school**.

If a student has an electronic or telecommunications device at school, including a cell phone, all such devices must be turned off during school hours. If a School employee observes a student using any electronic or telecommunication device (including a cell phone) during the school day or a school-related activity, the employee will collect the item and turn it in to the main office.

A parent will be contacted to pick up the item and pay the applicable fine. A $15 fee will be assessed before the parent is able to retrieve the device. Any disciplinary action will be in accordance with the Student Code of Conduct.

The Pro-Vision Academy will not be responsible for damage to or loss or theft of confiscated items.

Pledges of Allegiance and Moment of Silence

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the Superintendent or designee to excuse their student from reciting a pledge.

State law requires that one minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that The Pro-Vision Academy provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

Recitation of the Declaration of Independence

State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during "Celebrate Freedom Week." A student will be exempted from this requirement if a parent provides a written statement requesting that the student be excused, The Pro-Vision Academy determines that the student has a conscientious objection to the recitation, or the parent is a representative of a foreign government to whom the United States extends diplomatic immunity.

Prayer and Meditation

Students have a right to individually, silently, and voluntarily pray or meditate in school in a manner that does not disrupt instructional or other school activities. The Pro-Vision Academy will not require, encourage, or coerce a student to engage in or refrain from such prayer or mediation during any school activity.

SECTION 2: STUDENT HEALTH AND SAFETY

Alcohol-Free School Notice

In order to provide a safe and alcohol-free environment for students and employees, all alcoholic beverages are prohibited on The Pro-Vision Academy property at all times, and at all school-sanctioned activities occurring on or off School property. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Tobacco-Free School Notice

Smoking (including electronic cigarettes, cigars, and pipes) and using tobacco products is prohibited in school buildings, vehicles, or on or near school property, or at school-related or school-sanctioned events off school property. Students may not possess tobacco products at any of the locations or activities listed above. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Drug-Free School Notice

The Pro-Vision Academy believes that student use of illicit drugs is both wrong and harmful. Consequently, The Pro-Vision Academy prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of its location. The Pro-Vision Academy also prohibits the use, sale, possession, or distribution of look-alike substances and/or synthetic substances designed to imitate the look and/or effects of illicit drugs. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Substance Abuse Prevention and Intervention

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school principal can provide you with a list of community resources that may be of assistance to you. The Texas Department of State Health Services ("TDSHS") maintains information regarding children's mental health and substance abuse intervention services on its Web site: http://www.dshs.state.tx.us/mhsa-child-adolescent-services/.

Suicide Awareness

The Pro-Vision Academy is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please

access http://www.texassuicideprevention.org or contact the school principal for more information related to suicide prevention services available in your area.

Asbestos Management Plan

All school facilities have been inspected for asbestos by a licensed Asbestos Hazard Emergency Response Act ("AHERA") inspector. An Asbestos Management Plan has been created for the School in accordance with federal regulations. Parents may view the Asbestos Management Plan at the campus office.

Bacterial Meningitis Information

State law requires The Pro-Vision Academy to provide the following information:

What is bacterial meningitis?

Meningitis is an inflammation of the membranes that surround the brain and spinal cord. Meningitis can be caused by viruses, parasites, fungi and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. However, bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical and life support management.

What are the symptoms of bacterial meningitis?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, seizures, discomfort looking into bright lights, confusion and sleepiness and lethargy. In both children and adults, there may be a rash of tiny, red-purple spots or purple patches on the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

Bacterial meningitis is a serious, potentially deadly disease that can progress extremely fast. If it is diagnosed early and treated promptly, the majority of people make a complete recovery. However, in some cases it can be fatal or a person may be left with permanent severe health problems or disability.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange saliva (such as by kissing, or by sharing drinking containers, food, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions (such as by coughing or sneezing).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented?
Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.* The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for from three to five years.

> * Please note that the Texas Department of State Health Services ("TDSHS") requires at least one meningococcal vaccination for grades 7 through 12, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

What should you do if you think you or a friend might have bacterial meningitis?
You should seek prompt medical attention.

Where can you get more information?
Your family doctor and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of State Health Services: https://www.dshs.tx.us/idcu/disease/meningitis/.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of students with a communicable or contagious disease should notify the Principal or designee so that other students who might have been exposed to the disease can be alerted. School authorities will report those students who are suspected of having a reportable condition. A list of reportable conditions can be found on the Texas Department of State Health Services website at: http://www.dshs.state.tx.us/idcu/investigation/conditions/.

Any student excluded from school attendance for reason of communicable disease may be readmitted by one or more of the following methods, as determined by the local health authority:

- Certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-infectiousness in a school setting;
- Submitting a permit for readmission issued by a local health authority; or
- Meeting readmission criteria as established by the commissioner of health.

Head Lice

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes,

combs, hats, and headphones. If careful observation indicates that a student has head lice, the school secretary will contact the student's parent to pick the child up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school secretary to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return. Once the child is free from lice, he or she may return to school.

More information on head lice can be obtained from the TDSHS website at: http://www.dshs.state.tx.us/schoolhealth/lice.shtm.

Immunization Requirements

The State of Texas requires that every child in the state be immunized against vaccine preventable diseases caused by infectious agents in accordance with an established immunization schedule.

To determine the specific number of doses that are required for your student, please read "2022-2023" Texas Minimum State Vaccine Requirements for Students Grades K–12." For specific immunization requirements, please contact the Texas Department of State Health Services at http://www.dshs.state.tx.us/immunize/school/.

Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

Provisional Enrollment

A student can be enrolled provisionally for no more than 30 days if he or she transfers from one Texas school to another, and is awaiting the transfer or the immunization record.

A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate required vaccine. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. The Pro-Vision Academy shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If at the end of the 30-day period, a student has not received a subsequent dose of vaccine, then the student is not in compliance and The Pro-Vision Academy shall exclude the student from school attendance until the required dose is administered.

A student who is homeless, as defined by the McKinney Act (42 U.S.C. § 11302), shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. The Pro-Vision Academy shall promptly refer the student to appropriate public health programs to obtain the required vaccinations.

Exclusions from Immunization Requirements

Exclusions from immunization requirements are allowable on an individual basis for medical reasons, reasons of conscience (including a religious belief), and active duty with the armed forces of the United States.

To claim exclusion for medical reasons, the student must present a statement signed by the student's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the student, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the student or any

member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim an exclusion for reasons of conscience, including a religious belief, a signed Texas Department of State Health Services ("TDSHS") affidavit must be presented by the student's parent, stating that the student's parent declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a period of two years. The form affidavit may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347, or online at https://webds.dshs.state.tx.us/immco/default.aspx. The form must be submitted to the Superintendent within 90 days from the date it is notarized. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. Students, who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

To claim exclusion for armed forces, the student must prove that he or she is serving on active duty with the armed forces of the United States.

Immunization Records Reporting

The School's record of a student's immunization history, while private in most instances, may be inspected by the Texas Education Agency, local health departments, and TDSHS and transferred to other schools associated with the transfer of the student to those schools.

Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, The Pro-Vision Academy' staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the campus registrar to update any information.

Student Illness

When your child is ill, please contact the School to let us know he or she will not be attending that day. Students must be fever-free without the use of fever-reducing medication and must be free of vomiting/diarrhea without the use of diarrhea suppressing medication for at least 24 hours before returning to school.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

Administration of Medication

Medication should be administered at home whenever possible. If necessary, medication can be administered at school by the school appointed staff member under the following circumstances:

1. Nonprescription medication brought to school must be submitted to The Pro-Vision Academy by a parent along with a written request. The medication must also be in the original and properly labeled container.
2. Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner ("ANP") and filled by a pharmacist licensed in the State of Texas. **In**

accordance with the Texas Board of Nursing's Nurse Practice Act, The Pro-Vision Academy will not administer medications prescribed or fulfilled in Mexico.

3. Prescription medications must be submitted in a labeled container showing the student's name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic baggies or unlabeled containers will NOT be administered.
4. If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if required by the students Individualized Education Program ("IEP") or Section 504 plan for a student with disabilities.
5. Only the amount of medication needed should be delivered to The Pro-Vision Academy, *i.e.*, enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the student.
6. In certain emergency situations, The Pro-Vision Academy may administer a nonprescription medication to a student, but only in accordance with the guidelines developed by the School's medical advisor and when the parent has previously provided written consent for emergency treatment.

Changes to daily medications require written instruction from the physician or ANP and written permission from the parent. Parents are responsible for advising The Pro-Vision Academy that a medication has been discontinued.

Asthma and Anaphylaxis Medication

Asthma and anaphylaxis are life-threatening conditions, and students with those conditions are entitled to possess and self-administer prescription medication while on The Pro-Vision Academy property or at school-related events.

Student possession and self-administration of asthma or anaphylaxis medication at school requires the student to demonstrate his or her ability to self-administer the medication to the student's physician or other licensed health care provider and the school nurse, if available. Requirements also include written authorization from the student's parent and physician or other licensed health care provider on file in the school office indicating the student is capable of independently administering his or her own asthma or emergency anaphylaxis medication. Medication in a student's possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

Steroid Notice

The Pro-Vision Academy does not permit steroid use. A notice shall be posted in a conspicuous location in the school gym or in each other place in a building where physical education classes are conducted.

Fitness Testing

According to requirements under state law, The Pro-Vision Academy will annually assess the physical fitness of students. The Pro-Vision Academy is not required to assess a student for whom, as a result of disability or other condition identified by rule or law, the assessment exam is inappropriate.

Vision and Hearing Screenings

All children enrolled in Texas schools must be screened for possible vision and hearing problems in accordance with regulations issued by the Texas Department of State Health Services. Students in certain grade levels identified by state regulations shall be screened for vision and hearing problems annually.

Screening records for individual students may be inspected by the TDSHS or a local health department, and may be transferred to another school without parental consent.

Exemption: A student is exempt from screening requirements if screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or a member. To qualify for the exemption, the individual or, if the individual is a minor, the minor's parent, managing conservator, or guardian, must submit to the Superintendent or designee on or before the day of admission an affidavit stating the objections to screening.

Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination

The Pro-Vision Academy prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law. The Pro-Vision Academy also prohibits dating violence, as defined by this Handbook. Retaliation against anyone involved in the complaint process is a violation of school policy.

Discrimination

For purposes of this Handbook, discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law and that adversely affects the student.

Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment and Gender-Based Harassment

In compliance with the requirements of Title IX, The Pro-Vision Academy does not discriminate on the basis of sex in its educational programs or activities. Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual

favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

- Affects the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

The Pro-Vision Academy also does not tolerate sexual harassment of a student by school employees. Romantic or inappropriate social relationships between students and school employees are prohibited. Any sexual relationship between a student and a school employee is always prohibited, even if consensual.

Sexual harassment of a student by a school employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- A school employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
- The conduct is so severe, persistent, or pervasive that it:
    - Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
    - Creates an intimidating, threatening, hostile, or abusive educational environment.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engaged in these behaviors.

For purposes of this Handbook, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

- Affects the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Retaliation

The Pro-Vision Academy prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a school investigation regarding discrimination or harassment is subject to appropriate discipline.

Reporting Procedures

Any student who believes that he or she has experienced prohibited harassment or believes that another student has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, or other school employee. Alternatively, a student may report prohibited harassment directly to the appropriate Compliance Coordinator.

A student shall not be required to report prohibited harassment to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator, the ADA/Section 504 Coordinator, and/or the Age Discrimination Coordinator may be directed to Carrie Tate, Special Services Coordinator, at 713- 748-0030. If a report is made directly to Carrie Tate, The Pro-Vision Academy shall appoint an appropriate person to conduct an investigation.

Investigation of Complaints

After receiving a complaint of prohibited discrimination or harassment, The Pro-Vision Academy may, but need not, require the student to prepare a written report. Oral complaints will be reduced to written form. Upon receipt of a complaint, the appropriate Compliance Coordinator or other authorized School official shall promptly authorize and undertake an investigation. Following completion of the investigation, the Compliance Coordinator or other authorized School official will prepare a written decision regarding the complaint, including a determination of whether prohibited discrimination or harassment occurred.

When appropriate, The Pro-Vision Academy may take interim action to avoid additional opportunities for discrimination or harassment. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and any others with knowledge of the circumstances surrounding the allegations. If the results of the investigation establish that prohibited discrimination or harassment occurred, The Pro-Vision Academy shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the discrimination or harassment and prevent its recurrence. The Pro-Vision Academy may take disciplinary action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of harassment prohibited by law or policy.

Confidentiality
To the greatest extent possible, The Pro-Vision Academy shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal
A student or parent who is dissatisfied with the outcome of the investigation may appeal through The Pro-Vision Academy grievance procedure. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Freedom from Bullying and Cyber-bullying
The Pro-Vision Academy prohibit bullying as defined by this section, as well as retaliation against anyone involved in the complaint process. Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property at a school-sponsored or school-related activity, or in a vehicle operated by The Pro-Vision Academy that:

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

Conduct described above is considered bullying if that conduct:

- Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
- Interferes with a student's education or substantially disrupts the operation of The Pro-Vision Academy.

The Pro-Vision Academy also prohibits cyberbullying, which is defined as the use of any electronic communication device to engage in bullying or intimidation.

Reporting Procedures
Any student who believes that he or she has experienced any form of bullying or believes that another student has experienced bullying should immediately report the alleged acts to the Principal or designee, a teacher, counselor, or other school employee. A report may be made orally or in writing. Any school employee who receives notice that a student has or may have experienced bullying shall immediately notify the Principal or designee.

Investigation of Report
The Principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited harassment, and if so proceed under that policy instead. The Principal or designee shall conduct an appropriate investigation based on the allegations in the report, and shall take prompt interim action calculated to prevent hazing and/or bullying during the course of an investigation, if appropriate.

The Principal or designee shall prepare a written report of the investigation, including a determination of whether hazing and/or bullying occurred. If the results of an investigation indicated that hazing and/or bullying occurred, the school shall promptly respond by taking appropriate disciplinary or

corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. The Pro-Vision Academy may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of hazing and/or bullying under this policy.

Confidentiality

To the greatest extent possible, The Pro-Vision Academy shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through The Pro-Vision Academy grievance procedure.

Law Enforcement Agencies

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the Principal will cooperate fully regarding the conditions of the interview if the questioning or interview is part of a child abuse investigation. In other circumstances:

1. The Principal or designee shall verify and record the identity of the official and request an explanation of the need to question or interview the student at school.
2. The Principal or designee ordinarily will make reasonable efforts to notify the student's parent unless the interviewer raises what the principal or designee considers to be a valid objection.
3. The Principal or designee ordinarily will be present during the questioning or interview unless the interviewer raises what the Superintendent or designee considers to be a valid objection.

When the investigation involves allegations of child abuse, special rules apply.

Students Taken into Custody

State law requires The Pro-Vision Academy to permit a student to be taken into legal custody:

1. Pursuant to an order of the juvenile court;
2. Pursuant to the laws of arrest;
3. By a law enforcement officer if there is probable cause to believe the student has engaged in conduct that violates a penal law, delinquent conduct or conduct in need of supervision, or conduct that violates a condition of probation imposed by the juvenile court;
4. By a probation officer if there is a probable cause to believe the student has violated a condition of probation imposed by the juvenile court;
5. Pursuant to a properly issued directive to apprehend; or
6. By an authorized representative of the Texas Department of Family and Protective Services ("TDFPS"), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in Section 262.104 of the Texas Family Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the Principal or designee will verify the officer's identity and, to the best of his or her ability, verify the official's authority to take custody of the student.

The Principal or designee will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the Principal or designee considers to be a valid objection to notifying the parents. Because the Principal or designee does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Child Abuse Reporting and Programs

The Pro-Vision Academy provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. The School also provides training to its teachers and students in preventing and addressing incidents of sexual abuse and other maltreatment of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse or maltreatment. Assistance, interventions and counseling options are also available.

The School's administration shall cooperate with law enforcement investigations of child abuse, including investigations by the Texas Department of Protective and Family Services. School officials may not refuse to permit an investigator to interview a student who is alleged to be a victim of abuse or neglect at school. School officials may not require the investigator to permit school personnel to be present during an interview conducted at school.

Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student's parent, if necessary.

Plan for Addressing Sexual Abuse and Other Maltreatment of Children

What is Sexual Abuse of a Child?

The Texas Family Code defines "sexual abuse" as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as, in certain circumstances, failure to make a reasonable effort to prevent sexual conduct harmful to a child.

What is Other Maltreatment of a Child?

Under State law, "other maltreatment" of a child includes "abuse" or "neglect," as defined by Texas Family Code sections 261.001 and 261.401.

Reporting Obligation

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the Texas Department of Family and Protective Services ("DFPS"). Reports may be made by contacting one of the following:

- Texas Abuse Hotline: 1-800-252-5400 or, in non-emergency situations only;
- http://www.txabusehotline.org;
- Your local police department; or
- Call 911 for emergency situations.

The Pro-Vision Academy has established a plan for addressing child sexual abuse and other maltreatment of children (the "Plan"). The Plan is addressed in this section of the Handbook.

Methods for Increasing Awareness Regarding Sexual Abuse or Other Maltreatment of Children

For Staff: The Pro-Vision Academy annually trains staff in all content areas addressed in the Plan. Training is provided by campus staff, administrative staff, or outside agencies as determined by the campus administration.

For Students: School counseling staff will address issues to increase awareness regarding sexual abuse and other maltreatment of children and anti-victimization programs with age appropriate conversation and materials no less than once per school year. These discussions will occur in classroom group settings.

For Parents: Parents must be aware of warning signs indicating that their child may have been or is being sexually abused or otherwise maltreated. A child who has experienced sexual abuse or other maltreatment should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that evidence of sexual abuse or other maltreatment may be more indirect than disclosures or signs of physical abuse. It is important to remain calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing in coming to you.

The fact that the abuser is a parent or other family member does not remove your obligation to protect the child. Parents who permit their child to remain in a situation where he or she may be injured or abused may also be subject to prosecution for child abuse. And, if you are frightened for your own safety or that of your child, you should call 911 or 1-800-252-5400.

Also remember that parents are legally responsible for the care of their children and must provide their children with safe and adequate food, clothing, shelter, protection, medical care and supervision, or arrange for someone else to provide these things. Failure to do so may be considered neglect.

The Principal or designee will provide information regarding counseling options available in your area for you and your child if your child is a victim of sexual abuse or other maltreatment. The DFPS also provides early abuse intervention through counseling programs. Services available in your county can be accessed at the following web address:
http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

These websites are also helpful:

- Texas Education Agency – Prevention of Child Abuse Overview:
  http://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Child_Abuse_Prevention/Child_Abuse_Prevention_Overview/
- Sexual Abuse Prevention Programs:
  https://www.childwelfare.gov/topics/preventing/programs/sexualabuse/
- Promoting Healthy Families in Your Neighborhood:
  https://www.childwelfare.gov/pubPDFs/packet.pdf
- Signs of Child Abuse:
  http://www.keepkidshealthy.com/welcome/commonproblems/child_abuse.html
- DFPS – Prevent Child Abuse (HelpandHope.org)
  http://helpandhope.org
  DFPS – How to Report Child Abuse or Neglect
  http://www.dfps.state.tx.us/Contact_us/report_abuse.asp
- Texas Attorney General – What Can We Do About Child Abuse?
  https://www.texasattorneygeneral.gov/cvs/what-can-we-do-about-child-abuse
- Prevent Child Abuse.org – Texas Chapter
  www.preventchildabusetexas.org
- Texas Council on Family Violence – Abuse Prevention Links
  http://www.tcfv.org/

Likely Warning Signs of Sexual Abuse or Other Maltreatment

Psychological and behavioral signs of possible sexual abuse or other maltreatment may include:

- Nightmares, sleep problems, extreme fears without an obvious explanation.
- Sudden or unexplained personality changes; becoming withdrawn, angry, moody, clingy, "checking out" or showing significant changes in eating habits.
- Depression or irritability.
- An older child behaving like a young child, for example, bedwetting or thumb sucking.
- Developing fear of certain places or resisting being alone with an adult or young person for unknown reasons.
- Resistance to routine bathing, toileting, or removing clothes, even in appropriate situations.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Refusal to talk about a secret he or she has with an adult or older child.
- Leaving clues that seem likely to provoke a discussion about sexual issues.
- Using new or adult words for body parts.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Intentionally harming him or herself, for example, drug/alcohol use, cutting, burring, running away, and sexual promiscuity.
- Thinking of self or body as repulsive, dirty, or bad.
- Becoming increasingly secretive about Internet or telephone use.

Physical symptoms of possible sexual abuse or other maltreatment include:

- Stomachaches or illness, often with no identifiable reason.
- Difficulty in walking or sitting.
- Stained or bloody underwear.
- Genital or rectal pain, itching, swelling, redness, or discharge.
- Bruises or other injuries in the genital or rectal area.
- Unexplained soreness, pain or bruises around mouth, sexually transmitted disease, or pregnancy.

Any one sign does not necessarily mean that a child has been sexually abused or maltreated, but the presence of several signs is the time you should begin asking questions and seeking help. Often signs first emerge at other times of stress, such as during a divorce, death of a family member or pet, problems at school or with friends, or other traumatic or anxiety-inducing events.

Actions That a Child Who Is a Victim of Sexual Abuse or Other Maltreatment Should Take

During student awareness sessions concerning sexual abuse and other maltreatment issues, students will be encouraged to tell a trusted adult in a private and confidential conversation if they have been a victim of sexual abuse or other maltreatment or have been in situations that make them feel uncomfortable in any way. School employees are trained to take appropriate actions to help the child obtain assistance and to follow proper reporting procedures. Older students will also be provided with local crisis hotline numbers to obtain assistance.

Available Counseling Options

A list of counseling providers can be found at:
http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/

Interrogations and Searches

In the interest of promoting student safety and attempting to ensure that The Pro-Vision Academy is safe and drug free, school officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Administrators, teachers and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent.

A search is reasonable if (1) the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation and (2) the scope of the search is reasonably related to the circumstances justifying the search, such as the extent of the search, the objectives of the search, the age and sex of the student, and the nature of the infraction.

Desk and Backpack Searches

Students should have no expectation of privacy in the contents of their backpacks, desks or other school property. The School will make daily inspections of backpacks.

A student's parent shall be notified if any prohibited articles or materials are found in the student's possession.

Vehicles on Campus

Vehicles parked on school property and property under school control are under the jurisdiction of The Pro-Vision Academy and may be searched at any time if reasonable suspicion exists to believe that the search will result in evidence that school rules or other laws have been violated. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle and consent to a search of the vehicle. If the student refuses to permit the vehicle to be searched, The Pro-Vision Academy may contact the student's parents and/or law enforcement officials. A student may be held responsible for and in possession of prohibited items found in his or her vehicle parked on school property or at a school-related event.

Random Drug Searches

In order to ensure a drug-free learning environment, The Pro-Vision Academy conducts random drug searches of all school facilities. The Pro-Vision Academy may use or contract for specially trained nonaggressive dogs to sniff out and alert school officials to the current presence of concealed prohibited or illegal items, including drugs and alcohol. Canine visits may be unannounced. The dogs shall be used to search vacant classrooms, vacant common areas, the areas around student lockers, and the areas where vehicles are parked on The Pro-Vision Academy property or at school-related events. The dogs shall not be asked to alert on students. A dog alert to a vehicle, or item in a classroom, constitutes reasonable grounds for a search by school officials.

Procedures for Use of Restraint and Time-Outs

School employees, volunteers or independent contractors are authorized to use restraint in the event of an emergency and subject to the following limitations:

- Only reasonable force, necessary to address the emergency, may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the student and others.
- The student may not be deprived of basic human necessities.

Visitor and Volunteer Policy

The Pro-Vision Academy encourages parents and family members to regularly visit the school and become involved in student activities. The impact that positive parental involvement has on the learning and development of students is immeasurable. With that in mind, the following policies must be adhered to so that a safe, secure, and productive learning environment can be ensured for all.

- Visitors MUST sign in at the main office whenever they are on campus. They will be provided with a visitor ID that must be worn while on campus. Visitors are not permitted to make unscheduled or drop-in visits to classrooms.
- When visiting campus to meet with teaching staff, visitors must have a pre-arranged time set up with the teacher(s) in question except for urgent matters. Times are best arranged via email. An email directory is located on our website. With few exceptions, conferences are scheduled during teacher/team planning time. Under no circumstances can a teacher be interrupted while providing instruction before, during, or after the school day to meet with a parent.
- Visitors to campus must be the parent, guardians, or other adult family members with permission of the parent/guardian. Students' friends, younger siblings, and other non- related individuals cannot visit the campus during school hours.
- Volunteers MUST go through a background check conducted by our district office. Once the check is cleared, volunteers are notified and may begin helping on campus. Until this clearance is obtained, they are not to be involved in any educational or extra-curricular activities.

Additionally, the Principal or designee may take the following actions whenever there is a school visitor:

- Establish an electronic database for the purpose of storing information concerning visitors. Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose.
- Verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by The Pro-Vision Academy.

Any visitor identified as a sex offender shall be escorted by school personnel at all times during a school visit and shall have access only to common areas of the campus.

Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits The Pro-Vision Academy to take action against any person – student or nonstudent – who:

- Disrupts classes while on school property or on public property that is within 500 feet of school property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Interferes with the movement of people at an exit or an entrance to school property.
- Interferes with the movement of people in an exit, an entrance, or a hallway of a school building without authorization from an administrator.
- Interferes with the transportation of students in school vehicles.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from an administrator.
- Uses force, violence, or threats to cause disruption during an assembly.

Emergency Closings

Generally, The Pro-Vision Academy dismisses classes for weather-related events on the same days as surrounding local independent school districts. Any closures for weather will be broadcast on local television, District Website, and via School Messenger Call out system. The Pro-Vision Academy may also need to close during certain emergency situations beyond the control of school officials. The announcement of non-weather related school closings will be broadcast on school website as early as possible. Any emergency closures will also be posted on The Pro-Vision Academy website.

Drills: Fire, Tornado, and Other Emergencies

Students, teachers, and other staff will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of school staff quickly, quietly, and in an orderly manner. Order rather than speed shall be stressed. Defined instructions for vacating each room will be posted in each room, and students should familiarize themselves with these instructions.

Pest Control Information

The Pro-Vision Academy periodically applies pesticides inside school buildings and on school grounds. Except in an emergency, signs will be posted 24 hours before application. Students may not reenter a treated area inside a building or use an area on school grounds for at least 12 hours following application. Parents who want to be notified prior to pesticide application may contact the Principal or designee.

Videotaping of Students

For safety purposes, including the maintenance of order and discipline, surveillance cameras may be used to monitor student behavior in classrooms, on school vehicles, and in school common areas. Video recordings may be reviewed routinely to document student misconduct and used by The Pro-Vision Academy staff when investigating an incident. Tapes and other video recordings will be available for viewing pursuant to the Family Educational Rights and Privacy Act (“FERPA”).

SECTION 3: ACADEMICS AND GRADING

Academic Programs

The Principal will provide students and parents with information regarding academic programs to prepare for higher education and career choices.

A student removed from the regular classroom to in-school suspension or another setting will have an opportunity to complete his or her daily work just as if they were in the regular learning center.

Students and parents are encouraged to discuss options for ensuring that students complete all work required with a teacher or the Principal.

Curriculum and Instruction

The Texas Essential Knowledge and Skills ("TEKS") require all students to demonstrate the knowledge and skills necessary to read, write, compute, problem solve, think critically, apply technology, and communicate across all subject areas. TEKS are the basis of curricular planning for each grade level and each content area. All students enrolled in grades 3-12 will participate in the appropriate Texas state assessments.

The Pro-Vision Academy offers instruction in the TEKS of the appropriate grade levels in the following required curriculum:

1. A foundation curriculum that includes:
    a. English language arts and reading;
    b. Mathematics;
    c. Science;
    d. Social studies; and
2. An enrichment curriculum that includes
    a. Languages other than English, to the extent possible;
    b. Health education;
    c. Physical education ("PE");
    d. Fine Arts;
    e. Career and technical education; and
    f. Technology applications.

Progress Reports/Report Cards

Students and parents are provided a progress report every 3rd weeks and a report card every six weeks. Please familiarize yourself with our school calendar and our grading periods.

For students receiving special education services, progress is reported in the same manner as all students. The student's ARD committee will conduct at least one formal annual review each year to evaluate overall progress.

Grading and Credit

All semester grades are recorded as numerical grades and given as submitted by the teacher of record. In determining course credit the following method is used:

90-100 = A
80-89 = B
70-79 = C
< 70 = F

For middle and high school classes, credit will be awarded for an average of 70 or higher in each course. In courses that are two-semester courses, credit will be awarded when an average of the two semesters is 70 or higher.

Homework and Assignments

Research reveals that homework, when carefully designed, implemented, and evaluated, is an effective tool for improving understanding, enriching learning, encouraging personal connections, and providing opportunities to pursue special interests. In broad terms, homework includes written work, reading, studying and preparing for class, and other activities related to classroom work, but assigned to be done at home. Teachers have the discretion to set deadlines for students to complete and return homework and other assignments.

Grades 9–12 Courses and Credits

Credits are given for each course in grades 9–12; therefore, each course stands alone in counting towards graduation. Credit will be awarded for an average of 70 or higher in each course. In courses that are two-semester courses, credit will be awarded when an average of the two semesters is 70 or higher.

Grades 8 Courses and Credits

The Pro-Vision Academy students enrolled in the 8th grade have the opportunity to take at least two courses (AVID, Touch Data, Professional Communications, Spanish 1, Principles of Business Information and Management) for high school credit.

High School Grade Level Classification and Reclassification

9th Grade:	A student must have been promoted from the 8th grade (Meet minimum grade requirements and passing standards in reading and math STAAR)
10th Grade:	A student must have satisfactorily completed 6 credits
11th Grade:	A student must have satisfactorily completed 12 credits
12th Grade:	A student must have satisfactorily completed 18 credits or have a plan on file to graduate in less than four years

A student will only be reclassified at the end of each school year as determined by the school calendar.

Graduation Requirements

The Pro-Vision Academy shall ensure that each student enrolls in the courses necessary to complete the curriculum requirements identified by the State Board of Education ("SBOE") for the foundation high school program or foundation with endorsements.

Requirements for a Diploma Beginning with the 2014–2015 School Year

Beginning with students who enter grade 9 in the 2014–2015 school year, as well as any currently enrolled high school student who decides to graduate under the new foundation graduation program, a student must meet the following requirements to receive a high school diploma:

1. Complete the required number of credits established by the State and any additional credits required by The Pro-Vision Academy;
2. Achieve passing scores on certain EOC assessments or approved substitute assessments, unless specifically waived as permitted by State law; and

3. Demonstrate proficiency, as determined by The Pro-Vision Academy, in the specific communication skills required by the State Board of Education.

Testing Requirements for Graduation

Students are required, with limited exceptions, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment should a student choose this option. See the Superintendent for more information on the State testing requirements for graduation.

If a student fails to perform satisfactorily on an EOC assessment, The Pro-Vision Academy will provide remediation in the content area for which the performance standard was not met. This may require student participation before or after normal school hours, or at times of the year outside of normal school operations.

Individual Graduation Committee Decisions

A student who was enrolled in the 11th or 12th grade for the 2014–2015, 2015–2016, or 2016–2017 school year and who has failed the EOC assessment graduation requirements for no more than two courses may receive a high school diploma if the student has qualified to graduate by means of an individual graduation committee ("IGC") or ARD committee decision. A student may not graduate under an IGC if the student did not take each required EOC assessment or an approved substitute assessment for each course for which there is an EOC assessment.

Please see the Academic Counselor, Mrs. Willis for more information on the makeup of an IGC and all other requirements for graduation.

Foundation Graduation Program

Students who enter grade 9 in the 2014–2015 school year and thereafter will graduate under a new program called the "Foundation School Program." Within the Foundation Graduation Program are "endorsements," which are paths of interest that include Science, Technology, Engineering, and Mathematics ("STEM"); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. **The Pro-Vision Academy offers: Multi-disciplinary Studies.** Endorsements earned by a student will be noted on the student's transcript and diploma. The Foundation Graduation Program also involves the term "Distinguished Level of Achievement," which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. State law and rules prohibit a student from graduating solely under the Foundation Graduation Program without an endorsement unless, after the student's sophomore year, the student and the student's parent are advised of the specific benefits of graduating with an endorsement and submit written permission to an appropriate school administrator for the student to graduate without an endorsement. A student who anticipates graduating under the

Foundation Graduation Program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student's desired college or university.

Graduating under the Foundation Graduation Program will also provide opportunities to earn "performance acknowledgements" that will be acknowledged on a student's diploma and transcript. Performance acknowledgements are available for outstanding performance in bilingualism and Bi-literacy, in a dual credit course; on an AP or IB exam; on the PSAT, ACT-Plan, SAT, or ACT exam; or for earning a nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgements are prescribed by state rules.

GPA and Class Rank

Grade Point Average ("GPA") is calculated at the end of each semester beginning with the end of the first semester of a student's freshman year.

The GPA is a cumulative average of all semester grades earned in selected courses in high school and recorded on the Academic Assessment Record (AAR) Transcript. The semester averages of all State-approved courses will be included in the calculation of the GPA. Local credit courses are not counted in the GPA. Classes taken for high school credit during junior high are not used in calculating the GPA.

The 4.0 College GPA requested by colleges and universities for admission purposes is calculated based on the straight average of all semester grades for all classes where:

A=4.0
B=3.0
C=2.0
F=0.0

Class rank is calculated at the end of a student's 9th -11th grade year, and early Spring Semester of the 12th grade year**.**
The Valedictorian and Salutatorian shall be determined once FINAL GPA and Class Rank is completed during early Spring Semester. The Valedictorian, Salutatorian, and Historian shall be the three graduating seniors with the highest rank in class. To be eligible, a student shall have been enrolled in the School for two consecutive semesters.

Breaking a Tie for Valedictorian/Salutatorian
In case of a tie, the following method shall be used to determine who shall be recognized as valedictorian or salutatorian:

1. Compute the weighted grade point average to the maximum number of decimal places in the district computer system to break the tie.
2. If a tie still occurs, Co-Valedictorians may share honors.

Early Graduates and Beyond 4-Year Continuers

A student's class rank shall be determined within the graduating class of the school year in which the student completes all requirements for a diploma, regardless of the number of years the student is enrolled in high school.

Transfer Student Grades
All incoming students' GPAs shall be converted to the system used by the School to determine the GPA and rank in class.

Withdrawal Prior to the End of the Semester
Students who withdraw prior to the end of the semester and before all exams are completed will NOT receive a semester grade or semester credit from a The Pro-Vision Academy campus. The grade in progress at the time of withdrawal will be sent to the new school. The student's new school will determine how the grade information sent by The Pro-Vision Academy for the current grading period will be processed and credits calculated/awarded.

Enrollment Prior to the End of the Semester
If the previous school has not completed the semester, the withdrawal/transfer grades from the previous school will be used with the grades earned for the remainder of the grading period to determine that grade for the grading period. The student will take the semester final to be used in calculating the semester average and course credit.

Placement of Former Home School Students
High School Course Credits
Students entering The Pro-Vision Academy who wish to obtain high school level credit for courses completed in home school settings must follow the procedures below.

1. Request high school credit earned through home school within the first nine weeks of enrollment at The Pro-Vision Academy.
2. Submit copies of student assessment results, work samples, and any other evidence of course completion.
3. Submit a detailed outline and/or course syllabus and copies of instructional materials.

All required items above should be given to the Registrar. After submission of the credit request and required items, The Pro-Vision Academy staff will review the materials, and course credit will be awarded based on the level and type of work completed, relevancy of the course itself, and the level to which the course addresses the Texas state standards (TEKS) for the credit being requested. Submission of the credit request and required items does not guarantee public school credit. In addition, acceptance of home school credit by other private schools does not obligate or guarantee credit for these courses by The Pro-Vision Academy.

If The Pro-Vision Academy determines that the student appears to be deficient in particular areas of the course or not enough documentation is available to award course credit, the student will be required to complete an end-of-semester, end-of-course, or an equivalent exam to determine course credit. Such exams will access overall content knowledge of the courses as outlined in the Texas state standards (TEKS).

Grades 3rd -8th Placement
Students entering The Pro-Vision Academy in grades 3rd –8th from home school programs will follow the same procedures 1–3 above for high school. Work completed in home school settings will be assessed by school staff to determine the level to which the grade-level and subjects align to Texas state standards (TEKS) and The Pro-Vision Academy courses. Students in grades 3–4 will also be given reading and math assessments upon enrollment.

Standardized Testing

STAAR (State of Texas Assessments of Academic Readiness)

In addition to routine tests and other measures of achievement, students in grades 3–8 will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8.
- Reading, annually in grades 3–8.
- Science in grades 5 and 8.
- Social Studies in grade 8.

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level.

STAAR Alt., for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

End-of-Course Assessments for Students in Grades 9–12

Beginning with ninth graders in the 2011–2012 school year and, as modified by House Bill 5, end-of-course ("EOC") assessments are administered for the following courses:

- Algebra I;
- English I and II;
- Biology; and
- United States History.

Beginning in Spring 2016, the Texas Education Agency will voluntarily administer STAAR EOC assessments for Algebra II and English III.

Satisfactory performance on the applicable assessments will be required for graduation, except in circumstances where a student may be eligible to graduate in accordance with a plan approved by an Individual Graduation Committee. (See "Individual Graduation Committee Decisions" above.)

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

STAAR Alt., for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

Texas Success Initiative Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative ("TSI") assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities.

Texas English Language Proficiency Assessment System ("TELPAS")

The Texas English Language Proficiency Assessment System ("TELPAS") is a system of statewide assessments administered to all Limited English Proficient ("LEP") students in grades K–12. The TELPAS measures English ability based on the stages of language development of second language learners. These results will further the understanding of the educational needs of LEP students by providing a state-level measure of both their current academic English levels and their annual progress in English.

Promotion and Retention

A student may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must demonstrate mastery on grade level standards and meet The Pro-Vision Academy' requirements for attendance.

Students in grades 3rd-8th will be advanced based on a number of factors, including state test results; reading and math ability and class grades. Decisions are made by a committee comprised of teachers, administrators, and, where applicable, counseling and special education staff. Parents are notified at least three weeks before the end of the school year if retention is a possibility.

A student in grades 9–12 will be advanced a grade level based on the number of course credits earned plus attendance.

In addition, at certain grade levels a student – with limited exceptions – will be required to pass the State of Texas Assessments of Academic Readiness ("STAAR"), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the Mathematics and Reading sections of the grade 5 grade assessment exam in English or Spanish.
- If the student does not pass one of the required STAAR test the decision for advancement or retention is decided by the promotion committee mentioned above.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment exam in English.

If a student in grade 8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

Parents of students who do not perform satisfactorily on their STAAR or EOC assessments will be notified that their child will participate in an Accelerated Instructional Program designed to improve performance.

Students will also have multiple opportunities to retake EOC assessments.

In addition to the requirements listed above for students in grades 5 and 8, a student may be considered for retention if they have met any of the following criteria:

1. failed one or more core subject areas;
2. failed one or more state assessments
3. missed more than 10% of instructional days in an academic year.

The decision must be made by a committee, which is comprised of the child's core subject area teachers and the Principal.

Students with Disabilities

Upon the recommendation of the Admission, Review, and Dismissal ("ARD") Committee, a student with disabilities who is receiving special education services may be promoted and/or permitted to graduate under the provisions of his or her Individualized Education Program ("IEP").

College Days

High school students who meet the following criteria will be allowed to have two excused days of absence for a college visit during their junior year and two excused days of absence for a college visit during their senior year:

- The student must be on track to graduate on time.
- The student must be classified as a junior or senior based upon credits earned.

Students must submit a written request to the school office at least two days prior to the day requested for a college visit so that eligibility criteria for an excused day of absence can be verified and approval granted prior to the student participating in a college visit. Approval will not be granted for a college visit on a day when major exams are scheduled, and no partial days will be approved.

Computer Resources

To prepare students for an increasingly computerized society, The Pro-Vision Academy has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents must read and agree to abide by the Student Acceptable Use Policy found in this Handbook.

Counseling

Academic Counseling

Students and parents are encouraged to talk with the Academic Counselor to learn about course offerings, graduation requirements, and early graduation procedures. Each spring, students in 8th–12th grade will be provided with information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

To plan for the future, including attendance at a college, university, or training school or pursuing some other type of advanced education, students should work closely with the Academic Counselor to take the courses that best prepare them for the future. The Academic Counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Extracurricular Activities, Clubs, and Organizations

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation, however, is a privilege and not a right. Eligibility for participation in many school-related activities is governed by state law and rules of the University Interscholastic League ("UIL"), a statewide association overseeing interscholastic competition between public schools. Additional information regarding extracurricular activities, clubs, and organizations may be obtained from the Principal.

Participation in these activities may result in events that occur off-campus. When The Pro-Vision Academy arranges transportation for these events, students are required to use the transportation provide by The Pro-Vision Academy to and from the event. Exceptions may only be made with approval from the activity's coach or sponsor.

Please note: Sponsors of student clubs and performing groups such as the choir and athletic teams may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation of organization rules is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

1. Each request for exemption or for modified activity must be accompanied by a physician's certificate. Such certificates are honored, but must be renewed each year.
2. When the certificate will allow modified activities in class, the student should remain in physical education class. The teachers adjust the activities of the student to the disability.
3. An exempted student may be admitted to regular physical education activities only upon presentation of a written statement from the same physician who signed the original exemption.

Special Programs

ESL Services

The Pro-Vision Academy offers English as a Second Language ("ESL") services for English language learners who are limited to their English proficiency. The program is designed to assist students identified as having Limited English Proficiency with development in language – listening, speaking, reading, and writing. The goal of this program is to provide additional English language assistance to students, enabling them to become academically successful in all classes. Students are assessed with state- approved Oral Language Proficiency and Norm-Referenced Test to qualify for placement in the program. If the test results indicate either limited oral or limited cognitive academic English ability, the student (with parent approval) is provided additional English language support.

Special Education Services

Special education services are specifically designed to meet the unique needs of students with disabilities. Each student who receives special education services has an Individual Education Plan ("IEP"), which is developed by the student's IEP Committee. The IEP Committee considers the student's disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the student to participate in the general curriculum.

All special education services are provided in the least restrictive environment, which may be special education settings, general education settings, or a combination or both. All students receiving special education services are educated to the maximum extent appropriate with their non-disabled peers as well as participating in all school activities on the same basis as students who are not disabled.

The *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*, can be obtained from a campus administrator or at the Texas Education Agency Special Education Website: http://tea.texas.gov/Curriculum_and_Instructional_Programs/Special_Education/.

Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education Services

If a student is experiencing learning difficulties, the parent may contact Carrie Tate, Special Education Director, 713-748-0030 to learn about The Pro-Vision Academy' overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention ("RtI"). The implementation of RtI has the potential to have a positive impact on The Pro-Vision Academy' ability to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services by presenting a written request to the campus special education teacher, or an administrative employee. The Pro-Vision Academy must, within 15 school days of receiving the request, either (1) give the parent an opportunity to give written consent for the evaluation or (2) refuse to provide the evaluation and provide the parent with written notice that explains why the child will not be evaluated. This written notice will include a

statement that informs the parents of their rights if they disagree with The Pro-Vision Academy. Additionally, the parent will receive a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

If consent for evaluation is obtained, The Pro-Vision Academy must complete the evaluation and report within 45 school days of the date The Pro-Vision Academy receives the written consent. The Pro-Vision Academy must give a copy of the evaluation report to the parent.

Section 504 Services

The Pro-Vision Academy provides a free appropriate public education to each qualified student with a disability, regardless of the nature or severity of the student's disability. A "student with a disability" is one who has a physical or mental impairment that substantially limits one or more of the student's major life activities, has a record of having such impairment, or is regarded as having such impairment.

An appropriate education is the provision of regular or special education and related services that are (1) designed to meet the student's individual educational needs as adequately as the needs of students who do not have disabilities are met; and (2) based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards.

Qualified students with disabilities will be placed in the regular educational environment, unless The Pro-Vision Academy demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. Should an alternate educational environment be necessary, The Pro-Vision Academy will comply with all legal requirements regarding least restrictive environment and comparable facilities for students with disabilities. In providing or arranging for nonacademic and extracurricular services and activities, The Pro-Vision Academy will ensure that a qualified student with a disability participates with students who do not have disabilities to the maximum extent appropriate.

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a student must be determined, as a result of an evaluation, to have a "physical or mental impairment" that substantially limits one or more major life activities. If a student has or is suspected of having a disability, or requires special services, parents or teachers should contact the Principal for information concerning available programs, assessments, and services.

SECTION 4: STUDENT CODE OF CONDUCT

Purpose of the Student Code of Conduct

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. To foster an orderly and distraction-free environment, The Pro-Vision Academy has established this Student Code of Conduct ("the Code") in accordance with state law and the The Pro-Vision Academy open-enrollment charter. The Code has been adopted by the Board of Directors, and provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted at each The Pro-Vision Academy campus and/or will be available for review at the campus office. Parents will be notified of any violation that may result in a student being suspended or expelled from The Pro-Vision Academy. Students must be familiar with the standards set forth in the Student Code of Conduct, as well as campus and classroom rules.

The Code does not define all types and aspects of student behavior, as The Pro-Vision Academy may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code. When students participate in student activities, they will also be expected to follow the guidelines and constitutions that further specify the organization's expectations, student behavior and consequences.

Authority and Jurisdiction

The Pro-Vision Academy has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on The Pro-Vision Academy transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. For any expulsion offense committed while on The Pro-Vision Academy property or while attending a school-sponsored or school-related activity of The Pro-Vision Academy or another school in Texas;
6. While the student is in transit to or from school or to or from school-related activities or events;
7. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
8. When the student commits a felony, as provided by Texas Education Code §§ 37.006 or 37.0081; and
9. When criminal mischief is committed on or off The Pro-Vision Academy property or at a school-related event.

Reporting Crimes

In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus or while attending school-sponsored or school-related activities will be reported to an appropriate law enforcement agency.

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet The Pro-Vision Academy' standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other Priority Charter School staff and volunteers.
- Respect the property of others, including The Pro-Vision Academy' property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

Discipline Management Techniques

Disciplinary techniques are designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional

judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses.

Techniques

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Behavioral contracts.
- Cooling-off time or "time-out."
- Counseling by teachers, counselors, or administrative personnel.
- Rewards for positive behavior.
- Demerits.
- Detention.
- Expulsion from The Pro-Vision Academy, as specified in the expulsion section of the Code.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- In-school suspension, as specified in the suspension section of the Code.
- Out-of-school suspension, as specified in the suspension section of the Code.
- Parent-teacher conferences.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by The Pro-Vision Academy.
- School-assessed and school-administered probation (final warning contracts).
- Seating changes within the classroom.
- Sending the student to the office or other assigned area.
- Techniques or penalties identified in individual student organizations' extracurricular standards of behavior.
- Temporary confiscation of items that disrupt the educational process.
- Verbal correction, oral or written.
- Withdrawal of privileges, such as participation in extracurricular activities, field trips, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Withdrawal or restriction of bus privileges.
- Other strategies and consequences as determined by school administrators.

Student Code of Conduct Offenses

The categories of conduct below are prohibited at school and all school-related activities.

Level I Offenses:

1. Causing an individual to act through the use of threat or coercion.
2. Cheating or copying the work of another.

3. Directing profanity, vulgar language, or obscene gestures toward another student or school employee.
4. Discharging a fire extinguisher without valid cause.
5. Disobeying conduct rules regarding school transportation.
6. Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
7. Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
8. Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property.
9. Failing to comply with directives given by school personnel (insubordination).
10. Falsifying records, passes, or other school-related documents.
11. Gambling.
12. Inappropriate exposure of a student's private body parts (depending on nature, severity and circumstances, this offense may also rise to a Level II offense). See glossary.
13. Leaving school grounds or school-sponsored events without permission.
14. Making false accusations or hoaxes regarding school safety.
15. Possessing pornographic material.
16. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
17. Possession of telecommunications or other electronic devices, including displaying, turning on, or using a telecommunications device (including a cellular telephone or other electronic device) while on school property during the school day.
18. Recording the voice or image of another without the prior consent of the individual(s) being recorded or in any way that disrupts the educational environment or invades the privacy of others.
19. Refusing to accept discipline management techniques assigned by a teacher or Principal.
20. Repeated tardiness.
21. Repeatedly violating communicated campus or classroom standards of conduct.
22. Throwing objects that can cause bodily injury or property damage.
23. Violating dress and grooming standards as communicated in the Student Handbook.

Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required)

1. After school detention.
2. Application of one or more Discipline Management Techniques listed above.
3. Confiscation of cell phones or other electronic devices will be subjected to a $15 fine.
4. Grade reductions for academic dishonesty.
5. In-school suspension.
6. Out-of-school suspension.
7. Removal from the classroom and/or placement in another classroom.
8. Restitution/restoration, if applicable.
9. Saturday school.
10. School-assessed and school-administered probation.
11. Temporary confiscation of items that disrupt the educational process.
12. Verbal correction.
13. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.

Level II Offenses

1. Abusing over-the-counter drugs. (See glossary for "abuse.")
2. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, gang or secret society or organization as defined by Texas Education Code § 37.121.
3. Being under the influence of prescription or over-the-counter drugs that cause impairment of physical or mental faculties. (See glossary for "under the influence.")
4. Committing extortion or blackmail, meaning obtaining money or an object of value from an unwilling person.
5. Creating or participating in the creation of a "hit list." (See glossary.)
6. Damaging or vandalizing property owned by others, including but not limited to school property or facilities, property of The Pro-Vision Academy' employees, or property of other students.
7. Defacing or damaging The Pro-Vision Academy' property—including textbooks, lockers, furniture, and other equipment—or property of any other person, with graffiti or by any other means.
8. Engaging in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
9. Engaging in inappropriate verbal, physical, or sexual conduct directed toward another person, including a The Pro-Vision Academy' student, employee, or volunteer.
10. False accusation of conduct that would constitute a misdemeanor or felony.
11. Fighting or arranging a fight. School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. Students who involve themselves in fighting or arranging a fight will, at a minimum, be suspended for the remainder of the day.
12. Forgery of school documents at school or otherwise.
13. Gang-related activity of any kind or nature (behavior that is deemed serious gang-related activity may be elevated or addressed as a Level III Offense).
14. Non-Title Five felony; school is notified by police.
15. Participating in "hazing." (See glossary.)
16. Possessing or selling look-alike drugs, or attempting to pass items off as drugs or contraband.
17. Possessing or selling seeds or pieces of marijuana in less than a usable amount.
18. Possessing, smoking, or using tobacco products and/or e-cigarettes at school or at a school-related or school-sanctioned activity on or off school property. (See glossary.)
19. Possession of stolen property.
20. Possessing, using, giving, or selling paraphernalia related to any prohibited substance (illegal, prescription, and over-the-counter drug). (See glossary for "paraphernalia.")
21. Possession or use Prohibited Items, including but not limited to:
    a. Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
    b. A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
    c. A "look-alike" weapon;
    d. An air gun or BB gun;
    e. Ammunition;
    f. A stun gun;
    g. A pocketknife or any other small knife with a blade less than 1.5" in length;
    h. Mace or pepper spray;
    i. Matches or a lighter;
    j. A laser pointed for other than an approved use; or

k. Any articles not generally considered to be weapons, including school supplies, when the Principal or designee determines that a danger exists.

22. Any repetitive Level I Offenses – i.e., two or more Level I offenses within a semester, whether the same or any combination.
23. Threatening or bullying a student, employee, or volunteer of The Pro-Vision Academy, whether on or off school property. If the conduct causes a substantial disruption of the educational environment it may be elevated to a Level III Offense depending on circumstances as determined by The Pro-Vision Academy.
24. Violating The Pro-Vision Academy medication policy.

Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required)

1. Any applicable Level I Disciplinary Consequence or Discipline Management Technique listed above, including multiple consequences as deemed appropriate by The Pro-Vision Academy.
2. Out-of-school suspension for up to five days.

Level III Offenses

1. Abusing a student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug while on school property or at a school-related event. (See glossary for "abuse.")
2. Aggravated assault.
3. Aggravated kidnapping.
4. Aggravated robbery.
5. Aggravated sexual assault
6. Any offense listed in Sections 37.006(a) or 37.007 (a), (b), and (d) of the Texas Education Code, no matter when or where the offense takes place.
7. Arson.
8. Burglary of a motor vehicle on campus.
9. Capital murder.
10. Committing or assisting in a robbery or theft, even if it does not constitute a felony according to the Texas Penal Code.
11. Commission of a felony offense listed under Title 5, Texas Penal Code. (See glossary.)
12. Committing the following offenses on school property or within 1,000 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
    a. Engaging in conduct punishable as a felony.
    b. Committing an assault (see glossary) under Texas Penal Code 22.01(a)(1).
    c. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (See glossary for "under the influence.").
    d. Selling, giving, or delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; or possessing, using, or being under the influence of alcohol, if the conduct is not punishable as a felony offense.
    e. Behaving in a manner that contains the elements of an offense relating to abusable volatile chemicals.
    f. Behaving in a manner that contains the elements of the offense of public lewdness or indecent exposure.
13. Conduct endangering the health and safety of others.
14. Criminal attempt to commit murder or capital murder.

15. Criminally negligent homicide.
16. Deliberate destruction or tampering with school computer data or networks.
17. Engaging in "bullying" and/or cyberbullying. (See glossary.)
18. Engaging in conduct punishable as a felony.
19. Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary.).
20. Engaging in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
    a. The student receives deferred prosecution (see glossary);
    b. A court or jury finds that the student has engaged in delinquent conduct (see glossary); or
    c. The Principal or designee has reasonable belief (see glossary) that the student engaged in the conduct.
21. Engaging in conduct that constitutes discrimination or harassment, including conduct motivated by race, color, religion, national origin, gender, disability, or age and directed toward another student or The Pro-Vision Academy' employee. (See glossary.)
22. Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a The Pro-Vision Academy' student, employee, or volunteer.
23. Engaging in conduct that contains the elements of retaliation against any The Pro-Vision Academy' employee or volunteer, whether on or off of school property.
24. Engaging in inappropriate or indecent exposure of private body parts.
25. Felony criminal mischief against school property, another student, or school staff.
26. Gang activity (violent or likely to cause harm to another or disrupt the educational environment in any way).
27. Inappropriate sexual conduct.
28. Indecency with a child.
29. Issuing a false fire alarm.
30. Manslaughter.
31. Murder.
32. Persistent Level I offenses (four or more Level I offenses committed in any one school year).
33. Persistent Level II offenses (two or more Level II offenses committed in any one school year).
34. Possessing, selling, distributing, or being under the influence of inhalants.
35. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
36. Possession, use, transfer or exhibition of any firearm, illegal knife, club, or any other prohibited weapon or harmful object (as determined by The Pro-Vision Academy).
37. Public lewdness.
38. Required registration as a sex offender.
39. Setting or attempting to set fire on school property (not arson).
40. Sexual abuse of a young child or children.
41. Sexual assault.
42. Stealing from students, staff, or The Pro-Vision Academy.
43. Targeting another individual for bodily harm.
44. Use, exhibition, or possession of a knife with a blade more than 1.5" in length, including but not limited to switchblade knives or any other knife not defined as an illegal knife.
45. Violating computer use policies, rules, or agreements of The Pro-Vision Academy, such as the Student Acceptable Use policy, including but not limited to:
    a. Attempting to access or circumvent passwords or other security-related information of The Pro-Vision Academy or its students or employees, and uploading or creating computer viruses, including such conduct off school property if the conduct causes a substantial disruption to the educational environment.

b. Attempting to alter, destroy, or disable The Pro-Vision Academy' computer equipment, The Pro-Vision Academy' data, the data of others, or other networks connected to The Pro-Vision Academy' system, including conduct occurring off school property if the conduct causes a substantial disruption of the educational environment.
c. Using the Internet or other electronic communications to threaten The Pro-Vision Academy' students, employees, or volunteers, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
d. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
e. Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

46. Any discretionary or mandatory expulsion violation under Texas Education Code, Chapter 37.

Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required)

1. Out of school suspension for five–ten days.
2. Expulsion.

Student Code of Conduct Consequences

Detention

After School Detention

The following rules apply to students assigned to after school detention:

1. Students must report to the detention room at 4:35 p.m.
2. Students will bring materials to work on. Classroom materials may also be sent by a teacher.
3. Students will not be permitted to go to their lockers during detention; all materials must be brought to the detention room when reporting.
4. Sleeping is not permitted.
5. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
6. Any student assigned to detention must stay the entire time. Students refusing to complete their time will be suspended from school.
7. Dress code is mandatory during detention.

Suspension

The Pro-Vision Academy utilizes two kinds of suspension: in school suspension and out of school suspension.

In School Suspension

The following rules and regulations apply to all students assigned to in school suspension ("ISS"):

1. ISS will be run from 7:30 a.m. until dismissal time.
2. Students will bring materials to work on, including an ISS assignment with their teachers' names, subjects, and assignments. Students are responsible for obtaining assignments from each teacher.

3. All materials must be brought to the room when reporting.
4. Students may not bring food or drink into the ISS room.
5. No disruptive behavior will be allowed.
6. Unexcused absences from suspension will be referred to the Principal.
7. Sleeping is prohibited.
8. Students must abide by The Pro-Vision Academy' policies and behavioral standards during their suspension period.
9. A student who misses a scheduled ISS session without a confirmed excuse will be assigned one day out of school suspension. If a student misses more than one scheduled ISS session without a confirmed excuse, he or she may be subject to expulsion.

Failure to follow these guidelines will be reported to the Principal for further action, which may include up to three days of out of school suspension or any other Level I consequence.

Out of School Suspension
The Principal will give notice of suspension and the reasons for the suspension to the student. In deciding whether to order out-of-school suspension, the administrator may take into consideration factors including self-defense, prior discipline history, intent or lack of intent and other appropriate or mitigating factors determined by the administrator.

Removal from School Transportation
A student being transported by The Pro-Vision Academy' transportation to or from school or a school-sponsored or school-related activity may be removed from a school vehicle for conduct violating the school's established standards for conduct in a school vehicle.

Conferences, Hearings, and Appeals
All students are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by applicable state and federal law, and The Pro-Vision Academy' policy.

Process for Suspensions Lasting Up To Three Days
In addition to the above list of Code of Conduct violations, the Principal has authority to suspend a student for a period of up to three school days for any of the following additional reasons:

1. The need to further investigate an incident,
2. A recommendation to expel the student, or
3. An emergency constituting endangerment to health or safety.

Prerequisites to Suspension
Prior to suspending a student for up to three days, the Principal or designee must attempt to hold an informal conference with the student to:

1. Notify the student of the accusations against him/her,
2. Allow the student to relate his or her version of the incident, and
3. Determine whether the student's conduct warrants suspension.

Notification to Parents/Guardians
If the Principal or designee determines the student's conduct warrants suspension during the school day for up to five days, the Principal or designee will make reasonable effort to notify the student's parent(s) that the student has been suspended before the student is sent home. The Principal or designee will notify

a suspended student's parent(s) of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Principal.

Credit During Suspension

A student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension.

The notice shall further state that, at the hearing, the student:

1. May be present;
2. Shall have an opportunity to present evidence;
3. Shall be apprised and informed of The Pro-Vision Academy' evidence;
4. May be accompanied by his or her parent(s); and
5. May be represented by an attorney.

Hearing Before the Principal

The Pro-Vision Academy shall make a good faith effort to inform the student and the student's parent(s) of the time and place for the hearing, and The Pro-Vision Academy shall hold the hearing regardless of whether the student, the student's parent(s) or another adult representing the student attends. The Principal may audio record the hearing.

Immediately following the hearing, the Principal will notify the student and the student's parent(s) in writing of his or her decision. The decision shall specify:

1. The length of the extended suspension or expulsion, if any;
2. When or if the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period if at all; and
3. The right to appeal the Principal's decision to the Board of Directors or the Board's designee.

The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights in the matter.

No Credit Earned

Except when required by law, students will not earn academic credit during a period of expulsion.

Emergency Placement and Expulsion

If the Principal or designee reasonably believes a student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with students in a class, with the ability of a student's classmates to learn, or with the operation of The Pro-Vision Academy or a school-sponsored activity, the Principal or designee may order immediate removal of the student. The Principal or designee may impose immediate suspension if he or she reasonably believes such action is necessary to protect persons or property from eminent harm. At the time of such an emergency removal, the student will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after the emergency removal.

Placement of Students with Disabilities

All disciplinary actions regarding students with disabilities (504 or special education under the IDEA) shall be conducted in accordance with applicable federal and state laws.

Suspension/Expulsion Requirement

A student with a disability shall not be removed from his or her current placement for disciplinary reasons for more than ten days without ARD Committee action to determine appropriate services in the interim and otherwise in accordance with applicable law. If a special education due process appeal to a TEA special education hearing officer is made, the student with a disability shall remain in the then current education setting in place at the time such appeal is noticed to The Pro-Vision Academy, unless The Pro-Vision Academy and the student's parents agree otherwise.

Gun-Free Schools Act

In accordance with the Gun-Free Schools Act, The Pro-Vision Academy shall expel, from the student's regular program for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to school. The Principal may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program on a case-by-case basis and in accordance with legal requirements.

For the purposes of this section, "firearm" means:

1. Any weapon – including a starter gun – which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon;
2. Any firearm muffler or firearm silencer;
3. Any destructive device. "Destructive device" means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon – other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes – by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described, and from which a destructive device may be readily assembled.

Glossary

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

Abuse is improper or excessive use.

Abusable Volatile Chemical Offense, as defined by Health and Safety Code § 485.001 and 485.031. No student shall inhale, ingest, apply, use, or possess an abusable volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to the directions for use, cautions, or warnings appearing on a label of a container of the chemical; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination, or elation, or change, distort, or disturb the person's eyesight, thinking process, balance, or coordination.

No student shall knowingly deliver to a person younger than 18 an abusable volatile chemical. Health and Safety Code § 485.032

No student shall knowingly use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the human body an abusable volatile chemical. No student shall knowingly deliver, sell, or possess with intent to deliver or sell inhalant paraphernalia knowing that that person who receives it intends to use it to inhale, ingest, apply, use, or otherwise introduce into the human body an abusable volatile chemical. Health and Safety Code § 485.033

Armor-piercing ammunition is handgun ammunition used principally in pistols and revolvers and that is designed primarily for the purpose of penetrating metal or body armor.

Arson is defined by Texas Penal Code § 28.02 and occurs when a person starts a fire, regardless of whether the fire continues after ignition, or causes an explosion with intent to destroy or damage:

- Any vegetation, fence, or structure on open-space land; or
- Any building, habitation, or vehicle:
  - Knowing that it is within the limits of an incorporated city or town,
  - Knowing that it is insured against damage or destruction,
  - Knowing that it is subject to a mortgage or other security interest,
  - Knowing that it is located on property belonging to another,
  - Knowing that it has located within it property belonging to another, or
  - When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

Arson also occurs when a person:

- Recklessly starts a fire or causes an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
- Intentionally starts a fire or causes an explosion and in so doing recklessly damages or destroys a building belonging to another, or recklessly causes another person to suffer bodily injury or death.

Assault is defined in part by Texas Penal Code § 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another.

Bullying is defined by Texas Education Code § 37.0832(a)-(b) to mean engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored event, or school related activity, or in a vehicle operated by The Pro-Vision Academy

and that: has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student or damage to the student's property; or is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. The conduct described above is also considered bullying if that conduct exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression and physical conduct, and interferes with a student's education or substantially disrupts the operation of The Pro-Vision Academy. "Cyberbullying" means the use of any electronic communication device to engage in bullying or intimidation.

Chemical dispensing device is a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being.

Club is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death, including but not limited to a blackjack, nightstick, mace, and tomahawk.

Controlled substances or dangerous drugs include but are not limited to marijuana; any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate; anabolic steroid; or prescription medicine provided to any person other than the person for whom the prescription was written. The term also includes all controlled substances listed in Chapters 481 and 483 of the Texas Health and Safety Code.

Criminal street gang means three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Dating violence is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship, as defined by Texas Family Code § 71.0021.

Deadly conduct occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, and includes but is not limited to knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that:

- Violates either state or federal law, other than a traffic offense, and is punishable by imprisonment or confinement in jail;
- Violates a lawful order of a court under circumstances that would constitute contempt of that court in a justice or municipal court, or a county court for conduct punishable only by a fine;
- Constitutes an intoxication and alcoholic beverage offense under Chapter 49 of the Texas Penal Code; or
- Violates Texas Alcoholic Beverage Code § 106.041 relating to driving under the influence of alcohol by a minor (third or subsequent offense).

Discretionary means that something is left to or regulated by a local decision maker.

E-Cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.

Explosive weapon is any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.

False Alarm or Report occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

- Cause action by an official or volunteer agency organized to deal with emergencies;
- Place a person in fear of imminent serious bodily injury; or
- Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm silencer means any device designed, made, or adapted to muffle the report of a firearm.

Graffiti means making marks with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Harassment is:

- Conduct that meets the definition established in The Pro-Vision Academy Board policy and/or the Student Handbook; or
- Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating or obscene, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety.

Hazing is an intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, that is directed against a student and endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

Hit list is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Illegal Knife means a knife with a blade over 5-1/2"; hand instrument designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; spear; or as otherwise defined by Board policy.

Indecent Exposure means exposing one's anus or genitals with intent to arouse or gratify the sexual desire of any person while being reckless about whether another is present who will be offended or alarmed by the act.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Machine gun is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Online Impersonation occurs when a person, without obtaining the consent of another person and with the intent to harm, defraud, intimidate, or threaten any persons, uses the name or persona of another person to:

- Create a web page on a commercial social networking site or other Internet website; or
- Post or send one or more messages on or through a commercial social networking site or other Internet website, other than on or through an electronic mail program or message board program.

Online impersonation also occurs when a person sends an electronic mail, instant message, text message, or similar communication that reference a name, domain address, phone number, or other item of identifying information belonging to any person:

- Without obtaining the other person's consent;
- With the intent to cause a recipient of the communication to reasonably believe that the other person authorized or transmitted the communication; and
- With the intent to harm or defraud any person.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body. It also includes equipment, products, or materials used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, or concealing a controlled substance.

Possession means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

Prohibited Weapon means an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; knuckles; armor-piercing ammunition; a chemical dispensing device; a zip gun; or a tire deflation device.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student.

Reasonable belief is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

Self-defense is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

Short-barrel firearm is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Switchblade Knife is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or by the application of centrifugal force. The term does not include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.

Terroristic threat is a threat of violence to any person or property with intent to:

- Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
- Place any person in fear of imminent serious bodily injury;
- Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
- Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
- Place the public or a substantial group of the public in fear of serious bodily injury; or
- Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state, or a public charter school (including The Pro-Vision Academy).

Level 5 offenses are those that involve injury to a person and include murder; manslaughter; criminally negligent homicide; trafficking in persons; unlawful transport; kidnapping; assault (on a public servant); aggravated assault; sexual assault; aggravated sexual assault; unlawful restraint; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; harassment of a public servant; improper photography; smuggling persons; and tampering with a consumer product.

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one's body, by any means, a prohibited substance.

Zip gun is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

SECTION 5: ESPECIALLY FOR PARENTS

Parent Contact Information

Parents are responsible for notifying The Pro-Vision Academy of any changes in their address, telephone number, and/or email address so that we can update our records accordingly. Parents are encouraged to check the campus website on a regular basis as it is our primary means of communication. It is important for parent communication that The Pro-Vision Academy has a valid, working parent email address.

Student Records

Educational and special education eligibility records are confidential and are available only to professionals within the school with a legitimate educational interest. All other parties need written consent from parents before reading or copying any information. Current educational and special education records are housed on the campus. Official special education records for current and previous years are archived at the campus.

No fee is charged to search for or to retrieve the educational and special education records of a student.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the School is given a copy of the court order terminating these rights. Unless prior arrangements are made, the School will mail all communications to the address provided at the time the student is registered. Student records are the property of the School and must be reviewed in the presence of a member of the school staff.

Access to Records (Special Education Records)

A record of access will be maintained as long as The Pro-Vision Academy maintains the student's special education file. It is available only to parents/guardians, school officials responsible for custody of records, and those state and federal officials authorized to audit the operation of the system.

Records may be reviewed during regular school hours upon request to the campus principal. The campus principal or designee shall be present to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and the records shall be restricted to use only in the offices of special education.

The campus leadership is custodian of all campus special education records. A current listing of the name and positions of employees within The Pro-Vision Academy who may have access to personally identifiable information contained in the students' cumulative folders is posted on the file cabinets that house special education records.

Your Involvement as a Parent

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

1. Encouraging your student to put a high priority on education and working with your student on a daily basis to make the most of the educational opportunities the School provides. Be sure your child comes to school each day prepared, rested, in appropriate attire, and ready to learn.
2. Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered by The Pro-Vision Academy. Discuss with the Principal any questions you may have about the options and opportunities available to your child.
3. Monitoring your student's academic progress and contacting teachers as needed.
4. Attending scheduled conferences and requesting additional conferences as needed. To schedule a conference or in-person conference with a teacher or Principal, please call the school office for an appointment. A teacher will usually return your call or meet with you at a mutually convenient time before or after school.
5. Becoming a school volunteer. For further information, contact the Principal. All volunteers must complete a Volunteer Application and criminal background check prior to volunteering.

6. Offering to serve as a parent representative on a planning committee to assist in the development of educational goals and plans to improve student achievement. For further information, contact the Superintendent's office.
7. Participation in Parent University activities.
8. Parent education workshops.
9. Checking The Pro-Vision Academy website.
10. Completing parent surveys.

Surveys and Activities

Students will not be required to participate without parental consent in any survey, analysis, or evaluation – funded in whole or in part by the U.S. Department of Education – that concerns:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incriminating or demeaning behavior;
5. Critical appraisals of individuals with whom the student has close family relationship;
6. Relationships privileged under law, such as relationships with lawyers, physicians and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, expect when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

"Opting Out" of Surveys and Activities

Parents have the right to receive notice of and deny permission for their student's participation in:

1. Any survey concerning the private information listed above, regardless of funding;
2. School activities involving the collection, disclosure, or use of personal information gathered from their student for the purpose of marketing or selling that information;
3. A non-emergency, invasive physical examination, or screening required as a condition of attendance, administered and scheduled by the School in advance and not necessary to protect the immediate health and safety of the student (exceptions are hearing, vision, or any physical exam of screening permitted or required under state law.)

Notice of Teacher Qualifications

At the beginning of each school year, The Pro-Vision Academy will notify the parent of each student attending with information regarding the professional qualifications of their student's classroom teachers. The Pro-Vision Academy will also provide this information upon request from a parent. The notification will include, at a minimum:

1. Whether your child's teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas.
2. Whether your child's teacher(s) are serving under emergency or other provisional status that is less than full state certification.
3. The bachelor's degree major of your child's teacher(s) and any graduate degrees held, and the field of certification or degree.
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.

Please contact the Superintendent, 4590 Wilmington Street, Houston, Texas 77051, 713-748-0030 to request this information.

Student or Parent Complaints and Concerns

The Pro-Vision Academy values the opinions of its students and parents, and the public it serves. Parents and students have the right to express their views through appropriate informal and formal processes. The purpose of this grievance policy is to resolve conflicts in an efficient, expeditious, and just manner.

The Board of Directors encourages parents and the public to discuss their concerns and complaints through informal meetings with the Principal. Concerns and complaints should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Neither the Board of Directors nor any School employee shall unlawfully retaliate against a parent or student for voicing a concern or complaint.

The Superintendent may develop more detailed grievance procedures. The Superintendent shall ensure that the School's grievance procedures are provided to all parents and students. The formal grievance procedure shall provide for any grievance to ultimately be considered or heard by the Board of Directors in accordance with Commissioner of Education rules.

For purposes of this policy, "days" shall mean school days, and announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

Informal Conferences

A parent or student may request an informal conference with the Principal, teacher, or other campus administrator within seven school days of the time the parent or student knew or should have known of the event(s) giving rise to the complaint. If the person is not satisfied with the results of the informal conference, he or she may submit a written grievance form to the Principal. Grievance forms may be obtained from the Principal's office.

Formal Grievance Process

The formal grievance process provides all persons with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, a person can bring concerns or complaints to the Board, as outlined below.

A grievance must specify the harm alleged by the parent and/or student, and the remedy sought. A parent or student should not submit separate or serial grievances regarding the same event or action. Multiple grievances may be consolidated at the School's discretion. All time limits shall be strictly complied with; however, if an administrator determines that additional time is needed to complete a thorough investigation of the complaint and/or to issue a response, the administrator shall inform the parent or student in writing of the need to extend the response time and provide a specific date by which the response will be issued. Costs of any grievance shall be paid by the grievant.

Level One Complaint –Principal Review

A parent or student shall submit a written Level One Grievance Form to the Principal or designee within the later of (1) seven school days from the time the event(s) causing the complaint were or should have been known, or (2) within seven school days following an informal conference with the Principal. The School reserves the right to require the grievant to begin the grievance process at Level Two.

The Principal or designee must meet with the complaining parent or student. Following this conference, the Principal shall issue a written Level One Decision. The Level One Decision must be issued within ten school days of the Principal's receipt of the complaint.

Note: *A complaint against the Chief Executive Officer shall begin at Level Three.*

Level Two Complaint – Superintendent Review
If the parent or student is not satisfied with the Level One Decision, or if no Decision is provided, the parent or student may file a written appeal to the Superintendent. The appeal must include the documentation submitted to the Campus Principal or designee, and a copy of the Level One Decision, if issued. The appeal shall not include any new issues or complaints. The appeal must be filed within ten school days of the Level One Decision or the response deadline if no Decision is made.

The Superintendent or designee will meet with the complaining parent or student. Following this conference, the Superintendent or designee shall issue a Level Two Decision. The Level Two Decision must be issued within seven school days of the written appeal.

Level Three – Board of Directors Review
If the student or parent is not satisfied with the Level Two Decision, or if no decision is provided, the parent or student may submit to the Superintendent or designee a written appeal to the Board of Directors. The request must be filed within ten school days of the Level Two Decision or the response deadline if no Decision is made. The student or parent shall be informed of the date, time, and place of the hearing.

The Board of Directors shall hear the student or parent complaint, and may set a reasonable time limit for presenting the complaint. Only written documentation and issues previously submitted and presented by the student or parent and The Pro-Vision Academy will be considered. An audiotape recording of the hearing may be made.

The Board of Directors shall communicate its decision, if any, orally or in writing before or during the next regularly scheduled Board meeting. If no decision is made by the end of the next regularly scheduled Board meeting, the decision being appealed shall be upheld. The Board may not delegate its authority to issue a decision, and any decision by the Board of Directors is final and may not be appealed.

If the complaint involves concerns or charges regarding a student or The Pro-Vision Academy' employee, it shall be heard by the Board in closed meeting unless the student or employee to whom the complaint pertains requests that it be heard in public.

Additional Complaint Procedures

This Parent and Student Complaints and Grievances process does not apply to all complaints:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, religion, or any other characteristic protected by law shall be submitted as described in "Freedom from Discrimination, Harassment, and Retaliation," .
2. Complaints concerning retaliation related to discrimination and harassment shall be submitted as described in "Reports of Student Discrimination or Harassment,".
3. Complaints concerning bullying or retaliation related to bullying shall be submitted as described in "Freedom from Discrimination, Harassment, and Retaliation,".
4. For complaints concerning loss of credit on the basis of attendance.
5. For complaints concerning disciplinary expulsions.
6. Complaints concerning the identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted as described in "Student or Parent

Complaints and Concerns" above, except that the deadline for filing an initial Level One grievance shall be 30 calendar days and the procedural safeguards handbook.

7. Complaints concerning the identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with applicable Board policy and the procedural safeguards provided to parents of all students referred to special education.
8. Complaints regarding the Free and Reduced Price Meal Program. In accordance with federal law and U.S. Department of Agriculture policy, the School is prohibited from discriminating on the basis of race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior civil rights activity. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, which is available online at the following website: http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usada.gov. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

SECTION 6: IMPORTANT NOTICES

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

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

The Right to Inspect and Review

Parents and/or eligible students have the right to inspect and review the student's educational records within 45 days of the day the school receives an access. Parents or eligible students should submit to the Principal or designee a written request that identifies the record(s) they wish to inspect. The Pro-Vision Academy will make arrangements for access and notify the parent or eligible student for the time and place where the records may be inspected.

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

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

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

Parents or eligible students may ask The Pro-Vision Academy to amend a record that they believe is inaccurate, misleading, or in violation of the student's privacy rights. Parents or eligible students should submit to the Principal or designee a written request that clearly identifies the part of the record they want changed, and specifies why it is inaccurate, misleading, or in violation of the student's privacy rights. The Pro-Vision Academy will decide whether to amend the record as requested within a reasonable time after receiving the request. If The Pro-Vision Academy decides not to amend the record as requested by the parent of eligible student, the School will notify the parent of eligible student of the decision and advise them to their right to a hearing to challenge the content of the student's education records on the grounds that the information contained in the educational records is inaccurate, misleading, or in violation of the student's privacy rights.

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

The Right to Consent Prior to Disclosure

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

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A "school official" is a person employed by The Pro-Vision Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law

enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom The Pro-Vision Academy has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

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

Upon request, The Pro-Vision Academy discloses educational records without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.

The Right to File a Complaint
Parents and/or eligible students have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education ("Office") concerning alleged failures by The Pro-Vision Academy to comply with the requirements of FERPA. These complaints should be addressed as follow:

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

Access to Medical Records
Parents are entitled to access their student's medical records.

Notice for Directory Information
Under FERPA, The Pro-Vision Academy must, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. However, The Pro-Vision Academy may disclose appropriately designated "directory information" without written consent, unless a parent or eligible student has advised The Pro-Vision Academy, in writing, to the contrary. The primary purpose of directory information is to allow the School to include this type of information from a student's education records in certain school publications.

The Pro-Vision Academy has designated the following categories of information as directory information for the purpose of disclosure relating to school-related purposes:

- Student name;
- Date and place of birth;
- Major field of study
- Degrees, honors, and awards received;
- Dates of attendance;
- Grade level;
- Most recent educational institution attended;
- Participation in officially recognized activities and sports; and
- Weight and height of members of athletic teams.

School-related purposes are those events/activities that The Pro-Vision Academy conducts and/or sponsors to support the School's educational mission. Examples include, but are not limited to:

- Extracurricular programs or events (school plays, concerns, athletic events, graduation ceremony, etc.).
- Publications (newsletters, yearbook, etc.).
- Honor roll and other student recognition lists.
- Marketing materials of The Pro-Vision Academy (print media, website, videos, newspaper, etc.).

The Pro-Vision Academy has designated the following categories of information as directory information for purposes of disclosure to military recruiters and institutions of higher education, but only for secondary students:

- Student's name, address, and telephone number.

The Pro-Vision Academy shall not release directory information except for the purposes indicated above, namely, disclosure relating to school-sponsored/school-affiliated purposes or for the purposes of disclosure to military recruiters and institutions of higher education for secondary students.

A PARENT OR ELIGIBLE STUDENT MAY OPT OUT OF THE RELEASE OF DIRECTORY INFORMATION FOR EITHER OR BOTH OF THESE PURPOSES BY SUBMITTING A WRITTEN OBJECTION TO THE SCHOOL OFFICE WITHIN 15 DAYS AFTER RECEIVING THIS "NOTICE OF PARENT AND STUDENT RIGHTS (ANNUAL FERPA CONFIDENTIALITY NOTICE)."

Use of Student Work in School Publications

Occasionally, The Pro-Vision Academy wishes to display or publish student artwork, photos taken by the student, or other original work on the school's website, a website affiliated or sponsored by the school (such as a classroom website), and in school publications. The Pro-Vision Academy agrees to use these student projects in this manner.

Parents: Please circle one of the choices below:

I, parent of _____(student's name), (**do give**) (**do not give**) The Pro-Vision Academy permission to use my child's artwork, photos, or other original work in the manner described above.

Parent Signature: _____

Date: _____

Student Acceptable Use Policy

Computer Resources

To prepare students for an increasingly computerized society, The Pro-Vision Academy has made a substantial investment in computer technology for instructional purposes. Use of those resources is restricted to students working under a teacher's supervision and for approved proposed only. Students with access to The Pro-Vision Academy' computers and their parents agree to follow the following user agreement regarding use of these resources. Violations of this agreement may result in withdrawal of computer privileges and other disciplinary action. Electronic communications, such as e-mail using The Pro-Vision Academy' computers, are not private and may be monitored by school staff.

Technology Mission Statement

The Pro-Vision Academy is committed to utilizing the maximum potential of technology to enhance student learning and increase teacher effectiveness by providing students with technology-related experiences. Recognizing the ever-changing influences of technology on all aspects of our lives, The Pro-Vision Academy is dedicated to providing an integrated technological curriculum for all students and staff. Students will have access to the technology necessary to produce, manage, communicate, and retrieve information in an efficient manner for educational use. In the attainment of both present and future goals, The Pro-Vision Academy will provide a continually evolving staff development program oriented toward the integration of technology in areas of curriculum.

Instructional Resource

The Pro-Vision Academy is proud to bring network and Internet access to school staff and students. The Pro-Vision Academy believes the Internet offers many diverse and unique resources to both student and staff. The Pro-Vision Academy' goal in providing these services to staff and students is to promote educational excellence by facilitating resource sharing innovative teaching, and communication skills.

Students and staff have access to numerous research oriented and instructional resources via the Internet. Online encyclopedias, professional journals, and databases filled with timely information on thousands to topic are just a few of the resources provided. School computers have the technology necessary to support student research and to promote academic achievement.

Student Safety

The Pro-Vision Academy is aware that resources which are inappropriate or not designed for use in the educational setting may be accessed on the Internet. To protect students and staff from such inappropriate material, the School's Internet access is filtered with one of the highest rated Internet filtering systems available. However, users must recognize that it is impossible for The Pro-Vision Academy to restrict access to all controversial material and individuals must be responsible for their own actions in navigating the network.

Purpose

The purpose of this policy is to ensure school-level compliance with all procedures and regulations regarding the local area network and Internet usage. All students, parents, teachers, administrators, and school staff who obtain their Internet access through the school are expected to use these services appropriately.

User Responsibilities

The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked. The Pro-Vision Academy is providing Internet resources for educational purposes only. Student/staff use of Internet resources must be related to an expressed educational and/or administrative goal or objective.

1. The use of the School's Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of The Pro-Vision Academy.
2. Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
3. Individual accounts may be used only by the owner of the account, except where specifically authorized by administrators. In the case of class accounts, all use must be under the supervision of the sponsoring teacher/supervisor.
4. The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords, or accounts.

Policy Terms and Conditions

Acceptable Use

Users are to properly use The Pro-Vision Academy' network resources for educational and/or administrative purposes. Respectful and responsible network etiquette and behavior should be in keeping with the School's mission statement. Students and staff are expressly prohibited from accessing obscene, profane, vulgar, or pornographic sites or materials.

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring or sharing obscene, sexually oriented, lewd or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, students involved in "sexting" or the sharing of inappropriate images or other content may also be disciplined for violating the school's anti-harassment and bullying policies.

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated The Pro-Vision Academy' staff to ensure appropriate use for educational or administrative purposes. Forgery or attempted forgery of electronic mail messages is prohibited. Only the School's authorized IT Manager may read, delete, copy or modify the electronic mail of other system users.

Vandalism

Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of The Pro-Vision Academy' network or any other agencies or networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of School policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users, and will not intentionally seek information on, obtain copies of, or modify any file, data, or password belonging to another user, or represent themselves as another user unless explicitly authorized. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt or bypass system security are violations of School policy and administrative regulations, and may constitute criminal activity under applicable laws.

Any prohibited behavior under this policy will result in the cancellation of technology privileges. The Pro-Vision Academy will, in accordance with School policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the School's network.

Network Etiquette
Each network user is expected to:

- Be polite (i.e., an all-caps message implies shouting);
- Use appropriate language;
- Refrain from any activity that may be considered "cyber bullying," including but not limited to threats of violence, extortion, obscene or harassing messages, harassment, stalking, child pornography, and sexual exploitation;
- Maintain confidentiality of the user, colleagues, and students;
- Respect copyright laws; and
- Be respectful in all aspects of network use.

Consequences
Violation of The Pro-Vision Academy' policies and procedures concerning use of the computer on the network will result in the same disciplinary actions that would result from similar violations in other areas of School policy, including the Student Code of Conduct. Any or all of the following consequences may be enforced if a student violates the terms of this policy:

- Loss of computer privileges/Internet access, with length of time to be determined by campus administration.
- Any disciplinary consequence, including suspension or expulsion, as deemed appropriate by the administration.
- Suspension may be considered for flagrant violations or violations that corrupt the educational value of the computers or the Internet.
- Expulsion may be considered in instances where students have used the school's Internet access to engage in conduct that constitutes felony criminal mischief, and/or have deliberately attempted to bypass installed security software or copy/modify another student's work files.

Violations of law may also result in criminal prosecution as well as disciplinary action by the School.

Electronic Communication Device Commitment Form

Electronic communications at school and at school-related functions are subject to regulation by The Pro-Vision Academy.

This Electronic Communication Device Commitment Form grants authority and permission to The Pro-Vision Academy to regulate electronic communication devices when these devices are brought to and/or used while on school property or when attending school related functions and events. Such communication devices include but are not limited to cellular phones, pagers, PDAs, and pocket computers. These regulations are made necessary in light of the unique opportunities these devices create for violations of law and school policies, and to perpetrate conduct disruptive of an educational environment essential to the School's educational program. These concerns are exacerbated by electronic security protections and the personal size of these devices, which are often carried concealed in pockets and purses.

Therefore, all students who would possess or use such devices on school property or at school-related activities are required to sign this form together with their parent, guardian or other adult person having the authority of a parent for school purposes.

Each of you, by your signature below, agrees to the following:

- The possession and use of cellular phones, pagers, PDAs and other electronic communication devices by a student on school property or at school-related events is subject to regulation by The Pro-Vision Academy.
- If a student possesses such devices on school property or while attending school-related events, The Pro-Vision Academy is authorized and has my full consent to confiscate, power on or off, manipulate and do all things necessary to search my device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, school policy or regulation.
- I further understand, agree and consent that an electronic communication device used or possessed in violation of law, the Student Code of Conduct, school policy or regulation is subject to confiscation and that The Pro-Vision Academy is not liable for any loss of or damage to confiscated devices.

SIGNATURE LINES AND DATES

_____ Date: _____
(Signature of student)

_____
(Printed name of student)

_____ Date: _____
(Signature of parent/guardian)

The Pro-Vision Academy
Parent/School Compact

The Pro-Vision Academy believes in the strength of the connection between home and school to achieve maximum student success. Each has a role to play in helping your child reach their goals. Please sign and return this document to the school office.

The Staff pledge to:

- Provide a safe and supportive environment for children to learn
- Provide high quality curriculum tied to the State's student performance standards
- Provide qualified faculty and staff to ensure high-quality instruction and support
- Strive to identify and address students' unique needs
- Communicate regularly with parents on their student's progress and needs (in their native language)
- Involve parents in decisions relating to the education of their children

Parents/Guardians pledge to:

- Provide a safe and supportive environment for children to grow and develop
- Send students to school on time and prepared to learn (Examples: breakfast, rest, materials, etc.)
- Encourage student learning by monitoring student's homework and providing a study area and necessary materials
- Visit school often and participate in school activities – including open house, parent-teacher conferences, parent education programs, and other related activities
- Collaborate with the classroom teacher(s) to ensure the success of their students
- Adhere to school rules and encourage students to follow rules
- Take a stand against alcohol, drug abuse and violence

Students pledge to:

- Be active participants in their own learning (participate in class)
- Be responsible learners (bring your supplies and work to class)
- Complete all classwork and homework (do your work in class and your homework at home)
- Follow school rules (follow the rules at school)
- Attend school regularly (come to school if you are not sick)
- Promote school safety (be safe at school and on the playground)

Matching Programs to the Needs of the Community

Each year, the school district will assess the needs of parents and children in this community, through a variety of measures – including questionnaires sent home to parents – so that the program will be tailored to meeting those needs. Workshops and other programs will be available (some for parents, some for parents and children) to match the expressed needs. Parents will be notified about these opportunities.

Staff/Parent Communications

Information will be sent home with children. Phone calls and conferences, will be made as needed. Parents are encouraged to take the initiative in calling their child's teacher when they are concerned about a problem. They may also call the school office and ask for a translator for conferences. Notices are provided in languages as needed by parents. Staff are trained on how to improve home-school communication; some parents may be asked to attend these training sessions.

Annual Meeting for Title I Parents

Parents will be given information about Title I guidelines at the annual fall meeting. They will be given copies of the district's current Parental Involvement Policy, and will provide input in revising and updating the Policy as needed. Parents may volunteer to serve on the District Advisory Council (DAC) and the Campus Advisory Committee. The meeting will be conducted at a time convenient for parents and a translator will be available, if needed.

Evaluation

The District Advisory Committee will be involved in the process of school review and improvement. Parents will be asked for their input in the annual evaluation of the content and effectiveness of the program. The evaluation will include an assessment of how much parental involvement is increasing and what barriers to parental participation still need to be overcome. The school district will revise its Parental Involvement Policy on the basis of this annual review.

Student Name: _____ Grade: _____

Student Signature: (Gr 3-12)_____ Date: _____

Parent Signature: _____Date: _____

Campus Director Signature: _____Date: _____

Acknowledgement and Approval of Parent – Student Handbook and Code of Conduct

My signature below acknowledges that The Pro-Vision Academy has made its Parent–Student Handbook and Code of Conduct available to me; that I have been given notice of the rules, responsibilities and consequences outlined in the Student Code of Conduct; that I have been informed that when I or my child is enrolled in The Pro-Vision Academy, all information herein is applicable to me, my child, and all school staff; and that I have expressed intent to review this Handbook and the Student Code of Conduct contained within and to abide thereby.

Printed Name of Student:_____ Grade: _____

Signature of Student:_____

Signature of Parent:_____

Date:_____