1135 MISSION ROAD
SAN ANTONIO, TX, 78210

STUDENT HANDBOOK



POR VIDA ACADEMY CHARTER HIGH SCHOOL



Welcome Message

Por Vida Academy stands as a beacon of inclusive education, embracing diversity and individuality in every student. With three distinct learning programs tailored to diverse learning styles and circumstances, we are committed to providing an exceptional educational experience for all. Serving an alternative population where over 90% of our students have been expelled from their home districts, over 30% are teen parents, and roughly 65% have been involved with the justice system, Por Vida Academy believes in the potential of every student and is dedicated to providing the tools and support needed for success. Despite formidable challenges, our educators create a safe, nurturing environment where every student feels valued and supported. Through specialized training, individualized attention, mentorship, and personalized learning plans, our teachers empower students to overcome obstacles and reach their full potential. Collaborating closely with social workers, counselors, and community organizations, we provide comprehensive support, ensuring students have access to the resources they need to thrive. Por Vida Academy is more than just a school; it's a lifeline for students facing adversity. Through our unwavering commitment to student success, compassionate teaching, and strong partnerships, we break down barriers and empower students to create brighter futures. Join us at Por Vida Academy, where we believe in your potential and support you every step of the way.

Our History

Por Vida Academy (PVA) was founded to provide alternative education for students facing challenges in traditional schools. With a focus on supporting marginalized students, PVA developed programs tailored to diverse learning needs. The academy quickly gained recognition for helping students reclaim their academic paths. PVA expanded to offer traditional learning, credit recovery, and adult diploma completion, addressing the unique needs of its students. Specialized training equips educators to handle socioeconomic and personal challenges effectively. Strong partnerships with local organizations enhance the academy's support network. Today, PVA is a leader in alternative education, committed to empowering every student to succeed.

Our Mission

To empower students with the knowledge, skills, and character needed to thrive in life beyond high school, fostering lifelong learning, responsible citizenship, and personal success.

The Vision

Our vision is to cultivate success by delivering an innovative educational experience that equips every student with the tools to excel in a dynamic and evolving world.







Meet The Team





Loren Franckowiak

"Superintendent"

“Be the change you wish to see in the world”.



Mariza Loredo

"Principal"

"Never confuse a single defeat with a final defeat."

Ana Newble

"Academic Advisor"

“We must let go of the life we planned, so as to accept the one that is waiting for us”.

Sean Segovia

"SPED Director"

"Life is about making an impact, not making an income."

Meet The Team





Alma Villarreal

"Front Office Manager"

“Be patient, humble, and kind with one another, let all you do for yourself and others be with love”.



Ninfa Chavarria

"Receptionist"

“Forget the mistake, but learn the lesson”.

Ralph Medel

"SAPD Officer"

"Mutual respect is the foundation of genuine harmony."

Julia Fulton

"PEIMS Coordinator"

“I can do things you cannot, you can do things I cannot; together we can do great things”.

Meet The Team





Brian Barnes

"Credit Recovery Teacher"

“The decisions you make today will help you or hurt you tomorrow”



Bertha Ramones

"History Teacher"

Believe you can and you’re halfway there”.



Monica Rodriguez

"Math Teacher"

“If you don’t like the road you’re walking, start paving another one”.



Corey Reams

"Science Teacher"

“Falling down is not failure. Failure comes when you stay where you have fallen”.

Meet The Team





Anjelica Jones

"English Teacher"

“It takes ten times as long to put yourself back together as it does to fall apart".



Safaa Ibrahim

"Lab Teacher"

“Life is like riding a bicycle. To keep your balance, you must keep going”.



Tracy Martinez

"Drop-out Prevention Specialist"

“Once you stop learning, you start dying”.



Angelica Angulo

"Educational Aid"

“I am thankful for my struggle because without it, I wouldn’t have come across my strengths”.

Meet The Team





Laura Salazar

"Janitress"

“Don’t be discouraged by obstacles; they are part of the path to victory. You are stronger than you think; believe in yourself”.

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GENERAL INFORMATION

ADMISSION

Admission is on a first-come, first-served basis. If our 150-student capacity is reached, applicants will be placed on a waiting list, and selections from the list will be made randomly. Students interested in attending PVA must complete the registration packet available in the school office. All PVA policies, including this handbook, will comply with applicable state and federal laws, including those related to special education.

ADMISSION PLACEMENT

Students may enroll in the traditional program at age 18, as long as they will earn all credits to graduate by the end of that school year. Students who are 19 or over will be offered the accelerated lab. All determinations whether a student is likely to graduate during that academic year will be based on the student's transcript and decided by the Academic Advisor.

ATTENDANCE

Regular attendance is crucial for academic success. PVA supports this by holding weekly meetings to address absences and has partnered with District Judges Laura Parker, Lisa Jarret, and Edmundo Zaragoza to promote school attendance. Parents or guardians are responsible for ensuring their children attend school.

GENERAL INFORMATION

Dress Code Policy:

Our dress code supports a safe, respectful, and inclusive learning environment where clothing choices promote focus on learning and foster school pride. While we respect individual expression, attire must not disrupt the educational process or compromise safety.

General Guidelines

- Clothing must be appropriate for a school setting.
  - No clothing that is excessively tight, short, see-through, or exposes undergarments.
  - Tops must have straps; no strapless, backless, or low-cut garments.
- **Length requirements:**
  - Clothing must be of an appropriate length—**nothing should be visible when bending over, reaching, or sitting.**
  - Rips or holes in pants must not reveal undergarments or skin in inappropriate areas.
- **Colors:**
  - Red or blue clothing is **NOT** permitted to ensure a safe and neutral school environment.
- **Footwear:**
  - Shoes must be worn at all times.
  - Closed-toe shoes are required for physical education, science labs, and any activities involving equipment.

GENERAL INFORMATION

Dress Code Policy:

Our dress code supports a safe, respectful, and inclusive learning environment where clothing choices promote focus on learning and foster school pride. While we respect individual expression, attire must not disrupt the educational process or compromise safety.

- **Logos, images, or text:**
  - No references to drugs, alcohol, tobacco, violence, gang affiliation, sexual content, or profanity.
  - No language or symbols that promote hate, discrimination, or harassment.
- **Head coverings:**
  - Hats, caps, hoods, and sunglasses may not be worn indoors unless for religious, cultural, or medical reasons.
  - Headbands and hair accessories are permitted if they do not cause distraction.
- **Accessories and safety:**
  - No chains, spikes, or accessories that could be considered dangerous.
  - Backpacks are NOT permitted; students may carry small handbags, pencil cases, or school-approved totes as needed AND determined by school administrators.
  - Bags or purses with offensive imagery or wording are prohibited.

GENERAL INFORMATION

Excused Absences:

Students are permitted up to two excused absences per semester with a written note from a parent, guardian, or the student (if 18 years or older). Each note must include the student's name, the date(s) of the absence, a valid reason, and a contact name with phone number.

- Notification: Parents/guardians are encouraged to notify the school of an absence prior to 9:00 A.M. on the day of the absence. Voicemail messages are acceptable.
- Documentation Deadline: All absence documentation must be submitted by 9:30 A.M. on the following school day.
- Acceptable Documentation:
  - A maximum of two handwritten notes per semester will be accepted.
  - Any additional absences must be documented with official/professional documentation (e.g., doctor's note, court notice).
- Submission: Documentation should be submitted immediately upon the student's return to school.

Failure to follow these guidelines may result in the absence being recorded as unexcused.

GENERAL INFORMATION

Unexcused Absences:

The school closely monitors the following as unexcused attendance concerns:

- Absences without a valid excuse or required documentation
- Full-day absences without prior notice or approved documentation
- Excessive early check-outs that interfere with instructional time
- Skipping or failing to attend individual class periods

Consistent and full-day attendance is expected. Students should be present and engaged from the beginning to the end of the school day.

Please note: Some school-sponsored events or excursions require perfect attendance, meaning zero absences, including early check-outs or tardies.

Failure to address unexcused absences may result in the following consequences:

- Mandatory attendance meetings with school administration and/or the attendance officer
- Issuance of truancy warning letters in accordance with district and state policy
- Referral to truancy court, which may result in fines and/or other legal penalties
- Withdrawal from school for excessive, unexcused absences in accordance with state law and district guidelines

We are committed to supporting students and families in maintaining regular attendance. If you are experiencing challenges, please contact the campus attendance office for assistance.

GENERAL INFORMATION

Student Withdrawal Procedure:

In the event that a student is withdrawn from school due to non-attendance or other administrative reasons, the school will make every reasonable effort to notify both the student and the parent/guardian.

The notification process will include the following steps:

1. **Direct Contact Attempts:** School personnel will attempt to contact the parent/guardian and student via phone call, email, and/or text message using the most recent contact information on file.
2. **Official Withdrawal Notification Letter:** A formal notification letter will be mailed to the address on record, outlining the reason for withdrawal, the effective date, and any recommended next steps or resources for reenrollment or continuation of education.
3. **Documentation of Communication Attempts:** All outreach efforts will be documented by the attendance office or administrative staff to ensure compliance with district and state procedures.
4. **Collaboration with District Support Services:** When appropriate, the school may coordinate with district-level student support teams, counselors, or social workers to provide additional outreach and support.

Parents/guardians are strongly encouraged to maintain up-to-date contact information with the school to ensure timely communication regarding attendance and enrollment status.

GENERAL INFORMATION

EXCURCISONS

Educational excursions are an integral part of the school's curriculum, designed to enrich student learning through real-world, hands-on experiences. Students are expected to participate in these excursions with the same level of responsibility, engagement, and conduct as is required in the classroom. Excursions will vary throughout the school year and may be tailored to specific grade levels, subject areas, or program goals. Please note that certain excursions may have specific eligibility requirements, such as academic standing, attendance, or behavioral expectations. Participation in these activities is a privilege and may be subject to administrative approval.

VISITORS

All visitors are required to check in at the front office immediately upon arrival. A valid photo identification card must be presented, and visitors must sign in and clearly state the purpose of their visit. Upon check-in, a member of the administration, designated staff, or trained student ambassador will provide a campus tour or explanation of the program as appropriate. Please note that visitors are not permitted to spend the day with students on campus. Exceptions may be made for parents or legal guardians with prior approval from administration. This policy is in place to ensure the safety, privacy, and continuity of the school learning environment.

STUDENT RECORDS

In accordance with the Family Educational Rights and Privacy Act (FERPA), all student educational records are confidential and protected from unauthorized disclosure. These records may not be released to any individual or organization without prior written consent from the student's parent or legal guardian, unless otherwise permitted by law. FERPA grants parents and eligible students (age 18 or older) the right to inspect and review education records, request corrections of inaccurate or misleading information, and provide written consent before the school discloses personally identifiable information. Parents and guardians are encouraged to contact the school office with any questions regarding access to or release of student records.

GENERAL INFORMATION

STUDENT FEES

Students are prohibited from using electronic devices during school hours, including cell phones, MP3 players, iPods, tablets, gaming devices, headphones, and similar items. Unauthorized devices must be turned in at the start of the day. If not, the device will be confiscated and returned to a parent or guardian at the end of the day with a **$10.00 fee**. Repeat offenses will incur a **$20.00 fee**, with further action at the administration's discretion.

Transcript requests require a $7.00 fee, diploma reprints are $10.00, and the Adult Program fee is $50.00.

EARLY LEAVE/DISMISSAL

Students are strongly encouraged to schedule personal appointments and non-school-related meetings outside of school hours to minimize disruptions to their academic schedule. If it becomes necessary for a student to leave campus before the end of the school day, the student must provide official documentation stating the reason for early dismissal and/or valid contact information for a parent or guardian to verify the early release.

In the absence of proper documentation, a parent or guardian must come to the front office in person to sign the student out. A valid photo ID is required for all student sign-outs involving individuals under the age of 18.
In the event of illness, students must first report to an administrator or designated staff member before proceeding to the front office for dismissal. The front office may issue an excused absence at their discretion based on the situation. For students under 18, the school will contact a parent or guardian for approval prior to release due to illness.

ACADEMICS

STAAR EXAMS

All students are required to take the state-mandated STAAR exams, including End-of-Course assessments necessary for graduation. Students who do not pass required exams must retest during the summer, which may delay graduation or affect eligibility.
Families should stay informed of testing dates and requirements. Support may be available for students needing additional assistance.

TUTORING

Tutoring is available to provide students with additional academic support across all subject areas. These sessions offer an opportunity for students to review course material, address specific learning needs, and strengthen their understanding of key concepts. Teachers and designated tutors will offer personalized guidance to help students improve academic performance and reach their educational goals. Students are encouraged to contact their teachers directly to obtain individual tutoring schedules and make arrangements as needed.

GRADUATION

To earn a high school diploma, students must successfully complete all required course credits as outlined by the Texas Education Agency (TEA). In addition, students must meet state assessment requirements by passing all applicable sections of the STAAR End-of-Course exams or the TAKS assessments, depending on their initial year of high school enrollment.

ACADEMICS

REPORT CARDS & TRANSCRIPTS

- Report cards will be available at the end of each semester.
- Transcripts of a student's academic records and test scores can be requested online through the academic advisor. Processing may take up to 10 school days. Upon enrollment at PVA, students must submit official transcripts from previous schools, including details of earned credits and test scores.

GRADING SCALE

Students will receive grades according to the following scale:

A: 100-90

B: 89-80

C: 79-70

D: 69-60

F: 59 and below

CREDITS

For specific questions about credits, please schedule a meeting with Mrs. Fernandez, the academic advisor.

Freshman: 0-5.5 credits

Sophomore: 6-11.5 credits

Junior: 12-17.5 credits

Senior: 18-26 credits

STUDENT CODE OF CONDUCT

EDUCATION MUST PROVIDE EQUAL LEARNING OPPORTUNITIES BY ADDRESSING THE INDIVIDUAL NEEDS OF EVERY STUDENT AND TEACHING PRINCIPLES OF GOOD CITIZENSHIP. TO ENSURE AN ORDERLY AND FOCUSED LEARNING ENVIRONMENT, PVA HAS ESTABLISHED A STUDENT CODE OF CONDUCT IN LINE WITH STATE LAW AND PVA'S OPEN-ENROLLMENT CHARTER. ADOPTED BY THE BOARD OF DIRECTORS, THIS CODE OUTLINES BEHAVIOR EXPECTATIONS, CONSEQUENCES FOR MISCONDUCT, AND DISCIPLINARY PROCEDURES. THE STUDENT CODE OF CONDUCT WILL BE POSTED AT EACH PVA CAMPUS AND AVAILABLE FOR REVIEW AT THE CAMPUS OFFICE. PARENTS WILL BE NOTIFIED OF ANY VIOLATIONS THAT MAY LEAD TO SUSPENSION OR EXPULSION. STUDENTS ARE EXPECTED TO BE FAMILIAR WITH THE CODE, AS WELL AS CAMPUS AND CLASSROOM RULES. THE STUDENT CODE OF CONDUCT DOES NOT COVER ALL ASPECTS OF STUDENT BEHAVIOR. PVA MAY IMPLEMENT ADDITIONAL CAMPUS OR CLASSROOM RULES, WHICH MAY OR MAY NOT BE CONSIDERED VIOLATIONS OF THE CODE. STUDENTS PARTICIPATING IN ACTIVITIES MUST ALSO ADHERE TO SPECIFIC GUIDELINES AND CONSTITUTIONS OUTLINING EXPECTATIONS AND CONSEQUENCES FOR BEHAVIOR.

STUDENT CODE OF CONDUCT

STANDARDS FOR STUDENT CONDUCT

- EACH STUDENT IS EXPECTED TO:
- SHOW COURTESY AND RESPECT, EVEN WHEN OTHERS DO NOT.
- ACT RESPONSIBLY AND EXERCISE SELF-DISCIPLINE AT ALL TIMES.
- ATTEND ALL CLASSES REGULARLY AND ARRIVE ON TIME.
- BE PREPARED FOR EACH CLASS, BRINGING NECESSARY MATERIALS AND COMPLETED ASSIGNMENTS.
- ADHERE TO PVA'S GROOMING AND DRESS CODE STANDARDS.
- FOLLOW ALL CAMPUS AND CLASSROOM RULES.
- RESPECT THE RIGHTS AND PRIVILEGES OF FELLOW STUDENTS, TEACHERS, STAFF, AND VOLUNTEERS.
- TREAT ALL PROPERTY, INCLUDING PVA FACILITIES, WITH CARE.
- COOPERATE WITH SCHOOL STAFF TO MAINTAIN SAFETY, ORDER, AND DISCIPLINE.
- COMPLY WITH ALL REQUIREMENTS OUTLINED IN THE STUDENT CODE OF CONDUCT.

DISCIPLINE MANAGEMENT TECHNIQUES

THE FOLLOWING DISCIPLINE MANAGEMENT TECHNIQUES MAY BE EMPLOYED—EITHER INDIVIDUALLY OR IN COMBINATION—IN RESPONSE TO BEHAVIOR PROHIBITED BY THE STUDENT CODE OF CONDUCT OR BY CAMPUS AND CLASSROOM RULES:

- SCHOOL DUTIES LIKE CLEANING OR PICKING UP LITTER
- BEHAVIORAL CONTRACTS AND COOLING-OFF PERIODS ("TIME-OUTS")
- COUNSELING BY STAFF AND REWARDS FOR POSITIVE BEHAVIOR
- DEMERITS, DETENTION, AND SEATING CHANGES
- IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION, AND EXPULSION AS SPECIFIED IN THE CODE
- PARENT-TEACHER CONFERENCES AND PROBATION CONTRACTS
- REFERRAL TO EXTERNAL AGENCIES OR LEGAL AUTHORITIES FOR PROSECUTION
- TEMPORARY CONFISCATION OF DISRUPTIVE ITEMS
- VERBAL CORRECTIONS, GRADE REDUCTIONS FOR ACADEMIC DISHONESTY, AND WITHDRAWAL OF PRIVILEGES (EXTRACURRICULARS, FIELD TRIPS, BUS ACCESS)
- OTHER STRATEGIES MAY BE APPLIED AS NECESSARY BY SCHOOL OFFICIALS.
- PVA WILL NOT ADMINISTER CORPORAL PUNISHMENT UPON A STUDENT FOR MISCONDUCT.

PROCEDURES FOR USE OF RESTRAINT

SCHOOL EMPLOYEES, VOLUNTEERS, POLICE OFFICERS (SAPD)/SRO OFFICERS AND INDEPENDENT CONTRACTORS ARE PERMITTED TO USE RESTRAINT DURING AN EMERGENCY, ADHERING TO THESE GUIDELINES:

- ONLY THE MINIMAL FORCE NECESSARY TO RESOLVE THE EMERGENCY IS ALLOWED.
- RESTRAINT MUST END AS SOON AS THE EMERGENCY SUBSIDES.
- THE RESTRAINT MUST PRIORITIZE THE HEALTH AND SAFETY OF THE STUDENT AND OTHERS.
- BASIC HUMAN NECESSITIES MUST NOT BE WITHHELD FROM THE STUDENT.

"RESTRAINT" REFERS TO THE USE OF PHYSICAL FORCE OR MECHANICAL DEVICES TO SIGNIFICANTLY RESTRICT A STUDENT'S MOVEMENT. AN "EMERGENCY" IS DEFINED AS A SITUATION WHERE A STUDENT'S BEHAVIOR POSES AN IMMINENT THREAT OF SERIOUS PHYSICAL HARM TO THEMSELVES OR OTHERS, OR IMMINENT, SERIOUS PROPERTY DAMAGE.

WHEN RESTRAINT IS USED, THE INCIDENT MUST BE DOCUMENTED AS REQUIRED BY THE TEXAS EDUCATION AGENCY (TEA). ADDITIONALLY, PVA IS OBLIGATED TO REPORT ELECTRONICALLY TO THE TEA, IN COMPLIANCE WITH STANDARDS SET BY THE COMMISSIONER OF EDUCATION, ANY USE OF RESTRAINT BY A PEACE OFFICER PERFORMING LAW ENFORCEMENT DUTIES ON SCHOOL PROPERTY OR AT SCHOOL-RELATED EVENTS. THIS REPORTING MUST ALIGN WITH THE TEA'S REQUIREMENTS FOR INCIDENTS INVOLVING STUDENTS WITH DISABILITIES.

STUDENT CODE OF CONDUCT OFFENSES

Prohibited Conduct: The following behaviors are prohibited at school and during all school-related activities. Offenses are categorized by severity:

Level I Offenses:

- Unauthorized area access
- Coercion or threats
- Computer system violations
- Property damage/vandalism
- Defacing school property
- Disruptive actions or behavior inciting violence
- Disrespect toward school staff or authority figures
- Inappropriate verbal, physical, or sexual contact
- Noncompliance with school transportation, dress code, or homework policies
- Persistent tardiness
- Possession of unauthorized items (razors, electronic devices, etc.)
- Failure to report bullying or hazing
- Inappropriate public displays of affection
- Minor infractions like insensitivity, false safety accusations, and refusal to accept disciplinary measures

STUDENT CODE OF CONDUCT OFFENSES

Prohibited Conduct: The following behaviors are prohibited at school and during all school-related activities. Offenses are categorized by severity:

Level II Offenses:

- Academic dishonesty
- Drug abuse (over-the-counter drugs, drug paraphernalia)
- Gang-related activity
- False accusations of serious offenses
- Fighting or extortion
- Inappropriate conduct, including offensive sexual behavior or language
- Possession of sexually explicit material
- Persistent Level I offenses
- Refusal of lawful searches

STUDENT CODE OF CONDUCT OFFENSES

Prohibited Conduct: The following behaviors are prohibited at school and during all school-related activities. Offenses are categorized by severity:

Level III Offenses:

- Prescription drug abuse or possession
- Aggravated assault, robbery, kidnapping, or sexual assault
- Arson, criminal mischief, or felony offenses
- Bullying or cyberbullying leading to severe harm
- Possession, use, or distribution of illegal substances or weapons
- Severe gang activity, hazing, or inciting violence
- Sexual harassment, abuse, or indecent exposure
- Online impersonation or inappropriate electronic communication
- Violations of student behavior contracts or computer use policies

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- Sexual harassment, abuse, or indecent exposure
- Online impersonation or inappropriate electronic communication
- Violations of student behavior contracts or computer use policies

CONSEQUENCES

After-School Detention Rules:

- Students must bring work materials; additional materials may be provided by teachers.
- Sleeping is prohibited.
- All classroom behavior rules apply. Non-compliance will result in suspension.
- Students must stay for the entire duration. Leaving early will result in suspension.

Suspension

PVA uses two types of suspension: In-School Suspension (ISS) and Out-of-School Suspension (OSS).

In-School Suspension (ISS) Rules:

- Students report to the ISS room upon arrival and remain until dismissal.
- Students must bring work materials, including assignments from teachers.
- Disruptive behavior is prohibited.
- Unexcused absences from ISS will be reported to the Principal or designee and may result in OSS.

Out-of-School Suspension (OSS): Administrators may consider factors like self-defense, prior discipline history, and mitigating circumstances before deciding on OSS. The Principal or designee can suspend a student for up to five days for the following reasons:

- The need for further investigation.
- Recommendation for expulsion.
- An emergency posing a threat to health or safety.

CONSEQUENCES

Special Rules for Homeless Students: PVA may not impose OSS on homeless students unless they commit serious offenses like possession of a weapon, assault, or substance abuse.

Emergency Placement: The Principal or designee may order immediate removal of a student if their behavior severely disrupts school operations or poses a threat. Verbal notice of the removal will be provided, and a hearing will be scheduled promptly.

Removal from School Transportation: Students violating conduct standards on school transportation may be removed from the vehicle.

Conferences, Hearings, and Appeals

Suspensions Up to Five Days: Before suspending a student for up to five days, the Principal or designee will attempt an informal conference with the student to:

- Notify the student of the suspension and its reasons.
- Allow the student to present their version of events.
- Determine if suspension is warranted.

The Principal or designee will notify parents of the suspension period, reasons, and details for a conference.

CONSEQUENCES

Suspensions Over Five Days and Expulsion: For suspensions over five days or expulsion, the Principal or designee will provide written notice to parents, detailing:

- Reasons for the proposed action.
- Date and location of a hearing within five school days.

At the hearing, the student may:

- Be present.
- Present evidence.
- Review PVA's evidence.
- Be accompanied by parents and/or an attorney.

Hearing Process: The Principal or designee will hold the hearing even if the student or parent does not attend. The decision will be communicated in writing within 48 hours, specifying:

- Length of suspension or expulsion.
- Re-admittance procedures if applicable.
- Right to appeal to the Board of Directors.

Appeal to the Board of Directors: Parents may appeal by notifying the Principal within five calendar days of the decision. The Board will review the case in a closed session and issue a final decision. Disciplinary consequences will not be deferred during the appeal process.

No Credit Earned: Students will not earn academic credit during expulsion unless required by law.

CONSEQUENCES

Placement of Students with Disabilities

Disciplinary actions for students with disabilities (under Section 504 or IDEA) must comply with federal and state laws. A student cannot be removed from their current placement for more than ten days due to disciplinary reasons or during an appeal without a meeting of the student's review committee to determine interim services. If a special education due process appeal is filed, the student will remain in their current setting unless an alternative agreement is reached.

Gun-Free Schools Act

Per the Gun-Free Schools Act, PVA must expel for one year any student who brings a firearm to school. The Principal or designee may modify the expulsion term on a case-by-case basis if legally appropriate.

- A "firearm" includes any weapon designed to expel a projectile by explosive action, firearm silencers, and destructive devices such as bombs, grenades, and rockets.

AUTHORITY AND JURISDICTION

PVA HOLDS DISCIPLINARY AUTHORITY OVER STUDENTS IN THE FOLLOWING SITUATIONS:

- DURING THE REGULAR SCHOOL DAY AND WHILE USING PVA TRANSPORTATION.
- DURING LUNCH PERIODS WHEN STUDENTS ARE PERMITTED TO LEAVE CAMPUS.
- AT ANY SCHOOL-RELATED ACTIVITY, REGARDLESS OF TIME OR LOCATION.
- FOR SCHOOL-RELATED MISCONDUCT OCCURRING ANYWHERE, REGARDLESS OF TIME OR LOCATION.
- FOR EXPULSION OFFENSES COMMITTED ON PVA PROPERTY OR AT ANY PVA OR TEXAS SCHOOL-RELATED EVENT.
- FOR EXPULSION OFFENSES COMMITTED OFF PVA PROPERTY IF THEY SIGNIFICANTLY DISRUPT THE EDUCATIONAL ENVIRONMENT.
- WHILE TRAVELING TO OR FROM SCHOOL OR SCHOOL-RELATED EVENTS.
- IN CASES OF RETALIATION AGAINST SCHOOL EMPLOYEES OR VOLUNTEERS, REGARDLESS OF TIME OR LOCATION.
- FOR FELONY OFFENSES, INCLUDING THOSE OUTLINED IN TEXAS EDUCATION CODE §§ 37.006 OR 37.0081, REGARDLESS OF TIME OR LOCATION.
- FOR CRIMINAL MISCHIEF OCCURRING ON OR OFF PVA PROPERTY OR AT A SCHOOL-RELATED EVENT.
- DURING PARTICIPATION IN ANY REMOTE OR VIRTUAL CLASSROOM SESSIONS OR ONLINE INSTRUCTION PROVIDED BY PVA.

AUTHORITY AND JURISDICTION

T**O ENSURE THE SAFETY AND SECURITY OF ALL STUDENTS AND STAFF, SCHOOL PERSONNEL AND LAW ENFORCEMENT OFFICERS (INCLUDING SCHOOL RESOURCE OFFICERS)** MAY CONDUCT SEARCHES OF STUDENTS AND THEIR PROPERTY AT ANY TIME AND FOR ANY REASON DEEMED NECESSARY BY ADMINISTRATION OR AUTHORIZED STAFF.

SEARCHES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- A STUDENT'S PERSON (INCLUDING POCKETS, CLOTHING, SHOES, AND ACCESSORIES)
- PERSONAL BELONGINGS, SUCH AS PURSES, BACKPACKS, GYM BAGS, AND OTHER CARRIED ITEMS
- LOCKERS, DESKS, OR OTHER SCHOOL PROPERTY ASSIGNED TO THE STUDENT FOR USE
- VEHICLES PARKED ON SCHOOL PROPERTY OR AT SCHOOL-SPONSORED EVENTS

STUDENTS ARE EXPECTED TO COOPERATE FULLY WITH ALL SEARCH PROCEDURES. REFUSAL TO COMPLY WITH A SEARCH MAY RESULT IN DISCIPLINARY ACTION AND/OR INVOLVEMENT OF LAW ENFORCEMENT.

ALL SEARCHES WILL BE CONDUCTED IN A MANNER THAT IS RESPECTFUL OF STUDENT RIGHTS AND DIGNITY, WHILE PRIORITIZING THE SAFETY AND WELL-BEING OF THE SCHOOL COMMUNITY.

IF YOU HAVE ANY QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT CAMPUS ADMINISTRATION.

DRUGS, ALCOHOL, TABACCO POLICES

As mandated by Senate Bill #30-59 of the 64th Legislature, and in compliance with House Bill 114, PVA is a Smoke-Free campus. Students are strictly prohibited from possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogen, amphetamine, barbiturate, marijuana, alcoholic beverage, or any other intoxicant, as defined by law. This policy also extends to any substances prohibited under the Texas Controlled Substance Act or the Federal Drug Abuse Prevention and Control Act. These prohibitions apply:

- On school grounds during any school term.
- Off school grounds during any school-related activity, function, or event.

PVA also adheres to a Tobacco-Free policy, prohibiting the use of all tobacco products, including cigarettes, e-cigarettes, vape pens, and any form of smokeless tobacco, at all school-related or school-sanctioned activities, both on and off school property.





CONSEQUENCES FOR VIOLATIONS

1. **Possession of Drugs or Paraphernalia:**
    a. **In alignment with House Bill 114, if a student is found in possession of any prohibited substance or related paraphernalia (e.g., flasks, rolling papers, lighters, pipes, matches), the school will immediately notify the appropriate authorities.**
        i. Upon the student's return to school, they will be required to meet with the School Social Worker, Counselor, or designated staff members for further intervention.
2. **Under the Influence:**
        i. If a student is found to be under the influence or is suspected of being under the influence of any prohibited substance, they will be removed from class and assessed by a school administrator/Campus Officer.
        ii. Depending on the outcome of this assessment, the student may be sent home. A Parent-Administrator Conference will be required before the student can return to school.
        iii. The student may face further disciplinary actions, including a potential Student Review Board (SRB) hearing, and will be required to meet with the School Social Worker for additional intervention.

CONSEQUENCES FOR VIOLATIONS

3. Selling or Distribution of Drugs:

a. If a student is found selling or is suspected of selling drugs, the school will notify the proper authorities, and the student may be subject to immediate withdrawal from school.

Search and Seizure:

To ensure the safety and security of all students and staff, school personnel and law enforcement officers (including School Resource Officers) may conduct searches of students and their property at any time and for any reason deemed necessary by administration or authorized staff.

POR VIDA DISTRICT ANTI-BULLYING POLICY



PURPOSE

Por Vida School District is committed to maintaining a safe and respectful educational environment free from harassment, intimidation, or bullying for all students, employees, volunteers, and patrons.

Definition:

Harassment, intimidation, or bullying includes any intentional written, cyber, verbal, or physical act that:

- Physically harms a student or damages property.
- Substantially interferes with a student's education.
- Creates a severe, persistent, or pervasive intimidating or threatening environment.
- Disrupts the orderly operation of the school.

This policy applies regardless of whether the affected student possesses characteristics such as gender, race/ethnicity, sexual orientation, or physical attributes perceived as the basis for the harassment.

POLICY

The Por Vida School District Board affirms that a safe and civil environment is essential for student learning and academic achievement. Harassment, intimidation, or bullying disrupts a student's ability to learn and a school's ability to educate. Such conduct may include slurs, rumors, jokes, demeaning comments, pranks, threats, physical attacks, or other harmful actions. **"Intentional acts"** refer to the choice to engage in such behaviors.

PROCEDURE

- **Student Conduct:**
  - Students are expected to behave with maturity, respect, and regard for the rights and welfare of others. This policy does not limit the expression of religious, philosophical, or political views unless such expression disrupts the educational environment. Other district policies may also prohibit behaviors that do not meet the definition of harassment, intimidation, or bullying.
- **Intervention and Consequences:**
  - Counseling, corrective discipline, or referral to law enforcement may be employed to change the perpetrator's behavior and address the impact on the victim. Reprisals, retaliation, and false accusations are prohibited and subject to disciplinary action.
- **Reporting and Investigation:**
  - The principal or designee is responsible for receiving and investigating reports of violations. Investigations must be prompt, thorough, and completed within three school days of the complaint. The policy prohibits retaliation against individuals who report bullying and false accusations meant to harm others.
- **Dissemination and Training:**
  - The policy will be disseminated annually to staff, students, and parents. It will be included in student handbooks and employee training programs. The principal will ensure that all stakeholders are informed about the policy and its applications.

DAVID’S LAW ADDENDUM

In accordance with Senate Bill 179, "David’s Law," the district has enhanced tools to address bullying, including cyberbullying, even when it occurs off-campus if it materially affects the school environment. Schools are encouraged to collaborate with law enforcement in serious cases and have greater authority to discipline students for bullying behavior.

- **Key provisions include:**
  - **Counseling Services:** Available for victims, witnesses, and those who engage in bullying.
  - **Protection for Victims:** Students who use reasonable self-defense in response to bullying will not be disciplined.
  - **Anonymous Reporting:** Students can anonymously report bullying by submitting a note to the designated folder outside the principal’s office.
  - **Law Enforcement Reporting:** Principals may report to law enforcement if there are reasonable grounds to believe a student has committed an offense under applicable laws.
  - **Civil Action:** Victims and their families have the right to file civil suits against perpetrators.
  - **Expulsion:** A student may be expelled for engaging in bullying that encourages suicide, incites group violence, or releases or threatens to release intimate visual material without consent.

PREVENTION OF SEXTING

- **Purpose:**
  - To establish the role of Por Vida Academy School District in raising awareness and preventing sexting among students.
- **Policy:**
  - Por Vida Academy School District is committed to ensuring that students, parents, and staff are informed about the risks and consequences of sexting and the measures to prevent it.
- **Procedure:**
  - In accordance with Texas Senate Bill 407, passed on June 17, 2011, sexting between minors is addressed as follows:
- **Illegal Engagement in Sexting:**
  - An individual engages in illegal sexting if they knowingly send, display, or possess images or videos of a minor, including themselves, engaged in sexual conduct.
    - **Possession of Sexting Material:**
      - This refers to the care, custody, control, or management of material depicting a minor engaging in sexual conduct.
    - **Promotion of Sexting Material:**
      - This includes actions such as procuring, manufacturing, distributing, transmitting, or advertising sexually explicit or suggestive images or videos via mobile devices or computers.

Violation of this policy may result in misdemeanor or felony charges as determined by law. Students found in possession of or promoting sexting material will be reported to the principal or their designee.

PREVENTION OF SEXTING

- **Investigation and Reporting:**
  - The principal will conduct a thorough investigation and may file a report with law enforcement or the Department of Family and Protective Services within three days of the incident, as required by law.
- **Educational Program:**
  - Por Vida School District provides an educational program on sexting awareness and prevention for students, parents, and staff. This training, required by law, is accessible through the "Before You Text" program: Before You Text.
- A sexting brochure from the Office of the Attorney General of Texas is attached to this policy for further information.

Expulsion Clause:

A student may face expulsion if they release or threaten to release "intimate visual material" of a minor or a student aged 18 or older without their consent. "Intimate visual material" is defined as any visual depiction of a person with exposed intimate parts or engaged in sexual conduct.



HEALTH SERVICES

PVA shares a nurse with a charter school co-op for annual check-ups, including scoliosis, hearing, and eye exams. The nurse also ensures shot records are up to date and teaches First Aid/CPR to seniors. While first aid is administered as needed, we do not have a nurse on campus daily. Staff do not diagnose illnesses but will notify parents of observed symptoms. Students should remain home when ill and must be fever-free for 24 hours before returning, to ensure the health of all students.

MEDICATIONS

- **MINIMIZE SCHOOL MEDICATIONS:** SCHEDULE MEDICATIONS SO THAT THOSE NEEDED AT SCHOOL ARE MINIMAL.
- **SHORT-TERM MEDICATIONS:** ANTIBIOTICS AND OTHER SHORT-TERM MEDICATIONS CAN BE ADMINISTERED WITH A WRITTEN REQUEST FROM A PARENT OR GUARDIAN. MUST BE IN THE ORIGINAL PRESCRIPTION BOTTLE AND WILL BE GIVEN FOR UP TO TWO WEEKS UNLESS OTHERWISE SPECIFIED BY A PHYSICIAN.
- **LONG-TERM MEDICATIONS:** REQUIRE A COMPLETED SPECIAL MEDICATION FORM FROM A PHYSICIAN, AVAILABLE IN THE SCHOOL OFFICE. MUST BE IN A PROPERLY LABELED PRESCRIPTION BOTTLE, AND A NEW FORM IS NEEDED EACH SCHOOL YEAR.
- **MEDICATION HANDLING:** ALL MEDICATIONS MUST BE BROUGHT TO THE SCHOOL OFFICE BY AN ADULT AND WILL BE DISPENSED FROM THERE. STUDENTS SHOULD NOT CARRY OR KEEP MEDICATIONS IN CLASSROOMS.
- **OVER-THE-COUNTER MEDICATIONS:** FOR COMMON ISSUES (HEADACHES, SORE THROAT, ETC.), MAY BE ADMINISTERED BY THE SCHOOL OFFICE WITH PARENTAL CONSENT AND A COMPLETE ASSESSMENT.

HEALTH SERVICES

In alignment with state health and safety guidelines and as part of the school's commitment to student and staff well-being, Narcan (naloxone) is maintained and readily available on campus to respond to suspected opioid-related emergencies.

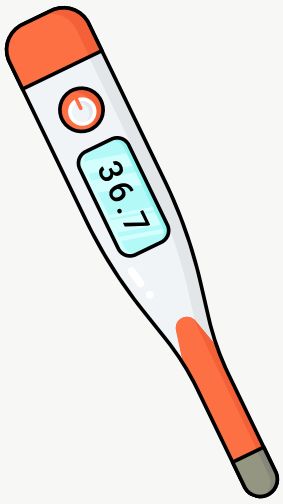
KEY PROVISIONS OF THIS POLICY INCLUDE:

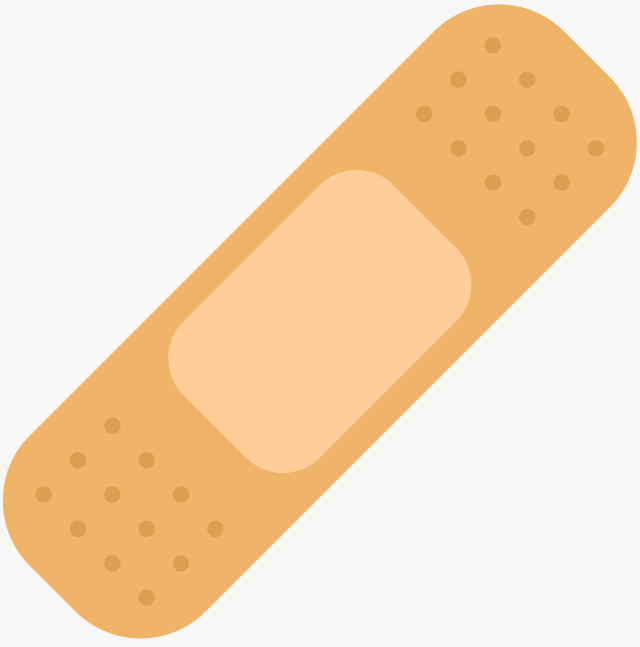
- **SUPPLY AND STORAGE:** NARCAN WILL BE SECURELY STORED IN DESIGNATED LOCATIONS ON CAMPUS AND ACCESSIBLE TO TRAINED PERSONNEL IN THE EVENT OF AN EMERGENCY.
- **ADMINISTRATION:** ONLY AUTHORIZED AND TRAINED STAFF MEMBERS MAY ADMINISTER NARCAN. THESE INDIVIDUALS WILL RECEIVE TRAINING ON RECOGNIZING SIGNS OF OPIOID OVERDOSE AND THE PROPER USE OF NALOXONE.
- **EMERGENCY PROTOCOL:** IN THE EVENT OF A SUSPECTED OPIOID OVERDOSE, TRAINED PERSONNEL WILL RESPOND IMMEDIATELY, ADMINISTER NARCAN AS APPROPRIATE, AND FOLLOW EMERGENCY MEDICAL RESPONSE PROCEDURES, INCLUDING CONTACTING 911.
- **DOCUMENTATION AND NOTIFICATION:** ANY USE OF NARCAN WILL BE DOCUMENTED AND REPORTED IN ACCORDANCE WITH DISTRICT PROCEDURES. PARENTS/GUARDIANS AND EMERGENCY CONTACTS WILL BE NOTIFIED AS SOON AS POSSIBLE FOLLOWING THE INCIDENT.
- **STUDENT EDUCATION AND AWARENESS:** THE SCHOOL MAY PROVIDE EDUCATIONAL RESOURCES ON SUBSTANCE ABUSE PREVENTION AND THE ROLE OF NARCAN AS PART OF ITS HEALTH CURRICULUM OR COUNSELING SERVICES.

This policy is part of the school's broader effort to ensure a safe and responsive environment for all students and staff. Questions regarding this policy may be directed to the school nurse or campus administration.

HEALTH SERVICES

- **Illness or Injury at School:** If a student is observed to be ill, potentially contagious, or injured, they will receive first aid, and the parent/guardian will be notified. We will make every effort to contact the parent or guardian first. If they cannot come to the school, arrangements must be made with emergency contacts for the student's care. In extreme emergencies, EMS or an ambulance will be called.





Chronic Illnesses: For students with chronic conditions such as Diabetes, Asthma, or Seizures/Epilepsy, please consult with the school to develop an individualized treatment plan tailored to your child's needs.

FOOD ALLERGY MANAGEMENT POLICY

PURPOSE:

- TO ESTABLISH GUIDELINES FOR THE CARE AND MANAGEMENT OF STUDENTS WITH FOOD ALLERGIES.

POLICY:

- POR VIDA SCHOOL DISTRICT IS DEDICATED TO THE SAFETY AND WELL-BEING OF ALL STUDENTS AND STAFF. THE DISTRICT AIMS TO:
- PROVIDE A SAFE AND SUPPORTIVE ENVIRONMENT FOR STUDENTS WITH FOOD ALLERGIES.
- MINIMIZE THE RISK OF SEVERE OR LIFE-THREATENING ALLERGIC REACTIONS.
- ENSURE A PROMPT AND EFFECTIVE RESPONSE IN THE EVENT OF AN ALLERGIC REACTION.
- UPHOLD THE RIGHTS OF STUDENTS WITH FOOD ALLERGIES TO FULLY PARTICIPATE IN ALL SCHOOL ACTIVITIES.

PROCEDURE:

- A FOOD ALLERGY IS AN IMMUNE SYSTEM OVERREACTION TO A SPECIFIC FOOD PROTEIN. COMMON ALLERGENS INCLUDE PEANUTS, TREE NUTS, MILK, EGGS, SOY, FISH, AND WHEAT.

SYMPTOMS OF A FOOD ALLERGY

- **MOUTH**: ITCHING, TINGLING, OR SWELLING OF THE LIPS, TONGUE, OR MOUTH.
- **NOSE**: RUNNY OR ITCHY NOSE, SNEEZING, WATERY OR RED EYES.
- **SKIN**: HIVES, ITCHY RASH, FACIAL OR EXTREMITY SWELLING, FLUSHING.
- **GI**: NAUSEA, CRAMPS, VOMITING, DIARRHEA.
- **THROAT**: COUGHING, THROAT TIGHTNESS, HOARSENESS, SWALLOWING DIFFICULTY.
- **LUNGS**: SHORTNESS OF BREATH, REPETITIVE COUGHING, WHEEZING.
- **HEART**: WEAK PULSE, LOW BLOOD PRESSURE, FAINTING, PALE OR BLUE SKIN.
- **MENTAL**: ANXIETY, SENSE OF DOOM, LETHARGY.

THE MOST SEVERE REACTION IS ANAPHYLAXIS, WHICH CAN BE FATAL IF UNTREATED.







MANAGEMENT OF FOOD ALLERGIES AND ANAPHYLAXIS:

- THERE IS NO CURE; AVOIDANCE OF THE ALLERGEN IS THE ONLY PREVENTION.
- FOOD INGREDIENTS MUST BE CAREFULLY CHECKED, AND CROSS-CONTACT WITH ALLERGENS MUST BE AVOIDED.
- STUDENTS WITH KNOWN ALLERGIES MUST NOTIFY SCHOOL STAFF AND PROVIDE WRITTEN INSTRUCTIONS AND PRESCRIBED TREATMENTS FROM THEIR HEALTHCARE PROVIDER.
- A FOOD ALLERGY PLAN WILL BE DEVELOPED FOR EACH STUDENT, AND RELEVANT STAFF WILL BE INFORMED AND TRAINED.
- PARENTS ARE RESPONSIBLE FOR PROVIDING EPIPENS, WHICH MAY BE CARRIED BY THE STUDENT OR STORED IN THE HEALTH CLINIC.
- TRAINED STAFF WILL ADMINISTER EPIPENS AS PRESCRIBED, AND STUDENTS MUST NOTIFY A TEACHER OR NURSE IF THEY USE THEIR EPIPEN.
- EDUCATIONAL EXCURSIONS WILL BE PLANNED WITH APPROPRIATE ALLERGY MANAGEMENT STRATEGIES.

IN CASE OF AN ALLERGIC REACTION, THE PARENT/GUARDIAN WILL BE NOTIFIED, AND EMS WILL BE CALLED FOR FURTHER CARE.

EMERGENCY STANDING ORDERS:

THE DISTRICT'S MEDICAL ADVISOR WILL ANNUALLY REVIEW AND APPROVE STANDING ORDERS FOR MANAGING UNANTICIPATED ALLERGIC REACTIONS IN STUDENTS WITHOUT PRIOR HISTORY OR PHYSICIAN ORDERS.

ALLERGY BULLYING:

THREATS OR HARASSMENT OF STUDENTS WITH FOOD ALLERGIES WILL BE TREATED SERIOUSLY AND ADDRESSED ACCORDING TO THE DISTRICT'S ANTI-BULLYING POLICY.



Supporting Students with Learning Difficulties or Special Education Needs



PURPOSE

POR VIDA ACADEMY SCHOOL DISTRICT IS DEDICATED TO SUPPORTING STUDENTS WHO FACE CHALLENGES IN THE REGULAR CLASSROOM ENVIRONMENT. OUR SCHOOLS ARE COMMITTED TO PROVIDING TUTORIAL, COMPENSATORY, AND OTHER ACADEMIC OR BEHAVIORAL SUPPORT SERVICES TO ENSURE THE SUCCESS OF ALL STUDENTS, PARTICULARLY THOSE WHO MAY REQUIRE SPECIAL EDUCATION OR SECTION 504 SERVICES. THE IMPLEMENTATION OF RESPONSE TO INTERVENTION (RTI) PLAYS A CRUCIAL ROLE IN IDENTIFYING AND ADDRESSING THE NEEDS OF STRUGGLING STUDENTS.

REFERRAL PROCESS

IF A STUDENT IS EXPERIENCING LEARNING DIFFICULTIES, PARENTS ARE ENCOURAGED TO CONTACT THE DESIGNATED INDIVIDUALS BELOW TO LEARN ABOUT THE SCHOOL'S GENERAL EDUCATION REFERRAL OR SCREENING PROCESS. THIS PROCESS OFFERS VARIOUS SUPPORT OPTIONS, INCLUDING REFERRALS FOR SPECIAL EDUCATION OR SECTION 504 EVALUATIONS TO DETERMINE IF THE STUDENT NEEDS SPECIFIC AIDS, ACCOMMODATIONS, OR SERVICES. PARENTS MAY REQUEST AN EVALUATION FOR SPECIAL EDUCATION OR SECTION 504 SERVICES AT ANY TIME.

SPECIAL EDUCATION REFERRALS

IWHEN A PARENT SUBMITS A WRITTEN REQUEST FOR AN INITIAL EVALUATION FOR SPECIAL EDUCATION SERVICES TO THE DIRECTOR OF SPECIAL EDUCATION OR ANOTHER ADMINISTRATIVE EMPLOYEE, THE SCHOOL DISTRICT OR CHARTER SCHOOL MUST RESPOND WITHIN 15 SCHOOL DAYS. THE DISTRICT OR CHARTER SCHOOL WILL PROVIDE THE PARENT WITH A PRIOR WRITTEN NOTICE, EITHER AGREEING TO OR REFUSING THE EVALUATION, AND INCLUDE A COPY OF THE NOTICE OF PROCEDURAL SAFEGUARDS. IF THE DISTRICT OR CHARTER SCHOOL AGREES TO THE EVALUATION, PARENTS WILL BE ASKED TO PROVIDE WRITTEN CONSENT.

NOTE THAT WHILE A VERBAL REQUEST FOR A SPECIAL EDUCATION EVALUATION IS VALID, IT DOES NOT TRIGGER THE 15-SCHOOL-DAY RESPONSE TIMELINE. HOWEVER, THE DISTRICT OR CHARTER SCHOOL MUST STILL COMPLY WITH ALL FEDERAL REQUIREMENTS FOR PRIOR WRITTEN NOTICE, PROCEDURAL SAFEGUARDS, AND THE IDENTIFICATION AND EVALUATION OF STUDENTS SUSPECTED OF HAVING A DISABILITY.

IF THE DISTRICT OR CHARTER SCHOOL DECIDES TO PROCEED WITH THE EVALUATION, IT MUST COMPLETE THE INITIAL EVALUATION AND REPORT WITHIN 45 SCHOOL DAYS FROM THE DATE IT RECEIVES THE PARENT'S WRITTEN CONSENT. IF THE STUDENT IS ABSENT FOR THREE OR MORE DAYS DURING THIS PERIOD, THE TIMELINE WILL BE EXTENDED ACCORDINGLY.

AN EXCEPTION TO THE 45-DAY TIMELINE APPLIES IF CONSENT IS RECEIVED AT LEAST 35 BUT FEWER THAN 45 SCHOOL DAYS BEFORE THE LAST INSTRUCTIONAL DAY OF THE SCHOOL YEAR. IN SUCH CASES, THE EVALUATION REPORT MUST BE COMPLETED AND PROVIDED TO THE PARENT BY JUNE 30. IF THE STUDENT IS ABSENT FOR THREE OR MORE DAYS DURING THIS PERIOD, THE GENERAL 45-SCHOOL-DAY TIMELINE, INCLUDING EXTENSIONS, WILL APPLY. PARENTS WILL RECEIVE A COPY OF THE EVALUATION REPORT AT NO COST UPON COMPLETION.

FOR MORE INFORMATION, PARENTS CAN REFER TO THE DISTRICT'S DOCUMENT TITLED PARENT'S GUIDE TO THE ADMISSION, REVIEW, AND DISMISSAL PROCESS.

CONTACT INFORMATION & RESOURCES

CONTACT FOR SPECIAL EDUCATION REFERRALS:

FOR QUESTIONS OR REFERRALS REGARDING SPECIAL EDUCATION SERVICES, PLEASE CONTACT:

- **CONTACT PERSON:** SEAN SEGOVIA
- **PHONE NUMBER:** 210-775-1132

SECTION 504 REFERRALS:

EACH SCHOOL DISTRICT OR CHARTER SCHOOL MUST HAVE ESTABLISHED STANDARDS AND PROCEDURES FOR THE EVALUATION AND PLACEMENT OF STUDENTS IN SECTION 504 PROGRAMS. THESE PROCEDURES INCLUDE A SYSTEM OF PROCEDURAL SAFEGUARDS THAT PROVIDES NOTICE TO PARENTS OR GUARDIANS, AN OPPORTUNITY TO REVIEW RELEVANT RECORDS, AN IMPARTIAL HEARING WITH PARTICIPATION BY THE PARENT OR GUARDIAN (WITH THE OPTION FOR LEGAL REPRESENTATION), AND A REVIEW PROCESS.

CONTACT FOR SECTION 504 REFERRALS:

FOR QUESTIONS OR REFERRALS REGARDING SECTION 504 SERVICES, PLEASE CONTACT:

- **CONTACT PERSON:** MARIZA LOREDO
- **PHONE NUMBER:** 210-775-1132

ADDITIONAL RESOURCES:

THE FOLLOWING WEBSITES OFFER VALUABLE INFORMATION AND RESOURCES FOR STUDENTS WITH DISABILITIES AND THEIR FAMILIES:

- LEGAL FRAMEWORK FOR THE CHILD-CENTERED SPECIAL EDUCATION PROCESS
- PARTNERS RESOURCE NETWORK
- SPECIAL EDUCATION INFORMATION CENTER
- TEXAS PROJECT FIRST

CAMPUS PARENT INVOLVEMENT POLICY

THE POR VIDA ACADEMY CHARTER HIGH SCHOOL TITLE I PARENT INVOLVEMENT POLICY, DEVELOPED BY THE **CAMPUS PARENTAL INVOLVEMENT TEAM (CPIT)**, AIMS TO FOSTER PARENT PARTICIPATION IN SCHOOL PROGRAMS AND BUILD EFFECTIVE, SUPPORTIVE LEARNING ENVIRONMENTS FOR STUDENTS. THIS POLICY IS ESSENTIAL FOR ENSURING THAT OUR STUDENTS MEET THE STATE'S HIGH ACADEMIC STANDARDS.

THE TITLE I ADVISORY COMMITTEE, COMPRISING PARENTS, TEACHERS, AND THE SCHOOL PRINCIPAL, REVIEWS AND UPDATES THE PARENT INVOLVEMENT POLICY ANNUALLY, INCORPORATING FEEDBACK FROM PARENTS.

THIS POLICY IS GROUNDED IN THE BELIEF THAT THE ACADEMIC SUCCESS OF EACH STUDENT IS A SHARED RESPONSIBILITY OF THE ENTIRE SCHOOL COMMUNITY.

Key Components of the Parent Involvement Policy:

- **Annual Meeting:** Por Vida Academy Charter High School will hold an annual meeting to inform parents about the Title I program. Parents will be notified in advance, in an accessible language and format, and encouraged to attend. Additional meetings will be offered if needed.
- **Student Participation:** Under the School-wide Title I Program, students may participate in reading and/or math enrichment classes at any time during the school year.
- Teacher Qualifications: Parents will be promptly notified if any classroom teachers are not "highly qualified."
- **Parent Involvement Programs:** The school will implement programs, activities, and procedures to encourage parent involvement, developed in consultation with parents.
- Support for Parents: The school will provide materials and training, such as literacy and technology workshops, to help parents support their children's academic achievement.
- **Parent/Teacher Conferences:** Conferences will be held throughout the year to discuss student progress and explain district and state assessments.
- **Feedback to the District:** Parent comments on the Campus Improvement Plan will be submitted to the district.

EMERGENCY PROCEDURES

- **Fire Drills:** Regular fire drills are conducted to ensure readiness. Fire drill procedures are posted in each classroom, and emergency equipment, such as fire extinguishers and fire bells, is strategically placed throughout the school buildings.
- **Contact Information:** At enrollment, parents/guardians provide emergency contact details. PVA will reach out to these contacts in an emergency but reserves the right to act in the best interest of student safety. If EMS is called, the cost will be the responsibility of the student/parent. PVA may also contact local police or EMS if a student's safety or well-being is in question.
- **Intruder Procedures:** In the event of an intruder, the school will implement lockdown procedures to secure all classrooms and common areas. Staff will guide students to safe locations and maintain communication with law enforcement until the situation is resolved.



TRANSPORTATION

High school students in San Antonio can ride VIA buses at a reduced fare by presenting their school ID. PVA School IDs are available through the front office. **Students can also obtain a VIA Bus Pass from Por Vida Academy, provided they are in good standing with attendance and behavior.** The Fall semester pass is valid from August 1 to January 31, and the Spring semester pass is valid from January 1 to July 31.

VEHICLES

Vehicles must be parked in the designated student parking lot in front of the gym. **To drive on campus, students must submit their driver's license and auto insurance to the front office.** The speed limit on campus is 10 miles per hour, and a police officer will issue tickets to violators. Students are not permitted to access their vehicles without prior approval.

GLOSSARY



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

- **Abuse**: Improper or excessive use.
- **Abusable Volatile Chemical Offense**: Defined by Health and Safety Code §§ 485.001 and 485.031. Prohibits inhaling, ingesting, applying, using, or possessing chemicals with the intent to alter mental states or bodily functions. It includes the delivery of such chemicals to minors and the use of inhalant paraphernalia (Health and Safety Code §§ 485.032, 485.033).
- Armor-piercing Ammunition: Handgun ammunition designed primarily to penetrate metal or body armor.
- **Arson:** Defined by Texas Penal Code § 28.02. The intentional or reckless starting of a fire or causing an explosion with intent to destroy or damage property.
- **Assault:** As defined by Texas Penal Code § 22.01, intentionally, knowingly, or recklessly causing bodily injury to another.
- **Bullying:** A significant act or pattern of acts exploiting an imbalance of power, involving harmful or threatening behavior, including cyberbullying, which disrupts the educational process or infringes on the rights of students.
- **Breach of Computer Security:** Unauthorized access to school-owned computer systems, defined by Texas Penal Code § 33.02.
- **Chemical Dispensing Device:** A device intended to dispense a substance causing psychological or physiological effects.
- **Club:** An instrument designed for inflicting serious bodily injury or death, such as a blackjack, nightstick, mace, or tomahawk.
- **Controlled Substances:** Includes narcotics, hallucinogens, stimulants, depressants, anabolic steroids, and certain prescription drugs, as defined by Texas Health and Safety Code.
- **Criminal Street Gang:** A group of three or more persons involved in criminal activities, identified by a common sign, symbol, or leadership.
- **Dating Violence:** Physical, sexual, verbal, or emotional abuse in a dating relationship, as defined by Texas Family Code § 71.0021.
- **Deadly Conduct:** Reckless behavior that endangers another person's safety, including discharging a firearm towards individuals or property.
- **Deferred Adjudication/Prosecution:** Alternatives to conviction for juvenile delinquent conduct or conduct requiring supervision.

- **Delinquent Conduct:** Conduct that violates state or federal law, other than traffic offenses, and is punishable by imprisonment or confinement.
- **Discretionary**: Actions left to the decision of a local authority.
- **E-Cigarette:** Any device that simulates smoking by delivering nicotine or other substances through inhalation, including dab pens and vaporizers.
- **Explosive Weapon:** A bomb, grenade, or similar device designed to cause serious injury, death, or property damage.
- **False Alarm or Report:** The intentional dissemination of false information about emergencies to cause public panic or disrupt normal activities.
- **Firearm:** Defined by federal law (18 U.S.C. § 921(a)) as any weapon designed to expel a projectile by an explosive action, including associated components like mufflers or silencers.
- **Firearm Silencer:** A device designed to muffle the sound of a firearm.
- **Graffiti:** Unauthorized marking on tangible property using paint, markers, or engraving tools.
- **Handgun:** A firearm designed to be fired with one hand, as defined by Texas Penal Code § 46.01.
- **Harassment:** Behavior that threatens harm, is sexually intimidating, or significantly disrupts a student's physical or emotional safety.
- **Hazing:** Reckless or intentional acts for initiation into an organization that could harm a student, as outlined in Texas Education Code § 37.151.
- **Hit List:** A list targeting individuals for harm using weapons.
- **Improvised Explosive Device:** A homemade bomb designed to cause serious injury or death, defined by Texas Penal Code § 46.01.
- **Indecent Exposure:** Exposing one's genitals or anus with intent to arouse sexual desire, reckless of others' presence.
- **Intimate Visual Material:** Visual content depicting a person's intimate parts or sexual conduct.
- **Knuckles:** Hard instruments designed to inflict injury when striking a person with a fist.
- **Location-Restricted Knife:** A knife with a blade over 5.5 inches.
- **Look-alike Weapon:** An item resembling a weapon but not intended to cause injury.

- **Machine Gun:** A firearm capable of firing more than two shots automatically without reloading.
- **Mandatory:** An obligatory or required action by authority.
- Online Impersonation: The unauthorized use of someone's identity online to harm, defraud, intimidate, or threaten.
- **Paraphernalia:** Devices used to ingest or introduce controlled substances into the body.
- **Possession:** Having an item on one's person or in personal property, including vehicles or school property like lockers.
- **Prohibited Weapon:** Includes explosive weapons, machine guns, silencers, knuckles, and other dangerous devices.
- Public School Fraternity, Sorority, Secret Society, or Gang: A student organization that selects members based on internal decisions rather than open choice.
- **Public Lewdness:** Sexual acts in public or where others are present who may be offended.
- **Reasonable Belief:** A determination made using all available information, including law enforcement reports.
- **Self-defense:** The use of force to protect oneself from imminent harm.
- **Short-barrel Firearm:** A rifle or shotgun with a barrel length below legal limits.
- **Switchblade Knife:** A knife that opens automatically or by gravity, excluding those requiring manual exertion to open.
- **Terroristic Threat:** Threats intended to cause public fear, disrupt services, or influence government actions.
- **Tire Deflation Device**: A device like a caltrop or spike strip designed to stop a vehicle by puncturing its tires.
- **Title 5 Offenses:** Crimes involving injury to a person, including murder, assault, and kidnapping.
- **Trespassing:** Unauthorized entry or remaining on another's property, including school premises.
- **Under the Influence:** Impaired mental or physical faculties due to substance use, not necessarily legally intoxicated.

- **Use:** The voluntary introduction of a prohibited substance into one's body.
- **Vapor Product:** Devices delivering nicotine or other substances through inhalation, similar to e-cigarettes.
- **Zip Gun:** A non-firearm device adapted to expel a projectile using an explosive.

Sexual Harassment

PVA is committed to maintaining an environment free from intimidation, hostility, or offensive conduct. Any form of harassment—verbal, physical, or visual—of students, staff, or guests is strictly prohibited. This includes harassment based on race, national origin, color, sex, age, creed, religion, or disability.

Examples of Sexual Harassment:

- Degrading comments or jokes of a sexual nature
- Unwelcome sexual advances or requests
- Inappropriate touching or physical contact
- Any action or suggestion making benefits or opportunities conditional upon submission to sexual demands

Examples of General Harassment:

- Epithets or slurs based on race, religion, gender, national origin, age, or disability
- Threats, intimidation, or hostile acts
- Materials that denigrate or show hostility toward an individual or group

Students found engaging in harassment will face disciplinary action, including potential withdrawal from school. Reports of harassment should be made immediately to the Administrator. Reports will be investigated promptly, and all students are expected to cooperate. While confidentiality cannot be guaranteed, retaliation is prohibited.

Gambling

Gambling involves wagering or playing games of chance for stakes. Gambling is not permitted on school property or during school-related activities. School administration will enforce state gambling laws, and consequences will be determined by the Student Review Board (SRB).

Weapons

Students are prohibited from bringing firearms, knives, or other weapons onto school premises or at school-sponsored activities. Items considered weapons will be determined by school administration. Report any suspected violations to Administration immediately. Students caught with weapons will be referred to law enforcement and may face withdrawal from school.

Littering

Littering, including failure to dispose of trash or lunch trays properly, will not be tolerated.

Language

Students must use respectful language. Profanity is prohibited and may result in a citation from the campus officer.

Theft

Taking or borrowing property without consent or damaging property without permission is prohibited. Consequences will be determined by an administrator.

Terroristic Threats/Threatening Comments

Threats or threatening comments are not tolerated and will be reported to law enforcement. Consequences will be determined by an administrator.

Vandalism

Vandalizing or defacing any property associated with PVA or its personnel is prohibited and considered a serious offense. Students caught vandalizing will face disciplinary action, and proper authorities will be notified.

Grievance Procedure

To file a complaint:

1. **Initial Resolution:** Confer directly with the staff member or administrator involved.
2. **Written Complaint:** If unresolved, prepare a written complaint and submit it to the Administrator. The complaint must be co-signed by a parent or guardian if the student is a minor.
3. **Administrator's Response:** The Administrator will meet with the student and/or parents within 48 hours and provide a written response within three working days.
4. **Appeal:** If dissatisfied, submit a written request to the Charter School Board of Trustees within three days, detailing the grievance and requesting a meeting.
5. **Board Review:** The Board will discuss the grievance at the next meeting, review documentation, and notify the student and/or parents of the final decision within three business days.

The decision of the Charter School Board of Trustees is final.

Por Vida Academy Handbook Acknowledgement

The Por Vida Academy Handbook outlines the expectations of our school, its Board, and Staff concerning student conduct. We believe that the rights of all students are safeguarded only when an atmosphere of organization, respect, and cooperation is maintained.

By signing below, we, as students and parents/guardians, acknowledge and agree to the responsibilities detailed in the PVA Student Handbook. We understand that students are accountable for their behavior and the corresponding consequences as outlined in the Handbook. Any violations of the policies will result in disciplinary action. This signature indicates that we have read, understood, and agree to adhere to the policies and regulations set forth in the PVA Student Handbook.

Student Signature _____

Parent Signature _____