

POR  **VIDA**
A C A D E M Y
AT CORPUS CHRISTI

Student Handbook
2021-2022

Por Vida Academy at Corpus Christi (PVACC) is an accredited, public high school serving grades nine through twelve that has been approved as one of the open-enrollment charter schools in the State of Texas.

Equal Opportunity

PVACC and its educational programs do not discriminate with regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by law in accordance with applicable federal laws, including, but not limited to Title VII, Title IX Section 504, and Title VI, the American with Disabilities Act, 422 U.S. 12112 (a) (b), and Section 504 of the Rehabilitation Act of 1973, in its educational programs, employment, and activities. In addition, PVACC complies with applicable state and local laws governing nondiscrimination. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, reduction in force, transfer, leaves of absence, compensation, training, educational programs and school activities.

If you have any questions concerning this policy or feel that the policy has been violated, please contact the school administrator, Mrs. Sandra Valencia at **361-225-4240** or via email at **svalencia@por-vida.org**.

Any student interested in attending **PVACC** must complete the online enrollment form found at www.porvidaacademyatcorpuschristi.org, and complete the interview process.

Por Vida Academy at Corpus Christi
4613 South Padre Island Drive
Corpus Christi, Texas 78411
Phone: **361-225-4240**
Fax: **361-541-5967**

We welcome you to Por Vida Academy at Corpus Christi! Our staff is excited and ready to support you on your journey through high school! At PVACC, our focus is to provide every student with an education tailored to meet their specific needs.

For our students wanting to pursue post-secondary plans, we implement an advanced and rigorous curriculum that follows the Texas Essential Knowledge and Skills. Our teachers create and use a curriculum based on these standards and tailor their instruction to best fit the strengths and needs of our students.

In partnership with Del Mar College and Texas A&M Corpus Christi, PVACC students apply to the college and are enrolled in dual-credit or vocational courses. These courses can transfer towards a degree or certification in a vocational program ranging in fields such as cosmetology, automotive, welding, and more. This provides our students with the opportunity to graduate with their high school diploma and an industry-based certification, an Associate's degree or vocational certification.

For students in need of credit recovery, our program combines direct instruction in the classroom with an opportunity to complete work in a self-paced lab under the direction of a certified teacher.

Students in either program have the opportunity to prepare for and take TSIA, SAT and ACT exams, attend after school tutoring, obtain FAFSA assistance, and explore various careers and interests to help them make decisions about their future.

At Por Vida Academy at Corpus Christi, your child will engage in a challenging and academically stimulating high school career that will prepare them for college, career or the workforce. We welcome prospective scholars to tour the campus to see if our campus is the right fit for you. We look forward to meeting you and welcoming you to the PVACC family!

Por Vida Charter District Vision

Respect
Communication
Supportive Learning Environment
Holistic Learning Approach

Por Vida Charter District Mission

To prepare students for life beyond high school by providing a supportive environment, holistic learning approach and being a respectful and committed organization.

Por Vida Charter District Core Values

Por Vida Charter District provides hope to students, parents and staff with opportunities to impact their post-secondary lives in a positive and inspiring manner.

Por Vida Academy at Corpus Christi: Our Vision

Por Vida Academy at Corpus Christi fosters an environment of lifelong learners to guide individuals in discovering their purpose making a positive impact in our community.

Mission Statement

By nurturing individualized, holistic learning experiences, Por Vida Academy at Corpus Christi fosters an environment that creates a positive impact with community members, staff, students and families.

Core Values

Respect
Accountability
Dedication

School Hours

Monday-Friday 8:30 AM – 12:33 PM

General Information

Admission is based on a first come first serve basis. If our maximum enrollment is at capacity, a student waiting list will be generated. Students will then be accepted in the order of application accepted.

Por Vida Academy at Corpus Christi **reserves the right to refuse admission to any student that has a documented history of discipline/behavior issues that is not consistent with the goals and mission of PVACC.** Implementation of this handbook and all other policies of PVACC will comply with all applicable state and federal laws including laws relating to special education.

PVACC reserves the right to perform searches of students, their property, or vehicles on school property.

PVACC is not responsible for student-to-student theft. Students are encouraged to keep valuable items and money at home.

School Days

Students are allowed to stay after school for the purpose of tutoring or school sponsored activities only. All students must be off campus by 2:00 pm in order for teachers and administration to attend meetings and other responsibilities.

Regular and punctual attendance is the greatest single factor in a student's success in school. Excessive absences or tardiness places a disadvantage on the student. It also indirectly encourages the development of poor attitudes toward one's work and obligations. Additionally, attendance at school provides a student with the classroom experience. This experience is composed of participating in class activities and direct classroom instruction conducted by the classroom instructors. The instructional program designed by each instructor is a progressive and sequential experience. It is generally impossible for that experience to be "made-up". For this reason, failure of a student to attend class is a serious problem and will be addressed accordingly.

Absences

PVACC knows that if a student is not present, chances are that the student will not be academically successful. Students are expected to be in school every day and on time. A student should have a maximum of **(6)** unexcused absences per semester. (Absences that exceed this amount will result in a Student Review Board to discuss student's continuation as part of PVACC). When a student is absent and returns to school, the student must bring to the office written documentation that officially identifies the cause for the absence(s). **Written official documentation (i.e. doctor's note) will need to be in the office before the end of the school day when student returns.**

In addition, truancy will also be a reason for student expulsion. Truancy is defined as the act or condition of being absent without permission from school or any other related event.

It is the student's responsibility to arrange for all make-up work including tests.

Excused Absences

Excused absences **with proper documentation** are defined as:

- Illness
- Medical/Dental appointments, pertaining to the student
- Court related absences pertaining to the student
- Family emergency
- Bereavement/funeral

Tardies

Students are expected to be at school on time and are expected to attend every class on time. It is very important that students are in their classrooms when class begins. After 15 minutes (at the beginning of the day) the student will be considered absent first period.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered otherwise credit will be denied. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the Principal that allows the student to fulfill the instructional requirements for the class.

Early Leave/Early Dismissal

Students are encouraged to schedule non-school appointments after 12:33 am. When it is necessary to leave school before the school day has ended, the parent/guardian must come into the front office and “sign out” the student and must show valid identification, such as valid ID or driver's license.

Driver License Attendance Verification

To obtain a driver's license, a student between the ages of 16 and 18 must provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain the VOE form at the front office.

Emergency Procedures

At the time of enrollment, each student provides contact information of who should be contacted in case of an emergency. PVACC will honor these instructions; however, PVACC reserves the right to use prudent judgment in cases where the safety/health of any student is concerned. If EMS is called to attend to a student, the expense of this call shall be borne by the student. PVACC reserves the right to call the local police, EMS, etc. in any instance where the safety or wellbeing of any student is in question.

Closed Campus Policy

Providing a safe and orderly environment is important at PVACC. Therefore, all students are expected to remain on campus. No outside food may be brought in during school hours. Guests are restricted to parents/guardians.

Food/Drinks

Only small breakfast items will be allowed for first period. After first period, no outside food/drink should be taken into classrooms unless prior approval has been given by the teacher/administration. Water in bottles with screw tops or leak proof bottles are allowed in the classroom. Snacks may be purchased from the Panther Snack Shack thirty minutes before and thirty minutes after school when available. If the privilege of purchasing snacks becomes abused by students, administration will discontinue the practice.

Food Services

PVACC provides a simple breakfast, free of charge, to all students daily. Lunch is not provided. Breakfast will be served from 8:00 am - 8:25 am.

Students who plan to stay after school will be allowed to bring their lunch from home or have lunch brought in by a parent/guardian for after school. Refrigerators and microwaves are accessible downstairs for lunch items.

Educational Excursions/Enrichment Activities

Educational excursions are used within the school curriculum as a means to create and/or present another educational setting. Students are expected to participate in these trips as they would in a productive classroom environment. An educational excursion does not imply a “fun trip” away from school. Educational excursions should be enjoyable but will have a specific educational focus. Students are expected to show courtesy, respect and cooperation when on an excursion. Keep in mind, an educational excursion is an extension of the classroom, and all rules apply.

Please note the permission slip in the online enrollment process is for the whole 2021-2022 school year.

Fire Drills

Included in emergency procedures are regularly scheduled fire drills. Fire drill procedures are posted in each classroom and office areas. Emergency equipment, such as fire extinguishers and fire bells are located throughout the school buildings.

Medications

Students who are required to take prescription medications during the school day are required to register these medications in their original containers to the school administration. Instructions for administration of the medication are part of the registration. Medication will not be carried on the student's person, except those with a valid note from the doctor indicating that the medicine should be carried on the student. Medications will not be shared with anyone whose name does not appear on the container prescription label.

Office Phone Use

All office and classroom phones are reserved for school business purposes. Students will not be called out of class to receive telephone calls. Emergency messages will be delivered to students in their classes. Students are not allowed to use the office or classroom phone at any time. Phone calls made from the office will only be made by office personnel.

Transportation

Transportation is provided for students to the college they are attending from our school campus for their scheduled course. Transportation consists of dropping students off at Del Mar College East, Del Mar College West, TAMUCC or other vocational colleges. No transportation is provided from the college or vocational campuses after courses are completed. Parents are expected to make arrangements for their child to be picked up at the end of the school day from

the college. Please note that transportation is a privilege and there are guidelines/expectations when using this service.

Driving to school

Driving to school is a PVACC school privilege. Students are expected to follow all driving safety guidelines as set by state and local authorities. Any student caught driving recklessly or participating in illegal activities on school grounds will not be permitted to drive to school.

Students who drive a vehicle to school must also possess a valid Texas Driver's License and proof of insurance. Failure to possess these documents means that the student may not drive onto the campus. Vehicles must be parked in the designated parking area. Students are not allowed to go to their vehicle without prior approval from the main office.

ACADEMICS

Textbooks, iPads, Computers

The textbooks, iPads, and computers are the property of PVACC. Students MAY be issued a textbook, iPad, or computer for the subject they are taking if needed. The book or electronic item will have a number and it is the responsibility of the student to take care of the item. If a student is unable to locate or return any electronic device or textbook, he/she will be required to pay for it before another is issued. School computers and school iPads may be used in class for academic purposes only. Online use is a privilege and can be taken away.

Academic Progress

Any new student who enrolls or transfers after the third week of the second six-weeks in semester one or two, will be placed in the classes according to the student's transcript and PVACC schedule.

Students participating in the college preparatory track of the PVACC program must maintain satisfactory academic standing of a C average or better at all times. Students who fall below the

academic standard in at least one class will be subject to academic probation for a designated period of time (2-3 weeks). A Student Review Board (SRB) will be held to notify parents and the student of academic standing and possible interventions and/or consequences. Students who continue to fall below the academic standard are subject to being removed from the college preparatory track and placed on the credit recovery track and removed from college courses.

Late Work Policy

At PVACC all classes will follow the schoolwide late work policy.

After an assignment is turned in past the dedicated due date, **5 points** will be deducted. After the assignment is 10 school days late the student will receive a **50** in the gradebook. Late points cannot be earned back.

Credit by Exam

- **If a Student Has Taken the Course-**

- A student may use credit by examination with prior instruction to demonstrate mastery to earn or to regain credit in selected academic courses with the prior approval of the appropriate administrator.
- To receive credit, a student must score at least 70 on the examination.
- The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

- **If a Student Has Not Taken the Course-**

- This option will only be considered for students in jeopardy of not receiving credit for graduation or other circumstances, with administration approval.
- A student will earn credit with a passing score of at least 70 on the exam.

GPA

GPA's are officially run twice a year after the end of semester 1 and semester 2.

Final GPA and rankings for the graduating senior class will be run at the end of the sixth 6-weeks grading period.

Grade Level Classification

Please see dual credit course catalog to determine credit substitutions.

<i>Level</i>	<i>Credits</i>
Freshman	0-5 With a required completion of Biology, Algebra 1, English 1
Sophomore	5.5-10.5 With a required completion of English 2
Junior	11-15 With a required completion of United States History
Senior	15-26+ With a required completion of all credits needed to satisfy graduation requirements plus endorsement

Transcripts

Transcripts of a student's scholastic achievement records and test scores may be obtained from the school's Academic Advisor. (Please note, depending upon the type of request there may be a designated wait time of 2 days to 2 weeks). Upon entering PVACC, students are required to provide an official transcript showing credits and test scores from schools they have attended.

College Credit Courses

Because PVACC focuses on college preparation, students are encouraged to pursue post-secondary education. Students will receive assistance in exploring postsecondary education, completing proper documentation in order to apply for admission to the college of their choice, financial aid, and scholarships. Students will visit various colleges and universities as we are able to during the school year. All decisions to ADD/DROP dual credit classes will be made by

administration. The campus will pay for initial college entrance exam (TSI). PVACC will pay for college tuition; however, if a student drops a course, the parent will be required to reimburse the school for all costs incurred.

Please be aware that by enrolling in PVACC students are committing to enrolling in an academic or vocational course by the spring semester of their junior year.

Please contact the school's Academic Advisor for more information regarding dual credit enrollment.

Conditions for Dual Credit Enrollment

- Student must complete one semester at PVACC.
- Student must be passing all PVACC classes with an 80 or higher.
- Student will be evaluated using the Core Value Checklist every fall and spring semester.
- Student must be at 95 percent attendance at PVACC.
- Student must participate in STAR Reading/STAR Math CBM testing (administered on PVACC campus).
- Student must take and pass a TSIA test or work during designated times on test preparation.
- Student must pass TSIA test with appropriate TSIA score *or*
 - ACT score of: Composite 23, English 19, and Math 19
 - SAT score of: Composite 1070, Critical Reading/Verbal 500, Evidence Based Reading and Writing 480, and Math 530
 -

Academic Advisor

An academic advisor is available to meet with students to assist or answer any questions concerning prior transcripts, the academic standing of a student, or to help project a graduation date and discuss post-high school plans.

Contact Information

Brenda Garcia

Phone- (361)225-4240

Email- bgarcia@por-vida.org

GRADUATION

High School Diploma

To receive a high school diploma, students must complete the required units of credit indicated by the Texas Education Agency and pass the required STAAR End Of Course exams.

Students wanting to graduate on the Foundation High School Program must be on the credit recovery track of the PVACC program. Students electing this requirement must be beyond their cohort year for graduation.

PVACC is designed as a college preparation program. Due to the high standards to which we hold our students, we require all students who are academically capable to complete at minimum one Endorsement, the Distinguished Achievement Program, and fulfill all necessary requirements for outlined post-secondary plans.

Valedictorian & Salutatorian

The valedictorian shall be the student with the highest grade point average when GPA is calculated at the end of the first semester of the student's senior year. The salutatorian shall be the student with the second highest grade point average when GPA is calculated at the end of the first semester of the student's senior year. To be eligible for such recognition, a student must:

1. Earn 7 consecutive credits through direct instruction at PVACC or through completion of the entire school year in which they are scheduled to graduate.
2. Have completed the Distinguished Achievement Program for graduation.
3. Achieve passing standards on **all** STAAR End of Course assessments.

Final class ranking will be determined at the conclusion of the 6th 6-week grading period.

Early Graduation

A student's class ranking shall be determined with 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. For ranking purposes, a school year begins on the first day of the school year and ends on the last day of the first semester. (*Please note that early graduation is possible through the Dual Credit Program*)

Local Graduation Honors

- White Cord- Successful completion of 9 hours of dual credit academic coursework.
- Royal Blue Cord- Completion of an Associate's Degree.
- Gold Cord- National Honor Society member in good standing (see NHS bylaws).
- Light Blue Cord- Successful completion of a medical certification program with passing grade and attempted state exam. (i.e. CNA, EKG, Phlebotomy, and EMT).
- Purple Cord- Successful completion of 6 hours or certification in cosmetology dual credit studies.
- Orange Cord- Successful completion of 6 hours or certification in technical and industry related fields (i.e. Welding, Automotives, Aviation, etc.).
- Red/White/Blue Cord- Proof of enlistment into any branch of the United States Armed Forces.
- Green Cord- Parent and student participated in one FAFSA Night during senior year.
- White/Gold Cord- Acceptance to a 2 year or 4 year college.
- Black Cord – Completion of an Industry-Based Certification in the Business area of study.

Academic Honors

- Old Gold Cord- Summa Cum Laude: GPA 3.9 & above
- Silver Cord- Magna Cum Laude: GPA 3.7 to 3.899
- Copper Cord- Cum Laude: GPA 3.5 to 3.699

CODE OF CONDUCT

Since PVACC is A SCHOOL OF CHOICE, we expect our students to be serious about their education. We appreciate attitudes of respect and cooperation. Students may be withdrawn from school for any behavior that administrators and staff determine, after due process, is not consistent with the goals and mission of PVACC.

DRESS CODE GUIDELINES:

PVACC students **MUST** be dressed and groomed in a manner that is clean and neat and in line with the school's mission. A PVACC student's manner of dress shall not be a health or safety hazard to themselves or others. PVACC prohibits any clothing or grooming that may reasonably cause disruption of or interference with classroom instruction.

Dress Code requirements below apply to ALL students enrolled at PVACC.

- * Length for dresses/shorts/skirts: dollar's width above the knee.
- * Pants with tears must have tights underneath.
- * Shirts/tops must provide coverage to chest, back and mid-section.
- * No sleeveless shirts/muscle shirts/camisole type garments
- * No half-shirts or anything that would expose the stomach area.
- * Nothing sheer.
- * Discretion of the principal for anything deemed to be in violation of dress code
- * No house shoes/pajamas/blankets

- * Students will be allowed footwear of their choice, with the exception of house slippers or footwear that may cause a hazard while using the stairs.
- * Hair, including facial hair, must be neat and clean. Extreme hairstyles such as mohawks, spiked hair, or designs are not permitted due to possible distractions to classroom instruction.
- * All head coverings are prohibited;
- * Tattoos and body piercings that are inappropriate must be covered at the discretion of administration.
- * Gang related attire SHALL NOT be permitted.

**** The principal or administrative designee has the final determination of acceptable dress and grooming ****

DRESS CODE FOR EXTRA-CURRICULAR ACTIVITIES:

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity OR school function. Students who violate the dress code standards established for such activity may be removed or excluded from the activity for a period determined by the principal or sponsor, and may be subject to other disciplinary action, as specified in the Student Code of Conduct.

The entire staff will enforce the dress code. Students in violation will be sent to the office. (PVACC reserves the right to exclude any items of clothing or jewelry deemed as a distraction and/or dangerous to the educational process.)

Consequences for violations of the dress code:

Students will be given an office referral. Parents will be notified to bring a change of clothing and meet with Administrator. If the parent is unable to bring clothing, student will be sent home with an unexcused absence.

*******The Principal has the authority to make a ruling on any controversial dress code issue in question. *******

Cellular Phones/Electronic Devices

Students will be required to check in their cell phone upon entry into the building. Students may use their phones or electronic devices only when deemed necessary by a teacher or administrative staff. Cell Phones once checked in will be secured in an administrator's office. Cell phones/electronic devices will be returned to students at the end of the school day. In the event a student is caught with a cell phone after check-in, the following will apply:

Example:

1st offense: Student will be referred to the office and staff will contact parents. Phone will be returned to the student at the end of the school day.

2nd offense: Parents will be required to pick up the confiscated phone and a fee of \$20.00 will be charged.

3rd offense: Staff will hold a Student Review Board to determine further action. Fee will increase to \$30.00.

Controlled Substances, Alcohol & Drugs

PVACC is a smoke-free campus (Senate Bill # 30-59, 64th Legislature). No student shall knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogen, amphetamine, barbiturate, marijuana, alcoholic beverages, or other intoxicant (as those terms are

defined by law), or any other substance prohibited under the Texas Controlled Substance Act or the Federal Drug Abuse Prevention Control Act:

1. On school grounds during any school term.
2. Off school grounds at a school activity, function, or event.
3. All students are subject to a personal search as well as any bag, or personal belongings that they have, up to and including their vehicle brought on campus.

If a student is in possession of any drug, then the school will notify the proper authorities and the student will then be withdrawn from PVACC.

If the student is under the influence or is suspected of being under the influence of any drug, then he/she will be removed from class and be required to have a parent conference with the school administrators and notify the proper authorities at which time a citation may be given. The student will then be withdrawn from PVACC.

If a student is selling or suspected of selling drugs, then the school will notify the proper authorities and the student will be withdrawn from PVACC.

Tobacco/Nicotine Delivery Devices/Electronic Cigarettes

Tobacco and/or nicotine delivery devices of any kind are not allowed on campus or school events. All tobacco and/or nicotine delivery devices will be confiscated. (i.e. cigarettes, chewing tobacco, electronic cigarettes, vaporizing pens, etc.) and not returned.

Assault

Students are prohibited from assaulting any individual. An assault is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another.
2. Intentionally or knowingly threatening another with imminent bodily injury; or

3. Intentionally or knowingly causing physical contact with another when the student knows that the other will regard the contact as offensive or provocative.

Actions or threats of actions that constitute verbal or physical assaults or abuse of any individual on school property or at a school-related function by a student or any other individual will not be tolerated. Offenses of this nature may result in legal prosecution. A student may be withdrawn from PVACC for any of these offenses or may have a Student Review Board (SRB) meeting. A student that threatens a staff member or guest will be withdrawn for the rest of the school year and will not be allowed for re-admission.

Sexual Harassment

It is the intent of PVACC to provide an environment free of intimidation, hostility or other offensive conduct, which might interfere with the learning environment. Harassment of any sort, verbal, physical or visual, of students, staff members, and guests will not be tolerated. PVACC prohibits any and all acts of harassment or intimidation whether based on one's race, national origin, color, sex, age, creed, religion, or disability on students, staff members, and guests. Examples of conduct that may constitute sexual harassment include, but are not limited to verbal, physical, or visual harassment or abuse (degrading sexual comments, unwelcome propositions, and sexually offensive jokes, materials, or tricks), unwelcome requests for sexual favors or activity, inappropriate touching in a sexual or abusive nature (pinching, hugging, patting, or repeated brushing against another person's body), or a suggestion, threat, or action that makes the affected individual's opportunities, or benefits subject to submission to sexual demands, harassment, or sexually offensive conduct.

Examples of conduct which may constitute harassment on account of race, color, religion, gender, national origin, age, or disability include but are not limited to, epithets or slurs; negative stereotyping; threats, intimidation, or hostile acts based on a prohibited factor; written or graphic materials that denigrate, show hostility to or show aversion toward an individual or group

because of a prohibited factor which are placed on walls, bulletin boards, or elsewhere on the property of PVACC.

Any student found to have engaged in this type of harassment will be subject to immediate disciplinary action, up to and including withdrawal from school.

Any student who wants to report an incident of sexual or other unlawful or unwelcome harassment should immediately report the matter to an administrator with details of the incident(s). Students can raise concerns and make reports without fear of retaliation.

Any student who becomes aware of possible sexual or other unlawful or unwelcome harassment on other students, employees and/or guests, **MUST** immediately advise an administrator. Any and all reports of harassment received by PVACC will be immediate and thoroughly investigated and prompt action will be taken. All students have an obligation to cooperate in such investigations. The student will be advised that he/she will not be retaliated against, and that any information given will be restricted as much as possible. However, no guarantee of absolute confidentiality can be provided. The student who submits a charge of harassment to PVACC will be advised of the outcome of the investigation when appropriate but will be advised in all cases when an investigation has been completed.

The sending of inappropriate or “pornographic” pictures/videos of student(s) to other student, staff, or parent through various media platforms will result in immediate expulsion and the involvement of the Corpus Christi Police Department.

Gambling

Gambling is defined as playing games of chance for stakes or risking something of value with the hope of making a gain, or wagering. Gambling of any form will not be permitted on the school campus or any place at which a school contest or activity is taking place. State law

controls gambling. Administrators and staff will enforce the law. Any student caught gambling may be withdrawn from school or may have to face the Student Review Board.

Weapons

Students are prohibited from bringing firearms, knives, or other weapons onto school premises or any grounds or building where a school sponsored activity takes place. The administrator will determine an item that constitutes a “weapon” for the purpose of this policy. Common household items may constitute a “weapon” depending on the scope and nature of the use being made of such items. To ensure the safety of all persons, employees who observe or suspect a violation of PVACC school’s weapon policy should report it to an administrator at 361-225-4240. Any student caught with a weapon may be withdrawn from school or may have a Student Review Board meeting.

Littering

Littering and not disposing of breakfast items, etc., properly will result in disciplinary action.

Gang Colors

PVACC prohibits the wearing of clothing in colors that may be construed to represent membership or participation in a “gang”. If a staff member feels that a student is wearing gang clothing, the student will be asked to remove the clothing. Also, bandanas are strictly prohibited and will be confiscated.

Language

Students shall use language that demonstrates a respect and courtesy to adults and peers. Foul language will not be tolerated while on campus or attending any school function/event.

Social Media and Telecommunication Policy

For the purposes of these guidelines, social media means any mode for online publication and commentary, including but not limited to: websites, blogs, wikis, social networking sites such as Google+, Facebook, Snapchat, Twitter, Instagram, iMessage, Soundcloud and YouTube.

In the digital age, interactions on social media can have profound effects on our students. The staff at PVACC encourages students to utilize social media in a positive way. Students of PVACC are free to publish or comment via social media in accordance with the Student Code of Conduct.

If your student's social media posts are found to be in violation of the PVACC Student Code of Conduct or go against the Core Values and Mission Statement, administration reserves the right to take disciplinary action leading up to the expulsion and possible involvement of the Corpus Christi Police Department.

The information below can serve as a baseline for parents and students to have dialogue regarding social media.

Por Vida School District
Anti – Bullying Policy

Purpose: Por Vida School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. Harassment, intimidation or bullying means any intentional written, cyber, verbal or physical act, when the intentional written, cyber, verbal or physical act:

- Physically harms a student or damages a student/staff’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic such as gender, race/ethnicity, sexual orientation or physical characteristics, that is perceived basis for the harassment, intimidation or bullying.

Policy: The Board of Por Vida School District has determined that a safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Procedure:

- The Board of Por Vida School District expects students to conduct themselves in a manner in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers and other contractors.
- This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or rules.
- Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes a violation of this policy.
- The Por Vida School District Board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees are required to report alleged violations of this policy to the principal or principal's designee. All other members of the school community, including students, parents, volunteers and visitors are encouraged to report any act that may be a violation of this policy.

- The Por Vida School District Board requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing the principal and/or designee shall conduct a prompt, thorough and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made.
- The Por Vida School District Board prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal after consideration of the nature, severity and circumstances of the act.
- The Por Vida School District Board prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment or bullying shall be disciplined in accordance with district policies.
- The Por Vida School District Board requires principals to annually disseminate the policy to all school staff, students and parents along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school – sponsored functions, or on a school bus. The principal shall develop an annual process for discussing the school district anti-bullying policy with staff and students.
- The school shall incorporate information regarding the policy against harassment or bullying into each student handbook and employee training program/handbook.

Grievance Procedure

PVACC recognizes the constitutional rights of all individuals to be heard. PVACC has set forth this guide to establish procedures for a student to register a complaint regarding an action taken by a learning facilitator, staff member, or administrator. Prior to the initiation of a formal complaint, an individual must first confer directly (face-to-face) with the staff member or administrator complained against for resolution of the complaint, if further action is desired, the following procedure **MUST** be followed:

1. The student must prepare a written statement of this complaint to the Administrator requesting a meeting with the staff members or students involved. In the case of minors, this statement must be co-signed by a parent or guardian.
2. The student should then present a written statement to the administrator. The administrator will set an appointment for a meeting with the student (and parents in the case of a minor) within 48 hours (exclusive of weekends or holidays) of receipt of the written complaint.
3. After the meeting between the administrator and student and/or parent/guardian, the administrator will provide a written response to the complaint within three full working days after the meeting.
4. If the student and/or parent is not satisfied with the decision of the Administrator, the student and/or parent may submit a written request indicating to the board the following: (1) followed grievance procedure, (2) specify grievance procedure, (3) request a meeting with the Charter Board of Trustees within three days of the receipt of the administrator written decision.

Write to Attention:

Charter School Board of Trustees

1135 Mission Road

San Antonio, Texas 78210

1. The Charter School Board of Trustees will be available to the student and/or parent the following Board meeting to discuss the grievance. The Charter School Board of Trustees reserves the right to seek further information from the administrator and any other concerns individually. Also, to review all documentation regarding the complaint.
2. The student and/or parent will be notified of the decision in writing within three full business days following the board meeting. The decision of the Charter School Board of Trustees is final.

School Discipline Policy

As a college preparatory school, we hold certain expectations of our students. Our goal is to create an academic atmosphere that is safe, positive, and challenging. As a staff, we work diligently to create such an environment in which our students want to attend. We hold our students to a higher standard to achieve these goals. Students who choose to behave in a manner that does not promote our mission and uphold the policies of PVACC will be subject to certain disciplinary actions. Students will be subject to disciplinary action for behaviors outlined in this handbook and for actions deemed inappropriate that may not be stated within this document.

Expulsion/Withdrawal

The following acts will constitute immediate grounds for expulsion.

Please note that this is not an exhaustive list and that the school reserves the right to expel a student for offenses not included on this list. In addition, this applies to students while they are on campus, on school sponsored activities, educational excursions, service projects, etc.

1. Commission of a felony
2. Possession or use of any dangerous weapon or object
3. Assault of, or threats to, another student or staff member, including physical, verbal, and written forms
4. Extortion or intimidation of another student or staff member

5. Use of, possession of, distribution of, or under the influence of, tobacco, alcoholic beverages, drugs or narcotics not prescribed by a physician, and other controlled substances on school grounds or at any school sponsored event
6. Destruction or defacing of property
7. Gambling
8. Theft, possession, or sale of stolen property
9. Sexual harassment, including but not limited to, verbal, written, or physical conduct of a sexual nature
10. Acts of retaliation
11. Truancy
12. Repeated misbehavior or violation of code of conduct

Student Review Boards (SRBs)

Before any student is withdrawn from school for any reason, he/she and their parent/guardian will be given a due process hearing. Students that are being considered for withdrawal from school for academic or behavioral issues will be asked to meet with the Student Review Board, a panel of campus administration and teachers. If the school is unable to contact the student and/or parent/guardian after three attempts or if the parent/student fails to show for the SRB, then the student will be withdrawn.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider 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 ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the Director of Special Education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Sandra Valencia

Phone Number: 361-225-4240

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district or charter school's Section 504 program.

Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Sandra Valencia

Phone Number: 361-225-4240

Additional Information:

The following websites provide 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](#)

**POR VIDA ACADEMY at CORPUS CHRISTI
STUDENT/PARENT-GUARDIAN
STATEMENT OF UNDERSTANDING**

By signing below, we understand and consent to the policies and guidelines outlined in the Por Vida Academy at Corpus Christi Student Handbook.

We also understand and agree that the student shall be held accountable for the behavior and consequences outlined in the Student Handbook and at school sponsored activities including school sponsored travel, and for any school related misconduct, regardless of time or location.

We understand that any student who violates the Student Handbook shall be subject to disciplinary action including possible withdrawal.

Regarding student records, I (parent) understand that certain information about my child will not be released to anyone who requests unless I have authorized it with my signature.

We further indicate by signing below that we have also read and understand the policies and regulations contained in the parent/student handbook.

Signature of Student: _____ **Date:** _____

Signature of Parent/Guardian: _____ **Date:** _____

2021-2022 ACCEPTABLE USE GUIDELINES FOR ON-LINE ACCESS (STUDENTS)

Por Vida Academy at Corpus Christi

Use of school computers and the internet provides great educational benefits to students. Action has been taken to block inappropriate sites on the internet; however, no software can be fully effective. Unfortunately, some material accessible via the internet may contain items that are illegal, defamatory, or potentially offensive. Access to the internet is given as a privilege to students who agree to act in a considerate and responsible manner. PVACC requires that students and parents/guardians read, accept, and sign the following rules for acceptable online behavior prior to accessing PVACC technology resources and network. Students are responsible for good behavior on school district computers and the internet just as they are in a school building. General school rules for behavior and communications apply.

Network storage areas may be treated like school lockers. Network administrators/teachers may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files are private.

The following are not permitted during online usage:

- Accessing personal e-mail accounts
- Sending or displaying offensive messages or pictures
- Creating, accessing, or processing obscene or threatening language or harassing, insulting, or discriminatory remarks
- Damaging or injecting viruses into computers, computer systems, or computer networks
- Violating copyright laws including illegal installation of copyrighted software for use on campus computers
- Using another person's password without authorized permission
- Deleting, examining, copying, or modifying files, data, or work belonging to others without their prior consent
- Intentionally wasting limited resources, including the use of "chain letters" and messages transmitted to mailing lists or individuals
- Employing the network for commercial purposes or private business

- Installing unauthorized software on campus computers including messenger software
- Revealing the personal address, social security number, account number(s), or phone number of the individual student or any other person without permission.

Violations of technology etiquette may result in the loss of online access as well as withdrawal from PVACC.

I have read the rules for acceptable online behavior, understand the rules, and agree to comply with the above-stated rules. Should I violate the rules, I understand that I may lose network privileges at my school.

Student Signature: _____ Date: _____

As the parent/guardian of the minor student signing above, I grant permission for my child to access networked computer services and the internet, understanding these are for educational or instructional purposes, not private or personal purposes. I understand that some materials on the internet may be objectionable, but I accept responsibility for providing guidance to the above student on internet use both inside and outside the school setting and conveying standards for the student to follow when selecting, sharing, or exploring information and media.

Parent/Guardian Signature: _____ Date: _____

Student iPad/School Computer and Internet Use Policy 2021-2022

Por Vida Charter provides student iPads, school computers, networks, and internet access to support the educational mission of the school, and to enhance the curriculum and learning opportunities for students and school staff. Use of school computers and laptops and the internet provide great educational benefits to students.

Student use of an iPad or school computers, networks, and internet services is a privilege, not a right. Students are responsible for good behavior on school district computers (laptops or other computer systems) and the internet. Before a student is allowed to use school computers and internet services, the student and the student's parent/guardian must read, sign, and return this Computer and Internet Use Policy acknowledgment form.

- All Por Vida Academy at Corpus Christi computers remain under the control, custody, and supervision of the school. The school reserves the right to monitor all computers and internet activity by students. While action has been taken to block inappropriate sites on the internet, the school and district cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communications with persons outside of the school in violation of school and district policies. The school and charter are not responsible for the accuracy or quality of information that students obtain through the internet.

Network storage areas may be treated like school lockers. Network administrators/teachers may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files are private.

The following are not permitted during online usage:

- Accessing personal e-mail accounts
- Sending or displaying offensive messages or pictures
- Creating, accessing, or processing obscene or threatening language

harassing, insulting, or discriminatory remarks

- Damaging or injecting viruses into computers, computer systems, or computer networks
- Violating copyright laws, including illegal installation of copyrighted software for use on school or campus computers

- Using another person's password without authorized permission
- Trespassing, deleting, examining, copying, or modifying files, data, or work belonging to others without the prior consent
- Intentionally wasting limited resources, including the use of "chain letters" and messages transmitted to mailing lists or individuals
- Employing the network for commercial purposes or private business
- Installing unauthorized software on campus computers including messenger software
- Revealing the personal address, social security number, account number(s), or telephone number of an individual student or any other person without permission

Rules for Electronic Equipment for Student Use

1. The student and parent must sign the Student iPad/Computer and Internet Use Policy before equipment can be used.
2. Students and their parents/guardians or families are responsible for the proper care of the electronic device at all times, whether on or off school property, including costs associated with the repair or replacement of the laptop. Parents are responsible for any costs associated with loss, theft, or damage to a laptop issued to their child.

3. The student should report any and all problems with the electronic device immediately to a teacher or the principal.
4. Violation of any of the iPad/computer and internet user policies may result in disciplinary action.
5. Violations of the Internet Acceptable Use Policy may result in loss of online access as well as withdrawal from Por Vida Academy at Corpus Christi.
6. Students should remember that the iPad/ school computer and access to the internet are privileges, not rights.

Student iPad/Computer and Internet Use Acknowledgement Form

No student shall be issued an iPad or allowed to use school computers or the internet until the student and parent/guardian have read, signed, and returned this acknowledgment form to the school.

Student: I have read the iPad/Computer and Internet Use Policy and Rules and agree to comply with them. I further understand that violation of the policy and/or rules may result in the loss of my electronic device(s) privileges and may also be subject to further disciplinary and/or legal action or withdrawal from school.

Signature of Student Date

Legibly Printed Name of Student School

Parent/Guardian: I have read the iPad/School, Computer and Internet Use Policy and Rules. I understand that my son/daughter's use of iPad and school computers are subject to compliance with these rules. I further understand that violation of the policy and/or rules may result in

revocation of computer privileges and may also be subject to further disciplinary and/or legal action.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Date

