PROVAN
OPPORTUNITY CENTER

Pflugerville ISD Disciplinary Alternative Education Program

1401-A West Pecan St. | Pflugerville, TX 78660
Phone: (512) 594-3600 | Fax: (512) 594-3605

Student & Parent Handbook

2025 - 2026 School Year

"Like Air, We Rise."

My Registration is set for _____ at _____ a.m. / p.m. Be prompt.

(Secondary Registration is Monday at 5 p.m. and Wednesday/Friday only at 7:45 a.m. Please arrive 15 minutes early. Elementary Registration is by appointment.)

Administration/Office Staff

Hayes, Natasha	Principal	(512) 594-3611
Banks, David	Assistant Principal	(512) 594-3616
Swords, Richard	Counselor	(512) 594-3628
Silva, Elspeth	Social Worker	(512) 594-3626
Williams, Marie	Sr. Admin. Assoc.	(512) 594-3604
Vasquez-Preciado, Lucinda	Registrar/Attendance	(512) 594-3637
Reyes-Serrano, Analisa	Receptionist	(512) 594-3600

Instructional Faculty/Staff

Barnhart, Zachary	Elementary
Garza, Benjamin	High School Math (Lead)
Velez, Maria	High School Science
Persons, David	High School Social Studies
Morrey, Sara	High School ELA/Library
Broadhead, Shantel	High School SEL
Gordon, Jacques	High School Electives
Pinto, Stephannie	High School Electives
York, Angel	Middle School ELA
Maynard, Mark	Middle School Math
Mitchell, Kimberly	Middle School Social Studies (Lead)
McCoy, Matthew	Middle School Science
Robinson, Gjared	Middle School SEL
Cromer, Aidan	Sped Behavior (Lead)
Widener, Lorraine	Sped Inclusion
Wilbert, Mable	Educational Assistant Sped Inclusion
Robertson, Aurelia	Educational Assistant Sped Behavior
Snell, Christina	Educational Assistant ISS
TBD	Security Guard

PROVAN Opportunity Center
Parent and Student Registration Handbook

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ABOUT THE PROVAN OPPORTUNITY CENTER

School Hours

Elementary School	Middle School	High School
Start 7:20 a.m. End 2:50 p.m.	Start 8:00 a.m. End 3:15 p.m.	Start 8:30 a.m. End 3:45 p.m.

Doors open to students at 7:30 a.m. for middle school students' searches and 8:00 a.m. for high school students ' searches. Middle school and high school students are not supervised prior to 7:30 a.m. Middle or high school students are not supervised after 4:00 p.m. All students must pass a security screening before entering the building. Additionally, breakfast will be served from 7:30 a.m. to 8:00 a.m. for middle school students and from 8:00 a.m. to 8:30 a.m. for high school students.

Registration

Registration at the OC is on Monday at 5 p.m. Wednesday and Friday mornings promptly at 7:45 a.m. Parents and students are advised to arrive 15 minutes before the scheduled start time.

- Students must be in dress code when they register in order to begin their OC placement on that day.
- ***Anyone arriving 5 minutes after the scheduled start time may be required to attend the next scheduled registration.***
- During the registration process, parents or guardians and students will attend a presentation by a school administrator and have an opportunity to meet with the school staff.

Texas Education Code and Disciplinary Alternative Education Programs

The OC is a Discipline Alternative Education Program (DAEP). Students are placed here as a consequence
of committing offenses related to the PfISD Student Code of Conduct or other offenses as detailed in the
Texas Education Code.

Texas Education Code
Each school district shall provide a disciplinary alternative education program that:

§ is provided in a setting other than a student's regular classroom;
§ is located on or off a regular school campus;
§ provides for the students who are assigned to the disciplinary alternative education program to be separated from students who are not assigned to the program;
§ focuses on English language arts, mathematics, science, history, specific electives offered through the district's learning management system, as well as social-emotional learning curriculum.
§ provides for students' educational and behavioral needs;
§ provides supervision and counseling.

Trespass Notification

As outlined in the Texas Education Code, students placed at a DAEP may not be on the campus of any other school or attend any school-related or school-sponsored function at any time during their OC placement. Going to another campus while placed at the OC will subject the student to further disciplinary actions and trespassing citations.

ACADEMIC, BEHAVIORAL, AND SOCIAL NEEDS

Academic Needs

As outlined in the Texas Education Code, students placed at OC will be taught by Highly Qualified and Certified teachers in the four core academic areas of Social Studies, Science, English Language Arts, and Math. The OC placement will not prohibit a student from completing the coursework required for graduation. Students will have classwork, computer assistance, individual preparation for classes, and contact with the home school teachers. OC follows the PfISD curriculum as mandated for all schools. Time will be provided to continue working towards various elective credits and credit recovery programs as needed. Additionally, the staff includes Highly Qualified and Certified Special Education Teachers, as well as English as a Second Language teachers. All students will participate in a class dedicated to Social and Emotional Learning.

Behavioral and Social Skills Needs

As outlined in the Texas Education Code, OC will address a student's behavioral needs through Social-Emotional Learning and counselor-supported sessions. Students are encouraged to actively participate as part of their overall exit from the OC. The skills taught include self-discipline, stress management, anger management, effective communication, goal setting, and forming and supporting positive relationships.

Social Services Needs

As outlined in the Texas Education Code, OC will offer counseling services to students during their placement. Counseling and social services are available to all students as needed or as referred. Students are strongly encouraged to discuss concerns and make counseling requests during this interview. Parents may also request counseling after a student has been enrolled.

Special Education / 504

The OC will receive IEP documentation for qualifying students prior to their enrollment. Services will be provided at the level indicated on their IEP / BIP. Two special education teachers will support students who receive special education services during their placement at the OC. Students receiving services under Section 504 will continue to receive documented accommodations during their placement at the OC.

RULES AND PROCEDURES

Attendance

- Absences - If a student is absent, the parent will need to call the school to explain the reason for the absence (512) 594-3600.
- Excused Absences - these include personal illness, death in the immediate family (parent, sibling, grandparent, or a member of the immediate household), school-related absences, court appearances, or court-related meetings.
- Unexcused Absences - an absence for any reason other than personal illness, death in the immediate family, or school-related absence will result in an unexcused absence. There is no academic penalty for an unexcused absence, unless it is due to non-attendance (truancy). Excessive absences can result in the loss of credit, regardless of the student's grade in the specific course. Students will be required to make up the time missed if the student is not in attendance for 90% of the school year in any one course.
- **Students arriving after MS 8 a.m. / HS 8:30 a.m. must be accompanied by a guardian with a documented excuse, i.e., doctor's note, court note, etc.** ***Any student without documentation arriving after the school start time will not be allowed to attend school on that day***.
- The OC staff will coordinate efforts with student home campuses to address issues related to truancy, potentially resulting in court referrals as appropriate.

Conferences

Parents and teachers are encouraged to establish and maintain frequent communication about student progress. A student or parent who wants information or wants to raise a question or concern should talk first with the appropriate teacher, counselor, or principal. A parent who wants to meet with a teacher may email the teacher directly to set up a conference at a mutually convenient time. Students and parents may expect teachers to request a conference if the student is not maintaining passing grades or achieving the expected level of performance, if the student has a behavior problem, or in any other case the teacher deems necessary.

All students will engage in transition support meetings involving the student, parent, and the home campus staff. The purpose of these meetings will be to help support students as they transition to and from their home campus.

Dress Code

A copy of the OC Student Dress Code is included at the end of this handbook. Every student, along with their parent or guardian, is responsible for reading the dress code and ensuring that the student arrives at the OC following the dress code. Students out of compliance may not be allowed to remain on campus. Consequences for non-compliance with the Provan Opportunity Center dress code include contacting parents/guardians to remedy the dress code issue or out-of-school suspensions.

Additional consequences for repeated dress code infractions will be determined by the campus administration.

Emergency School Closing Information

In the event of bad weather or emergency conditions necessitating the possible closing of schools before or after the school day (the media will broadcast the information), parents and students should tune to a local radio and television station to receive this information. If schools are closed during emergency situations while students are at school, the announcement of the closing will be made to the media as quickly as possible, and instructions will be provided as to what arrangements parents should make to pick up their students or provide for their student's security when buses reach home.

Fire Drill

Fire drills will be held at frequent intervals. Order, rather than speed, shall be stressed in fire drills. Defined instructions for vacating each room will be posted in each room, and each student should familiarize himself/herself with these instructions. Fire drills will be held without warning when the bell sounds.

Length of Placement

Length of placement at the OC is determined by the home campus and is stated when placement is initiated. If a student exhibits persistent and pervasive misbehavior during their placement, OC administration can extend a student's placement. Students will be released as close to their anticipated exit date, pending:

- Appropriate behavior (as outlined under Student Expectations)
    - If a student is suspended for violations of the PfISD Student Code of Conduct, the days that they are suspended will not count toward their placement days.
- District and state testing dates may impact a student's exit schedule as appropriate.
- Attendance compliance. - Students must be in attendance every day and are subject to compulsory attendance laws.
    - Parents will receive a phone call from OC for compulsory attendance issues.
    - All doctor or court notes to excuse an absence must be received within 48 hours
    - An adult must accompany any student arriving at school after MS 8:00 a.m. / HS 8:30 a.m., and an official note from the court, doctor, lawyer, etc. must be provided.
    - PfISD will file a petition with the court against the student and parent/guardian for student non-attendance.
    - When a student is not present for the entire school day without a doctor or court note, they will not receive "credit" for a day toward their placement days.

Searches

Students pass through a metal detector each morning and receive a "pat-down" search. This search entails patting the student's outer clothing and checking pockets, socks, shoes, hems, and waistbands for prohibited items. Students will not be allowed on campus with prohibited items. Male students will be searched by trained male staff, and females will be searched by trained female staff.

During searches, items not allowed on campus (jewelry, personal items, etc.) will be collected and returned to the student at the end of the day. *Any drug or gang-related items will not be returned and will be discarded. If a student is found with prohibited items during the search, criminal and school disciplinary consequences will apply.* Please know that OC and its staff are not responsible for lost, stolen, or damaged items. Therefore, do NOT bring to school any items that are not allowed. The end of this packet has more information regarding items that are not allowed on campus.

Pest Control Treatment

The district periodically applies pesticides inside the buildings. Except in an emergency, signs will be posted 24 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the Maintenance Department of the Pflugerville Independent School District.

Student Discipline

An equitable and restorative discipline policy has been formulated at the campus. This policy is fostered by strong and positive communication between Opportunity Center staff members and parents. The Board of Trustees recognizes that a variety of disciplinary techniques must be used with students who exhibit inappropriate behavior, and these techniques are outlined in the Student Code of Conduct.

Campus Rules

- Gang signs or inappropriate gestures will result in disciplinary consequences.
- Profanity will not be tolerated.
- Students will be escorted throughout the campus and must always carry a pass.
- Students must have permission from an administrator to use an office phone. Permission will only be granted for emergency reasons.
- Any student who commits an infraction that results in a mandatory DAEP placement will have to serve additional days on the DAEP campus. The number of additional days recommended will be determined by campus administrators, and a due process meeting will be held with the parent and student. Special Education policies and procedures will be followed, as on students' home campuses.
- All students are required to be respectful to staff members.
- Inappropriate and/or open displays of affection, such as hugging, kissing, and/or embracing on the school campus, are NOT PERMITTED and could result in disciplinary consequences.
- Cell phones will be collected as part of the security check, stored in the campus vault, and returned at the end of the day.
- Campus dress code is strictly enforced.
- The OC is a learning environment. Students are expected to engage during their classes, maintain respect for OC staff and fellow students, and demonstrate an effort to grow socially and emotionally during their placement.

Student Expectations

The PfISD Student Code of Conduct will be maintained, and OC Rules & Procedures will be followed while the student is enrolled. Rules and program procedures will be discussed during registration as well as during the student's one-day orientation.

Student Positive Behavior Interventions & Supports (PBIS) Incentives

Students will be rewarded for exhibiting desired behaviors using a point system. Points will be awarded by any staff member using a Google Form. Students will be able to use the points to "purchase" anything from our school store, including days off from their placement.

1. Desired behaviors are all posted in appropriate areas, each addressing the key expected behaviors (see additional details below)
    a. Be Safe.
    b. Be Respectful.
    c. Be Responsible.
2. Anytime anyone is seen exhibiting behaviors that support safety, respect, or responsibility, they will be awarded points with no maximum points in a day.
3. Students will also be awarded points for not utilizing all restroom passes (15 points per restroom pass) and for submitting all completed assignments on time during the class period (10 points per period, maximum).
4. Students can use their points to "purchase" items such as (see additional details below)
    a. Non-food related items
    b. Snack Items
    c. 5 placement days credit
        i. *Prior approval required by the OC Principal

Student Meals

Breakfast and lunch will be provided. Students who receive free or reduced meals at the home campuses will receive the same while at the OC. Students may NOT bring their own breakfast to be consumed on campus or any food or beverages from restaurants or fast food to the OC campus. No gum, candy, or unsealed drink containers are permitted on the OC campus. Students are allowed to bring a packed lunch from home. Chips or snacks should not be larger than a personnel-sized portion. ***(Students are not allowed to share their lunch.)*** Students with diabetes, medical needs, or food allergies will consult with the school nurse. ***Any medical-related food considerations must be communicated to PfISD Food Services via the request form (https://www.pfisd.net/Page/507) on the district website.)***

Meals are provided by Aramark through the PHS cafeteria. Meals are charged to the student's account at their home campus. Please ensure that funds are available in that account. Since we do not make lunch on campus, all orders for lunch must be ordered by 9:00 a.m. on the day being served.

Breakfast:

Typically includes cereal, toast, fruit, and juice or milk.
Breakfast is served after a student has completed morning check-in.
Breakfast will not be served after 8:30 a.m. unless designated by campus administration.

Lunch:

Typically includes a sandwich, chips, salad, fruit, and milk.
Lunches are ordered at 9:30 a.m. with Aramark.
Students are expected to exhibit appropriate behavior during breakfast and lunch periods.

Telephones

Student cell phones are confiscated at the beginning of each day and returned to students at the end of the day. The office phone will be made available to students only for emergency calls. Students are not to use classroom telephones. Parents are invited to call the school whenever they feel a need. We will not interrupt classes to deliver phone messages unless the message is from a parent/guardian, pertains to an emergency, and/or is approved by a principal.

Transportation

PfISD will not provide transportation to students while placed at Provan Opportunity Center. Parents/Guardians will need to make arrangements to transport students to/from school every day of their placement. Students may not drive to or from school, or park vehicles in the OC parking lot or adjacent PfISD or neighborhood lots. Vehicles driven by students may be towed and impounded at the owner's expense. ***Transportation for students with special needs must be set up by the student's home campus.*** Until transportation is established, parents are responsible for transportation arrangements.

Visitors

With the exception of law enforcement, probation, CPS, or other state-mandated agencies with proper ID, students are not allowed to be visited or picked up by any person (such as therapists, counselors, caseworkers, lawyers, and other family members) without previous written and signed consent from their legal guardian. Anyone visiting or picking up a student must have current picture identification.

Provan OC Student Dress Code

Dress and Grooming Standards

The school campus, not unlike a workplace, promotes a productive, business-like atmosphere that is conducive to learning. Students should familiarize themselves with these standards, as the dictates of popular fashion may be inconsistent with the following guidelines:

Pants

1. All Students will need to wear pants or blue jeans that fit at the waist.
2. Students may not wear cargo pants, shorts, sweat pants, joggers, wind pants, or Capri-style pants.
3. Pants may not be oversized/baggy or fit too tightly; no jeggings or leggings. Pants must be worn at the waist at all times and may not have an elastic hem.
4. Shorts may not be worn under pants.
5. A black, white, gray, or brown belt with a standard buckle may be required unless pants are worn properly at the waist.
6. Pants must not be torn or cut (have holes) and may not contain distracting logos, insignias, or emblems.

CONTINUED ON NEXT PAGE

Shirts

1. All Middle School Students will need to provide and wear a **solid black short or long-sleeved collared shirt**. All High School Students will need to provide and wear a **solid white short-sleeved or long-sleeved collared shirt.**
2. Shirts must be neat in appearance at all times.
3. A solid white (High School) or solid black (Middle School) sweatshirt or sweater without a hood may be worn over shirts. No zippered jackets will be allowed.
4. No tight, see-through, or torn shirts. No logos on the shirts.
5. Solid white (High School) and solid black (Middle School) undershirts may be worn.

Shoes

1. Black, white, brown, or gray shoes with matching laces, dress shoes, or Van / Sperry style shoes.
2. No sandals (Yeezys or Crocs included), flip flops, house shoes, heels, boots, or slides will be allowed.

Coats and Jackets

1. Coats and jackets may be worn to school, but are not permitted inside the building.
2. Coats and jackets will be removed during security screening, stored away, and returned at the end of the school day.

Prohibited Items and Other Information

1. No jewelry of any kind, including piercings (ear, tongue, nose, eyebrow, rosaries, etc.) Clear spacers may be used. Any deviation from this policy will require parent communication and administrative approval.
2. No pens, markers, or highlighters.
3. No hats, purses, bags, backpacks, totes, or sacks.
4. No hair brushes or combs of any type.
5. No fingernail additions, such as color, extended nails, or decorations.
6. Non-natural hair color or distracting hairstyles must be approved by campus administration.
7. No slashed eyebrows. If slashed, they must be filled in prior to attending OC.
8. Fake eyelashes and lipstick are prohibited.
9. Tattoos that are deemed distracting or gang-related must be covered
10. No cell phones, iPods, other electronic devices/equipment, or accessories.
11. No gum or candy. No outside food or drinks (from restaurants or fast food) of any kind.
12. No money allowed on campus.

ANY confiscated items will be returned to the parent/guardian at any time or to the student at the end of the student's placement at the Provan Opportunity Center. Final judgment regarding the dress code is at the discretion of campus administration. Any issue not listed in this dress code but determined by the administration to have a negative impact on the educational environment will be addressed. Students not in the proper dress code will not be permitted to attend class. Parents will be contacted, and the student will either need to borrow school-issued items to meet dress code standards or will be sent home for the day. Further disciplinary action may be taken for repeated issues related to dress code non-compliance.

Student & Parent Signature

I have read and reviewed the Provan Opportunity Center Student and Parent Handbook for the 2025-2026 school year. Please sign below acknowledging that you have read and reviewed this handbook with my child and **return this form to the Provan OC during my child's orientation**.

If you have any further questions, please don't hesitate to contact our campus office at (512) 594-3600.

_____	_____
Student Name (Please print)	Date
_____	_____
Student Signature	Grade Level
_____	_____
Parent Name (Please Print)	Date
_____	
Parent Signature	

Campus Use Only