# South Valley Preparatory School

2551 Karsten Ct. SE
Albuquerque, NM 87102
(505) 222-5642

Website: www.southvalleyprep.org



# PARENT-STUDENT HANDBOOK

# 2026-2027

## GOVERNING COUNCIL MEMBERS

| | | |
|---|---|---|
| Brittney Barreras | gc@southvalleyprep.org | Chair |
| Melissa Toledo-Ontiveros | gc@southvalleyprep.org | Member |
| Rios Fernandez | gc@southvalleyprep.org | Member |
| Charlotte Trujillo | gc@southvalleyprep.org | Member |
| Bernadette Frietze | gc@southvalleyprep.org | Member |

## ADMINISTRATION

| | | |
|---|---|---|
| Crystal Avalos | crystal.avalos@southvalleyprep.org | Executive Director/Principal |
| Gabe Maldonado | gabe.maldonado@southvalleyprep.org | Director of student supports |
| Ramona Blea | ramona.blea@southvalleyprep.org | Office Manager, Registrar |
| Justine Vigil | Justine@vigilgroup.net | Business Manager |
| Ashley Barranca | accounting@southvalleyprep.org | Assistant to Business Manager |

## STAFF MEMBERS

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|---|---|---|
| Isidro Padilla | isidro.padilla@southvalleyprep.org | Athletic Director |
| Kevin Kahn | kevin.kahn@southvalleyprep.org | PE/Health Teacher |
| Carmela Montez | carmela.montez@southvalleyprep.org | Math A-Strand |
| Edward Blea | edward.blea@southvalleyprep.org | Science A-Strand |
| Joshuah Cordova | joshuah.cordova@southvalleyprep.org | Humanities A-Strand |
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| William Bittner | william.bittner@southvalleyprep.org | Humanities B-Strand |
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| Jennifer Cresap | jennifer.cresap@southvalleyprep.org | Special Education Teacher |
| Robert Oldbear | robert.oldbear@southvalleyprep.org | Special Education Teacher |
| Isabel Roman | isabel.roman@southvalleyprep.org | SEL Interventionist |
| Maria Duarte | maria.duarte@southvalleyprep.org | Office Clerk |
| Liza Gallegos | cafeteria@southvalleyprep.org | Cafeteria Manager |
| Nora Montano | nora.montano@southvalleyprep.org | 21st Century Coordinator |

**WELCOME TO SOUTH VALLEY PREP!**

The administration and staff are pleased to welcome you and your child to South Valley Preparatory School! We are looking forward to having your child(ren) in our school this year. We have a bright and exciting school year ahead of us. We want you to know that we care very much about your child's education and will strive each and every day to give them a safe learning environment. We are completely committed to your child's well-being. Your child contributes to our school and their class in many special ways!

Along with teachers and administration, parents are the driving force in their child's lives. Please show your concern by asking your child(ren) about the school day and making sure assigned homework is completed and returned to school. Watch for monthly newsletters and other forms of communications in your child's backpack nightly.

We hope that you will read, review and discuss this handbook with your child and consult it as a reference. Not every contingency has been covered; policies and procedures may need to be changed from time to time to fit new circumstances. Nonetheless, it provides guidelines meant to produce a community in which we can grow and learn together. If you have any questions about school policies, first contact the teachers. If your concerns remain unresolved, please contact the administrator.

Again, we look forward to having your child in our classrooms this year. If you have any questions or concerns, please do not hesitate to call us at school (505) 222-5642. You can also email each teacher if you would like. We check our email daily Monday-Friday, and will reply as soon as possible. Each teacher's email address is found on the second page of this handbook. Again, welcome back to a brand-new school year!

THIS IS YOUR SCHOOL, and we are proud that you choose our school for your child!

Sincerely,

**SVP School Administration**
**Teachers**
**Staff**
**Governing Council**

## MISSION STATEMENT

*The mission of South Valley Preparatory School is to provide a small, safe, and unique family learning community where students are prepared for high school and beyond.*

The South Valley Preparatory School staff works diligently to support a family learning environment. We believe that all students can learn and that all students have the right to a quality education. At South Valley Prep, we support the academic, social, and emotional growth of each child. In addition, we support the learning, growth and cultural identification and self-determination in a variety of ways. Our goal is to ensure your child will be successful beyond middle school in all aspects of life.

## CORE BELIEFS OF SOUTH VALLEY PREPARATORY SCHOOL

1. We will provide a small and safe learning community that sustains and maintains a sense of belonging for each student to ensure that all children have the equal opportunity to learn.

2. Students will loop within the same strand and with the same core team of teachers from 6th through 8th grade for certain content subjects. This will allow the core teachers to build upon and integrate content instruction for the same students each year while establishing and maintaining authentic relationships.

3. The school administration and homeroom teacher will work together to facilitate Advisory where students are able to address any academic, social and/or emotional needs as a group as well as individually.

4. Both teachers and students will have multiple opportunities to integrate technology through teacher instruction and student projects.

5. Students will receive explicit reading instruction based upon homogeneous grouping in 6th, 7th, and 8th grades.

6. Through a collaborative effort with our community partners ***ALL*** students participate in some sort of Service Learning throughout the school year as part of our Health and Wellness initiative. These opportunities are often implemented through weekly field trips that include working at our local

community farms.

7. Develop and maintain authentic personal relationships between the teacher and student as a means of validating the importance of culture, identity, self-advocacy, and self-determination in a cooperative learning setting.

# STUDENT EXPECTATIONS

## WORK HABITS

Students are expected to be prepared for and participate in each class, do their best to reach individual academic growth standards, have the necessary class materials, complete classwork, and homework accurately and on time, and be prepared to participate in state and school assessment tests. Students are expected to be at school on time and attend school on a full-time basis.

## RESPECT FOR SELF AND OTHERS

The behavior of an individual should not interfere with the rights of others. This includes the use of appropriate language, actions, and attire. In addition, students are expected to:

- Be honest
- Behave with dignity
- Treat others with respect and courtesy
- Refrain from harassing/bullying others as both of those behaviors will not be tolerated at South Valley Prep
- Come to school free from the influence of tobacco products, alcohol, or drugs, and without the use or possession of such substances
- Exhibit appropriate behaviors that do not offend or distract others at all time

## Our 3 Standards

- Show respect
- Solve problems
- Make good decisions

## RESPECT FOR THE SOUTH VALLEY PREP COMMUNITY

Respect is a two-way street! The whole community is responsible for compliance with all school policies and all state and federal laws. Everyone in the South Valley Prep community, students, and staff alike, are expected to be respectful to one another; while on all school-sponsored activities, both on campus and off campus, while participating in all athletic events; and while traveling on school buses and participating in school-sponsored field trips. This includes while enroute to and from school. The South Valley Prep community is expected to treat all property, personal, school or others' belongings with care and respect.

## SAFETY

Students are expected to contribute to a safe school environment free from fear. Acts of violence and possession of weapons and contraband are never acceptable. To report safety concerns please contact school administration at (505) 222-5642.

## SCHOOL SCHEDULE

Students attend Monday through Friday 7:45am-2:50pm (Subject to Change)

| | | | |
|---|---|---|---|
| 7:45-8:35<br>1st | 6A C & CP<br>6B C & CP<br>ELD (ALL ELL's) | 7A C & CP<br>7B C & CP | 8A C & CP<br>8B C & CP |
| 8:37-9:27<br>2nd | 6A MATH<br>6B MATH | 7A SCI<br>7B SCI | 8A PE<br>8B Health |
| 9:29-10:19<br>3rd | 6A HUM<br>6B HUM | 7A PE<br>7B H&W | 8A SCI<br>8B SCI |
| 10:21-11:11<br>4th | 6A PE<br>6B H&W | 7A MATH<br>7B MATH | 8A HUM<br>8B HUM |
| 11:13-<br>11:48<br>5th | 6A Lunch<br>6B RTI (GenEd)/RESOURCE (SpEd) | 7A Lunch<br>7B RTI (GenEd)/RESOURCE (SpEd) | 8A Lunch<br>8B RTI (GenEd)/RESOURCE (SpEd) |
| 11:50-<br>12:25<br>6th | 6A RTI (GenEd)/RESOURCE (SpEd)<br>6B Lunch | 7A RTI (GenEd)/RESOURCE (SpEd)<br>7B Lunch | 8A RTI (GenEd)/RESOURCE (SpEd)<br>8B Lunch |
| 12:27-1:17<br>7th | 6A SCI<br>6B SCI | 7A HUM<br>7B HUM | 8A MATH<br>8B MATH |

| | |
|---|---|
| 1:19-2:50<br>8th | Reading (All Teachers)/Bilingual (Montez) |

## NON-DISCRIMINATION STATEMENT

South Valley Prep does not discriminate on the basis of ethnicity, gender identity, religion, race, color, national

origin, sex, sexual orientation, mental or physical disability, marital status or pregnancy, or on any other legally-protected basis, in any program or activity of, or sponsored by, South Valley Prep.

The procedures set forth in this section shall be available to anyone who believes he/she has been harassed or discriminated against on the basis of any of the categories described above.

**Internal Complaint Procedures**

A student or parent/legal guardian is encouraged to resolve concerns first with the student's teacher. This will enable the teacher to take appropriate action to resolve any concerns promptly. If the teacher is unable to address the concern, the student or parent/legal guardian are encouraged to seek assistance at the next highest level, the principal. The principal is the person responsible for receiving oral and written reports of harassment and discrimination. A student may also talk with his/her parent(s) or legal guardians so that they can inform the school of inappropriate behavior. Any school personnel who receive a report of harassment or discrimination shall immediately inform the principal. If the complaint is in regards to the principal, the South Valley Prep Governing Council must be contacted.

**Who May File a Complaint**

Any student, parent, or legal guardian on behalf of his or her student who believes she/he has been discriminated against. These procedures do not deny any student, parent, or legal guardian the right to pursue other avenues of recourse.

**How to File**

Contact the South Valley Prep principal or, in the case of complaint relating to the principal, the President of the Governing Council, to report prohibited conduct. A Complaint must be filed within 30 calendar days from the last day of alleged discrimination, unless the time for filing is extended by the principal or Governing Council for good cause. All inquiries and internal complaints filed are CONFIDENTIAL to the extent applicable law allows. Confidentiality also applies to the inquiry and investigative process of all investigations conducted by the South Valley Prep administration. The Complaint will be timely investigated by the Principal and/or Governing Council representative, with report and possible disciplinary action thereafter. Retaliation against an individual making a complaint will not be tolerated.

Please see Appendices for Title IX complaints/processes.

## BLACK EDUCATION ACT-HOT LINE

The State of New Mexico Anti-Racism, Anti-Oppression Hotline was established as a requirement of the Black Education Act, passed in the Legislature's 2021 New Mexico General Session. Students, families, and community members can report school-based incidents of racism, injustice, or discrimination against anyone. See also the School's anti-discrimination policies/procedures.

**To report an incident to the Hotline**:

Call (833) 485-1335
Email ARAO.Hotline@state.nm.us
Fill out the online form at bit.ly/ARAO hotline

ADMISSION

For information concerning enrollment or the lottery process, please refer to the Admission Section of our SVP website (https://southvalleyprep.org/admissions/). SVP does not discriminate against any student based on race, gender, gender identity, religious affiliation, national origin, ethnicity, physical or mental disability, or sexual orientation. The school is nonsectarian in its programs, admission policies, and employment practices.

REGISTRATION/ENROLLMENT

Registration is completed or updated each year to ensure that all information is current on each student. All the following information is to be completed as part of the enrollment process. Failure to provide the required information may delay or result in a student not being officially enrolled at SVP, jeopardizing his/her place at our charter school where space is limited. Consequently, at the time of enrollment please provide the following completed forms:

- ☐ enrollment forms
- ☐ emergency information forms
- ☐ health/medical consent forms
- ☐ immunization records
- ☐ free and reduced lunch forms (if applicable)
- ☐ copy of birth certificate
- ☐ custody orders (if applicable)
- ☐ Early Dismissal Release form
- ☐ Language Usage Survey
- ☐ Student Dental Examination Verification Form

Please note that according to state law, all students must be in compliance with state immunization requirements, be in the process of receiving the immunization series, or meet exemption criteria before starting school. Exemptions are permitted for medical reasons or due to the conscientiously held beliefs of the parent/guardian. Proof of an exemption must be provided in lieu of immunizations records to be allowed to enroll. In addition, state law requires that students enrolling at SVP receive an annual dental exam, or a parent/legal guardian written waiver of this requirement; see Appendix for the SVP dental exam policy and forms.

Once all applicable forms are completed and returned to the school, your student's registration will be deemed completed and you will be notified when he/she is officially enrolled. Please contact the office as soon as

possible with any change of address, contact information, emergency information, custody modification orders or phone numbers.

PARENT CUSTODY

When parents are separated or divorced, it is recommended that the school be provided with a signed and certified court order defining custody and visitation rights. When parents have joint legal custody, each parent has the right to access and to receive copies of school/student records and information, to attend conferences, and to be informed about the student's welfare, educational progress, and status.

The custodial parent(s) are responsible for:

- ☐ providing a copy of the signed and certified court order to the school; and
- ☐ providing the school with any revisions/updates to the court order that affect custody, visitation, or student record-access rights.

The school is responsible to:

- ☐ maintain a copy of the relevant sections of the court order;
- ☐ inform appropriate school personnel of the provisions or restrictions in the court order; and
- ☐ abide by the provisions and/or restrictions ordered, and the non-custodial parent requests that are consistent with the order.

The school is **not** required to hold a separate conference for each parent. Please be sure that the school has appropriate contact information for both parents, to ensure consistent communications. Unless prohibited by a certified court order, **and upon request**, the school will:

- ☐ send duplicate correspondence to the non-custodial parent or both custodial parents;
- ☐ arrange for review of school records by the non-custodial parent;
- ☐ keep non-custodial parents apprised of major school events.

CHANGE OF CONTACT INFORMATION

It is most important that parents notify the school immediately of any change in their contact information, including their physical address, telephone number (s) and email address. Unlisted numbers will be held in confidence when requested.

# ACADEMIC POLICIES

## EVERY STUDENT SUCCEEDS ACT

The State of New Mexico complies with the Federal Government's Every Student Succeeds Act (ESSA). ESSA includes the implementation of School Grades based on growth and progress as represented through state testing as well as parent involvement. School grades are based on overall school growth on state test scores, individual student growth, parent involvement and attendance.

## ATTENDANCE, TRUANCY AND TARDINESS

All South Valley Prep students, except those exempted by law, regulations, or rules, must enroll in school and are required to attend school full time. Schools will identify students who have attendance problems. Any parent of a student subject to the provisions of the Attendance for Success Act is responsible for the school attendance of that student. In order for an absence to be considered excused, students must provide written documentation from a parent/guardian within three (3) school days after their return to school. Please see the compulsory school attendance, absences, and excuses policy for specific details. Please see the SVP Attendance Policy, attached as Appendix to this Handbook.

## PROCEDURES FOR EXCUSED ABSENCES

A parent must notify the school each day the student is absent and provide a reason(s) for the absence or if the parent anticipates the absence will extend beyond one school day, the parent may provide a written explanation of the reasons, signed by the parent, to be presented on the first day of the student's return to school. If a parent has not contacted the school on the first day of the student's absence, the school will make a reasonable attempt to contact the parent before the end of the day and shall document the contact and reasons for the absence. Not all reasons may be considered as EXCUSED. See SVP Attendance Policy.

**Prolonged/Chronic Health Conditions**

If the student's health condition is chronic or reasonably expected to last ten (10) days or more and the student's condition does not prevent him/her from completing school work, the parent shall provide a written statement from the student's licensed health care provider, including a prognosis as to the length of the student's absence and the student's ability to complete school work. On receipt of the healthcare provider's written statement the student's parent or guardian will be required to contact both the administration and homeroom teacher to set up a plan until the student is able to return to school.

**The following are considered excused absences:**

- Parent or licensed healthcare provider authorized absences for medical reasons.
- Religious Instruction/Observation –
    - A student may, with the written consent of her/her parents and subject to the approval of the principal, be excused from school to participate in religious instruction for not more than one class period each school day at a time period not in conflict with the academic program of the school.
    - A student also may be excused for observance of a religious holiday, which does not coincide with a school holiday.
- School-sponsored interscholastic extracurricular activities
- Cannot exceed ten (10) days per semester
- No class may be missed in excess of ten (10) times per semester
- Family Emergency/Death in the Family
- Diagnostic Testing

- Other circumstances that have been approved by the school principal

**Missed Work during Excused Absences**
It will be the student or parent's responsibility to obtain make-up work. Students will be given a reasonable amount of time to complete work. Completely missed work will result in a "*zero*."

**STUDENT RECORDS**
The school maintains confidential student records for each student enrolled in the school. The school complies with the U.S. Family Educational Rights and Privacy Act (FERPA) to keep student records confidential and to provide procedures and establish responsibility for collecting, maintaining, and releasing information about students that is contained in student records. Parents may request that the school or district restrict the release of student records.

STATEMENT OF RIGHTS OF PARENTS/GUARDIANS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents/legal guardians, and students 18 and over, certain rights with respect to the student's education records:

SVP provides the following notice regarding those rights:

1. *Inspection* - You may inspect and review your student's education records within 45 days of the day the school receives a written request for access. You should submit to the Principal or designee a written request that identifies the record(s) you wish to inspect. The Principal will make arrangements for access and notify you of the time and place where the records may be inspected.

2. *Amendment* - You may request the amendment of your student's education records if you believe they are inaccurate or misleading. To amend the record, you should write to the Principal and clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If SVP decides not to amend the record as requested by you, SVP will notify you of the decision and advise of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

3. *Disclosure/Consent* – A parent/legal guardian, or a student over the age of 18, has the right to consent to disclosures of personally identifiable information contained in the student's education records. Note that FERPA authorizes disclosure without the parent's consent to school officials with legitimate educational interests. A "school official" is a person employed by SVP as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Governing Council; a person or company with whom SVP has contracted to perform a special task (such as an attorney, auditor, medical consultant, ancillary staff or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. *Directory Information – Right to Opt Out.* SVP classifies the following as Directory Information: student's name, parent's name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities, awards received, student's photograph, and the most recent

previous school attended by the student. School officials may release this information to any person without the consent of the parents or the student. **Any parent/guardian or eligible student who objects to the release of any or all of this directory information without their consent must notify, in writing, the Principal by no later than September 15 each year**. The objection must state what information the parent/guardian or student does not want to be classified as directory information. If no objection is received by September 15 of each year, information designated above will be classified as Directory Information until the beginning of the next school year. ***By signing that you received this policy in connection with the Student/Family Handbook, you acknowledge that you have received your annual notice of FERPA rights as required by federal law.*** If you chose to opt out of permitting your student's directory information from being released, please sign the attached "Exclude the Release of Directory Information" form attached to this handbook, Appendix .

5. *Complaint* - You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by SVP to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

TRANSFER OF STUDENT RECORDS

When a student withdraws to enroll in another school and records are officially requested by the new school, the following records (if applicable) are forwarded: continuous record of academic progress; health data sheet with health notes; special education records; 504 Plan; individual remediation plan; individual health plan/emergency plan; attendance reports; standardized test results/state testing results; indicator of grades and credits received from other schools (if applicable); listing of disclosure and transfer of student records; relevant legal documents and documentation of suspensions and expulsions.

## ACCEPTABLE USE OF INTERNET AND TECHNOLOGY RESOURCES

All South Valley Prep students, employees, contractors, volunteers, and other school officials who use or have access to school district technology must sign and abide by the school's technology acceptable use policy indicating their knowledge of and agreement to terms and conditions of use of district technology resources. Failure to follow the acceptable use procedure will result in the loss of these tools and may result in disciplinary action up to and including suspension, expulsion, termination, and criminal charges. All technology resources must be used in a responsible, efficient, ethical, and legal manner and in accordance with the South Valley Prep Mission Statement, Priorities, and Goals.

## GRADING AND REPORTING

### Grading

The students' academic grade is based on the following: unit tests, quizzes, projects, and presentations or other measurements as well as meeting other stipulated course expectations in order to demonstrate progress, understanding and level of mastery in a class, course or subject will be utilized.

| | | | |
|---|---|---|---|
| A+ = (100-99) | B+ = (89) | C+ = (79) | D = (69-65) |
| A = (98-95) | B = (88 -85) | C = (78-75) | F = (64-0) |
| A- = (94-90) | B- = (84-80) | C- = (74-70) | |

All students are expected to demonstrate progress, understanding and mastery at the designated checkpoints and earn a grade that gives an accurate description of that learning during the new grading period through interventions.

Any/all grade changes requested must follow the School's Grade Change Policy/Procedure, located in the Appendices.

## ACADEMIC INTERVENTIONS

South Valley Prep provides a variety of interventions to support academic success and achievement.

### STUDENT SUPPORT

State and federal laws call for early intervention strategies with family involvement to improve the academic and functional outcomes of students. When students are struggling with learning or behaviors that interfere with learning at SVP, we use the Response to Intervention (RTI) process that finds and uses strategies that will work with the student. We look at how students are making progress with the current instruction in the classroom to find more effective ways to help students make academic and functional progress at school. We also look at what may contribute to difficulties. Together with families we will work to develop interventions aimed at increasing the likelihood that students can be successful and maintain their placement in the general education setting.

### MLSS

Multi-Layered System of Supports (MLSS) is New Mexico's adaptation of the Response to Intervention Framework (RTI). MLSS is a coordinated and comprehensive framework for educators to use to organize their schools and school systems to support student learning. MLSS supports high-quality instruction and intervention, healthy students, and safe learning environments. MLSS is a framework for school personnel to support students by delivering a range of layered **interventions** based on data-driven and data-informed student needs. MLSS includes high-quality instruction and interventions with **progress monitoring for impact**. MLSS provides students with the interventions and supports needed to succeed in the general curriculum.

### SECTION 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities by organizations receiving federal assistance. Included in the regulation is the requirement that students with disabilities be provided with a "free appropriate public education" (FAPE). These regulations require identification, evaluation, provision of appropriate service, and procedural safeguards in all public schools. Individuals who have

been determined to be students with disabilities under Section 504 may or may not be disabled under special education (IDEA). Section 504 services could apply to any school age student who, (1) has had a physical or mental impairment which substantially limits a major life activity, or (2) is regarded as having a disability by others. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks. Parents who have concerns or questions regarding Section 504 services for their student should contact the student's teacher or the Principal.

### STUDENT FIND

SVP has an affirmative, ongoing obligation to identify, locate and evaluate all students with disabilities within the school community who either have or are suspected of having disabilities and need special education as a result of those disabilities. SVP personnel, a private or public agency or institution, or a parent may initiate a referral for a placement evaluation by contacting the Principal or by contacting one of the SVP special education teachers.

### ADVISORY

Advisory is integral to the mission of our school and to the total educational program. Advisory assists in social and emotional learning delivered through a comprehensive, developmentally appropriate school program with the goal of having a positive impact on student overall growth including academic performance.

### SPECIAL EDUCATION

All students are guaranteed a free appropriate education. Students from birth to age 21, if eligible, can be provided Special Education services. If one of our educational professionals believes that a student would benefit from Special Education services, parents will be notified. From there students will be matriculate through the Multi-Layered System of Supports (MLSS) and Student Assistance Team (SAT) processes. Parents will be updated on the progress of their student within MLSS/SAT and if consent is provided an evaluation to determine eligibility for services will be sought. Results will be shared with parents and possible placement in program will be decided upon by the Eligibility Determination Team (EDT).

## STUDENT RIGHTS AND RESPONSIBILITIES

A primary responsibility of South Valley Prep shall be to instill in students an appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are brought about. The school is a community, and the rules and regulations of a school are the South Valley Prep community agreements. Each agreement carries with it an obligation. The right to attend public school is not absolute. It is conditional on each student's acceptance of the obligation to

abide by the rules of the school community until and unless the rules are changed through established processes.

Teacher, administrators and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for teaching in their classes, and to assist in maintaining school order and discipline. The administration is responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment at SVP. In discharging their duties, all school employees have the right to be free from intimidation or abuse by all community members, including students, parents and visitors, and to have their lawful requests and instructions followed.

Students may be disciplined for committing any act that endangers the health or safety of students, school personnel, or others for whose safety the School is responsible, or for conduct that reasonably appears to threaten such dangers if not stopped, regardless of whether an established rule of conduct has been violated; for violating valid rules of student conduct contained in this Handbook, or other rules established by the Governing Council or the Principal, when the student knew or should have known of the rule in question or that the conduct was prohibited; or for committing acts prohibited by 6.11.2 NMACC, when the student knew or should have known that the conduct was prohibited.

While South Valley Prep is moving towards transitioning into the full implementation of restorative practices, it is required to comply with applicable laws/regulations relating to student discipline. SVP has both the authority and the responsibility to ensure that suitable expectations of student conduct and appropriate accountability processes are established. It is the responsibility of the students and parents to inform themselves of current school policies and regulations.

NO DISCRIMINATION BASED ON RACE, CULTURE, RELIGION, HAIRSTYLE.

SVP shall not discriminate against a student, discipline a student, or impose disparate treatment of a student, because of a student's race, religion or culture or because of a student's use of protective hairstyles or cultural or religious headdresses, as defined in New Mexico statute, NMSA 1978 §22-8B-4(U).

**Equal Opportunity/Title IX**

South Valley Prep does not discriminate nor condone discrimination by students, employees, or third parties on the basis of ethnic identity, religion, race, color, national origin, sex, gender identity, sexual orientation, HIV status, mental or physical disability, marital status, or pregnancy in any program or activity of, or sponsored by, the school and provides equal access to the Boy Scouts and other designated youth groups. The following contact has been trained and designated to handle inquiries regarding the nondiscrimination policies or to file a

complaint.

**Equal Opportunity Services and Title IX Coordinator**

Crystal Avalos

crystal.avalos@southvalleyprep.org

(505) 515-2514

Please see the Appendices for School's Title IX policies and procedures.

## DISCIPLINE POLICY

Our goal is to help students to recognize and understand the root cause of behaviors and actions that can lead to the harm of themselves, others, and their community and to develop strategies on how to re-engage students in positive ways. In doing so, we recognize that every student can be a positive member of our school community. Each student, however, is expected to learn, seek help and to develop positive self-reflection and self-discipline strategies. South Valley Prep supports that development through our family environment, our positive school culture, and our service learning. Each of these provides opportunities for students to learn, identify and practice personal qualities that lead to a healthier and more positive lifestyle. While these qualities may support a more successful life, South Valley Prep uses these qualities to develop self-advocacy and self-determination.We are committed to creating a safe, inclusive, and supportive learning environment through the use of Restorative Practices and Social Emotional Learning (SEL). Restorative Practices help students build strong relationships, resolve conflicts peacefully, and take responsibility for their actions. SEL supports students in developing self-awareness, managing emotions, and making thoughtful decisions. Together, these approaches strengthen our school community by promoting respect, empathy, and a sense of belonging for all students and families.

First and foremost, South Valley Prep maintains the obligation to provide a safe learning environment for all students. Some actions and behaviors are unacceptable including those listed below. South Valley Prep expects that all students will comply with the Public Education Department statement on Student's Rights and Responsibilities, 6.11.2 NMAC, which, among other things, prohibits the commission of or participation in the activities designated below in any New Mexico public school and whenever students are subjects to school control.

South Valley Prep Hard No's: (no exceptions)

- Criminal or delinquent acts
- Possession of Weapons or dangerous items
- Racialized Aggression[1]
- Possession of Drugs or Alcohol
- Gang related activity
- Sexual harassment
- Refusal to identify self
- Refusal to cooperate with school personnel
- Bullying/Cyberbullying/Harassment
- Theft, vandalism

[1] Racialized Aggression is any aggressive act that can be characterized, categorized, or that appears as such to be racial in nature.

- Violent behavior/threats of violent behavior

## SCHOOL-WIDE BEHAVIOR and DISCIPLINE PROCESS (CLASSROOM AND OTHER LOCATIONS DURING SCHOOL SPONSORED ACTIVITIES)

All teachers at South Valley Prep use a consistent classroom behavior plan that provides multiple opportunities for students to engage/reengage students in their learning.

**Note**: If a behavioral transgression is brought to the attention of the administrator or her/his designee and the investigation into the matter confirms that the student engaged in such misbehavior, then the administrator will follow actions/steps specified in the school's Discipline Matrix. The administrator has discretion in carrying-out such consequences based on the specific situation and on a case-by-case basis.

The following are the steps a teacher will take before soliciting assistance from the administrator or her/his designee (See Discipline Matrix for specific responses to misbehavior):

1st incident within classroom or other location on/off campus

- Verbal Warning with the student being given an opportunity to self-regulate or to remedy their transgression.

2nd incident within classroom or other location on/off campus

- Removal of the student such as seat change within the classroom or to a partner teacher's classroom.

Other disciplinary consequences that a teacher or other staff may impose include but is not limited to:

- Loss of field trips or other privilege including upcoming events
- Campus clean-up
- Discipline reflective writing assignment
- Apology letter

Corporal punishment is strictly prohibited. Restraint/seclusion techniques may only be used in accordance with the Restraint and Seclusion Policy/Procedure in the Appendices.

### Level I Infractions

A level I infraction consists of the following offenses: general disruptive conduct which is defined as creating obstacles to teaching and learning in the classroom community, defiance of school personnel which is defined as refusal to disengage in behaviors or actions that are or may cause harm to themselves or others, conflict

with non-physical contact, inappropriate language, and verbal harassment. These offenses will be dealt with at the classroom level.

Once a student receives two (2) level I infractions, they are referred to the administrator or her/his designee. For each offense, the parent/guardian will be notified of the incident and the consequences that have been administered.

***Note***: A teacher may refer a student to the office for immediate administrative action for several reasons because the infraction is deemed to be beyond Level I and possibly Level II:

- If the offense is of such a nature as to merit immediate removal from campus (such as those that fall within Level II infractions - violence, threats, possession, use, or distribution of drugs or weapons, etc.)
- If the offense is of such a nature as to merit long-term suspension or expulsion (such as those that fall within Level II infractions - involving firearm, arson, or vandalism that exceeds $1000 in damages, etc.)

**Level II Infractions**

If a student commits a level II infraction, she/he is immediately sent to administration. The parent will be notified and will be asked to come to the school to conference the situation. Some examples of level II infractions are as follows: arson, bullying with physical contact, drug possession, gang-related activities, tobacco (possession, use, or distribution), or obscene materials.

## CONSEQUENCES

**Suspension Policies**

Suspensions, long- and short-term, shall be accomplished in accordance with the Suspension/Expulsion Procedures below.

If suspended or expelled, a student is not to be on campus or at any school function for any reason. Students found on campus who should not be there may be reported to the Albuquerque Police Department or Bernalillo County Sheriff for trespassing.

At each teacher's discretion, make-up work may be worth only a portion of full credit or none. A teacher may allow a student the opportunity to receive anywhere from half to full credit for work missed due to a suspension, but the quality of work will determine the credit earned. In cases of suspension as in other situations, the burden of requesting work and completing it is on the student. Since students are not allowed on campus while suspended, these requests should be made via phone calls or through emails.

***ALL SUSPENSION MAKE-UP WORK IS DUE THE DAY THE STUDENT RETURNS TO SCHOOL***.

### *Expulsion*

A student may be suspended or expelled for any misconduct that adheres to the HARD NO's listed above when an act that is related to school activity or school attendance occurring within a school under the jurisdiction of any South Valley Prep personnel or occurring within any other school district and that act occurs at any time, including, but not limited to:

- While on school grounds
- While going to or coming from school
- During the lunch period whether on or off the campus, or during
- While at, going to or coming from a school-sponsored activity

Any student who is determined to have knowingly brought a weapon to school will be expelled for a period of time of not less than one year; the administrator or her/his designee has the discretion to modify the expulsion requirement on a case-by- case basis. In addition to the formal administrative disciplinary action, students may face consequences in respect to extra-curricular activities as per the rules governing each activity.

## ADDITIONAL PROHIBITED BEHAVIORS AND CONSEQUENCES

Any behavior that is disruptive or violates the rights of others is unacceptable at South Valley Prep and will incur disciplinary correction. Any behavior that is disruptive or violates the rights of others is unacceptable at South Valley Prep and will incur disciplinary correction.

### *Cheating*

Students involved in cheating, as determined by their classroom teacher, will receive a "0" grade for the activity or test, a notice of misbehavior will be completed and the teacher will call the parent. Multiple infractions regarding cheating may result in a Level II Behavior Report.

### *Damage to School Property or the Property of Others*

Any student damaging school or other's property will be responsible to make restitution and/or restore the property to its original condition. Tampering with or unauthorized use of school property or the property of school personnel and/or others will be subject to disciplinary action at the discretion of the administrator or her/his designee. Vandalism will be possibly assigned a 1-5 day suspension, until a parent conference can be arranged, and possible referral to authorities. Multiple incidents will result in possible expulsion.

This will be particularly enforced due to the acquisition of our new facility. Any student caught engaging in any

kind of acts that damage any part of our school will receive consequences.

### *Food/Drink/Gum*

Food and drink are permitted only at lunchtime and in the lunchroom, unless it is part of a teacher directed activity in the classroom. Gum is allowed, however, if it is misused there will be consequences given.

### *Fighting*

Fighting (slapping, punching, etc.) ***is not tolerated***. Any student who is fighting or provoking/encouraging/supporting a fight will immediately receive a referral to the office and will be administered consequences specified in the Discipline Matrix.

A parent conference must be scheduled prior to returning to school. Multiple incidents will lead to a possible recommendation for expulsion. Physical assault requiring medical attention must be reported to the criminal authorities for their determination of legal action.

### *Harassment/Abuse/Violence/Racialized Aggression*

Physical, emotional, or sexually abusive behavior including psychological intimidation and harassment, violence or threats of same, and racialized aggression ***will not be tolerated***. A written report should be given to the administrator or her/his designee within five days of the incident. All incidents will be investigated by the administrator or her/his designee. A parent conference will be required. Suspension/expulsion may be considered/recommended. Law enforcement may be called in appropriate circumstances.

### *Public Display of Affection/PDA*

***PDA is not allowed nor tolerated at South Valley Prep*** including but not limited to hugging, kissing, hand holding, etc.
*Side hugs are allowed.

### *Appropriate Dress*

South Valley Prep follows a Student Dress Code. Please see the student dress policy below for specific details. The apparel worn on service-learning days must support the students' ability to actively engage in a learning environment which includes physical education and service-learning work at the farm or other activities off-site. Clothing that is not allowed includes pants or shorts worn in a sagging fashion, midriff top, shorts/skirts which are shorter than mid-thigh length or finger tips, or clothing with messages about drugs, alcohol, tobacco, or gangs. Students must wear tennis shoes EVERY DAY. If clothing does not allow your child to engage fully in their learning situation, they may have clothes brought to him/her or be sent home to change. Hats or hoodies must be removed once a student is inside the building. If a student must be asked repeatedly to remove hats or hoodies while inside the building the article will be confiscated and waiting in the front office for pick up at the end of the day.

### *Inappropriate Use of Technology/Internet*

Students are personally responsible for appropriate behavior using technology and, on the network, just as they are in a classroom or hallway. Access to network services is given to students who act in a considerate and responsible manner, and that access is a privilege, not a right. School staff may review network and computer storage systems to maintain system integrity and ensure responsible system use. Students may not:

- Send, display, or print offensive messages or pictures
- Use obscene language
- Damage computers, systems, networks, or other technology tools
- Violate copyright laws such as loading/copying copyrighted software for personal use
- Use or attempt to acquire another's password
- Trespass in another's folders, disks, work, or files
- Intentionally waste limited resources (i.e., disk space, paper, etc.…)
- Loading unauthorized software on school computers (such as games)
- Use the network of computer for commercial or illegal purposes

Violations may result in the loss of access as well as other disciplinary and/or legal action. Students and parents are required to sign a Student Technology and Internet Usage Agreement each year.

### *Insubordination or Defiance of School Personnel*

Any student disregarding or refusing to obey direction given by school personnel (i.e., refusing to leave a class or report to the office when directed by a staff member; refusing to identify oneself or falsely identifying oneself to a staff member) will possible be assigned detention, dismissed early, or assigned 1-5 days suspension, and the staff member shall call the parent.

### *Profanity and/or Obscene Language*

A student using any form of profanity (written or verbal), obscene gestures, signs, pictures, or publications will be assigned detention. A student using profanity, obscene and/or abusive language directed at a staff member will receive possible suspension and/or parent conference.

### *Theft*

South Valley Prep takes theft very seriously. Theft of any kind is not allowed or tolerated. Restitution must be made. In addition, other consequences include but not limited to:

- Restitution
- Restorative practice accountability consequence
- Suspension
- Mandatory parent/teacher conference on day back to school and
- Possible referral to authorities if appropriate.

Multiple incidents may result in expulsion.

### *Weapons*

It is a felony to possess, store or keep a weapon on school property. Students who become aware of a weapon being brought to school or on school property must immediately notify a staff member and should NOT pick up or transport the weapon. A student who becomes aware that they are in possession of a weapon and immediately notifies a staff member may avoid, depending on the circumstances, being considered as one in possession of a weapon.

The consequence for violation of the weapons policy is immediate suspension (including early dismissal) pending a hearing with the recommendation, depending on the type of weapon and the seriousness of the situation, ranging from suspension to an automatic one-year expulsion.

### *Special Circumstances*

In cases where students with disabilities are involved as documented in their Individualized Education Plan (IEP) or 504 plan, South Valley Prep will follow requirements of the Rehabilitation Act, IDEA and state statutes and regulations related to serving students with disabilities. Prior to considering disciplinary change of placements for eligible students, South Valley Prep will hold a manifestation determination review (MDR).

### *Off Campus Events*

Students participating in school sponsored off-campus events will be governed by all the guidelines of the South Valley Prep discipline policy and are subject to the authority of the school staff. Failure to obey the lawful instruction of school staff will result in a loss of eligibility to attend school sponsored off campus events and may result in additional disciplinary measures in accordance with the disciplinary policy.

## SOUTH VALLEY PREPARATORY LEVEL I & II DISCIPLINE MATRIX

- A referral is a last resort of discipline in the classroom
- When writing a referral please call the parent/guardian
- Misbehaviors listed below are prohibited during instructional hours of 7:45am – 7:50pm and during school sponsored activities outside of these hours

| MISBEHAVIOR | ACTION | CONSEQUENCE |
|---|---|---|
| Digital Devices | | |
| **First Time** – Using **digital device** including phones, smart watches and airpods while on school grounds or activities | Staff member turns device into office | Phone, smart watch, or other electronic device remains in a secure location, parents will be called, and the device will need to be picked up by a guardian on the list in Synergy at the end of the day. Guardians will sign a contract upon the first violation in the front office. **This is for anytime a device is confiscated. * |

| | | |
|---|---|---|
| **Second** –Using **digital device** including phones and smart watches and airpods while on school grounds or activities | Staff member turns device into office<br>AND<br>Mandatory Parent/Teacher Conference | Phone, smart watch, or other electronic device must stay at school for<br>1-week |
| Using **digital device** to **record others** | Staff member turns device into office/Refer student to office | Phone, smart watch, or other electronic recording device must stay at the school for<br>1-semester<br>AND<br>Minimum 3-Days Out-of-School suspension |

## Defiance/Non-Compliance

| | | |
|---|---|---|
| **First Time** – **Willful defiance**/Failure to comply with general classroom and school rules (such as excessive talking/disruption) | Teacher and student conference | Warning<br>AND<br>Seat or location change |
| **Second Time** – **Willful defiance**/Failure to comply with general classroom and school rules (such as excessive talking/disruption) | Teacher, student, and parent conference<br>AND<br>Refer student to office | Minimum 1-Day Out-of-School Suspension<br>(additional days for multiple infractions) |
| **Third Time** – **Willful defiance**/Failure to comply with general classroom and school rules (such as excessive talking/disruption) | Refer student to office | Minimum 2-Days Out-of-School Suspension<br>(additional days for multiple infractions) |

## Bullying/Harassment

| | | |
|---|---|---|
| **First Time** – Bullying, Harassment, or Intimidation including Racialized Aggression | Teacher, student, and parent conference | Warning |
| **Second Time** – Bullying, Harassment, or Intimidation including Racialized Aggression | Refer student to office | 2-Days or more Out-of-School Suspension |
| **Third Time** – Bullying, Harassment, or Intimidation including Racialized Aggression | Refer student to office | Minimum 4-Days Out-of-School Suspension<br>(additional days for multiple infractions) |

## Vaping

| | | |
|---|---|---|
| **First Time** – Tabacco possession or use (e-cigarettes/vaping and products) | Teacher, student, and parent conference | Confiscation<br>AND<br>Warning |
| **Second Time** – Tabacco possession or use (e-cigarettes/vaping and products) | Refer student to office | 1-Day or more Out-of-School Suspension |
| **Third Time** – Tabacco possession or use (e-cigarettes/vaping and products) | Refer student to office | Minimum 2-Days Out-of-School Suspension<br>(additional days for multiple infractions) |

## Vandalism

| | | |
|---|---|---|
| **First Time** – Vandalism (defacing/damaging school or personal property including arson) | Refer student to office | Reparation<br>AND<br>2-Days or more Out-of-School Suspension |
| **Second Time** – Vandalism (defacing/damaging school or personal property including arson) | Refer student to office | Reparation<br>AND<br>5-Days or more Out-of-School Suspension |
| **Third Time** – Vandalism (defacing/damaging school or personal property) | Refer student to office | Reparation<br>AND<br>Long-term suspension |

## Wandering

| | | |
|---|---|---|
| **First Time** – Lengthy absence from class | Teacher and student conference | Location change |
| **Second Time** – Lengthy absence from class | Teacher, student, and parent conference | Location change, multiple days |
| **Third Time** – Lengthy absence from class | Teacher, student, and parent conference | Location change, multiple days |

## Dress Code

| | | |
|---|---|---|
| **First Time** – Dress code violation including wearing hat and hoodies indoor, revealing clothing, sagging pants, extra long belt, etc. | Discussion with students about expectations and a phone call home. | If families can't provide clothes, students will change to appropriate clothes immediately from school closet |
| **Second Time** – Dress code violation including wearing hat and hoodies indoor, revealing clothing, sagging pants, extra-long belt, etc. | Phone call home and . Lunch detention with dress code reflection. Review expectations and problem-solve barriers. | Change to appropriate clothes immediately and behavior referral entered into Synergy |
| **Third Time** – Dress code violation including wearing hat and hoodies indoor, revealing clothing, sagging pants, extra-long belt, etc. | Set up a conference with family, lunch detention and goal setting form.<br>*If violations continue, we will have a parent conference to develop a dress code success plan. | Change to appropriate clothes immediately and lunch detention, goal setting form filled out and behavior referral entered into Synergy |

## Assault/Battery on Staff

| | | |
|---|---|---|
| **First Time** – Assault/Battery on Staff | Teacher, student, and parent conference | Warning |
| **Second Time** – Assault/Battery on Staff | Refer student to office | 5-Day or more Out-of-School Suspension |
| **Third Time** – Bullying, Harassment, or Intimidation | Refer student to office | Minimum 2-Days Out-of-School Suspension (additional days for multiple infractions) |

## Fighting

| | | |
|---|---|---|
| **First Time** – Fighting | Refer student to office | 5-Day or more Out-of-School Suspension<br>AND<br>Referral to Law Enforcement |
| **Second or Multiple Times** – Fighting | Refer student to office | Long-term suspension<br>AND<br>Referral to Law Enforcement |

## Controlled Substance

| | | |
|---|---|---|
| **First Time** – Possession/distribution/under the influence of controlled substance | Refer student to office | Long-term suspension<br>AND<br>Referral to Law Enforcement |
| **Second Time or Multiple Times** – Possession/distribution/under the influence of controlled substance | Refer student to office | Recommendation for expulsion<br>AND<br>Referral to Law Enforcement |

## Illegal Substance

| | | |
|---|---|---|
| **First Time** – Possession/distribution/under the influence of illegal substance | Refer student to office | Long-term suspension<br>AND<br>Referral to Law Enforcement |
| **Second Time or Multiple Times** – Possession/distribution/under the influence of illegal substance | Refer student to office | Recommendation for expulsion<br>AND<br>Referral to Law Enforcement |

## Weapons

| | | |
|---|---|---|
| **Possession/use of firearm or deadly weapon** | Refer student to office | Recommendation for expulsion<br>AND<br>Referral to Law Enforcement |

## Threats

| | | |
|---|---|---|
| **Threats to class or school** | Refer student to office | Recommendation for expulsion<br>AND<br>Referral to Law Enforcement |

## Bus Violation

| | | |
|---|---|---|
| **First Time** – Bus violation/defiance/disruption | Warning<br>Referral to office | 1-Days loss of bus privileges |
| **Second Time** – Bus violation/defiance/disruption | Warning<br>Referral to office | 3-Days loss of bus privileges |
| **Third Time** – Bus violation/defiance/disruption | Warning<br>Referral to office | 3 or more days loss of bus privileges |

## STUDENT DRESS

The student dress policy is an essential aspect of creating a school environment that is safe, conducive to learning and free from unnecessary disruption. During the school day and while participating in school related activities/functions, students shall adhere to a standard dress and appearance that is appropriate. Student dress and personal appearance shall meet reasonable standards of cleanliness and safety and must show respect for others. Personal appearance and dress that violates reasonable standards, compromise safety, demean, slur, or harass others through symbols, words, or images, and/or disrupt the educational process shall not be tolerated.

South Valley Prep's uniform consists of the following:

## PANTS/ SHORTS

**Acceptable**:

Jeans
Ripped jeans (if rips are high thigh, please wear bike shorts under)
khakis

skirts (longer than tip of fingers)
Khaki/Jean shorts (longer than tip of fingers)

**Unacceptable**:

Sagging pants (lower than waist)
Long belts (beyond 1 inch from buckle)
Short shorts
Short Skirts
Hats inside the building
Sweatpants (if not Aztec gear)
Pajama bottoms
Leggings

**SHIRTS**:

**Acceptable**:

Polos- Stripes or solid. No logos larger than a quarter
South Valley Prep Shirts and Hoodies (school gear)

**Unacceptable**:

t-shirt: with drugs/alcohol/profanity/violence
Crop tops (ask students to raise their hands if the shirt rises more than 1in. it is a crop top)

**PIERCINGS are acceptable as long as jewelry is a stud or a flat back style.**

If students are not in appropriate attire, they will be required to call home to have appropriate clothes brought to them. If clothes cannot be brought the school will have loaners students can use for the day. Students at South Valley Prep have Physical Education a minimum of 2 times a week. We understand that it is difficult to fully engage in physical education while wearing jeans however, our facility and schedule does not facilitate dressing out. Students are encouraged to wear uniform shorts on PE days.

## STUDENT PERSONAL ITEMS

Students are encouraged to leave items of value at home. Personal items brought to school that are lost, damaged, or stolen are not the responsibility of the school. Any personal items that interfere with classroom instruction, school activities or operations, and/or student testing will be confiscated by the school staff. This includes electronic devices, such as cellular phones, smart watches, iPods, and electronic games. Parents/guardians will be required to pick up confiscated items from the administrator or her/his designee.

Cell phones, smart watches, and other personal devices brought to school **MUST** be turned off and then **TURNED IN** the boxes as soon as students step onto campus. If your child is tardy, they will turn in their phones to the front office. Such electronic devices will be placed in a secure, off-limits location in the room.

PERSONAL CELL PHONES AND SMART WATCHES ARE **NOT** TO BE USED AT ANY TIME FOR ANY REASON, INCLUDING CALLS, PHOTOS, VIDEOS, MUSIC, ETC. WHILE ON SCHOOL GROUNDS OR DURING SCHOOL SPONSORED ACTIVITIES. Inappropriate usage of cell phones and smart watches will result in such devices being confiscated and parents needing to pick-up such items after school or the next day depending on the number of violations. (see Discipline Matrix for actions and consequences).

## NOTICE OF PROHIBITION AGAINST BULLYING, CYBERBULLYING, HARASSMENT, HAZING AND VIOLENCE

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, hazing, and/or 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.

Bullying/cyberbullying/harassing/hazing/violent behavior by any South Valley Prep student is strictly prohibited, and such conduct will result in disciplinary actions, including suspension and/or expulsion from school.

Students and parents must notify school personnel and/or administrators of any such behavior. Any report of such behavior will be promptly investigated. If such acts of bullying are verified, prompt disciplinary actions will be taken against the perpetrator, up to and including suspension and/or expulsion.

See Bullying/Cyberbullying/Harassment/Hazing/Violence Policy in Appendices.

## SEXUAL HARASSMENT

Sexual harassment toward any student will not be tolerated. Sexual harassment is defined as unwelcomed and unwanted sexual behavior or conduct whether verbal, physical or visual, which create an intimidating, hostile, or offensive environment.

- Sexual harassment may include but is not limited to:
- Physical contact, such as hugging, kissing, grabbing, pinching, patting, brushing against, touching, or blocking one's path or egress;
- Implicit or explicit sexual propositions, requests, demands or other forms of pressure for sexual favors or dates; especially when accompanied by implied or overt promises of preferential treatment with regards to an individual's employment or educational status;
- Sexually suggestive or degrading remarks, including jokes, kidding, or teasing
- Unwelcome verbal or physical flirtation, sexual gestures or comments, or comments about another person's body or appearance; including touching oneself sexually or talking about one's sexual activities in front of others.
- Vulgar or obscene language;
- Display of sexually explicit or offensive printed or visual material, including but not limited to photographs, calendars, graffiti, cartoons, emails, drawings, or notes including making and playing sexually explicit audio/video tapes;
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- Spreading rumors about or rating other individuals as to sexual activity or performance

Sexual harassment may take many forms. It may be subtle and indirect or blatant and overt. It may be conduct affecting an individual of the opposite sex or conduct affecting an individual of the same sex. It may occur between peers or between individuals in a hierarchical relationship. The fact that someone did not intend to sexually harass an individual is no defense to a complaint of sexual harassment. Regardless of intent, it is the effect and characteristics of the behavior that determine whether the behavior constitutes sexual harassment.

If a student feels as if he/she is being sexually harassed, they need to immediately inform a teacher or the administrator. Any cases involving sexual harassment will undergo investigation by School administration. Students found to be in violation will be subject to disciplinary action such as suspension and/or expulsion. See also Title IX policies/procedures in Appendices.

## STUDENT SEARCH AND SEIZURES

1. *Search Generally* – School property assigned to a student, and a student's person or property while under the authority of a public school, are subject to search, and items found are subject to seizure, in accordance with the following:

2. *Who May Search.* Certified school personnel, school security personnel and school bus drivers are authorized to conduct searches when a search is permissible as set forth herein. An authorized person conducting a search may request the assistance of one or more people, who upon consent become authorized to search for the purpose of that search only.

3. *When A Search is Permissible.* An authorized person may conduct a search when the authorized person has a reasonable suspicion that a crime or other breach of school rules is occurring or has occurred. An administrative authority may direct or conduct a search under the same conditions and also when the administrative authority has reasonable cause to believe that a search is necessary to help maintain school discipline.

4. *Conduct of Search.*

a. School property, including lockers, cubbies, desks and school buses, may be searched with or without students present. When students are not present for such searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open one, or circumstances otherwise render such action necessary in the judgment of the Principal.

b. Student vehicles when on campus or otherwise under school control, and students' personal effects brought onto campus and not within the student's immediate possession, may be searched in accordance with the requirements for school property searches, above. Backpacks, purses and student personal property in the student's immediate possession should be searched with student present, if possible.

c. Physical searches of a student's person may be conducted only by an authorized person of the same sex as the student and, except when circumstances render it impossible, may be conducted only in the presence of another authorized person of the same sex. The extend of the search must be reasonably related to the infraction, and the search shall not be excessively intrusive in light of the students age and sex, and the nature of the infraction.

5. *Seizure of Items.* Illegal items, legal items which threaten the safety or security of others, and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate.

6. *Notification of Law Enforcement.* The Principal may notify the local children's court attorney, district attorney, or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

**7. Metal Detector** The administrator or her/his designee may use a hand-held metal detector to conduct appropriate student
searches to ensure school safety.

DISCIPLINE OF STUDENTS EXPERIENCING HOMELESSNESS

Removing students experiencing homelessness from school shall be used only as a last resort, pursuant to the requirements in 42 U.S.C. 11431 et seq., the McKinney-Vento Homelessness Assistance Act.

SVP shall:

a) through professional development activities, create an awareness among educators and administrators of the types of behaviors that students experiencing homelessness may exhibit due to homelessness and provide strategies and supports to address the behaviors through the student assistance team process in accordance with Subsection D of 6.29.1.9 NMAC;
b) take into account the issues related to a student's homelessness by talking with the student and applicable staff and families prior to taking disciplinary action;
c) with school behavior response teams or other applicable personnel to assign appropriate discipline related to the behavior;
d) implement discipline alternatives to out of school suspensions or expulsions or classroom removals, if possible; and
e) connect students with mental health services as needed.

SVP shall review school discipline records and data of students experiencing homelessness in order to identify any patterns in disciplinary actions that indicate an unfair bias against the students. The collection and review of such records shall be in compliance with the Family Educational Rights and Privacy Act, as well as any other applicable federal or state laws or rules governing the privacy of such documents.

## **SUSPENSION/EXPULSION POLICY/PROCEDURE**

The right to a public education for students is not absolute; it may be taken away, temporarily, or permanently through suspension or expulsion for violation(s) of a school regulation. However, it is a property right afforded to students which may only be denied when school authorities have adhered to procedural safeguards required affording the student due process of law.

According to NMSA 6.11.2.11, South Valley Prep is not obligated to accept any student who has been long-term suspended or expelled from another school. A student who has been validly expelled or suspended is not entitled to receive any educational services from the local district during the period of the exclusion from school. A local school board may provide alternative arrangements, including

correspondence courses at the student's or parent's expense pursuant to public education department requirements, if the board deems such arrangements appropriate.

A. IMMEDIATE REMOVALS

Students whose presence poses a continuing danger to persons or property or on ongoing threat of interfering with the educational process may be immediately removed from school, subject to the following:

1. A rudimentary hearing, as required for short-term suspensions, shall follow as soon as possible;

2. Students shall be reinstated after no more than one school day, unless within that time a short-term suspension is also imposed after the required rudimentary hearing. In such circumstances, a single hearing will support both the immediate removal and a short-term suspension imposed in connection with the same incident(s); and

3. The school shall exert reasonable efforts to inform the student's parent of the charges against the student and the action taken as soon as practicable. If the school has not communicated with the parent by telephone or in person by the end of the school day following the immediate removal, the school shall on that day mail a written notice with the required information to the parent's address of record.

B. SHORT TERM SUSPENSIONS

A short-term suspension is a mandatory absence from school for a period of 10 school days or less. If the Principal decides that the alleged misconduct warrants a consequence of a suspension for 10 school days or less, the Principal shall give the student an informal/rudimentary due process hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights set forth in 6.11.2.12.D NMAC, including the opportunity to present to the principal/designee his or her defense or position concerning the alleged violation. After the conclusion of the investigation, the Principal designee, upon the basis of all facts and information learned, shall determine if the student committed a conduct violation. If the student is found to have committed a violation, a consequence or suspension may be imposed for a period of time not to exceed 10 school days. If a suspension is imposed, the principal imposing the suspension shall keep a record of the aforesaid proceedings. A parent may request an administrative review of the discipline data and decision to suspend. Homework can be provided at the request of the parent. Credit for assignments completed while a student is in short-term suspension is at the discretion of the instructor and/or Principal. There is no level of appeal higher than the Principal for a suspension of 10 school days or less.

C. LONG TERM SUSPENSION

A long term suspension is a mandatory absence from school for a period exceeding 10 school days, whether consecutive or cumulative, and up to the balance of the school year. If the principal/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be a suspension in excess of 10 days or expulsion, the accused student shall be afforded his or her due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of 10 days or an expulsion. When a student is charged by the principal/designee with misconduct which may result in long-term suspension or expulsion, the parent(s) or guardian of the student shall be informed within a reasonable time period by telephone or letter of the charges against the student.

D PROCEDURES FOR LONG TERM SUSPENSION/EXPULSION

The long-term suspension process shall be in accordance with 6.11.2 of the New Mexico Administrative Code. The ability to make up work for credit during long - term suspension will only be allowed in exceptional circumstances.

1. *Notice* - If the Principal believes that a long-term suspension may be warranted as a result of alleged misconduct of a student, the Principal will notify the parent(s) in writing of the grounds for the proposed suspension and the date, time and location of the suspension hearing, which shall be scheduled no sooner than five nor later than 10 school days from the date of receipt of the notice. Notice will be given by certified mail return receipt or by personal delivery addressed to the student, through his/her parents/guardians. The notice shall contain:

☐ The school rule(s) alleged to have been violated, a concise statement of the act(s) of the student on which the charge(s) are based, and a statement of the possible penalty;

☐ The time, date and place of the hearing, and a statement that both the student and parents are entitled and urged to be present;

☐ The name of the hearing officer;

☐ A copy of 6.11.2 NMAC, "Students Rights and Responsibilities,"

☐ A clear statement that the hearing will take place as scheduled unless the hearing officer grants a delay or the student and parent agrees to waive the hearing and comply voluntarily with the proposed disciplinary action or with a negotiated penalty, and a clear and conspicuous warning that a failure to appear will not delay the hearing and may lead to the imposition of the proposed penalty by default. Note: Expulsion hearings may not be waived.

☐ A statement that the student has the right to be represented at the hearing by legal counsel, a parent or some other representative designated in written notice filed at least 72 hours before the hearing with the contact person designated in the notice;

☐ Contact information (name, business address, phone number) for person from who the parent may request a delay or additional information, including access to any

documentary evidence or exhibits which the school proposed to introduce at the hearing;

- ☐ A description of the hearing proceedings; and
- ☐ Any other information, materials or instructions deemed appropriate by the administrative authority who prepares the notice.

2. *Hearing Officer* – Long-Term Suspension and Expulsion hearings will be conducted by an independent hearing officer. No person shall act as hearing officer or review authority in a case where the person was directly involved in or witnessed the incident(s) in question, or if the person has prejudged disputed facts or is biased for or against any person who will actively participate in the proceedings.

3. *Time of Hearing* – The hearing shall not be any sooner than five (5) nor later than 10 (ten) school days from the date the notice was received. The hearing officer shall have the discretion to extend the time for hearing, however, it the delay extends beyond the 10 (ten) school days, the student shall be returned to school pending the outcome of the hearing, unless the student/parents have waived the right to a hearing and agreed to comply with the proposed penalty or have waived the hearing and have negotiated a mutually acceptable penalty with the Principal, or the student/parents have knowingly and voluntarily waived the student's right to return to school pending the outcome of the formal proceedings.

4. *Hearing Procedure* -- The formal hearing is not a trial; it is an administrative hearing designed to ensure a calm and orderly determination by an impartial hearing officer of the facts of a case of alleged serious misconduct. Technical rules of evidence and procedure do not apply. The following rules govern the conduct of the hearing and the ultimate decision:

a. The school shall have the burden of proof of misconduct.

b. The student and student's parent(s) shall have the following rights:

i. the right to be represented by legal counsel or other designated representative, however, the school is not required to provide representation;

ii. the right to present evidence, subject to reasonable requirements of substantiation at the discretion of the hearing officer and subject to exclusion of evidene deemed irrelevant or redundant;

iii. the right to confront and cross-examine adverse witnesses, subject to reasonable limitation by the hearing officer;

iv. the right to have a decision based solely on the evidence presented at the hearing and the applicable legal rules, including the governing rules of student conduct.

c. The hearing officer shall determine whether the alleged acts of misconduct have been proved by a preponderance of the evidence presented at a hearing at which the student or a designated representative have appeared.

d. If no one has appeared on the student's behalf within a reasonable time after the announced time for the hearing, the hearing officer shall determine whether the student, through the parent(s), received notice of the hearing. If so, the hearing officer shall review the schools' evidence to determine whether it is sufficient to support the charge(s) of misconduct.

e. The hearing officer shall report the findings, together with any recommended sanction, to the Principal promptly after the hearing.

f. Arrangements to make a recording or keep minutes of the proceedings shall be made by the school. A verbatim written transcript is not required, but any minutes or other written record shall fairly reflect the substance of the evidence presented.

g. The Principal may observe but not participate in the proceedings at a formal hearing. If the Principal is present at the formal hearing and if the hearing officer announces a recommended decision at the close of the hearing, the Principal may also announce the Principal's decision at that time.

5. *Decision* – The Hearing Officer may announce findings of fact and a recommended decision at the close of the hearing. The hearing officer shall also prepare a written recommendation, including written findings of fact and concise reasons for the recommendation and the penalty to be imposed, if any, and mail or deliver it to the Principal and the student, through the parent, within five (5) working days after the review is concluded. The Principal shall adopt the Hearing Officer's factual recommendation(s), but may reject any consequence(s) recommended by the Hearing officer. The Principal shall prepare the final written decision, including reasons for choosing any penalty imposed, and shall mail or deliver it to the student, through the parents, within five working days of receipt of the hearing officer's report.

The Principal's decision shall take effect immediately upon initial notification to the parent(s),either at the close of the hearing or upon receipt of the Principal's written decision. If initial notification is by mail, the parent(s) shall be presumed to have received the notice on the fifty calendar day

after the date of mailing unless a receipt for certified mail, if used, indicates a different date of receipt.

If the hearing officer decides that no allegations of misconduct have been proved, or if the Principal declines to impose a penalty despite a finding that an act or acts of misconduct have been proved, the matter shall be closed. If the Principal imposes any sanction on the student, the decision shall take effect immediately upon notification to the parent and shall continue in force during any subsequent review.

E. LONG-TERM SUSPENSION/EXPULSION APPEAL

A student aggrieved by the Principal's decision after a formal hearing has the right to have the decision reviewed if the penalty imposed was at least as severe as a long-term suspension or expulsion, an in-school suspension exceeding one school semester or a denial or restriction of student privileges for one semester or longer. The appeal shall be to the Governing Council or its designee. The Governing Council may grant a right of review for less severe penalties. A student request for review must be submitted to the Governing Council President within ten (10) school days after the student is informed of the hearing officer's decision.

1. *Conduct of review* - The Governing Council shall have discretion to modify or overrule the Director's decision, but may not impose harsher consequences. If review is conducted by the Governing Council, the proceedings shall be conducted in accordance with the Open Meetings Act.

2. *Form of review* - The Governing Council shall have discretion to conduct a review on the written record of the hearing and decision in the case, to limit new submissions by the aggrieved student and school authorities to written materials, or to grant a conference or hearing at which the student and his or her representative, and school authorities, may present their respective views in person. Where a conference or hearing is granted, the record-keeping requirements of 6.11.2.12.G.4.I.vi NMAC apply.

3. *Timing of review* - Except in extraordinary circumstances, a review shall be concluded no later than fifteen (15) working days after a student's written request for review is received by the Governing Council.

4. *Decision* - The Governing Council may announce a decision at the close of any conference or hearing held on review. In any event, the Governing Council shall prepare a written decision, including concise reasons, and mail or deliver it to the Principal, the hearing officer and the student, through the parent, within ten (10) working days after the review is concluded.

5. *Effect of decision* - The Governing Council's decision shall be the final administrative action to which a student is entitled. A student who has been validly expelled or long-term suspended is not entitled to receive any educational services from the school during the period of

the exclusion. SCHOOL may provide alternative arrangements, including remote learning or correspondence courses at the expense of the student or parent pursuant to NMPED requirements, if SVP deems such arrangements appropriate.

6. *NMPED Compliance* – The student discipline process followed by SCHOOL shall conform to 6.11.2 NMAC and to the extent any provision of this section conflicts with the NMPED regulation, the regulation shall govern.

## STUDENT SUPPORT POLICIES

### HEALTH OFFICE

South Valley Prep has a contracted nurse who works with our students. She is on our school campus generally one day every other week. Her focus is vision and hearing screenings as well as making sure each student's immunizations are up to date. Student immunizations, by state law, must be current. Written proof of immunizations or legal exemptions must be presented to the administration, so the nurse can verify them. The student may be withdrawn from school until records are current.

On days when the nurse is not present, students who are ill or injured report to the Nurse Assistant for evaluation and care. Parents will be contacted by the Nurse's Assistant or office staff if warranted. Please make sure the office has up to date telephone numbers so a family member, friend, or neighbor can be contacted for serious illness, injury, or emergency. Students may not leave campus, unless authorized by a parent/guardian. In emergencies, 911 will be called and the parent/guardian will be notified as soon as possible. The school office should be notified of any chronic or serious health problems, especially asthma, heart conditions, diabetes, seizure disorders or a history of anaphylactic reactions to insects or foods. Please call the administrative office for any questions or health concerns at 222-5642.

### IMMUNIZATIONS OF STUDENTS

Students shall not be enrolled at any school unless satisfactory evidence of their completed immunizations, or proper exemption, can be presented. Any enrolled student without an immunization exemption will be placed on immunization suspension until immunizations are completed or are made as current as possible. It is unlawful for any parent to refuse or neglect to have his or her child immunized, as required by state law, unless the child is properly exempted. Legal reference: NMAC 6.12.2, NMAC 7.5, and Chapter 24 Article 5, NMSA 1978.

ILLNESSES/CONTAGIOUS DISEASES.

For the protection of all students, your student should be kept at home if he/she has any of the following symptoms: fever, diarrhea, vomiting, a rash, nasal discharge, or discharge from the eyes or ears. Parents should exercise every caution and keep their student home should other unusual symptoms occur. If a student becomes ill while at school, a parent will be called to pick up the student immediately.

If your student has been exposed to a contagious disease, he/she should be kept at home and the occurrence of his/her condition should be reported to the school immediately. Chicken pox, ear infections, giardia, hepatitis, measles, mumps, scarlet fever, strep, and viral infections including COVID-19 are among those conditions categorized as "highly contagious".

MEDICATIONS POLICY.

Diagnosis, treatment of illness, or prescribing drugs and medications are never responsibilities of a school and should not be practiced by any school personnel. School personnel will dispense only medications that have been prescribed by a physician. Students may be treated with an epinephrine auto injector, as directed by standing order of the student's physician, for life-threatening episodes of allergic reaction or asthma. When possible, medication doses should be given at home to avoid interruptions in the school day. If medication is needed during the school day, the policy is as follows:

☐ *Inform.* Parents/guardians must inform the nurse or administrator when a pupil requires medications during the school day. Students observed by school personnel self-administering unauthorized medications shall be reported to their parents/guardians.

☐ *Written Permission.* A written statement is required from the parent/guardian and physician authorizing the administration of all medications and releasing school personnel from liability should reactions result from the medication. The written statement must include the student's name, diagnosis, name of medication, dose, time to be given, and signatures of parent/guardian and physician. Forms are available from the office.

☐ *Labeled Containers.* Medication must be provided in pharmacy labeled containers that indicate pharmacy name and telephone number, student's name, physician, name and dosage of medication. The dispensing pharmacy must split medication into duplicate bottles if it is necessary to give medication during school hours. One bottle will be kept at home and the other at school under the care of school authorities.

☐ *Administration.* A nurse will administer prescribed medication. In the absence of the nurse, the medication will be dispensed by an administrator. Students will be allowed to carry and self-administer medications only with a physician's and parent's written permission, in cases of potential emergency (See additional requirement below).

☐ *Doctor's Orders.* Tylenol or other over-the-counter medicines will be administered to students only with a physician's written order in addition to the parent authorization as required above. Such over-the counter medication must be in the original container. Again, parents are urged to administer such medication at home when possible.

☐ *Disposal.* When the medication is no longer needed, it will be returned to the parent or guardian, or destroyed. Medications requiring refrigeration will be kept in a closed and clearly identified container in the refrigerator.

**PLEASE DO NOT SEND COUGH DROPS IN YOUR STUDENT'S POCKETS, BACKPACK, OR LUNCH BOX. THESE ARE CONSIDERED MEDICATIONS AND ARE TO BE TREATED AS OUTLINED ABOVE.**

SELF-ADMINISTRATION OF CERTAIN DRUGS.

Students will be allowed to carry and self-administer asthma medication, emergency anaphylaxis medication, and/or equipment and supplies for storage and disposal of sharps for self-assessment and for self administration of diabetes treatment medications, if it has been legally prescribed to the student by a health care provider under the following circumstances:

1. The health care provider has instructed the student in the correct and responsible use of the medication;

2. The student has demonstrated to the health care provider and the school nurse or other school official the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed;

3. The school nurse or health care provider, within input from the parent or guardian and based on the student's health care practitioner's medical orders, has formulated a written treatment plan for managing the student's care and for medication use by the student during school hours or school-sponsored activities, including transit to or from school or school-sponsored activities; and

4. The student's parent has completed and submitted to the school any written documentation required by the school, including the treatment plan required in paragraph (3) above and a statement relieving the school and its employees and agents from liability arising from the performance the student's self-administration, carrying or storage of medication, supplies and medication-administration equipment.

The parent of a student who is allowed to carry and self-administer asthma medication, emergency anaphylaxis medication, or diabetes medication/equipment may provide the school with backup medication and equipment that shall be kept in a location to which the student has immediate access in the event of an asthma, anaphylaxis or diabetes emergency.

Please see the Student Diabetes Management Policy and procedure in Appendices for important information about student diabetes management procedures at school. To the extent that anything in this Section conflicts with the Student Diabetes Management Policy and procedure, that policy shall control.

**THE SCHOOL SHALL NOT BE LIABLE AS A RESULT OF ANY INJURY ARISING FROM THE PERFORMANCE OF SELF-ASSESSMENT PROCEDURES AND THE SELF-ADMINISTRATION OF MEDICATION NOR FROM ANY INJURY ARISING FROM THE STUDENT CARRYING AND, IF APPLICABLE, DISPOSING OF THE MEDICATION OR SUPPLIES NEED TO ADMINISTER MEDICATIONS.**

## MEDICAL SITUATIONS AND EMERGENCIES

☐ *Emergencies*. In the event of a medical emergency or an accident, we will first attempt to contact the parent/guardian or the doctor of the student, unless SVP determines that the circumstances merit contacting 911 for emergency response. After 911 is called, SVP will make every effort to reach the student's parent/guardian, or other emergency contact prior to treatment, however, this may not always be possible. For this reason it is absolutely necessary that all contact information on the "Permission for Medical Attention" be completed and kept current.

☐ *Staff Aid.* Staff members are required to have current first aid and CPR certification. Should first aid be needed, a first aid-certified staff member or other person assigned to take care of a particular situation will administer first aid or give instructions for proper care. All staff members will follow these instructions carefully.

☐ *Incidents at School/Reports Home.* Health office visits will be charted and nurse pass slips describing the nature of health office visits will be sent home with students. Minor accidents (e.g., bruises, scratches, bumps, cuts, scrapes, etc.), which can be taken care of by staff members, will be attended to immediately. The staff member will document the accident on an "Accident Report" form. The staff member will sign the form and submit it to a school administrator for review and signature. A copy will be placed in the parent's file and in the student's file. Parents will be notified of any situation that involves trauma to the head

☐ *Accidental Poisoning.* In the case of poisoning, the staff member will call Poison Control immediately and follow their instructions carefully. Parents will be notified and an "Accident Report" written. A first aid kit is readily available and all emergency numbers are posted.

## EXCUSE FROM PHYSICAL EDUCATION

Please send a request to the teacher if your student needs to be excused from physical education. Written instructions are required from the student's physician if the student is to be excused for more than two days, and must include a re-entry date.

## MEDICAL CANNABIS POLICY/PROCEDURE

Pursuant to the New Mexico Medical Cannabis in Schools Act ("Act"), qualified students certified for use of medical cannabis pursuant to the Lynn and Erin Compassionate Use Act who require medical cannabis as a reasonable accommodation necessary for the student to attend school may be administered medical cannabis before attending school, or at school. **Medical cannabis may be administered at School only if:**

1. A written treatment plan for the administration of the medical cannabis is agreed to and signed by the Principal or designee, and by the qualified student's parent or legal guardian. The treatment plan must be on the written treatment plan form posted on the NMPED's website, and must include:

a. An affirmation of diagnosis of a qualifying debilitating medical condition, and description of the qualified student's debilitating medical condition per the Lynn and Erin Compassionate Use Act;
b. Description of the plan of treatment with medical cannabis, including:
    i. Recommended dosage allotment;
    ii. Recommended frequency of administration in a school setting; and
    iii. Signature of the parent/guardian and the certifying practitioner;(treatment plan form may be found at https://webnew.ped.state.nm.s/bureaus/safe-healthy-schools/medical-cannabis-in-schools/ ); and

2. Before the first administration of medical cannabis in a school setting, the qualified student's parent or legal guardian completes and submits documentation to the Principal that includes a:
    a. Copy of the qualified student's written certification for use of medical cannabis pursuant to the Lynn and Erin Compassionate Use Act from a certifying practitioner;
    b. A copy of the student's New Mexico Department of Health (NMDOH)-issued ID card, which includes the name of the primary caregiver;
    c. A signed Health Insurance Portability and Accountability Act (HIPAA) authorization, using the HIPAA authorization form posted on the NMDOH's website (http://nmhealth.org/publication/view/form/137/ ), which shall be retained by the School as a medical record; and
    d. Written statement from the qualified student's parent or legal guardian releasing the school and school personnel from liability (see Principal for copy of required form), except in cases of willful or wanton misconduct or disregard of the qualified student's treatment plan.
3. The written certification and written treatment plan shall be valid for no more than one year from the date of issuance and shall be presented to the School at or prior to the school year for which the certification and treatment plan shall apply.
4. In case of spillage or waste of medical cannabis on School premises, cleanup and destruction of spillage or waste shall be immediate and shall be documented by a School employee witness.
5. The parent/guardian shall provide the written certification and written treatment plan, a new release from liability, and a new package or container with clearly labeled identifiers including the qualified student's name, date of birth, and dosage allotment, upon enrollment in a new public school following disenrollment, withdrawal, transfer, or graduation from another school.
6. School personnel shall not administer medical cannabis on campus or at school-related activities; only a qualified student's parent/legal guardian may administer medical cannabis, in accordance with state law and this policy.

7. Parents/guardians administering medical cannabis to their student in the school setting may only do so in accordance with the student's written treatment plan and this Policy. The School shall not store medical cannabis administered by the parent/guardian. The School Principal shall designate the School location at which parent/guardian administration of medical cannabis shall occur. Any administration of medical cannabis on school campus must take place out of view of other students and with the Principal or designee present. Parent/guardians administering medical cannabis to their student must check in and out with the Principal prior to and after each administration of medical cannabis to their student.
8. **A student shall not possess, store, or self-administer medical cannabis at a school setting or at a School-related activity.** A parent, legal guardian, and/or designated school personnel shall not administer medical cannabis at a school setting or during a school-related activity in a manner that creates disruption to the educational environment or causes other students to be exposed to medical cannabis.
9. **Administration and use of medical cannabis in a school setting is *not* authorized, and being under the influence of cannabis in a school setting is not authorized, where the student is not a qualified student pursuant to the Lynn and Erin Compassionate Use Act who requires medical cannabis as a reasonable accommodation necessary for the student to attend school, where the student's performance/behavior at school/school activities is adversely affected by such use, where it may pose a danger to other students, and/or where it disrupts or has the potential to disrupt the educational process.**
10. Student possession, use, distribution, sale or being under the influence of a cannabis product in a manner inconsistent with this Policy, inconsistent with the Medical Marijuana in Schools Act, and/or inconsistent with the Lynn and Erin Compassionate Use Act, is banned and will be considered a violation of the School's policies against distribution/possession/use of an unlawful substance on campus, and shall be disciplined accordingly.
11. The School shall not discipline a qualified student on the basis that the student requires medical cannabis as necessary for the student to attend school, or deny eligibility to attend school to a qualified student on the basis that the qualified student requires medical cannabis as a reasonable accommodation necessary for the student to attend school or an in-state school-sponsored activity.
12. The School shall annually provide appropriate training on this Medical Cannabis Policy to all school personnel.

As used in this section:

i. "certifying practitioner" means a health care practitioner who is licensed in New Mexico to diagnose a qualified patient and recommend medical cannabis as a course of treatment;

ii. "medical cannabis" means cannabis that is:

a. Recommended for treatment of a debilitating medical condition as defined in the Lynn and Erin Compassionate Use Act, in a written certification by a certified practitioner; and
b. Dispensed by a cannabis producer that has received approval from the New Mexico Department of Health (NMDOH) to conduct sales of medical cannabis; and
c. Is in the form of a capsule, extract, or concentrate to be ingested through the mouth that:
    i. May be safely divided into measurable doses;
    ii. is not an aerosol product consumable through smoking or in particulate form as a vapor or by burning;
    iii. is not a food or a beverage product;
    iv. is not a salve, balm, or other topical product;
    v. does not require refrigerated storage; and
d. If administered by designated school personnel, is provided to the school in package or container clearly labeled with the student's name, date of birth, and dosage allotment; if administered by the parent/guardian, is brought to the school for administration by the parent/guardian in a package or container clearly labeled with the student's name, date of birth, and dosage allotment.

iii. "qualified student" means a student who demonstrates evidence to the Principal that the student is authorized as a qualified patient pursuant to the Lynn and Erin Compassionate Use Act to carry and use medical cannabis in accordance with the provisions of that Act, 6.12.10 NMAC, the Lynn and Erin Compassionate Use Act, and New Mexico department of health rules regarding the Lynn and Erin Compassionate Use Act. **Note: a qualified student is prohibited from possessing any form of cannabis in a school setting**;

iv. "school setting" means any of the following locations during a school day:
a. A school building;
b. A school bus or activity vehicle used within the state during, in transit to or in transit from a school-sponsored activity;
c. A public vehicle used within the state during, in transit to or in transit from a school-sponsored activity in the state; or
d. A public site in the state where a school-sponsored activity takes place;

v. "written certification" means a statement written by a qualified student's certifying practitioner in a qualified student's medical records or in the written treatment plan statement; certifying that the qualified student has a debilitating medical condition pursuant to the Lynn and Erin Compassionate Use Act; certifying that the certifying practitioner believes that the potential health benefits of the medical use of cannabis would likely outweigh the health risks for the qualified student; and signed

by the certifying practitioner. A written certification is not valid for more than one year from the date signed by the certifying practitioner.

vi. "written treatment plan" means a document developed by the parent/guardian in collaboration with the certifying practitioner that:

a. Includes the certifying practitioner's diagnosis and description of the qualified student's debilitating medical condition per the Lynn and Erin Compassionate Use Act;

b. Describes the plan for recommended treatment with medical cannabis, including:

i. The recommended dosage allotment;

ii. the recommended frequency of administration of medical cannabis in a school setting; and

iii. is signed by the parent/guardian and the certifying practitioner.

This Policy is not applicable to any School-related activity taking place outside of the state of New Mexico. **Hemp products are not covered by this policy.**

## HEAD LICE

The student's parents/guardian will be called and told that head lice have been found on the child. The health assistant will give advice on how to treat it.

## PINK EYE (Infectious Conjunctivitis)

The student's parent/guardian will be called or notified if the child appears to have pink eye and complains of eye irritation. This irritation can be caused by a variety of bacteria, viruses, and other germs, as well as by allergies, exposure to chemicals or irritants. "*Pink Eye*" spreads from person to person by direct contact, in droplets coughed or sneezed into the air, on hands, towels, and/or girls sharing makeup products. If your child is complaining of these symptoms or has been sent home from school because of them, please contact your doctor for treatment. Upon return to school, the student will need to provide a "*return to school*" note from the teacher.

## NUTRITION SERVICE

Breakfast, Lunch and an optional After School Dinner will be provided at South Valley Prep daily through an outside vendor or catering company. Breakfast and lunch are free for all students. At 9:00 we will notify the company of how many lunches will need to be delivered that day. If you know your child is going to be late, please notify the office so we can get an accurate count for the day.

Students may bring their own lunch. However, in alignment with our Health and Wellness Policies and focus, we ask that all meals sent from home follow a healthy guideline.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).
Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail:
U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

## PARENTAL POLICIES

### RELEASE OF STUDENTS DURING THE SCHOOL DAY

For the safety and protection of your child, a parent/guardian is required to report to the school office, present photo identification and officially sign-out the student for early release. Parents are strongly encourages to schedule doctor and dentist appointments after the end of the school day or on school breaks. The protection of quality instructional time for your child is a priority. To minimize the loss of instruction, verification of any medical appointments may be requested by the school. Parents/guardians have the responsibility to furnish schools with accurate, up to date information. The school must always receive notification or authorization from the custodial parent/guardian before releasing the student to a non-custodial parent.

Students shall not be released into the custody of any organization, institution, or individual without prior consent or communication with the parent/legal guardians. Possible exceptions include: child abuse investigations, directives from law enforcement officials and/or the New Mexico Children, Youth, and Families Department (CYFD) or in emergency situations where immediate arrest or removal of a student for safety reasons is deemed necessary.

### UPDATING AND CHANGING OF STUDENT INFORMATION

It is very important for parents to keep the school informed, in writing or face-to-face, of any changes in student information to include but not limited to:

- Allergies
- Medication
- Illnesses
- Doctors
- Hospital Choice
- Address
- Phone Number
- Emergency Contact Numbers
- ***Authorized person who may pick up your child from school***
- ***Unauthorized individuals who are NOT permitted to pick your child up from school***

### VISITORS TO SCHOOLS

The staff and administration of South Valley Prep encourage parents/guardians to prearrange with your student's teacher to visit the school and classrooms, so long as such visits do not disrupt school operations or interfere with the educational process. Unless accompanied by parent(s)/guardian(s), school aged guests

(i.e., out of town relatives or friends) are not permitted on campus during the school day. Visitors shall not be permitted during testing periods, or on days/times not preapproved by the student's teacher(s).

For the safety of students and staff, all school visitors must report to the school's main office upon arrival before proceeding to any part of the school or school grounds. Visitors shall comply with the school's policies regarding identification and safety, shall comply with all lawful staff directives while visiting campus, and shall be supervised by staff at all times.

## VOLUNTEER CLEARANCE

South Valley Prep welcomes and encourages all parents/guardians to volunteer their time in our school. In order to protect our students, volunteers will need to get an FBI background check and fingerprinting using the school's ORI agency number which is: NM931161Z. Other requirements may apply. Please see the Office Manager for more information.

## PARENT-STAFF COMMUNICATIONS

If a parent has a concern about an issue that occurred in the classroom, the parent should talk with the classroom teacher first. If the parent does not feel the issue is resolved after discussing the incident with the classroom teacher, the parent may call the administrator and set up an appointment to review the issue with the classroom teacher and the administrator. If the issue is with the head administrator, contact the Governing Council President, who in most cases will set up a meeting to review the issue with the head administrator and the parent. Appropriate cases may be referred to the Governing Council.

## STUDENT-LED CONFERENCES

Student-Led conferences are mandatory for all students and are held twice a year. If parents wish to meet with a teacher, they will need to make arrangements directly with the classroom teacher.

## PUBLIC INQUIRIES AND PARENTAL COMPLAINTS

As a parent or community member, there may be times when you need to have a problem solved or have a question answered. You may also have suggestions for changes to improve our school system. Your input is important. First, please address your questions or comments to the school principal. If your concerns are not addressed satisfactorily with the principal, please bring your concern/inquiry to the Governing Council President.

## EMERGENCY INFORMATION

During school emergencies, parents must work in accordance with law enforcement and school officials to ensure the safety of all children and staff. Routine school procedures may change during an emergency.
Emergencies could include fire, lockdowns, bus accidents, severe weather storms, disturbances in the adjacent neighborhoods, and more.

**Please make sure emergency information is current in your child's school records.** When you move, change phone numbers, or change emergency contact names, contact the school immediately. **Please make sure you follow the procedures provided to you to accept text messages from South Valley Prep through School Messenger.**

**What should parents do in an emergency situation?**

1. School emergency information will be sent **to you via text and voice using ParentVue or School Messenger** to provide instructions regarding procedures, if necessary. Please follow all instructions provided. In addition, if necessary, emergency information will be sent to local radio, TV stations, the school website, and through texts to keep parents notified and
2. School closures or late starts due to severe weather conditions will also be released to all media outlets.
3. Avoid calling the school during an emergency situation, as phones will be used to deal with the emergency situation and staff members will be busy taking care of students' needs. Information sent to the media and posted on the South Valley Prep website will be updated as needed.
4. If the school is on lockdown, no one (other than emergency responders) is allowed to enter or leave the school site. This is for your child's safety. Please do not come to the school until it has been announced through the media or website that it is safe to do so.
5. Follow all emergency student check-out procedures. Once the emergency situation is over, any adult coming to the school to pick up a student MUST have proper identification. This is for your child's safety as school personnel must track who has picked up all students. Students who normally walk home will be allowed to do so only after the police have determined the area is safe. Under some conditions, students who normally walk may need to be picked up.

## GENERAL INFORMATION

### THE GOVERNING COUNCIL

The Governing Council is the governing body of the school. The Governing Council meetings will be held on the fourth Wednesday of each month. They will meet at 5:00 p.m. at the school. All meetings are open to the public and are conducted in compliance with the New Mexico Open Meetings Act. All parents are welcome and encouraged to attend. Copies of the Governing Council bylaws and monthly agendas and minutes are available in the school office and on the school website. In addition, the names and contact information of all Governing Council Members are on the school's website.

### DAILY SCHEDULE

The school day begins at 7:45 a.m. and ends at 2:50 p.m. Monday through Friday. Supervision of students occurs from 7:30 a.m. to 3:00 p.m. South Valley Prep is not responsible for students who come to school before 7:30 a.m. Any student on campus after 3:00 p.m. is required to sign in to the after-school homework club / tutoring program in the cafeteria. Office hours are from 7:30 a.m. to 3:00 p.m. Individual class schedules will be given to students on the first day of school.

### TESTING

South Valley Prep believes that understanding the levels and needs of our students throughout the year will help us prepare and manage our curriculum more effectively. In addition to the tests and quizzes given in each

core class, there are three forms of additional assessments: Northwest Evaluation Association (NWEA); the New Mexico Measures of Student Success and Achievement (NM-MSSA), state mandatory test and the Analytical Reading Inventory (ARI).

1. NWEA is given three times a year (fall, winter, and spring). It assesses student levels of proficiency in reading, math, and language arts in comparison to other students (in your child's grade level) around the nation.
2. ARI is administered at the end of each nine weeks to assess the students' reading levels
3. The NM state required assessment is given once a year (typically in March or April). This test is used to determine a students' level of proficiency in comparison to other students in other states that participate in similar testing. The students will be assessed in reading and math. Eighth graders will also be assessed in science using the New Mexico Assessment of Science Readiness (NM-ASR).

## FIELD TRIPS

During the school year students will have opportunities to go on field trips. Signed permission forms are required and all school rules apply while on field trips. Parents will be given adequate notice of upcoming field trips and parents/guardians who do not want their child to participate should request an excused absence from the administrator; otherwise, a student's absence will be deemed an unexcused absence.

## SPORTS

SVP sports are extracurricular activities. South Valley Prep participates in the Albuquerque Charter School League. As part of the Charter School League, we will be competing against other charter school students and small private schools **in grades 6th through 12th.** Students participating in any sport must have all registration papers filled out, signed, and returned, have an annual physical by a doctor and must maintain a minimum of a 2.5 grade point average. Students will sit out of games if they have an "f" in any of their classes and will continue to do so until they raise their grade. In order to compete we need parent and community volunteers to coach. No school transportation is provided. Parents must transport students to all practices and games. If you have questions and/or would like to volunteer, please contact our PE Coach / Athletic Director.

Try-outs for the following boys and girls sports will be announced through school newsletters and/or notices:

- Boys Basketball
- Girls Basketball
- Coed Flag-Football
- Cross Country Running
- Girls Volleyball
- Coed Soccer
- Boys & Girls Track and Field

According to Senate Bill 789 of 2005, students who attend a charter school may choose to participate in a sports program at their home district school. However, they can only participate in one league, either the Charter School League or the APS District League.

Parents and students are required to sign a contract ensuring that they will demonstrate good sportsmanship. Parent signature will be representative of this agreement for themselves and any extended family members that attend any sporting events. Failure to sign the contract results in your child not participating in South Valley Prep's Sports program. Failure to uphold the agreement signed will result in parents and / or extended family members from attending any sporting events.

## BICYCLES/SKATEBOARDS/SCOOTERS

Students who ride bicycles or scooters to school are expected to wear protective head helmets. Bicycles, skateboards, or scooters must be walked when on campus and are to be locked up during the day.

## RELIGIOUS HOLIDAYS

We encourage the members of the school community to observe their respective religious holidays. Teachers will work with students who miss school because of religious commitments, pursuant to the SVP Attendance Policy. Please be sure to discuss religious requirements and commitments with your child's teachers.
Parent Student Handbook Agreement Form

The South Valley Preparatory School Parent/Student Handbook may be found on the school's website at: www.southvalleyprep.org

## PARENT/SCHOOL COOPERATIVE AGREEMENT

As the parent(s)/guardian(s) of _____ attending South Valley Preparatory School ("SVP"), I/we want and expect to be active participants in our student's education.

I/We support the high academic and performance standards of SVP.

I/We understand that we need to facilitate our student's on time arrival and preparedness for all classes.

I/We understand that exceptional attendance is crucial to the educational process, and the students should adhere to the SVP's attendance policies and procedures.

I/We understand that it is critical that we participate in the parent/student/teacher advisory meetings and attend any scheduled conferences.

I/We will use our best efforts to serve as a mentor to students other than our own students whenever possible.

I/We understand and agree that we shall be financially responsible for any loss, destruction, or damage to SVP property by our student.

I/We have reviewed the information and policies contained in this handbook with our student and both our student and I/we understand that all students will be held accountable for their behavior and

that failure to abide by the guidelines for all student behavior can result in the discipline outlined in this handbook.

I/We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the SVP Parent-Student Handbook or SVP policies, rules and guidelines. We are aware that the school reserves the right at any time to amend or to add to the policies and rules contained or referred to in this handbook. We are also aware that any changes or updates to this handbook will be posted on the School website.

I/We have received and reviewed the SVP Parent-Student Handbook. I/We understand the policies set forth in the handbook, understand that we should direct any questions about the handbook policies/procedures to the Principal or designee for clarification, and agree to abide by SVP's policies and procedures and to ensure that our student follows the rules of the school.

_____ _____ Parent/Guardian

(Print) Parent/Guardian (Signature) Date

_____ _____

Student's Name (Print) Student (Signature) Date

**Students are to return this signed Parent/School Cooperative Agreement to their homeroom teacher by the last school day in September.** New and transfer students registering after the start of the school year must return this acknowledgement page within one week after receipt.

**CLICK HERE FOR DIGITAL SIGNATURE**

***Note*: Student/Parent acknowledgement of policies including the Student/Parent Handbook may be completed digitally such as through online registration.**

## APPENDICES

### I. SVP ATTENDANCE POLICY AND PROCEDURE

SVP is committed (and legally obligated) to enforce the New Mexico Attendance for Success Act. The following attendance requirements are consistent with a student's obligation to attend and a parent/guardian's obligation to ensure that their student attends school. SVP hopes that every parent will consider regular and timely attendance to be imperative to their student's educational success.

This policy applies to students and their parents or legal guardians.

1. DEFINITIONS

a. "Absence" is when a child in not at school for a class or school day, whether excused or not, provided that "absence" does not apply to participation in interscholastic extracurricular activities.

b. "Excused absence" is an absence due to illness, appointments with health or mental health care providers, death in the family, or religious instruction or tribal obligations (see handbook for other possible excused absences). At the school's discretion, a written confirmation may be required by the office when the student returns to school. If requested, such letter should come from medical practitioner, funeral service provider, or provider of religious education or tribal official. Special family situations may be considered appropriate for excused absence when *prior* approval is received from the Principal. The Principal's decision on the request shall be considered final.

i. Excused Absence due to Religious Instruction: A student may, subject to the approval of the Principal, be absent from school to participate in religious instruction for not more than one class period of the school day with the written consent of the parent/guardian, at a time that is not in conflict with the academic program of the school. School does not assume responsibility for the religious instruction for any student, nor does it permit religious instruction to be conducted on school property. School shall provide time for the student to make up the school work missed during the absence.

ii. Excused Absence due to Tribal Obligations: A student may, subject to the approval of the Principal, be absent from school to participate in tribal obligations with the

written consent of the parent/guardian. The School shall provide time for the student to make up the school work missed during the absence.

c. "Unexcused absence" is an absence from school or from a class for which the student does not have an allowable excuse as identified in this Policy/Handbook.

d. "Half Day Absence" is an absence from school for less than half the school day.

   i. "Excused half day absence" is a half day absence from school for reasons identified in this Policy.

   ii. "Unexcused half day absence" is a half day absence from school or from a class for which the student does not have an allowable excuse as identified in this Policy.

e. Absence equivalencies:

   1. Any combination of two half-day excused absences will equate to one excused absence.

   2. Any combination of two half day unexcused absences will equate to one unexcused absence.

f. "Tardy" is an arrival to school after the start of the day, but 30 minutes or less late. Late arrivals in excess of 30 minutes will be considered a "half day absent."

   i. "Excused tardy" is a tardy for reasons listed in this Policy.

   ii. "Unexcused tardy" is a tardy for reasons not listed in this Policy.

g. "Early Release" is a student's departure from school 30 minutes or less prior to dismissal for reasons listed in this Policy. Early releases longer than 30 minutes will be considered an "excused half day absence."

   i. "Excused early release" is an early release for reasons listed in this Policy.

   ii. "Unexcused early release" is an early release for reasons not listed in this Policy.

h. "Chronically absent" is a student with an absenteeism rate of 10%, but less than 20% regardless of the reason for absence, and/or whether excused or not. Chronically absent students require Early Intervention; see below.

i. "Excessively Absent" is a student with an absenteeism of 20% or greater, regardless of the reason for the absence and/or whether excused or not. Excessively absent students require Intensive Support; see below.

j. "Voluntary Withdrawal" is the School interpreting a student's continued unexcused absences to constitute a voluntary disenrollment of the child from the school, after school's intervention attempts have been exhausted. Voluntary withdrawal is not an expulsion of a student and does not require the due process for expulsion.

2. PROCEDURES

a. Attendance Requirement. The New Mexico Attendance for Success Act requires that all persons between the ages of five and eighteen attend a public, private, or home school, or a state institution, unless that person has graduated from high school or has received a general education development certificate, or that person's parent or guardian provides written, signed permission for that person to leave school for health reasons or in case of hardship, and that permission is approved by the Principal. Students enrolled in SVP shall attend school for the length of time of the school year as established by the school charter and any resulting reauthorization thereof.

Students are expected to have no more than 5% absentee rate per school year, which includes both excused and unexcused absences. Students are expected to arrive on time to school each day and to remain in school until the scheduled dismissal.

b. Whole School Efforts to Ensure Student Attendance

i. Notification of an Absence by a Parent or Guardian: The parent or guardian shall notify SVP's attendance officer each day that his or her student will be absent from any part of the school day, except in the case of an emergency, and shall give the reason for the absence and shall provide a written parental verification upon the child's return to school. The School's attendance officer or point of contact is are its front desk staff at (505) 222-5642 and its parent liaison at the same number, but with phone extension #116.

ii. Notification of an Unexcused Absence by the School: If a student is absent from school or class without a parent or guardian's notification of absence, the School attendance officer (or the designee) will, as soon as practicable, contact the parent or legal guardian by telephone or e-mail to give notice of the student's unexcused absence and to ascertain and document the reason for absence.

iii. The School Registrar shall notify parent/guardian of a child who has reached a 5% absentee rate regardless of reason for absence and shall keep a record of notification(s).

c. Make up of Work Missed. Following an excused absence, parents or guardians shall discuss make-up work with the student's teacher. A student shall be given a reasonable time by the teacher within which to make up the work the student missed during the absence. Following an unexcused absence, make-up work is at the discretion of the teacher.

d. School Actions for Poor Attendance

i. Out-of-school suspension and expulsion will not be used as punishment for truancy or unexcused absences. However, after explicit notification to the parent/guardian that the student is excessively absent despite exhaustion of all intervention efforts described in this Policy, the school may consider further unexcused absences to constitute a voluntary withdrawal of the child from school enrollment.

ii. Students in need of individualized prevention (5-9% absent)

a. The Principal and/or dean of students shall talk to the parent/guardian (either in writing or in person) and inform them of the student's attendance history, the impact of student absenteeism on student academic outcomes, the intervention or services available to the family, and the consequences of further absences, which may include referral to the Children, Youth and Families Department (CYFD) for chronic absenteeism.

iii. Early Intervention for Chronically Absent Students (10 – 19% absent)

a. Parents/guardians of students found to be Chronically Absent shall meet with the Principal and/or dean of students.

b. The school registrar shall notify parent/guardian of a child found to be chronically absent in writing, and include the date, time and location for parent/guardian to meet with Principal and/or dean of students.

c. The purpose of the meeting will be to establish an Early Intervention Plan. This plan will include an Attendance Contract and weekly monitoring and reporting of student attendance to the parent/guardian.

d. Parents of students and the student with any further unexcused absence after meeting with the Principal and/or dean of students to develop an Early Intervention Plan may be referred to the Children Youth and Families Department for suspected neglect.

iv. Intensive Support for Excessively Absent Students (20% or greater absent)

a. Parents/guardians of students found to be Excessively Absent shall meet with the Principal and/or dean of students.

i. The school registrar shall notify the parent/guardian of the student found to be excessively absent in writing, and include the date, time and location for parent/guardian to meet with the Principal and/or dean of students.

ii. The purpose of this meeting will be to establish non punitive consequences and school level supports to eliminate future absences, and to apprise the student and parent of the consequences of further absences.

iii.. Parents of students with any future absences of any type after meeting with the Principal for Intensive Support shall be reported to the probation services office of the local judicial district within 10 days after such absence. Such referrals shall include documentation of interventions provided to the family.

v. Voluntary withdrawal for 10 Consecutive Unexcused Absences: The school will consider 10 consecutive unexcused absences as a voluntary withdrawal from enrollment at SVP. Voluntary withdrawal will be processed by the school only after:

a. The school has documented and exhausted intervention efforts to keep the child in school per this Policy.

b. The school has contacted the juvenile probation department.

c. The school has notified the parent/guardian in writing upon the fifth consecutive unexcused absence that accumulating ten consecutive unexcused absences will constitute a voluntary disenrollment of the child. Such notice will require a scheduled meeting between the parent and Principal.

vi. The Public Education Department's truancy prevention coordinator (or designate) or Children Youth and Families Department representative, or representative of the Probation Services Office, shall be permitted access to any records and information related to chronically absent students or excessively absent students.

vii. The School's Registrar shall provide a parent/guardian, within 5 days of parent's written request, access to attendance data of the student, including information about any intervention strategies that have been employed.

3. School Action for Tardy/Early Release**.**

a. The School Registrar shall notify parent/guardian of a child when the child has accumulated multiple or more of any combination of Tardies or Early Releases.

b. Chronically late/leaving early: When a child's combined total of Tardies and/or Early Releases reaches ___, the parents/guardians shall be required to meet with the Principal and/or dean of students.

i. The School Registrar shall notify the parent/guardian of the student found to have ___ Tardies and/or Early Releases, and include the date, time and location for parent/guardian to meet with the Principal and/or dean of students.

a. The purpose of this meeting will be to discuss methods of ensuring on-time arrival and/or limiting early dismissal of students.

b. The Principal will decide on appropriate consequences for continued Tardies or Early Releases.

c. Continued meetings will be scheduled for every __ instances of tardies or early releases.

c. Excessively late/leaving early: When a child's combined total of Tardies and/or Early Releases reaches ___, the parents/guardians shall be required to meet with the Principal and/or dean of students.

i. The school registrar shall notify the parent/guardian of the student found to have __ Tardies and/or Early Releases, and include the date, time and location for parent/guardian to meet with the Principal and/or dean of students.

ii. The purpose of this meeting will be to discuss methods of ensuring on-time arrival and/or limiting early dismissal of students.

iii. The Principal will decide on appropriate parental consequences for continued Tardies or Early Releases.

d. The Principal or designee may create and implement additional measures to address chronic or excessive late arrivals/early releases.

4 Native American Students**.**

In carrying out its duties under this rule and the school attendance law, the School shall take into consideration the sovereignty of a Native American tribe. While all children attending public schools will still be subject to being reported to the Public Education Department or other authorities per this Policy, the School shall respect tribal laws and traditions in carrying out its duties of early identification, intervention, and parental notification.

## 5. EXCUSED ABSENCES FOR PREGNANT/PARENTING STUDENTS

Students will be permitted 10 (ten) days of excused absences upon documentation of the birth of that student's child. Documentation in the case of the mother can be a note from her medical provider; for the mother or father, a copy of the child's birth certificate. Students missing school due to the birth of a child, shall have the same number of days that he/she was absent for the birth to make up the class assignments missed. The time for make-up work will begin on the first day the student returns to class following the excused absence.

Pregnant students may take up to four (4) days of for pregnancy related health care for herself and if she provides a health care provider note. Students missing work related to pregnancy shall have the same number of days that she was absent to make up the work missed. The time for make-up work will begin on the first day the student returns to class following the excused absence.

Parenting students (father or mother) may take up to four (4) days to care for a child. Documentation of parent status may be requested by school administration. A student missing school for care related to his/her child shall have the same number of days that he/she was absent to make up the class work missed. The time for make-up work will begin on the first day the student returns to class following the excused absence.

## BULLYING, CYBERBULLYING, HARASSMENT, RACIALIZED AGRESSION, HAZING AND VIOLENCE PREVENTION POLICY

**POLICY STATEMENT.** SVP believes that providing an educational environment for all, free from harassment, intimidation, violence, racialized aggression, hazing or bullying of any kind, supports a total learning experience that promotes personal growth, healthy interpersonal relationships and wellness. The safety and wellbeing of all students in the SCHOOL learning environment is of primary importance. SVP prohibits bullying, cyberbullying, harassment, hazing and violence, and it is the school's goal to prevent and respond to all such acts, in accordance with applicable laws, including the New Mexico Safe Schools for All Students Act, NMSA 1978, §§22-35-1, et seq and House Bill 43 – The Black Education Act. This Policy and prohibition applies on SVP property, including electronic communication on or using school property; at school-sponsored functions; and on SVP's to-and-from transportation or any school-sponsored transportation.

A. *DEFINITIONS.*

- ☐ ***Bullying.*** Bullying includes any severe, pervasive or persistent act or conduct that targets a student or group, whether physically, electronically or verbally, and that (1) may be based on a student/group's actual or perceived race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or cognitive disability or any other distinguishing characteristic, or on an association with any person, with one or more of the actual or perceived distinguishing characteristics; and/or (2) can be reasonably predicted to: (a) place a student in reasonable fear of physical harm to the student's person or property; (b) cause a substantial detrimental effect on a student's physical or mental health; (c) substantially interfere with a student's academic performance or attendance; (d) substantially interfere with a student's ability to participate in or benefit from the services, activities or privileges provided by the School; or (e) create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with student educational benefits, opportunities or performance.
- ☐ ***Harassment.*** Bullying includes harassment, which is knowingly pursuing a pattern of conduct that is intended to annoy, seriously alarm or terrorize another person or group.
- ☐ ***Hazing.*** Includes committing an act against a student, or coercing another student into committing an act, that creates a risk of harm to that student, in order for that student to be initiated into or affiliated with an organization, gang, clique, group or for any other purpose.
- ☐ ***Cyberbullying.*** Includes any bullying that takes place through electronic communications, that is published with the intent that it be seen by or disclosed to a student/group, and that substantially interferes with the student/group's ability to participate in or benefit from the services, activities or privileges provided by SCHOOL.

☐ ***Electronic Communication.*** Includes a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, electronic tablet, pager or video/audio recording, and any other forms of electronic resources/mobile devices.

☐ ***Gender Identity.*** Includes a student's self-perception, or perception by another, of the student's identity as a male or female based upon the student's appearance, behavior or physical characteristics that are in accord with or opposed to the student's physical anatomy, chromosomal sex or sex at birth.

☐ ***Physical or Cognitive Disability.*** Includes a physical or cognitive impairment that substantially limits one or more of a student's major life activities.

☐ ***Progressive Discipline.*** Includes disciplinary action other than suspension or expulsion from school that is designed to correct and address the basic causes of a student's specific misbehavior while retaining the student in class or in school, or restorative school practices to repair the harm done to relationships and other students from the student's misbehavior, and may include (but is not limited to):

- Meeting with the student and student's parents/guardians;
- Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
- Counseling;
- Anger management;
- Health counseling or intervention;
- Participation in skill-building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
- Community service; and
- In-school detention or suspension, which may take place during lunchtime, after school or *during weekends.*

☐ ***Racialized Aggression***. Racialized Aggression is any aggressive act that can be characterized, categorized, or that appears as such to be racial in nature.

☐ ***Sexual Orientation.*** Includes heterosexuality, homosexuality or bisexuality, whether actual or perceived.

☐ ***Regular Volunteers.*** Means those persons, including relatives of students, who commit to serve at school on a regular basis.

B. E*XAMPLES of PROHIBITED CONDUCT.* Actions, including actions using electronic communication, that will be viewed as prohibited conduct include, but are not limited to:

- ***Bullying, Cyberbullying and Harassment***.
  - ☐ Spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.
  - ☐ Repeated teasing, use of sarcasm or malicious jokes.
  - ☐ Name-calling, belittling comments.
  - ☐ Nonverbal behavior such as gestures, or graphic written statements.
  - ☐ Conduct that is physically threatening, harmful, intimidating or humiliating.

- ☐ Inappropriate physical restraint.
- ☐ Posting mean, embarrassing, threatening, intimidating or humiliating pictures, videos, websites, comments, fake profiles or other communications over social media platforms, such as Facebook, Twitter, Instagram, Linkedin, Pinterest (not an exhaustive list).

o ***Hazing***.

- ☐ Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body.
- ☐ Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- ☐ Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- ☐ Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- ☐ Any activity that causes or requires the student to perform a task that involves a violation of state or federal law, or school policies.

C. *REPORTING AND COMPLAINTS.* Students and parents may, and are strongly encouraged to, file verbal or written reports concerning suspected Bullying/Harassment/Cyberbullying/Hazing/Violence to school personnel or to the Principal. Students, parents and/or staff should use the following guidelines when reporting Bullying/Harassment/Cyberbullying/Hazing/Violence:

- ☐ ***Who and What?*** Any student who believes he/she has been the victim of conduct prohibited by this policy by a student or school personnel, or any person with knowledge or belief of such conduct that may constitute Bullying/Harassment/Cyberbullying/Hazing/Violence toward a student, should immediately report the alleged acts, either orally or using the Report Form. Reports may be made in the reporter's preferred language. Reports may be made anonymously, and will be investigated pursuant to this Policy, but no formal disciplinary measures shall be taken solely on the basis of an anonymous report.
- ☐ ***Report to Whom?*** The report may be made to any staff member, including a teacher, or directly to the Principal.
- ☐ ***Prompt Notice & Form***. Teachers, Regular Volunteers, and school staff who witness Bullying/Harassment/Cyberbullying/Hazing/Violence or who receive student reports of Bullying/Harassment/Cyberbullying/Hazing/Violence are required to promptly notify the Principal. Reports should be made in writing using the Report Form, and submitted to the Principal.

- ☐ ***Assisting Student Reporting.*** If a student makes a verbal report to a teacher/Regular Volunteer/staff member, the teacher/Regular Volunteer/staff member shall complete the Report Form or take the student to the Principal, where a form will be completed on the student's behalf.
- ☐ ***Staff Obligation to Report***. A school employee who has information about or a reasonable suspicion of conduct that may constitute Bullying/Harassment/Cyberbullying/Hazing/Violence toward a student shall report the matter immediately or as soon as practical to Principal, but in no event later than two calendar days after the employee witnesses or receives a report of bullying.

D. *INVESTIGATION.* The Principal or an administrator designated by the Principal will accept and promptly investigate *all* reports of Bullying/Harassment/Cyberbullying/Hazing/Violence. The administrator will notify the parents of the student(s) alleged to have committed the act of Bullying/Harassment/Cyberbullying/Hazing/Violence and the parents of the student(s) targeted by the alleged act, unless the administrator believes, in his/her professional capacity, that notifying the parents would endanger the health or well-being of a student, in which case the administrator may delay such notification, as he/she deems appropriate. The Principal may take immediate steps to protect the reporter, the alleged victim, other students, school faculty and staff, or other individuals on school grounds pending the completion of an investigation.

- ☐ ***Process.*** The investigation shall consist of personal interviews with the reporter, the individual(s) against whom the report was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigating administrator.
- ☐ ***Confidentiality.*** The right to confidentiality of the reporter, the victim and the accused, shall be preserved consistent with applicable laws and to the extent possible. However, SVP cannot guarantee absolute confidentiality, because it may be necessary to discuss the report with others who are witnesses or who may have information about the report.
- ☐ ***Outcome.*** The investigation shall be completed as soon as possible. The Principal (or designated administrator) shall make a written report concerning the results of his/her investigation. In determining whether the alleged conduct violates this Policy, the totality of the circumstances, the nature of the conduct, the student's history, and the context in which the alleged conduct occurred will be investigated. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Policy. A copy of the investigation materials and completed report will be maintained by the Principal for no less than four years from the date of the completed report. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA)(to protect the privacy of the accused student) the Principal will notify the parents/guardians of the accused student and the victim of the outcome of the investigation, but shall not provide a copy of the written report. The Principal or designee shall notify the parent or guardian about a determination that their student has committed an act violating this Policy, and the consequences for the student's actions.

E. *CONSEQUENCES.* Verified Bullying/Harassment/Cyberbullying/Hazing/Violence conduct shall result in intervention by the Principal or his/her designee that is intended to ensure that this Policy is enforced. The Principal will use Progressive Discipline approaches appropriate to the situation to address Bullying/Harassment/Cyberbullying/Violence, and/or may impose other disciplinary consequences. The level and severity of the prescribed consequence shall be determined by the Principal. All consequences shall be designed to (a) appropriately correct the bullying behavior; (b) prevent another occurrence of bullying or retaliation; (c) protect the target of the bullying; (d) be flexible so that, in application, the consequences can be unique to the individual incident and varied in method and severity based on the nature of the incident, the developmental age of the student who is bullying, and any history of problem behavior from the student who is bullying; and (e) for cyberbullying incidents, use the least restrictive means necessary to address the interference with the student's ability to participate in or benefit from the services, activities or privileges provided by the school, to the greatest extent possible. Certainly, repeated offenses will warrant increasingly severe consequences, up to and including suspension/expulsion.

F. *CONSEQUENCES FOR KNOWINGLY MAKING FALSE REPORTS.* False allegations against another student, member of the faculty or staff, or others, pursuant to this Policy shall be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

G. *RETALIATION.* Retaliation against an individual who witnesses, orally reports or files a written complaint regarding Bullying/Harassment/Cyberbullying/Hazing/Violence, or who acts as a witness, participates in or cooperates with an investigation of such, is prohibited.

H. *APPEAL.* A student accused or bullying/harassment/cyberbullying/hazing/violence, or a student who is the target, who is not satisfied with the outcome of the Principal's/administrator's investigation may appeal the investigation report's conclusions to the SCHOOL Governing Council in the manner described in the SCHOOL Grievance Policy.

I. *ANTI-BULLYING INCLUDED IN HEALTH EDUCATION CURRICULUM.* Anti-bullying education shall be included in the School's health education curriculum, in accordance with health education content standards with benchmarks and performance standards as set forth in NMPED regulation 6.30.2.19 NMAC.

J. *DISSEMINATION OF POLICY.* Parents and Staff will be reminded at the beginning of each school year about this policy as well as their responsibilities regarding preventing and reporting Bullying/Harassment/Cyberbullying/Hazing/Violence. A copy of the policy will be disseminated annually and be posted on the School's website. This Policy will be included in the Student Handbook.

K. *TRAINING.* All School employees, and regular volunteers with significant contact with students, shall complete annual training on bullying, harassment, hazing, violence and cyberbullying prevention. New employee training shall incorporate training on this Policy and procedures.

L. *STUDENT SAFETY SUPPORT PLAN.* The School shall develop a student safety support plan for students who are targets of conduct prohibited by this policy that addresses safety measures the School will take to protect targeted students against further acts of bullying/cyberbullying/harassment/hazing/violence.

M. *ANNUAL REPORTING.* The School shall report aggregate incidents of bullying/harassment/cyberbullying/violence as required under applicable federal or state laws, along with the School's responses to these incidents, and shall report this information annually to the NMPED in the form and content required by NMPED.

The School's Principal shall be the point of contact for any bullying-related concerns, or other concerns relating to this Policy. Parents and students shall be informed about this Policy at least annually, such as through student handbooks, announcements, etc.

## RESTRAINT AND SECLUSION POLICY

SVP shall follow requirements for the use of restraint and seclusion techniques in accordance with Section 22-5-4.12 NMSA 1978 and 6.11.2.10.E NMAC.

I. SVP shall establish and review annually policies and procedures for the use of restraint and seclusion techniques. Such policies and procedures shall require and describe appropriate training for school personnel and shall include requirements in relation to the use of restraint and seclusion techniques.

a) A school may permit the use of restraint or seclusion techniques on a student pursuant to the requirements in Section 22-5-4.12 NMSA 1978, and only if the student's behavior presents an imminent danger of serious physical harm to the student or others, and only if less restrictive interventions appear insufficient to mitigate the imminent danger of serious physical harm.

b) Less restrictive interventions, including positive behavioral intervention supports or other comparable behavior management techniques, shall be implemented prior to the use of restraint and seclusion techniques.

c) If a restraint or seclusion technique is used on a student, trained and authorized school employees shall maintain continuous visual observation and monitoring of the student while the restraint or seclusion technique is in use.

d) Restraint or seclusion techniques shall be used only by school employees who are trained in de-escalation strategies, positive behavioral intervention supports, and the safe and effective use of restraint and seclusion techniques, unless an emergency does not allow sufficient time to summon those trained school employees.

e) The restraint or seclusion techniques shall not impede the student's ability to breathe or speak, shall be in proportion to a student's age and physical condition, and shall end when the student's behavior no longer presents an imminent danger of serious physical harm to the student or others.

f) A school employee shall provide the student's parent with written or oral notice on the same day the incident occurred, unless circumstances prevent same-day notification. If notice is not provided on the same day of the incident, notice shall be given within 24 hours after the incident.

g) Within a reasonable time following the incident, no longer than two school days, a school employee shall provide the student's parent with written documentation that includes information about any persons, locations, or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type f restraint or seclusion technique used, and the duration of its use.

2. SVP shall develop and implement an annual training for designated school personnel regarding positive behavioral intervention supports or comparable behavior management techniques and the use of restraint and seclusion techniques. In the event that new designated school personnel are employed within the school after the provision of the annual training, the principal of the school, or a person authorized to act officially in a matter involving school discipline or the maintenance of order within the school, shall ensure that a training is provided to new designated school personnel within 60 days of employment.

3. SVP shall update school safety plans with regard to restraint/seclusion and make reports to the NMPED in accordance with state law.

4. If a student has been restrained or secluded two or more times within 30 calendar days, SVP shall review strategies used to address the student's behavior and determine whether the student needs a functional behavior assessment or referral to a SAT or BIP team, or, if a student has an IEP, a referral to the student's IEP team. The student's IEP, BIP, or SAT team shall meet within two weeks of each subsequent use of restraint or seclusion to provide recommendations for avoiding future incidents requiring the use of restraint or seclusion; the review shall include whether school personnel involved in the incidents were trained in the use of de-escalation strategies, positive behavioral intervention supports, or restraint and seclusion techniques. Additionally, the review shall consider whether the individual who restrained or secluded a student needs additional training.

5. SVP shall conduct an annual review and analysis of all incidents in which restraint or seclusion techniques were used, including the number of incidents, the type of incident, personnel involved, the need for additional training, and student demographics.

6. If the school summons law enforcement instead of using a restraint or seclusion technique on a student, the school shall comply with the reporting, documentation, and review procedures established herein and in 6.11.2.10 NMAC and Section 22-5.-4.12 NMSA.

7. Restraint or seclusion techniques used in compliance with 6.11.2.10.E NMAC shall not be deemed to be corporal punishment.

## Use of Wireless Communication Devices by Students/Anti-disruption Policy

I. PURPOSE: To implement the policy at South Valley Prep with regard to the use of all wireless communication devices by **all** students.

II. DEFINITIONS
A. Wireless Communication Device (WCD) means a portable electronic device capable of transmitting voice, text or data, including a: cellular phone, smartphone, or smartwatch; tablet computer; laptop computer; or gaming device.

III. GUIDELINES

A. Students are **prohibited** from using a wireless communication device during instructional hours.

B. The prohibition against student use of WCDs during instructional hours shall not apply:

1. for a medical necessity,

2.. as an identified accommodation in an individualized education plan or section 504 plan for a student with a disability.

C. Schools shall provide annual and developmentally appropriate digital citizenship instruction to students with topics to include, at a minimum, the effects of screen time on adolescents and risks associated with social media.

D. Each school principal, or his/ her designee, shall monitor student violations of the WCD policy.

E.Consequences for Wireless Communication Device (WCD) Policy Violations

IV. Violations of South Valley Prep's Wireless Communication Device Policy will result in the following escalating consequences:

First Offense

1.The WCD will be confiscated by school staff.
2.The student's **parent or guardian will be contacted**.
3.The WCD must be **picked up by the parent or guardian** at the end of the school day.
4. The Guardian will read and sign this form with the understanding of the policy.

X_____.

Second Offense

1.The WCD will be confiscated and **secured on campus for one (1) week**.
2.The student will not have access to the device during this time.
3.The parent or guardian will be notified of the violation and the one-week retention period.

Third Offense

1.The WCD will be confiscated and **held by the school for the remainder of the trimester**.
2.The student will lose the privilege of having a wireless communication device on campus for the remainder of the trimester.
3. A parent or guardian must retrieve the device at the end of the trimester.

Important Notice: School Liability

South Valley Prep is **not liable** for lost, stolen, damaged, or confiscated wireless communication devices.

Reason: Students bring personal electronic devices to school at their own risk. While the school will make reasonable efforts2551 Karsten CT SE, Albuquerque, NM 87102
maintenance, or condition of any personal device brought to campus. This policy helps reinforce the importance of minimizing distractions and maintaining a focused learning environment.

V. EFFECTIVE DATE This regulation shall take effect on Sept 25, 2025.

## STUDENT DIABETES MANAGEMENT POLICY

A. **Definitions**. As used in this Policy:
   1. "diabetes" means a metabolic disorder of type one or type two diabetes metllitus; complications related to diabetes mellitus; or prediabetes;
   2. "diabetes care personnel" means a School employee who volunteers to be trained and is trained in accordance with the Student Diabetes Management Act, NMSA 1978, §§22-34-1 et seq. and NMPED rule; the employee need not be a health care practitioner;
   3. "diabetes medical management plan" means a document that the student's personal health care practitioner and parent/guardian develops that sets out the health services that the student needs at school and that is signed by the student's health care practitioner and the parent/guardian;
   4. "health care practitioner" means a person licensed to provide health care in the ordinary course of business;
   5. "school employee" means a person employed by the School, a person employed by the department of health or a local health department or by the public education department who is assigned to a school, or a contractor designated to provide diabetes management services at the School.

B. **Diabetes Care Personnel Training.**
   1. School shall ensure that annual diabetes training programs are provided for all School nurses and diabetes care personnel.

2. Training shall be in accordance with NMPED rule 6.12.11 NMAC for the training of school employees for the care of students with diabetes.
3. At minimum, the training shall address:
    a. Identification and treatment of hypo- and hyperglycemia;
    b. Understanding the appropriate actions to take when blood glucose levels are outside of the target ranges indicated by a student's diabetes medical management plan;
    c. Understanding the interpretation of health care practitioner instructions regrading diabetes medication drug dosage, frequency and manner of administration;
    d. Performance of finger stick blood glucose testing and ketone testing and recording of results;
    e. The administration of glucagon and insulin and the recording of results;
    f. Understanding how to administer glucagon and insulin through the insulin delivery system;
    g. Recognizing diabetes-related complications that require emergency assistance; and
    h. Understanding recommended schedules and food intake for meals and snacks, the effect of physical activity upon blood glucose levels and actions to be implemented in the case of schedule disruption.

4. The training shall be provided by the school nurse (if the School employs a school nurse), or by a health care practitioner with expertise in diabetes.

5. The training shall be provided to a minimum of two School employees willing to act as diabetes care personnel; the employees acting as diabetes care personnel need not be health care practitioners. If the School employs a school nurse, the School nurse must receive the training.

6. If at any time fewer than two School employees are available to be trained as diabetes care personnel, the Principal/Head Administrator shall distribute to all School staff a written notice stating that the School is seeking volunteers to serve as diabetes care personnel.
   The notice shall inform the staff that:
    a. The School is required to provide diabetes care to one or more students with diabetes and is seeking personnel willing to be trained to provide that care;
    b. The tasks to be performed by diabetes care personnel;
    c. That participation is voluntary and the School will not take action against any staff member who does not volunteer to be designated;
    d. That training will be provided to employees who volunteer to provide care; and
    e. The contact information of the person whom staff should contact in order to volunteer to be diabetes care personnel.

7. The annual training shall take place as soon as possible after the beginning of a new School year, and no later than the final day in October.

8. The Principal/Head Administrator shall confirm that the training has occurred in an annual report to the Governing Council.

C. **Training for School employees with primary responsibility for supervision of a student with diabetes.**

1. All School employees who have primary responsibility for supervising a student with diabetes during some portion of the school day, including bus/school activity drivers responsible for the transportation of a student with diabetes, shall be trained annually on:
    a. Recognition of hypoglycemia;
    b. Recognition of hyperglycemia; and
    c. Actions to take in response to diabetes related emergency situations.

2. This training shall be provided by the school nurse, or a health care practitioner with expertise in diabetes.

3. New employees with primary responsibility for supervising a student with diabetes hired after the annual training shall be trained within 4 weeks of hire.

4. The Principal/Head Administrator shall confirm that the training has occurred in an annual report to the Governing Council.

D. **Parent/Guardian Responsibilities.**

1. Upon enrollment at the School or at annual registration, the parent/guardian of each student with diabetes who seeks diabetes care while at school shall submit to the school a diabetes medical management plan.

2. Upon submission of the diabetes medical management plan, the School shall review the diabetes medical management plan with the parent/guardian, and shall implement the plan.

3. The School shall not require or compel parents/guardians to provide diabetes care for a student with diabetes at school or school-related activities.

4. Upon the written request of a parent/guardian of a student with diabetes and authorization by the student's diabetes medical management plan, and upon demonstrated proficiency, a student with diabetes shall be permitted to perform blood glucose checks, administer insulin through the insulin delivery system that the student uses, treat hypoglycemia and hyperglycemia and other wise attend to

the care and management of the student's diabetes in the classroom, in any area of the school or school grounds, and at any school-related activity.

a. The student shall be permitted to possess on the student's person at all times all necessary supplies and equipment to perform these monitoring/treatment functions; however, the student shall be responsible for keeping supplies/equipment safe, and shall not make it available to other students.

b. If the student or parent/guardian requests, the student shall have access to a private area for performing diabetes care tasks.

5. The parent/guardian of a student with diabetes may volunteer to assume the official responsibility of diabetes care for their student, should the parent/guardian be attending a school-sponsored activity, trip, extended offsite excursion, or extracurricular activity in which the student with diabetes is participating. The parent/guardian must prearrange with the _____ to assume these responsibilities, if desired.

E. **School Implementation of Diabetes Medical Management Plans.**

1. The School shall ensure that all students with diabetes receive appropriate and needed diabetes care at school, as specified in the student's diabetes medical management plan.

2. In accordance with the request of a parent/guardian of a student with diabetes, and in accordance with the student's diabetes medical management plan, the school nurse or, in the absence of a school nurse, diabetes care personnel, shall perform diabetes care functions that shall include, at a minimum:
   a. Checking and recording the student's blood glucose levels or ketone levels and assisting the student with checking and recording those levels;
   b. Responding to blood glucose levels that are outside of the student's target range;
   c. Administering glucagon and other emergency treatments as prescribed;
   d. Administering insulin or assisting a student in administering insulin;
   e. Providing oral diabetes medications as prescribed; and
   f. Following instructions regarding meals, snacks and physical activity.

3. The school nurse, or at least one diabetes care personnel, shall be available at the School to provide care to each student with diabetes in accordance with subsections E.1 and E.2 above, during regular school hours and during all school-sponsored activities, trips, extended offsite excursions and extracurricular activities in which a student with diabetes is a participant, and on buses/activity vehicles where the bus/activity driver has not been trained in diabetes care and the student with diabetes is a passenger.

4. The School Nurse and/or diabetes care personnel shall safely store medical supplies and diabetes medication in the manner appropriate for the supplies/medication. The supplies/medication shall be stored in health office or other secured location.

F. **Right to Attend.**

The School shall not restrict a student who has diabetes from attending the School on the basis that the student has diabetes, that the School does not have a full-time school nurse, or that the School does not have trained diabetes care personnel.

G. **Governing Council Reporting.**

The Governing Council shall provide a report to the New Mexico Public Education Department by October 15, 2020 and by each October 15 thereafter, as follows:

1. Stating how many students with diabetes are attending the School; and
2. Providing documentation regarding the School's compliance with the provisions of the Student Diabetes Management Act.
3. In accordance with the requirements of 6.12.11.13(B) NMAC.

H. **Administrative Complaint.**

Students with diabetes and their parents/guardians may bring an administrative complaint against the School before the NMPED for any School failure to meet its training obligations pursuant to the Student Diabetes Management Act, or for School's failure to permit self-management of diabetes pursuant to Subsection D.4 of this Policy. See 6.12.11.13 NMAC for the NMPED complaint procedure.

## STUDENT DENTAL EXAM VERIFICATION POLICY

New Mexico law requires SVP to verify student records of dental examination prior to the student's initial enrollment in SVP. Parents/guardians of students (or, if over 18, the student) are required to provide an executed Student Dental Examination Verification Form as part of the SVP enrollment process (see below) prior to initially enrolling the student. Parents/guardians/students over 18 may request a waiver from this verification process by checking the correct box on the Form.

This Form shall be collected and stored by the school as part of student records; confidentiality shall be maintained and shall be only accessible to SVP individuals on a need-to-know basis, consistent with the privacy protections of FERPA. End-of-year student data regarding student dental examination shall be reported to NMPED consistent with NMPED requirements.
Parents/guardians/students over 18 who wish to receive information about local resources regarding access to oral health case should see the health staff for information. In addition to local resources, the New Mexico Department of Health, Office of Oral Health is available at 505-827-0837.
Ref: 6.12.13 NMAC

**Student Dental Examination Verification Form**

Upon initial enrollment in a district or charter school, New Mexico Administrative Code (NMAC) 6.12.13 requires schools to verify student records of dental examination. This rule also allows for an informed opt-out process based on parent or guardian understanding of the risks associated with not having a dental examination.

SVP is dedicated to promoting the health of our students. We recognize oral health care is essential for general wellbeing and can have a significant impact on overall health. According to the Centers for Disease Control and Prevention (CDC), tooth decay is one of the most common chronic diseases of childhood in the United States. Left untreated, it can cause pain and infections that may lead to problems with everyday activities like eating, talking, playing, and learning. Routine oral health care such as dental visits, daily oral hygiene, healthy eating and consuming of water can help prevent tooth decay and other oral health conditions.

Student Name: _____
Student ID: _____
Please check the applicable response below:

☐ I confirm that my child has received a dental examination within the past calendar year.

☐ My child has not received a dental examination within the past year. I understand the risks associated with my child not receiving a dental examination, and I request a waiver allowing my child to be enrolled. If checked, this signed document may serve as the Student Dental Examination Waiver as defined by NMAC 6.12.13.

Parent/Guardian Signature: _____ Date: _____

Are you interested in learning more about oral health resources for your child? Please contact the school health office, or the New Mexico Department of Health, Office of Oral Health at 505-827-0837.

# Grade Change Policy

Teachers must diligently maintain records that justify the final course grade awarded a student. Assuming due diligence on the part of the teacher, and that no mistake or clerical error has been made in the tabulation of grades, every student is ultimately responsible for the grade that he/she is awarded.

1. Changes to a test grade or a class assignment grade: Once issued by the teacher, changes to a test grade or a class assignment may occur only where there has been a clear mistake, clerical error or misidentification of the student by the teacher. The teacher who issued the test or assignment grade may change or direct the changing of the grade due to a clear mistake, clerical error, or misidentification. Requests for grade changes on tests or class assignments shall be handled

between the student and the teacher, with the teacher being the final determinant of the decision. The teacher shall document the justification for the test grade or class assignment grade change. Nothing in this policy is intended to apply to grade changes for statewide tests used to determine adequate yearly progress or graduation from high school. If there is a need to change a grade or result on such state-mandated testing due to a clearly clerical mistake as where a student has been misidentified, the Principal shall promptly notify the assessment and accountability division of the Public Education Department for guidance.

2. Changes to course grades: Changes to course grades may be made by a teacher where there has been a clear mistake, clerical error in the tabulation, misidentification of the student or other extenuating circumstance as determined by the Principal. Such course grade changes must be brought to the attention of, and approved by, the Principal, upon authorization and proper documentation by the teacher.

A student of legal age or parent/guardian who requests a course grade change shall utilize the following procedure:

1. The student/parent must complete and submit to the Principal a signed, written "Grade Change Request" form stating reasons for the course grade change request, within **five days** of receipt of the course grade.
2. Upon request, the student/parent will be permitted to review any available records and documents belonging to the student related to the determination of how the grade was awarded.
3. The Principal will consult with the teacher to determine if there has been any clear mistake or clerical error, or if there has been any misidentification of the student.
4. In further consultation with the teacher, the Principal will determine if a change in final course grade is merited for any other justifiable reason, such as extenuating circumstances articulated and demonstrated by the student/parent, additional graded work submitted by the student, additional or make-up testing, or other meaningful criteria that can be verified.
5. The teacher who issued the course grade shall provide to the Principal his/her reasons to support or oppose the requested grade change and shall not be pressured into or retaliated against for making a certain recommendation.
6. As part of fact-finding, the Principal will meet with the student/parent and the teacher, together or separately, to determine the validity of the student's/parent's request.
7. A written, signed response which includes the Principal's findings and decision will be provided to the student/parent within five days of the meeting. The response shall include whether the request is denied or allowed and the grade entered if allowed. If a grade change is allowed, the Principal's response shall articulate the reasons and basis for the grade change.
8. The Principal will be the final determinant of the decision.
9. If the Principal decides that a grade change is merited, in addition to the student or parent, the Principal shall comply with any NMPED notification requirements.
10. If the Principal decides that a course grade change is merited for a particular student, the grade change must be equally available and applied to all students who are similarly situated.
11. The "Grade Change Request" form and a copy of the Principal's decision shall be placed in the student's permanent cumulative record file. The student/parent may request of the Principal that the documents be removed and destroyed upon the student transferring or graduating from the school. The Principal has full discretion in complying with the student's/parent's request.

Due to the urgent nature of determining whether a grade change is merited, the timelines established herein shall be considered maximums.

South Valley Preparatory School shall strictly adhere to FERPA in administering this Grade Change Policy. Under no circumstances will the identity of the student involved in the grade change request be made known publicly, and confidentiality involving the request and the identity of the student will be maintained among those personnel involved in addressing and processing the grade change request. Additionally, the identity of any other students whose grades may be used for comparison purposes shall not be disclosed publicly, or to the student/parent making the grade change request.

Adherence to FERPA requirements and regulations regarding student records and information shall be required of all school personnel.

This Grade Change Policy in no way limits or eliminates the rights afforded to parents under federal regulations 34 CFR Sections 300.618 through 300.621 under the Individuals with Disabilities Education Act, and 34 CFR Sections 99.20 through 99.22 under FERPA, both as they relate to amendment of a student's educational records.

## NOTICE OF SOUTH VALLEY PREPARATORY TITLE IX POLICY AND GRIEVANCE AND COMPLAINT PROCEDURES PROHIBITING SEX-BASED DISCRIMINATION

**TO**: Students, employees, families, others who volunteer, or work with South Valley Preparatory

**WHAT IS TITLE IX?**

Title IX of the Education Amendments of 1972 ("Title IX") is a federal law that prohibits sexual discrimination in all educational programs and activities, such as athletic programs and extracurricular activities. The law's intent is to ensure that people are not sexually harassed or discriminated against based on gender in any educational program or activity operated by the School. Title IX protects all participants in the School's educational programs and activities including students, employees and job applicants.

**THE SCHOOL'S POLICIES PROHIBIT AND PROVIDE FOR GRIEVANCE COMPLAINT PROCEDURES.**

The School does not discriminate on the basis of sex and prohibits discrimination, which includes sexual harassment and sexual violence in all of the programs or activities that it operates. The School's governing body has adopted a formal policy addressing the requirements of Title IX as well as a Title IX Grievance Complaint Procedure. These policies procedures apply to students as well as employees.

**WHO SHOULD I CONTACT TO FILE A COMPLAINT OR TO KNOW MORE ABOUT MY RIGHTS?**

Employees or students who believe they have been discriminated against or sexually harassed should contact the School's Title IX Coordinator who can be reached at: 505-515-2514

Title IX Coordinator – Baylor Del Rosario
Baylor.delrosario@southvalleyprep.org
505-515-2514
2551 Karsten Court SE  Albuquerque, NM  87102

Student Complaints may also be filed with the United States Department – Office for Civil Rights:

Office for Civil Rights https://www2.ed.gov/about/offices/list/ocr/complaintintro.html .
Denver Office
Office for Civil Rights
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582

Employees Complaints may also be filed with the New Mexico Human Rights Bureau or the United States Equal Opportunity Commission:

New Mexico Human Rights Division
1595 Pacheco St., Suite 103

Santa Fe, NM 87505
https://www.dws.state.nm.us/Filing-a-Charge-of-Discrimination

U.S. Equal Employment Opportunity Commission
Approved: 9/22/2020
505 Marquette Avenue, NW
Albuquerque, NM 87102
https://www.eeoc.gov/filing-charge-discrimination

**HOW TO FILE A TITLE IX SEXUAL DISCRIMINATION OR SEXUAL HARASSMENT COMPLAINT**

First, contact the Title IX Coordinator, see above.

- The Title IX Coordinator will provide you with the information you need to file a written complaint or will be available for you to talk about your concerns even if you only want to make a report about yourself or someone else.
- Your report or complaint will be written down and if you want to proceed in a formal manner you will be asked to sign and file a Formal Complaint and to follow the School's Title IX Grievance and Complaint Procedure.

**WHAT DOES THE SCHOOL DO WITH YOUR COMPLAINT?**

- The School will process the Formal Complaint according to its School's Title IX Grievance Complaint Procedures.
- You will be kept informed by the Title IX Coordinator of the progress of the Investigation.
- You will be contacted by the Title IX Coordinator to discuss your complaint and to discuss.
- Supportive Measures to help you continue your school programs and/or activities without further sexual discrimination or sexual harassment.
- Once the Investigator has finished collecting the evidence another person will review that evidence and decide whether a violation of the Title IX Policy occurred.
- If there has been a violation, consequences for the behaviors will be imposed and that information will be made known to you and the other person or people found in violation of the Title IX policy.
- Either you or the person who was found in violation of the School's Title IX Policy does not agree with the decision, an appeal may be filed.

**CAN I REPORT CONDUCT THAT OCCURRED DURING A SCHOOL'S EDUCATIONAL PROGRAM OR ACTIVITY TO LAW ENFORCEMENT?**

- Yes. If you believe you have been a victim of criminal conduct, you should **immediately** contact law enforcement and not wait to speak to School officials.
- You can and should report any such incident to School Officials, even if you do not intend to file a Title IX complaint.

## SCHOOL TECHNOLOGY USE POLICY

At SVP our students have access to many valuable instructional technology tools as well as Internet access for educational purposes. Our goal is to teach students to utilize these electronic resources to enhance our school's instructional goals. SVP has taken precautions to ensure that students are using the Internet and other electronic resources for appropriate educational means. Student use of the Internet and multimedia resources will be supervised by an adult at all times. However, we cannot guarantee that students will refrain from locating inappropriate sources.

GENERAL RULES FOR STUDENT USE

- Student use of instructional media must be in support of grade appropriate school instruction.

- Students will use respect and show proper care and handling of all equipment. Any student found to be intentionally damaging any software or hardware will be cited for school property abuse and the student's parent or guardian will be financially responsible for any damages.
- Students are expected to respect and not attempt to by-pass security in place on computers. Changing or attempting to change a computer's settings is a violation of acceptable use of our equipment.
- Students will observe software copyright laws. No students will bring software from home to copy on school workstations, nor will students copy school software for personal use.
- When using the Internet, students' actions will be closely supervised. They will be held responsible for information viewed, received, and sent.
- Students are expected to respect the work and ownership rights of students, staff, and people outside the building.

Attached to this Parent Student Handbook is the " SVP Technology Acceptable Use Agreement Form" that you and your student will be required to sign before your student will be permitted to use SVPS technology and related equipment.

Violation of the computer use policy may result in a student losing his/her privileges, and/or student disciplinary action.

NO EXPECTATION OF PRIVACY

School equipment and network spaces are analogous to student desks or lockers and may be inspected when network maintenance becomes necessary or if students are suspected of abusing access rights, and to ensure compliance with SVP policy and applicable laws and regulations.

**SOUTH VALLEY PREPARATORY SCHOOL**
**Technology Acceptable Use Agreement Form**

Computers and technology are used to support learning and enhance educational instruction. Computer networks and telecommunications allow people to access information from other computers in different locations. It is a general policy that all computers and other technology equipment used at SVP are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines established below shall result in the revocation of access privileges and/or disciplinary actions involving local, county, state, or federal agencies. A student's use of a computer at SVP is not subject to privacy protections.

The Internet, a network of networks, allows users to interact with millions of other people using computers that are also connected to the Internet. It is the belief of SVP that the educational benefits to students and teachers through access to various online services and the Internet far exceed any potential disadvantages. The majority of sites accessed can provide a wealth of educational opportunities. It is the intent of SVP to provide access to such services to further the educational goals and objectives of SVP and is in full compliance with the Children's Internet Protection Act. However, parents should be aware that students using telecommunications have the potential to access unacceptable sources if they disobey or disregard school rules and guidelines. Even through the vast majority of Internet sites provide useful information, some sites may contain information that is offensive, defamatory, sexually oriented, or inaccurate. The intent of SVP is for technology resources to be used as a valuable educational tool.

USER RESPONSIBILITIES: As the user of technology resources provided by SVP, each student must review, understand, and accept the following rules. Failure to obey the following statements will result in loss of computer privileges and/or disciplinary actions.

| | |
|---|---|
| ◊ I understand that all computer use must be for educational purposes as directed by my teacher.<br>◊ I will not download or play any non-educational games on a school computer.<br>◊ I will not use any instant messaging or chat programs.<br>◊ I will not download or play music or videos from the Internet, unless directed by my teacher. | ◊ I will not copy any personal software onto any computer at school. I understand that educational technology is available for the use of all students.<br>◊ I will not deface, damage or destroy the equipment.<br>◊ I will not waste or take supplies such as paper, printer supplies or diskettes provided by the school.<br>◊ I will follow the school's computer use rules. |

| | |
|---|---|
| ◊ I will not use any nonschool email address while at school.<br>◊ I will respect personal privacy for myself and others.<br>◊ I will not give out any personal information about anyone else (home address, telephone number, etc.)<br>◊ I will get permission from my teacher before giving out any personal information about myself.<br>◊ I will not give my password(s) to any other users.<br>◊ I will only use my computer account and won't use anyone else's login id and/or password.<br>◊ I will not copy, change, read or use files that belong to another user.<br>◊ I understand that software and ideas are protected by copyright laws.<br>◊ I will not copy information received from any source and say that it is my work.<br>◊ I will list all sources of information that I use in my projects and work.<br>◊ I will not make copies of any software found on SVP's equipment or on the Internet. | ◊ I will follow the rules of network etiquette, which include use of appropriate language and polite responses.<br>◊ I understand that abusive language (including name calling and swearing) and bullying is prohibited.<br>◊ I understand that I must follow state and federal rules when using technology.<br>◊ I will not try to bypass the security measures of any computer equipment.<br>◊ I will not knowingly create or introduce any virus to SVP's equipment.<br>◊ I will not send or distribute unethical, illegal, immoral, inappropriate or unacceptable information of any type through electronic mail or telecommunications.<br>◊ I will follow the rules listed herein or lose my computer privileges and face other consequences.<br>◊ I understand that I have no expectation of privacy in connection with my use of school computers. |

**USE OF TECHNOLOGY RESOURCES AT SCHOOL IS A PRIVILEGE, NOT A RIGHT**

STUDENT ACKNOWLEDGEMENT

I, _____, have reviewed the information in the SVP Technology Acceptable Use Agreement Form with my parent(s) or guardian and my teacher. I understand the rules that I am to follow. I also understand that failure to follow these rules will result in the loss of my computer access and technology privileges at school, and possible other disciplinary action.

Student Signature _____ Date_____ Grade_____

PARENT OR GUARDIAN

As the parent or guardian of _____(Student), I have reviewed the SVP Technology Acceptable Use Agreement Form with my student and understand the terms, rules and guidelines as stated in the document. I also understand that information distributed through the Internet and other online services cannot be entirely controlled by SVP. I therefore realize that during the course of educational studies and/or communication projects there is potential for the student to encounter controversial or offensive material. I give SVP permission to grant technology access to my student. I understand that my student may maintain access as long as the procedures and guidelines described above are followed. I also understand that failure to abide by these rules may result in the revocation of my student's computer access and/or disciplinary action.

Parent or Guardian names (please print)_____

Parent or Guardian _____ Date_____ School Year_____
Signature

***Note*: Student/Parent acknowledgement of policies including the Student/Parent Handbook may be completed digitally such as through online registration.**

## Artificial Intelligence (AI) Use Policy

*Note*: This policy was created using Chat GPT

At South Valley Prep, we recognize the potential of Artificial Intelligence (AI) as a tool for enhancing education. However, we also acknowledge the importance of guiding its use responsibly to ensure academic integrity and ethical practices. This policy establishes guidelines for AI use and includes a matrix to distinguish between prohibited, cautious, and acceptable applications.

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**AI Use Matrix**

***Note*: Teacher of record or licensed staff overseeing the specific course or assignment has ultimate authority on whether or not AI generated texts or ideas are appropriate and acceptable.**

| Category | Examples | Explanation |
|---|---|---|
| 🔴 **Red: Prohibited** | - Using AI to complete assignments without proper attribution (e.g., essays, problem sets).<br>- Submitting AI-generated work as entirely one's own.<br>- Using AI to bypass tests, quizzes, or assessments.<br>- Employing AI tools to plagiarize or violate copyright laws. | These actions violate academic integrity and demonstrate a lack of original effort. Consequences for violations include disciplinary actions as per the school's code of conduct. |
| 🟡 **Yellow: Use with Caution** | - Using AI to generate text that is incorporated into assignments or projects (e.g., essays, research papers), provided the AI's contribution is clearly cited.<br>- Employing AI to summarize complex texts or translate materials with teacher approval.<br>- Using AI for coding or technical support when explicitly permitted.<br>***Note*: The amount and appropriateness of AI generated texts and ideas are determined ultimately by the teacher of record or licensed staff overseeing the specific course or assignment for the student.** | AI may assist learning but must be used transparently. Students are required to disclose AI's role and ensure its use aligns with assignment guidelines. Failure to cite AI contributions will result in penalties such as reduced or failing grade for the assignment or course. |
| 🟢 **Green: Acceptable** | - Using AI for brainstorming ideas or organizing the structure of written assignments.<br>- Leveraging AI tools for spelling, grammar, and style suggestions.<br>- Practicing problem-solving with AI-based educational platforms.<br>- Engaging with AI tools for self-directed | These activities enhance learning, encourage creativity, and improve skills without replacing original effort. No citation is required for these uses unless specified by the teacher or licensed staff. |

| Category | Examples | Explanation |
|---|---|---|
| | learning (e.g., exploring new topics or tutorials). | |

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**Guidelines for Responsible AI Use**

- **Transparency**: Students must clearly indicate when AI tools have contributed to their work. This can be done through a footnote, citation, or acknowledgment.
- **Teacher Approval**: For assignments where AI use is ambiguous, students must seek approval from their teacher. When in doubt always speak with/communicate with the teacher, which is the student's responsibility.
- **Skill Development**: Students should prioritize learning and skill acquisition over dependency on AI tools.
- **Integrity**: AI should complement—not replace—the student's effort, creativity, and critical thinking.

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**Consequences for Misuse**

Violations of this policy, including unacknowledged or unauthorized use of AI, will be treated as breaches of academic integrity. Consequences may range from grade reductions to further disciplinary action, depending on the severity of the violation.

By establishing these guidelines, South Valley Prep aims to foster a culture of ethical and effective AI use that supports students' learning and personal growth.

## PARENT GRIEVANCE POLICY : REGARDING STUDENTS

SVP encourages parents/guardians to attempt to resolve unsatisfactory situations concerning their student at the lowest possible level. However, it is recognized that sometimes an intermediary is helpful for both sides to move beyond an impasse. Therefore, the following policy is provided for resolving situations that are **not otherwise covered by other formal dispute resolution processes** (for example, this grievance process is not applicable to . student suspensions, special education matters or discrimination/harassment complaints, etc).

1. Speak and/or meet with the person (teacher, staff, or administrator) with whom there is a concern.

2. If a resolution cannot be reached at this level, then the parent or guardian may contact the person's supervisor (likely the Principal) and request a meeting with the supervisor and the other SVP employee with whom there is a disagreement. (If it is the principal with whom there is a disagreement, then move to Step 3.)

3. If a resolution cannot be reached at Level 2, or the issue is with the Principal, then the parent/guardian should submit a written complaint to the Governing Council President requesting a meeting with the Governing Council or its designated committee in closed session. Note - matters concerning a student or employee dispute will not be addressed in an open meeting, unless specifically requested by the parent/employee in writing.

   The Governing Council or its designated committee will schedule a meeting with the parent/guardian and all SVP employees concerned as soon as practical after the complaint is received by the President. The Governing Council may designate a committee to hear and issue a decision regarding the concern. The Governing Council or its designated committee will be the final step in process to address the concern. Consideration of student matters shall be conducted in closed session. When reaching its decision, the Governing Council or its designated committee will take into consideration the best interest of the student and the mission, goals and policies of SVP.

**GRIEVANCE POLICY: TO ADDRESS OTHER MATTERS**

- ***Initial inquiry*** - Inquiries or concerns from a community member, parent or student regarding a specific SVP staff member, policy or program (NOT A STUDENT) should first be directed to the staff member involved or responsible for such policy or program. If a community member, parent or student (hereinafter "community member") is not sure who is the responsible staff member, or, if the community member has an inquiry or concern of a broad nature, the community member should contact the Principal for clarification on the steps to follow. (Note: Grievances by School employees follow a separate Employee Grievance Policy/Process: see Employee Handbook)

- ***Grievance Process***- If the community member feels the issue has not been satisfactorily handled at the individual staff member level, the issue may be referred to the Principal. After a meeting between the community member and the Principal, the Principal will prepare a written summary of attempt to resolve the community member's concern of the matter is not resolved. A copy will be promptly provided to the community member. If the community member feels the issue has not been satisfactorily resolved at the administrative level the community member may take the issue to the SVP Governing Council for disposition.

- ***Governing Council Review*** - The Governing Council, in its sole discretion, may decide whether any particular issue submitted to them is appropriate for Governing Council intervention. Typically, the Governing Council will NOT review administrative decisions regarding the following: student discipline less than a long term suspension or expulsion, student placements (in special education or regular education classes), complaints about a staff member's performance (except the Principal), matters particularly within the expertise of the educational staff and administration, matters subject to a different formal review process. The following procedure shall be followed for any Governing Council Review granted:

  1. The community member may submit his/her grievance in writing to the SVP Governing Council within five days of receiving the Principal's statement concerning the good faith effort to resolve the dispute.

  2. The letter must be in writing, signed by the community member and delivered to the Governing Council at the school. A copy of the Principal's statement should be enclosed.

  3. If the community member does not submit a written grievance within five days from the date the written summary prepared by the administrator is delivered to the community member, the grievance will be deemed "resolved."

  4. The grievance submitted to the Governing Council should include specific reasons why the community member is not satisfied with the Principal's decision, any specific school policy that the member believes has been violated, and any other relevant information and

documentation that supports the grievance. The written grievance must be dated and signed by the person submitted the complaint.

5. The Governing Council will decide at the first meeting immediately following receipt of the written grievance whether it will hear the matter, and if it agrees to hear the matter, it will schedule a time for the meeting, which shall not be unreasonably delayed. Depending on the substance of the complaint, the Governing Council will also decide whether the grievance shall be heard as an informal meeting of the concerned parties with a Council member present as mediator, an informal hearing with each party being allowed to present his/her side of the story, or any other procedure the Governing Council deems appropriate.

6. SVP Governing Council members who are interested parties or who may have an actual or apparent conflict of interest shall disclose such conflict and be excused from the grievance meeting if the Governing Council deems the excusal necessary to provide the complaining community member a fair consideration of the grievance.

7. Any meeting or hearing concerning a matter that relates to personnel issues, that is confidential, or that implicates an individual's privacy rights will be held in a closed meeting in accordance with the Open Meetings Act, unless written permission by the affected individual is obtained prior to the meeting.

8. A decision will be established by a majority vote of the members of the SVP Governing Council hearing the issue. The SVP Governing Council may designate a committee of the Governing Council to meet with or conduct the hearing. Any final action required to be taken by the Governing Council will be made after the committee's recommendation is presented to the full Governing Council.

9. If additional information or investigations are necessary after the initial meeting or hearing, the meeting or hearing may resume as soon as is practical after further information has been gathered or an investigation has been conducted. The Governing Council will issue a final written decision regarding the grievance. The decision of the Governing Council is final.