

# South Valley Preparatory School

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

Website: [www.southvalleyprep.org](http://www.southvalleyprep.org)



## **PARENT-STUDENT HANDBOOK**

**2022-2023**

## GOVERNING COUNCIL MEMBERS

Bernadette Frieze  
Monica Aguilar  
Brittney Barreras  
Vanessa Urioste  
Steven Cordova

Chair  
Vice Chair  
Secretary  
Treasurer  
Member

## ADMINISTRATION

Moises Padilla  
Ramona Blea  
Alfred Martinez  
Jessica Brown

[Moises.padilla@southvalleyprep.org](mailto:Moises.padilla@southvalleyprep.org)  
[ramona.blea@southvalleyprep.org](mailto:ramona.blea@southvalleyprep.org)  
[al.martinez@southvalleyprep.org](mailto:al.martinez@southvalleyprep.org)  
[jessica.brown@southvalleyprep.org](mailto:jessica.brown@southvalleyprep.org)

Executive Director  
Office Manager, Registrar  
Business Manager  
Dean of Instruction

## STAFF MEMBERS

Margarito Uranga  
Carmela Montez  
Edward Blea  
Bianca Caraveo  
Abraham Falco  
TBD  
Mercedes Àvila.  
William Bittner  
Elsa Martinez  
Allison LePree  
Holly Tilseth  
Gillian Green  
Michelle Gonzalez  
Nora Montano  
Gino Blea  
TBD  
TBD  
Gino Blea  
Isabel Roman  
Amanda Gutierrez-Lopez  
Tatyana Trujillo

Margarito.Uranga@southvalleyprep.org  
carmela.montez@southvalleyprep.org  
edward.blea@southvalleyprep.org  
bianca.caraveo@southvalleyprep.org  
Abraham.Falco@southvalleyprep.org  
mercedes.avila@southvalleyprep.org  
William.bittner@southvalleyprep.org  
elsa.martinez@southvalleyprep.org  
allison.lepree@southvalleyprep.org  
holly.tilseth@southvalleyprep.org  
gillian.green@southvalleyprep.org  
michelle.gonzalez@southvalleyprep.org  
nora.montano@southvalleyprep.org  
gino.blea@southvalleyprep.org  
gino.blea@southvalleyprep.org  
Isabel.roman@southvalleyprep.org  
Amanda.lopez@southvalleyprep.org  
[Tatyana.trujillo@southvalleyprep.org](mailto:Tatyana.trujillo@southvalleyprep.org)

Art Teacher, Reading Teacher  
8A Homeroom, Math A strand  
7C Homeroom, Humanities C Strand  
6B Homeroom, Science B Strand  
6C Homeroom, Humanities C strand  
6A Homeroom, Science A Strand  
7A Homeroom, Humanities A Strand  
7B Homeroom, Humanities B Strand  
8B Homeroom, Math B-strand  
8C Homeroom, Math C-Strand  
Special Education Teacher  
Special Education Teacher  
Intervention, Special Educ Teacher  
Clerk & Nurse Assistant  
Science & Health Teacher  
Counselor / Social Worker  
Parent Liaison  
P.E Teacher, Athletic Director  
Cafeteria Manager  
Community Schools Coordinator  
21<sup>st</sup> 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 don't hesitate to call us at school (505) 222-5642. You can also email each teacher if you'd like. We check our email every evening and will reply as soon as possible. Each teacher's email address are found on the second page of this handbook. The teachers all have their own website that is updated on a weekly basis for you and your child to keep abreast of what is happening in the classroom. Please try to check the website on a weekly basis with your child. Instructions on how to get to the appropriate teacher will be at the bottom of this page. 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,

South Valley Preparatory School Administration, Teachers and Staff, South Valley Preparatory School Administration and Staff

## 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. The curriculum will be rigorous, relevant and aligned with the current *adopted standards* and does include a fine arts component.
3. Students will loop within the same strand and with the same core team of teachers from 6<sup>th</sup> through 8<sup>th</sup> 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.
4. The school counselor / social worker 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.
5. Both teachers and students will have multiple opportunities to integrate technology through teacher instruction and student projects.
6. Students will receive explicit reading instruction based upon homogeneous grouping in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades.
7. 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.
8. 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.

## **RESPECT FOR THE SVP 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 SVP 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 en route to and from school. The SVP 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

Our daily schedule is as follows:

Monday, Tuesday, Wednesday, Thursday & Friday: 8:30 to 3:40

PD	7:45- 8:25	
Advisory	8:30-9:00	30
Core	9:03- 9:57	54
Core	10:00 10:54	54
Elective	10:57- 11:47	50
Elective	11:50- 12:40	50
Reading	12:43- 1:53	70
Core	1:56- 2:50	54
RTI/ELL	2:53- 3:40	47

# 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.

## **COMPULSORY ATTENDANCE, TRUANCY AND TARDINESS**

All SVP 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 Compulsory School Attendance Law 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.

## **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.

### **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 health 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."

### **PROCEDURES FOR NOTICE OF EXCUSED /UNEXCUSED ABSENCES**

Parent(s)/guardian(s) will be notified when the school has concerns regarding students' unexcused absences with regard to the Compulsory School Attendance Law. Excessive absences, trancies (defined as unexcused absences) and/or tardiness may result in disciplinary action, possibly including contact with the proper Parole Services Office and/or the District Attorney's Office. The following is the process that will be followed:

**THREE UNEXCUSED ABSENCES:** The first day following the three (3) day period, the parent(s) will be contacted by telephone, electronically or in person to give notice of the student's absence and to determine and document the reason for the absence.

**FIVE UNEXCUSED ABSENCES:** The parent(s) will be contacted in writing, by mail or personal service of a date, time and place to meet and discuss the student's continued truancy. At the meeting, the parent, student, and principal or his/her designee will create or review an existing Attendance Contract. Existing Attendance Contracts may be modified to prevent any more absences. Student, parent, and principal will sign all Attendance Contracts.

**SEVEN ABSENCES:** Parent(s) will receive a letter of habitual truancy by mail or personal service. The notice will include a date, time and place for the parent to meet with the principal to again review the existing attendance contract and to discuss next steps in the event of additional absences.

**TEN ABSENCES:** Parent(s) will receive a letter of habitual truancy by mail or personal service. The notice will include a date, time and place for the parent to meet with the principal to again review the existing attendance contract and to discuss potential educational neglect and referral to the Juvenile Probation Services and or The Children, Youth and Family Department (CYFD).

**ABSENCES AFTER RECEIVING 10 DAY ABSENT LETTER OF HABITUAL TRUANCY:** The student will be reported to the proper Probation Service Office and a report to CYFD will be submitted by the school for educational neglect.

If a parent(s) fails to arrange or attend a meeting within ten (10) days following written notice that the student is considered a habitual truant, the principal shall provide the Probation Services Office with written notification of such failure and shall cooperate with the Probation Services Office in any subsequent determination as to whether the parent has knowingly allowed the student to continue to violate the Law. The family will be contacted by the school's Counselor / Social Worker who will help with transition to a new school or any other support services.



## 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.

## ACCEPTABLE USE OF INTERNET AND TECHNOLOGY RESOURCES

All SVP students, employees, contractors, volunteers and other district 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 the 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 SVP 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.

### **REPORTING**

Student progress will be reported informally every two to three weeks through the school-wide Thursday Folders and formally once at the end of the trimester in conjunction with a Student-Led Conference.

***THURSDAY FOLDERS provide you with an update on all work assigned, your child's grade on that assignment and whether or not he or she has turned it in! PLEASE be sure to review every progress report in the Thursday Folder!***

Thursday Folder dates and end of grading period are indicated on the SVP calendar. Parents are encouraged to meet with their children's teachers during school-scheduled parent conference days and/or as soon as any concerns arise. Parents and teachers meeting as a team, assists to reinforce student expectation and increases communication between the school and the home. An Academic Intervention Plan (AIP) may be developed for students achieving below grade level proficiency. Parents will be trained on how to access the school's grading system to check their child's grades via the internet.

## **ACADEMIC INTERVENTIONS**

SVP provides a variety of interventions to support academic success and achievement. Parents are invited to contact the school for more information.

### **ADVISORY**

Advisory is integral to the mission of our school and to the total educational program. Advisory assists in removing barriers to learning and promotes knowledge and skills necessary for the academic achievement and personal growth of all students through prevention and intervention services as well as environmental justice, food justice, cultural identification, self-advocacy, self-determination and community awareness. 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. Advisory will be co-facilitated by SVP's Social Worker/Counselor.

### **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**

SVP acknowledges its responsibility under the American Disabilities Act, Section 504, to avoid discrimination in policies and practices regarding its students. No unlawful discrimination against any student with a disability shall knowingly be permitted in any school district program or practice. This policy extends to all aspects of the school's educational program, as well as to the use of all school facilities, and participation in all school-sponsored activities, including extracurricular activities and athletics. For further information on Section 504, please contact the school.

### **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 placed in SAT (student assistance team) to try various interventions before moving on. If interventions are not successful, the student will be tested with parental consent. Results will be shared with parents and decisions regarding services will be made by SAT.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

A primary responsibility of SVP 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 SVP 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.

While SVP is moving towards transitioning into the full implementation of restorative practices 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.

### **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. SVP supports that development through our family environment, our positive school culture, our social and emotional learning, our service learning and Qualities for Success programs and our Health and Wellness Initiative. 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, SVP uses these qualities to develop self-advocacy and self-determination.

First and foremost, SVP maintains the obligation to provide a safe learning environment for all students. Some actions and behaviors are unacceptable including those listed below.

SVP 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.

#### **SVP Hard No's: (no exceptions)**

- Criminal or delinquent acts
- Possession of Weapon
- Possession of Drugs or Alcohol
- Gang related activity
- Sexual harassment
- Refusal to identify self
- Refusal to cooperate with school personnel
- Bullying

#### **SCHOOL-WIDE BEHAVIOR and DISCIPLINE PROCESS (CLASSROOM/PLAYGROUND)**

All teachers at SVP use a consistent classroom behavior plan that provides multiple opportunities for students to engage students in learning.

The following are the steps a teacher will take before a Level 1 infraction is given to a student if or when they are disrupting the classroom and the learning environment. However, if a student engages in behaviors that create obstacles to teaching and learning for others in their community, then the following process will be used:

1<sup>st</sup> classroom / playground incident

1. Verbal Warning

2<sup>nd</sup> classroom / playground incident

1. Verbal Warning / Seat change or sit out of recess activity

3<sup>rd</sup> classroom / playground incident

1. Teacher and Student restorative conversation process:
  - What happened
  - What are the effects? (on you, on others, on our community)
  - Who is responsible?
  - What is the solution?

Student and teacher may agree that there is a need for some restorative accountability for the incident. If so, the student may come up with an agreed upon consequence. Consequences can include but is not limited to:

- Loss of Field Trips or other privilege including upcoming events
- Campus clean-up
- Discipline reflective writing assignment
- Character Counts Presentation
- Letter of Apology

Parent notification of restorative session and restorative accountability consequence via phone call, email or written notification.

#### Level I: Minor 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 through Restorative Practice Process.

Once a student receives three level I infractions, they are referred to the administrator and or discipline designee. For each offense, the parent/guardian will be notified of about the incident and the outcome of the restorative practice process including any assigned accountability consequences. A copy of the infraction will be sent home for the parent and student to sign. The signed copy must be sent back to school.

A teacher may refer a student to the office for immediate administrative action for several reasons:

- If the offense is of such a nature as to merit immediate removal from campus or for suspension (such as but not limited to violence, threats, possession or use of drugs or weapons)
- If the offense is of such a nature as to merit immediate expulsion (such as but limited to firearm possessions, arson, or vandalism that exceeded \$1000 in damages)

### Level II Infractions

If a student commits a level II offense, they are immediately sent to Administration and or the discipline designee for further intervention. The parent will be notified and may be asked to come to the school to discuss the situation.

Some examples of level II infractions are the following: arson, bullying with physical contact, drug possession, gang-related activities, tobacco (possession or use), or obscene materials

## CONSEQUENCES

### Teacher Consequences

At SVP, any teacher may assign a teacher's detention to a student. This detention is served at lunch, by giving the student an assigned location for lunch other than in the cafeteria. The student will bring their lunch with them and may be asked to engage in the Restorative Practice Process or to complete a variety of tasks that may include a writing assignment, sitting quietly or assisting with campus clean up. School events, activities, or athletics are not valid reasons for missing detention. As a rule, teachers assign lunch detention for a minor classroom misconduct such as but not limited to the following: chewing gum, passing notes, making noises, missing homework assignments or minor inappropriate conflicts with others. Repeated violations by individuals will be referred to the Dean of Students and or Director.

Additional consequences possible may include those listed above.

### Administrative Consequences

Possible administrative responses include detention to work on a presentation or research that concerns the infraction, campus clean-up, in-school suspension (ISS), short-term suspension (OSS), long-term suspension and expulsion. Detention means requiring a student to remain inside or otherwise restricting his/her liberty at times when other students are free for recess or to leave school. In-school suspension (ISS) means suspending a student from one or more regular classes while requiring the student to spend the time in a designated area. Short-term suspension (OSS) means the removal of a student from school for a specified period of less than ten school days. Expulsion means the removal of a student from school either permanently or for an indefinite time exceeding ten school days.

### Suspension Policies

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 at all. 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 parents. Parents should be able to access Tyler to also find make-up work

**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 SVP 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 Director 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 SVP and will incur disciplinary correction. Any behavior that is disruptive or violates the rights of others is unacceptable at SVP 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 administration. 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.

***Gum/Food/Drink***

Food and drink are permitted only at lunchtime and in the lunchroom, unless it is part of a teacher directed activity. **Gum is NEVER allowed at SVP at any time.** All students chewing gum will be asked to throw it out and multiple violations may result in campus clean up and or detention may be assigned at the discretion of the teacher.

### ***Fighting***

Fighting (slapping, punching, etc.) ***is not tolerated***. Any student who is fighting or provoking/encouraging/supporting a fight will immediately receive a Level II Unacceptable Behavior Report and will follow consequences on Unacceptable Behavior with Minimum Mandatory Consequences 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***

Physical, emotional, or sexually abusive behavior including psychological intimidation and harassment will not be tolerated. Sexual, racial, and religious violence is a criminal activity and will be reported to the authorities. A written report of the incident should be given to the Administration within five days of the incident. All incidents will be investigated by the Administration or designated personnel. A parent conference will be required. Repeated offenses will lead to a recommendation for possible expulsion.

### ***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***

SVP follows a Student Dress Code. Please see the Student Dress Policy for specific details. The apparel worn on service learning days must support the students' ability to actively engage in learning environment which includes physical education and service learning work at the farm. 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***

SVP 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 (up to 15 days) to an automatic one-year expulsion.

### ***Special Circumstances***

In the case of special education students or a student receiving 504 accommodations SVP will ensure it makes the appropriate adjustment necessary to comply with the mandates of IDEA and Special Education laws. Prior to recommending expulsion for a Section 504 student or special education student, SVP will convene a review committee to determine whether the student's misconduct was a manifestation of his or her disability; whether the student was appropriately placed and was receiving the appropriate services at the time of the misconduct; and/or whether behavior intervention strategies were in effect and consistent with the student's IEP and



placement. If it is determined that the student’s misconduct was not a manifestation of his or her disability and that the student was appropriately placed, and that the IEP set forth the necessary behavior goals or interventions, the student may be expelled.

***Off Campus Events***

Students participating in school sponsored off-campus events will be governed by all the guidelines of the SVP 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.

For further information refer to the dress code policy located in the school office.

**SVP DISCIPLINE MATRIX**

**SOUTH VALLEY PREPARATORY LEVEL II DISCIPLINE MATRIX**

- A referral is a last resort of discipline in the classroom
- When writing a referral please call the parent/guardian

<b>OFFENSE</b>	<b>1<sup>st</sup> OFFENSE CONSEQUENCES</b>	<b>2<sup>nd</sup> OFFENSE CONSEQUENCE</b>	<b>ADDITIONAL CONSEQUENCES</b>
ARSON	-5-10 day suspension -Seek Restitution	-Long-term suspension -Seek Restitution -Legal referral	
ASSAULT/INTIMIDATION (Aggravated)	-3-5 day suspension -Possible legal citation and/or arrest -Referral for additional services	-Long term suspension	-Possible court hearing
BULLYING	-3 day suspension -Referral for additional services	-5-day suspension	-Long term suspension
ASSAULT/FIGHTING/BATTERY (Aggravated)	-3-5 day suspension -Possible legal citation and/or arrest -Referral for additional services	-Long term suspension	-Possible court hearing
BIKES/SKATEBOARDS (These items are not to be used on campus; bikes must be secured in bike rack until end of school day)	-Confiscate and return to students at the end of the school day	-Confiscate and return to parent	-Confiscate and return at the end of the semester
BOMB THREAT AND/OR FALSE ALARM	-Long term suspension		
BUS DISRUPTION	-ISS and parent contact	-5 day suspension from bus -1 day suspension from school	-Parent conference and removal from bus for the remainder of the semester -3 day suspension

CHEATING/PLAGIARISM	-Loss of assignment points -ISS -Parent conference	-Loss of assigned points -3 day suspension -Possible W/F from course	-Possible W/F from course
CONTROLLED SUBSTANCE (including paraphernalia) and/or alcohol use and/or possession	-Legal citation -3 day suspension -Referral for additional services -45 school day suspension from extra curricular activities	-Legal citation/arrest -Long term suspension	
LANGUAGE -profane and/or abusive (towards staff)	-3 day suspension -Parent conference	-5 day suspension	-Long term suspension
ROBBERY/THEFT/LARCENY/B REAKING & ENTERING	-5-10 day suspension -Seek restitution -Legal citation	-Long term suspension -Seek restitution -Legal referral	
TOBACCO -possession or use (including e-cigarettes)	-Confiscate product -1 day suspension -10 day suspension from extra-curricular activities	-Confiscate product -2 day suspension -45 day suspension from extra-curricular activities	-Confiscate product -3 day suspension
TRUANCY (Ditching)	-Warning -Parent contact	-ISS -Attendance contract	-1 day suspension -Parent conference -Court referral
VANDALISM/GRAFFITI/ CRIMINAL DAMAGE	-5-10 day suspension -Seek restitution -Legal citation	-Long-term suspension -Seek restitution -Legal referral	
WEAPONS (possession/use)	-Long term suspension	-Expulsion	
CONTROLLED SUBSTANCE (Including paraphernalia) and/or sale or distribution	-Legal citation/arrest -Long term suspension		
DRESS CODE VIOLATION	-Immediately change of clothing	-Immediate change of clothing -ISS	-1 day suspension
DRESS CODE VIOLATION -HEAD GEAR (head-gear not allowed indoors)	-Confiscate & return to student at the end of the school day by administrator <b>Failure to relinquish head gear will result in a 3 day suspension</b>	-Confiscate & return to parent after 5 days by administrator	-Confiscate & return to parent at the end of the semester
ELECTRONIC DEVICES (audio players, cell phones, laser pointers, etc. not allowed on campus from 7:45-3:25)	-Confiscate and return to parent at the end of the school day (after 3:25pm) <b>Failure to relinquish electronic device will result in a 3 day suspension</b>	-Confiscate and return to parent after 5 school days	-Confiscate and return to parent at the end of the semester
FIREARM POSSESSION	Expulsion		
FIREWORKS (Possession or use)	-3 day suspension -Legal citation	-Long term suspension	

GANG RELATED ACTIVITY	-5 day suspension -Student behavior contract -Possible arrest -Referral for additional services	-Long term suspension -Possible arrest	
GENERAL DISRUPTIVE CONDUCT	-Warning -Possible ISS -Parent contact	-1 day suspension -Student behavior contract	-3 day suspension
HARASSMENT (Including sexual harassment)	-3 day suspension -Parent conference -Referral for additional services	-1 day suspension -Student behavior contract	-3 day suspension
DEFIANCE OF SCHOOL PERSONNEL (refusal to obey)	ISS	-3 day suspension	-May result in 5-10 day suspension or long term suspension and a hearing

## 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.

SVP'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 fingertip length)
- Khaki/Jean shorts (longer the fingertip length)

Unacceptable:

- Sagging pants
- Short shorts
- Short Skirts
- Crop tops (ask students to raise their hands if the shirt rises more than 1 in. it's a crop top)
- Hoodies/hats inside the building

### SHIRTS:

Acceptable:

- Polos- Stripes or solid. No logos larger than a quarter

South Valley Prep Shirts and Hoodies (spirit wear)

Unacceptable:

t-shirt: with drugs/alcohol/profanity/violence

**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 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, iPods and electronic games. Parents/guardians will be required to pick up confiscated items from the administrator.

Cellular phones brought to school **MUST** be turned off and then **TURNED IN** to their advisory teacher as soon as they arrive into class. Phones will be placed in a secure, off-limits location in the room.

Personal Cell PHONES ARE NOT TO BE USED AT ANY TIME FOR ANY REASON, INCLUDING CALLS, PHOTOS, VIDEOS, MUSIC, ETC. WHILE ON SCHOOL GROUNDS. Inappropriate usage of cell phones will/can result in phones being taken and parent must stop into pick it up and have a quick meeting with administration.

If students are found with their cell phone on them the following procedure is followed: 1<sup>st</sup> Offense: phone is taken by teacher and held till the end of the day.

2<sup>nd</sup> Offense: phone is turned into the office and the parent must come in and get it at the end of the day.

3<sup>rd</sup> Offense: Parent meeting is called and student will not be allowed to bring phone on campus.

If found again write up and suspension...

**NOTICE OF PROHIBITION AGAINST BULLYING AND ANTI-BULLYING INTERVENTIONS**

Bullying behavior by any SV Prep student is strictly prohibited, and such conduct will result in disciplinary actions, including suspension and/or expulsion from school. "Bullying" means any repeated and pervasive written, verbal, or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at designated bus stops, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts against a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student's property; or
- Physically harming a student or damaging a student's property; or
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

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

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.

SVP believes that providing an educational environment for all students, volunteers, and families that is free from harassment (because of disability, racial, religious, or sexual orientation), intimidation or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation, bullying and hazing are forms of dangerous and disrespectful behavior that will not be tolerated. Students participating in one or more of these activities are subject to school discipline and/or legal ramifications.

Parents and students will be provided a copy of the school's the Anti-Bullying Policy at the beginning of the school year and any other time deemed appropriate.

In addition, bullying and intimidation through texting, Facebook, Instagram, Twitter, Kik, Snapchat or any other electronic media is not tolerated.

### **SEXUAL HARRASSMENT**

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 regard to an individual's employment or educational status;
- Sexually suggestive or degrading remarks, including jokes, kidding or teasing
- Unwelcomed verbal or physical flirtation, sexual gestures or comments, or comments about another person's body or appearance; including touching oneself sexually or talking about ones 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. Students found to be in violation will be subject to disciplinary action such as suspension and/or expulsion.

### **STUDENT SEARCH AND SEIZURES**

School property assigned to a student and a student's person or property while on campus or under the authority of the school is subject to search, and items found are subject to seizure. The principal, student advocate, or any other person authorized to act in a matter involving school discipline or the maintenance of order, certified school personnel are authorized to conduct a search when (s)he has a reasonable suspicion that a crime or other breach of disciplinary rule is occurring or has occurred. A reasonable suspicion is one based upon objective, observable facts. The scope or extent of the search must also be reasonably related to the reason for the search. School property, computers, lockers, school buses, and student personal effects whether or not, within his/her immediate physical possession may be searched with or without the student present.

### **SUSPENSION/EXPULSION OF STUDENTS**

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.

A student may not be suspended or expelled for any misconduct unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the principal or occurring within any other school district and that act occurs at any time, including, but not limited to 1) while on school grounds, 2) while going to or coming from school, 3) during the lunch period whether on or off the campus, or during or while going to or coming from a school-sponsored activity.

According to NMSA 6.11.2.11, SVP is not obligated to accept any student who has been long-term suspended 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.

For further information refer to the Positive Behavior Support policy located in the school's office.

### **WHAT TO DO IF YOU FEEL YOUR RIGHTS HAVE BEEN VIOLATED**

SVP does not discriminate on the basis of ethnic, identify, religion, race, color, national origin, sex, sexual orientation, mental or physical disability, marital status or pregnancy in any program or activity of, or sponsored by, SVP.

The grievance and hearing procedures set forth in this section shall be available to anyone who believes he/she has been discriminated against on the basis of race, color, national origin, sex, disability, or age.

### **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. SVP strongly encourages the complainant to immediately address concerns and seek resolution at the lowest level prior to seeking resolution with the Board. The principal is the person responsible for receiving oral and written reports of harassment and discrimination on the basis of gender. If a student has knowledge of inappropriate behaviors and fails to contact a SVP personnel, the student will be subject to disciplinary action(s). A student's responsibility for reporting incidents of inappropriate behavior is the contact the principal, teacher, personnel staff, etc. A student may also talk with his/her parent(s) or legal guardians so that they can inform the school of the inappropriate behavior. Any school personnel who receive a report of harassment or discrimination shall immediately inform the principal. If the complaint is in regard to the principal, the SVP Governing Council must be contacted. Any school personnel who fail to report incidents of harassment and discrimination will be subject to appropriate disciplinary actions.

### **Who May File a Complaint**

Any student, parent, or legal guardian on behalf of his or her student who believes he/she 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 SVP Principal or Governing Council in any manner to report prohibited conduct. An internal 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. Confidentiality also applies to the inquiry and investigative process of all investigations conducted by the SVP administration.



## **STUDENTS SUPPORT POLICIES AND SCHOOL HEALTH SERVICES**

### **HEALTH OFFICE**

SVP has a contracted nurse who works with our students. She is on our school campus generally one day every other week. Her main 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.

### **MEDICATION POLICY**

If a student needs to take a prescription drug during school, a doctor's order is required. The required form for the doctor to fill out is available in the office. All medications must be in the original container for safety reasons. We cannot allow students to be in possession of unidentified pills in baggies or envelopes or on their person.

### **HEAD LICE**

The student's parents/guardian will be called and told that head lice have been found on the child. The student will be unable to return to class until no visible nits or live bugs are found. Upon return to school, the student will need to provide a "return to school" note from the doctor.

### **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 After School Dinner will be provided at SVP daily through an outside vendor or catering company. Each morning students will indicate whether or not they will be purchasing lunch. 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.

SVP is a CEP school. CEP means that all meals are served to all students for FREE. HOWEVER, every 4 years we must re-establish our free and reduced percentage baseline. During this year all families are required to fill out a meal application. Regardless of the outcome, ALL students receive free meals at SVP.

Students are more than welcomed to 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 and do not include Hot Cheetos or other such junk food, sodas, or candy. We highly encourage healthy meals.

Hot Cheetos, Takis, Ramen Noodles, Sodas, Energy Drinks of any kind, Gum and Candy are all prohibited at SVP.

### **Non-Discrimination Statement**

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, audiotope, 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](mailto: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. 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.

### **CUSTODIAL RIGHTS OF PARENTS**

Each parent or court-appointed guardian shall be assumed to have all legal rights pertaining to parenthood or guardianship. In those circumstances in which children's parents/guardians are legally separated, and the parent/guardian states that he/she is legally responsible for the children, the requesting person must provide the administrator with a court order delineating the custodial rights of the parties involved.

### **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 SVP encourage parents/guardians to visit schools and classrooms as 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.

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.

### VOLUNTEER CLEARANCE

SVP 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 through Cogent using the school's agency number. 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 needs to 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 concern still has not been answered to parental satisfaction, contact a SVP Governing Council Member.

### STUDENT-LED CONFERENCES

Student-Led conferences are mandatory for all students and are held at the end of the first, second, and third 9 - week grading periods. 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 complaint/inquiry to the Governing Council.

### 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 SVP 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 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 SVP 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 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 8:30 a.m. and ends at 3:40 p.m. Monday through Friday. The school is supervised from 7:45 to 3:50. SVP is not responsible for students who come to school before 7:45 a.m. Any student on campus after 3:50 is required to sign in to the after school homework club / tutoring program in the Cafeteria. Office hours are from 7:00 a.m. to 4:00 p.m. Individual class schedules will be given to students on the first day of school.

#### **TESTING**

SVP 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 PARCC 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 given 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. This assessment also determines if a school has made Annual Yearly Progress (AYP). The students will be assessed in reading and math. Seventh graders will also be assessed in science using the NMSTEM Ready Test.

## **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**

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 6<sup>th</sup> through 12<sup>th</sup>**. 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. 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 via School Reach and 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 SVP'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. Please be sure to discuss religious requirements and commitments with your child's teachers.