

South Valley Preparatory School

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

Website: www.southvalleyprep.org



PARENT-STUDENT HANDBOOK

2023-2024

GOVERNING COUNCIL MEMBERS

Bernadette Frietze
Monica Aguilar
Brittney Barreras
Vanessa Urioste
Steven Cordova

Chair
Vice Chair
Secretary
Treasurer
Member

ADMINISTRATION

Baylor Del Rosario
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Ramona Blea
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Executive Director
Assistant Principal
Office Manager, Registrar
Business Manager
Assistant to Business
Manager

STAFF MEMBERS

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Art Teacher
PE & Health Teacher
Math A-Strand
Humanities A-Strand
Science A-Strand
Math B-Strand
Humanities B-Strand
Science B-Strand
Special Education Teacher
Special Education Teacher
Special Education Teacher
Clerk
Educational Assistant – Reset
Room
Counselor/Social Worker
Parent Liaison
Cafeteria Manager
Community Schools
Coordinator
21st Century Coordinator
Transportation Director

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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 every evening and will reply as soon as possible. Each teacher's email address is 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,

SVP School Administration

Teachers

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. 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 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.
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

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

“*Mucho Monday*” requires students to attend ALL classes

Tuesday-Friday students will follow A and B block schedule (longer duration during core courses)

Mucho Monday Schedule

Time	Duration	Period	Subject		
7:45-8:30 am	45 minutes	1st Period	Core (7 th & 8 th) / Art & PE (6 th)		
8:33-9:15 am	42 minutes	2nd Period	Reading or Bilingual		
9:18-10:10 am	52 minutes	3rd Period	Core + Breakfast In-Class		
10:13-10:55 am	42 minutes	4th Period	Core		
10:58-11:40 am	42 minutes	5th Period	Core / Service-Learning Project		
11:43-12:13 pm	30 minutes	6th Period	6 th – Lunch	7 th – Advisory	8 th – RtI
12:16-12:46 pm	30 minutes	7th Period	6 th – Advisory	7 th – Lunch	8 th – Advisory
12:49-1:19 pm	30 minutes	8th Period	6 th – RtI	7 th – RtI	8 th - Lunch
1:23-2:05 pm	42 minutes	9th Period	Core/Service-Learning Project		
2:08-2:50 pm	42 minutes	10th Period	Core/Service-Learning Project		

A-Day (Tue/Thurs) & B-Day (Wed/Fri) Schedule

Time	Duration	Period	Subject		
7:45-9:05 am	80 minutes	1 st Period	Core (7 th & 8 th) / Art & PE (6 th)		
9:08-10:27 am	79 minutes	2 nd Period	Reading or Bilingual + Breakfast In-Class		
10:30-11:49 am	79 minutes	3 rd Period	Core / Service-Learning Project		
11:52-12:22 pm	30 minutes	4 th Period	6 th - Lunch	7 th - Advisory	8 th - RtI
12:25-12:55 pm	30 minutes	5 th Period	6 th - Advisory	7 th - Lunch	8 th - Advisory
12:58-1:28 pm	30 minutes	6 th Period	6 th - RtI	7 th - RtI	8 th - Lunch
1:31-2:50 pm	79 minutes	7 th Period	Core / Service-Learning Project		

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 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 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 healthcare provider authorized absences for medical reasons.
- Religious Instruction/Observation –
 - A student may, with the written consent of her/his 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 regards 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 CYFD Juvenile Probation Office Absenteeism Referral Contact is as follows: Sandoval County - Shannon Smyth (ShannonM.smyth@state.nm.us) and Bernalillo County - Kelly Jo Parker (Kellyjo.parker@state.nm.us). 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 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.

ACADEMIC INTERVENTIONS

South Valley Prep 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 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.

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

South Valley Prep 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 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.

While South Valley Prep is moving towards transitioning into the full implementation of restorative practices, it 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.

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.

To report an incident:

Call (833) 485-1335

Email ARAO.Hotline@state.nm.us

Fill out the online form at [bit.ly/ARAO hotline](https://bit.ly/ARAO_hotline)

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, our social emotional learning, 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.

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 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 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

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 immediate 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

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.

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 South Valley Prep 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 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

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 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. 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

South Valley Prep 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 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 or reset room 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 (up to 15 days) 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 – 3:30pm and during school sponsored activities outside of these hours

MISBEHAVIOR	ACTION	CONSEQUENCE
Digital Devices		
First Time – Using digital device including phones and smart watches while on school grounds or activities	Staff member turns device into office	Phone, smart watch, or other electronic device remains locked in the office and returned to the student at the end of the day
Second Time –Using digital device including phones and smart watches while on school grounds or activities	Staff member turns device into office	Phone, smart watch, or other electronic device is picked up by parent
Third Time –Using digital device including phones and smart watches while on school grounds or activities	Staff member turns device into office AND Mandatory Parent/Teacher Conference	Phone, smart watch, or other electronic device must stay home 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 home for 1-semester AND 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 AND 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 AND Refer student to office	Minimum 1-Day Out-of-School Suspension (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 (additional days for multiple infractions)

MISBEHAVIOR**ACTION****CONSEQUENCE**

Profanity

First Time – Use of profanity or offensive language

Teacher and student conference

Warning

Second Time – Use of profanity or offensive language

Teacher, student, and parent conference
AND
Refer student to office

1-Day or more Out-of-School Suspension

Third Time – Use of profanity or offensive language

Teacher refers student to office

Minimum 2-Days Out-of-School Suspension
(additional days for multiple infractions)

Bullying/Harassment

First Time – Bullying, Harassment, or Intimidation

Teacher, student, and parent conference

Warning

Second Time – Bullying, Harassment, or Intimidation

Refer student to office

2-Days or more Out-of-School Suspension

Third Time – Bullying, Harassment, or Intimidation

Refer student to office

Minimum 4-Days Out-of-School Suspension
(additional days for multiple infractions)

Vaping

First Time – Tobacco possession or use (e-cigarettes/vaping and products)

Teacher, student, and parent conference

Confiscation
AND
Warning

Second Time – Tobacco possession or use (e-cigarettes/vaping and products)

Refer student to office

1-Day or more Out-of-School Suspension

Third Time – Tobacco possession or use (e-cigarettes/vaping and products)

Refer student to office

Minimum 2-Days Out-of-School Suspension
(additional days for multiple infractions)

Vandalism

First Time – Vandalism (defacing/damaging school or personal property including arson)

Refer student to office

Reparation
AND

Second Time – Vandalism (defacing/damaging school or personal property including arson)

Refer student to office

2-Days or more Out-of-School Suspension
Reparation
AND

Third Time – Vandalism (defacing/damaging school or personal property)

Refer student to office

5-Days or more Out-of-School Suspension
Reparation
AND

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

MISBEHAVIOR

ACTION

CONSEQUENCE

Dress Code

First Time – Dress code violation including wearing hat and hoodies indoor, revealing clothing, sagging pants, extra long belt, etc.

Teacher and conference

Change to appropriate clothes immediately

Second Time – Dress code violation including wearing hat and hoodies indoor, revealing clothing, sagging pants, extra-long belt, etc.

Teacher, student, and parent conference

Change to appropriate clothes immediately

Third Time – Dress code violation including wearing hat and hoodies indoor, revealing clothing, sagging pants, extra-long belt, etc.

Teacher, student, and parent conference

Change to appropriate clothes immediately

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

Second or Multiple Times – Fighting

Refer student to office

AND
Referral to Law Enforcement
Long-term suspension
AND
Referral to Law Enforcement

Controlled Substance

First Time – Possession/distribution/under the influence of controlled substance

Refer student to office

Long-term suspension

Second Time or Multiple Times – Possession/distribution/under the influence of controlled substance

Refer student to office

AND
Referral to Law Enforcement
Recommendation for expulsion
AND
Referral to Law Enforcement

Illegal Substance

First Time – Possession/distribution/under the influence of illegal substance

Refer student to office

Long-term suspension

Second Time or Multiple Times – Possession/distribution/under the influence of illegal substance

Refer student to office

AND
Referral to Law Enforcement
Recommendation for expulsion
AND
Referral to Law Enforcement

Weapons

Possession/use of firearm or deadly weapon

Refer student to office

Recommendation for expulsion
AND
Referral to Law Enforcement

MISBEHAVIOR	ACTION	CONSEQUENCE
Threats Threats to class or school	Refer student to office	Recommendation for expulsion AND Referral to Law Enforcement
Bus Violation First Time - Bus violation/defiance/disruption	Warning Referral to office	1-Days loss of bus privileges
Second Time - Bus violation/defiance/disruption	Warning Referral to office	3-Days loss of bus privileges
Third Time - Bus violation/defiance/disruption	Warning 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
- Crop tops (ask students to raise their hands if the shirt rises more than 1in. it is 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 (school gear)

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, 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** to their first period teacher as soon as they arrive into class. 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 taken and parent needing to pick-up such item after school or the next day (see Discipline Matrix for actions and consequences).

NOTICE OF PROHIBITION AGAINST BULLYING AND ANTI-BULLYING INTERVENTIONS

Bullying 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. “*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 will 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.

South Valley Prep 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 will be subject to school discipline and/or legal ramifications.

Parents and students will have access to the school's anti-bullying policy, which may be obtained from the office manager.

In addition, bullying and intimidation through texting, Facebook, Instagram, Twitter, Kik, Snapchat or any other social media site ***will not be tolerated***.

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. Students found to be in violation will be subject to disciplinary action such as suspension and/or expulsion.

STUDENT SEARCH AND SEIZURES

Reasonable Suspicion

A personal search of a student may be conducted if there is reasonable suspicion of the student possessing prohibited contraband. All personal searches should be conducted only by the administrator or her/his designee. For example, students who are suspected to be in possession of contraband may be searched according to school policy, state law, or federal law. 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.

Compartment, Rooms, Backpacks, wallets, clothing pockets, and searches

Searches of compartment, desks, and similar facilities that remain under the control of the schools may be conducted at the direction of the administrator or her/his designee, at any time, with or without suspicion, and with or without the consent of the student using such compartment, desk, etc. Searches of outer garments such as jackets and coats, purses, wallets, book bags, backpacks, and similar items of personal property that are in a student's possession may be conducted in the same manner.

Metal Detector

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

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, South Valley Prep 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

South Valley Prep does not discriminate on the basis of ethnic, identity, 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, South Valley Prep.

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. South Valley Prep 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 South Valley Prep 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 regards to the Executive Director, the South Valley Prep 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 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 Executive Director 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 South Valley Prep administration.

STUDENTS SUPPORT POLICIES AND SCHOOL HEALTH SERVICES

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.

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 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 After School Dinner will be provided at South Valley Prep daily through an outside vendor or catering company. Each morning students will indicate whether 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.

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.

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, 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.

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 designated to handle inquiries regarding the nondiscrimination policies or to file a complaint.

Equal Opportunity Services and Title IX

Dr. Baylor Del Rosario

baylor.delrosario@southvalleyprep.org

(505) 515-2514

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 school 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 South Valley Prep 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

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. 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 concern still has not been answered to parental satisfaction, contact a South Valley Prep 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 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 Infinite Campus 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 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

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. 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. 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

I have the Parent/Student Handbook. In doing so, I have explained the content of this document to my child(ren). I acknowledge and agree to the policies obtained therein and will require my child(ren) to comply with the policies which apply to students. I also realize during my child's enrollment at the school I will be informed from time to time, formally or informally, of various changes in school policies. I understand the school reserves the right to change policies at any time with or without advance notice.

Date: _____

Print Student's Name

Student's Signature

Print Parent's Name

Student's Signature