

**2018-2019
Student & Parent Handbook**



**3426 Blake Road SW
Albuquerque, NM 87105**

Office: 505-452-3132 • Fax: 505-253-9049
www.southvalleyacademy.org

This planner belongs to:

Name: _____

Grade: _____

Advisor: _____

Welcome to South Valley Academy!

SVA is the brainchild of its two founding teachers, Alan Marks and Katarina Sandoval. They saw the need for a school that was personal and community-based. Together, they began discussing the concept of such a school with high academic standards that would have its roots deep in the community. They found their chance in the Charter Schools Act of 1999.

The Charter Act allows any parent or community group to create its own public school. The law specifically outlines the requirements for the charter application, and the final approval of the charter is based on the local school board, APS in our case. Our initial charter was approved for five years through 2004-2005; we have been re-approved through 2020.

We opened our doors in August 2000 as the South Valley Charter High School. During the course of our first school year, students created our official name, **South Valley Academy**, to indicate that they want to be respected for the high academic standards of our school. We look forward to this school year with great excitement and are confident that you will have a rewarding and successful year.

We would like to take this opportunity to invite parents to become involved with the school community. **Our Parent Involvement Committee (PIC) meets monthly.** Scheduled meetings are posted on the school marquee and on the school website at southvalleyacademy.org.

If you have questions concerning the contents of this handbook now or during the school year, please ask your child's advisor for clarification.

It is with great pleasure that we take this opportunity to welcome you to SVA and we encourage you to make the most of your time with us.

2018-2019 School Calendar

Aug. 6-7	Registration
Aug. 10	Orientation: 1:00 p.m. dismissal
Aug. 13	First day of school
Aug. 31	½ day: buses depart at 12:30 p.m.
Sept. 3	No School: Labor Day
Sept. 6	Service Learning Begins
Sept. 21	Field Trip: Sandia Hike
Oct. 8-11	Q1 Conference Week
Oct. 12	SVA Closed
Oct. 19	Fall Festival
Oct. 26	½ day: buses depart at 12:30 p.m.
Nov. 19-23	SVA Closed: Thanksgiving Break
Dec. 7	½ day: buses depart at 12:30 p.m.
Dec. 17-20	Q2 Conference Week
Dec. 21	SVA Closed
Dec. 24 to Jan. 4	SVA Closed: Winter Break
Jan. 7	No School: in-service day
Jan. 8	Classes Resume
Jan. 21	No School: Martin Luther King Jr. Day
Feb. 18	No School: Presidents' Day
Mar. 4-7	Q3 Conference Week
Mar. 8	SVA Closed
Mar. 11-15	SVA Closed: Spring Break
Mar. 22	½ day: buses depart at 12:30 p.m.
Apr. 26	½ day: buses depart at 12:30 p.m.
May 10	Last day for seniors
May 16	½ day: buses depart at 12:30 p.m.
May 17	½ day: Class of 2019 Graduation (PM)
May 24	Last day of school: buses depart at 12:30
May 27	Make-up day (if needed)
May 27-30	Q4 Conference Week
May 31	SVA Closed

PARENT REQUIRED EVENTS

Parents: please note that your attendance is required at registration and each conference. Please make every effort to attend at the appointment your advisor makes with you. If you cannot make the appointment, please call BEFORE the appointment to reschedule.

GOVERNING COUNCIL

The Governing Council is currently composed of five-seven members of the community. The powers of the Governing Council include approving the school's annual budget, making broad policy as outlined by South Valley Academy's charter, approving charter amendments, approving school plans and handbooks created by Staff Council, and

hiring and evaluating the Director/Principal. It uses the consensus model for decision-making.

Parents are encouraged to attend the monthly meetings of the Governing Council.

ASSESSMENT AND TESTING

Students will be assessed through a variety of means. Standardized tests, in-class tests, formative assessments and other standards-based assessments will be used to help determine student academic achievement.

2018-2019 Testing Schedule

Date	Test	Grade
October 24	PSAT	10 th
November 1	SBA Science Retake	12 th
December 17	PARCC ELA Retake	12 th
December 18	PARCC Math Retake	12 th
January 22 - 25	MS ACCESS for ELL	6 th -8 th
January 23	Pre ACT	10 th
Jan. 28 - Feb. 1	HS ACCESS for ELL	HS
March 20	SBA Science	7 th
March 21	SBA Science	11 th
April 2	ACT	11 th
April 5	MS Las Links	6 th -8 th
April 15-17	MS PARCC	MS
April 22-29	HS PARCC	HS
May 2-10	PARCC Makeup	6 th -12 th
May 7	AP Spanish Exam	HS
May 8	AP English Lit. Exam	HS
May 10	AP Art Portfolio Due	HS
May 13	AP Biology Exam	HS
May 15	AP English Lang. Exam	HS
May 20 - 22	End of Course Exams	HS

ADVISORY

Each student will be matched with an SVA staff member at the school who will serve as their advocate, mentor, and advisor.

Advisors will serve as the primary connection between home and school – they will meet with parents, guide students in the creation and maintenance of their learning, and monitor the overall academic and personal progress of their advisees.

The advisory will serve as a support for students both personally and academically throughout the year. Advisors will intervene promptly and effectively when students have excessive absences or are having difficulties. This intervention may include contacting parents, creating a behavior contract, or assigning the student to academic supports.

If you have any concern about your child’s education—for example, you would like to speak to a teacher—please call your child’s advisor first to discuss the concern and address it together.

COMMUNICATING ACADEMIC PROGRESS

Progress Reports are designed to communicate how students are progressing towards meeting academic expectations in each class. At any point in time, students and parents have access to their grades through the Jupiter system. Students will work with their teachers to use data/evidence to show what they have learned.

For Middle School: Progress Reports are NOT mailed home—they will only be given to students and parents at the middle of the quarter and at the quarterly conferences.

For High School: Progress Reports are given to advisees approximately every three weeks. Formal Classroom Progress Reports are issued half-way through each nine weeks for all students. They are mailed home, by law, and must be signed by parents and returned.

A student whose work is considered deficient in any area (as determined by teachers) will be asked to attend office hours to remedy such work. Such action may be outlined through a tutoring contract.

QUARTERLY CONFERENCES

At the end of each quarter, parents and students are required to meet with their advisor for a conference to review and discuss student work and grades. Such conferences will be scheduled during the assigned days in the school year through the advisor.

Advisors will also use letters, phone calls and progress reports throughout the school year as needed to communicate with parents/guardians. It is important for each parent to schedule a conference with the advisor whenever a need or concern is evident. Parents interested in arranging a conference with the advisor should call the school office or the advisor and he/she will return the call as soon as possible.

Middle School Positive Behavior Records

(Teachers and Staff notice when students are “Caught Being Good.” Students will be recognized for their healthy actions throughout the year to motivate other students to follow their lead.)

<i>Date</i>	<i>Teacher or Staff</i>	<i>Comments</i>	<i>Parent (or Advisor) Initials</i>	<i>Dragon Store</i>

Middle School Positive Behavior Records

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My Schedule

Period	Class	Room

Middle School Daily Schedule

Monday: All classes (50 min.) with Advisory

Breakfast from 7:30 – 9:00

9:00 – 9:15	Morning Meeting		1:35 – 2:25	4 th Period
9:20 – 10:10	1 st Period		2:25 – 2:35	Break
10:10 – 11:00	2 nd Period		2:35 – 3:25	5 th Period
11:00 – 12:40	Lunch, Specials, Advisory		3:25 – 4:15	6 th Period
12:45 – 1:35	3 rd Period		4:20	Buses Depart

Blue Day / Tuesday: 1st, 3rd, & 5th Periods (100 min.)

Breakfast from 7:30 – 9:00 / Buses Depart at 4:20

9:00 – 9:15	Morning Meeting		12:45 – 2:25	3 rd Period
9:20 – 11:00	1 st Period		2:25 – 2:35	Break
11:00 – 12:40	Lunch, Specials, Advisory		2:35 – 4:15	5 th Period

Silver Day / Wednesday: 2nd, 4th, & 6th Periods (100 min.)

Breakfast from 7:30 – 9:00 / Buses Depart at 4:20

9:00 – 9:15	Morning Meeting		12:45 – 2:25	4 th Period
9:20 – 11:00	2 nd Period		2:25 – 2:35	Break
11:00 – 12:40	Lunch, Specials, Advisory		2:35 – 4:15	5 th Period

Thursday: All classes (25 min.) with Advisory

Breakfast from 7:30 – 9:00 / Dismissal at 12:20 / Buses Depart at 12:27

9:00 - 9:10	Morning Meeting		10:55 - 11:20	5 th Period
9:15 - 9:40	1 st Period		11:20 - 11:45	6 th Period
9:40 - 10:05	2 nd Period		11:45 - 12:20	Lunch
10:05 - 10:30	3 rd Period		12:20	Dismissal
10:30 - 10:55	4 th Period		12:27	Buses Depart

Friday: All classes (50 min.) without Advisory

Breakfast from 7:30 – 9:00

9:00 – 9:10	Morning Meeting		1:05 – 1:55	4 th Period
9:15 – 10:05	1 st Period		1:55 – 2:05	Break
10:05 – 10:55	2 nd Period		2:05 – 2:55	5 th Period
10:55 – 12:10	Lunch, Specials		2:55 – 3:45	6 th Period
12:15 – 1:05	3 rd Period		4:00	Buses Depart

Contact Information

SVA Main Office: 505-452-3132 • Fax: 505-253-9049 • Website: southvalleyacademy.org

Middle School Staff Home Numbers and E-Mail Addresses

Aragon, Ben Special Education Assistant baragon@southvalleyacademy.org	505-934-6187	Gordon, Rebecca 7 th Grade Humanities Teacher rgordon@southvalleyacademy.org	860-707-5059
Brandt, Richard 8 th Grade Art / Farm Teacher rbrandt@southvalleyacademy.org	505-452-3132 ext. 61118	Graham De la Rosa, Mike 6 th Grade Spanish Teacher mgraham@southvalleyacademy.org	505-699-3506
Brum, Sumarin 7 th Grade Humanities Teacher sbrum@southvalleyacademy.org	505-452-3132 ext. 61069	Gonzales-Ramos, Summer Social Worker sgonzales-ramos@southvalleyacademy.org	505-452-3132 ext. 61086
Bujanda, Sariah Interim Middle School Head Teacher sbujanda@southvalleyacademy.org	505-301-2139	Himm, Kristen 7 th Grade Science Teacher khimm@southvalleyacademy.org	505-514-8973
Bryant, David Dean of Students dbryant@southvalleyacademy.org	505-301-2269	Ilesanmi, Wole 6 th Grade Special Education Teacher oilesanmi@southvalleyacademy.org	505-452-3132 ext. 61056
Caproni, Josephine Director of Special Education jcaproni@southvalleyacademy.org	917-805-2516	Katsaros, Gina Middle School Instructional Coach gkatsaros@southvalleyacademy.org	505-452-3132 ext. 61014
Chavez-Miller, Jennifer 8 th Grade Humanities Teacher jchavez-miller@southvalleyacademy.org	505-463-4166	Kirby, Kevin 8 th Grade Special Education Teacher kkirby@southvalleyacademy.org	505-353-0889
Contreras, Carlos Athletics Director ccontreras@southvalleyacademy.org	505-550-8676	Marquez, George 6 th Grade SELF Teacher gemarquez@southvalleyacademy.org	505-353-1756
Caro, Rosa Social Worker rcaro@southvalleyacademy.org	505-452-3132 ext. 61087	Morrison, Lauren 7 th Grade Humanities Teacher lmorrison@southvalleyacademy.org	505-896-5652
Cote, Sue 7 th Grade Math Teacher scote@southvalleyacademy.org	603-568-4384	Ordonez, Ingrid Special Education Teacher iordonez@southvalleyacademy.org	505-818-3181
Derby, Susy 6 th Grade Humanities Teacher sderby@southvalleyacademy.org	617-543-5668	Ortega, Adrian 6 th Grade Math Teacher aortega@southvalleyacademy.org	505-818-3122
Fernandez, Sharlene 6 th Grade Science Teacher sfernandez@southvalleyacademy.org	505-980-5281	Ortiz, Maria Parent Involvement Coordinator mortiz@southvalleyacademy.org	505-480-3758

Middle School Staff Contacts (cont.)

<p>Radoslovich, Julie Principal / Director jradoslovich@southvalleyacademy.org</p> <p style="text-align: right;">505-352-4440</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Contact:</td> <td style="width: 20%;">Number:</td> </tr> <tr> <td>Title:</td> <td></td> </tr> <tr> <td>e-mail:</td> <td></td> </tr> </table>	Contact:	Number:	Title:		e-mail:	
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<p>Rael, Joshua Technology Coordinator jrael@southvalleyacademy.org</p> <p style="text-align: right;">505-452-3132 ext. 61033</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Contact:</td> <td style="width: 20%;">Number:</td> </tr> <tr> <td>Title:</td> <td></td> </tr> <tr> <td>e-mail:</td> <td></td> </tr> </table>	Contact:	Number:	Title:		e-mail:	
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Title:								
e-mail:								
<p>Reyes, Marie 8th Grade Science Teacher mreyes@southvalleyacademy.org</p> <p style="text-align: right;">505-219-8772</p>		<p>Additional Numbers and Resources</p>						
<p>Roybal, Julie 6th Grade Humanities Teacher jroybal@southvalleyacademy.org</p> <p style="text-align: right;">505-877-3410</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"> <p>National Suicide Prevention Lifeline The Lifeline provides 24/7 free and confidential support for people in distress, prevention, and crisis resources for you or your loved ones, and best practices for professionals.</p> </td> <td style="width: 20%; text-align: center; vertical-align: middle;">1-800-273-8255</td> </tr> </table>	<p>National Suicide Prevention Lifeline The Lifeline provides 24/7 free and confidential support for people in distress, prevention, and crisis resources for you or your loved ones, and best practices for professionals.</p>	1-800-273-8255				
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<p>Ruibal, Felipe 7th Grade Spanish Teacher fruibal@southvalleyacademy.org</p> <p style="text-align: right;">505-681-9129</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"> <p>New Mexico Peer to Peer Warmline Call to talk to a certified peer support specialist. Call 3:30 p.m. to 11:30 p.m. & text 6 - 11 p.m.</p> </td> <td style="width: 20%; text-align: center; vertical-align: middle;">1-855-466-7100</td> </tr> </table>	<p>New Mexico Peer to Peer Warmline Call to talk to a certified peer support specialist. Call 3:30 p.m. to 11:30 p.m. & text 6 - 11 p.m.</p>	1-855-466-7100				
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<p>St. John, Jarryd 8th Grade Math Teacher jstjohn@southvalleyacademy.org</p> <p style="text-align: right;">505-688-6033</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"> <p>New Mexico Crisis and Access Line Call to talk to a licensed counselor. Toll free, 24/7/365</p> </td> <td style="width: 20%; text-align: center; vertical-align: middle;">1-855-662-7474</td> </tr> </table>	<p>New Mexico Crisis and Access Line Call to talk to a licensed counselor. Toll free, 24/7/365</p>	1-855-662-7474				
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<p>Talamantes, Yadira Receptionist ytalamantes@southvalleyacademy.org</p> <p style="text-align: right;">505-452-3132 ext. 61002</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"> <p>Agora Crisis Center Hotline Sometimes it's hard to talk about our problems with family and friends. Agora Crisis Center's trained volunteers are ready to provide compassionate, non-judgemental help for anyone in need of emotional support. Anyone is welcome to use their service and you do not have to be "in crisis" to call or chat.</p> </td> <td style="width: 20%; text-align: center; vertical-align: middle;">505-277-3013</td> </tr> </table>	<p>Agora Crisis Center Hotline Sometimes it's hard to talk about our problems with family and friends. Agora Crisis Center's trained volunteers are ready to provide compassionate, non-judgemental help for anyone in need of emotional support. Anyone is welcome to use their service and you do not have to be "in crisis" to call or chat.</p>	505-277-3013				
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<p>Tarango, Gema Special Education Assistant gtarango@southvalleyacademy.org</p> <p style="text-align: right;">505-506-2687</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: center;">The Hope Line</td> <td style="width: 20%; text-align: center;">1-800-273-8255</td> </tr> </table>	The Hope Line	1-800-273-8255				
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<p>Torrez, Monica 8th Grade Spanish Teacher mtorrez@southvalleyacademy.org</p> <p style="text-align: right;">505-228-0067</p>		<p>Notes:</p>						
<p>Wade, Kyna School Administrative Coordinator kwade@southvalleyacademy.org</p> <p style="text-align: right;">505-452-3132 ext. 61036</p>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Contact:</td> <td style="width: 40%;">Number:</td> </tr> <tr> <td>Title:</td> <td></td> </tr> <tr> <td>e-mail:</td> <td></td> </tr> </table>	Contact:		Number:	Title:		e-mail:		
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MIDDLE SCHOOL CORE VALUES

Explore, Impassion, Excel, Empower

MIDDLE SCHOOL ESSENTIAL QUESTIONS:

6th Grade: Do I Know Myself?

7th Grade: Do I know how to be a positive member of a group?

8th Grade: Am I ready for the challenges beyond middle school, including becoming a member of a larger, global community?

GRADING SYSTEM

Middle School student work will be graded on a rubric under the following categories:

Exceeds Expectations

Meets Expectations

Not Yet Meeting Expectations

There are four marking periods, two in each semester. Students will lead the parent-teacher conference. Students will have multiple chances to improve work but may be asked to stay during the winter vacation and/or summer vacation to complete work, or, in the most dire circumstances, repeat the year.

A combination of class work, projects, in-class exams, common formative assessments, and standardized testing will help determine the level of academic proficiency at which a student is achieving.

Students will also report their progress on Essential Skills each quarter in each class. These grades are 4-Advanced, 3-Proficient, 2-Nearing Proficient, 1- Beginning Steps. These grades are not used to determine whether students will advance or repeat the year. Instead, they are used to show parents and student areas in need of improvement before reaching High School.

MIDDLE SCHOOL HONOR ROLL

A student earns “honors” when s/he receives “meets” in all subjects at semester. A student earns “high honors” with three or more “exceeds”

and no “not yet’s.”

CHARACTER DEVELOPMENT

Studies have shown that character, not academic skills, are what determine student success in college and in life. Therefore, the Middle School will embed character lessons into the curriculum across all content areas, assess it and discuss student growth with students and parents. Character development will be treated as equally important as academic development.

SVA Character Traits:

Grit

Academic Excellence

Social Intelligence

Curiosity

SVA MIDDLE SCHOOL 8 ITEMS

There are 8 items all students should have with them at all times at school:

- Backpack
- HW binder or folder
- Agenda
- Two (2) pens/pencils
- Pleasure reading book
- Reusable water bottle
- Loose leaf paper

DEMONSTRATIONS OF CUMULATIVE SKILLS & KNOWLEDGE

Students must demonstrate cumulative skills and knowledge in the form of a portfolio, final exam, or public exhibition.

Students will be assigned a due date for their demonstration of knowledge and skills. No make-up demonstrations will be allowed for any reason other than an illness (accompanied by a doctor’s note) or a death in the family. Because the demonstration is a major portion of the student’s semester assessment, students may not pass the class if they have an unexcused absence or choose not to do the demonstration.

▪ **Math Credit for 8th Grade Algebra**

If students take and pass an 8th grade Algebra course, they will earn high school

math credit. If the class is taken outside of SVA, it is up to the student and family to bring evidence to SVA of that course taken with passing grades from their respective middle schools.

Most 9th grade students will be placed in Algebra 1. Any student earning an “A” in the 8th grade Algebra class may choose to be placed in Geometry. Students and advisors should follow the separate SVA math department policy for making that change happen.

DISCIPLINE

SVA is committed to maintaining a campus environment that is pleasant, safe and conducive to learning for all. Toward this end SVA is dedicated to providing a consistent discipline policy, which will encourage appropriate and socially acceptable behavior.

SVA MIDDLE SCHOOL LADDER OF CONSEQUENCES

All students begin in good standing.

When a student chooses to make a poor decision, he/she will start down this ladder of consequences*.

The more serious the bad decision, the further down the ladder the student will begin. For example, choosing to fight would result in step 4 (at the least).

1. Warning (adult informs the student of an inappropriate action)
2. In room consequence
 - a. Ex. Move to isolated area in room

3. Student goes to advisor, then student/teacher/advisor does all of the following:
 - a. Student fills out Reflection sheet
 - b. Teacher completes Jupiter discipline report (report sent to parent automatically)
 - c. Student debriefs with advisor at advisor’s convenience
 - d. Student, advisor and teacher that sent student out discuss action and strategy to prevent reoccurrence of action in future (the same day if at all possible)
 - e. Parent phone call by advisor
4. After third time a student is asked to leave a class, there is a parent meeting with advisor and Head Teacher. A student behavior contract is completed:
 - a. Loss of privileges
 - i. Loss of social time
 - b. Student referred for evaluation for Social Work services
 - c. In-school-suspension
 - d. Staff-determined restorative justice
 - e. Out-of-school suspension
 - i. Work sent home with parent
5. Expulsion

High School Daily Schedule

<i>Monday - Wednesday & Friday</i>		<i>Thursday: 8:55a start time</i>	
1 st period	8:55a – 9:50a		
2 nd period	9:55a – 10:50a		
Break	10:50a – 11:00a		
3 rd period	11:00a – 11:55a		
Advisory	12:00p – 12:15p	Lunch	10:50a - 11:20a
Lunch	12:15p – 1:00p	SL Buses Depart	11:25a
4 th period	1:05p – 2:00p	Service Learning	12:00p - 4:00p
5 th period	2:05p – 3:00p	Final schedule to be determined. Service Learning begins in early September Until then, students are dismissed at 12:00p with buses at 12:27p.	
6 th period	3:05p – 4:00p		

HIGH SCHOOL AFTER SCHOOL OFFICE HOURS

Office hours will be offered by appointment on Monday, Tuesday, Wednesday, and possibly Friday of each week. Students may take advantage of this extra assistance as needed or may be assigned as mandatory by their advisor.

High School Grading System

Overall Grade	Meaning
4	Advanced
3	Proficiency
2	Nearing Proficiency
1	Beginning Steps
0	Not Assessable

Contact Information

SVA Main Office: 505-452-3132 • Fax: 505-253-9049 • Website: southvalleyacademy.org

High School Staff Home Numbers and E-Mail Addresses

Aaron, Sandra Director of College Transition saaron@southvalleyacademy.org	505-250-2889	Gomez, Heidi Business Manager hgomez@southvalleyacademy.org	505-452-3132 ext. 61039
Amaya, Leonora Spanish Teacher lamaya@southvalleyacademy.org	505-362-3266	Gutierrez, Mary Office Manager mgutierrez@southvalleyacademy.org	505-452-3132 ext. 61000
Apodaca, Sharon High School Social Worker sapodaca@southvalleyacademy.org	505-452-3132 ext. 61008	James, Morgan Special Education Teacher mjames@southvalleyacademy.org	505-947-4274
Atencio-Pacheco, Tomas Science Teacher tatenciopacheco@southvalleyacademy.org	505-280-5586	Jaynes, Julie Service Learning Teacher jjaynes@southvalleyacademy.org	603-204-9684
Bryant, David Dean of Students dbryant@southvalleyacademy.org	505-301-2269	Kolander, Jacob English Teacher jkolander@southvalleyacademy.org	505-833-1423
Caproni, Josephine Director of Special Education jcaproni@southvalleyacademy.org	917-805-2516	Lawrence, Maria Special Education Teacher mlawrence@southvalleyacademy.org	505-459-1048
Dickinson, Bryan Math Teacher bdickinson@southvalleyacademy.org	505-452-3132 ext. 61066	Lechuga, Thara Service Learning Teacher tlechuga@southvalleyacademy.org	505-234-2334
Dorrenbacher, Clay Math Teacher cdorrenbacher@southvalleyacademy.org	505-269-6416	Marquez, Gilbert Math Teacher gmarquez@southvalleyacademy.org	505-385-0336
Dumars, Julia Science Teacher jdumars@southvalleyacademy.org	505-944-5622	Martinez, Adrian Art Teacher amartinez@southvalleyacademy.org	505-688-2619
Fernandez, Marie Social Studies Teacher mfernandez@southvalleyacademy.org	505-980-5281	McDaniel, Adrian Special Education Assistant amcdaniel@southvalleyacademy.org	216-258-5706
Gable, Jennifer High School Head Teacher jgable@southvalleyacademy.org	505-573-8837	Moneim, Sonya English Teacher smoneim@southvalleyacademy.org	505-315-0651
Gade, Karla Math Teacher kjgade@southvalleyacademy.org	505-239-7462	Ottmer, Sean Gifted Teacher sottmer@southvalleyacademy.org	505-452-3132

Padilla, Cynthia
Student Support
cpadilla@southvalleyacademy.org 505-900-6919

Paley, Stewart
Reading Teacher
spaley@southvalleyacademy.org 505-463-9048

Parras, Elliot
Service Learning Teacher
eparras@southvalleyacademy.org 505-362-9166

Radoslovich, Julie
Principal / Director
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Rael, Joshua
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ext. 61033

Ramirez, Brenda
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Contact:	Number:

Additional Numbers and Resources

National Suicide Prevention Lifeline The Lifeline provides 24/7 free and confidential support for people in distress, prevention, and crisis resources for you or your loved ones, and best practices for professionals.	1-800-273-8255
New Mexico Peer to Peer Warmline Call to talk to a certified peer support specialist. Call 3:30 p.m. to 11:30 p.m. & text 6 - 11 p.m.	1-855-466-7100
New Mexico Crisis and Access Line Call to talk to a licensed counselor. Toll free, 24/7/365	1-855-662-7474
Agora Crisis Center Hotline Sometimes it's hard to talk about our problems with family and friends. Agora Crisis Center's trained volunteers are ready to provide compassionate, non-judgemental help for anyone in need of emotional support. Anyone is welcome to use their service and you do not have to be "in crisis" to call or chat.	505-277-3013
The Hope Line	1-800-273-8255

Notes:

NEXT STEP PLAN

We believe that students learn better when they take control of their own learning; students in High School are required to develop their own individualized Next Step Plan (NSP). Students will identify goal(s) for academic classes with the help of their teachers. Teachers will evaluate students' progress toward meeting those goals by giving written feedback through narratives. Advisors will play a major role in this process, and are responsible for ensuring that each of their advisees properly maintains his/her own NSP. This requires advisors to meet with advisees and their parents/family on a regular basis to assess student performance and achievement. NSPs may include goals in any of the following areas: academics, physical fitness, service learning, career development, character traits, and personal interests. Other issues such as learning style, attendance, and self-discipline may also be included.

Teachers will utilize students' NSPs in order to better design curriculum that addresses various learning styles. All NSPs will have the ultimate academic goal to master the content standards and graduation requirements.

SERVICE LEARNING

High School students are required to fulfill an unpaid internship one afternoon per week for a minimum of three hours through a placement in school, an agency or non-profit organization. Unless other arrangements have been made, a school bus will take students to different drop-off areas near their internship site. All freshmen students are required to ride the bus. If a student makes other transportation arrangements, he/she must be sure the proper paper work is completed for the service learning office. Once this is approved he/she must check out in the office before leaving campus. Attendance is mandatory and punctuality is extremely important and both will be accounted for in student grades. Ditching service learning will result in the student being required to make up

the lost time based on a three to one ratio. Appropriate attire is also required – depending on the nature of work of the internship, students must dress accordingly. All freshmen wear a prescribed uniform. Students are responsible for getting home directly from their internship site. Students earn credit upon completion of Service Learning hours, positive supervisor assessments, and successful completion of Service Learning academic assignments. Service Learning is a mandatory requirement for graduation at SVA.

GRADUATION REQUIREMENTS

Students must successfully complete all requirements of the educational program before they graduate. The Dean of Students will review the student's grades to verify that all requirements have been met successfully. All textbooks, fines, detentions and graduation costs (for example, payment for cap and gown) must be cleared before the student will be allowed to participate in the graduation ceremony or receive his/her diploma.

Scheduling/Enrollment Requirements

- enroll in a Math and English class each year
- enroll in a Science class for the first three years
- enroll in the Service Learning Program each year
- enroll in the Mentor 2.0 Program each year

Class of 2019

Credit Requirements for Graduation

- 4 credits in English
- 4 credits in Math
- 3 credits in Science
- 0.5 credit in NM History
- 0.5 credit in Government
- 1 credit in World History
- 1 credit in US History
- 0.5 credit in Economics
- 0.5 credit in Health
- 6.25 credits in College and Career Readiness

- 0.5 credits in Senior College Workshop
- 4.0 credits in Service Learning (includes 0.5 credit for Senior Action Project and 0.5 credit for Senior Seminar)
- 1.75 credits in Mentor 2.0 (class of 2019)
- 1 credit in a Foreign Language*
- 2.75 credits in Electives

****2 credits of a foreign language is required for most universities***

25.0 total credits needed for graduation

Other Requirements

- Passing Scores on High School Graduation Assessment or meeting requirements for Alternative Demonstration of Competency
- Passing Senior Exhibitions
- Passing Senior Action Project
- at least one credit earned from advanced placement or honors course, a dual-credit course offered in cooperation with an institution of higher education or an on-line course

TRANSFERABILITY OF CREDITS

For students who choose to leave SVA before graduation, please be advised that APS will require one year of PE-credit for graduation. Also, parents must have an exit conference scheduled with a school administrator to develop a transition and graduation plan.

For students who transfer in to SVA, documentation of transfer credits must be provided.

Students who earn summer school credit, must provide SVA office with proof of final course grade.

ELECTIVES AND DUAL ENROLLMENT

Beginning in upper division, students will select among a choice of electives offered both at SVA and at CNM or UNM as dual

enrollment. Students will be encouraged to successfully complete at least one semester long, seminar-style elective taught at CNM or UNM. Many of the electives offered at SVA will be based on students' interests.

ELECTIVE CREDIT FOR ATHLETICS

Students are eligible for up to 1.0 elective credit for participation in athletics. Sixty hours are required per half credit.

WORK PERMITS

Work permits, issued by the Social Work Department, may be given to 14 or 15 year old SVA students, provided:

- They are not "chronically truant" or "habitually truant" (at time of issuance).
- They have passing grades in all classes (at time of issuance).

SENIOR ACTION PROJECT (SAP)

Senior students complete a Senior Action Project for service learning during the spring semester of their senior year. The goal of the Senior Action Project is for an individual student to demonstrate and apply his/her cumulative learning by identifying and researching an issue of importance in his/her community, and developing and implementing a plan to address that issue. The project starts in the fall semester as students explore and analyze themes of Social Justice and write a research paper on their selected issue. Successful completion of the Senior Action Project is a graduation requirement.

COLLEGE GUIDANCE

The bulk of college preparation (including identifying and/or visiting suitable colleges, managing the application process, taking appropriate standardized tests, and applying for financial aid and/or scholarships) will take place during the Upper Division years.

Additionally, SVA staff will offer workshops on each step in the college application process for students and families.

HIGH SCHOOL GRADING SYSTEM

There are four marking periods, two in each semester. Students will receive rubric scores and narrative comments on their grade reports. Specifically, students will receive one overall grade that incorporates both “Habits of Success” and “Academic Skills.” Please note that Service Learning has a Habits of Success rubric customized for the particular requirements pertaining to the Service Learning experience. Likewise, academic skills in each content area will be evaluated according to the content area/grade level rubric that is developed by individual teachers in conjunction with their department.

A combination of class work, projects, in-class exams, common formative assessments, and standardized testing will help determine the level of academic proficiency at which a student is achieving. Each classroom teacher will write a rubric of skills for the particular class. It is desirable to work towards achieving a Level 3 (Proficiency), which is the minimum required to enter college.

4	Advanced
3	Proficiency
2	Nearing Proficiency
1	Beginning Steps
0	Not Assessable

DEMONSTRATIONS OF CUMULATIVE SKILLS & KNOWLEDGE

Students must demonstrate cumulative skills and knowledge in the form of a portfolio, final exam, or public exhibition. Students must complete the demonstration to be eligible for semester credit.

Students will be assigned a due date for their demonstration of knowledge and skills. No make-up demonstrations will be allowed for any reason other than an illness (accompanied by a doctor’s note) or a death in the family. Because the demonstration is a major portion of the student’s semester assessment, students will not earn credit in the

class if they have an unexcused absence or choose not to do the demonstration. .

HIGH SCHOOL HONOR ROLL

Each semester South Valley Academy recognizes students in grades 9-12 for academic excellence. A student earns “honors” or “high honors” when he/she meets the following guidelines:

- (1) To be on honor roll, a student may not fail any class;
- (2) For “Honors” a student must achieve a 3.0 GPA or higher for the semester;
- (3) For “High Honors” a student must achieve a 3.8 GPA or higher for semester;
- (4) Remediated grades qualify.

NATIONAL HONOR SOCIETY

A chapter of NHS was established at SVA at the end of the 2004-2005 school year. The selection criteria includes:

Scholarship - Candidates must meet our scholarship criterion – a cumulative 3.25 GPA or higher

Service – Volunteer work, community activities, community organizations, unpaid service work done besides the assigned service learning site hours, representing SVA at outside activities, assisting teachers, peers or community members, participation in activities outside of school, etc.

Leadership – All leadership roles taken on at school, in the community, or work activities. For example, activities in student council, class activities, leader in a community organization or activity, mentoring lower classmen, tutoring peers, planning or participating in school improvement, promoting school activities, exercising positive influence on peers in upholding school ideals, contributing ideas that improve school life, exemplifying positive attitudes, inspiring positive attitudes and behavior in others, demonstrating academic initiative, acting as a leader in the classroom or in other school or community activities, etc.

Character – A person of character demonstrates respect, responsibility, trustworthiness, fairness, caring, and citizenship. In addition, students on a behavior contract will not be considered for selection.

Also, two references must attest to the fact that the following can be said of the student:

- Takes criticism willingly & accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Has self-discipline and sustained attention as shown by perseverance and application to studies
- Actively helps rid the school and/or community of undesirable influences

Per National Guidelines, 9th graders are not eligible for selection; however, the grades from the student's 9th grade year must be included when scholarship criterion is calculated.

NARRATIVE COMMENTS

The narrative comments are really the heart of the grading system. They will explain how the student is progressing; what his/her strengths and weaknesses are; feedback on specific projects, tests, or assignments; a specific incident in class; prescriptive steps to be taken to help remedy a problem, etc.

Note that comments are NOT mailed home—they will only be given to students and parents at the quarterly conferences.

REMEDIATION POLICY

South Valley Academy is committed to helping students meet all requirements for graduation and to prepare for a college education. Several opportunities are available

to South Valley Academy students wishing to make up credit for classes not passed. They include individual remediation through Interim School, SVA Summer School, APS Summer School, APS Evening School, and on-line courses.

A teacher may, at his or her discretion, allow a student who has done a substantial amount of the required coursework during the regular semester to remediate. In such cases the advisor will inform the student of the opportunity to remediate during the quarterly conference. It is the responsibility of the student to attend interim school as recommended by the teacher and to do the required work and turn it in to the teacher by the deadline.

UPPER DIVISION PRIVILEGES

Advisors will share the Upper Division privileges and expectations with students. Please note that consequences for an Upper Division student who violates one of our expectations and/or policies will be more severe and will be determined on a case-by-case basis with the advisor, Dean of Students, and/or HS Head Teacher.

BILINGUAL SEAL

Students may earn a bilingual seal on their diploma and a cord at graduation through one of these options:

1. Passing the AP Spanish Language class with a B or higher during both semesters.
2. Passing the AP Spanish Language Exam with a score of 3 or higher.

ACADEMIC AND BEHAVIOR STANDARDS FOR ATHLETIC ELIGIBILITY

New incoming freshman are automatically eligible. In August, returning students must not have failed more than 2 classes according to their May report card. Summer school grades may be used.

In order to maintain eligibility during the sports season, students must not be failing more than 2 classes. The Athletic Director will check for eligibility every Friday.

If a student is failing more than 2 classes during the sports season, he/she may practice with the team but not play any games until they become eligible again.

If there are games during the school day, eligible players will be excused from their classes and will make up any missed work. Ineligible students are welcome to attend games to watch and support their team, but will not be excused from classes to attend games.

If a student is placed on a behavior contract, a School Administrator can consider suspending the student from games on a week-by-week basis for violations of the behavior contract.

Students who are absent from school (unless the absence is due to a school-sponsored activity) are ineligible to play or practice SVA sports that day.

SVA 6TH -12TH POLICIES

TEXTBOOKS

Textbooks are the property of the State of New Mexico. They are loaned for the student's use. Payment for lost, stolen or damaged books (which includes writing or drawing in or on a textbook) is the responsibility of the student and the parent/guardian. Returning students will not be permitted to register and student records will not be released for students transferring to another school until all textbook charges, fines, and school fees have been cleared.

HOMEWORK

Students should expect nightly homework. Homework is a method for both teacher and parents to evaluate the student's understanding of the material being taught. It is the responsibility of the student to complete assigned homework, and to seek additional assistance when the need is realized.

Middle School students should have homework written down in their agenda every day. *Advisors initial the agenda at the end of the day when the HW has been written down correctly. Parents initial the agenda when they have seen the HW assignments each night.*

At the High School, we highly recommend students to make appointments for after school office hours to get help with any homework assignments. Don't wait until the last minute to complete work. Printer, computer or technological difficulties will not be accepted as a reason for homework or projects not completed and handed in by the due date.

READING MATERIALS

Students (and their parents and guardians) understand that SVA encourages literacy (reading) at all levels and over a broad range of text and books. Students (and their parents and guardians) also understand that a lot of today's popular teen literature deals with difficult topics, ranging from abuse, to criminal/gang activity, to sexual issues, etc.

Students have a wide range of choices and writing styles to choose from for independent reading and it is their (and their parents' and guardians') obligation, not SVA's, to ensure that books and other reading materials selected are appropriate for the student. Students also understand that they need to read every day, both in and outside of school.

CHEATING/PLAGIARISM

The nature of the schooling experience demands the highest standards of integrity on the part of all students. For this reason, the deliberate use of another's works or talents including other students' is considered a serious breach of behavior. Students who cheat, plagiarize, or forge, in connection with academic endeavors, and/or school procedures are subject to disciplinary action, which may include earning no credit for the assignment and/or the semester. Plagiarism is the use of anyone's written words as your own including those you have obtained off the internet or from other research sources, unless those words are enclosed in quotation marks and the original author(s) are given full citation credit. Use of another student's work, in part or full, is considered cheating.

SOCIAL WORK SERVICES

Our goal is to support students in their academic performance by improving their self-esteem, social skills and ultimately removing barriers to their academic success.

We employ individual and group exercises as well as other creative tools. These action-oriented and non-threatening techniques help students communicate appropriately, handle conflict, and build social skills and self-esteem. As a result, they feel better about themselves and perform better in school.

Short-term counseling services, as well as educational support services, are available at SVA. Outside referrals and resources will be provided for long term and/or more intensive counseling on an as-needed basis.

STUDENT SAFETY

There are three situations in which we are legally obligated to take further actions.

1. Child Abuse and Neglect. If a staff member has reasonable suspicion to believe a child is being abused, neglected, or exploited, the law requires that a report be filed with Children, Youth and Family Department (CYFD) and cross-reported to the Law Enforcement. Mandated reporters must report or be in violation of the law.

2. Harm to self. If a staff member has reasonable suspicion to believe a child may cause harm to self, the school must take appropriate action to ensure student safety.

Student On-Campus: After social workers have been notified of any safety concern, parent communication and cooperation is needed. If we are unable to reach a parent, possible steps may include calling 911 for appropriate medical services.

Student Off-Campus. Reports of student safety concerns will be reported to 911 for law enforcement assistance in doing a wellness check. If a parent has safety concerns about a student off-campus, please call 911. It is the family's responsibility for ensuring the safety of their child off campus.

3. Harm to others. All Safety concerns are taken seriously. Any gestures, statements, comments, verbal or non-verbal, with or without intent and/or the ability to carry out a threat in the foreseeable future, will be handled accordingly to assure safety. Any necessary information will be disclosed to the proper authorities as needed to maintain the safety of students and staff.

HEALTH SERVICES

By law, each student must be current on all immunizations and a record must be provided to SVA for the student file by the first

day of school. Please inform the advisor of any existing health conditions.

South Valley Academy does not have a nurse on staff, but we have a close partnership with the RFK school-based health clinic. Students may make appointments through Social Work. In case of accident or illness, proper steps will be taken to insure the safety of the student and parent/guardian will be contacted if necessary. Parents/guardians will be contacted if their student becomes ill at school and it appears advisable to send him/her home. Please advise the office and your child's advisor of any change in your current home or emergency contact phone number.

MEDICATIONS

If a student needs to take prescription medication during school hours, a medication form must be completed by the doctor and signed by both the parent and doctor. The medication must be in the original container. The labeled medication will be kept in a secured place. All prescription medication will be self-administered by the student and will only be taken as designated on the medication form. Any prescription medication discovered at school without a medication form being on file will be confiscated by the teacher and may be handled under the guidelines of SVA drug policy. The two exceptions to this policy are insulin for diabetics and inhalers for students with asthma.

Non-prescription medications can be self-administered only if a non-prescription drug medication form is filled out and on file. The non-prescription medication must be in the original container.

Emergency medication (inhalers, seizure meds, and insulin, etc.) may be carried by the student only if a self-administered prescription drug medication form is completed and on file in the office. Medication must be kept in the prescribed container. If it is discovered that medication is being used inappropriately, it will be confiscated by the teacher and may be handled under the guidelines of SVA drug policy.

SPECIAL EDUCATION STUDENTS

Special education students will be fully integrated into all classes. Services outlined in their Individual Educational Plans (IEP) will be delivered by the regular classroom teachers in conjunction with special education teachers, educational assistants, and ancillary service providers. A learning disabled student in any grade will be measured based on their progress towards meeting IEP goals. Gifted students will receive services through individual modifications for advanced work.

GENERAL SCHOOL POLICIES

All school policies including but not limited to dress code, discipline, Public Displays of Affection (PDA), and SVA Drug Policy are in effect at all school sponsored activities including but not limited to field trips, service learning, sports events, etc., even if the event takes place off campus or after regular school hours.

Students fall under school rules when coming to or leaving school – 1,000 feet any direction from school property.

DISCIPLINE

SVA is committed to maintaining a campus environment that is pleasant, safe and conducive to learning for all. Toward this end SVA is dedicated to providing a consistent discipline policy, which will encourage appropriate and socially acceptable behavior.

DISCIPLINARY ACTION

If a student violates school rules consequences may include, but are not limited to in-school suspension, detention, behavior contracts, parent/guardian conferences, parent/guardian presence during the school day or revocation of student privileges. Only the Principal/Director may impose expulsion.

DISCIPLINARY CONSIDERATIONS FOR STUDENTS WITH DISABILITIES UNDER INDIVIDUALS WITH

DISABILITIES EDUCATIONAL ACT (IDEA)

Students with disabilities receiving special education services are subject to the same expectations as students receiving general education services and are expected to follow the District's disciplinary process. While IDEA provides federal guidelines covering the discipline procedures to be followed for students with disabilities receiving special education services, consequences for behavior violations, including school removals of more than ten days, may still occur. Discipline safeguards, as covered under IDEA, do not apply to students identified under the eligibility of "gifted" unless such students also have a disability eligibility.

Since the exclusion of a student with a disability from his/her education program for more than a total of ten (10) days during a school year may constitute a change in placement, the following considerations must be addressed:

- When considering long-term suspension or expulsion, an Individualized Education Program (IEP) team must first determine whether the behavior of concern is a manifestation of the student's disability.
- To determine if the conduct in question is or is not a manifestation of the student's disability, the IEP Team must conduct a Manifestation Determination Review Meeting and then determine:
 - *if the conduct in question was a direct result of the Local Educational Agency's failure to implement the IEP; or*
 - *if the conduct in question was caused by, or had a direct and substantial relationship to the child's disability.*
- If the IEP Team determines that the behavior is related to the student's disability, no further disciplinary proceedings shall occur unless weapons, guns/knives, illegal drugs or serious bodily injury offenses occur. (Refer to IAES below.) Recommendations: Review IEP, add services and supports, develop/update a Functional Behavior Assessment (FBA),

Behavior Intervention Plan (BIP), and/or change services, if appropriate.

- If the IEP Team determines that the behavior is not a manifestation of the student's disability, disciplinary actions may be taken in accordance with the procedures in this handbook.
- Should the disciplinary procedures include long-term suspension or expulsion, the District must continue to provide educational services, including access to the general education curriculum and related services, as determined in the IEP.
- Any suspension that excludes a student from his/her IEP services must be counted when calculating the total number of suspension days (up to 10 cumulative days or beyond the 10 days may constitute a change of placement).
- The decision to change a student from his/her IEP placement to an AES or IAES due to imposition of discipline must be made by the IEP team and consider the student's individual needs on an individual basis.

Interim Alternative Education Setting (IAES) is an off campus placement up to 45 school days for offenses which include:

- Weapons: objects used to cause bodily harm and used in a threatening way,
- Guns/knives (blade must be 2½ inches or longer): possession/carrying,
- Illegal drugs: possession/sale/distribution/solicitation (not to include alcohol or tobacco),
- Serious bodily injury: student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function,
- Placement in IAES for "special circumstances" may be no longer than 45 days. Removals may extend past the 45 school days only if the student has been long-term suspended or expelled through the APS Hearing Process because the conduct was not a manifestation of disability. During the IAES period for "special circumstances" in which the conduct was a manifestation, the IEP team

is to meet to develop strategies and interventions to bring the student back into her/his typical placement as soon as appropriate.

Alternative Educational Setting (AES).

On campus AES refers to special education services provided on the campus where the student is currently enrolled for the duration of a suspension period of more than 10 days. Typically, on campus AES settings are for students suspended for violations that do not involve drugs/weapons/ serious bodily injury. The IEP team determines the student's AES. The IEP team is also responsible for ensuring completion of a Functional Behavior Assessment (FBA) and the development of a Behavior Intervention Plan (BIP). If one already exists, it would need to be updated.

- APS will follow the federal guidelines regarding the continuation of educational services for suspended special education students with disabilities.
- Procedural safeguards ensure that parental/guardianship due process rights are afforded.
- Students with disabilities are entitled to a due process hearing.
- A student with a disability should not be suspended for a period of time longer than a student without a disability would be suspended.

CLASSROOM/CAMPUS POLICIES

Right Away, All the Way! Take care of yourself, take care of others, and take care of this place

- Although students may skateboard or bicycle to campus, skateboarding/ bicycling is not permitted *on* campus;
- Water in classrooms must be in closed containers
- Use professional language
- Use school phones responsibly
- Use school materials and furniture responsibly
- Be on time to each class
- Listen and participate constructively

CELL PHONES/ PERSONAL ELECTRONIC DEVICES

Middle school student use of electronic devices such as headphones, CDs, CD players, walkie-talkies, video games, etc. is strictly prohibited. Cell phones must be turned off and **in backpacks- not in a pocket of clothing** between 9:00am - 4:15pm. Cell phones will be confiscated and given to the advisor and/or Head Teacher if seen or heard.

Recognizing our high school students as young adults, possession of cell phones and other personal electronic devices at school, on school buses, at school-sponsored activities and while the student is under the supervision and control of South Valley Academy is permitted. Cell phone/personal electronic use in class is not permitted. Misuse of this rule will result in confiscation of the cell phone or electronic device by the teacher. During break, passing period, and lunch, cell phones and personal electronic devices may be used.

Use of personal technology devices that disrupt the instructional day is prohibited. This includes, but is not limited to: transmitting school materials for unethical purposes such as cheating; possession, viewing, sending or sharing video/audio information having sexual, violent or threatening content on school grounds, school events or school buses. Inappropriate use will result in disciplinary action and confiscation of the personal technology device. When the personal technology device is confiscated, it will be returned to the student's parent/guardian only. It is expected that students use personal electronic devices responsibly.

School staff may examine the content of students' personal technology devices only under the following conditions: When the search is reasonable at its inception. That is, when the context is such that it is clear that the student or students are clearly misusing the device and that the search of content would turn up evidence of the violation.

The student who possesses a personal technology device is responsible for its care. South Valley Academy is not responsible

for preventing theft, loss, damage, or vandalism to personal technology devices brought onto its property.

SNOW DAYS

SVA will cancel classes on those days when APS as a whole (not just the mountain schools) closes because of weather conditions. If APS is following an abbreviated schedule, the start of our school day will be delayed by two hours. Radio station KKOB (770 AM) is the primary source for school delay and cancellation announcements.

ATTENDANCE

Attending school regularly helps all students develop the skills and habits they will need to succeed as adults. Students are expected to be at school every day. We understand that there are circumstances under which a student cannot attend for health or personal reasons. However, student are expected to miss no more than 10 days, excused or unexcused, within any given school year. Please review the following information regarding how to notify your child's school regarding absences, what the state of New Mexico considers to be an excused and unexcused absence, and the steps the school will take to support families who are facing barriers that make it difficult for a student to attend school on time each day.

Notifying the school of any absence:

Please contact the front office at 505-452-3132. If there are no staff members available please leave a voicemail with the student's name, grade, date, and reason for the absence.

1. Medical Reasons. Please provide medical documentation with date(s) and reason(s) for the absences. Please note that regularly scheduled doctor and dentist appointment should be scheduled outside of regular school hours.
2. Death in the family.

3. Religious Holiday. Advance notice from parents to advisor. Religious holiday is a day observed by an official religious group or specific faith, or a native sovereign nation.

All other absences will be classified as an unexcused absence.

Attendance will be taken and maintained in every class period every instructional day for each student. Please note that any unexcused absences of more than one class period may add up to a half or full day unexcused absence.

If you have any attendance issues or questions about attendance please contact:

Truancy Coach

Sharon Apodaca, 505-452-3132 ext. 61008

New Mexico Law dictates that:

- Students between the ages of five (5) and eighteen (18) years of age are mandated to attend public school, home school or a stated institution.
- Schools will provide intervention strategies that focus on improving a student's attendance.
- Students who are chronically and habitually truant may be reported to the appropriate authorities such as the APS truancy Unit, Juvenile Probation, and Child Youth and Family Department (CYFD).
- Schools must provide Early Identification and Intervention to students who have three, five, seven and ten or more day absences.

Early Identification and Interventions

When a student reaches three, five, seven, ten or more absences they will be identified as a "*Student in Need of Intervention*". After a student is identified as such, Truancy Coaches will utilize a number of interventions to help students and families remove barriers that prevent student from attending school.

We are here to work together to ensure all of our students are successful.

MAKE-UP WORK

It is the responsibility of students who are absent to check with classroom teachers immediately upon returning to school to get all assignments missed. A student has a number of days equal to the number of days missed to make up his/her work.

TARDIES

Students are expected to arrive each day on time. If students arrive late, they must check-in at the office to sign-in and get a late pass. Students who are excessively tardy may be subject to loss of driving and/or other privileges. **Due to the lack of supervision, students should not arrive at school before 7:30am. When arriving before 8:30, students should immediately report to the gym.**

DRESS CODE

South Valley Academy's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance household income or body type/size.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.

All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating

DRESS CODE (cont.)

individual students' clothing / self expression.

- Student dress code enforcement should not result in shaming or unnecessary barriers to school attendance.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes or activities where protective or supportive clothing is needed, such as chemistry / biology (eye or body protection), dance (bare feet, tights / leotards) or athletic movement (athletic attire / shoes)
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type / size, religion, and personal style.

PDA POLICY

School is an academic environment. Personal display of affection (PDA) is prohibited. Students who ignore staff requests

to cease inappropriate behavior or who are consistently found in violation of our PDA policy are subject to disciplinary action.

Holding hands is the only acceptable form of public displays of affection, and this can happen only before school, between classes, during lunch, and after school. No public displays of affection are allowed during class time under any circumstances. Students who violate this policy may be assigned detention and/or other consequences from their advisor.

DRUGS, ALCOHOL, TOBACCO

Students may not possess, use, or be under the influence of alcohol or any other drug within the school zone, on school property, while at a school activity, while being transported to or from the school or a school activity.

Any student involved in possession, use, delivery, distribution or sale may in addition to penalties imposed under the school discipline policy, be referred to appropriate law enforcement authorities for prosecution.

This policy shall be enforced according to the probable cause search and seizure procedures.

If and when teachers/staff have reasonable suspicion that a student is violating our drug policy as stated, they will do the following:

- Two staff members (at least one of the same gender as the student) may ask a student to empty his/her pockets, empty the contents of any backpacks or other bags, remove shoes, lift up pant legs, and roll down socks.
- After a search has been conducted, the school will call home to notify parents about the search and reasons why the search was conducted.
- If drugs, drug paraphernalia, or alcohol are found during the search, the police will be notified for criminal action, and the student will be put on a strict contract at staff/advisor/parent discretion or the

infraction may lead to long-term suspension or expulsion. The complete drug policy, which includes “definitions,” is available for review in our Safe School Plan in the school office.

WEAPONS

The staff of SVA recognizes that the presence of weapons in school, whether real or fake, not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purpose of the school.

Accordingly, it is the policy of SVA council to forbid the possession, custody, and use of weapons by unauthorized persons in or around school property, while attending or participating in any school activity, including transportation to or from school or a school activity.

This policy shall be enforced according to the probable cause search and seizure procedures. If and when teachers/staff have reasonable suspicion that a student is violating our weapons policy they will follow the same procedures outlined in the drug/alcohol/tobacco policy.

Any student found to be in violation of the weapons policy will be referred to appropriate law enforcement authorities for prosecution. The Federal Gun Free Schools Act will be implemented, under which a student may be disciplined up to expulsion.

The complete text of our weapons policy which includes “definitions” is available for review in our School Safety Plan in the school office.

FIGHTING

We prohibit violent behavior or threats of violence. Violence includes, but is not limited to any action, word, or object that is intended to, or has the effect of intimidating or injuring another person.

Students involved in violence of any kind – before, during, or after school on school property, or in an area that will reflect negatively on the school – will be in ISS for a for a period determined by administration on a

case-by-case basis and put on a behavior contract.

An immediate parent conference is required for students to return to school at which time a behavior contract will be put in place. The student may be subject to disciplinary action up to and including long-term suspension or expulsion.

Also, when deemed necessary by the Administration, a report of the incident will be filed with the appropriate law enforcement agency.

GANG ACTIVITY

- No student on or near school property, at any school activity, or while being transported from or to a school activity shall: wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in, or affiliation with any gang, soliciting membership in, or affiliation with any gang.
- No student shall on his/her body or possessions display "tagging" or any symbol or sign that evidences or reflects membership in or affiliation with any gang.
- No student shall engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang.
- No student shall engage in any act in furtherance of the interests of any gang or gang activity including but not limited to:

1) Soliciting any person to pay for “protection” or threatening any person explicitly or implicitly, with violence or with any other illegal or prohibited act;

2) Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, signs or "tagging" on school property or personal property within the school zone.

Students who violate these guidelines shall be subject to the full range of school disciplinary measures which may include up to and including long-term suspension or

expulsion, in addition to applicable criminal and civil penalties.

The complete text of our “Gang” policy which includes “definitions” is available for review in our School Safety Plan in the school office.

NON-DISCRIMINATION FOR STUDENTS

We prohibit any behavior that is intended to or has the effect of discriminating, harassing, denigrating, or intimidating another person on the basis of sex, gender, race, color, religion, national origin, age, disability, or sexual orientation.

Although the determination of what constitutes harassment may vary with the particular circumstances, it can be described generally to include verbal and/or non-verbal forms of conduct or communication or physical contact which is intended to, or which has the effect of coercing, degrading, humiliating, intimidating, or threatening another.

Any student who feels that he/she is a victim of discrimination or harassment at SVA or who has observed discrimination or harassment of another student should promptly report the behavior to their advisor or any adult staff member. All complaints of discrimination or harassment will be investigated promptly and disciplinary action will be taken if it is determined that the alleged violation did indeed occur.

SVA shall ensure that students who are transgender and gender nonconforming have a safe school environment. This includes ensuring that any incident of discrimination, harassment, or violence is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources. Complaints alleging discrimination or harassment based on a person’s actual or perceived transgender status or gender nonconformity shall to be handled in the same manner as other discrimination or harassment complaints through the Equal Opportunity Services Office and the district support team.

WHAT TO DO IF YOU BELIEVE THAT YOUR RIGHTS HAVE BEEN VIOLATED

South Valley Academy 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, genetic information, mental or physical disability or serious medical condition, spousal affiliation or pregnancy in any program or activity of, or sponsored by, the school district and provides equal access to the Boy Scouts and other designated youth groups. Because South Valley Academy is an APS-authorized charter school, the following department has been designated to handle inquiries regarding the nondiscrimination policies:

US Department of Education

Federal Office Building
1244 Speer Blvd., Suite #310
Denver, Colorado 80204-35820
303-844-5695

Equal Opportunity Services and Title IX

6400 Uptown Blvd. NE, Suite 240 East
PO Box 25704 PO Box 25704
Albuquerque, New Mexico 87125-0704
(505) 855-9853 or (505) 855-9855

Section 504

6400 Uptown Blvd. NE, Suite 400 East
Albuquerque, New Mexico 87125-0704
(505) 872-6815

Direct Local Contact

SVA Administration
3426 Blake Road SW
Albuquerque, NM 87105
505-452-3132

REPORTS

- Any report will be addressed in accordance with the appropriate procedures as specified in IDEA, Section 504, ADA, Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Age Discrimination Act of 1975, First Amendment, Fourteenth Amendment, New

Mexico Human Rights Act, or with the State Board of Education Regulation 6 NMAC 1.4 and any amendments made to these regulations, which are incorporated within this policy statement.

DENIAL OF RIGHTS

- Free public school education is a right guaranteed to a student.
- The courts have defined the basis on which the denial of that right is justified.
- That right may be denied in response to behavior that threatens the safety and security of the school population, is illegal, or has the potential to disrupt the educational process or compromises the safety and learning of the students and school at large.
- Every reasonable effort is made on behalf of the student's education, even in the case of suspension or expulsion.
- Special education students (other than those receiving "gifted" services only) must receive alternative educational services during suspension or expulsion.

GRIEVANCE PROCEDURE

- Students and their parents/guardians will be informed of the regulations regarding disciplinary and appeal procedures affecting students within the school.
- Staff, parents/guardians and students shall attempt resolution of problems affecting students and the education process by informal means.
- If any student or parent/guardian believes that the conditions of the school or decisions made by its staff are not fair or reasonable, a conference shall be held with the principal or designee to discuss the matter.
- If the student or parent/guardian is not satisfied with the results or handling of the conference, the student or parent shall have the opportunity to meet with a Student, Parent, Employee Service Center staff member regarding the matter, and may call 505-855-9040 to make an appointment.

VIOLATION OF STUDENT RIGHTS

- Students who believe that their rights have been violated should report concerns to their parents, school administrator, or other appropriate school personnel.
- If the appropriate school personnel do not resolve the concern, a report should be made to the Student, Parent, Employee Service Center at (505) 855-9040.

INTERNAL COMPLAINT PROCEDURES

Students and parents/legal guardians are encouraged to resolve concerns with the school site administrator. If the site administrator is unable to resolve their concern, they are encouraged to contact the Student, Parent, Employee Service Center for assistance (505-855-9040).

- Report gender or disability harassment and/or discrimination to the principal, either verbally or in writing.
- Students who have knowledge of inappropriate behavior and fail to contact appropriate personnel, will be subject to disciplinary action.
- Any knowledge of inappropriate behavior must be reported to the Principal/Director, Head Teacher or Dean of Students.
- School personnel who receive reports of harassment and/or discrimination shall immediately inform the Principal/ Director.
- Upon receipt of notification of sexual or disability harassment and/or discrimination, the Principal/Director may contact the Office of Equal Opportunity Services within 72 hours, to report the incident.
- Any school personnel who fail to report incidents of harassment and/or discrimination may be subject to disciplinary action.
- Fraud, Waste and Abuse Hotline (Silent Whistle): 1 (877) 848-2770 or <https://aps.ethicaladvocate.com>

WHO MAY FILE A COMPLAINT

- Any SVA student, parent or legal guardian, on behalf of his or her student, who believes he or she has been discriminated against on the basis of sexual orientation, gender, race, national origin or disability.

- These procedures do not deny any student or parent/legal guardian the right to pursue other avenues of recourse.

HOW TO FILE

Contact the Office of Equal Opportunity Services and Title IX or Section 504 Coordinator, in any manner, to report inappropriate conduct.

- An internal complaint must be filed within one hundred eighty (180) calendar days from the last day of the alleged discrimination, unless the time for filing is extended by the Office of EOS for good cause (to be determined by the Office of EOS).
- All inquiries and internal complaints filed are confidential.
- Confidentiality also applies to the inquiry and investigative process of all investigations conducted by the Office of EOS and Title IX or Section 504.

RETALIATION

No student will suffer retaliation or intimidation for participating in an inquiry or the internal complaint process.

- Retaliation against any student seeking assistance at his/her school, filing a complaint, or participating in the investigative process is grounds for a subsequent retaliation complaint.
- SVA will respect the privacy of the complainant, the respondent, and the witnesses as much as possible, consistent with its legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

WHERE TO FILE

Complaints may be addressed with the following offices:

Equal Opportunity Services and Title IX

6400 Uptown Blvd. NE, Suite 240 East
PO Box 25704

Albuquerque, New Mexico 87125-0704
(505) 855-9853 or (505) 855-9855

Section 504

6400 Uptown Blvd. NE, Suite 400 East
PO Box 25704

Albuquerque, New Mexico 87125-0704

(505) 872-6815

US Department of Education

Federal Office Building 1244 Speer Blvd.,
Suite #310

Denver, Colorado 80204-35820

(303) 844-5695

APPEAL PROCESS

When the Office of Equal Opportunity Services (EOS) has completed an internal investigation, either the complainant or respondent may appeal the decision. This process is as follows:

- The EOS office informs the Superintendent of the determination.
- The determination will state whether the evidence gathered substantiates probable cause or no cause that the respondent violated policy and district procedural directives.
- If the complainant or respondent is not in agreement with the determination of the EOS office, he or she will have ten (10) business days from the date of the determination to submit a written appeal to the Superintendent.
- The Superintendent will inform the complainant or respondent of the decision of the appeal, in writing, within fifteen (15) business days of the receipt of the appeal.

HEARING PROCEDURE

- The SVA Governing Council has adopted a formal hearing procedure for students recommended for long-term suspension or expulsion.
- If a hearing is requested or required, school authorities shall prepare and provide the parents/legal guardians with a written notice of the hearing by the fifth day of suspension, either in person or by certified mail.
- The parent/guardian (student if emancipated or at least 18) may, at his/her own expense, choose to be represented by an attorney during any due process hearing. The parent/guardian must notify the school that an attorney will represent the student as soon as possible to enable the school to also seek representation if it

so chooses. If either the parent's or school's attorney cannot accommodate the scheduled hearing date due to a scheduling conflict, a parent/guardian may either attend the originally scheduled hearing without legal representation or ask the school to change the hearing date in order to facilitate legal representation.

- The hearing shall be scheduled no sooner than five (5) and no later than ten (10) school days from the date of receipt of notice by the parents. As described above, the hearing may be extended by request of the parent/guardian in circumstances involving legal representation of the student.
- The school will make available copies of documentary evidence, with the exception of police reports, that will be used at the hearing to families at least two (2) working days before the hearing. In cases where police reports are part of the documentary evidence, parents/guardians may contact the APS Police Department at 505-243-7712 to ask about obtaining a copy.
- The parent/guardian (student if emancipated or at least 18) may choose to waive the right to a hearing and accept the disciplinary consequences recommended by the school administrator.
- Expulsion hearings cannot be waived.

HEARING AUTHORITY AND RECORD

- The hearing authority is the appointed hearing officer or designee of the district.
- A record of the proceeding, including an audio recording, shall be kept at the school for a period of one year, after which the recording will be destroyed, except in cases of expulsion where records are kept for longer periods.

BURDEN OF PROOF

- The hearing is an administrative proceeding for the purpose of deciding issues of fact or law. Though formal rules of evidence will not direct the proceeding, evidence will be admitted and considered by the hearing officer.

- The burden of proving that the student violated a provision of this Student Handbook is on the school authorities.
- The student or his/her counsel shall have the right to call witnesses on his/her behalf and to question witnesses against him/her.
- The school authorities shall have the right to call witnesses and to question any witnesses who testify.

DECISION OF HEARING AUTHORITY

- The hearing authority shall decide first upon the innocence or guilt of the student with respect to the charges brought and second, upon the disciplinary action, if any, that should be taken.
- The hearing authority may request additional evidence from the parties.
- The student shall have the right to comment upon the evidence orally and/or in writing.
- The hearing authority shall provide its written decision to the parties, stating its findings, conclusions and implementations within five (5) school days after hearing the evidence.
- The hearing authority's decision shall take effect immediately upon notification of the parent/ guardian and shall continue in force during any subsequent review.

APPEAL TO THE SUPERINTENDENT

- The student/parent may appeal the decision of the hearing officer by providing a written notice to the superintendent's designee at the Student, Parent, Employee Service Center within ten (10) school days after the decision has been made.
- The designee shall, within fifteen (15) working days after receipt of the appeal, review the record of the hearing and the decision in this case.
- The designee shall have discretion over whether to permit the aggrieved student and school authorities to submit additional written materials and/or to present their respective views in person at a conference or hearing.

- The designee shall then provide the parties, within ten (10) working days after the review is concluded, his/her decision affirming, overruling, or modifying the decision of the hearing officer.
- The severity of any sanction may not be increased.

TIME LIMITS

- Subject to applicable rules and upon agreement of the parent and hearing authority, the hearing authority shall have the option to extend the time limits after a showing of good cause.

PROHIBITION AGAINST BULLYING AND HARRASSMENT

“Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, facial expression or lingering look meant to intimidate 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 a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student in-person or social media.

“Harassment” means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person which may include but is not limited to:

- Verbal acts, teasing, use of sarcasm, jokes
- Name-calling, belittling
- Nonverbal behavior such as graphic or written statements, facial expressions or staring intended to intimidate
- Conduct that is physically threatening, harmful, or humiliating

Bullying behavior by any student at South Valley Academy is strictly prohibited, and such conduct will result in disciplinary action which may include any combination of the following: loss of free time, parent/guardian escort, behavior contract, in-school suspension, out-

of-school suspension, expulsion and/or any other disciplinary action deemed appropriate. A formal report may be filed with the proper state/municipal authorities.

SOLICITATION

Students are not to be solicited for money unless a fund-raising project or community collection effort has been approved by South Valley Academy. No sale of items is to be conducted at the school by students for personal gain.

LOCKDOWN

Lockdown is a procedure where all persons on campus go inside and remain in locked rooms during an emergency. Lockdown is used only when there is a drill or an emergency that threatens the safety of our campus. We will go on lockdown when “lockdown” is announced on the PA system. Students and teachers stay on lockdown until an all-clear signal is given. If our school is on lockdown, please do NOT call the school or your child. The school will issue a press release once the all-clear is given by authorities. Further detail can be found in SVA’s School Safety Plan.

TECHNOLOGY ETHICS & RESPONSIBILITIES

Computers and other electronic devices are used to support learning and to enhance instruction. All devices used through SVA are to be used in a responsible, efficient, ethical and legal manner. It is imperative that students have respect for and take proper care of all equipment. Likewise, it is equally important that students have respect for the work of others and that students do not access, copy, or alter files without proper permission. Items which will be considered grounds for disciplinary action and possible legal action include plagiarism, copyright violations, invasion of privacy, unauthorized access, or any action that could result in damage to computer files, systems or facilities. Our appropriate use policy which

details the rules for using our internal computer network as well as the Internet are outlined below:

- Do not use any electronic device to harm other people or their work.
- Do not damage any electronic device or the network in any way.
- Do not install any software on any school device.
- Do not violate copyright laws.
- Do not view, send, or display offensive messages or pictures.

Example: Offensive messages or pictures are those that students would not share with their teachers or parents.

Students should tell an adult immediately if they encounter materials, which violate the rules of appropriate use.

Best Practices:

- Do not share your personal or SVA password(s) with another person.
- Do not open someone else's folders, work, or files without permission.
- Do not waste limited resources such as drive space, printing capacity, or paper.
- Students may only print material that will be used for school assignments and/or projects.
- You will be held accountable for your actions. By violating the rules of appropriate use, you may lose SVA Google Apps and Internet privileges and be subject to disciplinary action.
- You are responsible for ALL activity while you are logged in. If you walk away from a computer or device while logged on, you're still responsible.
- Do not use the school network for file sharing, such as Bit Torrent, especially to share or download copyrighted content.
- Social media sites, such as Facebook, Instagram, and Twitter, are restricted on SVA's APS-controlled network.
- ***Any device, including personal cell phones, which uses a proxy website or***

VPN (virtual private network) to attempt to bypass Internet filtration is subject to an automatic temporary (permanent in some cases) ban from all network resources.

Privacy: Network administrators and staff may review SVA electronic devices and SVA Google Apps accounts at any time. Periodic account checks may be done to maintain system integrity and to insure that students are using systems responsibly.

Storage Capacity: Users are expected to delete email or other material that takes up excessive storage space.

Illegal Copying: Students should never download or install any commercial software, shareware, or freeware onto network drives, hard drives, or disks. Nor should students copy other people's work or intrude into other people's files.

Inappropriate Materials or Language: No profane, abusive or impolite language should be used to communicate across the school's network or the Internet, nor should materials be accessed or distributed which are not in accordance with the expectations of school behavior. If you encounter material by accident, please notify the adult in charge immediately. All use of SVA computers, electronic devices, networks and the Internet must be in support of educational goals.

BUS TRANSPORTATION

Bus transportation is provided for students living two or more miles from school. The privilege of riding the school bus is governed by state regulations. By these regulations students may be assigned a bus stop up to two miles away from their residence. Failure to comply with any of the regulations may result in the loss of the privilege of riding the bus. Students are not allowed to ride any bus other than the one assigned. Friends not assigned to the bus may not ride with you. All school rules, policies and behavior expectations are in force while riding the bus to or from school or service learning.

CLOSED CAMPUS

SVA is a closed campus. Students are not allowed to leave the campus at any time unless a parent/guardian or the person designated in the student file by the parent/guardian as authorized to check out the student signs the student out at the office. Any student leaving campus without signing out will be considered cutting class.

Note that only seniors and upper division students have occasional off-campus privileges with prior written parent/guardian permission. This applies to seniors and upper division students who do not have any outstanding major behavior issues or detentions.

Any food brought to school by an outside party must be delivered to the office.

DRIVING TO SCHOOL

In order to drive to school, students must have a valid New Mexico driver's license (copy on file in the office), current liability insurance on the vehicle being driven (copy on file in the office), and a SVA permit attached to the windshield. Anyone who drives an unauthorized vehicle to school will be fully responsible for all towing charges. The privilege of driving to school will be denied if it becomes detrimental to the health, safety, or welfare of the school community or the student is demonstrating poor judgment in the responsible operating of his/her vehicle. Driving privileges may also be denied for excessive tardiness or as a consequence for recurring behavior problems. Once a student arrives on campus he/she is not allowed access to his/her vehicle during school hours without a staff escort. All state motor vehicle laws apply on campus.

For the safety of our students, no loitering in vehicles before or after school is allowed. Students who drive their vehicle on service learning days are not allowed to leave and then return to campus before the school day is over.

Driving privileges are limited to eleventh, and twelfth graders only. If available

parking spaces become an issue, priority will be given to seniors.

Authorized students who drive to service learning must sign out at the office each week. If a student does not show up to his/her service learning assignment, driving privileges may be suspended or revoked.

Driving is not a right – it is a privilege. The Director/Principal reserves the right to tow vehicles at the parent/guardians expense, impose a fine, suspend or permanently revoke the privilege due to violation of any part of this policy.

WELLNESS ACTIVITIES

Regular wellness activities time as well as periodic field trips, guest speakers, field trips or cultural presentations often involve a significant investment in preparation. These activities are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Student attendance is a **requirement**, not an option. Special attention to etiquette and good citizenship is expected of all students.

EXTRA CURRICULAR ACTIVITIES

SVA may offer fine arts, math/science, sports and a variety of other programs to students after school. These activities will be based on students' interests and availability of sponsors. *Please note that High School Athletic teams will have competitive try-outs.*

VALUABLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school staff is not responsible for valuables, which students bring to school. It is highly recommended that students leave all valuables at home. Valuables include, but are not limited to: cell phones, music players, games and all other electronic devices. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items

can be safeguarded by registering them and leaving the items in the office with our office manager.

VISITORS

Parents of current students, interested parents/students, former students and community members are welcome at SVA at any time that the office is open. Potential students may visit (and shadow an SVA student) with permission of Administration. Former students may be on campus as guest speakers or for other official purposes as arranged by staff. All visitors must sign in and out of the office and wear a visitor badge while on campus. Visitors are expected to comply with school policies, including language, dress and general behavior.

SOUTH VALLEY ACADEMY STUDENT PROTECTION POLICY

South Valley Academy shall protect the safety and welfare of all students. Outside law enforcement that are not specifically assigned to the school, shall request permission to access a school campus from the Principal/Director prior to entering campus unless there is an emergency. Immigration officials shall not be permitted on school campus at any time. Agencies shall be escorted while on a school campus, including law enforcement and social services. The Principal/Director shall implement administrative procedural directive(s) to protect all students while they are on campus.

WITHDRAWAL FROM SVA

Parents/guardians must come to school and make arrangements for withdrawals. Students will receive a withdrawal form and instructions from the office. All textbooks and fines must be cleared before the student secures a transfer record to another school. All students and parents of students who withdraw must also complete an exit interview with SVA administration.

If a student withdraws from SVA they lose their spot. If a student wishes to return to SVA, he/she can petition for re-entry by completing all components of the petition application including a written essay. Once completed, a student may be approved to return by vote of the Staff Council.

FERPA

The **Family Education Rights and Privacy Act of 1974 (FERPA)** is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records.

Educational Records: FERPA gives students these rights regarding educational records:

- The right to access educational records kept by the school
- The right to demand educational records be disclosed only with student consent
- The right to amend educational records
- The right to file complaints against the school for disclosing educational records in violation of FERPA

Educational records are directly related to the student and are either maintained by the school or by a party or organization acting on behalf of the school. Records may include:

- Written documents (including student advising folders)
- Computer media
- Microfilm and microfiche
- Video or audio tapes or CDs
- Film and Photographs

Not Considered Educational Records: The following items are not considered educational records under FERPA:

- Private notes of individual staff or faculty (NOT kept in student advising folders)
- Campus police records
- Medical records
- Statistical data compilations that contain no mention of personally

identifiable information about any specific student.

Faculty notes, data compilation, and administrative records kept **exclusively** by the maker of the records that are **not accessible or revealed to anyone else** are not considered educational records and fall outside of the FERPA disclosure guidelines.

Educational Records: Type 1 Directory

Information: Some information in a student's educational record is defined as directory information under FERPA. The school may disclose this information without the written consent of the student. However, the student can exercise the option to restrict the release of directory information by submitting a formal request to the school to limit disclosure.

Directory information may include:

- Name
- Address, Phone number and email
- Dates of attendance
- Degree(s) awarded
- Enrollment status

Educational Records: Type 2, Non-directory

Information: Includes any educational record not considered directory information. This information must not be released to anyone without the prior written consent of the student. This information may include:

- Social security numbers
- Student identification number
- Race, ethnicity and/or nationality
- Gender
- Transcripts; grade reports

Transcripts are non-directory information and, therefore, are protected educational records under FERPA. Students have a right to privacy regarding transcripts held by the school where third parties seek transcript copies. SVA requires that students submit a written request to have transcripts sent to any third party.

Prior Written Consent: Prior written consent is required before SVA can legitimately disclose non-directory information. Prior written consent is not required when disclosure is made directly to the student or other school officials in the same

institution where there is a legitimate educational interest which may include enrollment or transfer matters, financial aid issues, or information requested by regional accrediting organizations.

SVA does not need prior written consent to disclose non-directory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or where, as a result of a crime of violence, a disciplinary hearing was conducted by the school, a final decision was recorded, and the alleged victim seeks disclosure.