

North Valley Academy

7939 4th Street, NW
Los Ranchos de Albuquerque, NM 87114
505-998-0501
www.nvanm.org



Parent/Student Handbook **2016 - 2017**

NORTH VALLEY ACADEMY CHARTER SCHOOL

MISSION STATEMENT

North Valley Academy Charter School is committed to providing all students with a rich and well-balanced education, through a rigorous focus on Mathematics, Language Arts, and an emphasis on Health and Wellness.

Student Mission Statement: I will improve myself and my academic success.

Teacher Mission Statement: We commit to foster growth, stir passion, and be accountable.

VISION STATEMENT

North Valley Academy is a creative, dynamic school community where students are engaged and empowered to pursue their intellectual and emotional growth through strong, activities-based instruction and a stable school environment.

EDUCATIONAL PHILOSOPHY AND APPROACH

- * Every student has the right to a high quality education.
- * Education should nurture the “whole” child.
- * Teachers are responsible for engaging in professional development.
- * Student achievement should be measured continually, in relation to potential and with regard to educational goals.
- * Curriculum will be relevant.
- * School environment will be clean, safe, and conducive to learning

North Valley Academy Code of Conduct

Respect - I will treat myself and others with respect.

Honesty - I will always speak the truth and encourage others to do so.

Compassion - I will treat others with kindness, understanding, and tolerance.

Fairness - I will treat others as I would like to be treated.

Responsibility - I will accept responsibility for my actions.

Courage - I will tell the story of who I am with my whole heart and not be afraid to ask an adult for help.

Character - I will show who I am through my actions.

Health and Wellness - I will keep my body and my mind in good health.

CHARTER PERFORMANCE GOALS

NVA Performance Indicators 2016-17

2A Math Grades K-5

Full academic year [FAY] students will demonstrate **growth** as measured by 4 annual assessments using Discovery. Growth for each students will be determined using the initial fall test as a baseline score.

Proficiency can be reached when a student scores at level III or IV on any of the assessments. The school will meet the standard of 70-83% of the K-5 FAY students meet the growth standard.

2B Reading Grades K-5

Full academic year [FAY] students will demonstrate **growth** as measured by 4 annual assessments using Discovery. Growth for each students will be determined using the initial fall test as a baseline score.

Proficiency can be reached when a student scores at level III or IV on any of the assessments. The school will meet the standard of 70-83% of the K-5 FAY students meet the growth standard.

2C Math Grades 6-8

Full academic year [FAY] students will demonstrate **growth** as measured by 4 annual assessments using Discovery. Growth for each students will be determined using the initial fall test as a baseline score.

Proficiency can be reached when a student scores at level III or IV on any of the assessments. The school will meet the standard of 70-83% of the K-5 FAY students meet the growth standard.

2D Reading Grades 6-8

Full academic year [FAY] students will demonstrate **growth** as measured by 4 annual assessments using Discovery. Growth for each students will be determined using the initial fall test as a baseline score.

Proficiency can be reached when a student scores at level III or IV on any of the assessments. The school will meet the standard of 70-83% of the K-5 FAY students meet the growth standard.

NORTH VALLEY ACADEMY STUDENT DRESS CODE POLICY

The school uniform is an integral part of our campus climate, discipline, safety and community-building. Students are expected to arrive and remain in uniform while on campus and/or at school sponsored events such as field trips and assemblies. Clothing must be in good condition with no holes or writing.

The School Uniform - Maroon top with khaki bottoms.

Here are the guidelines to help with clothing styles:

- **TOPS**
Polo style, long or short sleeve.
Well-fitted (not too large or too small).
Top shirt must be solid maroon in color and not see-through.
No crop tops, mid-drift, tube tops, or shirts that show any part of the stomach or waist, or that are too low-cut.
Undershirts must be solid color and tucked in.
- **BOTTOMS**
Khaki colors only. May be cargo style.
Pants should be hemmed and well-fitted (baggy or sagging pants are not permitted). Loose pants must be belted.
Long pants, capris, mid-length skirts, shorts, or jumpers. All hemlines must be at least as long as the middle finger when hands are held down at one's side.
Solid colored leggings are permitted with shorts or skirt worn over. Shorts or skirt must meet the finger-tip test (see above).
Athletic shorts worn underneath khakis must not be visible.
Undergarments must not be visible.
No legging-style, stretchy pants.
Technology Fund "Jean Wednesday" Students are permitted to wear jeans each Wednesday provided they donate \$1 to the technology fund.
- **OUTERWEAR**
Any appropriate outerwear is acceptable and is not to be worn indoors – this includes hoodies.
- **SHOES**
Street sole shoes must be worn at all times.
No pool shoes or slippers.
For safety – We strongly recommend closed-toe shoes due to "goat-head" stickers on the field.
- **ACCESSORIES**
No distracting headgear
No hats indoors
No inappropriate verbiage on jewelry or other accessories

ADDITIONAL DRESS CODE GUIDELINES

Please understand that the uniform policy is meant to reflect the value of what we do at North Valley Academy (NVA) and the value we hold for our students. Young people can benefit from positive guidelines and influence from the adults that they interact with and look up to at school in many ways including how they present themselves to the world. Please, as concerned parents and guardians, take an active interest in your students' appearance and the message they send to the outside world. Uniforms should be well-fitted, with no undergarment showing. Hats and sunglasses may be worn out of doors, and *should be removed upon entering a building*.

Any clothing, accessories, or personal grooming style that is associated with gang affiliation or is deemed to be dangerous, disruptive or distracting can be cause for referral to the office. Teachers and staff will refer questionable clothing styles to the administration for final determination of appropriateness for school. If student attire is found to be questionable by the administration, students will be required to change the garments or accessories; parents will be notified. Repeat violations may be grounds for dismissal. NVA strives to create a safe and educationally sound environment for all our students. Students and parents are expected to adhere to the guidelines established in order to uphold these ideals.

STUDENT ABSENCES, EXCUSES, AND TARDIES

STUDENT ATTENDANCE

The NVA administration and Governing Board encourage perfect attendance. Regular attendance in all classes is essential to the achievement of the NVA goals by helping to establish safe, nurturing and respectful working and learning environments and improving academic achievement for 21st century success. Regular school attendance is linked to higher graduation rates and lower dropout rates. Students are expected to be in attendance every day of the school year. Parents/guardians have a legal responsibility to ensure that their child is in attendance each day school is in session. Attendance shall be taken daily and parents/guardians shall be notified regularly of their child's absence from school.

REQUIREMENTS

New Mexico law dictates that students between the ages of five (5) and eighteen (18) years of age are mandated to attend school.

ATTENDANCE POLICY

On time, daily attendance is mandatory for students to derive maximum benefit from any instructional program. Class attendance is to be taken and maintained by class period for every instructional day for each student.

1. The North Valley Academy goal is 97% attendance for all students in each 9 week grading period.
2. Whenever a student is going to be absent from school, the parents/guardians must notify the school at *extension 138* each day that the student will be absent. Parents/guardians must telephone the school each day their child will be absent and state the reason for the absence.
3. If a student is absent and parents have not contacted the school, we will make a reasonable attempt to contact parents/guardians before the end of the day.
4. We will make a good faith effort to contact the parents/guardians after three (3) consecutive days of absence. Parents must make every attempt to contact us at ext. 138.
5. An excused absence is an absence from school or a class for which the student has an allowable excuse pursuant to the compulsory school attendance laws or rules of our governing board. Absences may be excused for the following reasons:
 - a. Doctor's appointment
 - b. Death in the family
 - c. Religious commitment
 - d. Illness
 - e. Family emergency
 - f. Diagnostic testing
 - g. School sponsored activity
 - h. Extenuating circumstances as agreed to by the school administrator.

6. Students who are signed out of school before the end of the instructional day should have written documentation of reason (see excused absences).

Unplanned absences

When your child's personal illness or injury, or the illness, injury or death of a family member, prevents your child from attending school, and you notify the school within 48 hours of the absence, the absence may be excused. The school may require a note from your child's doctor if your child is absent due to illness or injury for 2 or more days before excusing those absences.

Planned absences

1. The absence may be excused when you submit a request to the principal 5 days prior to the start of the planned absence, usually for a doctor or dentist appointment, or religious holiday or other special one-time event. The school will require your child to complete missed assignments.
2. The principal has the discretion to make allowances for students who are faced with serious injury or chronic illness.
3. Upon the first day a student returns to school for any absence, if parents have not called to report the student absent, a signed, dated note with reason for absence must be brought to the office by the parents/guardians.
4. An unexcused absence is an absence from school or a class for which the student does not have an allowable excuse pursuant to the compulsory school attendance law or rules of our governing board. Any absence, whether planned or unplanned, will remain unexcused when the parents/guardians do not provide either a telephoned or written excuse upon return. However, a request to "excuse my child's absence" without a stated reason or with a reason that does not meet the criteria for excused absences will result in the child's absence remaining unexcused.
5. If a student accumulates five (5) unexcused absences during a semester, administration will complete the means necessary to provide support prevention efforts. The necessary school staff will follow obligatory protocol.
6. If a student accrues additional unexcused absences to a total of ten for the semester, the school administration will complete the course of action necessary by law.
7. It is expected that parents will limit student vacations to periods of time when school is not in session.

Make up Work

1. Students are required to make up work for **ALL** absences, excused and unexcused.
2. It is the student's responsibility to request make-up assignments and the teacher to communicate what is needed for make-up.
3. The student will have the opportunity to complete the work in a period of time equal to the number of days absent, unless other arrangements have been mutually agreed upon by the student and the teacher.

4. Failure to make up missed class work and assignments will affect the student's reportable grades. Teachers are responsible for contacting parents/guardians.

Excessive Absences

1. Students with excessive excused absences (ten) must within two (2) days of returning to school bring supportive documentation as determined by the school administration, for each absence. Extended absences due to medical reasons should be reported to the administration immediately.
2. If a student's attendance rate drops to 97% or below in the 9 week grading period the school will contact the parent or guardian.
3. If a student's attendance rate drops below 95% in any grading period, the school may, as appropriate, request the assistance and cooperation of other school/community based programs/entities to identify what actions can be taken to ensure that the student attends school regularly.

Tardy

1. Students who are tardy for class receive consequences designated by the teacher.
2. Students who are excessively tardy may be referred to the State of New Mexico Child Protective Services Division with the Children, Youth and Family Department.

COMPULSORY SCHOOL ATTENDANCE

DEFINITIONS:

As used in this policy, to set forth the requirements for the implementation of the compulsory attendance law, the following terms shall have the following meaning:

1. "Attendance" is defined as students who are in class or in a school-approved activity. If a student is in attendance up to one half of the total instructional time

during a school day, the student will be counted as having attended one-half day of school. If the student attends school for more than one-half day of the total instructional time, the student will be counted as having attended for the full day.

2. "Early Identification" is defined as the process by which our school promptly determines and identifies students who have excessive absences and tardiness from classes or school. Early identification includes our school's defined system for recording, reporting and summarizing daily attendance of its students and then providing that data to the administration.
3. "Habitual Truant" is defined as a student who has accumulated the equivalent of ten or more unexcused absences within a school year.
4. "Intervention" is defined as the partnering that schools engage in with other state agencies to implement administrative remedies, provide services and provide support programs that aggressively reduce if not eliminate truancy in a school.
5. "Prevention" is defined as school-based, innovative or proven successful, programs that encourage regular and on-time attendance for students.
6. "Truancy" is defined as the unexcused absence of a student from school or class that results in the student being deemed truant.
7. "Truant" is defined as a student who has accumulated five (5) unexcused absences within any twenty (20) day period.
8. "Unexcused absence" is defined as an absence from school or a class for which the student does not have an allowable excuse pursuant to the compulsory school attendance law or rules of the governing board of the school.

ENFORCEMENT

Daily student attendance must be considered as fundamental to the success of attendance initiatives and the success of the student. This guideline system allows for the recording of mandated activities related to student truancy and will also generate necessary documentation for early intervention.

The New Mexico Compulsory School Attendance Law (22-12-2) is intended to decrease truancy rates; decrease dropout rates; and increase attendance rates. The governing board shall initiate the enforcement of the provisions of the Compulsory School Attendance Law for students enrolled at North Valley Academy.

1. Pursuant to [6010.8.8 NMAC - N, 12-30-04], North Valley Academy will provide for early identification of students with unexcused absences, truants and habitual truants.
2. Pursuant to [6.10.8.8 NMAC - N, 12-30-04], North Valley Academy will provide for intervention that focuses on keeping truants in an educational setting.
3. Pursuant to [6.10.8.8 NMAC - N, 12-30-04], if a student is truant, North Valley Academy shall contact the student's parents/guardians to inform that the student is truant and to discuss possible interventions.
4. Pursuant to [6.10.8.8 NMAC - N, 12-30-04], if a student is truant, notification made by North Valley Academy representative to the student's parents/guardians and a subsequent interview with the parents/guardians will be conducted in a respectful approach and in a language and manner that is understandable to the student and the parents/guardians.
5. Pursuant to [6.10.8.8 NMAC - N, 12-30-04], any corrective action plan will contain follow-up procedures to ensure that the causes for the student's truancy are being adequately addressed. A contract may be used for compliance.
6. Pursuant to [6.10.8.8 NMAC - N, 12-30-04], if a student is identified as "habitual truant," North Valley Academy will give written notice of the habitual truancy by certified mail or by personal service to the student's parents/guardians.
7. Pursuant to [6.10.8.8 NMAC - N, 12-30-04], if a student is identified as "habitual truant," a truancy referral packet will be completed and the student and parents/guardians will be referred for truancy adjudication to the Juvenile Probation Office.
8. Pursuant to [6.10.8.8 NMAC - N, 12-30-04], if determination and finding has been made by the juvenile probation office that the habitual truancy by a student may have been caused by the parents/guardians of the student, and no charges have been filed against the parents/guardians, North Valley Academy will pursue interagency collaboration and contact the attorney's office to determine what reasonable recourse of action will be taken.

North Valley Academy Information Technology Code of Conduct

Use of North Valley Academy's Information Technology resources, including, but not limited to, all computer hardware, software, databases, electronic messaging systems, communication equipment, computer networks, telecommunications circuits, and any information that is used by the school to support programs or operations that is generated by, transmitted within, or stored on any electronic media by students or staff of North Valley Academy, shall be in support of education and research that is aligned with our mission, vision, and core values.

Use will be in accordance with the Student and Parent Appropriate Use Policy (AUP) (signed at registration), and this Code of Conduct:

1. Keep confidential and protect all computer and Internet passwords, access codes or logon information from disclosure to others.
2. Respect the privacy of other users. Do not use other users' passwords. Unauthorized use of passwords, access codes or other confidential account information may subject the user(s) to discipline, and to both civil and criminal liability. Under no circumstances are students to be given access to teacher passwords!
3. Be ethical and courteous. Do not send hateful, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors. State law prohibits the use of electronic communication facilities to send fraudulent, harassing, obscene, indecent, profane, and intimidating or other unlawful messages. This is considered cyber bullying.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights. Software protected by copyright shall not be copied except as licensed and stipulated by the copyright owner.
6. Use the network in a way that does not disrupt its use by others. Do not use the Internet for commercial purposes. Transmission of commercial or personal advertisements, solicitations, promotions, destructive programs, or other unauthorized use unrelated to the school's mission, vision, or core values is prohibited.
7. Do not destroy, modify or abuse the hardware or software in any way. Users shall report any suspected abuse, damage to equipment or tampering with files to the school's system operators.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, global mailings, etc. Do not "hack" the system. Attempts to gain unauthorized access to confidential information or private directories maintained by North Valley Academy or to circumvent privacy protections on internal files or non-public restricted files, accounts or directories of any external source is a violation of this Code of Conduct, and may subject the user to civil or criminal liability.
9. Do not use the Internet to view, access, download or process pornographic, obscene, indecent, profane or otherwise inappropriate material.
10. Use of the system to access games and use of computer time for game-playing shall be restricted solely to instances directed and monitored by teachers and to games that address educational goals.
11. Do not reveal your full name, home address, telephone number, school address, or parents'/guardians' names, or those of any classmates on the Internet.
12. Do not meet in person in a secluded place or a private setting with anyone you or any of your classmates have met on the Internet. Users who are under the age of 18 shall not meet in person with anyone they have met on the Internet without their parents'/guardians' permission.
13. Staff interaction with students via social networking venues such as, but not limited to, Facebook, Twitter, Instagram, etc. is prohibited.
14. Staff will be expected to use school email for parent contacts and school phone extensions.

15. By using the school's computers students and staff understand that it is for school business only. Each will not use technology for personal, private, or non- school matters. I will not use the internet or email to solicit business for non- school related ventures or for any non- school cause.

16. By opening email; by sending or receiving information; by logging onto the internet; or by using any of the school's software I agree to and understand that it is the school's private property.

17. You may not use the NVA email to access personal email. NVA email (nvanm.org) must be used solely for school business.

18. I understand that my use of the school's computers for the following, including but not limited to, email, and the Internet may be under review at any time by the administration.

In addition to disciplinary sanctions which North Valley Academy may impose upon students and staff under applicable policies, codes of conduct or administrative regulations, the school reserves the right to remove a user's account and deny use and access of the information technology system if it is determined that the user is engaged in unauthorized activity or is violating this Code of Conduct. Violations of law by students or staff will be reported to law enforcement officials.

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NORTH VALLEY ACADEMY DISCIPLINE POLICY
ENFORCEMENT OF THE DISCIPLINE POLICY BEGINS IN THE CLASSROOM

BEHAVIOR EXPECTATIONS

Purpose

Each student has unique personal, social and emotional needs. As a result, each disciplinary situation becomes singular in nature. Consequences for inappropriate choices provide the best learning opportunity when matched to the situation. Research proves when students see a connection between their behavior choices and resulting consequences they learn from their mistakes.

Our goal at NVA is to develop students academically and help them become responsible citizens who demonstrate appropriate social behavior. We believe emotional growth and well-being depend on the development of positive, honest relationships.

Policy and Procedure

The NVA staff dedicates itself to these beliefs that provide a guide for dealing with behavior. They guide our attempts to individualize disciplinary procedures and to help students see direct connections between their behavioral choices and the resulting consequences. All students need a school-wide system of support with social/emotional learning training which includes positive proactive consequences, active supervision and monitoring, firm, fair and connected accountability.

A small number of students may need classroom and small group strategies and further interventions to be successful. Mentors, increased academic support, self-management assistance and consistent consequences are strategies to assist in growth and academic achievement.

An even smaller number of students may need intensive, individual interventions with multi-agency interventions and planning. For major infractions of safe school issues, other interventions are indicated on the following chart.

The following statement incorporates the foundational principles of social/emotional learning and will be followed:

Teachers will manage behavior in their classrooms. Only major offenses (indicated in the following text) will be referred to the administration. Teachers will set up their own classroom behavioral expectations, procedures and in-class policies. Those policies will align to NVA's core beliefs. The administration will act as a support to the teachers as they work with their students. If a teacher sends a student to the office, the teacher will need communicate that with the parent. Administration may schedule a follow up meeting to discuss the behavior and consequences. *The teacher has the authority to take appropriate intervention with students who do not cooperate in class.*

BEHAVIOR OFFENSES

The following types of behaviors may result in a discipline referral being submitted to the administration after the teacher has exhausted reasonable attempts for compliance by student:

- Repeatedly breaking classroom rules
- Throwing objects of any kind
- Overt public displays of affection
- Disrupting lunch room or assembly
- Use of or bringing personal items from home (toys, electronics, roller blades, skateboards, scooters, laser pointers, e-cigs, cologne/perfume, etc. – item will be held by administration)
North Valley Academy is not responsible for lost or stolen personal items
- Cell phone or other electronic devices use (see Cell Phone & Electronic Device Policy)
- Having food, drinks, candy, etc., in non-designated areas
- Chewing gum at discretion of classroom teacher
- Consuming energy drinks
- Failing to return contracts, parent letters, progress reports, etc.
- Misbehavior towards a substitute teacher
- Drawing or writing on skin/clothes
- Doing hair, make-up, or grooming in class
- Inappropriate use of technology, including, but not limited to, checking personal webpages, changing computer settings, visiting unauthorized websites, unauthorized filming or picture-taking. (Any violations of Technology Code of Conduct)
- Late to class, repeatedly
- Obscene language, materials, gestures, or behavior
- Attendance problems/ditching (on or off campus)
- Defiant or disrespectful behavior
- Bullying or harassment of any kind towards another student or faculty member, whether face-to-face, by phone, or via the internet
- Deceitful behavior (false accusations, forgery, plagiarism, lying, cheating, etc. – restitution will be arranged)
- Unauthorized distribution/selling/buying of food items, candy, electronics, materials or information
- Making inappropriate physical contact
- Defacing school property (books, desks, tables, chairs, walls, restrooms, etc.) or any vandalism
- Transmission or possession of a lighter or any flammable substance, including fireworks

CONSEQUENCES FOR BEHAVIOR OFFENSES

- **1st offense** – parent notification
- **2nd offense** - parent notification, up to three (3) days suspension possible or administrator's discretion
- **3rd offense** – parent notification, behavior contract, number of days of suspension is at administrator's discretion

MAJOR BEHAVIOR OFFENSES

- Fighting/Battery, regardless of who started the fight (employing hostile contact in which at least one party or both individuals have contributed to a situation by verbal action and/or bodily harm)
- Sexual harassment
- Lighting objects on fire
- Bomb threats
- False fire alarms
- Vandalism
- Assault
- Gang related activities
- Possession, use, being under the influence, sale or distribution of a controlled substance (this includes look-alike items, alcohol, and tobacco) or over the counter medications or natural supplements
- Weapon possession or weapon transmission (includes, but it not limited to, a knife, pocket knife, chain, or gun)
- Stealing
- Arson

CONSEQUENCES FOR MAJOR BEHAVIOR OFFENSES

- **1st offense** – parent notification, three (3) to ten(10) days of suspension possible/re-entry conference with parent/student/administrator, and possible student behavior contract
- **2nd offense** - parent notification, up to (ten) 10 days suspension possible/Administrative hearing to determine if student should return to North Valley Academy, and student/parent contract
- **3rd offense** – parent notification, long term suspension possible (rest of term)/legal referral/restitution if applicable/parent/student/administration re-entry conference, possible expulsion. All at discretion of administrator.

If the offense results in a violation of the law, Bernalillo County Sheriff Deputies will be contacted and a report of the situation will be made, at which time, the student and/or parents/guardians may be dealing with the local authorities as well as with the school. Students could be transported to the Juvenile Detention Center if it is determined the violation warrants that action.

An Administrative Hearing may result in a variety of outcomes. These could include:

- Placement in a different type of alternative educational setting
- Home instruction
- Expulsion

FIREARMS POSSESSION

Students found to be in possession of a firearm while at school or at any school sponsored activity shall be expelled from North Valley Academy. Students may not return from expulsion for firearms possession.

CONCERNING GANG RELATED ACTIVITY

The first time a school staff member observes what he/she perceives to be gang-related activity, an administrator will contact that student’s parents/guardians and make note of the concern. The

administrator will use his/her discretion in determining the appropriate level of consequence. Blatant gang-related activity is considered to be a **severe** misbehavior and will not be tolerated.

Gang related activity can be intimidating to students, faculty, and staff and is disruptive to the educational process. Although this list is not all-inclusive, examples of inappropriate and unacceptable behaviors are such things as graffiti on school or personal property, intimidation of others, gang fights and/or initiation rituals, or wearing gang attire or "colors." Since gang behavior, markers, and colors are variable and subject to rapid change, school administrators and staff must **exercise judgment and their individual discretion** based upon current circumstances in the community. Gang related indicators that will be considered include (but are not limited to):

- The student associates with admitted or known gang members
- The student wears attire consistent with gang dress
- The student displays gang logos, graffiti, and/or symbols on personal possessions
- The student displays gang hand signs or signals to others
- The student talks about gang activity

CELL PHONE AND ELECTRONIC DEVICE USE POLICY

North Valley Academy has banned the use of personal cell phones, and other types of electronic devices during the academic school day, unless specifically designated as part of the instructional method by teaching faculty. Students may possess and carry cell phones and other electronic devices; however, these units must be completely turned off (not simply on silent or vibrate mode) during the academic day. This includes I or Apple watches. Any device worn on the body that has the capability of phone calling, messaging or internet access. *NVA is not responsible for lost or stolen personal items.*

The "academic school day" is defined as the start of the school day and throughout the day until the school day is over. Students are permitted to use cell phones only during the following times: before and after school hours outside the school property (pickup area) and at after-school or sports activities, only with the permission of the coach, instructor, or program director.

The purpose is to ensure that disruptions and interference of the instructional academic climate of the school does not occur. Text messages and photo transmissions are covered by this policy. Students who violate this policy shall face disciplinary action by the administration including confiscation of the cell phone, or other type of electronic device, only to be allowed to be picked up by parents/guardians in the administrative offices at the end of the school day. Until further notice iPads and laptops are not allowed at school.

BULLYING POLICY

Bullying is prohibited at North Valley Academy. In addition, retaliation against a person for reporting bullying or who has cooperated in an investigation of a complaint under this policy is prohibited and will not be tolerated.

Bullying is prohibited on school grounds, property immediately adjacent to school grounds, at school-sponsored or school-related activities, functions or programs whether on or off school grounds, or through the use of technology or an electronic device owned, leased or used by North Valley Academy.

Bullying is also prohibited at a location, activity, function or program that is not school related if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

Bullying is also prohibited through the use of technology or an electronic device that is not owned, leased or used by NVA, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying is prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under this policy.

Definition of Bullying

A person is bullying someone when he or she is intentionally ridiculing, humiliating, intimidating and /or physically harming an individual or his/her property or any group of students. This could include social/relational (i.e., social alienation), Cyber-bullying (communications via email, text message and social media), verbal and/or written aggression, including but not limited to, any act motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental, physical or sensory handicap, or other distinguishing characteristics. Although some discourse between and among children is to be expected as part of the maturing process, bullying involves an *abuse of power* by the bully, which can be physical, psychological or intellectual. Although bullying is usually a repeated form of harassment, a single offense should be investigated and disciplined according to the student Code of Conduct policy.

Consequences of Bullying

Bullying has long-term negative effects on the victims, the bullies and the bystanders. Bullying is often tied to violence, delinquency, later crime and school violence. Bullying creates a culture of violence and retaliation. Bullying creates a poor learning environment and leads to increased drop-out rates and poor performance.

NORTH VALLEY ACADEMY ADHERES TO ALL STATE AND FEDERAL REGULATIONS WITH REGARD TO BULLYING, LGBT STUDENTS, SPECIAL EDUCATION MATTERS, ATTENDANCE AND TRUANCY.

EXPLANATION OF DISCIPLINARY TERMS

Electronic Devices – Items such as radios, Walkman, MP3 players, pagers, laptop computers, cellular phones, CD players, or any similar devices are not allowed to be used on campus between 8:00 a.m. and 3:00 p.m. without the express permission of an NVA faculty member. Items may be confiscated and be held for parents to pick up. North Valley Academy will not be responsible for loss or damage of any personal electronic devices.

Cheating or plagiarism – Copying or presenting someone else's work as your own, including internet sources. At the least, this may result in loss of credit on the assignment.

Excessive Tardiness – Tardiness will incur classroom consequences. At the fifth tardy it will result in an administrative referral.

Profanity – Using language that is crude, offensive, insulting, or irreverent; using words to show contempt or disrespect; swearing.

Harassment or Bullying – The use of threats, intimidation or inducing fear in another individual, by oneself or in a group.

Inappropriate Use of Technology – see North Valley Academy Rules of Appropriate Use.

Defiance of Authority – Refusing to comply with any reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction.

Ditching – Not in class or assigned area at the school designated time.

Drugs – Students are prohibited from use, possession, sale, or transportation of alcohol and/or illegal drugs (including drug paraphernalia) on school property, at school or at school-sponsored activities. Illegal drugs include: controlled substances, prescription drugs used or possessed without a prescription, or solvents used for intoxication.

Fighting – Employing hostile contact in which at least one party has contributed to a situation by verbal action and/or bodily harm.

Weapons – Possessing a weapon such as, but not limited to, a firearm, knife, club, rock, explosive, chain, or other item that may cause or is intended to cause injury or death.

Tardiness – Any student who is caught outside of class after the assigned class or activity time may be tardy and face subsequent consequences.

Tobacco Use/Possession – Using or possessing any form of tobacco, including "e-cig" paraphernalia.

Theft – Unauthorized possession and/or sale of property of another without consent of owner.

Vandalism – Deliberately or maliciously destroying, damaging, and/or defacing school property or the property of another individual.

Chronic Offenders – Students who are repeatedly warned and/or disciplined for violating school regulations. The Administration will determine when a student is considered a chronic offender. Chronic offenders may warrant more severe discipline or expulsion as determined by the Administration.

The above explanation of the infractions will be shared by the classroom teacher and communicated with the students and parents at the beginning of each school year. (Parent signature received and read through parent compact)

HOMework POLICY

North Valley Academy administration recognizes that homework can be an important extension of the school experience to foster academic achievement and good study habits. As part of the school curriculum, appropriate assignments will be required. These assignments are at the discretion of the teacher and subject to review by the administration.

GRADING CRITERIA

- The report card is fully aligned with the Common Core State Standards. Under each curriculum area there will be the main strands of study. Students will be assigned a grade for each strand. If a strand has not yet been addressed, that will be indicated.
- At each grade level there are specific standards and benchmarks appropriate to that level. You can see the standards at a variety of websites, such as www.corestandards.org if you want more specific or comprehensive information.
- Grades will now also be aligned with the language that the state and the Standards Based Assessments use. Grades will be
 - **A – Advanced** – students performing well beyond grade level standards
 - **P – Proficient** – students performing grade-level work with consistency
 - **NP – Nearing Proficient** – students with a conceptual introduction, but inconsistent in application
 - **E – Emergent** – students not yet able to understand a concept which has been introduced
- Students will also be given marks for Work Habits and Personal Development on their report card. Those marks will be the traditional marks that you may be familiar with –
 - **+** indicates **Excellent** progress
 - **✓** indicates **Satisfactory** progress
 - **-** indicates **Improvement Needed**

Report cards will also provide absence and tardy information.

NON-PROMOTION PROCESS

Research indicates that children who are retained are twice as likely to drop out of school as children who have not been retained. Therefore, it is more important than ever to consider carefully this intervention before it is chosen.

The Student Assistance Team (SAT), which may consist of the administration, teachers, specialists and other pertinent school personnel, will consider each recommendation in light of which intervention seems most appropriate at the time. It is appropriate to discuss with the SAT any student whose progress concerns staff and to explore options for intervention. Such options may include retention, assignment, and referral to special services (special education), referral to counseling or other appropriate referrals. Assignment refers to moving the child to the next grade with the understanding of parents and educators that the child has not met the academic standards required for promotion. Promotion indicates that the child has met the academic standards for moving to the next grade.

The following steps will be observed as we consider non-promotion, assignment, retention and other appropriate interventions for specific students:

1. The classroom teacher completes the Academic Improvement Plan (AIP) and a record review, and submits them to the Principal prior to the spring Student Led Conference.

2. The classroom teacher will discuss the options with parents, informing the parents that the child's name has been submitted for consideration for retention.
3. The classroom teacher will meet with the Administrator or designee, and other members of the SAT; all pertinent data including homework, samples of in-class work, tests and quizzes along with the report card, is supplied by the classroom teacher.
4. The SAT, including the parents, determines the most appropriate option for the specific student.
5. If retention or reassignment is the appropriate intervention, the classroom teacher communicates the recommendation to the parents; the teacher and parent/guardian complete the Academic Improvement Plan (AIP). The completed form is submitted to Administration prior to the end of the 4th grading period, to become part of the student's permanent record.

EARLY WITHDRAWAL FROM SCHOOL

Written requests for early withdrawal from school are directed to the administration. North Valley Academy students are expected to complete the full year of school. If a family makes a request to withdraw their child(ren) before the end of the school year, the administrative committee will meet to discuss all options. The administrative committee will review the child's report card and grade designation and will issue the regular notice of promotion if applicable.

If a child leaves prior to the end of school without approval, a remark is written on the report card, in place of assigned, promoted or retained, stating "Had the child remained until the close of school he/she would be promoted to grade ___ / retained in grade ___."

The grades clearly identify the level the child has achieved up to that point and, depending on the date of departure, are accurate assessments of the student's achievement for the entire year. The receiving school may request further information, should there be any question as to the placement of the student.

Please note that North Valley Academy reserves the right to review all student records before making the determination of promotion or retention.

STUDENT "NO-SHOWS"

Consistent with the mission of our school, every student is expected to attend every day. If a student is not present on the first day of school, and the subsequent next 3 days, without notification of valid reason, he or she must go back into the lottery drawing for spaces available.

NEW STUDENTS

New students are registered in the school office exclusively. Registration is not completed until all necessary requirements have been met, and all forms placed in the students' file.

The mandatory items required for new registrants include: birth certificate verification, immunization records, along with the previous school of attendance' report card (if applicable) and student records.

After the opening of school, new students will be accompanied to the class by a staff member along with an information sheet indicating the child's name, address, phone number and travel assignment (walking, parent pick-up, bus, etc.). New students will be registered, screened by an

administrative team member, assigned to a homeroom, and in some cases asked to return on the next school day to begin class.

The office will request student records from the previous school as required by law. Teachers will receive notice from the office when the official records have been received and are ready for screening.

INCLEMENT WEATHER/INDOOR RECESS PROCEDURE

Issues that affect the health and safety of students and adults, such as extreme temperatures (hot or cold) or dangerous playgrounds will be considered and North Valley Academy will be consistent in its approach to such issues. Parents are responsible to ensure that appropriate outer wear is worn by students.

If the temperature is extremely hot or cold at recess time, modifications may be enacted. The office staff will monitor local media stations for up-to-date information.

The decision to stay inside will be made by the Principal or his/her designee. Indoor recess may also be called in the case of steady, soaking rain.

Occasionally individual playgrounds are not suitable for recess due to ice, mud, flooding, construction, etc. In such cases, if outdoor recess is not possible, indoor recess may be scheduled in the teachers' classroom.

If the weather is particularly inclement, please tune into local television (Channel 4, 7 and 13) or radio news for updates on abbreviated days and school closures. North Valley Academy appears as a separate entity on all three local news channels with regard to school delays and closures. Every attempt will be made to announce delays and cancellations by 6:30 a.m. You may also check the NVA website at www.nvanm.org . You may also call the school at 505-988-0501 to listen to the updated school greeting.

PLAYGROUND SAFETY

Resources for playground safety may be found at <http://www.playgroundhound.com>

Slides:

- Go down slide one at a time.
- Wait until the person in front of you is on the ground and has moved away from the slide.
- Always slide sitting down facing forward.
- NEVER slide down headfirst!
- Move away from the slide bottom as soon as you reach the ground.

Climbing:

- Don't climb over guardrails; they are there to protect you.
- Climb stairs or steps slowly.
- Hold onto the handrails.
- Avoid climbing or sliding on equipment support poles or beams.

Swings:

- Swing sitting down.
- Swing with only one person per swing.
- Wait until the swing stops before you get off.
- Be careful when you walk in front of moving swings. You don't want to get hit accidentally!

CRISIS MANAGEMENT

The crisis management team exists to effect a responsible and sensitive reaction to crisis, grief, or other significant events that impact the student body, faculty or both. The team, composed of lead-team members, will be assembled to deal with a significant event immediately upon occurrence.

Basic objectives of the team are:

- To facilitate reliable information
- To follow established procedures and maintain order
- To dispel and eliminate rumors
- To be responsive to the emotional needs of students and staff
- To maintain the essential mission of the school

STUDENT ACCIDENT OR INCIDENT

Minor Injuries

For minor injuries (scraped knee, stubbed toe, etc.) the administrative support team will log the time of arrival, the action taken, and the time the student returned to class.

More Serious Injuries

More serious injuries (including any head injury) should be recorded in an incident report, and the administration should immediately be notified. The administration, or designee, will notify the parents. A copy of the report should be kept in the administration office.

STAFF ACCIDENT/INJURY/ASSAULT

If a staff member is assaulted or injured, the following steps should be taken

- Notify the principal or his/her designee
- Notify law enforcement if appropriate
- Secure medical assistance, as needed
- Identify assailants and victims if appropriate; isolate assailants in predetermined location
- Immediately report incident/injuries to the administration offices
- Notify administration to address students' or staffs' counseling needs and
- Meet with faculty and staff, if necessary, to defuse rumors

All incidents/accidents/assault should have an incident report filled out and put on file, with the exception of very minor incident.

Breakfast and Lunch Schedules 2016 – 2017

Breakfast Served Daily at 7:15 – 7:50 AM Monday – Friday

Lunch Schedule:

Kindergarten – 1 st Grade	10:50 – 11:20 AM
2 nd – 3 rd Grade	11:25 – 11:50 AM
6 th , 7 th , 8 th Grade	11:55 – 12:25 PM
4 th , 5 th Grade	12:30 – 01:00 PM

DROP-OFF (A.M.) AND PICK-UP (P.M.) PROCEDURES

NVA provides care for students before school beginning at 7:00 A.M. Students arriving from 7:00 until 7:40 are to enter through the south cafeteria door and must sign in. At 7:40 the gate in the Mercado parking lot will be opened and teachers will be available to receive and greet students for the day.

Students are released at the end of the day through the same Mercado parking lot gate with kinder release beginning 15 minutes before the release hour and a staggered release for remaining grade levels at 5 minute intervals. Parents should enter the big parking lot (south side of the school) from Ranchitos and travel in two lanes in a counter clockwise loop through the parking lot. Every attempt will be made to have your child to your car in a timely fashion. If parents choose to park, please use the west half of the parking lot for cars and walk up to the gate to receive your child. There are over 500 children to be picked up. *Please remember that safety and patience are paramount.*

