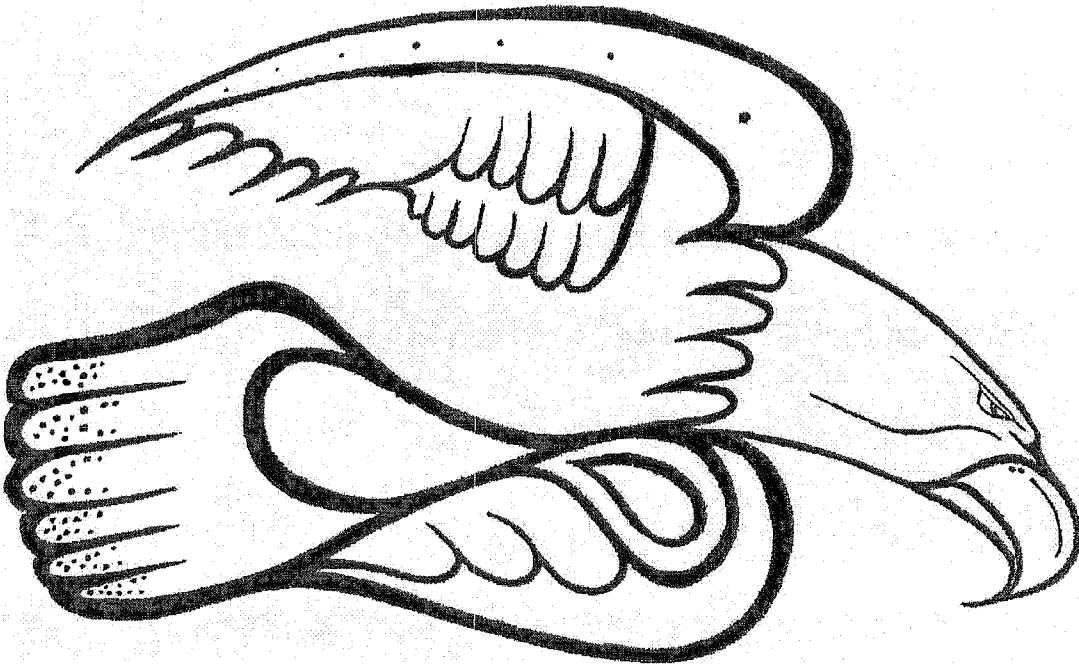


**North Valley Academy
Charter School**

**7939 4th Street, NW
Los Ranchos de Albuquerque, NM 87114
(505) 998-0501**



**2010 - 2011
Student and Parent Handbook**

**Mr. Jerald Snider, Principal
Ms. Susan McConnell, Assistant Principal**

SECTION

A

North Valley Academy Code of Ethics

Respect – I will treat myself and others with respect.

Honesty – I will not lie, cheat, or steal and I will discourage others from doing 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 strive for the courage to live by this code.

Phone Extensions

Mr. Jerald Snider	Principal	135
Ms. Susan McConnell	Assistant Principal	129
Mrs. Julie Crespy	Business Manager	131
Ms. Marcella Gachupin	Director of Special Education	128
Mrs. Trish Maestas	Student Records Manager	138
Mrs. Ramona Romero	Office Manager	100
Mr. Lance Godard	Technology	143
Mr. Dominic Rodriguez	Nurse	112
Mr. Stephen Howden	Counselor	112
	Multipurpose Room	120
	Library	119
	Lounge	130
Mrs. Amanda Catanzaro	PreK	133
Mrs. Candi Kotoski	PreK EA	133
Mrs. Hayley Armstrong	Kindergarten	103
Mrs. Abby Armijo	Kindergarten EA	103
Mrs. Melissa Roback	Kindergarten	101
Ms. Summer Brown	Kindergarten EA	101
Ms. Brooke Barthels	Kindergarten	105
Mrs. Amy Owen	Kindergarten EA	105
Ms. Pauline Atencio	1st Grade	102
Mrs. Suzy Hinkle	1st Grade	106
Ms. Sarah Gleason	1st/2nd Grade Multi-age	104
Ms. Kristen McConnell	Primary EA	117/106
Ms. Angela Sanchez	2nd Grade	107
Ms. Amanda Trujillo	2nd Grade	117
Mrs. Suzanne Pattison	Primary EA	102/107
Ms. Linda Doherty	2nd/3rd Grade Multi-age	115
Ms. Terri Craig	Multi-age EA	104/115
Mrs. Monica Beasley	3rd Grade	108
Mrs. Jayma Reid	3rd Grade	109
Mrs. Linda Holland	3rd/4th Grade Multi-age	111
Ms. Kimberly Brothers	4th Grade	141
Ms. Laura Hadley	4th Grade	121
Ms. Laura Tichy	5th Grade	113
Mrs. Michele Clark	5th Grade	110
Mrs. Dolly Anaya	6th/7th/8th Grade	118
Mr. Bill Langley	6th/7th/8th Grade	116
Mr. Brian Wilkening	6th/7th/8th Grade	125
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Mr. Noonday Neese	Special Education	123
Ms. Paula Lopez	Special Education EA	123
Ms. Erica Costello	Performing Arts	
Mrs. Candace Cavellier	Art	122
Mr. Michael Puentes	PE	139
Mr. Arturo Andujo	Maintenance	137
Mrs. Barbara Martinez	Canteen	140

ATTENDANCE REPORTING PROCEDURES

Daily attendance must be taken and exported ("saved") no sooner than 8:30 am, and no later than 9:00 am, for all grade levels.

Period attendance must be taken and exported ("saved") no later than 15 minutes into the period for grades 6, 7, and 8.

Two or more classes missed, or up to fifty percent of the school day shall constitute a half-day absence.

Attendance will also be taken in elective periods for 6, 7, and 8.

More than 50 percent of the school day missed shall constitute a full day absence.

Students will not be marked as excused tardy unless designated by office personnel.

It is critical that the attendance report is accurately reported as state funding is based on average daily attendance. This is **NOT** a job for one of your students. Every teacher has the responsibility of completing this task in an expeditious manner. Questions about whether the absence is excused or unexcused should be referred to the office.

STUDENT ABSENCES, EXCUSES, AND TARDIES

In compliance with New Mexico statutes, North Valley Academy permits excused absences from school for the following reasons only:

- ◆ Personal illness.
- ◆ Appointments with health professionals that cannot be made outside the regular school day.
- ◆ Observance of recognized religious holidays for which the observance is required during a regular school day.
- ◆ Emergency family situations (subject to approval by the Principal).
- ◆ Planned absences for personal or educational purposes that have been approved by the Principal.

The responsibility for providing a valid excuse rests with the parent. Readmit slips can be obtained from most doctors, dentists and other health professionals and should be presented when the child returns to school. If the validity of the excuse is in question, the Principal is responsible for determining the validity subject to the review of the administrative committee. Please note that for the purposes of this policy, "parent" may be a natural parent, legal guardian, foster parent or other individual officially delegated the responsibility for care and supervision of the child

Parents should present a written request for a planned absence in advance of the absence and must do so when such an absence is expected to last for five or more school days. No absence of a student shall continue for more than three days without the school ascertaining the reason and, if necessary, taking appropriate measures to have the child returned to school.

Out-of-school suspension and/or expulsion is prohibited as a consequence for habitual truancy. A student may not be withdrawn for excessive absences until all other reasonable interventions have been exhausted.

Intervention strategies may be provided for families in need of intervention with regard to keeping the child(ren) in the appropriate and consistent educational setting.

Families will be notified of excessive absences after 13 missed days of school by US mail.

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), a record review, and the consideration form, and submits them to the Principal prior to the 2nd trimester conference (before the end of March)
2. At the 2nd trimester parent / teacher conference, the classroom teacher discusses the options with parents, informing the parents that the child's name has been submitted for consideration by the SAT.
3. The classroom teacher meets with the Headmaster 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 brought by the classroom teacher.
4. The SAT, with an Administrator and 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 the Headmaster to become part of the student's permanent record.
6. Final decisions on all cases will be made by the end of the 3rd trimester.

STUDENT ASSISTANCE TEAM

SAT – the SAT process is reserved for students that fall into the category of needing additional support services beyond the regular classroom. This may include, but is not limited to, academic, behavioral, social, therapeutic, physical, social and even familial. The process itself includes a teacher generated referral where many aspects of ongoing intervention in the classroom are documented and evaluated. The SAT Team is made up of teacher peers, an administrator, counselor and the nurse. Our goal is to meet the needs of our students in the regular classroom through thorough assessment and differentiated instruction. However, if it is decided by the team that the student needs additional support, the team will forward that recommendation on to the appropriate school personnel. SAT referral packets may be obtained through the Assistant Principal's office by school personnel.

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.

ENRICHMENT

Program

- * The school day will be extended for all students (except Pre-K) to 3:30
- * All students will participate in an “Enrichment” activity from 2:40 until 3:30, Monday through Thursday.
 - Kinder through 3rd grade will participate in their respective classrooms with their respective teachers.
 - 4th through 8th grade students who do not meet proficiency in EITHER reading or math on the Standards Based Assessment will be assigned math and/or reading enrichment.
 - Remaining 4th through 8th grade students will choose an enrichment class.
- * Enrichment classes will be established based on the interest of staff members who will designate their choice of enrichment class they are interested in teaching.
- * Staff members may choose to host one of the math or reading enrichments.
- * Enrichments classes will have a small instructional materials budget attached to them.
- * Enrichment classes will be scheduled by trimester. At the trimester, students may move to another enrichment class, or stay where they are.
- * Students may move in and out of math and reading enrichment based on teacher recommendation and short cycle assessments.

Goals

- * To provide remediation/skill building to students who need it with more accountability built in (part of the school day).
- * To provide a venue for teachers as well as students to engage in learning that is real-world connected and “fun” by offering opportunities that would otherwise not be available in a public school setting.
- * To ENGAGE students of all ages, abilities and backgrounds.
- * To build community connections and strengthen the bond between child/family/home and school.

EXTRA-CURRICULAR ACTIVITIES

North Valley Academy offers a variety of activities at most grade levels. To participate in these activities students will need to ask their teachers for more information or see any one of the administrators on campus.

Joy Jumpers – this is a jump rope program that lasts the entire year. Students jump rope several times per week and then perform at many of our school activities. No fee is associated with this program.

Basketball – we have four basketball teams that participate in the Bernalillo County Winter Basketball season. All practices are here at North Valley and all our coaches are affiliated with the school either as parents or teachers. A small fee is associated with this program.

Roadrunner After School Program – this program runs from 3:30 to 6:00 Monday through Thursday and 1:00 to 6:00 on Fridays. The program provides students with a combination of academics, physical exercise, and snacks. A fee is required for this program; Speak to Mr. “J” for details.

Spirit Team – this club cheers at all our basketball games and provides our teams with lots of team spirit. No fee is associated with this program.

Planning is the key to a successful trip. A well-planned trip will be an enjoyable experience for everyone. Remember that teachers must complete the Request for Field Trip form and it must be submitted to the assistant principal at least three weeks before the proposed trip. All plans should be considered tentative pending approval by the administration.

The classroom teacher is responsible for making all arrangements including the site, date, time, collection of monies, transportation, tickets, and all lunch provisions whether at the school or at the site. The teacher must also handle any other arrangements that might be unique to that trip. No child will be permitted to go on the field trip without written parental or guardian consent.

Careful consideration should be given to ensure that no child is excluded from classroom field trips due to financial reasons. Students who are not members of your class are only permitted to go on a field trip with administration's signed permission. The teacher is responsible for arranging with his/her co-workers for children not attending the trip. The office will not assume this responsibility, but the **administration must be notified of their placement.**

EXPLANATION OF DISCIPLINARY TERMS

Electronic Devices – Items such as radios, Walkmans, 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 without the written permission of an administrator. 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, at the least this will result in loss of credit on the assignment.

Excessive Tardies – Tardies one through five will incur classroom consequences. Tardies after the fifth will result in administration and/or counselor referral.

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

Harassment and Bullying – Threatening, intimidating, or inducing fear in another by an individual or in concert with others.

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.

Tardies – 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.

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

NORTH VALLEY ACADEMY 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.

The School Uniform - Maroon top with khaki bottoms.

Here are some guide lines to help with clothing styles –

Tops

- * Collared, button down, or polo style, long or short sleeved.
- * 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.

Bottoms

- * Khaki colors only. May be cargo style.
- * Pants should be hemmed and well- fitted.
- * Long pants, capris, mid-length skirts, shorts, or jumpers. For girls, all hemlines must be at least as long as the middle finger when hands are held down at one's side.
- * Girls may wear shorts underneath skirts if they desire.

Outerwear

- * Any appropriate outerwear is acceptable.

Shoes

- * Street sole shoes must be worn at all times.
- * No pool shoes or slippers.

Additional Dress Code Guidelines

Please understand that the uniform policy is meant to reflect the value of what we do at North Valley Academy 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 undergarments 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. Repeated violations may be grounds for dismissal.

North Valley Academy strives to create a safe and educationally sound environment for all of our students. Students and parents are expected to adhere to the guidelines established in order to uphold these ideals

Specials # 1			1st Tri	2nd Tri	3rd Tri
<i>Beginning Time</i>	<i>End Time</i>	<i>Grades 6th-8th</i>	PE	PERFORMING ARTS	ART
8:00	8:50	B4	50 Minutes + pass		
8:52	9:42	B2	50 Minutes + pass		
9:44	10:34	B3	50 Minutes + pass		
10:36	11:30	B1	54 Minutes		
11:30	12:00	Lunch Duty	30 Minutes		
12:00	12:50	Lunch/Prep	50 Minutes + pass		
12:52	1:42	G1	50 Minutes + pass		
1:44	2:38	G2	54 Minutes + pass		
2:40	3:30	Enrichment	50 Minutes		

Specials # 2			1st Tri	2nd Tri	3rd Tri
<i>Beginning Time</i>	<i>End Time</i>	<i>Grades 3rd-5th</i>	PERFORMING ARTS	ART	PE
8:00	8:10	Duty			
8:10	8:53	5th - Tichy	43 Minutes		
8:53	9:36	5th - Clark	43 Minutes		
9:36	10:19	4th - Hadley	43 Minutes		
10:19	11:02	4th - Brothers	43 Minutes		
11:02	11:45	3rd/4th-Holland	43 Minutes		
11:45	12:30	Lunch/Prep	45 Minutes		
12:30	1:00	Lunch Duty	43 Minutes		
1:00	1:43	3rd - Reid	43 Minutes		
1:43	2:26	3rd - Beasley	43 Minutes		
2:26	2:40	Prep			
2:40	3:30	Enrichment	50 Minutes		

Specials # 3			1st Tri	2nd Tri	3rd Tri
<i>Beginning Time</i>	<i>End Time</i>	<i>Grades K-2nd/3rd</i>	ART	PE	PERFORMING ARTS
8:00	8:10	Duty			
8:10	8:50	1st - Atencio	40 Minutes		
8:50	9:30	1st - Hinkle	40 Minutes		
9:30	10:10	1st/2nd - Gleason	40 Minutes		
10:10	10:40	Prep	30 Minutes		
10:40	11:20	2nd - Sanchez	40 Minutes		
11:20	12:00	2nd - Trujillo	40 Minutes		
12:00	12:30	Lunch	60 Minutes		
12:30	1:10	2nd/3rd - Doherty	40 Minutes		
1:10	1:40	K - Armstrong	30 Minutes		
1:40	2:10	K - Barthels	30 Minutes		
2:10	2:40	K - Roback	30 Minutes		
2:40	3:30	Enrichment	50 Minutes		

2010-2011
 Monday - Thursday
 Sais
 eches

Lunch Schedule

11:00 – 11:30 cafeteria	Kinder, 1 st and 1/2 multi-age
11:30 – 12:00 cafeteria	6 th , 7 th , and 8 th Grade
12:00 – 12:30 cafeteria	2 nd , 3 rd , and 2/3 multi-age
12:30 – 1:00 cafeteria	3/4 multi-age, 4 th and 5 th Grade

Lunch Duty Schedule

Three people will be in the cafeteria at each lunch – two to serve at the salad bar and one to assist students with a smooth lunch experience. All three duty personnel need to be visible and available. Please monitor lines, bathrooms, behavior and cleanup. If you will be absent, part of your substitute plans need to include lunch duty, or confirm with some other staff member that they will fulfill your duty obligation. Duty personnel for lunch are as follows:

11:00 – 11:30 cafeteria	Kinder, 1 st and 1/2 multi-age
	Abby Armijo Summer Brown Amy Owen
11:30 – 12:00 cafeteria	6 th , 7 th , and 8 th Grade
	Specials Teacher #1 Melissa McConnell-Hand Kristen McConnell
12:00 – 12:30 cafeteria	2 nd , 3 rd , and 2/3 multi-age
	Terri Craig Suzanne Pattison Paula Lopez
12:30 – 1:00 cafeteria	3/4 multi-age, 4 th and 5 th Grade
	Specials Teacher #2 Noonday Neese Susan McConnell/Steve Howden