

Spring Valley School
Parent/Student Handbook
2024-2025

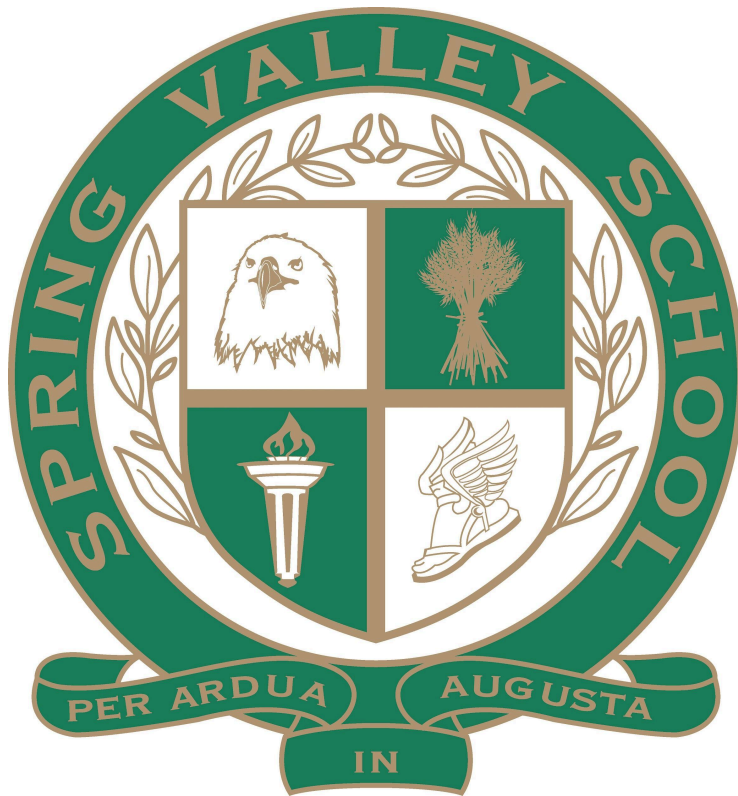


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MISSION STATEMENT

Spring Valley School's mission is to provide excellence in education for bright students with learning differences.

At Spring Valley School we believe...

- that a successful student sets learning goals and monitors progress in achieving them
- that students learn best when they are actively involved in the learning process
- that students learn best when our faculty and administration maintains high expectations for learning
- that curriculum needs to incorporate a variety of learning activities to accommodate differences in learning
- that students learn to be good citizens by contributing to their community through leadership and service
- in diversity
- in a safe environment

Spring Valley's Family Values Contract

At Spring Valley School, we believe that a positive partnership between the school and our families is essential to fulfilling the school's mission.

We recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and common goals. To realize the most effective partnership, we expect that all SVS families will:

- Fulfill responsibilities and adhere to policies defined by the school.
 - Read the Student Handbook and actively support the school's policies and procedures.
 - Establish boundaries that adhere to and reinforce the school's technology policies.
 - Provide a home environment that encourages positive attitudes toward the school and reinforces the school's core character values of empathy, respect, moral courage, and relationships.
 - Financially support the school to the best of one's ability.

- Participate in the establishment of a home-school relationship built on communication, collaboration, and mutual respect.
 - Treat each member of the community with respect, assume goodwill, and maintain a collaborative approach when conflicts and challenges arise.
 - Seek to resolve problems and secure information through appropriate channels (i.e. teacher, Dean of Students/Dean of Academics, Head of School - in that order).
 - Support the school through volunteerism and attendance at school events.
 - Share any religious, cultural, medical, or personal information may help the school best serve the child and the school community.
 - Acknowledge the school's commitment to serving the whole community while recognizing the needs of each individual student.
 - Share in the school's vision and mission
 - Support the mission and vision of the school.
 - Model the school's commitment to a diverse and inclusive community.
 - Recognize that paying tuition supports your child's education and the development of our school but does not confer control over its operations or decision-making processes. Ultimate decision-making authority rests with the SVS Board and Leadership Team.

The school reserves the right not to grant re-enrollment if the school administration reasonably concludes that a parent, guardian, or family member's actions make a positive, constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its mission and educational goals.

AREAS OF RESPONSIBILITY

The following [chart](#) outlines some of the major academic responsibilities in the home-school-student partnership.

Area of responsibility	School/Teacher	Parent	Student	Student Learning Objectives
Identifying the homework assignment for the day	Teachers post assignments in Google Classroom and clearly communicate the expectations for completing.	Encourage/remind student to access homework assignment	Access homework assignments via Google Classroom or designated online platform.	Development and adherence to an academic routine.
	Teacher posts assignment in classroom for student to write in agenda.	Facilitate a conducive environment for student to complete homework free from distractions		Independence and a sense of responsibility for personal academic success.
	Respond within a reasonable time frame to student questions about homework, this may be within 12-24 hours.	Support student when questions arise. If you are not able to help, encourage student to reach out to a classmate or email teacher	Send email to teacher with questions about assignment, if necessary.	Ability to develop problem solving skills and self advocacy.
Completing homework	Remind students to write homework in agenda or check Google Classroom.	Support the student in managing time effectively.	Complete assignments on time.	
	Celebrate and acknowledge hard work and progress.	Offer guidance rather than doing homework.	Create and maintain a routine and ask for help when needed.	
Planning and sticking to a study schedule before a test.	Communicate and post the date of tests in advance along with what information will be covered on the test.		Determine what material will be on test and identify areas that need more review.	
		Offer reassurance for stress and maintain open communication.	Create a study routine and avoid procrastination.	
	Review effective study strategies.	Support study strategies, provide encouragement, and monitor time management.	Prioritize topics and use effective study strategies. Examples: Quizlets, flash cards, summaries, mnemonic devices,	

WHO WE SERVE

Spring Valley School admits students with average to above average intelligence who have been diagnosed with specific learning disabilities and/or attention-deficit/hyperactivity disorder. Our program does not have the expertise to support students with behavioral or emotional difficulties. Spring Valley School is accredited through Cognia.

NON-DISCRIMINATION POLICY

Spring Valley School does not discriminate on the basis of race, sexual orientation, color, nationality, religion or ethnic origin in administration of its educational policies, tuition assistance programs, or other administered programs.

INCLUSION STATEMENT

Embracing, respecting, and supporting diversity is at the heart of the Spring Valley School experience, as the School exists to educate students with learning differences and to equip them to lead fulfilling and productive lives. To this end, the School strives to be an inclusive community in which all of its members, students, staff, and parents, feel a sense of belonging and support, and where each party is respected for their unique strengths, contributions, and experiences. The School recognizes that diversity is a broad and multidimensional term that includes, but is not limited to, ethnicity, race, religious background, gender, sexual orientation, and disability status.

Spring Valley School seeks to be a community in which every individual is treated with sensitivity and respect. The School strives to foster an environment that recognizes and honors the unique qualities, personalities, and backgrounds of its community members. It is extremely important that every member of Spring Valley maintains common trust and establishes an environment of mutual respect, understanding, and sensitivity.

SPRING VALLEY'S STORY

In 2000, a small group of parents and professionals met to consider the feasibility of developing a school dedicated to the needs of students with learning differences. Remarkably, within a matter of months, Spring Valley School, the first school in Birmingham committed to serving the

needs of such children, opened its doors.

Spring Valley has been a sanctuary for students with learning differences, allowing them to discover a supportive, learning environment where they can demonstrate their academic abilities and talents.

The impact of such success on self esteem and confidence cannot be underestimated, and many parents have referred to the school as “life saving.” The work and success of Spring Valley School has always been and always will be a collective effort. Administration, faculty, parents, students and dedicated friends work tirelessly to ensure that Spring Valley will never fail in its mission of educating bright students with learning differences.

SCHOOL LEADERSHIP TEAM

The Spring Valley School Board of Directors adopts the school's mission, vision, and strategic goals, has fiduciary responsibility to be careful stewards of the school's resources, and employs the Executive Director to carry out the school's program. The Executive Director employs all other faculty and staff members and establishes specific procedures to achieve the school's mission.

The Spring Valley School Board of Directors Members

David Finn, EdD - President
Erica Jewel Littleton, PhD - Vice-President
Laura Fiveash, DrPH, RD - Secretary
(Non-voting Member)
Joe Abbott, Jr. CPA - Treasurer
Sam Johnson, AIF - Member
W. J. Cornay, MD - Member
Jack Levy, JD - Member
Hettie Johnson, MA, CCC-SLP - Member
Lisa Graham, PhD - Member

The SVS Leadership Team consists of the following persons:

Executive Director – Dr. Laura Fiveash
Dean of Students, School Social Worker - Ms. Rebecca Zanott
Dean of Academics and Faculty - Ms. Laura Griffin
Director of Wellness and Athletics - Coach Trice Green
Dean of Curriculum & Instruction - Ms. Jocelyn Burrill
Lower School Representative - Ms. Angela Gillespie
Director of Research - Dr. Kevin Campbell
Director of Development - Ms. Andrea Martin

[The Hettie Johnson Institute at Spring Valley](#) aspires to make a difference by providing dyslexia and learning disability education, as well as parent and student support services. Contact Rachel Shank (rs Shank@springvalleyschool.org) with inquiries or for more information.

COLLEGE AND CAREER PLANNING

The mission of The SVS College and Career Program is to work in partnership with students, parents, the SVS faculty and staff to provide college and career counseling designed to empower all students to maximize their potential to thrive in their post-secondary experiences and successfully transition to becoming socially responsible and productive 21st century citizens. More than 90% of our graduates matriculate to institutions of higher learning.

Dr. Sandra Foster, the SVS College and Career Readiness and Wellness Coordinator, helps students identify schools that will be a good fit for unique learning styles, complete college applications, cultivate effective self-advocacy skills, and secure the right accommodations at college. Contact Sandra Foster (sfoster@springvalleyschool.org) with questions pertaining to college & career readiness.

PARENT/TEACHER COMMUNICATION

A good relationship between students, teachers, parents and administration is maintained through frequent and effective communication. Teachers and administration work to keep

parents and students informed about academic progress and/or concerns, upcoming events, etc. The Weekend Update is emailed to parents on Saturday mornings. Please take time to read it each week, as it is the primary method for conveying news and information to parents. Parents are encouraged to contact teachers and/or administration by calling 205-423-8660 or via email. [Faculty_Staff Email Addresses 2024-2025 \(1\).pdf](#)

PARENT ORIENTATION

Parents are strongly encouraged to attend Parent Orientation, which is held a few days before the first day of school. Along with general information, parents learn about options the School has in place to keep you up-to-date on upcoming activities and your student's progress.

AGENDA and CHROMEBOOKS

Middle School students are provided with planners. The planners provide structure for planning and prioritizing day-to-day activities, homework, and fun activities. They support future thinking and planning for larger projects and assignments with multiple steps.

Upper School students may use an SVS planner, a planner of their own choosing, or Google Tasks to track their assignments.

Lower School Teachers will provide parents with their particular plan for communicating assignments. Lower School will also use Seesaw for parent communication.

Parents are encouraged to refer to Google Classroom for questions about particular assignments. They should check PowerSchool regularly (weekly) to monitor their child's ongoing progress.

All students are issued a Chromebook and are required to follow the guidelines in the Chromebook Policy.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences will be held during the first and fourth grading periods. If you would like to request a meeting at any other time during the school year, please call the School (205-423-8660) or email the teacher to schedule an appointment time.

CHAIN OF COMMUNICATION

Research has shown that good communication between a student's parents and teachers is a vital component in educational success. To facilitate this process, Spring Valley has a chain to help parents get the assistance and support they need and give our students the best educational experience possible. If you have questions regarding your child's lessons, assignments, or school experiences, please speak with the classroom teacher first for clarification. If after speaking with the teacher, you feel you still need assistance, please contact the Dean of Students or the Executive Director. It is important to all of us that your child has a wonderful experience at Spring Valley. Communications, whether oral or written, should be respectful and constructive. Inappropriate or disrespectful language in communications between Spring Valley staff and families is unacceptable.

SCHOOL WEBSITE

We have a public website www.springvalleyschool.org which is the main and formal center for

all Spring Valley School related information for currently enrolled and prospective families. On the website you are able to see upcoming events, the academic calendar, and order lunch for your student.

BRIGHTARROW COMMUNICATION SYSTEM

Administration will communicate day-of announcements and reminders with faculty and parents using BrightArrow Communication System. Examples of use include, but are not limited to, school closures due to inclement weather, upcoming events, and dress code reminders for special occasions. These messages come directly to your phone's text message inbox. To opt-in, please text "YES" to 87569 at any time.

STUDENT CONDUCT AND DISCIPLINE

GENERAL GUIDELINES

In keeping with its mission and philosophy, Spring Valley has established a standard of conduct and discipline. Students are held accountable for their conduct both on and off Spring Valley's campus. The School expects students and parents to treat each other and the faculty with respect. The School reserves the right to establish rules and regulations for the general welfare of the School and its students and administration. The goal of discipline at Spring Valley is to remediate lagging skills in order to infuse the values of collaboration, mutual respect, hearing one another's concerns, and solving problems in a mutually satisfactory manner into education. Following the model of Dr. Ross Greene (www.livesinthebalance.com), this collaborative and problem-solving model propels caregivers toward interventions that are non-punitive, non-adversarial, skill-building, communication-enhancing, proactive, and collaborative...and away from traditional disciplinary practices such as time-outs, sticker charts, detentions, and suspensions.

Minor misbehavior is handled in the classroom by the classroom teacher. Behavior that presents a larger challenge is addressed proactively using the Assessment of Lagging Skills and Unresolved Problems (ALSUP). Caregivers are invited to identify which lagging skills a student may have and how that lagging skill presents in particular settings. Unsolved problems are then prioritized, and the most pressing are addressed using the Problem-Solving Flowchart, where we keep track of the progress we are making in solving problems. An adult is assigned to each high priority unsolved problem and is in charge of addressing the problem with the student through empathizing with the concerns of the student, clearly defining the adult concerns, and inviting the student into collaborative problem-solving. The solution is then enacted and evaluated. If the unsolved problem is solved, the solution is a success. If not, the student and appropriate adult(s) return to the Problem-Solving Flowchart to find a more durable solution.

The overwhelming majority of our students will never be referred to the Administration for disciplinary actions. However, once a student is sent to Administration for an infraction, the Executive Director is responsible for determining consequences that are appropriate for the offenses. Depending on the severity and repetition of the infractions and the conduct record of the student, the Administration may impose one or more of the following consequences: verbal and/or written warnings, school and/or community service, suspension, and/or expulsion.

The length of any suspension will be determined by the Executive Director, who will then notify the parents/guardians and the Board of Directors. The Administration may require an evaluation of

the suspended student by a licensed psychiatrist before he/she is eligible to return. When circumstances dictate, it may be necessary to expel a student who does not abide by the rules and regulations of the School and who is engaging in behavior that is damaging to the School. Permitting such a student to remain in school can have severe negative effects on fellow students. The Administration will expel a student only after consultation with the parent/guardian and the Board of Directors.

In a case where a student is facing a second suspension, Administration may recommend to the Board that the student be expelled. If a student is expelled, tuition and fees will not be refunded, nor is the student allowed to come on campus or attend any School functions without the express permission of Administration. Those wishing to appeal a suspension or expulsion should do so with a letter to the Executive Director explaining why they feel their child's conduct does not warrant such action. Administration will review the appeal and, along with the Board of Directors, make a final decision.

In addition, the school assumes that work turned in by students will be their own. The School will not tolerate academic dishonesty in any form.

Student Responsibility

Every student is expected to:

- ❖ Treat all students, faculty, and administration with courtesy and respect
- ❖ Attend class consistently
- ❖ Complete homework assignments and be prepared for class
- ❖ Prepare for upcoming tests and quizzes
- ❖ Be a willing participant in class
- ❖ Respect school property
- ❖ Abide by the School's Conduct and Discipline Policy

HARASSMENT

Spring Valley School seeks to be a community in which every individual is treated with sensitivity and respect. The School attempts to instill in each student a respect for the unique qualities and personalities of each individual. Spring Valley will not tolerate harassment of individuals based on ethnic or religious background, gender or race, sexual orientation or disability status. It is extremely important that every member of Spring Valley maintains common trust and establishes an environment of mutual respect, tolerance and sensitivity. Behavior, either verbal or physical, that disregards the self-esteem of others is unacceptable, including unwelcome physical advances, unwarranted verbal remarks, profanity and derogatory or discriminatory comments. Physical interactions between students, including public displays of affection, are not allowed.

Any form of harassment of fellow students, teachers or administration, including harassment based on gender, sexual orientation, race, ethnicity, handicapped status or any other protected characteristic are strictly forbidden and will not be tolerated. Harassment is illegal and will not be tolerated. The Board of Directors will investigate all allegations of harassment and retain the right to report criminal violations to law enforcement officials.

Bullying is defined as one or more students exposing another student to negative actions/behavior on a one-time or repeated basis. Forms of bullying include teasing, taunting,

threatening, name-calling, aggressive physical contact, spreading rumors, inappropriate laughing or sneering and exclusion or isolation of classmates, and negative messages and pictures using social media.

Spring Valley students are expected to adhere to the respect and courtesy of others, both at school and away. This zero-tolerance policy extends to any incidents of harassment between students of Spring Valley, both on and off campus.

PROHIBITED ITEMS

Weapons or explosives are not allowed in the possession of students on the school premises, on school trips, or school activities. For the safety of our community, the school reserves the right to search personal property, including vehicles, backpacks, technological devices, or cubbies.

DRUGS/ALCOHOL

A student may not possess, sell, use, abuse, transport or be under the influence of any alcoholic beverages, unauthorized drugs or other illegal, mind-altering substances while enrolled at Spring Valley School. Such substances include, but are not limited to: narcotics, depressants, stimulants, caffeine tablets, hallucinogenic drugs, marijuana, hashish, anabolic steroids, heroin, prescription medications, goldenseal, and alcoholic beverages. The intentional abuse of inhalants, concentrated vapors or propellants and the intentional misuse of prescription or nonprescription drugs are all considered to be serious violations of school policy. The School reserves the right to search students and their possessions and to perform drug testing of its students at the parent's expense. The School also reserves the right to bring in authorities or agencies, including those with drug sniffing dogs, to ascertain if there are illegal substances on campus. The School reserves the right to dismiss a student for engaging in excessive drug and alcohol discussions with students or faculty.

Whenever a student is suspected of violating the drug/alcohol policies, the School, when possible, calls in the student and contacts the parents to alert them that there is a concern or suspicion. At that time, the student is reminded of the policies and possible consequences. In cases where a student has brought or used an illegal substance on campus or at a School-sponsored event, the student is confronted, and the parents are notified. There is an immediate review of the situation and circumstances and the student's previous record in terms of conduct and use/involvement with illegal substances.

Students and parents should understand clearly that in most situations, the consequence is immediate expulsion. In certain situations, at the sole discretion of the School, consequences may involve a long-term suspension at a drug/alcohol rehabilitation treatment facility. In these situations, the Executive Director has reviewed the student's conduct history, degree of involvement in drugs or alcohol, past parental cooperation, and desire to change habits and comply with policies. Possession of illegal substances is a crime, for which Spring Valley reserves the right to report violations to law enforcement officials.

TOBACCO

Smoking and/or using or possessing tobacco, tobacco products and/or other smoking substances, such as electronic cigarettes and vapes, are prohibited by all students in or on

School property and at all School sponsored events. Students violating this policy shall be subject to a one-day suspension. A second violation will result in a three-day suspension. Further failure to comply can result in expulsion.

SELLING ITEMS AT SCHOOL

Students are prohibited from selling items on school property. Selling items at school creates a distraction and can cause conflict amongst students. To keep this from happening, students are not to bring in items to sell at school.

TECHNOLOGY

Students are expected to use their Chromebooks in a respectful and appropriate manner. The use of Chromebooks is a privilege, not a right, and inappropriate and suspected inappropriate use will result in cancellation of those privileges. Individuals may use only accounts, files, software and/or other technology resources that are assigned to, provided, or approved for him/her. All students and parents will sign a Technology Usage Policy and Agreement Form during the online registration process.

PERSONAL ELECTRONICS & HEADPHONES

Spring Valley is dedicated to providing a learning environment free of distractions. Spring Valley provides every student with a Chromebook; therefore **all personal electronics, including, but not limited to, cell phones, iPads, iPods, Smartwatches, and personal computers, must be turned in at the start of each day. All devices must be powered down when the student turns them in.**

Students may retrieve their devices at the end of the school day.

After school usage of personal electronic devices will be determined by the supervising teacher.

Seniors

Seniors may carry their cell phones with them **provided they do not become sources of disruption and distraction**. If a senior's device is a distraction or causes a disruption, it will be confiscated.

Contacting Your Child During the School Day

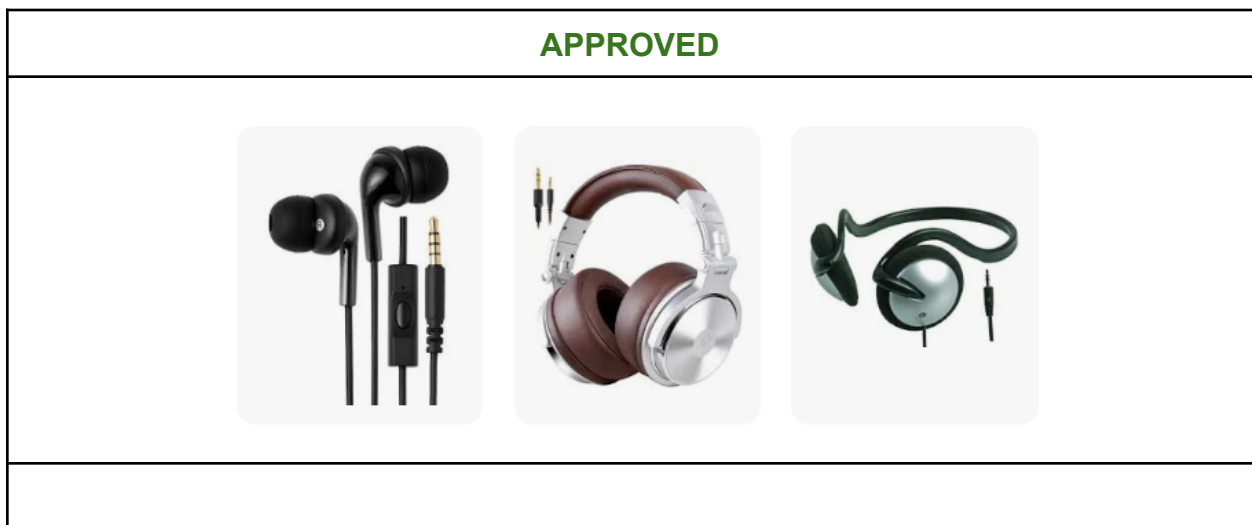
If you need to get a message to your student, please send it by email or call 205-423-8660, and we will get the message to them.

Headphone & Earbuds

Headphones are an important tool for students with learning differences, but they can also be a source of distraction and social isolation.

Approved styles:

Headphones must be wired (e.g, Airpod-style earbuds are not approved) **or over-the-head models.**



NOT APPROVED



Usage:

Headphones may only be used in classrooms (not in the hallways, during lunch, etc.) and only **during approved times** (e.g., not when the teacher is presenting).

Accommodations:

The School recognizes that some students use headphones for sensory reasons (e.g., to block out environmental noise without listening to music). Students or parents may request an accommodation by contacting Rebecca Zanotti (rzanotti@springvalleyschool.org) to make their requests.

- All requests will be reviewed and determinations will be made on a case-by-case basis.
- Students must abide by the full headphone policy while the request is being reviewed.
- If a student abuses an accommodation, it may be modified or revoked.

Tiered Consequences for Personal Electronics & Headphone Infractions

1st Infraction:

- The device will be confiscated (this includes headphones if they are being used contrary to policy). The student may retrieve their device at the end of the school day.
- Parents will be notified of the infraction by a text or email from Rebecca Zanotti (Carroll) or Trice Green.

2nd Infraction:

- The device will be confiscated (this includes headphones if they are being used contrary to policy).
- Rebecca Zanotti (Carroll) or Trice Green will notify parents of the infraction and the retrieval process.
- The student's parents/guardians must come **into the school** to retrieve the device.
 - **What if the child is a student driver?** A parent/guardian must still come into the school building to pick up the device.
 - **What if my child is being picked up by someone else?** If the child's

parent is not picking them up that day (e.g., the child participates in a carpool), the parent may grant permission for the child's designated driver to pick up the device on the parent's behalf. In this case, the designated adult must still come into the building to pick up the device.

- **What if my child rides the shuttle?** If the child is a shuttle rider, parents may pick up the device from the shuttle driver. **Prior to departure, it is the student's responsibility to notify the shuttle driver that their device has been confiscated and that the driver will need to pick it up from the designated location.**

3rd Infraction:

- The device will be confiscated (this includes headphones if they are being used contrary to policy).
- Rebecca Zanotti (Carroll) or Trice Green will notify parents of the infraction and the retrieval process.
- The student's parent/guardians must come **into the school** to retrieve the device.
 - **What if the child is a student driver?** A parent/guardian must still come into the school building to pick up the device.
 - **What if my child is being picked up by someone else?** If the child's parent is not picking them up that day (e.g., the child participates in a carpool), the parent may grant permission for the child's designated driver to pick up the device on the parent's behalf. In this case, the designated adult must still come into the building to pick up the device.
 - **What if my child rides the shuttle?** If the child is a shuttle rider, parents may pick up the device from the shuttle driver. **Prior to departure, it is the students' responsibility to notify the shuttle driver that their device has been confiscated** and that the driver will need to pick it up from the designated location.
- **A parent conference will be scheduled to discuss the student's compliance with the Personal Electronics and Headphone policy.**

Privacy

Photographing, audio recording or videotaping on Spring Valley School property is not allowed at any time without the expressed, written consent of the students, staff members or other persons being photographed or recorded.

Liability

Spring Valley School assumes no liability for the theft, loss or damage of personal electronic devices and headphones possessed by students on school property or held by school officials during the confiscation period.




SPRING VALLEY DRESS CODE

Rationale

The School adheres to a policy of traditional school uniforms in order to minimize distractions and to have students focus on their schoolwork. Individuality and creativity should be reflected in their academic work and in extracurricular activities rather than in styles of clothing or personal appearance.

Uniform Criteria & Ordering

Uniforms must be clean and in good repair.

BOYS	GIRLS
Shirts with SVS *Logo – Polo style in Evergreen, Light Blue, and Navy Pants or Shorts – Tan Khaki or Navy (Including Cargo Pants)	Shirts with SVS *Logo – Polo style in Evergreen, Light Blue, and Navy Pants, Shorts, and/or Skirts – Tan Khaki or Navy Skirts and/or Jumpers–Hunter Classic Navy Plaid <i>(No more than <u>2 inches</u> above the knee)</i>
<p><i>*Uniform items with pre-existing logos (i.e. the Nike Swoosh) may not be worn. The only writing/logo on the shirt should be “Spring Valley School”</i></p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div>	
<p>All outerwear must be solid navy blue or evergreen uniform colors with the SVS logo.</p> <p>Uniform shirts must be worn at all times Monday-Thursday, even when SVS outerwear is worn.</p>	

To order uniforms from Lands’ End call 1-800-469-2222 or go to their website at landsend.com/school (select uniforms). You will need to provide our preferred school number: **900135518** when placing an order.

P.E.

Middle and Upper School students may change into school-appropriate gym clothes at the start of P.E. **Immediately following the class, students must change back into their uniforms.**

Cold Weather

Bulky coats and jackets may not be worn in class. Long-sleeved garments may not be worn underneath short-sleeved shirts. An acceptable alternative is to wear long-sleeved uniform shirts or sweatshirts.

Hygiene, Accessories, and Misc.

- Students are expected to observe good personal hygiene habits.
- Hair must be clean, well-groomed, and out of the face.
- Outlandish hairstyles, such as spiking, and/or extreme coloring are unacceptable.
- Pierced-ears are the only piercings allowed.
- No visible tattoos allowed.
- Hats and other headwear must allow the face to be visible and should not interfere with the line of sight to any student or staff.
- Clothing (e.g., non-uniform shirts on casual days) and accessories (e.g., hats) may not contain disruptive messages or images.

Casual Days

On casual days (Fridays), students may wear school-appropriate clothing of their choice, such as t-shirts and jeans.

- Students are not to wear tattered, frayed, dirty, torn, revealing, sagging, or tight clothing.
- Skirts/dresses may be no more than 2-inches above the knee, even if shorts or leggings are worn underneath them.
- Shorts must be at least finger-tip length.
- No high-heeled shoes over 3 inches.

Questions and Accommodations

Parents should contact Rebeccah Zanotti (rzanotti@springvalleyschool.org), Dean of Students, if they have questions about the dress code.

In the event that parents would like to request an accommodation to the dress code (e.g., for sensory reasons), they should contact Rebeccah Zanotti to make their requests. All requests will be reviewed and determinations will be made on a case-by-case basis. Students whose parents have requested an accommodation must abide by the full dress code while the request is being reviewed.

Tiered Consequences for Uniform Infractions

1st Infraction:

- The student will change into approved uniform attire (taken from the school's back-up supply of clean, gently-used uniforms).

- Parents will be notified of the infraction by a text or email from Rebecca Zanotti (Carroll) or Trice Green.

2nd Infraction:

- The student will change into approved uniform attire (taken from the school's back-up supply of clean, gently-used uniforms).
- Parents will be notified of the infraction by a text or email from Rebecca Zanotti (Carroll) or Trice Green.
- Parents will also receive a paper slip notifying them that this is their child's second infraction. The slip must be signed and returned to the school **within two school days** (e.g., If the slip is sent on Friday, it must be returned on Tuesday. If it is sent on Monday, it must be returned on Wednesday.).

3rd Infraction:

- The student will change into approved uniform attire (taken from the school's back-up supply of clean, gently-used uniforms).
- Parents will be notified of the infraction by a text or email from Rebecca Zanotti (Carroll) or Trice Green.
- **A parent conference will be scheduled to discuss the student's compliance with the dress code.**

EMERGENCY MEDICAL CARE

If a student becomes ill at school, the Administration will contact the parent(s) or those listed as other contacts on the Emergency Medical Care Authorization and Consent Form to pick the student up from school. In case of accident, illness or injury during the school day or on a school-sponsored field trip, school personnel will make every effort to obtain emergency medical care. In cases where it is impossible to reach the parent(s), the designated representatives at the School will seek and obtain emergency medical care for the student, which may include emergency room treatment, hospitalization, surgery, securing the services of medical personnel, x-rays, and/or medications. Parent(s) are responsible for these costs.

MEDICATION GUIDELINES

The rules governing how schools can administer medication to students are the result of collaborations between the State Department of Education, Department of Health, Alabama Association of School Nurses, and the Attorney General. The goal is to make sure that our students are safe in receiving their medications while at school.

Expired medications will not be accepted, so be sure to check the dates before sending any medications to the School. All medications must be picked up at the main office at the end of the school year by a parent or guardian. All remaining medications will be disposed of properly.

PRESCRIPTION MEDICATIONS

The [School Medication Prescriber/Parent Authorization Form](#) must be on file and the medication supplied. A new authorization form is required each school year and with each dosage change.

- The medication must be in the original pharmacy container or with the pharmacy label attached and properly labeled with the student's name, prescriber's name, name of medication, dosage, strength, time interval, route of administration, and the expiration

date.

- A parent or guardian must bring the medication to the school office. Students are not to transport medications. Students are not to carry any medications on themselves.

OVER-THE-COUNTER MEDICATIONS

The school will stock Ibuprofen tablets, Pepto Bismol tablets, Jr. Tylenol Meltaway chewable tablets, and Tums. Soap and water, ice, and bandages are the only products the School will use to treat minor injuries. Parents may give permission for over-the-counter meds to be administered on the [Student Emergency and Medical Form](#) in SchoolAdmin.

SELF-ADMINISTERED MEDICATIONS FOR CHRONIC ILLNESSES

- **A School Medication Prescriber/Parent Authorization form** must be completed and signed by the prescriber for P.R.N. medications (medications not used on a daily basis, such as some asthma inhalers, EpiPens, etc.).
- Self-administration of a medication by a student for a chronic condition will be granted provided proper authorization has been obtained. The specific section on the School Medication Prescriber/Parent Authorization form must be signed by the physician and the parent authorizing self-administration of the medication. The student must demonstrate proper delivery technique and understanding of their medication. The school assumes no responsibility for self-administered medications.

THE SCHOOL DAY - BELL SCHEDULE

Upper & Middle School			Lower School		
8:00 AM	8:15 AM	Morning Workout	7:45 AM	8:00 AM	Morning Workout
8:20 AM	9:10 AM	1st	8:00 AM	8:20 AM	Homeroom
9:15 AM	10:05 AM	2nd	8:20 AM	9:10 AM	1st
10:10 AM	11:00 AM	3rd	9:15 AM	10:05 AM	2nd
11:00 AM	11:25 AM	Lunch	10:10 AM	11:00 AM	3rd
11:30 AM	12:20 PM	4th	11:00 AM	11:25 AM	Lunch/Recess
12:25 PM	1:15 PM	5th	11:30 AM	12:20 PM	4th
1:20 PM	1:40 PM	Advisory	12:25PM	1:15PM	5th
1:45 PM	2:35 PM	6th	1:20 PM	1:40 PM	Advisory
2:40 PM	3:30 PM	7th	1:45 PM	2:35 PM	6th
			2:40 PM	3:00 PM	7th

MORNING ARRIVAL/DISMISSAL

Students may not be dropped off at the school prior to 7:30 AM.

Students who are not picked up within 30 minutes of their dismissal time will be sent to aftercare and charged the daily fee.

Lower School students: dismiss at 3:00; charged for aftercare starting at 3:30

Middle & Upper School students: dismiss at 3:30; charged for aftercare starting at 4:00

Parents are expected to pick up their student promptly and should not purposely delay picking up their student during the 30 minute grace period (for example, parents may not delay picking up their students so that the students can socialize between 3:30-4:00). Abusing the 30-minute grace period may result in consequences, such as a reduced grace period, as determined by administration.

LUNCH

Students may either pack or order lunch.

Parents have two options for ordering lunch:

1. **Order monthly (by 2pm on the last day of the month, for the following month).** Dwanna Foster will release the next month's menu via email when it is time to begin placing orders.
2. **Order daily (by 2pm, for the following school day - Friday at 2pm for Monday's lunch).** Please note: **Lunch orders placed after 2pm cannot be guaranteed for the next day.** The August lunch menu is available [here](#).

During the fall of 2024, parents will receive information about a third option enabling them to order lunch for the entire school year.

Refunds are not available for unexpected absences. We apologize for any inconvenience this may cause.

ATTENDANCE INFORMATION

Students should stay home from school if they have a contagious illness or if they have had a fever, vomiting, or diarrhea in the past 24 hours. SVS requires that those who have experienced illness, be fever-free (without medication) at least 24 hours, before returning to school. Please notify the school and your child's teacher(s) if they are ill.

Alabama law governs certain aspects of student attendance and non attendance (truancy). We encourage you to read the information provided and follow procedures as they relate to student absences. The State Department of Education (SDE) requires school districts to inform you that every child between the ages of 7 and 17 must attend a public school, private school, church school, or be instructed by a SDE-certified private tutor. The following requirements apply to all students enrolled in Alabama schools, regardless of age, and including age 17 and older.

The parent or guardian shall explain in writing the cause of any and every absence of the student no later than three (3) school days following return to school. A failure to furnish an acceptable explanation shall be considered an unexcused absence. The following reasons are considered acceptable explanations for student absences as recognized by the SDE and Spring Valley School:

1. **Illness**
2. **Death in the immediate family**
3. **Inclement weather, which would be dangerous to the life or health of the student if the student attended school**
4. **Legal quarantine**
5. **Emergency conditions as determined by the board of directors or executive**

director

6. Permission of school administrator and consent of parent (pre-arranged absence)

7. Religious holidays

Absences for reasons other than those defined above shall be considered as unexcused. When a student's unexcused absences reach seven (7) days in any semester, the Executive Director may consider filing a complaint/petition with the Family Court.

If a student is absent for any of the excused reasons enumerated above, the student shall be allowed to make up schoolwork missed during said absence or absences. It shall be the responsibility of the student to contact the teacher or teachers to arrange for all makeup work.

Students who have unexcused absences are not entitled to receive credit for makeup work or to receive credit for tests, projects, etc., missed during the absence, but may be made up at the discretion of school officials.

Missing more than ten (10) days of school per semester is considered excessive absence. If a student misses more than 10 days for medical reasons per semester, the parent or legal guardian may be required to provide written medical verification for subsequent absences from a licensed physician stating that the absence was a medical necessity. If written medical verification is not received, the absence will be unexcused unless the absence is due to excused reasons other than illness.

Students who are away from school because of participation in school-sponsored activities shall be marked present and permitted to make up missed schoolwork.

A student shall be excused for official religious holy days. Said student shall be allowed to make up schoolwork missed during such absences and in no way shall he or she be penalized for such absences.

LATE CHECK-IN

Class time is valuable and students are expected to be in each class on time. Tardies are considered excused if the student has an illness, a doctor or dentist appointment, or if there is a death in the family and the reason is documented by a written note/email from the parent.

EARLY CHECK-OUT

Whenever students need to check-out during the school day, parents can sign them out at the front office. Students will be collected from class after they are signed out. Student drivers may only leave campus under parent approval. Parents may notify the school via email, phone call, or physical note.

WEATHER-RELATED SCHOOL CLOSINGS AND EARLY DISMISSAL

In the event of adverse weather or road conditions, the school will determine what to do. Should a delay in opening or a school closing occur, parents will be notified via the **BrightArrow**. Parents should assess the inclement weather conditions before undertaking any travel to school. If dangerous weather conditions develop during school hours, it may be necessary to dismiss classes early without advance notice. If the weather appears threatening, parents should arrange to have someone available to pick up their student. Administration should be notified prior to the beginning of the school year if any special arrangements are required in these situations.

On days when school is closed due to weather, students should check their SVS email and

Google Classroom for instructions and assignments from their teachers.

ACADEMICS

TEXTBOOKS

Due to the language-based learning differences of the student body at SVS, many classes will not have textbooks. However, the classes that utilize textbooks, the textbooks are the property of SVS. Teachers are the only ones allowed to write on or inside any book. No other writing should be done in or on non-consumable textbooks. It is the student's responsibility to keep up with his/her books. Parents will be charged for lost or damaged books.

HOMEWORK

Homework is assigned for the purpose of developing independent work habits and reinforcing skills and concepts. The assigned work should be within the student's ability to complete independently. Students should expect 45 minutes to an hour of homework each evening. If the student has difficulty with an assignment, the parent is asked to contact the teacher. Homework is expected to be handed in on time. Students whose work is not completed and turned in on time may be asked to complete their missing assignment(s) during the break time or before or after school. Parents may check Agenda Books For assignments.

SEMESTER EXAMS

Middle and Upper School students take semester exams in Math and Science High School level courses taken for graduation credit.

PROGRESS REPORTS AND REPORT CARDS

Report Cards are issued four (4) times each academic year. Interim or Mid-Term Progress Reports are issued in the middle of each Nine-Week grading period. Interim grades serve to recap a student's performance and to give suggestions for improvement in the coming four weeks. Only final grades become part of a student's permanent record. A grade of incomplete is given when there are extenuating circumstances preventing a student from completing assigned work within the grading period and the teacher elects to give the student an extension. An Incomplete will automatically become an F if work is not completed by the extended deadline. When a student appears to be experiencing academic difficulty as indicated by grade reports, parents may schedule a conference with their student's teachers.

GRADING SCALE

A	89.50 - 100
B	79.50 - 89.49
C	69.50 - 79.49
D	59.50 - 69.49
F	59.49 and below

HONOR ROLL

The School will recognize students through two honor rolls. Those students having grades between 90 and 100 will be on the A Honor Roll and those with grades between 80 and 100 will be on the A-B Honor Roll.

ACADEMIC INTEGRITY/ HONOR CODE

The Spring Valley School Honor Code Personal honor and integrity are the SVS community's most valuable possessions. Therefore, the Spring Valley School Honor Code should have the support of every member of the SVS family. Members of the SVS community must abide by and support the principles upon which the Honor Code is based. The Spring Valley School Honor Code states that Spring Valley School students will refrain from lying, cheating, and stealing, which are defined as follows:

- Lying is deceiving others by intentionally falsifying a written and/or spoken statement. Lying by omission and making statements that are exaggerated or intentionally misleading or deceitful are forms of lying.
- Cheating is the unauthorized giving or receiving of information on academic materials and includes failure to follow proper test-taking procedures. Receiving and/or giving help on tests, quizzes, papers, projects, homework, class work or other work designated by the teacher is an Honor Code violation. Unauthorized information includes the improper use of technological equipment such as programmed calculators, digital watches and computer programs. Improper test taking procedures include failure to secure and remove any study aids from the testing area. Discussion of general or specific information pertaining to all graded material that may be overheard by those who have not yet completed the assignment is also a violation of the Honor Code. Students should work independently on assignments, including homework, unless specifically permitted or instructed to work with a classmate. In addition, cheating includes copyright violation, plagiarism and the representation of another person's work as one's own, including the help of tutors.
- Stealing is the act of taking the property or belongings of others. This includes Spring Valley School property such as textbooks, lost and found items, concession items, equipment and keys to campus buildings and facilities.

USE OF AI TOOLS

If the teacher allows AI, then the use of generative AI tools (e.g. ChatGPT, Dall-e, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas;
- Fine tuning your research questions;
- Finding information on your topic;
- Drafting an outline to organize your thoughts; and
- Checking grammar and style.

The use of generative AI tools is not permitted in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts assigned to you or content that you put into a Zoom chat.
- Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilize the tool.
- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited in order to stay within the SVS policies on academic honesty. Any assignment that is found to have used generative AI tools in unauthorized ways will result in a zero on the assignment. Repeated violations may result in school expulsion. When in doubt about permitted usage, please ask for teacher clarification.

FIELD TRIPS

Field trips are planned as part of the School's regular academic program. Parents will be notified of all field trips as far in advance as possible. Transportation will be provided by chartered vehicles or by parent-driven carpools. Student drivers are not allowed to drive their vehicles on field trips. Parent drivers will provide their license and proof of insurance before transporting students. Permission slips for each field trip will be sent home several weeks before the trip and must be signed and returned before students will be allowed to participate. The Parental Permission for Student Travel form must be completed at the beginning of the school year. Students are **not** allowed to bring cameras or cell phones on the School's field trips.

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS - The School follows the Alabama Education Agency's recommendations for high school curricular programs.

<u>Regular High School Diploma</u> Twenty-four credits are required.		<u>Advanced High School Diploma</u> Twenty-four credits are required.	
Subject	Credits	Subject	Credits
English Language Arts	4.0	English Language Arts	4.0
Mathematics	4.0	Mathematics	4.0
Social Studies	4.0	Social Studies	4.0
Science	4.0	Science	4.0
Health Education	0.5	Health Education	0.5
Physical Education	1.0	Physical Education	1.0
Career Preparedness	1.0	Career Preparedness	1.0
Career and Tech, Ed. and/or Foreign Lang. and/or Arts Education	3.0	Career and Tech, Ed. and/or Foreign Lang. and/or Arts Education	2.0/3.0
Electives	2.5	Electives	2.5

FINANCIAL PRACTICES

In order to plan and maintain educational services for the entire year, it is essential that tuition payment and fees be paid when due. Please refer to your contract with the School for payment information. It is understood that students are enrolled for the entire school year or such portion that may remain after the date of entrance. No reduction or refund of tuition or fees can be allowed by the School due to absences, withdrawal, or dismissal. The school reserves the right to prohibit the student from attending if parents/guardians have not paid charges according to the terms of this contract. Students whose tuition payments are not up to date, will not be allowed to return to school after the Winter Break or Spring Break.

SPECIAL FAMILY SITUATIONS

If there is a special family situation, such as divorce or separation, we ask that you help us by providing the School with information so that we may comply with legal requirements. It is the policy of the School to follow the instructions of the custodial parent regarding access to all official records and reports about the child. The custodial parent is encouraged, when appropriate, to grant the non-custodial parent and/or stepparents full access to such records, the teachers and administration. Permission must be given in writing. Exceptions to this policy are undertaken only when necessary to comply with applicable law and/or when ordered by a court of law.

STUDENT DRIVER POLICY

Spring Valley School has the following rules to provide a safe and responsible policy with regard to cars, students and our community. Any student who is planning to drive a car to school at any time during the school year must complete the Student Driver Information form.

Driving is a privilege. Violation of the below rules may lead to immediate suspension of car privileges. Any other forms of careless driving are understood to be included in these stipulations. If warranted, the school has the right to search any vehicle.

- Students may not drive another student's car or allow another student to drive their car.
- Cars should be driven to school and parked for the entire academic day.
- Students must never transport any alcohol, illegal drugs, or weapons in their car; possession of these is a major school rule violation.
- The number of students in a car is limited according to the status of his/her driver's license. Alabama law prohibits drivers under age 18 from driving more than 3 passengers (parents excluded) in their vehicle. Status II drivers may have only one passenger in the vehicle (16 years old or 17 years old and driving 6 months or less).
- The driver must not permit anyone to ride without seat belts or ride on the outside of a vehicle.
- Always report any accidents to the office immediately.
- Students are not allowed to drive on field trips.
- Erratic driving will not be tolerated.

STUDENT RIDERS

The School must have written (via email or paper) pre-approval from parents for students to be able to ride with a student driver. Parents and students must fill out a Student Driver Passenger Authorization Form in SchoolAdmin.

STUDENT PROTECTION

Only faculty, staff, and parent volunteers who have been cleared through background checks will be able to work with the students. In addition, faculty and staff participate in the professional development “Keeping Our Kids, and Us, Safe - Sexual Harassment and Abuse Training”.