

North Valley Academy

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Parent/Student Handbook

2025 - 2026

Welcome to North Valley Academy!

We are excited to welcome you to a new year at NVA. To that end, we would like to take this opportunity to welcome back returning students, families, and staff. As well as, acknowledge our new members who have chosen NVA. This handbook is a guide to help support all of our members on policies, procedures and expectations for the 2025/26 school year.

This handbook includes information about our mission, vision, and core values as it relates to you and all of our community. Our handbook broadly outlines policies and procedures and is intended to be a guide to support understanding and communication at NVA.

We believe, in order, to maximize academic and social emotional success, the school, families, and students must work in concert with each other to achieve those goals. Therefore, our handbook illustrates expectations for all of our members who work together to provide a rigorous educational experience through data-driven instruction while supporting the unique gifts of all of our learners.

Additionally, we hope all of our learners have an amazing year of growth while building meaningful relationships throughout the year. As previously mentioned, NVA's handbook is designed to be a guide. Therefore, you might have questions that require clarification beyond what our handbook offers. If that is the case please feel welcomed to contact our administrative team and/or staff members to support you.

Once again we are very excited to have you as a part of our community and we look forward to working together to make this year the best yet!

Sincerely,

Julie Geldmacher

Head Administrator

North Valley Academy

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.

NVA's Educational Core Values

- 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.

School Hours and Arrival/Dismissal Procedures

NVA's School Hours

K-5th:

Monday, Tuesday, Thursday and Friday: 8:00 a.m. - 2:51 p.m.

Wednesday: 8:00-2:00

6th-8th:

Monday, Tuesday, Thursday and Friday: 8:00 a.m. - 3:05 p.m.

Wednesday: 8:00-2:00

Wednesdays are early dismissal for all students at 2:00 pm. This time allows teachers to better prepare our programs for students.

NVA partners with Rio Grande Educational Collaborative (RGECC) which provides care for students before school begins at 6:45 A.M. Students arriving from 6:45 a.m. until 7:45 are to enter through the south cafeteria door and a parent must sign the student in each day. At 7:45, the gate in the Promenade parking lot will be opened and teachers/staff will be available to greet and receive students for the day. When students arrive they may drop off their backpacks outside their classroom door and then move to the playground.

NVA will exercise a staggered release at the end of each school day to ease the flow of traffic. Students are released at the end of the day through the same Promenade parking lot gate (south side of campus) with kindergarten through fifth grades release beginning at 2:45 p.m. Grades six through eight will be released at 2:55 p.m. Parents are asked to park their vehicle in the south parking lot and walk up to the release point to pick up their student(s).

Students that are signed up for Rio Grande Educational Collaborative (RGECC) will be dismissed to the gym on Mondays, Tuesday, Thursdays, and Fridays at 2:45 (Grades K-5) and 2:55 (Grades 6-8). All students will be dismissed to the gym at 2:00 on Wednesdays.

Students that attend Raymond G. Sanchez Community Center or any other after care facility, such as a daycare with transportation, are dismissed to the east gate for pick-up. They are released at the same times listed above.

Charter Assessment Tools and Timeline

North Valley Academy uses Istation as a formative and summative assessment tool to both inform instruction (formative) and reflect on the end of the year data (summative) to further drive achievement for future years.

Student Attendance

The NVA administration and Governing Board encourage strong 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 tied 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.

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

A Quick Overview of Tiers of Support

- I. **Tier 1 - The Whole School Prevention Tier** - Students who have missed less than 5% of classes or school days FOR ANY REASON.
- II. **Tier II - The Individualized Prevention Tier** - Students who have missed 5% or more, but less than 10% of classes or school days FOR ANY REASON.
- III. **Tier III - The Early Intervention Tier** - Students who have missed 10% or more, but less than 20% of classes or school days FOR ANY REASON.
- IV. **Tier IV - The Intensive Supports Tier** - Students who have missed 20% or more of classes or school days FOR ANY REASON.

Interventions

Interventions for students who experience absences will continue to occur at the tier thresholds as follows as required by the Attendance for Success Act and guidance from PED:

1. **TIER 1: The Whole School Prevention Tier** is for students who have missed less than five percent of classes or school days for any reason. Whole school prevention strategies are universal attendance supports and may include activities such as whole school attendance campaigns, class attendance competitions, parental notification of student absences through robocalls or electronic communication, and restorative practices to create welcoming school/ classroom climates, education nights, social contracts, extra-curricular activities, and attendance incentives,

among others.

2. **TIER 2: The Individualized Prevention Tier** is for students who have missed five percent or more, but less than 10 percent of classes or school days for any reason. In addition to whole-school prevention strategies and other supportive interventions, for Tier 2 elementary students, the attendance team shall talk to the parent/family and inform the parent/family of the student's attendance history, the impact of student absences on student academic outcomes, the interventions or services available to the student or family, and the consequences of further absences. For Tier 2 middle school students the attendance team provides the same interventions as for elementary students, and involves the student in their conversations with parent/family.
3. **TIER 3: The Early Intervention Tier** is for students who have missed 10 percent or more, but less than 20 percent of classes or school days for any reason. In addition to whole-school prevention strategies and other supportive interventions, for Tier 3 students, the attendance

team shall notify the parent/family in writing of the student's absenteeism. The notice shall include a date, time, and place for the parent/ family to meet with school officials/staff to develop intervention strategies that focus on keeping the student in an educational setting. The attendance team shall be convened to establish a specific intervention plan for the student that includes establishing weekly progress monitoring and a contract for attendance. To the extent appropriate, given the student's age, the student should be actively involved in the formulation of the attendance contract, the provisions of which should include a focus on both academic and extracurricular activities appropriate for and of interest to the student.

4. **TIER 4: The Intensive Supports Tier** is for students who have missed 20 percent or more of classes or school days for any reason. In addition to whole-school prevention strategies and other supportive interventions, for Tier 4 students, the attendance team shall give written notice to the parent/family, including a date, time, and place for the parent/family to meet with the school principal and the attendance team, and establish non-punitive consequences at the school level, identify appropriate specialized supports that may be needed to help the student address the underlying causes of excessive absenteeism, and apprise the student and the parent/family of the consequences of further absences. *PED Support Document on Attendance for Success Act, July 30, 2020 page 2-3.*

North Valley Academy Student Uniform Policy

The school uniform is an integral part of our campus climate, discipline, community-building and safety. Students are expected to arrive and remain in uniform while on campus and/or at school sponsored events such as field trips and assemblies. Students have the flexibility to wear NVA clothing purchased through the NVA spirit store ([NVA Spirit Store](#)). NVA also has a uniform bank for any student who needs it, free of charge.

The School Uniform -

Maroon top/NVA spirit shirt with khaki/black bottoms.

Here are the guidelines to help with clothing styles:

Tops

- Polo style, button-up, or solid color (no print or insignia unless NVA), 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-drifts, 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.
- Students may also wear tops purchased through the NVA Spirit store.

Bottoms

- Solid khaki/black colors only.
- 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 are allowed. All hemlines must be at least as long as the middle finger when hands are held down at one's side.
- Bottoms with stripes or logos larger than a palm are not considered a solid color.
- Athletic shorts worn underneath bottoms must not be visible.
- Undergarments must not be visible.

Outerwear

- Students may wear sweatshirts/jackets over the school uniform.

Shoes

- Street sole shoes must be worn at all times. No soft soled shoes may be worn including but not limited to pool shoes or slippers.

Accessories

- No distracting headgear
- 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.

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 an opportunity to further support the student. NVA strives to create a safe and educationally sound environment for all our students. The goal of NVA's dress code is to establish a safe, equitable learning environment for all students in order to achieve academic and social/emotional success.

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 login 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.

North Valley Academy Discipline Policy

Enforcement of this policy begins in the classroom.

(Refer to Restorative Discipline Handbook)

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.

NVA uses restorative practices that are designed to promote accountability through repairing the harm, building relationships, and fostering community growth. Communication and dialogue play large roles with restorative practices as does employing restorative language.

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 to communicate that with the parent. Administration may schedule a follow up meeting to discuss the behavior and consequences. *The teacher has the authority to administer appropriate intervention with students who do not cooperate in class.*

Minor 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 Electronic Device Policy)
- Having food, drinks, candy, etc., in non-designated areas
- Chewing gum at discretion of classroom teacher
- Consuming energy drinks
- Misbehavior towards a substitute teacher
- 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)
- 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

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

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

Firearm 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

Electronic Device Use Policy

Policy

Because student use of personal electronic devices is a disruption to the school learning environment, possession, use, or display of electronic devices is banned during school hours.

Definition

An "Electronic Device" or "Device" for the purposes of this Policy is any device that emits an audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any type of audio or visual communication, files, or data. This includes, but is not limited to, cellular phones, smartphones, smart watches, earphones, headphones, camera phones, camera devices, video and audio recording devices, digital recording devices, scanning devices, personal digital assistants (PDAs), MP3 players, iPods, iPads, tablets, computers, radios, pagers, any device that allows the possessor to access the Internet, or any similar device or any accessories to such devices such as earphones and Bluetooth devices.

This does not include devices that have been issued or approved by the School for educational purposes at teacher or staff designated times of use.

Procedure

As soon as students enter campus, their devices must be off and in their backpacks. Students will not be allowed to use them for any reason. If a staff member sees the device out of the designated area, the student will be in violation of this policy and will face disciplinary action. There are locked boxes available in the front office for any family that chooses to use them.

In any instance requiring an emergency communication with a student, the parent or legal guardian will call the school's front office number and a school staff member will bring the student to the front office from class. Families can also communicate with staff through ClassDojo. If a student needs to communicate with a family member, they will be asked to use the school phone.

Medical Exceptions

Medical-If a student has a medical reason for needing to retain his or her or their device the parent or legal guardian must provide to the School a letter from a medical professional stating that it is medically necessary that the student retain the phone during the school day.

Disability- If a student has a disability that requires the use of a wireless communication device, the use of the device must be written into the student's IEP or 504.

Emergencies- If there is an emergency situation, the teachers or staff will give students permission to use their electronic devices to contact family.

Discipline

Violation of this policy may result in disciplinary action being taken at the discretion of the school's administration.

If a student chooses to use their electronic device during the school day, it will require the parent/guardian to schedule an appointment with admin to pick it up.

Approved by the North Valley Academy Charter School Governing Council on December 16, 2021

Visitation Policy

In order to maintain a safe and productive learning environment, North Valley Academy has established the following visitation procedures for all parents and guardians:

Parent/Guardian Campus Visits

- Parents/guardians may request permission to visit the school campus in **20-minute increments**.
- Classroom visits must be **scheduled 24 hours in advance** through the front office.
- To ensure student safety and minimize classroom disruptions, **drop-in visits are not permitted**.

Background Clearance Requirement

- Any parent/guardian wishing to visit beyond the school office or common areas (including classrooms, playgrounds, or hallways) **must have a current background clearance** on file with the school.
- Background checks must be completed through the school's designated system and approved prior to any campus access.

Check-In Procedures

- Visitors must **check in at the front office**, provide identification, and wear a visitor badge while on campus.
- Visitors must **sign out** at the front office when leaving.

Additional Guidelines

- Classroom visits must be **non-disruptive** and are intended for observation only.
- No recording (audio or video) or photography is allowed without prior written approval from school administration.
- Teachers are not available for conferences during classroom visits. Please schedule a separate time to meet with teachers.

We value parent involvement and appreciate your cooperation in following these guidelines to keep our school safe and focused on learning.

Lunch Deliveries Policy

To support student safety, minimize disruptions, and maintain a secure campus environment,

North Valley Academy has established the following policy regarding food delivery:

Third-Party Delivery Services (e.g., DoorDash, Uber Eats, Grubhub)

- **Food delivery by outside vendors such as DoorDash, Uber Eats, Grubhub, etc. is not permitted** under any circumstances.
- These services are unable to verify identity or follow campus safety procedures, and therefore pose a potential security risk.

Parent/Guardian Food Drop-Offs

- Parents or guardians may drop off food for their student at the **front office**.
- Food must be clearly labeled with the **student's name and grade**.
- School staff will ensure the food is delivered to the student during their **scheduled lunch period**.
- Food may not be delivered directly to students by parents during instructional time.

Late Pick-Up Policy

North Valley Academy is committed to ensuring the safety and well-being of all students. It is essential that students are picked up promptly at dismissal time.

Policy Guidelines:

- Students must be picked up **within 15 minutes** of their scheduled dismissal time.
- After the 15-minute window, students will be supervised in a designated area by school staff.
- If a student is **picked up late more than two times**, the school may be required to **notify the New Mexico Children, Youth & Families Department (CYFD)** as a matter of student safety and supervision.
- Repeated late pickups may also result in **a required parent meeting** and potential involvement of additional support services such as an after school program.

Important Reminders:

- If you are running late, please notify the front office as soon as possible.
- Emergency contacts will be called if a parent/guardian cannot be reached within the 15-minute window.
- This policy is in place to protect children and to ensure that staff can fulfill their responsibilities without unexpected supervision duties.

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, LGBTQ+ 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 the 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 for Elementary (K-5)

- 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 number (1-4) for each strand that reflects understanding of the standard. 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

1	2	3	4
A limited mastery of knowledge and skills; below basic expectations.	A partial mastery with limited or basic performance of expected achievement.	A solid, consistent performance; demonstrated competency of knowledge and skills.	A superior, consistent performance; beyond expected achievement.

Information regarding student personal work habits will also be reflected on the report card using the same grading scale. Report cards will also provide absence and tardy information.

Grading Criteria for Middle School (6-8)

50-59%	60-69%	70-79%	80-89%	90- 100%
F	D	C	B	A

Middle school uses a traditional grading system to support the transition into high school.

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 Multi-Layered System of Support (MLSS), 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 team any student(s) 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.

1. The following steps will be observed as we consider non-promotion, assignment, retention and other appropriate interventions for specific students:
2. 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.
3. The classroom teacher will discuss the options with parents, informing the parents that the child's name has been submitted for consideration for retention.
4. The classroom teacher will meet with the Administrator or designee, and other members of the Student Assistance Team (SAT); all pertinent data including homework, samples of in-class work, tests and quizzes along with formative assessments, interim assessments and the report card, will be supplied by the classroom teacher.
5. The SAT, including the parents, determines the most appropriate option for the specific student.
6. 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 2 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, home contact information and any other pertinent information required by the classroom assignment. 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 outerwear is worn by students.

If the temperature is extremely hot or cold at recess time, modifications may be enacted. The administrative staff will monitor local weather reports to best inform a safe approach.

The decision to stay inside will be made by the Principal or his/her designee. Indoor recess may also be used as an alternative should the circumstances call for it.

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 look at ClassDojo and/or tune into local television (Channel 4, 7 and 13) 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. In an effort to support families using multiple outlets NVA will use SwiftReach (notification system) to alert parents of delays/closures.

Playground Safety

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

Slides:

- Go down the 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 Administrative team members, Special Ed Director and Social Worker 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 Illness

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) will 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.

Approved by North Valley Academy Governing Council on August 28, 2025

