

Mark Armijo Academy



Student and Parent Handbook 2018/2019

Nuestros Valores Charter School
Home of the White Tigers
6800 Gonzales Rd. SW
Albuquerque, NM 87121
Phone: 505-873-7758
Fax: 505-873-3567
www.nvcharter.com

Staff Listing

Administration:

Monica Aguilar Executive Director Monica@nvcharter.com
Bernadette Fietze Assistant Principal Bernadette@nvcharter.com

Office Staff:

Jody Antal Social Worker/SAT Coordinator Jody@nvcharter.com
Angelica Padilla Counselor 11th-12th/College and Career Angelica@nvcharter.com
Micah Trujillo Counselor 9th and 10th/Truancy Micah@nvcharter.com
Dee Dee Sanchez Office Manager/Registrar DeeDee@nvcharter.com
Rhonda Cordova Business Manager

Faculty/Staff:

Derrick Adkins History Adkins@nvcharter.com
Cydelia Chavez Mathematics Cydelia@nvcharter.com
Demone Curry Physical Education and Seminar Demone@nvcharter.com
Adrian Garcia Mathematics Adrian@nvcharter.com
Ahren Griego Reading Lab, Math Lab, Career Ahren@nvcharter.com
Garry Breeswine Science Garry@nvcharter.com
Diana Lopez English 11/12 Diana@nvcharter.com
Matt Salas History, Econ/Government, CSE, FIN 1010 Matt@nvcharter.com
Domenico Tognoni Educational Assistant/Office Assistant Domenico@nvcharter.com
Brian VerPloegh English 9/10 and Creative Writing Brian@nvcharter.com
Regina Vigil Spanish Language Arts and ESL Regina@nvcharter.com



Message from the Executive Director

August, 2016

Dear Parents and Students,

Welcome to Nuestros Valores Charter School Home of the White Tigers! The start of the school year is an excellent time for students, parents and families to discuss academic goals regarding high school graduation and a smooth transition to college and the world of work.

We are excited to begin this school year. Our staff collaborates to provide a quality education for students. As the Executive Director, I will provide the leadership and school environment for high quality instruction to meet the unique needs of each student. Parents, teachers, staff and administration all have important roles in encouraging our students to become active learners and productive members of society.

This handbook has been created to provide parents and students with an overview of information about policies and procedures of the school, including important information about attendance requirements, grades, and behavioral expectations. Although, the handbook cannot list every practice and procedure of high school, it can help answer questions and simplify many processes, especially for those who are new to NVCS.

As you embark upon your education at NVCS this year, I hope you will:

- Study hard and do your homework-you will be amazed at how much success you can find when you work towards a goal.
- Select friends who are good for you-you will find yourself stronger and capable of better decisions when your friends expect you to do good things, too.
- Join clubs or participate in activities-you will find something here that suits your interests and, if you don't, see what you can do to create something new for yourself and your friends.
- Ask good questions-you have access to so many resources at NVCS for academic and personal growth; don't be afraid to ask any questions you have because there are many people here who would love to help you.
- ENJOY!

Have a wonderful school year! Remember, failure is not an option.

Monica Aguilar

Executive Director

Nuestros Valores Mission Statement



Mission:

We pursue a mission to provide a quality, innovative and relevant education for youth who have struggled to succeed in a traditional educational setting. Students will become productive citizens and life-long learners through interdisciplinary and career-based curricula in a school community of care and belonging.

NVCS 2016/2017 Bell Schedule:

MONDAY and WEDNESDAY

7:30 – 8:30 Zero Hour
8:30 – 8:40 Attendance Assembly
8:40 – 10:10 1st Period
10:13 – 10:43 Advisory
10:46 – 12:16 3rd Period
12:16 – 12:46 Lunch
12:49 – 2:19 5th period
2:19 – 3:45 collaboration/tutoring/detention

TUESDAY and THURSDAY

7:30 – 8:30 Zero Hour
8:30 – 8:40 Attendance Assembly
8:40 – 10:10 2nd Period
10:13 – 10:43 Advisory
10:46 – 12:16 4th Period
12:16 – 12:46 Lunch
12:49 – 2:19 6th period
2:19 – 3:45 collaboration/tutoring/detention

FRIDAY

7:30 – 8:30 Zero Hour
8:30 – 8:40 Attendance Assembly
8:40 – 9:30 1st Period
9:33 – 10:23 2nd Period
10:26 – 11:16 3rd Period
11:19 – 12:09 Lunch
12:09 – 12:59 4th Period
1:01 – 1:52 5th Period
1:55 – 2:45 6th Period
2:45 – 3:45 Collaboration/Tutoring/detention

Abbreviated Bell Schedule

Monday and Wednesday

10:30-10:37 Attendance Assembly
10:40-11:40 1st
11:43-12:13 Lunch
12:16-1:16 3rd
1:19-2:19 5th

Tuesday and Thursday

10:30-10:37 Attendance Assembly
10:40-11:40 2nd
11:43-12:13 Lunch
12:16-1:16 4th
1:19-2:19 6th

Friday

10:30-10:37 Attendance Assembly
10:40-11:09 1st
11:12-11:41 2nd
11:44-12:14 Lunch
12:17-12:46 3rd
12:49-1:18 4th
1:21-1:49 5th
1:52-2:19 6th

Academic Requirements:

In order to earn a diploma from the Public Education Department and NVCS, each student must earn the specified minimum number of required and elective credits for that particular class.

- | | |
|---------------------------------|-----------|
| • English | 4 credits |
| • Mathematics | 4 credits |
| • Science | 3 credits |
| • U.S. History & Geography | 1 credit |
| • World History & Geography | 1 credit |
| • Government | ½ credit |
| • Economics | ½ credit |
| • New Mexico History | ½ credit |
| • Physical Education | 1 credit |
| • Health | ½ credit |
| • Dual Credit/Distance learning | 1 credit |
| • Electives | 7 credits |

25 credits total

Senior Portfolio:

In addition to completing all of the required courses, students must also complete a senior portfolio. Students will work on the portfolio during their English class. They are also required to present their portfolio in front of the NVCS staff at the end of the school year.

Classes that are offered

Mathematics:

Algebra I
Geometry
Algebra II
Number Theory

English:

English 9
English 10
English 11
English 12

Science:

Biology
Chemistry
Earth Science
Physics

Social Sciences:

New Mexico History
U.S. History
World History
Economics
Government

Health
Physical Education

Electives

Math Lab
Reading Lab
Creative Writing
Journalism
Media Lit
Career
Seminar
FIN1010
College Success

College and Career

Scholarships

A variety of scholarship applications and information are available in the College and Career office. The College and Career Readiness counselor is available to assist with scholarship searches. Most scholarships begin during the end of junior year and continue until the end of senior year.

UNM/CNM

Students can take college courses and receive both college credit and high school elective credit. Dual credit classes are at no cost to the student. Taking Dual Credit courses will be on your college transcript, so it is important that students take dual credit courses seriously.

Graduation

Graduation ceremonies are optional and a privilege. We encourage all graduating seniors to take part in the ceremonies. Graduation dates and information will be distributed to seniors and their families in senior meetings beginning in the fall semester. Seniors who wish to take part in the ceremonies must wear an official cap and gown and be in attendance at the practice session. Orders for senior caps/gowns/announcements are taken in the fall. You may contact Mrs. Padilla for further information. Senior orders are handled by Campus Specialties, 1529 Eubank NE Suite B, (505) 275-9357.

Transcripts

Release of Transcripts:

- Official or unofficial transcripts (Grad. Requirement profile) can be requested for personal use or to be sent to other schools, colleges, universities, military, employers, etc.
- If a student is 18 or over, transcripts **cannot** be released to a parent or any individual without an official written request from the student.

Advisory

All students are assigned to a student advisory group. In most cases, students will remain in the same advisory for the duration of their years at NVCS. The purpose of the advisory period is to provide students with support through regular contact with a staff member and a small group that remains constant and makes it easier for students to navigate their way through high school. Advisory will meet 4 days a week and students will be given a grade and credit for participation in the class.

Athletics

Athletics are considered an important part of the total school program. Nuestros Valores offers a small variety of sports for students. Students, staff members and parents/guardians are encouraged to support athletics and are asked to demonstrate good sportsmanship.

Students must maintain a minimum 2.0 GPA, with no Fs for the current grading period. Students must attend half of their classes to participate in that days practice or games. **Students must also have current physical or waiver on file with the school to be eligible to participate in any sport.**

**Any suspensions or referrals can lead to being removed from the team.

Any questions regarding NVCS athletic programs, please contact our Athletic Director.

Matt Salas

Matt@nvcharter.com

Other Student Services

Section 504 of the Rehabilitation Act of 1973/ Americans with Disabilities Act (ADA)

These are Federal Laws that prohibit discrimination against persons with a disability in any program receiving federal financial assistance. The laws define a person with a disability as anyone who:

- Has a mental or physical impairment that substantially limits one or more major life activities.
- Has a record of such impairment, or is regarded as having such impairment.

In order to fulfill its obligation under section 504 and ADA, NVCS recognizes responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. NVCS has specific responsibilities under Section 504, which include the responsibility to identify and evaluate and if the child is determined to be eligible under section 504, to afford access to appropriate educational services.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act have specific rights related to educational records. This act gives the parent of record or legal guardian the right to:

- Inspect and review his/her child's educational records.
- Make copies of his/her child's educational records.
- Receive a list of individuals having access to the records.
- Ask for an explanation of any item in the records.
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights.

STUDENT HANDBOOK

Closed Campus

Nuestros Valores Charter School is a closed campus. This means that students will NOT be permitted to leave campus during the school day without permission. Parents signing students in or out must present a photo ID at the office. Only pre-authorized individuals will be allowed to check out students from school.

Skateboards

Students are not permitted to ride their skateboard on school grounds. Once students arrive to school, they must put their skateboard in the office until the end of the day. NVCS is not responsible for lost or stolen skateboards.

Breakfast and Lunch

All students receive free breakfast and lunch at NVCS. Student may bring their own lunch to eat. ****Parents if you are bringing lunch to your students, it must be brought within the first 10 minutes of lunch.** Parents must bring it to the office. Also, we will not allow any food/snack deliveries during the day. The only time that we will allow it is the first 10 minutes of lunch.

Consideration of the Sovereignty of a Native American Tribe

Nuestros Valores Charter School emphasizes a better understanding of tribal customs, religious practices and laws. If necessary, a memorandum of understanding, or some other form of intergovernmental agreement with Native American tribes will be created. NVCS will show respect toward the Native American tribal customs when notifying parents/guardians of student in need of intervention and habitually truant. Follow-up and reinforcement procedures will be implemented after Native American children have undergone intervention through Native American or other agreed upon resources.

Leaving Campus Due to Illness

Students who become ill during the school day must get permission from the teacher to go to the office and obtain parental permission before leaving campus. Any student needing to leave campus due to illness must sign out. Leaving campus without checking out through the office is considered truancy. **STUDENTS WILL ONLY BE RELEASED TO THOSE PERSON'S WHOSE NAMES ARE ON THE STUDENT EMERGENCY CONTACT INFORMATION.**

Permit to Leave Campus

In order to leave campus during the day; a student needs to obtain parental permission before leaving. When it is time to leave school, the student must sign out in the office. Leaving campus without doing so is considered truant. **STUDENTS WILL ONLY BE**

RELEASED TO THOSE PERSON'S WHOSE NAMES ARE ON THE STUDENT EMERGENCY CONTACT INFORMATION.

If a student returns to campus that day, he/she should go to the office and sign back in before returning to class.

Medication Guidelines

Parents must sign permission form for child to receive over-the-counter medication including aspirin, acetaminophen (Tylenol) or ibuprofen (Advil, Motrin). In order to protect all students, no prescription medications of any kind are allowed in the student's possession. The only exception to this policy is the use of an inhaler by asthmatic students with written permission from parent/guardian and doctor.

Nuestros Valores will provide a locked storage area for medication prescribed by a student's physician. Office staff will make medication available at prescribed times. Parents should arrange with the physician to give medications either before or after school hours. All medication must be in the original prescription containers only.

Visitors

All visitors to NVCS are required to sign-in at the office, provide current picture identification and carry an NVCS Visitor badge at all times while on campus. This is meant to provide student safety as well as to eliminate educational interruptions. Those who wish to observe classes are allowed to do so by making prior arrangements with the principal's office. If you would like to meet with staff outside of normal school hours, please contact the appropriate teacher and/or counselor to schedule a conference. Students from other schools are not allowed to visit classrooms.

*Unauthorized visitors may be subject to legal action.

Student Parking

There is NO fee for a permit. Only one permit per student will be issued. All students' vehicles must be registered through the office. This does not guarantee the student a parking place. Any vehicle that does not display a parking pass will be treated as a non-registered vehicle. If a vehicle is illegally parked, or if a vehicle does not have a permit, the school has the right to have the vehicle towed and impounded. Towing expenses, fines and accrued storage fees are the responsibility of the vehicle owner. Parking privileges will be revoked if a student is speeding, or exhibiting any unsafe vehicle operation.

Good Neighbor Policy

All policies and policies regarding student conduct are in effect from the time a student leaves home in the morning until the students arrives home after school. This includes lunch hours and bus transportation. Students participating in or attending any school function any time during the day, on or off campus, will be held accountable for all policies and procedures regarding student conduct.

Conduct During Lunch

Students must stay on campus while eating lunch and abide by all school handbook rules.

DANCES

Attendance at school sponsored dances is dependent on age, eligibility, and other criteria as established by the administration and dance sponsors.

1. Most dances are limited to NVCS students.
2. Guests of NVCS students will be allowed to attend upon approval of the administration.
3. No persons age 21 or over are eligible to attend school sponsored dances.
4. Students that are serving suspension or have outstanding detention time to serve are not eligible to attend dances.

STUDENT HANDBOOK

Student Responsibilities

Appropriate disciplines and behavior policies at Nuestros Valores Charter School are outlined in the student handbook. Any additions, revisions, change, or deletions will be the responsibility of the Governance Council.

Equal Opportunity Education

Every student has the right and has access to a public education. No student will be subjected to discrimination, harassment, or obstacles to his or her democratic right to benefit from a public education. NVCS will not allow discrimination based on religion, culture, ethnicity, race, sex, sexual orientation, political beliefs, and disabilities. This also includes marital status and pregnancy.

Detention

Students will be assigned lunch detention for coming to school/class late or as a result of receiving a referral. Students must arrive to lunch detention on time. If they don't, they will get another day of lunch detention added. If a student does not show up for detention, they will get another day added. If they continue to miss lunch detention, they may be suspended from school until a parent can come in for a conference.

Discipline

The students at NVCS will uphold the values of respect and tolerance in their everyday attitudes with all staff and students at NVCS. Administration will oversee any situations where students are in ethical violation and respect and tolerance are not observed. Hazing will not be permitted as any condition in the membership of any organization or group at NVCS. Discipline violations will be handled on an individual basis, and the discipline policy will be revised at the discretion of the Governance Board.

We believe that all students should be able to take educational risks that do not jeopardize the students or staff in anyway. We want to foster our mission of care and belonging in a safe school community.

Each teacher will establish clear and precise expectations, boundaries, and consequences for student behavior. When the classroom teacher cannot mediate or resolve a behavior conflict, a referral to administration will be made.

All State and Federal due process laws for students will be followed in accordance with New Mexico Statute 22-5-4.3 "School Discipline Policies." The school Governance Board "shall establish discipline policies and file them with the Department of Education." The Board will also "...involve parents, school personnel, and students in the development of these policies, and public hearings shall be held during the formulations of these policies in the APS attendance area.

STUDENT DISRUPTION OF THE EDUCATION PROCESS

You, as a student at Nuestros Valores, enjoy the right to a quality education, free from unnecessary disruptions and distractions. Everyone in the NVCS community, including students, parents, faculty and staff share in the responsibility of maintaining a respectful campus environment. The administration, teaching staff and others have the responsibility to determine when student's behavior is inappropriate and disruptive, or in violation of local school rules or regulations set forth by the Board. Students who are consistently disruptive to the learning environment may be suspended for up to one year.

Students are responsible for contributing to a positive and appropriate learning environment. Distractions to the continuation of the instructional process are prohibited. Some examples considered classroom disruption are as follows: students not performing assigned tasks; students exhibiting any behavior that interferes with the teacher's right to teach, or students' right to learn; students speaking out at inappropriate times; students moving around the classroom inappropriately. The faculty or staff immediately responsible for the class will determine what constitutes disruptive or distracting behavior.

PUBLIC DISPLAYS OF AFFECTION

Because it is hard to determine the fine line between what is or is not an appropriate public embrace, the school rule will be that holding hands is the limit of affection shown on the campus. Discipline procedures will be taken if students do not follow these rules.

STUDENT DRESS

NVCS students represent themselves, their families and their school. NVCS requires professional student dress. Student dress and grooming is to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere within the school. Students and their parents/guardians have the responsibility to be aware of the NVCS dress code and must conform to those requirements. The responsibility to interpret and enforce the policy rests with the administration. As a guide, the following regulations will be in effect: Any potential violation of dress code will be immediately referred to an administrator for determination.

Unacceptable clothing & accessories includes but are not limited to:

- Excessively tight or revealing clothing including short shorts, short skirts, sheer shirts or bare midriff, tank tops, low cut shirts, off the shoulder shirts, spaghetti straps, tube tops, halter tops or **muscle shirts, altered clothing as well as ripped or frayed clothing.**
- Attire or accessories that advertise, display or promote any profanity, or drug, including alcohol or tobacco, sexual connotation, violence, disrespect and/or bigotry towards any group are not acceptable.
- No cleavage can be showing.
- No sagging or baggy pants or wearing pants below the waist.
- Spiked jewelry, chains, belts with more than 2" excess.
- Gang related attire. This includes rags, bandanas or any clothing displaying gang colors, including gang signs, symbols on clothing, notebooks, backpacks, etc.,
- Hats, caps, beanies, hair nets are not allowed.
- Pajamas, slippers are not allowed.
- Shoes must be worn at all times.

Staff may get approval from the Principal for students to wear clothing that does not conform to the NVCS Dress Code if the class lesson, activity, or event calls for costumes or special clothing to complete the lesson, activity, or event.

** The administration is the final authority for interpreting whether student attire conforms to the dress code. If dress or appearance is inappropriate, the student will be advised to change into provided clothing. In extreme cases, the parent/guardian may be asked to bring an appropriate change of clothes to school. Failure to comply with administration directives regarding dress will result in the student being sent home for the day. Continuous violation of the school dress code will result in a parent conference as well as further disciplinary action to be determined by the administrator.

INAPPROPRIATE LANGUAGE/GESTURES

Students are prohibited from using vulgar, profane and/or racist language or gestures. Students are also prohibited from displaying obscene or inappropriate material.

USE OF TOBACCO PRODUCTS

Nuestros Valores is a smoke free environment. Smoking or any use of tobacco is not allowed in any area of campus or any area in the vicinity of campus, e.g. outside gate on sidewalk, back field. If a student violates the no tobacco rule, that student will be imposed appropriate disciplinary action. The presence of tobacco products is not permitted on school grounds and will result in disciplinary action. ****This includes E-Cigs and Vapor Cigarettes.**

SEXUAL MISCONDUCT

Inappropriate public displays of affection or sexual misconduct are prohibited.

SEXUAL HARASSMENT

Sexual harassment of or by any student is prohibited. Prohibited harassment includes, but is not limited to; unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature.

RACIAL OR OTHER HARASSMENT

Racial and other harassment based on race, color, religion, gender, national origin, age or disability is prohibited. Harassment is defined to include, but is not limited to, verbal or physical conduct that creates an intimidating, hostile or offensive school environment or that which unreasonably interferes with a student's work performance.

Anti-Bullying Policy

Medium Violation

“Bullying behavior by any student in the **Nuestros Valores Charter School** is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student's property; or
- Physically harming a student or damaging a student's property; or
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.”

Approved by Nuestros Valores Charter School Governance Board on August 1, 2007.

DRUG AND ALCOHOL USE

NVCS will be in full compliance with the State Board Regulation 81-3 that prohibits students from using, possessing, distributing or trafficking alcohol or other harmful and illegal substances on school property, at school, or at school activities. Disciplinary Procedures will result in suspensions, referrals to NVCS Substance abuse counseling and even expulsion.

POSSESSION, SALE, USE OR BEING UNDER THE INFLUENCE OF DRUGS, ALCOHOL OR OTHER CONTROLLED SUBSTANCES, OR POSSESSION OF DRUG PARAPHERNALIA

Selling, possessing, using or being under the influence of illegal drugs, alcohol or other controlled substances, or being in possession of paraphernalia associated with drug use on school property or at school-sponsored events is prohibited. Students are also prohibited from selling or possession of imitation controlled substances on school property or at school sponsored events.

STUDENT POSSESSION OF A FIREARM/WEAPON

If a student is found to be in possession of a firearm or weapon at school or at a school related function the Principal will take the appropriate steps to handle the situation. The student will be automatically and immediately expelled from NVCS and referred to a law enforcement agency. NVCS will comply with all applicable state, federal, and local laws regarding firearms and weapons. **ANY STUDENT BRINGING A GUN TO SCHOOL WILL BE EXPELLED IN ACCORDANCE WITH THE GUN-FREE SCHOOL ACT OF 1994.**

Students will not possess or use firearms, weapons, or any other instruments capable of harming a person or property. Weapons include, but are not limited to guns, chains, knives, clubs, etc or any object that can result in bodily injury, harm, or property damage. Possession of a weapon on campus is grounds for expulsion for up to two years. Any

student possessing a weapon will be immediately suspended and recommended for expulsion.

STUDENTS WHO HAVE BEEN EXPELLED FROM OTHER APS SCHOOLS FOR WEAPONS VIOLATIONS CANNOT ENROLL AT NVCS UNTIL THEY HAVE SERVED THE ENTIRE TERM OF THEIR EXPULSION.

DESTRUCTION OR THEFT OF PROPERTY

The destruction, theft or vandalism of any school or personal property, including textbooks, is prohibited. School personnel may use reasonable force to protect school and personal property. This includes, but is not limited to graffiti on ANY school property or personal/classroom material.

FIGHTING/MUTUAL COMBAT

Fighting, as with all other rules that are broken at NVCS, are subject to consequences determined by the NVCS Principal. It is the belief of NVCS that any rule that has been violated will be weighed on a CASE-BY-CASE BASIS and that different situations call for a different consequences. Parents will be contacted and required to attend a mandatory mediation meeting with their child, and an appropriate consequence will be determined for the student's involved in the incident. We believe that suspension will have a negative academic effect on students, but if the misbehavior of the student is persistent then suspension may be necessary.

Students shall not fight, push, intimidate or otherwise abuse other students. For the purpose of reprimand, suspension and expulsion, fighting/mutual combat/intimidation shall include but not be limited to the following types of conduct:

1. Exhibiting behavior that intentionally, knowingly or recklessly causes any physical injury to another person.
2. Exhibiting behavior that intentionally places another person in reasonable apprehension of immediate physical injury.
3. Intending to injure, insult or provoke another person by knowingly touching him/her.
4. Acting together (two or more students) in a way that recklessly uses force or violence or threatens to use force or violence that disturbs the normal operation the school, any school sponsored activity or threaten to create a disruption or injury to students, guests or employees of the school.
5. Engaging in fighting, violent or seriously disruptive behavior.
6. Making unreasonable noises, use of abusive or offensive language or gestures to another student in any manner likely to provoke physical retaliation.
7. Making protracted commotion, utterances or displays with the effect of preventing the orderly administration of the school.
8. Refusing to obey a reasonable order of an employee of Nuestros Valores.
9. Threatening by word or conduct to cause physical injury to another personal or serious damage to the property.
10. Threatening to use or using physical forces against another in response to a verbal statement.

Students who violate this policy are subject to a (3) to (9) nine-day suspension. If fighting continues to be a problem the student may be disenrolled from Nuestros Valores Charter School. Violation may also result in lunch detention, community service or other consequences to be determined by the Principal.

GANG ASSOCIATION OR ACTIVITY

For the purposes of disciplinary action, a gang shall be defined as a group of three or more people who have a name, claim a territory, have rivals/enemies, interact together to the exclusion of others and exhibit anti-social behavior often associated with crime or a threat to the community. Behavior that initiates advocates or promotes activities that threaten the safety or well being will not be tolerated.

VERBAL ABUSE OF STAFF

Students shall not insult or verbally abuse staff members.

PHYSICAL ABUSE OF STAFF

Students shall not intimidate or physically abuse school staff. Personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. Any student who violates this rule may be suspended long-term from Nuestros Valores for the duration of the semester.

INCITING TO RIOT OR DEMONSTRATION

Students are not to incite or demonstrate in a disorderly or unauthorized manner on or adjacent to school property.

FIREWORKS AND EXPLOSIVE DEVICES

Students are prohibited from possessing or using fireworks or explosive devices on campus.

UNACCEPTABLE USE OF SCHOOL COMPUTERS

Students are prohibited from doing the following on school computer equipment:

- Damaging, changing, or tampering with any part of the school's computer system, hardware or software.
- Copying copyrighted software,
- Using, altering, creating, or distributing a password not specifically issued to the student,

- Adding, deleting, or altering files or installing programs without the Technology Department's permission,
- Engaging in non-academic uses of the computer system, such as game playing and chatting,
- Accessing or storing illegal or explicit material or material that is potentially harmful to the user, the computer system or others,
- Using the Internet or e-mail to solicit or conspire about illegal activities,
- Making harassing, threatening, prejudicial or discriminatory statements over the computer system,
- Accessing, storing, transmitting or distributing offensive, indecent, obscene or pornographic materials in any form,
- Storing, transmitting or distributing protected material without the written consent of the holder of the protection rights,
- Circumventing or attempting to circumvent the security measures on any school computer,
- Introducing any form of computer virus to any school computer,
- Using the computer system or the Internet for commercial gain, political purpose, or to advocate violence or discrimination.

Search and Interrogation

NVCS reserves the legal right to search school property, facilities, and student belongings (including cars) when there are just and reasonable grounds to do so.

Students may not be interrogated by any person not employed at NVCS and without approval of the Principal. Other policies regarding search and Interrogation will be established by the Governance Board.

Suspension and Expulsion of Students

All suspension will be carried out in accordance with the student discipline policy and Student Handbook. All Final decisions regarding suspension shall be handled by the Principal. NVCS will contact the parents/guardian in a timely process and include the parents/ guardian in all suspension or expulsion proceedings.

- Students have the right to DUE PROCESS when being suspended from NVCS: Any student of NVCS will be entitled to due process when in violation of the school's discipline policies.
- There will be timely notification to law enforcement authorities of situations which are violations of criminal law and/or behaviors which are reportable by federal, state, or local law.
- There will be timely notification to APS of any student receiving long-term suspension or expulsion.

- NVCS will comply with the GUN-FREE SCHOOLS ACT.
- NVCS will comply with all student records management and retention procedures.

HIV/AIDS

HIV, the virus that causes the Acquired Immune Deficiency Syndrome (AIDS) is not transmitted through everyday casual contact. It is the position of NVCS that students infected with HIV attend school in an unrestricted manner. The school will observe all HIV/AIDS related provisions in section 504 and the ADA. All other policies regarding students with HIV will be established by the Governance Board.

Nuestros Valores Charter School Attendance Policy

A strong correlation exists between academic success and regular school attendance. High School attendance is ultimately the responsibility of the student and his/her family. Students should remain out of school only when necessary because much of the classroom activity cannot be replicated; the benefit of discussion and participation is lost forever to those who are absent. It must be emphasized that regular attendance is the key to much of the success a student may gain from his/her high school program.

Absence is defined as a student's non-attendance in his/her assigned classroom during an assigned period. It is the responsibility of the student to complete make-up assignments and return it by due date provided by teacher.

Nuestros Valores Charter School requires that class attendance be taken and maintained by class period for every instructional day for each student. Nuestros Valores Charter School is required to report unexcused absences of two or more classes up to fifty percent of an instructional day as one-half day absence, and the unexcused absence of more than fifty percent of an instructional day to be counted as one full day absence. NVCS utilizes Administrative Plus and Grade Quick to track student attendance.

Absences from Nuestros Valores Charter School fall in two categories:

1. **Excused:** An excused absence is WRITTEN documentation that the student was unable to attend school that day. Examples include a doctor's note for illness, a scheduled court hearing, or other written notice. A note from a parent is NOT considered an excused absence. Parents are encouraged to schedule routine appointments before school or after school hours.
2. **Unexcused:** If a student is absent from school and a parent has not contacted the school by 12:00 PM on the day of the absence, the student will be considered UNEXCUSED. A phone call to parents/guardians will be made the day of absence. An unexcused absence may be changed to excused with the receipt of proper documentation.

ACTION WILL BE TAKEN REGARDLESS OF ABSENT TYPE.

Students who are regularly absent may be referred to truancy court or CYFD for follow-up intervention and services.

Attendance Interventions

Interventions taken by NVCS Case Manager:

- 1ST ATTENDANCE REFERRAL NOTICE SENT HOME (3 absences)
- 2ND ATTENDANCE REFERRAL NOTICE SENT HOME (5 absences)
- 3RD ATTENDANCE REFERRAL NOTICE SENT HOME AND REFERRED TO JUVINLE PROBATION SERVICES OFFICE OF THE JUDICIAL COURT (7 absences)
- 4TH ATTENDANCE REFERRAL CORRECTIVE ACTION PLAN CREATED AND SIGNED BY PARENTS, STUDENT, CASE MANAGER, AND PRINCIPAL

After above interventions are taken a student may be withdrawn from Nuestros Valores Charter School due to habitual attendance.

A student will be disenrolled after ten (10) consecutive days of absence.

Tardies

Tardies are viewed as a disruption to the classroom environment. Coming in late not only deprives the tardy student of full learning time, but it also disrupts the education of other students. If a student is to learn, he/she must be in his/her classroom prepared to work when class begins. The school reserves the right to determine whether a student is tardy. When a student accumulates 3 tardies, it will be counted as one unexcused absence. 3 Unexcused tardies will result in a discipline referral.

Cell Phone/Electronics Policy

It is understood that cell phones have become part of our everyday modern society. However, as an instructional institution we cannot allow cell phones to become a distraction to the educational process or to be used inappropriately. Therefore, the following policy will be enforced with the understanding that many students will bring cell phones to school.

- The use of cell phones is prohibited during instructional hours (classes and study halls) unless part of the curriculum.
- Cell phones with picture capabilities are strictly prohibited in bathrooms or any other place where privacy is expected.
- Students are allowed to use cell phones during breakfast break, lunch, and before or after the school day. ****Phone calls are prohibited during this time.**
- iPods, MP3 Players, students' personal computers, and other technology of this type will be treated the same.

- Staff has the right to take a student’s cellphone if they **suspect** that the student is doing something that violates the NVCS cell phone policy.

1st Offense: Phone/electronics will be confiscated by staff member and parent will be notified. Phone will be taken to the office. Student will pick up phone at the end of the day from the office.

2nd Offense: Phone/electronics will be confiscated by staff member and taken to the office. Parent will be notified to come in for a conference and at that time, cell phone/electronics will be returned to parent/guardian.

3rd Offense: Phone/electronics will be confiscated until a conference with parent. Student will be assigned community service.

The school is not liable for personal items that are confiscated, lost, or stolen.

**Failure to relinquish the electronic device will result in an automatic one day suspension from school.

Parents, if you need to get in contact with your child, please call the front office and our Office Manager will get a message to your child. The number is **873-7758**.

I understand and will follow Nuestrros Valores Charter School Student Handbook

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

