



Handbook

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Sandia View Christian School (SVCS), a Seventh-day Adventist school offering Kindergarten through Grade 8, strives to provide excellence in education spiritually, scholastically and socially. SVCS is sponsored by Corrales Seventh-day Adventist Church and affiliated with the Texico Conference of Seventh-day Adventists. SVCS is recognized as accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities and by the State of New Mexico Board of Education.

ACADEMIC PROBATION

Academic probation will be required if the student shows a lack of effort, or seems unable to make sufficient and/or necessary academic progress, as deemed necessary for his or her particular grade level. Any student with a GPA lower than 2.0 is reviewed by the staff for probationary status. Students placed on academic probation may not participate in any extra-curricular, student government, or sports activities (see Sports Contract). Students placed on probationary status have 9 weeks to improve their grades. If the grades are still unacceptable, the staff may recommend to the SVCS board that the student be dismissed.

Students on a permanent IEP who do not follow through in the allotted timeframe may be subject to dismissal from SVCS.

ACADEMICS

SVCS offers a well-rounded basic curriculum as well as extra-curricular activities. Specific grade level curriculum summaries are available in the school office.

Excellence and subject mastery are to be strived for in all subject areas. Students and parents will be given information at the beginning of the school year concerning how each course will be evaluated. Evaluation guidelines are determined in accordance with the Southwestern Union of Seventh-day Adventists Education Code.

A quarterly Honor Roll is made up of all those students earning a grade point average of 3.5 or above. Those students earning 3.75 and above will be on the Principal's List.

Acceleration of course work is governed in accordance with the Southwestern Union of Seventh-day Adventists Education Code. The student applying for such acceleration must have ITBS composite scores in at least the 90th percentile.

If a student's teacher and school administration determine that the student is not able to demonstrate mastery of the core subjects, a parent-teacher conference will be arranged to discuss and formulate a plan to ensure the student's scholastic advancement.

ACCREDITATION

Sandia View Christian School (SVCS) is currently accredited by the State of New Mexico Board of Education and by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.

ADMISSIONS

Entrance Policy

Acceptance is granted to those who desire a Christian education and agree to hold high standards of conduct and thought. The school, however, is not equipped to handle young people who have a major behavioral or scholastic

problems. All applications are subject to the approval of the SVCS School Board. All new students are accepted on a nine (9) week academic/behavior probation.

SVCS does not admit individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of SVSC and the Seventh-day Adventist Church.

- SVCS is operated by the Seventh-day Adventist Church and functions within its belief system and educational philosophy
- Students who are accepted after having been dismissed from another school will be under an eighteen (18) week probationary status and must interview with the teach and the principal prior to registration
- A student will not be admitted without financial clearance from a former school
- The SVCS School Board is the final authority for the decisions of admission and/or dismissals from the school program

Non-discrimination Policy

SVCS is a Christian school operating grades Kindergarten through Eighth. SVCS welcomes students of any race, color, national or ethnic origin. It does not discriminate in the administration of its educational policies or any of its school-administered programs.

Entrance Age

Students entering Kindergarten must be at least 5 years of age on September 1 of the current year in accordance with New Mexico Statutes.

How to Apply

Students will be accepted only after completing all forms and requirements in the Registration Packet.

Third through eighth grade students entering SVCS for the first time will be tested to determine their level of achievement in Reading, Math and English. This test procedure costs \$25 and may determine at what grade level the student may be placed for their success. If the testing shows that the student is below grade level, and the student desires admission at the grade level of the previous school, an academic plan will be developed for the student. Satisfactory progress in meeting the goals of this plan must be achieved in order for the student to maintain the grade level at which the student was admitted.

Transfers

Parents who wish to transfer their children from another school to SVCS after the school term has started must have an education consultation with the principal and complete regular registration forms. The school reserves the right to have up to one week after registration has been submitted before permission is granted for the student to begin classes. Students may be allowed to attend classes on a probationary status until the Admissions committee has met. However, there is no assurance of the student's acceptance until notification is received from the Admissions Committee. All new students will be tested to determine final grade placement.

AFTER SCHOOL CARE

All students must be supervised while on our school campus. Parents are encouraged to arrange to have their child picked up as soon after school dismisses as possible. SVCS offers an After School program as a service to parents who might need to pick up their child after regular school hours. Parents will be charged by the school

for supervising their child for any amount of time their child is on campus after 15 minutes following school dismissal.

All parents using our After School program must sign out their child daily. Children will only be released to those individuals authorized by the parent(s)/guardian. For the child's safety, ID may be required if After School teacher doesn't know the individual picking up the child.

Charges for this service are published and are available from the school office. Parent(s) leaving their child in the After School program will be charged an additional fee per quarter hour for each child remaining in After School Care after the regular published hours.

ATTENDANCE

School begins at 8:30 and dismisses at 3:00 p.m. daily, except for Fridays when classes are dismissed at 2:00 p.m.

New Mexico Compulsory Attendance Law requires that all children of school age attend school until they reach the age of 18, or until they have completed the 10th grade or its equivalent, and have been legally withdrawn from the school district in which they are enrolled.

New Mexico Statute #22-12-2 states "Any parent, guardian or person having custody and control of a person subject to the provisions - of the *Compulsory School Attendance Law* is responsible for the school attendance of that person."

BOOK USE AGREEMENT

SVCS has made every effort to provide books for our students that are uplifting, character-building, interesting, and informative. Whenever possible, we have purchased books published by Christian presses to supplement our curriculum. In addition, we have tried to provide books that will capture the interest of our students. Sometimes you might come across a book that you would prefer for your child not to read. This is perfectly acceptable. Please just return the book with a note about your objections, and we will help your child select a new one.

Students will abide by the following guidelines regarding school books:

- Students are responsible for any damage to the books
- Check out all books with name and date
- Return all books in a timely manner
- Do not trade books

It is understood that any and all computer and/or book use is at the discretion of teachers and staff of SVCS. Any vandalism, violation of the above rules, or other misuse of the school's books and computers will result in the cancellation of privileges. It is further understood that the loss of said privileges will not be a valid excuse for a student on completing assigned schoolwork in a timely manner. Any damaged or lost books or equipment is the responsibility of the student. All students will be charged for any costs incurred to replace or repair books or computers.

BULLY-FREE ENVIRONMENT POLICY

Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner. Bullying is anti-social behavior and will not be tolerated. Bullying is intentional, repetitive, and harmful behavior targeting another student. It may occur on school property, at extracurricular activities, or on field trips. Each student is responsible for his own actions and is held accountable.

Examples of bullying are as follows:

- Verbal: name calling, put-downs, threats
- Physical: pushing, hitting
- Social: rumors, trying to isolate and make victim feel rejected
- Psychological: acts that instill a sense of fear or anxiety

All school staff will be trained and watchful for bullying warning signs, closely supervising children at all times and in all areas of the school. Teachers will, on a regular basis, conduct class discussions and do activities to educate the students to respond assertively to the bully.

The students will be trained to understand that they have a responsibility to report bullying. The staff will address the reports on a regular basis. The situation will be assessed to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be handled through conflict resolution.

Disciplinary steps may include:

- Exclusion from certain areas or extracurricular activities
- In or Out of school suspension
- Expulsion

CLOSED CAMPUS

Students are to remain on campus at all times during school hours unless accompanied, or given permission by, a parent or teacher. Once a student arrives on campus, he/she may not leave until the student's classes have been dismissed for the remainder of the day.

Visitors are welcome on campus during regular school hours; however, they must stop by the office and sign in with the secretary and obtain a visitor's pass. Parents are always welcome to visit their child's classroom. We do request, however, that prior arrangements be made with the teacher of the classroom to be visited.

COMPUTER USE AGREEMENT

Students will act responsibly with all computer hardware and software, exercising responsible behavior at all times while on the network and/or internet. Students are expected to respect other's passwords, folders and work files. Federal and State copyright laws are to be observed at all times.

Students will immediately tell an adult in charge if they encounter materials that violate these rules of appropriate use.

Students will show responsibility by observing the following guidelines:

- Inappropriate or offensive material on the Internet will not be accessed at any time
- Rebooting computers or setting up passwords on the computers is not allowed without prior permission from the supervising staff member
- Disseminate information about yourself or others onto the Internet or through e-mails is not permitted
- Food and drink are not allowed in the computer labs or while at any school computers
- Downloading any exe. files from the internet or loading software of any kind onto the computer's files without prior permission from an appropriate staff member is not allowed
- Student will not rename, move, or remove existing computer files without prior permission from an appropriate staff member
- Sending or using abusive messages or inappropriate language on the school computers is not allowed

DISCIPLINE

Standards

The administration and staff of SVCS believe that the school should have regulations which can be enforced fairly and consistently. The objective of any regulation is to teach the students to become self-disciplined by accepting the responsibility and logical consequences of their actions. The main principle for life at SVCS is:

My behavior, attitude and speech will
 Enhance learning,
 Build people up,
 Protect property,
 Sponsor Christian influence.

We expect students to know what is and what is not acceptable behavior and what the consequences will be for misbehavior.

Only those students wanting to cooperate with the following standards of SVCS need apply for admission:

- Each student is expected to conform to all the regulations of the school with obedience and respectfulness to the directions of any teacher and staff member
- Each student is expected to respect the feelings and property of fellow students, teachers and staff
- All school regulations apply to any school-sponsored activities
- The relationships between the opposite sexes should be conducted in a dignified and wholesome manner.
- The "hands-off" policy will be enforced.
- All eating will be confined only to designated areas and times
- Students may not sell anything on campus without permission from a teacher
- All unauthorized items need to be kept at home such as but not limited to any and all kinds of music and video players, video games and playing cards
- Pictures or stickers are not to be posted on any part of lockers, books, desks, or anywhere on school campus

Unauthorized or inappropriate items brought to school will be confiscated.

All students are expected to maintain high standards of conduct. Conduct or habits contrary to the standards of SVCS, including those that may take place off campus, may cause the student to be subject to review by the school administration. A student may be suspended or expelled for the following reasons:

- Use of profanity or indecent language, including lewd conduct, gesture or suggestive words, possession of obscene literature or pictures
- Violating the anti-bullying policy
- Threatening conduct or conversation
- Theft, picking or breaking locks, doors, or windows to enter locked locations
- Willfully causing damage to, or destruction of school property. Restitution and/or replacement of damaged property will also be required, even if the damage was only a matter of carelessness
- Constant and/or obstinate violation of any school regulation which constitutes insubordination
- Undermining the fundamental principles of SVCS, antagonism towards the spirit or methods of the school, or continuous criticism and/or faultfinding
- Fighting or inciting others to fight
- Cigarette lighters, fireworks, matches, brought on to the school campus
- In possession of or bringing tobacco, alcohol, drugs, guns or knives on to the school campus

Disciplinary Process

Step One: Daily infractions of classroom behavior will be addressed by the supervising teachers.

Step Two: For repeated infractions the parents, teacher(s) and student(s) will meet. The principal will be notified at that time.

Step Three: If corrective measures have not worked or the offense is severe (severe offenses include, but are not limited to, any offense that is grounds for suspension or expulsion, as outlined earlier in this section), the student will be taken to the principal or designee. When a student's behavior becomes disruptive to the learning of others or his own, or threatens the well-being of the student or of those around him or her, the principal or designee will notify the parent/guardian that suspension will be assigned.

Suspension consists of the student remaining apart from classmates for a period of 1 to 3 days as deemed necessary. At this time, the student may be placed on disciplinary probation, and a written contract may be made with the student. The teacher, parents, board chairperson and school board will be made aware of the situation and all actions that might be taken from this point.

Step Four: Continuing or severe infractions will be taken to the School Board for appropriate disciplinary recommendation. The student and/or parent/guardian will have the right to represent himself or herself to the School Board. The School Board will determine the appropriate action to be taken based on Christian principles. The action may include suspension or expulsion; or the parent/guardian may choose to withdraw the student.

SEVERE OFFENSES MAY REQUIRE THAT A STUDENT IMMEDIATELY GO TO STEP FOUR.

HANDS OFF POLICY

The purpose of the hands-off policy is to ensure the safety of all students and to promote the respect of personal space. A safe and healthy school environment aides in optimizing the learning experience of each student. This policy helps our school optimize our values and learning environment.

Policy Guidelines

1. No student is to touch another student in a manner judged inappropriate by staff.
2. No student is to use any form of physical violence against other students, even in “fun” or as a “practical joke”.
3. Play fighting is not acceptable behavior in the school environment.
4. Bullying or any other kind of standover tactics will not be tolerated.
5. This policy also applies to all school-sanctioned events and/or activities including those held outside of school grounds
6. These guidelines will be espoused by the Principal and other school leaders and staff at school assemblies, in the classroom and around the school.

ANTI-BULLYING

The School Board of Sandia View Christian School is committed to protecting its students and employees from bullying and harassment for any reason and of any type. The School Board believes that all students and employees are entitled to a safe, equitable, and harassment free school experience. Bullying and harassment will not be tolerated and shall be just cause for disciplinary action.

Definitions

Bullying means systematically and intentionally inflicting physical hurt or psychological distress on one or more students or school employees. It can be further defined as an unwanted, purposeful, written, or dehumanizing gesture by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage, cause discomfort or humiliation or unreasonably interfere with school performance or participation. Bullying is often characterized by an imbalance of power. For the purposes of this policy, bullying shall include Cyberbullying, Cyberstalking or Harassment.

Bullying may involve, but is not limited to:

1. Unwanted teasing
2. Threatening
3. Intimidating
4. Stalking
5. Cyberstalking
6. Physical violence
7. Cyberbullying
8. Theft
9. Public humiliation
10. Destruction of school or personal property
11. Social exclusion, including incitement or coercion
12. Spreading of false rumors

Harassment means any threatening, insulting or dehumanizing gesture, use of technology, computer software or written, verbal or physical conduct directed against a student or school employee that places a student or school employee in a reasonable fear of harm to his person or damage to his property; has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities or benefits; has the effect of disrupting the orderly operation of the school.

Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated words, images or language through the use of electronic mail or electronic communication, directed at or about a specific person, causing emotional distress to that person and serving no legitimate purpose.

Cyberbullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including but not limited to email, blogs, and texting by, social media, instant messaging or video voyeurism. NOTE: Voyeurism which may be utilized in cyberbullying, in and of itself, is a criminal offense.

Bullying, Cyberbullying and/or Harassment also encompass:

1. Retaliation against a student or school employee by another student or school employee for an act of bullying or harassment.
2. Retaliation also includes reporting a baseless act of bullying or harassment that is not made in good faith.
3. Perpetuation of conduct listed above with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by incitement or coercion.

Bullying shall be prohibited on school grounds, property immediately adjacent to school grounds, at a school sponsored or school related activity, function or program whether on or off campus, at a school bus pick up or drop off site, on a school bus or other vehicle owned, leased or used by the school and at a location, activity, function or program that is not school related, or through the use of technology or any electronic device that is not owned, leased or used by the school. Any activity that creates a hostile environment at school for the student or school employee, infringes on the rights of the student or school employee will not be permitted. No behavior that disrupts the education process or the orderly operation of the school will be tolerated.

Nothing contained herein shall require the school to staff any non-school related activities, functions, or programs.

DRESS CODE POLICY

Students' 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.

Shirts/Pants/Outerwear	
Acceptable	NOT Acceptable
Polo shirts with SVCS insignia	Any other shirts
Pants – Blue, Black, or Tan	Pants with holes, cut, ripped or frayed
Solid color leggings/tights (black or white) <u>under a skirt only</u>	Sweatpant material (including yoga pants)
Solid color long sleeve shirts <u>under a polo shirt only</u>	Any other shirts
Solid color shorts (Blue, Black or Tan) – fingertip length*	Leggings that are not under a skirt
Solid color skirts – fingertip length*	Baggy or saggy pants
Only SVCS sweatshirts indoors	Any sweatshirts without SVCS insignia
Sandals must be low-heeled with a strap	No flip-flips

***Shorts and skirts must be at least fingertip length when arms are fully extended but no longer than the bend of the knee.**

DRESS CODE VIOLATION

If students come to school out of dress code, they will report to the office to call home for a change of clothes. If someone is unable to bring a change of clothes, they will borrow something from the clothing bank. Continuing violations will receive progressive discipline consequences.

FINANCIAL

It is the purpose of SVCS to keep the cost of Christian education as low as possible. In order to maintain a high quality of education for your child, it is necessary that tuition payments be kept current while your child is enrolled. The following statements outline general financial policies:

- The enrolling individual(s) (parent, custodial parent, guardian, etc.) is fully responsible for the financial obligations of students accepted at SVCS. Such responsibilities include, but are not limited to, payment of the account, damage to property, fines and fees
- Parties who agree to share responsibility for tuition and fees must both (all) sign the financial agreement

- In the case of separation or divorce, the custodial parent is 100% responsible for tuition and fees. The custodial parent is responsible for communication with the non-custodial parent regarding financial matters
- Returning student's account from the previous school year must be settled before the student is permitted to enter for another school year
- Payment of the registration fee reserves student's space for the school year, the registration fee is non-refundable. Student is not officially enrolled until the registration fee is paid
- Registration fees, book fees, lab fees, 1st month's tuition and any other school-related fees must be paid by registration time, prior to admission
- Tuition is divided into 10 equal monthly payments and is due on the 1st of each month, beginning with the month of August and running through the month of May. Every family is given a ten-day grace period on tuition payments. Tuition payments are considered late if not in the office on the 10th of the month, at which time a \$25 late charge will be added to your past due account. Payments sent by mail must be received by the 10th of the month to avoid the late charge
- Payment methods accepted for tuition and fees are check, cash, money order, cashier's check and debit or credit card (MasterCard and Visa)
- A student transferring from another school must, at the time of registration, present a statement showing that his/her account at the other school is paid in full
- Parents/guardians are expected to be diligent in meeting their financial obligations to the school. If circumstances dictate a change in normal payment procedures, or if you have a financial emergency and are temporarily unable to pay, please contact the Finance Committee to make alternative payment arrangements before you withdraw or get too far behind in payments
- All matters concerning financial issues should be directed to Finance Committee. Neither the administration nor any other staff member of SVCS is authorized to make financial decisions on behalf of a student and/or parent
- A \$25 charge will be made for any check returned for insufficient funds. After two returned checks in a school year, further payments must be made by cash, cashier's check or money order
- Accounts 90 days or more past due will be turned over to a collection agency. Fees associated with the collection efforts will be the responsibility of the parent or legal guardian
- Parents will be asked to withdraw their student(s) from school when the account has become delinquent in excess of 30 days and no acceptable financial arrangements have been made
- In the event that a student is withdrawn during the school year, it is the responsibility of the parent or guardian to officially notify the school office in writing a minimum of 2 weeks before the date of withdrawal. Otherwise all charges will continue until proper notification is made
- Participation in graduation ceremonies requires the family's account be paid in full or appropriate financial arrangement made
- Students will not be allowed to take part in extra-curricular activities which cost additional monies if they are not current with their tuition
- Any account not meeting the above expectations will be reviewed by the Finance Committee

Discounts will be as follows:

- 5% for 2nd child from the same family
- 10% for the 3rd or more children from the same family
- 5% for paying the entire year in advance

Limited student insurance (a secondary coverage) is included in the registration fee. This coverage is provided for any accident occurring during school hours on or off school campus, and during school-sponsored activities such as field trips and sporting events.

In case of an accident, if possible, the parent/guardian or any person taking the student for treatment should pick up an insurance form from the school office, have the doctor and/or hospital sign the form, attach statements and forward them to BMI Benefits promptly. It is the responsibility of the parent to see that the form and all statements are forwarded to BMI Benefits within 90 days of the accident in order to meet the deadline of the insuring company.

GENERAL

Library

The school offers students a library facility which is continually updated to offer the best in student literature and research resources. Students are allowed to check books out from the library and may take the materials home. If, however, a book or item borrowed from the library is lost or damaged, the student and parent/guardian are responsible for its replacement.

Lockers

Locker space is provided for students. It is the responsibility of each student to keep his/her locker clean. Money and other valuables should not be stored at school. The school is **not** responsible for articles left in lockers.

Meals

Parents are encouraged to provide an adequate breakfast for their children so that the students may function at their best during morning hours.

SVCS encourages our students to be healthy, therefore, please provide wholesome and healthy lunches for your child.

Severe Weather

For school closings due to severe weather conditions, an attempt will be made to give TV channels 4, 7 and 13 information concerning school closings. Parents will also be notified by One Call Now.

Student Health

All immunizations and physicals must be kept current. Hearing and vision screening should be done regularly. SVCS reserves the right to require a student to obtain a physical if there is a medical concern.

If a student becomes ill during school hours, the parent/guardian will be notified and asked to come and pick up the child. If the parent/guardian is unable to pick the child up from school, the child will be isolated from the other students until arrangements have been made by the parent to pick the child up.

In consideration for the health of all children and staff and to meet state regulations, the school must be informed of any contagious diseases your child might have. These diseases include strep, chickenpox, and pinkeye. If your child has a fever, we ask that you wait a complete 24 hours after the fever is gone before returning the child to school.

A child who is found to have head lice will be sent home for treatment with a head lice-killing product and for the removal of all lice eggs, called nits. The child will not be permitted to return to school until every single nit has been taken out of the child's hair.

If your child is injured at school, first aid will be administered and an attempt will be made to contact at least one parent/guardian or the designated emergency contact for further instructions. If a parent cannot be contacted by phone, the Corrales EMS will be called or the child will be transported to the nearest hospital emergency room. It is imperative for parents to keep the office updated on any changes to emergency contact information including change of address, phone number, or responsible adult.

No medication, prescription or over-the counter, may be administered by any teacher, student or school official without prior written authorization from the parent/guardian or doctor.

Telephone/Cell Phone Use

Students will not be called to the phone during any class period except in an emergency. Messages may be left at the office to be given to students during class breaks. Students may return calls during breaks or at lunch time.

The use of cell phones during school hours is prohibited. Students possessing phones are to keep them turned off during all hours of school operation. Cell phones found on or in use during school hours will be confiscated and held in the office until a parent can make arrangements to pick it up. In case of emergency, parents are to call the school office.

GRADE REPORTS

A report card for each student will be issued quarterly following each nine-week grading period. Parent-teacher conferences are held following first and third quarters of the school year. This allows parents and teachers the opportunity to discuss the progress of the student and to be able to address the needs and expectations of all involved.

Parents will also be provided with a progress report every two weeks for 5th through 8th grade and every three weeks for Kindergarten through 4th grade. This report will reflect all work currently assigned in a given quarter. Conferences between parents and teachers may take place at any time a need arises.

GRADING POLICY

Students are expected to do their best in all subject areas. Academic requirements may be adjusted to meet each student's needs. Excellence and subject mastery are to be strived for in all subject areas.

The breakdown for grades is listed below:

- A—90.5% or above
- B—80.5%-90.4%
- C—70.5%-80.4%
- D—60.5%-70.4%
- F—60.4% and below

Progress reports will be issued every two weeks for 5th through 8th grade and every three weeks for Kindergarten through 4th grade. These are given to help the parents be aware of student progress. Each late assignment or paper may be docked a letter grade for every day it is late. Assignments not turned in by the end of each week will not receive a grade unless it is make-up work after an excused absence. Parents are asked to monitor that the daily assignments are completed in a timely manner.

Large projects that involve more than a week to produce must be turned in on the date the project is due. These projects will be noted well in advance, in the homework planner.

GRIEVANCE PROCEDURE

Christians should utilize the counsel of Matthew 18 and I Corinthians 6, making every effort to avoid tendencies that would divide them and bring dishonor to God's cause. Reconciliation of differences should be possible without recourse to civil litigation. The emphasis of this policy is open communication between those involved. The process emphasizes the solution of problems at the level closest to their origin and is based on the premise that each party is interested in fair and just solutions to grievances. Any grievance that cannot be settled in this manner should refer to the posted Grievance Policy. A copy can be obtained in the office or on the SVCS website.

INTERPRETATION

SVCS reserves the right to make clear any interpretation of policy, written or implied, and is not subject to legal interpretation of wording or intent.

MISSION STATEMENT

To provide academic excellence in a Christ centered environment.

NON-CUSTODIAL PARENTS

Divorced, separated and blended families are realities of contemporary life that affects SVCS's responsibilities to its students. It is the responsibility of both parents to keep the school current with all necessary and legal documents regarding custody arrangements.

The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school related activities of a child or wishes to have contact with or take custody of the child while the child is at school:

- Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents

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- If there is a restraining order in place, the custodial parent is responsible to present the school with a copy of the order along with a picture of the restricted party
 - A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed and verbal notification by the custodial parent permitting such custody
 - If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary actions

Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

NON-PUBLISHED POLICY

Every effort is made to make a handbook as complete as possible, however, unforeseen situations arise and the constraints of the time and space make it impossible to include every conceivable situation. For this reason, it is sometimes necessary for the school staff and/or the school board to make or adjust policy during the year. These additions carry the same weight and are just as binding as the written information in the handbook.

PARENTAL PARTICIPATION

SVCS expects a willingness on the part of the parents to participate with the school in the education of their children. Such involvement includes:

- Regularly monitor homework planners, newsletters and progress reports
- Provide a time and place for the student to do his homework, free of distraction
- Refrain from engaging in conversation that will tend to undermine either the teacher or the school
- Make every effort to have your child in school. Try to plan family vacations around the school calendar

PROCEDURES

Absences

- Students who have been absent for either the morning or for an entire school day must have a note explaining the reason for the absence, signed and dated by the parent or doctor or a call from the parent to the school office
- Absences will be considered unexcused until they are justified by the parent or doctor
- More than 5 unexcused absences in a single quarter or 10 in a single semester will result in a certified letter being sent home indicating the child is considered “habitually truant.” Interventions will be implemented at this time to prevent the parent from being considered in noncompliance with the provisions of the New Mexico Compulsory School Attendance Law

Daily

- Record will be taken in each classroom at the beginning of each school day
- The school secretary may attempt to contact parents of students who are absent

Excused Absences

Any legitimate absence accompanied by a parental note of explanation will be considered to be excused. Legitimate absences do not include family vacations. Examples of legitimate absences include.

- Verified illness or quarantine
- Medical and legal appointments
- Funerals

Pre-arranged absences involving more than one school day must be cleared through the homeroom teacher.

- Notify all the teachers in writing
- Teachers will give instructions to the student and parent concerning missed work or work to be completed either prior to or following the planned absence
- Students will be allowed a reasonable amount of time to make up missed work required by the teacher. Reasonableness will be at the discretion of the teacher. This period of time will be discussed with the parent and student prior to the expected absence

Parents should contact the school office as soon as possible on the morning that the student is sick or some other emergency situation has arisen.

Tardiness

- Students arriving after the beginning of the school day must have a note explaining the reason for the tardiness, signed and dated by the parent or a call from the parent to the school office
- Any tardy will be considered unexcused unless it involves an **unforeseeable** circumstance and is justified by the parent

SEARCH AND SEIZURE

SVCS shall maintain a safe, healthy environment of its students, faculty and staff at all times.

School authorities have the right to perform unannounced searches and to seize illegal, unauthorized material to determine whether there exists any danger to the student or the school. A student's personal effects (e.g. locker, backpack, purse, etc.) may be searched whenever school authorities have reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Illegal or unauthorized material is all substances or material prohibited by school policy or state or federal law including, but not limited to, controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons or incendiary devices.

Students may be asked to empty their pockets, purse, wallet, locker, book bag, etc. without parent's permission or the student's permission. **Registration of the child constitutes parental consent to such searches.**

All student desks, lockers and computers are the property of SVCS and are at all times under the control of the school. School authorities may perform general inspections of desks, lockers and computers at any time without notice, without consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

In the case of possession of illegal drugs or weapons, SVCS will report the student to law enforcement agencies. Parents will be contacted immediately upon verification of the violation.

STUDENT EXPRESSION

We encourage students to express themselves in appropriate and uplifting ways. These expressions are not to disrupt the learning going on in any class. No messages shared by our students are to be vulgar, obscene or mocking of others based on race, origin, color, sex or religion. Insignias, buttons or pamphlets distributed at school must be approved by the administration prior to distribution.

STUDENT RECORDS

As required by the Amended Family Educational Rights and Privacy Act of 1974, Sandia View Christian School hereby gives public notice to all parents of students in attendance that it is its policy that:

A cumulative folder is kept for every student in the school office. This is required by the Southwestern Union Conference of Seventh-day Adventists Department of Education. This folder will contain academic records, photographs, achievement forms, documents and any other pertinent and relevant information.

The student's folder will be transferred directly to another school at the direct request of that school's assigned registrar when the student's account with SVCS is paid in full. Official transcripts will be released only when satisfactory financial arrangements are made.

VISION STATEMENT

To be known as a school where students receive quality education that encourages service for God, family, community and country.