



# Handbook

Revised August 1, 2023

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## Table of Contents

<b>OVERVIEW</b> .....	<b>1</b>
<b>MISSION STATEMENT</b> .....	<b>1</b>
<b>VISION STATEMENT</b> .....	<b>1</b>
<b>ACCREDITATION</b> .....	<b>1</b>
<b>ADMISSIONS</b> .....	<b>1</b>
<b>APPLICATION PROCESS</b> .....	<b>2</b>
<b>APPLICATION PROCESS</b> .....	<b>2</b>
<b>TRANSFERS</b> .....	<b>2</b>
<b>FINANCIAL</b> .....	<b>2</b>
DISCOUNTS: .....	3
INSURANCE: .....	3
<b>ACADEMICS</b> .....	<b>3</b>
ACADEMIC ACHIEVEMENT .....	4
ACADEMIC INTEGRITY .....	4
<b>ACADEMIC PROBATION</b> .....	<b>4</b>
<b>ACADEMIC PROBATION</b> .....	<b>4</b>
<b>STUDENT RECORDS</b> .....	<b>5</b>
<b>GRADE REPORTS</b> .....	<b>5</b>
<b>GRADING POLICY</b> .....	<b>5</b>
<b>ATTENDANCE</b> .....	<b>6</b>
PROCEDURES .....	6
DAILY: .....	6
TARDINESS:.....	6
ABSENCES:.....	6
EXCUSED ABSENCES:.....	6
<b>CLOSED CAMPUS</b> .....	<b>7</b>
VISITORS .....	7
<b>NON-CUSTODIAL PARENTS</b> .....	<b>7</b>
<b>AFTER SCHOOL CARE</b> .....	<b>8</b>
<b>EXPECTATIONS AND GUIDELINES FOR STUDENT BEHAVIOR</b> .....	<b>8</b>
MATERIALS BROUGHT ON CAMPUS .....	8
RESPECT OF SCHOOL PROPERTY .....	8
LOCKERS .....	9
LOCKERS .....	9
TELEPHONE/CELL PHONE USE .....	9
TELEPHONE/CELL PHONE USE .....	9
LIBRARY AND BOOK AGREEMENT .....	9
TECHNOLOGY USE AGREEMENT .....	9
STUDENT EXPRESSION .....	10
HANDS OFF POLICY .....	10
PUBLIC DISPLAY OF AFFECTION .....	11

---

STUDENT BEHAVIOR DURING FIELD TRIPS/TOURS .....	11
<b>DISCIPLINE .....</b>	<b>11</b>
<b>BULLY-FREE ENVIRONMENT POLICY .....</b>	<b>16</b>
TYPES OF HARASSMENT .....	16
REPORTING PROCEDURE .....	17
<b>GRIEVANCE PROCEDURE.....</b>	<b>18</b>
<b>SEARCH AND SEIZURE.....</b>	<b>18</b>
<b>LAW ENFORCEMENT INVOLVEMENT .....</b>	<b>18</b>
<b>DRESS CODE POLICY .....</b>	<b>19</b>
<b>GENERAL .....</b>	<b>19</b>
STUDENT HEALTH.....	19
SEVERE WEATHER .....	20
MEALS .....	20
<b>PARENTAL PARTICIPATION .....</b>	<b>20</b>
<b>NON-PUBLISHED POLICY.....</b>	<b>21</b>
<b>INTERPRETATION .....</b>	<b>21</b>

## **OVERVIEW**

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.

## **MISSION STATEMENT**

To provide academic excellence in a Christ centered environment.

## **VISION STATEMENT**

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

## **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 major behavioral or scholastic problems. All applications are subject to the approval of the School Board. All new students are accepted on a nine (9) week academic/behavior probation.

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

Regular Registration Day is held in August prior to the first day of school. (See School Calendar) For your convenience, registration may be completed at any time during the spring or summer.

- 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 teacher and principal prior to registration
- A student will not be admitted without financial clearance from a former SDA school
- The School Board of SVCS is the final authority for the decisions of all admissions and/or dismissals from the school program

### **Non-discrimination Policy**

SVCS is a Christian school operating Kindergarten through Eighth Grade. We welcome 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.

## APPLICATION PROCESS

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. If the testing shows that the student is below grade level, and the student desires admission, entrance will be evaluated and determined by the Entrance Committee. If accepted, 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 enrolment.

## 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.

## 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 11 equal monthly payments and is due on the 1<sup>st</sup> of each month, beginning with the month of July 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 10<sup>th</sup> 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 10<sup>th</sup> 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 former 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

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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 fees if they are not current with their tuition
- Any account not meeting the above expectations will be reviewed by the Finance Committee

**Discounts:**

- 5% for 2<sup>nd</sup> child from the same family
- 10% for the 3<sup>rd</sup> or more children from the same family
- 5% for paying the entire year tuition in advance
- 10% for paying the entire year tuition in advance with no refund

**Insurance:**

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.

**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.

### **Academic Achievement**

An annual awards ceremony is held to recognize student's academic accomplishment in the following categories:

- Principal's List 3.75 - 4.0
- Honor Roll 3.50 – 3.74

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 MAP composite scores of at least a 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.

### **Academic Integrity**

Students are expected to maintain academic integrity at all times. Examples of academic integrity include, but are not limited to:

- Doing one's own work
- Using only study aids that are explicitly allowed by the teacher
- Not using others' work as one's own

Consequences for academic dishonesty may include, but are not limited to:

- Zero grade on the assignment
- Notification to parent
- Parent Conference
- Academic Contract

### **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 time frame may be subject to dismissal from SVCS.

## **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.

## **GRADE REPORTS**

A report card for each student will be issued quarterly following each nine-week grading period. Parent-teacher conferences are held following the 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.

Parents are asked to monitor that the daily assignments are completed in a timely manner.

## **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	93% or above
A-	90% - 92%
B+	87% - 89%
B	83% - 86%
B-	80% - 82%
C+	77% - 79%
C	73% - 76%
C-	70% - 72%
D+	67% - 69%
D	63% - 66%
D-	60% - 62%
F	59% and below



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## 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 10<sup>th</sup> 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.”

## PROCEDURES

### 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

### 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.
- Three tardies per quarter (nine weeks) is equivalent to one absence

### 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

### 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:**

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.

**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**

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.

**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
- 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.

### **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 at pick up time in the afternoon. Children will only be released to those individuals authorized by the parent(s)/guardian. For the child's safety, ID may be required if the 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.

### **EXPECTATIONS AND GUIDELINES FOR STUDENT BEHAVIOR**

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. Each student is expected to conform to all the regulations of the school with obedience and respectfulness to the directions of any teacher. All school regulations apply to any school-sponsored activities.

The main principle for life at SVCS is:

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

### **Materials Brought on Campus**

All materials brought on campus should be in harmony with the Christian standards and values promoted by Sandia View Christian School. 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. Such items may be confiscated. SVCS is not responsible for lost, stolen, or damaged personal items brought on campus.

Students may not bring items to sell on campus without permission from the teacher.

### **Respect of School Property**

- Pictures or stickers are not to be posted on any part of lockers, books, desks, or anywhere on school campus
- In an effort to keep our school campus clean, gum is not allowed on the SVCS campus.
- All eating will be confined only to designated areas and times

- 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.

### **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.

### **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 an emergency, parents are to call the school office.

### **Library and Book Agreement**

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.

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 damaged or lost books and are responsible for its replacement

Check out all books with name and date

Return all books in a timely manner

Do not trade books

### **Technology Use Agreement**

We are pleased to offer our students access to the school network for email and online educational resources. Access to the Internet will enable students to explore thousands of libraries and databases while exchanging messages with Internet users around the world.

While our intent is to make Internet access available to further educational goals and objectives, students may, on their own, find ways to access other material as well. We believe that the benefits to students from access to the Internet exceed any disadvantages.

Students are responsible for good behavior on school computer networks just as they are in the classroom or school campus. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students with the understanding that they agree to act in a considerate and responsible manner. Access is a privilege, not a right, and responsible behavior is expected. The school has the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from sites.

It is not possible to list all activity that is not permitted, but the following are examples of unacceptable behavior that pertain to all technology:

- Accessing inappropriate or offensive material on the internet
- Sending or displaying offensive messages or pictures
- Posting or taking pictures of classmates without consent.
- Distributing personal information about yourself or any other student on sites using chats, blogs, social networking or email
- Arranging a meeting with an online contact without school or parental approval
- Using obscene language
- Harassing, insulting or stalking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another person's password or sharing your password with others
- Browsing in another person's folders, work or files
- Using profiles or any other technology to bypass the school's filtering, including using other wireless networks such as mobile hotspots, etc.
- Intentionally wasting resources
- 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.

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

It is understood that any and all technology 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.

### **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.

### **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 aids 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.

### Public Display of Affection

Physical expression of love and affection is a sacred and personal matter, often considered in poor taste if displayed publicly. There is a time and place for everything and the public display of affection on campus is considered out of place. SVCS maintains a hands-off policy.

### Student Behavior During Field Trips/Tours

School regulations for behavior and dress are to be followed.

Students are to remain within general sponsor supervision at all times.

Students are expected to avoid associating with strangers with or without a chaperone. This includes exchanging personal or social media contact information.

#### Consequences of Violation of Field Trip/Tour Guidelines

- All disciplinary actions while away from school will be determined by the administrative designee.
- Students may be sent home at his/her family’s expense, with no refund of fees.
- Further disciplinary action may be recommended upon completion of the trip.
- Excessive behavioral concerns may result in a recommendation to Administration that a student may not attend day and overnight field trips.

### DISCIPLINE

In the event that a student should choose to violate a rule, please keep in mind that students are responsible for behavior both on and off campus which has the potential to interfere with the educational process at Sandia View Christian School. As such, both on- and off-campus negative behavior is subject to potential disciplinary action.

In order to provide clear rules and guidelines for student conduct and expectations for consistent and timely discipline, Sandia View Christian School has established standards of consequences that range from verbal warnings to expulsion from school. The Discipline Committee deals with major offenses. This list is a guide and is not intended to be exhaustive or prescriptive:

<p style="text-align: center;"><b>Level 1 Disruptive Behaviors</b></p>	<p style="text-align: center;"><b>Level 1 Corrective Strategies</b></p>
<p>Examples of Level 1 infractions include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Dress Code violations</li> <li>• Use of cell phones in class (see more details in electronics policy)</li> <li>• Classroom behavior detrimental to the teaching environment</li> <li>• Possession of any imitation knife or firearm</li> <li>• Public display of affection</li> <li>• Unauthorized access to school property (climbing fences, propping doors, roof access, etc.)</li> <li>• Talking back to or disrespecting a teacher</li> <li>• Use of profanity or other offensive language</li> <li>• Gambling/Betting</li> <li>• Derogatory/Biased language (minor infraction)</li> <li>• Any minor disregard for student regulations or policies</li> </ul>	<p>Infractions are generally minor violations that are usually first-time offenses and are considered warnings.</p> <ul style="list-style-type: none"> <li>• Report of student offense is recorded on Jupiter.</li> <li>• Possible consequences are determined by classroom teacher.</li> <li>• Parents are notified</li> </ul> <p>Consequences may include one or more of the following:</p> <ul style="list-style-type: none"> <li>• Some form of community service activity</li> <li>• Written assignment or contract</li> </ul>

<p style="text-align: center;"><b>Level 2 Disruptive Behaviors</b></p>	<p style="text-align: center;"><b>Level 2 Corrective Strategies</b></p>
<ul style="list-style-type: none"> <li>• Examples of Level 2 infractions include, but are not limited to:</li> <li>• Multiple or flagrant Level 1 infractions</li> <li>• Major classroom disruption</li> <li>• Willful disrespect toward a student, teacher, or staff</li> <li>• Insubordination</li> <li>• Dishonesty that includes falsifying excuses/signatures/phone messages</li> <li>• Plagiarism or cheating, 1st or 2nd offense (see Academic Integrity policy for further details)</li> <li>• Defiance of authority</li> <li>• Possession of or involvement with pornographic material</li> <li>• Language, gestures, or behavior that is vulgar or obscene (may include insults)</li> <li>• Theft, invasion of privacy, possession of stolen property or destruction of another's property (1st offense)</li> <li>• Throwing food or drink or smearing another's clothing or person</li> <li>• Inappropriate electronic posting/digital communication or involvement on social media of anything that defames students, school personnel or entities as deemed inappropriate by SVCS Administration</li> <li>• Purposeful vandalism (1st offense)</li> <li>• Willful disobedience of the Student Handbook policies</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 infractions are generally major violations of SVCS's rules, regulations and policies.</li> <li>• Report of student offense is recorded on Jupiter and discussed with Administration.</li> <li>• Administration questions the student and possibly begins an investigation.</li> <li>• Parents are notified of offense and a meeting is scheduled with an administrator and teacher.</li> <li>• Discipline Committee determines suspension.</li> <li>• Consequences will include one or more of the following:</li> <li>• Any combination of Level 1 consequences</li> <li>• On- or off-campus suspension</li> <li>• On-campus community service</li> <li>• Disciplinary probation contract</li> <li>• Liability for damages</li> </ul>



<p style="text-align: center;"><b>Level 3 Disruptive Behaviors</b></p>	<p style="text-align: center;"><b>Level 3 Corrective Strategies</b></p>
<p>Examples of Level 3 infractions include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Multiple, flagrant and serious Level 2 infractions</li> <li>• Immoral or scandalous conduct (any speech, writing) on or off campus at any school function or at any time</li> <li>• Defiance of authority and/or school policies of a serious nature</li> <li>• Theft of or destruction to another’s property</li> <li>• Possession of any weapon including, but not limited to, knives, firearms (real or imitation) or pepper spray (moderate infraction)</li> <li>• Possessing, or being under the influence of any controlled substance or intoxicant (including alcohol, nicotine, or any drug paraphernalia) as an SVCS student</li> <li>• Lighting fires and/or possessing, using or threatening to use any incendiary or explosive devices</li> <li>• Direct involvement as leader or accessory in any malicious mischief</li> <li>• Any inappropriate sexual activity, excessive physical contact, or other activities with sexual overtones or sexually explicit acts.</li> <li>• Fighting, inciting others to fight, or hostile actions towards another individual <ul style="list-style-type: none"> <li>○ Reasonableness of use of physical force in self-defense, defense of others and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable: <ol style="list-style-type: none"> <li>1. when made in response to verbal provocation alone</li> <li>2. when assistance from a school staff member is a reasonable alternative</li> <li>3. when the degree of physical force used is disproportionate to the circumstance or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.</li> </ol> </li> </ul> </li> <li>• Threats, harassment or bullying (verbal, written, electronic, sexual, physical, etc.), hazing or any willful act that may cause injury (mental or physical) to another person</li> <li>• Use of a racial slur (moderate infraction)</li> <li>• Use of derogatory/biased language including that which is sexual, gender-related or religious in nature (moderate infraction) <ul style="list-style-type: none"> <li>○ The above also requires a meeting with Behavioral Counselor to complete Sensitivity Training, followed by documentation of completion.</li> </ul> </li> <li>• Cheating, plagiarism or academic dishonesty (3rd offense, see Academic Integrity Policy for further details)</li> </ul>	<p>Level 3 infractions are serious violations of SVCS’s rules, regulations and policies.</p> <ul style="list-style-type: none"> <li>• Report of student offense is recorded on Jupiter and discussed with Administration.</li> <li>• Administration questions student and begins an investigation.</li> <li>• Parents are notified of offense and a meeting is scheduled with an administrator and teacher.</li> <li>• SVCS’s Discipline Committee determines consequences.</li> <li>• SVCS’s School Board will be notified.</li> </ul> <p>Consequences will include one or more of the following:</p> <ul style="list-style-type: none"> <li>• Any combination of Level 2 consequences</li> <li>• Off-campus suspension</li> <li>• Disciplinary probation contract that could include counseling or community service</li> <li>• Liability for damages</li> <li>• Failing grade</li> <li>• Loss of office</li> <li>• Ineligibility to participate in extracurricular activities for a determined length of time</li> <li>• Possible meeting with School Board for withdrawal or expulsion</li> <li>• Level 3 incidents that result in a student being placed on a contract will carry over from year to year</li> <li>• Multiple incidents of Level 3 infractions that result in a student being placed on a contract may result in the student being asked to withdraw from SVCS, even if the incidents occurred in separate academic years.</li> </ul>

Level 4 Disruptive Behaviors	Level 4 Corrective Strategies
<p>Examples of possible Level 4 violations include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Furnishing, distributing, selling, purchasing, transporting of any controlled substance or intoxicant (including alcohol, nicotine, or any drug paraphernalia) as an SVCS student</li> <li>• Possession/use of any weapon including, but not limited to, knives, firearms (real or imitation) or pepper spray (major infraction)</li> <li>• Selling, distributing, or giving one’s prescription medication to another student</li> <li>• Use of derogatory/biased language or racial slur (severe infraction)</li> <li>• Distribution of any hate literature</li> <li>• Any sexual or other physical assault on or off campus</li> <li>• Direct involvement as principal or accessory in any crime where a student arrest takes place</li> <li>• Conspiracy or the act of a serious dishonest behavior that includes falsifying legal documents</li> <li>• Construction and use of websites or social media sites that defame students, school personnel or other entities as deemed inappropriate by SVCS Administration</li> <li>• Hazing or any willful act that may cause injury to another person</li> </ul>	<p>Level 4 infractions are serious violations of SVCS’s rules, regulations and policies.</p> <ul style="list-style-type: none"> <li>• Any combination of Level 3 consequences</li> <li>• Report of student offense is recorded on Jupiter and discussed with Administration.</li> <li>• Administration questions student and begins an investigation.</li> <li>• Parents are notified of offense and a meeting is scheduled with an administrator and teacher.</li> <li>• SVCS’s Discipline Committee and/or School Board determines consequences.</li> <li>• Parents may be allowed to meet with SVCS’s School Board.</li> <li>• Level 4 incidents that result in a student being placed on a contract will carry over from year to year</li> <li>• Parents are provided with a copy of what is documented.</li> </ul> <p>These infractions trigger the Discipline Committee to meet and process pending withdrawal from SVCS.</p>

**Special Note:** In some cases, more than one category of discipline may apply. In an effort to increase the potential for a timely and honest resolution of a discipline situation, students who exhibit truthfulness and integrity in the discipline process may receive a reduction in the discipline response.

**Suspension:** Discipline matters deemed severe enough to warrant action by the school’s Discipline Committee are serious and may begin a process that could lead to the student’s dismissal. Progressive discipline will generally apply. However, there may be circumstances when progressive discipline is not appropriate and immediate removal may be necessary.

Suspensions usually range from 1-3 days and are at the discretion of the Discipline Committee. While on suspension, the student may not be on campus without the express permission of a campus administrator. The student shall not participate in any school-related or school-sponsored activities during the suspension period. Any class assignments given to students during suspensions are due at the end of the assigned suspension period. Please reach out to the teacher daily for classroom assignments.

**Expulsion:** Some offenses are so serious that immediate removal from school is required. A suspension will precede a recommendation to the School Board for expulsion. Students expelled for any reason may reapply

after one full semester of school has passed. Readmission will be contingent upon Administration and/or School Board approval.

**Withdrawal/Expulsion:** A student may be requested to withdraw from school at any time if the student's behavior, attitude, or influence is determined by Administration and faculty to be detrimental to students and/or faculty. If the student refuses to withdraw, he/she will be recommended for expulsion, and his/her case will be reviewed and decided by the School Board. A student who has been asked to withdraw or is expelled may not be allowed to visit the school campus or attend any school activity for the remainder of the school year.

Students expelled may reapply for admission after attending another school for at least one calendar year from the date of withdrawal, and gaining a good reference from the school they attended. If a student desires to be readmitted to SVCS they shall submit a written statement to the principal, who shall recommend admission or non-admission. The statement should include:

1. Reasons the student wants to return and why the request should be considered;
2. Evidence which supports the request; and
3. A supporting statement from the parent/guardian and others who may have assisted the student.

## **BULLY-FREE ENVIRONMENT POLICY**

Sandia View Christian School is committed to providing for all students a school environment free from harassment thus 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. Incidents of harassment should be reported in accordance with the procedures indicated below, which allow the school authorities to take appropriate action. Students who harass others are subject to discipline up to and including expulsion. Harassment will not be tolerated on our school campus. Involvement in such activities will seriously jeopardize a student's standing at SVCS

A student shall not intimidate or harass another student through words or actions. Such verbal or non-verbal digital assaults, such as threatening, teasing or name-calling; and social isolation or manipulation.

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

## **Types of Harassment**

**Sexual Harassment** – Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature that is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes and gestures. The target of the harassment and the perpetrator do not have to agree about what is happening; sexual harassment is subjective. Harassment can be a one-time event or occur multiple times.

**Bullying** – All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear.

Bullying means repeatedly and intentionally inflicting physical harm 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.

The following behaviors include, but is not limited to, direct physical contact, such as hitting or shoving;

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

When such conduct is repetitive or appears likely to be repeated, it is considered bullying.

Our school expects students and/or staff to immediately report incidents of bullying to the Principal or Vice-Principal. Staff members are expected to immediately intervene when they see or hear of a bullying incident. Parents will be notified when their student has been involved in acts of bullying. Students who bully may be subject to discipline. Law enforcement will be notified if appropriate.

**Threatening/Intimidation** –This is defined as intentionally threatening or intimidating school personnel or students which causes reasonable fear of life or well-being, or materially disrupts the school environment.

### **Reporting Procedure**

Students who have experienced harassment should report the incident to school Administration as soon as possible. If the harassment is between students, the students should report the incident to the classroom teacher or any available teacher. The students may also report to a school administrator. If the harassment comes from an adult, the student should report directly to a school administrator. Bullying or harassment of any type will not be tolerated at SVCS and may result in one or more of the following:

- Suspension of 1-3 days
- Meeting with Administration, student, and parents
- Expulsion

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

## **GRIEVANCE PROCEDURE**

Occasionally disagreements and/or misunderstandings may arise. 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.

## **SEARCH AND SEIZURE**

The school search policy is effective for all students in attendance. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students, faculty, and staff.

- SVCS Administration has the right and responsibility to conduct (in the presence of an adult witness, when possible) a search, and if needed a seizure, of student's property without consent, including the student, clothes and/or backpack (or similar personal item) when there is a reasonable suspicion that a student may be in possession of drugs, weapons, alcohol or other contraband in violation of a school rule, school policy or law.
- A student's personal computer, tablet, smart-phone or other technology may also be searched when there is reasonable suspicion that the devices contain information relevant to a serious violation of a school rule, school policy or state/federal law. The school will use reasonable efforts to make the search minimally invasive and targeted.
- School property may be searched at any time for any reason. School property includes, but is not limited to: desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property.

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

## **LAW ENFORCEMENT INVOLVEMENT**

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.

**Registration of the child constitutes parental consent to such searches.**

## 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.

## GENERAL

### 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. See Registration Packet.

### **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.

### **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.

### **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

Parents, families, and visitors must uphold SVCS values during all school sponsored events or may be subject to disciplinary action.

### **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.

### **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.