



STUDENT & PARENT HANDBOOK

2020-2021

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Welcome to Red River Valley Charter School!

We are so happy that you chose to be a part of our learning community at RRVCS. We believe that all children deserve a great education and it is our responsibility to help maximize learning through a challenging curriculum. RRVCS utilizes Core Knowledge Curriculum and Love & Logic to support student learning academically, physically, and socially.

Our Mission Statement: To provide every student the opportunity to develop academically, socially, and physically through quality learning experiences utilizing the Core Knowledge Curriculum.

Service Learning Projects:

In order to teach our students a sense of community responsibility, we have 6 school-wide community service learning projects each year. Service learning is part of our charter and is defined as community service that connects the students to a learning curriculum and skills. Students actively participate in the process of understanding and applying knowledge from various subject areas as they work to improve their communities. If you have any ideas for a project, email or call Mrs. Ritterhouse with your idea.

Communication:

To save time and resources, most of the communication will be via email, the RRVCS website www.redrivervalleycs.org and RRVCS Facebook. It is the responsibility of our families to keep informed by checking email, the website, and dedicated student information systems set up by classroom teachers (dojo, planners, texting). If you do not have an active email account or are unable to check the school website or Facebook, please let the front office know and we will find another way to provide the information.

For a direct link to our policies on our school website, go to www.redrivervalleycs.org/policies.

Please do not interrupt class while the teacher is working with students; it decreases the amount of quality instruction time they have and negatively impacts the students' academic success. Instead of texting your child's teacher during the school day, please call the office and leave a message. 575-754-6117 sxt.131

Parent Responsibilities:

RRVCS is a partner in the process of educating children. Every parent, guardian and family member of the school community shares in the responsibility for educating children in a safe and protective environment. Please review:

Parent & Visitor Responsibilities Guidelines.

Parent-School Communication Guidelines

Student Responsibilities & Discipline:

Please refer to *RRVCS's Discipline and Suspension Procedure*

Student Code of Conduct & Academic Integrity

Love & Logic Guidelines

Love & Logic Core Beliefs www.loveandlogic.com

Playground Guidelines

Dress Code

Cell Phone & Electronic Devices Guidelines

Field Trip Policy

Bullying, Discrimination & Harassment:**"We Build Up Not Tear Down" Program Anti-bullying Program**

Due to the hurtful and lasting influences that bullying behavior can have for students, families, staff, and communities, the Red River Valley Charter School has adopted a policy dealing with behaviors considered bullying.

Red River Valley Charter School believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation, or bullying are forms of dangerous and disrespectful behavior that will not be tolerated.

At the Red River Valley Charter School, we believe that successfully dealing with bullying involves building a genuine community within the school. Our goal is to maintain a good, strong, healthy, and safe environment in which we honor and respect each other at school, home and within the community. Our slogan remains, "We build up, not tear down".

Anti-Bullying included in Health Education Curriculum

"Health Education" is the instructional program that provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease, and reduce health related risk behaviors. It allows students to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices. It meets the content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

Bullying behavior is mentioned specifically in many areas of the Health Education performance standards, in all grade levels. All students need to be aware of bullying behavior beginning in Kindergarten and continuing throughout their school years. It imperative that students are comfortable with understanding, describing, and

recognizing bullying behaviors, and then in the later grades being able to analyze those behaviors and role play refusal skills.

Our curriculum does recognize the importance of bully prevention skills in all grade levels.

Please refer to RRVCS's *Bully Prevention Policy & Title IX Policies*.

Compulsory Student Attendance:

Students must attend school unless they are sick. An absence will be excused with a doctor's note addressing the absence. Vacations, trips, and outings should be planned around the school calendar. Please make yourself aware of scheduled Friday school days. Please refer to *RRVCS's Compulsory Student Attendance Policy*

Curriculum:

RRVCS utilizes the Core Knowledge Curriculum in all content areas except for math www.coreknowledge.org, Love and Logic www.loveandlogic.com to help students understand accountability and consequences created by their actions. Love & Logic additionally supports social/emotional skills.

Instructional Materials Policy

Promotion/Retention Policy

Computer Usage & Contract

Computer Code of Conduct

Student Support:

Student Assistance Process

When a student demonstrates a concern to the classroom teacher, the teacher will request a Student Assistance Team Meeting (SAT). The SAT Team consists of the classroom teacher, school administrator, parent, student, and other appropriate members. The purpose of the SAT is to discuss ways to assist the student. Parents may request a SAT if they have concerns about their child's academic performance or other issues directly related to their child.

Policies & Procedures for the Provision of Special Education Services (available at office)
SPED Services

Checking your child out early/in late:

Although RRVCS prefers that students be in attendance for the duration of the day, Parents/Guardians must stop by the front office to sign their student(s) out. After the student is properly signed out, the student will be called out of class and will meet you at the school office. **Please do not go to your child's classroom.** To maintain learning, please

keep early pick up to a minimum and schedule appointments when school is not in session.

When your child returns to school after an appointment or comes to school tardy, the parent/guardian must use the same procedure to sign him/her in for the day. After the student is properly signed in by the parent/guardian, the student may go to class.

Transportation:

Bus and Red River Trolley service is a privilege, not a right. Misbehavior will not be tolerated, and parents are expected to attend bus orientation before students will be allowed on the Bus or the RR Trolley.

RRVCS Bus Expectations and Consequences

State Statute Rules & Regulations for School Busses

Inclement Weather: The school administrator and Bus driver will make the determination to delay or cancel school. If school is delayed or cancelled it will be advertised on KOB, KOAT, the school website, and Facebook. Additionally, teachers will text/call families according to their designated list.

Meals and Snacks Guidelines:

RRVCS is a CEP-Community Eligibility School and that means that all students are provided a free breakfast and lunch.

Breakfast is served from 7:40 AM to 8:00 AM. Please make sure your child arrives at school before 7:50 AM to have breakfast or be sure that he/she eats at home. Instruction begins promptly at 8:00. If your child arrives to school after 8:00 AM, he/she will not be able to get breakfast.

Lunch is served at 11:30 AM for grades Pre-Kinder through second, and at 12:00 PM for grades 3rd-8th. Do not send soda, energy drinks, or drink mixes to school. If you would like your child to have flavored water, please prepare it at home. This is due to sharing and a conscientious effort to protect all students who may have an adverse reaction to what is in the mix.

Students at RRVCS may have moderate to severe food allergies and associated conditions. Food sharing and meal trading is not allowed. Children are welcome to bring their own meals from home, but please remind them not to share their lunch with others. RRVCS has four microwave ovens for heating food but does not have refrigerators for student use. Please consider cold packs if cooling is needed to maintain a safe temperature for the food packed.

Snack is available on Tuesday tutoring. If you would like to pack a snack for your kids or volunteer to provide healthy snacks to classes, please reach out to the teacher. She will be aware of allergies and food sensitivities.

School Hours, Drop-Off, and Pick-Up Times:

School Hours are from 8:00 AM to 4:00 PM Monday through Thursday unless otherwise noted on the school calendar. Children may load the bus at the Cerro Catholic Church at 6:30 AM, the Questa Parish Center at 6:50 AM, ride the Red River trolley, or be dropped off starting at 7:35 AM. For morning drop off, please make sure that your child is in the building before leaving. Do not leave your child on campus without knowing if adult supervision is available.

Drop-Off

ALL student drop off takes place between 7:35 AM-8:00 AM at the main gate leading to the multi-purpose room. **Please do not park in the drop off zone**, this area is reserved for the bus. Park across the street and walk your child to the school using the crosswalk.

Pick-Up

Pick-up takes place at the small gate at 4:00 PM, except for on partial days (one Wednesday a month) with a 2:00 pick-up. **Please do not park in the drop off zone**, this area is reserved for the bus and trolley. Park across the street and walk your child to the school using the crosswalk.

See *calendar* for these partial days.

Please arrive promptly to pick-up your child(ren), time after school is reserved for teacher planning and scheduled parent/teacher updates and needs to be preserved for these purposes. Please make appointments to speak with teachers outside of the regularly scheduled parent/teacher and student led conferences.

Only people listed on the child's pick-up card will be allowed to pick up your child. If the office staff is unfamiliar with the person asking for your child, he/she will be asked to show picture ID and your child's pick-up card will be pulled for verification. Additionally, no one under the age of 18 is allowed to pick up a student from campus without documentation and parent approval.

After School Tutoring:

After school tutoring will be offered on Tuesday afternoon from 4:00-5:00. Teachers will let you know if your child needs to stay for additional supports. It is the parents' responsibility to pick-up their children at 5:00 PM on tutoring days. There is no bus transportation after 4:00 PM.

School Health Care:

RRVCS does not have a school nurse on site. Please familiarize yourself by reading the following policies. Additional information can be found on the NM Dept. of Health Website <https://www.nmhealth.org/>

Safe Schools Plan – available at office

Wellness Policy

Dyslexia Screening Policy

Administering Medications to Students

Alcohol, Tobacco & Illegal Drugs Policy

Search & Seizure Procedure

Student Immunization Requirements

Student Immunization Exemption Form

Gun Free School

Grading:

RRVCS is required to send student grades, K-8th, to Santa Fe. Grades K-2 receive a point system 1-3, 1 introduced, 2 progressing, 3 mastery, and grades 3rd-8th receive traditional numeric/letter grades A (100-90), B (89-80), C (79-70), D (69-60), & F (59 and below) for their records. However, beyond grades teachers will discuss mastery, strengths and weaknesses, progress based on standards (short cycle assessments, small grouping, tutoring, portfolios, student data binders, student growth goals, etc.)

Homework:

RRVCS assigns homework for skills practice in the areas of language arts, math, science, and history. Your child will never be sent home with homework that was not introduced and practiced in class.

Students at RRVCS are expected to listen to someone read to them, read alone or to a family member, or both on a nightly basis. There is no substitution for vocabulary, sentence structure, and concept development that occurs with reading. A solid literacy practice is for the family to have a book that is read aloud to the children and for the children to have the books they are reading. Please make a commitment to read to your child, have him/her read to you, or have your child read alone before bed each night.

Family Education Rights and Privacy Act:

Please refer to RRVCS's *Family Education Rights and Privacy Act*

Volunteers:

As a small school, volunteers are especially important for the day-to day operation. Kitchen assistance is always needed and greatly appreciated. We would like volunteers every day in the building to assist in activity preparation and working with the children.

For families wanting to help, but are unavailable to assist during normal business hours, opportunities such as Parent Involvement Committee, Student Health Advisory Committee, School Advisory Committee, and other committees are frequently in need of volunteers.

Individuals who wish to volunteer in the classroom will need to reach out to the teacher ahead of time to make arrangements. If a parent would like to volunteer on a regular basis, please refer to the volunteer policy located on the school website.

Background Checks:

The state of New Mexico requires that any adult volunteering in a public school for five or more days per school year undergo a background check. You may not volunteer before the results of the background check are submitted to the school

Volunteer Policy:

Please refer to *RRVCS's Volunteer Policy*

Enrollment:

Please refer to *RRVCS's Enrollment & Lottery Policy*

Additional Information:

The New Mexico Public Education Department (NMPED) website, <https://webnew.ped.state.nm.us/> has a wealth of information beyond this handbook.

*****If you are unable to access these policies on the website and would like a hard copy of one or all, please provide written notice to the office manager and she will make you a copy. Signed receipt/acknowledgement is required by August 20, 2020.**