

RED RIVER  
VALLEY CHARTER



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# STUDENT & PARENT HANDBOOK

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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 that 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:**

Students will participate in service-learning projects throughout the school year that will focus on the general category of performance focus of “knowledge and understanding outcomes” that include each student’s unique development and responsible citizenship acquired through service-learning projects, activities, and reflections (both oral and written). This general category of performance includes kindergarten through eighth grade.

The goal connection is to encourage and lead by example responsible citizenship through service-learning leadership and reflections upon the experiences obtained in our community and the communities that surround it.

### **Communication:**

To save time and resources, most of the general communication will be delivered via email, the RRVCS website [www.redrivervalleycs.org](http://www.redrivervalleycs.org), and the RRVCS Facebook page. It is the responsibility of the families to keep informed by checking email, the website, and/or Facebook. Individual student information systems are set up by classroom teachers (dojo, planners, email, texting, phone calls, newsletters). 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 accommodate your needs with paper copies.

Please reach out to your child’s teacher directly to set appointments pertaining to academics, social/emotional information, and/or concerns. Please do not text/call during class time, as the disruption takes away from student learning. Feel free to call the main office, 575-754-6117 ext 131, to leave a message for the teacher and the office manager will deliver the message. The teacher will call back after student dismissal. This will increase the amount of time quality instruction can be provided.

### **Policies:**

For a direct link to our policies is found on our website at

[www.redrivervalleycs.org/policies](http://www.redrivervalleycs.org/policies)

### **Parent Responsibilities:**

RRVCS is a partner in the education process. 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 and Discipline Please refer to *RRVC's*

*Discipline and Suspension Procedure*

*Student Code of Conduct & Academic Integrity*

*Love & Logic Guidelines*

Love & Logic Core Beliefs [www.loveandlogic.com](http://www.loveandlogic.com)

*Playground Guidelines*

*Dress Code*

*Cell Phone & Electronic Devices Guidelines*

*Field Trip Policy*

### **Bullying, Discrimination & Harassment:**

#### **“We Build Up Not Tear Down” 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.

RRVCS believes that providing an educational environment for all students, employees, volunteers, and families that is free from harassment, intimidation, or bullying will support 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 RRVCS, 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 student to develop and demonstrate increasingly sophisticated health related knowledge, attitudes, skills, and practices. It meets the content standards with benchmarks and performance standards 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 PreK and continuing throughout their school years. It is 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 RRVC's *Bully Prevention Policy & Title IX Policy*.

**Dress Code:**

Please refer to the *Dress Code Policy* posted on the website.

RRVCS shall not discriminate against a student, discipline a student, or impose disparate treatment of a student, because of a student's race, religion, or culture or because of a student's use of protective hairstyles or cultural or religious headdresses, as defined in New Mexico statute, NMSA 1978 §22-8B-4(U).

**Compulsory Student Attendance:**

Students must attend school unless they are sick, fever, vomiting, diarrhea. If your child is experiencing any of these symptoms, please keep him/her at home. A child needs to be fever free, without medication, to return to school.

An absence will be excused with a doctor's note addressing the absence. Although the absence will be marked excused, students are allowed ten absence days for the entirety of the school year. Vacations, trips, and outings should be planned around the school calendar.

Please make yourself aware of the calendar and plan for your children to be here on all school days, including designated Friday school days. Students are responsible for the schoolwork missed. Upon return to school, students will be given assignments that were missed and will have the number of days absent to complete & turn in the assignments. Parents/guardians of kindergarten through eighth grade students are encouraged to communicate with the teacher regarding missing assignments to ensure completion and understanding of the content.

It is the responsibility of the school to make the state aware of absences.

**Curriculum:**

RRVCS utilizes E.D. Hirsch's Core Knowledge Curriculum in all content areas except for math. The curriculum can be found at [www.coreknowledge.org](http://www.coreknowledge.org). The math curriculum is iReady in grades K-4 and Mid School Math in grades 5-8. Policies to review are listed below.

*Instructional Materials Policy*

*Promotion/Retention Policy*  
*Computer Usage & Contract*  
*Computer Code of Conduct*

### **Student Supports:**

#### **MLSS**

When a student demonstrates a concern to the classroom teacher, the teacher will begin implementation of strategies to support the student. These strategies are available across content and the teacher will document what is implemented, whether it is working, and make changes accordingly if the strategies are not supporting the student enough or if additional strategies are needed. This process is worked through seamlessly and fluid in the ability to adjust.

Should the student require additional supports beyond what the teacher has implemented, the teacher may request a Student Assistance Team Meeting (SAT). The SAT team consists of the classroom teacher, school administrator, parent, student (when applicable), and any specials teachers who have helped support success along the way. 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 front office for review)*

*SPED Services*

### **Checking your child in late/out early:**

Although RRVCS prefers that all students be in attendance for the duration of the day, Parents/Guardians must stop by the front office to sign their students(s) in/out. After the Student is properly signed in/out, the student will be directed to class or called to out of class to meet the parent/guardian at the front office. **Please do not go to your child's classroom**, all visitors to campus must enter through the front office. To maintain learning, please keep late drop off and 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 will be directed to class.

### **Transportation:**

Bus and Red River Trolley service is a privilege, not a right. Misbehavior will not be tolerated, and parents/guardians are expected to read, discuss, and sign off on the bus expectations and consequences paperwork within the first week of school. Failure to do so will result in loss of bus and/or trolley privileges until completed.

### **Inclement Weather:**

The school administrator and the 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 a.m. to 8:00 a.m. Please make sure that your child arrives before school to have breakfast or eats breakfast at home. Instruction begins promptly at 8:00 a.m. Lunch is served at 11:30 a.m. for kindergarten through third grade and 12:00 p.m. for fourth through eighth grade. 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 the conscious 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, however, please remind them not to share their lunch with others. If your child would like a hot lunch, please plan on utilizing the school lunch program or using a thermos to keep what is heated at home warm until lunch. **Microwaves are not available for heating lunches this year. We are under construction and using the multipurpose/cafeteria as a classroom. Thank you for your understanding.**

Snack is available on Tuesday tutoring and extra-curricular days. If you would like to pack a snack for your child or volunteer to provide healthy snacks to classes, please reach out to your child's teacher. She will be aware of allergies and food sensitivities in the classroom.

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

School hours are from 7:35 a.m. to 4:00 p.m. Monday through Thursday unless otherwise noted on the school calendar. Children will load the bus at the Cerro Catholic Church at 7:10 a.m., the Pendleton at 7:15 a.m., and the Questa Parish Center at 7:20 a.m. For morning drop-off, please make sure that your child is in the building before leaving the drop-off area. Do not leave your child on campus without knowing if adult supervision is available.

### **Drop-Off:**

ALL students, including walkers and bicyclists, are to be dropped off between 7:35 a.m.-8:00 a.m. at the west gate located on High St., the gate leading to the multipurpose building. Please do not park in the drop off zone, this area is reserved for the bus and the trolley. Park across the street and walk your child to the school gate.

### **Pick-Up:**

Parent/guardian pick up, walkers, and bicyclists will occur at the west gate on Center Ct. Students riding the bus or trolley will leave using the same gate as drop off. Please do not park in the pick-up zone, this area is reserved for the bus and the trolley.

Please arrive promptly, or a bit early, 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. After school pick up requires all teachers to watch and ensure the safe delivery of all students into the parent/guardian hands, please make appointments to speak to your child(ren)'s teacher at a time other than drop-off and/or pick-up.

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, hi/she will be asked to show a 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 of parent approval.

### **After School Tutoring and Enrichment Activities:**

After school tutoring will be offered to all students three times a month on Tuesday afternoon from 4:00-5:00 p.m. The fourth Tuesday of the month will be utilized for enrichment activities from 4:00-5:00 p.m. It is the parents' responsibility to pick-up their child(ren) or make arrangements for pick-up. Please be sure that the person who picks up the child(ren) is listed on the approved pick-up list located in the student file. There is no bus transportation after 4:00 p.m.

### **School Health Care:**

RRVCS does not have a school nurse on campus. Please familiarize yourself with the following policies located on our website, <https://www.redrivervalleycs.org>. Additional information can be found on the NM Dept. of Health website <https://www.nmhealth.org/>

*Safe Schools Plan-available in the front 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-8<sup>th</sup>, to the New Mexico Public Education Department in Santa Fe. Grades K-2 receive a point system 1-3, 1-introduced, 2-progressing, 3-

mastery, and grades 4<sup>th</sup>-8<sup>th</sup> 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, projects and/or portfolios, student data binders, academic and social/emotional growth goals, etc.).

### **Homework:**

RRVCS assigns homework for skills practice in the areas of language arts, math, science, and history. Your child will have homework to practice skills and extend learning introduced in classroom.

Students at RRVCS are expected to read daily. This could look like buddy reading, reading to a sibling, listening to a parent/sibling read, as age appropriate. 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 child(ren) and for the child(ren) to have books they are reading. Please make a commitment to read to your child, have him/her read to you, or read alone before bedtime.

### **Family Education Rights and Privacy Act:**

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

### **Volunteers:**

As a small school, volunteers are especially important for the day-to-day operation. For families that would like to volunteer, but are unavailable to assist during normal business hours, please consider opportunities such as Parent Involvement Committee, Student Health Advisory Committee, or other committees.

Individuals who wish to volunteer in the classroom should 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.

### **Volunteer Policy:**

Please refer to RRVC's *Volunteer Policy* located on the website, <https://www.redrivervalleycs.com>

### **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 received by the school. Please let the school administrator know once you have completed the fingerprinting appointment as the results arrive quickly and we will be better able to coordinate volunteer time.



**Enrollment:**

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

**Additional Information:**

The New Mexico Public Education Department (NMPED) website, <https://webnew.ped.nm.us/> has a wealth of information available to families.

If you would like a printout of this parent/student handbook, please provide written notice to the office manager and a copy will be provided to you. Signed acknowledgment of the handbook and an understanding of its contents is required by August 26, 2021. Thank you for supporting the teachers, staff, and students of Red River Valley Charter School.