

# Parent & Student Handbook

2026-2027

SPRING VALLEY ACADEMY  
**EAGLES**



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# Principal's Message

Dear SVA Families,

On behalf of all of our teachers and staff, I would like to welcome you to Spring Valley Academy, SVA! We are excited to begin another school year and are grateful to have you and your child as part of our school community.

The middle school years are an important time of growth, change, and discovery, and we know that navigating these years is a journey for both students and their families. At SVA, our goal is not only to support your child throughout their middle school experience, but also to ensure that our parents and guardians feel supported, informed, and connected along the way. We truly believe that when schools and families work together, our students are given the best opportunity to be successful.

This Student Handbook is designed to serve as a reference for our school policies, procedures, and expectations. I encourage you to take some time to look through it and become familiar with the information provided. Thank you for taking the time to review the handbook, and please never hesitate to reach out if you have questions or need clarification.

Communication is an important part of our partnership with families. I highly recommend that all parents and guardians create accounts, or make sure they have their current login information, for ParentSquare and Jupiter. These are our primary communication tools and are used by teachers and office staff to share important daily and weekly information, school updates, and information regarding your child.

We know that middle school comes with exciting moments, challenges, and plenty of growth. Please know that you are not navigating it alone. Our teachers, staff, and administration are here to support your child and your family throughout the school year.

Thank you for trusting us to be a part of your child's middle school journey. We look forward to partnering with you and making this a positive and successful year for our entire SVA community.

Welcome to SVA! We are so glad you are here.

Warmly,

Amy Isbell  
Principal

# Office Phone: (619) 668-5750

|                         |                  |                             |           |
|-------------------------|------------------|-----------------------------|-----------|
| Enrollment              | Ivy Kerr         | ivy.kerr@lmsvsd.net         | ext. 3196 |
| Attendance              | Rebekah Guerrero | rebekah.guerrero@lmsvsd.net | ext. 3189 |
| Office Manager          | Adriana Johnson  | adriana.johnson@lmsvsd.net  | ext. 3197 |
| Office Assistant        | Sharavyn Pamplin | sharavyn.pamplin@lmsvsd.net | ext. 3190 |
| Assistant Principal A-L | Shannon McRae    | shannon.mcrae@lmsvsd.net    | ext. 3191 |
| Assistant Principal M-Z | Shaun McDade     | shaun.mcdade@lmsvsd.net     | ext. 3155 |
| Principal               | Amy Isbell       | amy.isbell@lmsvsd.net       | ext. 3199 |

## Enhanced Parent Communication/Student Information:

- Use Aeries Log-In at: <https://lamesasvsd.aeries.net/student/LoginParent.aspx> for student attendance tracking, final trimester grades, State testing scores
- Parent Square: <https://www.parentsquare.com/signin> for general school communications, parent to staff member messaging.
- Use Jupiter at: <https://bit.ly/JupiterGrades> for current grades, student assignments (missing and completed), messages to and from staff

# School Operations

## School Hours

9:00 am –3:35 pm Monday, Wednesday - Friday

9:00 am - 2:30 pm Tuesdays

Students should arrive at school no earlier than 8:30 am (unless they are enrolled in ESS). Gates open at 8:30 am. There is no supervision for students prior to 8:30 am.

## Closed Campus

All campuses in the La Mesa-Spring Valley Schools are closed campuses. ALL visitors and volunteers MUST check in with the main office staff to sign in and get an I.D. badge to wear while on campus. No outside students or adults are allowed to come on campus, nor walk or bike across campus, as a shortcut. Any stranger, whether adult or child, will be immediately approached by a staff member and appropriate action will be taken by school personnel.

## Breakfast / Lunch Information

Breakfast and lunch are free to all students. Classes will not be interrupted for the delivery of lunch. Due to potential allergy issues, parents/guardians may drop off food for only their student. Food will be kept in the office until lunch.

## Lost and Found

OFFICE: Valuables such as phones, watches, rings, etc.

MPR: Jackets, backpacks, water bottles, etc

LIBRARY: Textbooks and chromebooks.

## Hall Passes

Students are not permitted in the hallways during class periods without a HALL PASS. The office staff, counselors, librarian, or health tech will not accept students during class time without a pass. See pages 12-13 for tardy policies.

## Private Vehicles

Students transported to and from school by a private vehicle should be aware of all traffic laws and safety rules applying to them.

- Parents should not double park to wait for their children. Plan the route so children do not have to cross the street to leave or enter the car. Parents should not make an illegal U-turn on Conrad Dr.
- Please use the Rogers Road parent drop off/ pickup area. The address is 4023 Rogers Road.
- Do not block entry and exit lanes from the school parking areas.
- Do not park in the red curb areas. These are for buses and emergency vehicles only.

# School Services

## Health Office

The health office is staffed by a health clerk, who is trained in first aid and CPR. In most instances, care in the health office will consist of first aid, temperature assessment, and a phone call home to make a decision as to the student's ability to remain in school. If parents/guardians request a child be sent home, an off-campus pass will be given. If the student is not to go home, the student will return to class. If no one is at home and emergency contacts cannot be reached, the student will remain at school until a parent or guardian has been contacted. It is required that the parent keep the office informed of changes to emergency information and contacts.

## Library and Internet Usage

Students are responsible for books checked out of the school library. Checking out a book is a contract, meaning you promise to return the book on or before the due date. Using the library is a privilege. With parental consent, students may access the Internet in the library.

## Wellness Team

Our Wellness Team is available to assist students and parents in working out academic, social, and/or personal problems. Students may request an appointment with the Counselors or the Social Worker at any time. Students can fill out a request to see the Wellness Team through Clever or in the registrar's office. Parents should call for an appointment to set up a mutually convenient time to meet with any school support staff.

# Parent Information

## Parents Are Partners

Parents are considered full partners at SVA. Parents are encouraged to visit school with prior notification, supervise student's homework assignments, communicate regularly with teachers, and assure regular and timely attendance.

Parents should reach out to teachers through Jupiter Ed, ParentSquare, email or phone message if a concern arises. Always start with teachers as a first step for concerns in the classroom. Paraprofessionals, aides, campus attendants, and supervision staff may not address classroom or school concerns. Our appointments can be made with our teachers and administration staff to solve concerns.

Parents who wish to volunteer in the classroom, support a campus club, or to help out at a school activity must fill out a Volunteer Form. A fingerprint check and district approval are required prior to volunteering. Once approved, parents should check in at the front office using the Ident-a-kid computer system. Volunteers are expected to check-in and out when visiting campus.

### **Visitations**

Parents are welcome to visit classrooms with prior notification or a scheduled appointment. Parents are required to present a photo ID and sign-in at the front office. The office staff will direct parents/guardians to their child's classroom. Students from other schools are not permitted to visit classrooms during the school day.

### **Parent/Teacher Conferences**

Parent/Teacher Conferences can be scheduled for a mutually agreed upon time between parent and teacher(s). Parents can call the school for an appointment or schedule appointments through Jupiter messaging. Parents are encouraged to attend parent conferences scheduled in November.

### **IEP and Special Education Meetings**

Our Special Education team will be making appointments with families of students who have IEPs. It is imperative that parents make every effort to attend Special Education meetings. This allows the school and family to work together to support students.

### **Student Insurance**

The School District maintains no insurance coverage for individual students. Thus, all parents are urged to take out low cost student insurance for the entire school year. Insurance information is handed out at the beginning of the school year. Parents should read the information carefully and contact the insurance company directly for additional information and enrollment. Twenty-four hour coverage is also available.

### **School Emergencies**

In the case of an emergency, students will be held until it is safe to release them to a parent or designated guardian. SVA will abide by the direction of local law enforcement. Student cell phones should be turned off and put away during the school day. It is the expectation of SVA that students do not use their cell phones during an emergency. Likewise Parents should communicate through the school office. SVA will do all that we can to provide all parents with communication updates through our parent notification systems via. text, email and/or phone calls.

## **Messages to Students**

Please communicate messages regarding transportation or changes in schedule prior to the start of the school day. It is difficult to get messages to individual students during school hours. Please do not call or message your student on their personal cell phone. If you do need to contact your student during school hours, please call the school office.

## **Medications**

La Mesa-Spring Valley Schools recognizes some children need to take medication at school. To encourage school attendance, school personnel will assist in carrying out physician's recommendations. However, we request the following precautions be observed for the safety of your child and others, and to comply with the law.

1. All medication must be brought to school by an adult and accompanied by "Authorization for Medication Administration," Form 09562, signed by you and your physician. A new medical authorization is needed at the beginning of a new school year.
2. Medication must be brought in its prescription bottle labeled with the student's name, physician's name, amount of medication, and time to be given.
3. Over the counter medication must be in its original container labeled with the student's name and accompanied by written physician instructions.
4. Any special instructions for storage or likely side effects, i.e., drowsiness, should be noted.
5. The student should be instructed to report to the health office to take the medication at the appropriate time. Students may be assisted with medication by the health tech or school office manager.
6. Under no circumstances are school personnel to provide aspirin or any other patent medicine or administer to students without written authorization signed by parent and physician. Students observed by school personnel administering unauthorized medications to themselves will be reported to their parents/guardian and could face consequences.
7. Any medications not picked up at the end of the school year will be disposed of. They will not be kept in the Health Office from one year to another.

## **Change of Address**

It is important that you keep the school office informed of any telephone or address change to assure contact during emergencies, delivery of report cards, and other important notices from the school. Please call 619-668-5750.

## **Change of Schools**

If you are changing schools, the Registrar will issue a withdrawal form. This will verify that all books and chromebooks have been returned and all debts have been paid. The student will not be dropped from SVA until he/she is officially enrolled in the new school. The new school will then request records for your student and then will be dropped from our system. This process closes our files and clears a student to enroll in another school.

# **General Student Information**

## **DRESSCODE & GROOMING.- POLICY 5132**

The Governing Board values the identity of all students and believes that appropriate student clothing contributes to a positive and healthy learning environment. Students are expected to dress in a way that is appropriate for the school day and for school sponsored events. Student clothing should be suitable for school activities while being inclusive of a diverse range of identities.

The primary responsibility for a student's clothing resides with the student and their parent(s) or guardian(s). The school is responsible for ensuring that student clothing does not interfere with the health or safety of students or staff and that it does not contribute to a hostile or intimidating environment. The school must also ensure that dress code enforcement does not reinforce or increase marginalization or discrimination against any student because of their race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, household income, body type, or weight.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression, or with their religious or cultural observance.

Dress code policies shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with students and staff as necessary.

To ensure effective and equitable enforcement, school staff shall implement the dress code policy consistently in accordance with the requirements below:

- Students shall not be required to kneel, bend over, or raise their arms to check clothing fit.
- The width of straps, the length of shorts, or other worn articles of clothing shall not be measured.
- Students shall not be called out for suspected dress code violations in front of other students.
- Students shall not be accused of “distracting” others with their body, clothing, or appearance.
- Student dress code enforcement shall not result in unnecessary barriers to school attendance.
- The school shall not have discretion to vary the requirements of the dress code in ways that lead to discrimination of any student because of their race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, household income, body type, or weight.

Students found to be in violation of the dress code policy will be required to do one of the following:

- Put on their own alternative clothing, if available at school
- Wear temporary school clothing.
- Ask a parent/guardian to bring alternative clothing for the student

Repeated violations or refusal to comply with the dress code may result in appropriate disciplinary action.

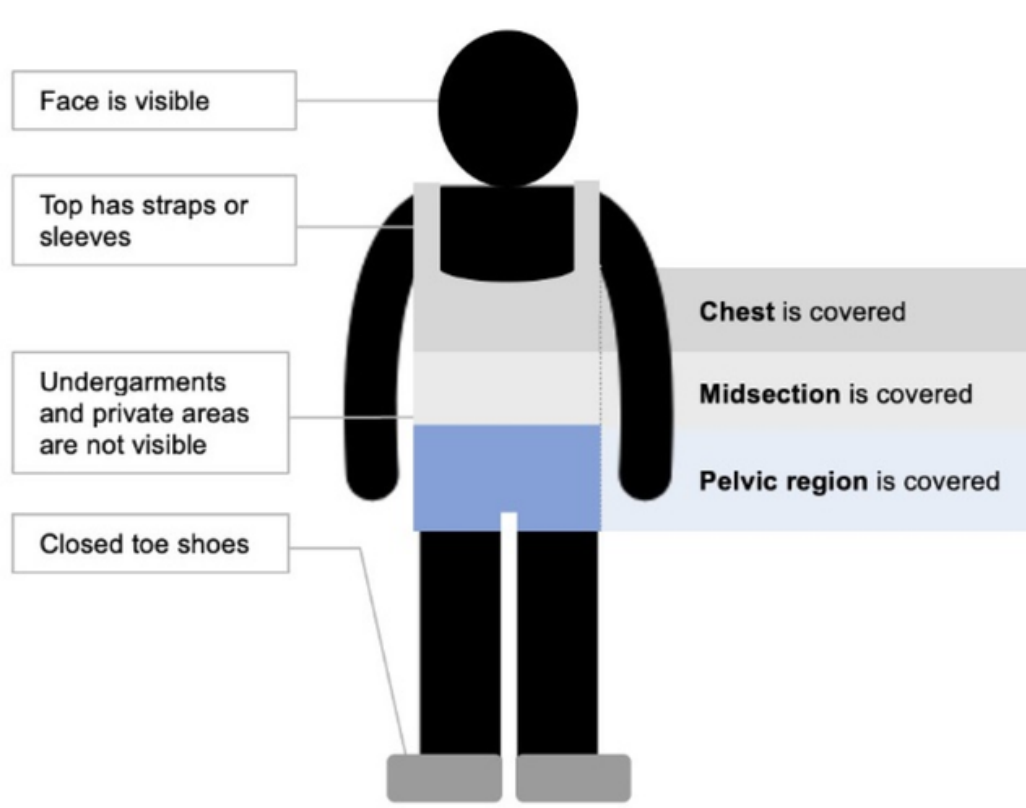
### *Gang-Related Apparel*

When there is evidence of a gang presence that threatens to disrupt the school, the principal or designee may consult with the local law enforcement agency to establish a reasonable addendum to the dress code to prohibit gang-related apparel. Upon determining that it is necessary to protect the health and safety of the school environment, the proposed addendum shall be approved by the superintendent or designee prior to enforcement. (Education Code 35183)

## REGULATION 5132 - DRESS & GROOMING

The following dress code shall apply to all students and school activities.

1. As illustrated in the graphic below, students must wear clothing that fully covers the chest (at approximately armpit level), midsection (with arms down), and pelvic region. With the exception of shoulder straps, undergarments must not be visible. Private areas must not be visible. Tops must have shoulder straps or sleeves. Closed toe shoes must be worn at all times.



2. See-through and mesh clothing must have appropriate coverage underneath or on top and meet the minimum requirements listed above.
3. Headgear must not be worn in a manner that hides a student's face, unless for religious, health, or other reasons approved by school administration. (Examples: hats, hoodies, sunglasses, masks, etc.)
4. Clothing and accessories that may endanger student or staff safety is not permitted. (Examples: wallet chains, spiked wristbands, etc.)
5. Swimsuits are not permitted.

6. Clothing and personal items (such as jewelry, backpacks, water bottles, etc.) shall not:

- a. Depict, imply, advertise or advocate illegal, violent or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or any other controlled substance;
- b. Depict or imply pornography, nudity, or sexual acts;
- c. Display or imply vulgar, discriminatory or obscene language or images;
- d. State, imply or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstances deemed necessary by school administration and approved by the superintendent or designee. In addition, school administration may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control.  
(Education Code 49066)

## **Attendance**

### **Policy**

Regular attendance during the school years supports academic achievement and prepares students for future success in the adult workplace.

Excessive absences or tardiness will also affect the student's permanent record. (Ed. Code Sec. 48200 states that all children between the ages of 6 and 16 are subject to compulsory full-time education.) Chronic absences and/or tardies will be reported to our Student Attendance Review Team.

## **Independent Study Agreement**

Independent Study Agreements (ISA) are available for students who are ill or are absent due to travel or family necessity for three days or more. Teachers must be provided with 24 hours notice to prepare school work, more notice is appropriate if ISA is longer than 3 days. The ISAs must be approved by the principal. Contact the school office prior (minimum of two days) to absence to allow teachers to prepare homework for the extended absences at 619-668-5750. The student's assignments will be placed on an Independent Study Agreement.

## **Absences**

When a student is to be absent, please contact the School Attendance Office at 619-668-5750 and follow the prompts to leave a message on the absence line. You can also call our Health Technician at 619-668-5750 extension 3189. A student returning after an absence can:

1. Present a written excuse signed by a parent or guardian to the Health Technician.
2. Provide medical documentation to our Health Technician.

## **Leaving During School Hours**

1. A parent or guardian must come to the front office with a photo ID to sign out their release student.
2. If a person other than the legal guardian is picking up the student, the person picking up the student from the school must be on the student's contact list and have a signed, written authorization from the parent/guardian.
3. If a parent/guardian is picking up their student before the end of the day, please note, it may take as long as 15–20 minutes from the time you enter the office to retrieve your student from his/her class depending on what time it is and/or what class they are in. It is the Parent's responsibility to arrive ahead of time if the student has an appointment.

## **Tardy Response Plan**

### **1st–2nd Unexcused Tardy**

- Teacher provides a verbal reminder to the student.
- Teacher documents the tardy.
- Students are reminded that they are expected to be in class, in their seat, and ready to learn when the bell rings.

### **3rd Unexcused Tardy**

- Teacher contacts the parent/guardian (email/Jupiter) to discuss the pattern of tardiness.
- Teacher continues to document tardies.

### **4th–5th Unexcused Tardy**

- Teacher continues to document tardies.
- Parent/guardian is contacted.
- Students may be assigned Tardy Make-Up Time and/or after-school reflection time.
- Students may meet with a counselor, administrator, or designated support staff to identify barriers and create a plan for improvement.

### **6th or More Unexcused Tardy**

- Administrator contacts the parent/guardian.
- Administrator reviews the student's tardy pattern and previous interventions.
- A student/parent conference may be scheduled.
- An individualized attendance/tardy intervention plan may be developed.
- Additional consequences or supports may be assigned.

### **Additional Interventions May Include**

- Lunch detention / Tardy Make-Up Time
- After-school reflection or make-up time
- Parent/guardian conference
- Counselor or administrator check-in
- Attendance intervention plan
- Loss of extracurricular or school activity privileges when appropriate

## **Restroom & Passing Period Considerations**

Students have **4-minute passing periods** and are expected to move directly to class. Students are encouraged to use restrooms during passing periods whenever possible. Staff may verify legitimate delays caused by unusually long restroom lines or circumstances outside of the student's control. Restroom use does not automatically excuse a tardy, and repeated restroom-related tardies will be reviewed individually.

## **Progress Over Perfection**

Our goal is accountability, not punishment. Students will have opportunities to reflect, reset, and improve.

## **Truancies**

Under provisions of the California State Education Code: "Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant..."

1. When a student is truant they will be referred to the Wellness Team.
2. The habitual truant may be referred to the School Attendance Review Team for a meeting. If attendance does not improve there will be a referral to the District Attendance Review Team for a hearing.

## **Homework During Absences**

After being absent three days or more because of illness, parents may request homework assignments from the student's teachers via email or login to Jupiter Ed for posted assignments. Teachers require a twenty-four hour notice before coming to pick up any homework in the office. Independent Study Contracts (3 day minimum) are also available for illness or travel reasons with a 48-hour notice.

# **Academic Success**

## **Grades**

Report cards are sent home at the end of each grading period. Jupiter online grades are available any time throughout each grading period. Letter grades of A, B, C, D, or F are given.

## **Excerpts from District Grading Regulations**

At the beginning of each school year, a written description of the grading procedures used in each class shall be given to each parent/guardian. The criteria for determining quality work shall also be discussed with students at the beginning of each year.

Assessment of student progress shall be based upon impartial, consistent observation of the quality of a pupil's work and demonstration of mastery of course content and objectives. Reports of student progress and/or grades may be based upon, but are not limited to, class work, homework, projects, quizzes, and tests.

### **Criteria for Academic Achievement Grades**

A student who earns an "A" grade is one who in most instances:

- a. Demonstrates outstanding scholarship and grasp of the designated subject area.
- b. Meets and regularly exceeds course and/or state/district content standards in every respect.
- c. Completes assigned work thoroughly and accurately.
- d. Independently applies knowledge and skills to new situations.
- e. Expresses self clearly and effectively.
- f. May show unique perception and depth of study in the field.

A student who earns a "B" grade is one who in most instances:

- a. Demonstrates strong scholarship and achievement in the designated area.
- b. Meets and often exceeds course and/or state/district content standards in every respect.
- c. Completes assigned work with above-average quality and few errors.
- d. Is able to retain facts and principles independently.
- e. Expresses self clearly and effectively.

A student who earns a "C" grade is one who in most instances:

- a. Demonstrates satisfactory scholarship and achievement in the designated area.
- b. Meets most course and/or state/district content standards.
- c. Needs some individual direction and reteaching to complete assigned work.
- d. With help, applies knowledge and skills to new situations.

A student who earns a "D" grade is one who in most instances:

- a. Demonstrates less than satisfactory scholarship and achievement in the designated area.
- b. Meets few course and/or state/district content standards.
- c. Seldom completes assigned work without individual direction from the teacher and ongoing supervision.
- d. Rarely applies knowledge and skills to new situations.
- e. May have difficulty expressing self adequately.

A student who earns an "F" grade is one who in most instances:

- a. Fails to comprehend the subject matter or fails to demonstrate achievement in the designated area.
- b. Does not meet course and/or state/district content standards; does not fulfill requirements of the class.
- c. Seldom or never completes assigned work; may reject teacher assistance.
- d. Does not or cannot apply knowledge and skills to new situations.
- e. May not express self adequately.
- f. May not be capable of moving to the next level of work with extensive remediation.

### **Honor Roll**

At the end of each grading period, any student who receives a 3.5 or higher grade point average (A=4 pts.; B=3 pts; C=2 pts.; who has no "D's," "F's," "NM's,") is on the school's Honor Roll.

## **Criteria for Citizenship Rubric**

Please note that a "G" is the expectation. It is the Eagle Standard. Tardies affect a student's citizenship grade.

"Os" and "Gs" should reflect extraordinary behaviors that reflect students who are engaged in all aspects of the class including but not limited to preparedness, engagement, collaborative practices, exemplary character and leadership that are above and beyond expectations.

| <b>Outstanding<br/>O</b>                                                                                                                                                                                                            | <b>Great<br/>G</b>                                                                                                                                                                                               | <b>Satisfactory<br/>S</b>                                                                                                                                                                            | <b>Needs<br/>Improvement<br/>N</b>                                                                                                                                                                                      | <b>U<br/>Unsatisfactory</b>                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Always:</b><br>On task<br>Prepared for class<br>Works well with peers and teacher<br><br><b>Always:</b><br>Makes positive choices<br>Participates in class<br>Polite and respectful of others<br>On time to class<br>0-1 tardies | <b>Almost always:</b><br>On task<br>Prepared for class<br>Works well with peers and teacher<br><br><b>Often:</b><br>Makes positive choices<br>Polite and respectful of others<br>On time to class<br>1-2 tardies | <b>Generally:</b><br>On task<br>Prepared for class<br>Respectful of teacher and peers<br><br><b>Regularly:</b><br>Makes positive choices<br>Participates in class<br>On time to class<br>2-3 tardies | <b>Frequently:</b><br>Off task<br>Unprepared for class<br>Disrespectful of others<br>Makes poor choices<br>Little or no participation in class<br>Disrespectful and questions authority<br>Late to class<br>4-5 tardies | <b>Almost always:</b><br>Off task<br>Unprepared for class<br>Unwilling to participate in class<br><br><b>Regularly:</b><br>Disrespectful of peers and teacher<br>Disrupts class<br>Disrespectful and questions authority<br>Late to class<br>6+ tardies |

### **Eagle Pride Awards**

At the end of each grading period, each department nominates students who have shown excellence or improvement in academic achievement or excellence or improvement in behavior. Families will be invited to participate in a school wide celebration.

### **Effect of Absences on Grades**

It is the student's responsibility to complete missed work within a reasonable time period as determined by the teacher. Students should check in with their teacher following an absence. Sufficient time shall be allowed to avoid placing an unreasonable burden upon a convalescing pupil. Each respective teacher will determine make-up work after an absence.

# Student Responsibilities

## School Supplies

To help students develop the organizational skills they will need in high school and beyond, Spring Valley Academy provides each student with the supplies needed to set up our binder organization system at the beginning of the school year. As these supplies are used throughout the year, students and families will be responsible for replacing them as needed.

If obtaining school supplies becomes a hardship, please reach out to any member of our Wellness Team. We are happy to help.

- Three ring binder (2 inches)
- Pencil pouch
- Dark blue or black ball point pens
- Pencils (No. 2)
- Subject dividers with tabs for each class/folders
- Student AVID planner
- Three-hole punched lined notebook paper
- Corded earbuds or headphones (no airpods or wireless headphones).

## Cell Phone and Personal Electronic Device Policy

At Spring Valley Academy, our priority is to provide students with a safe, focused, and engaging learning environment where they can build positive relationships, participate fully in instruction, and be present throughout the school day.

### California Law Has Changed

California's Phone-Free School Act (AB 3216) requires school districts, county offices of education, and charter schools to adopt policies that limit or prohibit student smartphone use while students are at a school site or under the supervision and control of school employees.

In support of this requirement and our commitment to maintaining a focused learning environment, Spring Valley Academy has established the following expectations for cell phones and personal electronic devices.

## **OFF. AWAY. AND OUT OF SIGHT.**

Once a student enters the Spring Valley Academy campus, personal electronic devices must remain off, away, and out of sight. This expectation applies throughout the school day, including before school once students enter campus, during classes, passing periods, lunch, assemblies, and other school-day activities. Students may access their personal devices once they have exited the school campus at the end of the school day.

## **What Is Considered a Personal Electronic Device?**

This policy includes, but is not limited to:

- Cell phones and smartphones
- Smart watches and wearable communication devices
- AirPods and other wireless earbuds or headphones
- Meta smart glasses and other smart or connected eyewear
- Personal tablets and gaming devices
- Any personal device capable of calling, messaging, recording, photographing, accessing the internet, receiving notifications, or communicating wirelessly

Meta smart glasses are not permitted for student use on campus. Because these devices may include cameras, audio recording, artificial intelligence features, internet connectivity, and communication capabilities, they are considered a personal connected electronic device under Spring Valley Academy's policy.

Wireless earbuds, including AirPods, must also remain off, away, and out of sight.

Wearing an earbud in one ear is still considered use of the device.

School-issued technology being used for an authorized educational purpose is not included in this restriction.

## **What Happens If a Device Is Used or Visible?**

Our goal is to have a simple, consistent process that students and families can understand.

### **First Violation:**

The device will be turned in to the school office and secured for the remainder of the school day. The student may pick up the device from the office at the end of the school day.

### **Second Violation and Each Violation After:**

The device will be turned in to the school office and secured. A parent or guardian will be required to come to the school office to pick up the device. The device will not be released directly to the student.

Repeated violations may also be documented through the school's referral process as a school nuisance when the device is creating an ongoing disruption to the educational environment.

## **When Cell Phone Use Becomes an Ongoing Issue**

If a student's cell phone or personal electronic device continues to interfere with the school day despite previous interventions, administration may meet with the student and parent/guardian to develop an individualized plan.

This may include requiring the student to check the device into the school office before school each morning and pick it up at the end of the school day.

Our goal with this additional step is not punishment. It is an intervention designed to help a student who is having difficulty independently meeting the schoolwide expectation.

### **Student Responsibility**

Students who choose to bring a cell phone, smart watch, AirPods, Meta glasses, or another personal electronic device to school are responsible for following the school's expectations. Students should not use, check, answer, photograph, record, text, call, or otherwise access a personal electronic device during the school day unless specifically authorized by a staff member or permitted through an approved exception. If we see it or hear it, it is not away.

## **Family Communication During the School Day**

We understand that families may be accustomed to being able to contact their children directly throughout the day. If you need to reach your student during school hours, please contact the Spring Valley Academy office. We will make sure important communication reaches your child. Likewise, if a student needs to contact a parent or guardian during the school day, school staff will assist the student in contacting home when appropriate.

A student should not use a personal cell phone to call or text a parent or guardian during the school day unless specifically authorized by a staff member.

### **Exceptions**

Spring Valley Academy will follow all exceptions required by California law and applicable student plans. Exceptions may include emergencies, health-related needs, or accommodations identified through an Individualized Education Program (IEP) or other legally required student plan. Families who believe their student requires access to a personal electronic device for a documented need should contact school administration so an appropriate plan can be established.

### **This policy is about more than cell phones.**

Reducing access to personal electronic devices during the school day helps us protect instructional time, reduce distractions, encourage face-to-face interactions, protect student and staff privacy, reduce conflicts involving social media and recording, and maintain a safer and more focused school environment. We recognize that this change requires partnership between our school and our families. We appreciate parents and guardians reinforcing these expectations at home before students arrive on campus.

### **OUR EXPECTATION IS SIMPLE:**

**OFF.**

**AWAY.**

**OUT OF SIGHT.**

## **Nuisance Items**

The following are some, but not all, of the things which students may not have at school. Bringing nuisance items may result in disciplinary action.

- Food may not be eaten in classrooms
- Chewing gum/candy
- No aerosols, no “fart” spray or Silly String
- Cameras, radios, electronic equipment, including any electronic signaling device
- Squirt guns
- Matches, lighters, devices capable of producing fire or sparks
- Devices resembling weapons
- Large sums of money
- No graffiti tools or implements/permanent markers (sharpies)
- Dangerous items of any kind

Nuisance items will be confiscated and will be returned to a parent following a parent conference.

## **Textbooks**

Textbooks are accessed through each individual student’s chromebook. In the event that a student needs a physical copy, this can be checked out through the school library.

## **Physical Education**

The State Board of Education requires that every student take physical education, unless excused by a licensed physician. All students must change into PE uniforms daily. If for a medical reason, a student needs to be excused from PE, a written notice must be provided by a physician.

PE lockers are provided to store personal belongings. The school cannot be responsible for any items left in the locker which are lost, damaged, or stolen.

## **Bicycles**

Students who violate proper bicycle traffic or safety rules coming to or going from school will have their bicycle privileges suspended. The school does not assume responsibility for the safety or security of bicycles.

1. Under CA law, helmets must be worn by minors.
2. All bicycles are to be parked in the bike rack, and must be locked.
3. Locks are not to be shared.
4. Bicycles may not be ridden on the school grounds. Students must walk their bicycles to and from the street before mounting the bike.
5. Skates or rollerblades shall not be used to get to or from school.

Provisions are made to safeguard bicycles, but the school assumes no responsibility for them.

## **Skateboards and Scooters**

The use of skates, skateboards, rollerblades, and scooters is prohibited on the school grounds. This includes before school, after school, and weekends (municipal codes sec. 10.21.010).

If you ride a skateboard or scooter to school:

1. You must wear a helmet.
2. Carry them to the Registrar's Office for storage and pick them up at the end of the day.

# **Student Activities**

## **Clubs**

Students who participate in special activities or in clubs seem to get the most out of school experience. Therefore, we strongly encourage students to get involved in a club or activity, and parents to support their child's special interest. Announcements for clubs are made daily during the SVA morning news. Students who are interested will be directed to contact the supervising teacher or to stop in at the counseling office for more information. New clubs are student-driven and we ask that students advocate for them by talking with their counselor. Permission slips will be provided for each club the student would like to attend. Clubs are held everyday after school starting at 3:45 and ending at 4:45, with the exception of Tuesdays when clubs start at 2:45 and end at 3:45.

## **Grade Level Activities**

Grade level activities are awarded on the basis of positive student behavior. Students must maintain satisfactory citizenship. Students receiving unsatisfactory citizenship, referrals, and/or suspensions may not be able to participate in grade level activities, this includes end-of-the-year activities for 8<sup>th</sup> graders.

## **Academic Honesty—Policies Regarding Cheating**

Academic honesty means doing your own work. Academic dishonesty, or cheating, is using someone else's work and submitting it as your own. Some examples of academic dishonesty include copying another student's answers on homework, classwork, or a test; using notes or "cheat sheets" during an examination (unless permitted by the teacher); taking an essay or report from a magazine or website; or using artificial intelligence (AI) tools to generate work and submitting it as your own without your teacher's permission. AI tools may be used only when specifically authorized by the teacher and in the manner directed for the assignment.

Occurrences of academic dishonesty may result in lowered academic and/or citizenship grades. Administrative disciplinary action may be taken as well.

## **Student Conduct/Behavior**

La Mesa Spring Valley Schools follow a policy of Proactive Discipline. Keeping our school neat, clean, and a safe place to learn is a responsibility shared by students, parents, and staff. Please take that responsibility seriously and place trash in trash cans. Report vandalism right away. Students and parents will be held liable for any graffiti or other forms of vandalism.

The basic premise of our discipline plan is students will be informed of classroom and school rules. If they choose to break rules, they will know what the consequences will be. They will also be aware of the positive consequences of exhibiting good behavior at school.

Teachers will notify students of their specific expectations. Generally, a teacher's plan begins with a warning. Further infractions will result in a phone call to a parent, then detention, and finally a disciplinary referral to the office.

Students are expected to obey school rules at all times. The California Education Code allows schools the authority to monitor student conduct on the way to and from school.

## **Behavior toward Guest Teachers**

Guest teachers are provided to continue the academic program of students during the absence of their regular teacher. They have the same authority as the regular teachers. Guest teachers will be treated with the same respect afforded the regular teachers.

## **Passing Period Behavior**

Passing periods are 4 minutes and are intended to use to get to your next class. When moving from one class to another, do not congregate. Keep moving to allow those behind you to get to class on time.

Please see the section titled "Tardy Response Plan".

## **Lunchtime Behavior**

The following rules apply during lunch:

1. Follow the directions of adult supervisors.
2. Wait your turn in the lunch line. (No cuts or saving places.)
3. Stay seated during lunch.
4. Eat quietly and use good manners. (No throwing food, papers, or objects.)
5. Food should only be eaten in the designated lunch area.
6. Clean up after yourself, and place trash in the proper receptacles. Recycle when possible.
7. Remain in the designated area until you are dismissed.

## **Assembly Behavior**

Assemblies are a privilege, and students who wish to maintain this privilege must behave in an orderly manner. Students will be under the direction of a classroom teacher, counselor, or administrator at an assembly. The students must follow the directions of those in authority. Students placed on the Loss of Privilege List may not attend assemblies for that current trimester.

## **Social Behavior and Conduct**

Any excessive display of affection is inappropriate on school grounds or at school-sponsored activities. Students are expected to conduct themselves in a safe and orderly manner. Pushing, shoving, horseplay, chasing, throwing objects, etc., are considered unsafe behaviors.

### **Behavioral Expectations for After School Events**

Students who are not part of a night performance, but wish to attend, must be accompanied by and remain with their parents or guardian.

### **Behavioral Expectations for School Dances**

Dances are for eligible students ONLY. Students must demonstrate good behavior to participate. Students will not be permitted to leave the dance prior to the end of the dance unless arrangements have been made with an administrator or a parent picks them up.

## **Student Conduct/Consequences**

### **Referral to Office**

A system of positive reinforcement along with a progressive discipline program is the foundation upon which an orderly, productive, safe school environment is developed and maintained.

If rules are broken, the following actions could be taken:

1. Warning given.
2. A Parent will be contacted.
3. Teacher detention or other appropriate action.
4. Referral to the counselor or ABI instructor.
5. Referral to the assistant principals or principal.

### **Following a referral to the office:**

1. The principal, assistant principals or ABI Teacher talks with the student and the teacher so that the student understands his/her responsibility.
2. Teachers are consulted and/or notified regarding referral.
3. Parents are contacted and/or a conference may be arranged.
4. Repeated infractions will result in appropriate consequences or actions.

Serious problems or violation of rules may result in suspension, even at the time of the referral.

## **Lunch Reflection**

Teachers and staff may issue Lunch Reflections for behaviors such as talking back, swearing, or being disruptive. If the student does not show up for Lunch Reflection, a second Lunch Reflection is added. If the student still does not show for Reflection, then parents will be contacted and an After-school Restorative Workshop will be scheduled.

## **Eligibility List**

Students on the Eligibility List will be able to participate in any extracurricular activities. A student will not be placed on this list for any of the following:

1. Having two "Ns" or "U's".
2. Any infraction of rules resulting in Diversion Program or Suspension.
3. Any infraction resulting in an "In School Suspension" (ISS) or Teacher Suspension from class period.
4. Chromebook damage that could have been avoided.

## **Restore & Repair Center**

In some situations, students may be assigned to the Restore & Repair Center as an alternative to suspension or as part of a restorative response to a behavioral incident.

The Restore & Repair Center is a structured, teacher-supervised environment where students have the opportunity to reflect on their actions, understand the impact of their behavior, and develop strategies for making positive choices moving forward. Throughout the day, students work with staff to identify what occurred, how their actions affected others, how to repair any harm caused, and what steps they can take to prevent similar situations in the future.

The goal of the Restore & Repair Center is not simply to address inappropriate behavior, but to help students learn, grow, rebuild relationships, and successfully return to the classroom prepared to be productive members of the Spring Valley Academy community.

## **Suspension from School**

The following are reasons for which a student may be suspended according to California Education Code, Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7:

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission from a certificated school employee with concurrence of the principal or the principal's designee.
- c. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant.
- d. Unlawfully offered or arranged or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance or material in place of the controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property, including but not limited to electronic files and databases, or private property.
- g. Stolen or attempted to steal, school property or private property.
- h. Possessed or used tobacco or any products containing tobacco or nicotine.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Had unlawful possession or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit a sexual assault or battery.
- o. Harassed, threatened, or intimidated school personnel or a pupil who is a witness in a school disciplinary proceeding for the purpose of preventing that pupil from being a witness and/or retaliating against him for being a witness.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

- q. Engaged in, or attempted to engage in, hazing.
- .2) Committed sexual harassment. This shall apply only to pupils enrolled in any one of grades 4 to 8, inclusive.
- .3) Committed an act of hate violence. This shall apply only to pupils enrolled in any one of grades 4 to 8, inclusive.
- .4) Committed other forms of harassment, threats, or intimidation. This shall apply only to pupils in grades 4 to 8, inclusive.
- .7) Made terrorist threats against school officials or school property, or both.
- r. Engaged in an act of bullying, including but not limited to, bullying committed by electronic act directed specifically toward a pupil or school personnel.

### **Expulsion Hearings**

The Principal will recommend to the Board of Education for expulsion from the District any student who is found to have committed the following acts:

- a. Possession of a loaded firearm.
- b. Brandishing a knife.
- c. Sale of a controlled substance.
- d. Sexual assault/sexual battery.

### **Fights between Peers**

Any student involved in a physical altercation on the way to school, at school or on the way home will be held accountable for being involved in a fight. This may include students that are onlookers, those encouraging a fight, anyone recording a fight, or posting the fight to social media.

Each incident is unique in the circumstances, in general Spring Valley Academy follows this progression:

Involved in first fight - offered Restore & Repair Center

Involved in second fight - offered out of school suspension

Involved in third fight - out of school suspension and a recommendation for expulsion will be considered.

# Policies You Should Know

## **Nondiscrimination—Title VI, Title IX, Section 504, PL 94–142**

The District does not discriminate against pupils with respect to color, race, creed, religion, national origin, sex, handicap, language ability, or age who are applying for admission to or who attend our schools except as otherwise provided by law.

No discrimination between the sexes shall be permitted in opportunities for admission, course selection, participation in curricular and co-curricular activities including intramural sports, privileges, and other advantages. In certain special cases as provided by law and Board policies and regulations, separate provisions may be made for pupils according to sex with respect to such matters as protection of modesty, family life and sex education, grading standards in physical education, and choral groups. The faculty must be especially sensitive in guarding against unconscious sex discrimination and stereotyping in all school operations.

## **Pupil Sexual Harassment—EC 231.5, 48900**

It is the policy of the La Mesa Spring Valley Schools Board of Education that all persons regardless of their sex be afforded equal rights and opportunities and enjoy freedom from discrimination of any kind in educational programs and settings. Furthermore, the Governing Board considers sexual harassment to be an offense which can result in suspension or expulsion of the offending pupil.

Types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

- a) Unwelcome sexual flirtations or propositions.
- b) Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- c) Graphic verbal comments about an individual's body or overly personal conversation.
- d) Sexual jokes, notes, stories, drawings, pictures, or gestures.
- e) Spreading sexual rumors.
- f) Teasing or sexual remarks about a pupil enrolled in a predominantly single-sex class.
- g) Displaying sexually suggestive objects.

Education Code 48900.2 specifies a pupil may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines the pupil has committed sexual harassment as described in Education Code 212.5. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This policy shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

Any pupil who feels he or she has been the victim of sexual harassment shall immediately report the incident to the principal of the school or other staff member.

### **Tobacco-Free Policy—La Mesa Spring Valley Schools Policy #1331**

Research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of secondhand smoke. In order to create a clean, healthy environment for students and employees, the use of tobacco products, including vaping, is prohibited on District property or in District vehicles. This policy applies to all employees, students, or individuals at any school or school-sponsored activity conducted on any property owned, leased, or rented by or from the District.

## **Policy 5131.6: Alcohol And Other Drugs**

### **Enforcement/Discipline**

Students shall not possess, use, or sell alcohol or other drugs and related paraphernalia on school grounds or at school-sponsored activities.

The Superintendent or designee shall clearly communicate to all students, staff, and parents/guardians the district's policies, regulations, and school rules related to the use of alcohol and other drugs.

Any student found by the Board to be selling a controlled substance listed in Health and Safety Code 11053-11058 shall be expelled in accordance with BP/AR 5144.1 - Suspension and Expulsion/Due Process. A student found to have committed another drug or alcohol offense, including possession or intoxication, shall be referred to appropriate behavioral interventions or student assistance programs, and may be subject to discipline on a case-by-case basis.