Scuola Vita Nuova

2019 - 2020

Student Handbook
Table of Contents

OVERVIEW 3
PURPOSE OF THE HANDBOOK 3
GRADE LEVEL DESCRIPTORS 3
STAFF DIRECTORY 3
SCHOOL-HOME COMMUNICATION 4
SCHOOL CALENDAR AT-A-GLANCE 6
GRADING PERIODS 7
EARLY RELEASE WEDNESDAYS 7

GENERAL INFORMATION 7
ABSENCES AND TARDIES 7
CELL PHONES AND ELECTRONIC DEVICES 7
MEDIA RELEASE 8
FIELD TRIPS 8
WASHINGTON, D.C. 8TH GRADE CLASS TRIP 8
PLEDGE OF ALLEGIANCE 8
BIRTHDAY CELEBRATIONS 8
DRESS CODE 9
PHYSICAL EDUCATION 9
FOOD/GUM 9
LOCKERS 10

ACADEMIC INFORMATION 10
CLASSWORK 10
HOMEWORK 10
ACADEMIC INTEGRITY 11
STANDARDS BASED GRADING 11
GRADING SCALE 11
HONOR ROLL 11
PROGRESS REPORTS/GRADE CARDS 11

SCHOOL BEHAVIOR/CONSEQUENCES 12
GENERAL EXPECTATIONS 12
HALLWAY ETIQUETTE 12
SOCIAL EMOTIONAL & BEHAVIORAL LEARNING 12
BULLYING 13
COMPUTER SYSTEM REGULATIONS 13
DRUG, ALCOHOL, AND TOBACCO POLICY 13
PERSONAL SEARCHES 14
KICKBOARD 14
DETENTION 14
BEHAVIOR VIOLATIONS AND CONSEQUENCES 14

REQUIRED STATE/FEDERAL NOTIFICATIONS 16
ESSA 2015 PARENT NOTIFICATION 16
ESSA COMPLAINT PROCEDURES 18
CHILD FIND NOTICE 20
FERPA NOTICE 21
OVERVIEW

Purpose of Student Handbook

The school’s administration and staff believes that a strong partnership between school staff, students, and parents is essential to providing the best possible education for their student(s). In order to strengthen this partnership all stakeholders must understand the general information and guidelines that will work to provide high quality learning experiences and a positive instructional environment.

Grade Level Descriptors

<table>
<thead>
<tr>
<th>Elementary</th>
<th>Intermediate</th>
<th>Middle School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>5th Grade</td>
<td>7th Grade</td>
</tr>
<tr>
<td>1st Grade</td>
<td>6th Grade</td>
<td>8th Grade</td>
</tr>
<tr>
<td>2nd Grade</td>
<td>7th Grade</td>
<td>8th Grade</td>
</tr>
<tr>
<td>3rd Grade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Grade</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Staff Directory

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>Becca Sommerhauser</td>
<td><a href="mailto:bsommerhauser@svncharter.org">bsommerhauser@svncharter.org</a></td>
</tr>
<tr>
<td>Kindergarten</td>
<td>Maygan Howard</td>
<td><a href="mailto:mhoward@svncharter.org">mhoward@svncharter.org</a></td>
</tr>
<tr>
<td>1st Grade</td>
<td>Robyn Wood</td>
<td><a href="mailto:rwood@svncharter.org">rwood@svncharter.org</a></td>
</tr>
<tr>
<td>1st Grade</td>
<td>Autumn Smith</td>
<td><a href="mailto:asmith@svncharter.org">asmith@svncharter.org</a></td>
</tr>
<tr>
<td>2nd Grade</td>
<td>Rachell Hockett</td>
<td><a href="mailto:rhockett@svncharter.org">rhockett@svncharter.org</a></td>
</tr>
<tr>
<td>2nd Grade</td>
<td>Elizabeth Robb</td>
<td><a href="mailto:erobb@svncharter.org">erobb@svncharter.org</a></td>
</tr>
<tr>
<td>3rd Grade</td>
<td>Joanna Cuda</td>
<td><a href="mailto:jcuda@svncharter.org">jcuda@svncharter.org</a></td>
</tr>
<tr>
<td>3rd Grade</td>
<td>Farzaana Visser</td>
<td><a href="mailto:fvisser@svncharter.org">fvisser@svncharter.org</a></td>
</tr>
<tr>
<td>4th Grade</td>
<td>Kristi Meyer</td>
<td><a href="mailto:kmeyer@svncharter.org">kmeyer@svncharter.org</a></td>
</tr>
<tr>
<td>5th / 6th Grade</td>
<td>Suzanne Whitt</td>
<td><a href="mailto:switt@svncharter.org">switt@svncharter.org</a></td>
</tr>
<tr>
<td>5th / 6th Grade</td>
<td>Amanda Osbord</td>
<td><a href="mailto:aosborn@svncharter.org">aosborn@svncharter.org</a></td>
</tr>
<tr>
<td>5th / 6th Grade</td>
<td>Janell Williams</td>
<td><a href="mailto:jwilliams@svncharter.org">jwilliams@svncharter.org</a></td>
</tr>
<tr>
<td>7th / 8th Math</td>
<td>Autumn Walker</td>
<td><a href="mailto:awalker@svncharter.org">awalker@svncharter.org</a></td>
</tr>
<tr>
<td>7th / 8th Science</td>
<td>Adrienne Wolfe</td>
<td><a href="mailto:awolfe@svncharter.org">awolfe@svncharter.org</a></td>
</tr>
<tr>
<td>7th / 8th Social Studies</td>
<td>Martie Lenk</td>
<td><a href="mailto:mlenk@svncharter.org">mlenk@svncharter.org</a></td>
</tr>
<tr>
<td>7th / 8th ELA</td>
<td>Brent Hammett</td>
<td><a href="mailto:bhammett@svncharter.org">bhammett@svncharter.org</a></td>
</tr>
<tr>
<td>Elementary Science</td>
<td>Chris Steinauer</td>
<td><a href="mailto:csteinauer@svncharter.org">csteinauer@svncharter.org</a></td>
</tr>
<tr>
<td>ESL Teacher</td>
<td>Kristin Beach</td>
<td><a href="mailto:kbeach@svncharter.org">kbeach@svncharter.org</a></td>
</tr>
<tr>
<td>Position</td>
<td>Name</td>
<td>Email</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>ESL Teacher</td>
<td>Jennifer Calvo</td>
<td><a href="mailto:jcalvo@svncharter.org">jcalvo@svncharter.org</a></td>
</tr>
<tr>
<td>ESL Teacher</td>
<td>Rodney Padilla</td>
<td><a href="mailto:rpadilla@svncharter.org">rpadilla@svncharter.org</a></td>
</tr>
<tr>
<td>Art</td>
<td>Sarah Palmer</td>
<td><a href="mailto:spalmer@svncharter.org">spalmer@svncharter.org</a></td>
</tr>
<tr>
<td>Music</td>
<td>Cristy Skorupa</td>
<td><a href="mailto:cskorupa@svncharter.org">cskorupa@svncharter.org</a></td>
</tr>
<tr>
<td>PE</td>
<td>Casey Dudek</td>
<td><a href="mailto:cdudek@svncharter.org">cdudek@svncharter.org</a></td>
</tr>
<tr>
<td>SPED/Speech</td>
<td>Barb Bodenhamer</td>
<td><a href="mailto:bbodenhamer@svncharter.org">bbodenhamer@svncharter.org</a></td>
</tr>
<tr>
<td>Dean of Student Culture</td>
<td>Jeremy Mansfield</td>
<td><a href="mailto:jmansfield@svncharter.org">jmansfield@svncharter.org</a></td>
</tr>
<tr>
<td>Student &amp; Family Relations</td>
<td>Wadandra McBride</td>
<td><a href="mailto:wmcbride@svncharter.org">wmcbride@svncharter.org</a></td>
</tr>
<tr>
<td>Instructional Coach</td>
<td>Tom Robb</td>
<td><a href="mailto:trobb@svncharter.org">trobb@svncharter.org</a></td>
</tr>
<tr>
<td>Instructional Coach</td>
<td>Kristi Mansfield</td>
<td><a href="mailto:kmansfield@svncharter.org">kmansfield@svncharter.org</a></td>
</tr>
<tr>
<td>Paraprofessional</td>
<td>Antheonee’ Willis</td>
<td><a href="mailto:awillis@svncharter.org">awillis@svncharter.org</a></td>
</tr>
<tr>
<td>Paraprofessional</td>
<td>America Starkey</td>
<td><a href="mailto:astarkey@svncharter.org">astarkey@svncharter.org</a></td>
</tr>
<tr>
<td>Paraprofessional</td>
<td>Kate Crotty</td>
<td><a href="mailto:kcrotty@svncharter.org">kcrotty@svncharter.org</a></td>
</tr>
<tr>
<td>Paraprofessional</td>
<td>Hannah Atwell</td>
<td><a href="mailto:hatwell@svncharter.org">hatwell@svncharter.org</a></td>
</tr>
<tr>
<td>Custodian</td>
<td>Yamy Sosa</td>
<td><a href="mailto:ysosa@svncharter.org">ysosa@svncharter.org</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Stephanie Izaguirre</td>
<td><a href="mailto:sizaguirre@svncharter.org">sizaguirre@svncharter.org</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Natalia Du</td>
<td><a href="mailto:ndu@svncharter.org">ndu@svncharter.org</a></td>
</tr>
<tr>
<td>Health Aide</td>
<td>Elena Quick</td>
<td><a href="mailto:equick@svncharter.org">equick@svncharter.org</a></td>
</tr>
<tr>
<td>Food Service Manager</td>
<td>Paul Quick</td>
<td><a href="mailto:pquick@svncharter.org">pquick@svncharter.org</a></td>
</tr>
<tr>
<td>Food Service Attendant</td>
<td>Jeanette Ariola</td>
<td><a href="mailto:jariola@svncharter.org">jariola@svncharter.org</a></td>
</tr>
<tr>
<td>Director of Finance &amp; Operations</td>
<td>Mary Pittala</td>
<td><a href="mailto:mpittala@svncharter.org">mpittala@svncharter.org</a></td>
</tr>
<tr>
<td>K-4 Principal</td>
<td>Allyson Thurston</td>
<td><a href="mailto:athurston@svncharter.org">athurston@svncharter.org</a></td>
</tr>
<tr>
<td>5-8 Principal</td>
<td>Ariel White</td>
<td><a href="mailto:awhite@svncharter.org">awhite@svncharter.org</a></td>
</tr>
<tr>
<td>K-8 Principal</td>
<td>Jessica DiGiovanni</td>
<td><a href="mailto:jdigiovanni@svncharter.org">jdigiovanni@svncharter.org</a></td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Nicole Goodman</td>
<td><a href="mailto:ngoodman@svncharter.org">ngoodman@svncharter.org</a></td>
</tr>
</tbody>
</table>

School – Home Communication

The school administrators and staff at SVN believe that effective communication between parents/guardians and school staff is essential to student and SVN’s success. Students are navigating a variety of challenging social and academic pressures depending on their grade level:

- Kindergarten and 1st grade students are learning how to learn in a school environment.
- Elementary students are preparing for the demands of Middle School.
- Middle School students are managing significant physical growth and change while they simultaneously prepare for high school.

To assist students with these demands and transitions it is important that students, families, and school staff communicate frequently regarding student performance and progress. Below you will find a list of communication strategies that will be used by the SVN staff to communicate with families. In addition, parents and guardians are free to contact the school and/or teacher(s) at any time with questions or concerns.
Home Visits
During Home Visits, SVN staff members visit a student and his or her family at the home or another location in the community. During these visits, families are able to share their hopes and goals for their child's education. Students do better when families and educators work together as equal partners. Home Visits will occur in August and throughout the school year.

Parent Teacher Conferences
Face to Face Parent Teacher Conferences are held twice a year in October and February. During these conferences, teachers will share information about student mastery toward grade level standards. Parents and teachers have the opportunity to discuss students strengths and areas of improvement.

Phone Calls/Parent Meetings
Parents and teachers are encouraged to regularly communicate. This may occur through a phone call or parent meeting and can be initiated by the parent or teacher. Parent meetings must be scheduled to ensure all attendees are available.

Color Calendar
Students in grades kindergarten - 4th grade will come home with a calendar daily. It will indicate behavior, highlights, and concerns from the day. This should be reviewed nightly and initialed by parents. Parents can also use the calendar to communicate with teachers questions or concerns.

Progress Reports
In an effort to keep parents informed of student progress toward mastery of standards, progress reports of core content classes will be sent to parents mid trimester.

Student Success Reports
Students in 5th – 8th grades will receive a weekly Student Success Behavior Report. This report should be reviewed by the parent and student, signed by the parent, and returned to the teacher each week.
### School Calendar at a Glance

#### Scuola Vita Nuova Charter School

**2019 - 2020 Student Calendar**

<table>
<thead>
<tr>
<th>School Day: 8:00 A.M. - 3:30 P.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every Wednesday is Early Dismissal at 2:00 P.M.</td>
</tr>
</tbody>
</table>

**Important Dates:**
- October 28-30 Parent/Teacher Conferences
- November 27-30 Thanksgiving Break
- December 23-January 6 Winter Break
- February 11-13 Parent/Teacher Conferences
- March 18-20 Spring Break

**Trimester Dates:**
- Aug 14 – Oct 25: 51 Days
- Oct 28 – Feb 7: 58 Days
- Feb 10 – May 22: 59 Days

**Late Start Time:**
- 9:00 A.M.

**Let’s work together to ensure children are at school every day so they have an opportunity to love, learn and lead.**

**Every Minute Counts!**

---

**Our Mission:**
To provide a safe, healthy, collaborative community of engaged learners who are inspired academically while fostering a supportive network for its families.

**Our Vision:**
As a collaborative community of learners, SVN shall be a positive, engaged member of the community and be recognized statewide as one of the top ten charters schools in academic performance.

---

Board Approved: March 25, 2019
2019-2020 Grading Periods

<table>
<thead>
<tr>
<th>Trimester 1</th>
<th>Trimester 2</th>
<th>Trimester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 25, 2019</td>
<td>February 7, 2020</td>
<td>May 22, 2020</td>
</tr>
</tbody>
</table>

Early Release Wednesdays

Students release at 2:00 PM every Wednesday for staff professional development. Faculty and staff utilize this time to study and strengthen their knowledge, skills, practices, values, and expectations in the art of teaching to improve student achievement.

**GENERAL INFORMATION**

Absences and Tardiness

When students miss class, they jeopardize their academic success. Attendance is monitored closely. There are no “excused absences at SVN and every absence, for whatever the reason, counts against SVN’s attendance goals for students. SVN expects students to be present 96% of the time. Failure to maintain satisfactory attendance will result in a meeting with administration to discuss ongoing enrollment at SVN. Please note a student that has ten (10) consecutive days of absence will be automatically removed from the roll of SVN on the eleventh day and will have to apply for re-admittance for the following school year.

Absences should be for personal illness, severe illness in the family, a death in the family, or other serious situations. Part-day absences should be for unavoidable medical appointments or similar types of situations. Students may make up their work in these cases. Parents or guardians are asked not to permit their student to be absent for any other reason.

When a student misses school, it is his or her responsibility to obtain assignments and to complete all work missed during the absence. In general, previously assigned homework is due when the student returns. Students must complete missed work within the same number of days they were absent unless there are extenuating circumstances and other arrangements have been made in advance.

Please call the front office at (816) 231-5788 to report student absences, tardiness, or early pickups.

Cell Phones/Electronic Devices

Students are not permitted to bring electronic devices to school. This includes, but is not limited to, cell phones, iPods, iPads, personal computers, smart watches, etc. If a teacher discovers that a student has brought this type of device to school they will send the device to the office to be picked up at the end of the school day by a parent or guardian.

If there are circumstances that necessitate a student to have a cell phone after school, the student must take the phone directly to the office for safe keeping upon arrival at school. The student may
then pick up the cell phone at dismissal. Parents will need to complete a waiver regarding said phone before the SVN will agree to allow the student to leave said phone in the office.

**Media Release**

School events, classroom activities, and special programs are sometimes photographed or videotaped by school representatives or media to post on websites or in newsletters or newspapers or to view on the television. SVN will follow parent wishes regarding photographing or videotaping their child(ren), as indicated on the enrollment form. Once consent or non-consent is given, SVN will operate under those wishes until notified otherwise by the parent. Notification must be given in writing.

**Field Trips**

**Elementary & Intermediate**

To be approved any field trip must be explicitly tied to school academic or character objectives. While on field trips it is essential that students be positive representatives of themselves, their families, and SVN. For this reason, students who are struggling to meet school expectations may not be eligible to participate in a field trip. Parents/Guardians will complete a field trip permission slip prior to each field trip. If parent volunteers are needed for a field trip, volunteers may be required to complete a background check.

**Middle School**

Due to the structure of the middle school (students rotating between teachers) field trips are less frequent during these years. To be approved, any field trip must be explicitly tied to middle school academic or character objectives. While on field trips it is essential that students be positive representatives of themselves, their families, and SVN. For this reason, students who are struggling to meet school expectations may not be eligible to participate in a field trip; this includes the 8th grade trip to Washington, D.C. Final decisions about who will participate in field trips will be made at the discretion of administration.

**Washington, D.C. Field Trip**

Traditionally, SVN 8th grade students have been invited to participate in a class trip to Washington, D.C. We feel this is a great experience for our students and hope to have all 8th graders attend. However, to be eligible, students must meet the requirements determined by school administration. These requirements include, but are not limited to, meeting behavior expectations, completing assigned classwork and homework, and completing a required number of community service hours.

**Pledge of Allegiance**

The Pledge of Allegiance will be recited at a minimum of once per week in all classrooms. Students have the right to refrain from reciting the Pledge of Allegiance and to stand quietly while the pledge is being recited by others.

**Birthday Celebrations**

In support of our students and families varying beliefs, as well as life threatening allergies, there will be no classroom food celebrations of student birthdays.
Dress Code

The dress code at SVN is designed to help students concentrate on their fundamental purpose during the day: to be active, engaged, and successful learners. Another purpose is to help students prepare for the professional environments they will encounter in high school, college, and career.

<table>
<thead>
<tr>
<th>Student Uniform Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shirts</strong></td>
</tr>
<tr>
<td>• Solid Color w/ Collar</td>
</tr>
<tr>
<td>• Black</td>
</tr>
<tr>
<td>• White</td>
</tr>
<tr>
<td>• Red</td>
</tr>
<tr>
<td>• Navy Blue</td>
</tr>
<tr>
<td>• SVN logo t-shirts (sold by SVN)</td>
</tr>
<tr>
<td>• Must have SVN logo</td>
</tr>
<tr>
<td><strong>Sweaters/Sweatshirts</strong></td>
</tr>
<tr>
<td>• Solid Color</td>
</tr>
<tr>
<td>• Black</td>
</tr>
<tr>
<td>• White</td>
</tr>
<tr>
<td>• Red</td>
</tr>
<tr>
<td>• Navy Blue</td>
</tr>
<tr>
<td><strong>Dress Pants</strong></td>
</tr>
<tr>
<td>• Khaki (Tan)</td>
</tr>
<tr>
<td>• Navy Blue</td>
</tr>
<tr>
<td>• Black</td>
</tr>
<tr>
<td><strong>Sweaters/Sweatshirts</strong></td>
</tr>
<tr>
<td>• Solid Color</td>
</tr>
<tr>
<td>• Black</td>
</tr>
<tr>
<td>• White</td>
</tr>
<tr>
<td>• Red</td>
</tr>
<tr>
<td>• Navy Blue</td>
</tr>
<tr>
<td><strong>Skirts (knee length)</strong></td>
</tr>
<tr>
<td>• Khaki (Tan)</td>
</tr>
<tr>
<td>• Navy Blue</td>
</tr>
<tr>
<td>• Black</td>
</tr>
<tr>
<td>• Plaid</td>
</tr>
<tr>
<td><strong>Tights/Leggings</strong></td>
</tr>
<tr>
<td>• Navy Blue</td>
</tr>
<tr>
<td>• Black</td>
</tr>
<tr>
<td>• White</td>
</tr>
<tr>
<td>• Red</td>
</tr>
</tbody>
</table>

In addition to the above expectations:
- Students should not have any writing on their clothing, except for the SVN logo.
- Students may not wear flip flops, sandals, or heels.
- Students may not wear jeans.
- No excessive or inappropriate areas of skin or undergarments should be visible.
- No hats or hoods should be worn within the school building.
- It is recommended that students wear a belt to ensure pants fit properly.

Any interpretation and judgment of a student’s compliance to the dress code lies with school personnel and is considered the final word on the matter. Failure to adhere to the dress code will result in disciplinary action.

Physical Education (P.E.)

Students should wear non marking tennis shoes on days that they participate in Physical Education class. Heels, flip flops, boots, or other sandals are not acceptable.

If you have any questions, please contact the PE Teacher.

Food/Gum

Our main goal during breakfast and lunch is ensuring students have a nutritional meal that will provide much needed energy throughout the school day. Students may choose to eat the school
lunch or bring a lunch from home. If choosing to eat a school lunch, students may not bring additional snacks such as chips or candy to eat with their school lunch.

In general, no food or beverages are allowed outside of the cafeteria. However, students may bring a water bottle to school. Students are not allowed to chew gum anywhere on the SVN campus.

Lockers

Select grade levels will be assigned a locker, which will be shared with a classmate. The lockers are not equipped with locks so students should not store valuables inside their lockers. Student lockers may be searched at the discretion of administration (see Personal Searches).

The Leader in Me

The Leader in Me is a school-wide philosophy that encourages individual leadership and positive character at school, home, and the community through the 7 Habits principles. It is not a curriculum or an instructional method, but is rather a mindset that encourages students and staff to see themselves as leaders. The Leader in Me encourages personal goal setting and achieving for students and adults. SVN students and staff practice the 7 Habits on a daily basis.

- Habit 1 – Be Proactive
- Habit 2 – Begin with the End in Mind
- Habit 3 - Put First Things First
- Habit 4 – Think Win-Win
- Habit 5 – Seek First to Understand then to be Understood
- Habit 6 – Synergize
- Habit 7 – Sharpen the Saw

ACADEMIC INFORMATION

The goal of Scuola Vita Nuova Charter School’s staff is to provide students with the best possible learning environment to promote the highest academic achievement by students. Students are expected to push themselves academically in order to develop the positive learning habits and self-discipline necessary for life-long success.

Classwork

The purpose of classwork is to provide students with opportunities to practice skills that are necessary to meet grade level objectives in each course. Students are provided grade level instruction, as well as remediation or enrichment as needed. They are also given opportunities to work independently and with peers to develop skills in creating, thinking critically, evaluating, and building social skills.

Homework

Similar to classwork, homework provides students an opportunity to independently practice skills that are necessary to meet grade level objectives in each course. Homework is assigned at the discretion of each teacher and will vary based on grade level.
Parents can…
  • Provide students time to complete homework and a quiet place to do so.
  • Check with students each night to make sure that they have completed all homework.
  • Remind students to study for quizzes and tests.
  • Communicate with teachers if there are any questions or concerns about completing homework.

Academic Integrity

Students are expected to act with honor and integrity in all areas of their academic life. Students should not misrepresent the work of others as their own. This includes, but is not limited to, bringing answers into a testing area, communicating with other students during a test, copying homework or assessments from another student, providing answers for another student, or using unauthorized notes or technology. Failure to maintain academic integrity will result in disciplinary action as determined by administration.

Standards Based Grading

SVN is committed to promoting high achievement among our students. To assist in meeting this goal SVN has adopted standards based grading. This means that a student’s grade represents their understanding of grade level content objectives and their ability to demonstrate this understanding independently.

Grading Scale

Students in grades K-4 will receive an overall grade that is a numerical score on a scale of 0-4. Students in grades 5-8 will receive an overall grade that is a letter grade.

| 3.6 – 4.0 | A | Proficient |
| 3.2 – 3.5 | B | Nearing Proficiency |
| 2.8 – 3.1 | C | Below Proficiency |
| 0 – 2.7 | D/F | Well Below Proficiency |

Honor Roll

The honor roll is published each quarter and honors middle school (5th – 8th grade) students who have a “B” (3.0) or higher average grade in all subjects.

Progress Reports/Grade Cards

Grade cards will be sent home at the conclusion of each trimester. Progress Reports will be sent mid trimester. Please feel free to contact your child’s teacher if you have any questions or concerns about your child’s progress.
**SCHOOL BEHAVIOR/CONSEQUENCES**

**General Expectations**

Pride in SVN is demonstrated by the way students treat other students, teachers, and property. Thoughtfulness, responsibility, and respect are expectations that should be demonstrated by everyone. Good behavior is essential both in the building and in all school related activities. Each student’s behavior is expected to be exemplary at all times.

Like students, the school has certain rights. One of these rights is to be protected from disturbances. The guiding principal of the behavior expectations and consequences at SVN is: **NO STUDENT OR PARENT/GUARDIAN HAS THE RIGHT TO INTERFERE WITH THE LEARNING OF ANOTHER STUDENT OR SAFETY OF ANOTHER STUDENT, TEACHER, ADMINISTRATOR, OR STAFF MEMBER.** As students progress through their schooling, they are expected to demonstrate an increasingly exemplary standard of behavior. Students are encouraged and taught to:

- Demonstrate a positive attitude
- Respect the rights and feelings of others
- Support the learning process
- Be responsible for personal and school property
- Exercise self-control

In addition, Parents/Guardians of students are expected to display and model for their student(s) appropriate behavior when coming to SVN for school events or meetings with teachers or administrators. If a parent’s/guardian’s behavior becomes threatening or verbally abusive parent/guardian will be asked to leave the premises and may be banned from physically coming to the school up to and including the entire school year, limiting their interaction to either phone calls, texts or email. Continued inappropriate, disrespectful behavior (to include but not limited to yelling, cursing, threatening language) of parents/guardians toward teachers, staff or administrators can result in the expulsion of your student(s) since a key factor in the success of a student(s) is the team effort of school and family and that team effort cannot be effectuated if the parent/guardian continues to have negative interactions with SVN staff and faculty.

**Hallway Etiquette**

Students are expected to be respectful of the learning environment at all times. This includes when they are traveling in the hallways. Students should not sit or congregate in the hallway, doorways, or intersections. In general, student voices should be at a whisper, however, upon entering a Quiet Zone, silence is expected. Failure to comply will result in disciplinary action.

**Social Emotional & Behavioral Learning**

Our goal at SVN is to provide each student with a safe and supportive learning environment. No student has the right to interfere with the learning of another student. To help students learn to behave responsibly and be accountable for their choices we employ the philosophy of BIST (Behavior Intervention Support Team) and Conscious Discipline.
The following Goals for Life are fundamental to BIST:

- I can be productive and follow directions even if I am mad.
- I can be productive and follow directions even if others are not okay.
- I can be productive and follow directions even if I don’t want to.

The following skills are fundamental to Conscious Discipline:

- Composure (anger management)
- Encouragement (kindness, caring, helpfulness)
- Assertiveness (bully prevention, healthy boundaries)
- Choices (impulse control, goal achievement)
- Empathy (emotional regulation)
- Positive Intent (cooperation, problem solving)
- Consequences (learning from your mistakes)

Students are taught these skills and goals for life so that a partnership can be established between students and school staff. When students are struggling staff will work with students to identify the issue, process a positive way to deal with the situation, and be accountable for their choices.

The following components will be used when necessary to help students to be successful the classroom.

- Think Spot – A seat in the classroom away from other students to calm down or regroup.
- Buddy Room – A seat in another teacher’s classroom to help a student regroup so that they may return to the classroom.

**Bullying**

SVN defines bullying as unwanted, aggressive behavior among school age children that involves a real or perceived power imbalance. The behavior is repeated over time. Accordingly, one argument, teasing incident or physical altercation does not necessarily constitute bullying. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Please visit www.stopbullying.gov for more information.

**Computer System Regulations**

3rd – 8th grade students at SVN are assigned a laptop to be used during the school day for educational purposes identified by their teachers. The student is solely responsible for all actions taken using their computer. Students are required to sign a technology agreement that outlines guidelines for computer, Internet, and network guidelines. Students in violation of the technology agreement will lose computer privileges and may face additional disciplinary action. The student may be required to pay for damages to school technology as determined by administration. Please refer the technology agreement for additional information.

**Drug, Tobacco, and Alcohol Policy**

Students, staff members and visitors are prohibited from possessing or using drugs, alcohol, tobacco, other related products (including, but not limited to, e-cigarettes and vaping devices). This includes, but is not limited to, all school buildings, on or about school grounds, and at all school...
activities. No student may leave the school campus during the school day to engage in the activities prohibited by this paragraph. Failure to meet these expectations will result in disciplinary action as determined by school administration.

**Personal Searches**

Student lockers, desks, backpacks, purses, and clothing may be searched at any time when reasonable suspicion warrants this action. Students may be asked to submit to voluntary personal searches of items such as clothing when reasonable suspicion warrants this action. Searches may include the use of local or federal law enforcement and/or bomb, drug or weapon sniffing dogs. When a search is deemed necessary, students are expected to cooperate with school administration or law enforcement. Failure to do so may result in referral to appropriate law enforcement and disciplinary action. Random searches may be conducted for any reason. Some examples are, but not limited to, suspicion of concealing tobacco, alcohol, drugs, weapons, stolen property, material of a disruptive nature, or other items that pose a danger to students or school staff.

A school administrator and staff member or law enforcement will conduct all searches. Parents will be notified by a phone message if a personal search has occurred.

**Kickboard**

SVN has adopted Kickboard, a classroom management tool, to help outline behavior expectations for 5th – 8th grade students and monitor student performance to these expectations. In this system middle school students are awarded 50 points at the beginning of each week.

If students are not meeting classroom or school wide expectations, they may lose points. 5th – 8th grade students may earn both positive and negative consequences through this point system.

A report will go home each week highlighting areas of strength and growth for each 5th – 8th grade student. Parent signatures will be required.

**Detention**

After notice to the parents/guardians, a 5th – 8th grade student may be asked to serve a detention after the regular school day. Failure to serve a detention will result in further disciplinary action, which may include being assigned in school suspension.

**Behavior/Expectation Violations and Consequences**

The following table contains specific behavior violations and the potential range of consequences for those violations. *However, it is not possible to list or anticipate every discipline situation that might occur. This table is meant only as a general guide. The severity of a situation and the frequency of discipline infractions will be taken into consideration when assigning consequences for student behavior. All final decisions regarding consequences assigned to students will be made by school administration in accordance with board policy.*

<table>
<thead>
<tr>
<th>Behavior Violation</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Dishonesty</td>
<td>Detention</td>
</tr>
<tr>
<td></td>
<td>Parent contact</td>
</tr>
<tr>
<td></td>
<td>Loss of credit for assignment or test</td>
</tr>
</tbody>
</table>

14 | Page 2019-2020 School Year
<table>
<thead>
<tr>
<th>Behavior</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assault/Fighting</td>
<td>Up to 10 days OSS and possible referral to law enforcement</td>
</tr>
<tr>
<td>Bullying</td>
<td>Detention Parent contact Up to 3 days of ISS Up to 10 days OSS</td>
</tr>
<tr>
<td>Disrespect of a School Staff or Peer</td>
<td>Detention Parent contact Up to 3 days of ISS Up to 10 days OSS</td>
</tr>
<tr>
<td>Technology Violation</td>
<td>Loss of use of technological device(s) Detention Parent contact Up to 3 days of ISS</td>
</tr>
<tr>
<td>General Misconduct (Including classroom disruptions)</td>
<td>Detention Parent contact Up to 3 days of ISS Up to 3 days of OSS</td>
</tr>
<tr>
<td>Missing/Incomplete Work</td>
<td>Detention Parent contact Loss of credit for assignment or test</td>
</tr>
<tr>
<td>Possession of Dangerous or Inappropriate Items</td>
<td>Detention Parent contact Up to 3 days of ISS Up to 10 days OSS</td>
</tr>
<tr>
<td>Possession or Use of a Weapon</td>
<td>Up to 10 days OSS and possible referral to law enforcement</td>
</tr>
<tr>
<td>Profane Language/Inappropriate Gesture/Public Displays of Affection</td>
<td>Detention Parent contact Up to 3 days of ISS</td>
</tr>
<tr>
<td>Sexual Harassment: Verbal jokes, slurs, remarks, writings, gestures, etc.</td>
<td>Detention Parent contact Up to 3 days of ISS Up to 10 days OSS and possible referral to law enforcement</td>
</tr>
<tr>
<td>Theft</td>
<td>Detention Parent contact Restitution Up to 3 days of ISS Up to 10 days OSS</td>
</tr>
<tr>
<td>Threats</td>
<td>Up to 10 days OSS and possible referral to law enforcement</td>
</tr>
<tr>
<td>Uniform Violation</td>
<td>Warning Parent Contact Detention Up to 3 days ISS</td>
</tr>
<tr>
<td>Use/ Possession/Influence of Tobacco, Alcohol, or Drugs</td>
<td>Up to 10 days OSS and possible referral to law enforcement</td>
</tr>
</tbody>
</table>

*OSS – Out of school suspension  
*ISS – In school suspension  
*All student behavior violations will be tracked in Kickboard and will result in a loss of weekly points.
REQUIRED STATE/FEDERAL NOTIFICATIONS


The Elementary and Secondary Education Act (ESEA) requires notification to parents when any of the following situations exist in a Local Education Agency (LEA) receiving federal funds.

1. LEAs must annually disseminate DESE’s ESSA Complaint Procedures to parents of students and appropriate nonpublic school officials or representatives.

2. At the beginning of each school year, a participating LEA must notify the parents of each student attending a school that receives Title I.A funds that they may request, and the LEA will provide in a timely manner, information regarding the professional qualifications of their child’s classroom teachers and any paraprofessionals providing services to their child.

3. A school that receives Title I.A funds must provide all parents notice their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.

4. Within 30 days after the beginning of the school year, an LEA must inform parents their child has been identified for participation in a language instruction educational program.

5. Parents/guardians of students enrolled in a persistently dangerous school or students who are victims of violent criminal offense while on school property must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

6. Testing Transparency – LEAs must make available to the public for each grade and each assessment required by the state, the following:
   a. the subject matter assessed;
   b. the purpose for which the assessment is designed and used;
   c. the source of the requirement for the assessment (statutory cite);
   d. the amount of time spent on the assessment;
   e. the schedule for administering the assessment; and,
   f. the time and format for disseminating results.
Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the “Every Student Succeeds Act of 2015” (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student’s teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student’s teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student’s teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
Complaint Procedures

The following explains how to file a complaint about any of the programs\(^1\) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)\(^2\).

1. **What is a complaint?**
   For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. **Who may file a complaint?**
   Any individual or organization may file a complaint.

3. **How can a complaint be filed?**
   Complaints can be filed with the LEA or with the Department.

4. **How will a complaint filed with the LEA be investigated?**
   Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. **What happens if a complaint is not resolved at the local level (LEA)?**
   A complaint not resolved at the local level may be appealed to the Department.

6. **How can a complaint be filed with the Department?**
   A complaint filed with the Department must be a written, signed statement that includes:
   1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
   2. The facts on which the statement is based and the specific requirement allegedly violated.

7. **How will a complaint filed with the Department be investigated?**
   The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

\(^1\)Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V

\(^2\)In compliance with ESSA Title VIII, Part C, Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.
The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. **How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department’s resolution of the complaint (or its failure to resolve the complaint).

9. **How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. **What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.
Child Find Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. Scuola Nuova Vita Charter School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

Scuola Nuova Vita Charter School assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement, or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act.

Scuola Nuova Vita Charter School has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency’s policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency’s assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the school’s office between 9:00 A.M. and 4:00 P.M., Monday through Friday. This notice will be provided in native languages as appropriate.
FERPA Notice: Provision of the Family Educational Rights and Privacy Act

Scuola Vita Nuova Charter School is mandated to inform each parent/guardian of eligible student that “Directory Information” may be released by school officials, including print and electronic publications of the district. Such information is also considered a “public record,” which must be released upon demand to any person who requires it under the Missouri Sunshine Law. Directory Information is information designated by the district which, if disclosed, would not generally be considered harmful or an invasion of privacy. Scuola Vita Nuova Charter School designates the following items as Directory Information.

Students

Student’s name: parent’s name; date of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Federal law requires school districts that receive federal funds under the Every Student Succeeds Act of 2015 to provide military recruiters upon request Directory Information unless parents have notified the District that they do not want the information disclosed without their prior consent.

Student Records (as they apply to military recruiters)

Scuola Vita Nuova Charter School may notify parents/guardian of secondary schools students that it is required to release the student’s name, address and telephone listing to military recruiters and institutions of higher education upon request. Parents/guardians or eligible students may request that the District not release this information and the district shall comply with the request.

Reporting Child Abuse

State law requires that any school employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or observes the child being subjected to conditions which would reasonably result in abuse or neglect, must immediately report or cause a report to be made to the Missouri Children’s Division.
Educational Rights of Homeless Students

Under the McKinney-Vento Act, children in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there
- Attend either their school of origin or their local school
- Receive associated transportation services
- Enroll in school immediately, even if missing documents normally required for enrollment, such as:
  - birth certificate,
  - proof of residence,
  - school records,
  - Immunization (shots) or medical records
  - proof of income
- Have immediate access to free lunch (without filling out forms)
- Engage in all the same programs and services that are available to all other students

Who Qualifies for Services?

Homeless children are those who lack a fixed, regular or adequate nighttime residence, and includes children and youth who are:

- Temporarily “doubled-up” with relatives or friends due to loss of housing, economic hardship, or similar issue
- Living in motels, hotels, or campgrounds
- Living in emergency or transitional shelters
- Awaiting foster care placement
- Runaway youth, as well as youth not residing with their legal guardian
- Living in housing without heat, lights, or water

Services and Supports

Homeless children may require the following:

- School Transportation
- School supplies and backpacks
- Uniforms for school
- School Activity and Field Trip Fees
- Before and after school tutoring
- Case Management
- Resource Referrals
English as a Second Language Services Notice

Scuola Vita Nuova provides English as a Second Language (ESL) services to students. See below what qualifies for Limited English Proficiency and ESL services:

The term 'limited English proficient', when used with respect to an individual, means an individual

- who is aged 3 through 21; who is enrolled or preparing to enroll in an elementary school or secondary school;
- who was not born in the United States or whose native language is a language other than English; who is a Native American or Alaska Native, or a native resident of the outlying areas; and who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual —
  - the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3);
  - the ability to successfully achieve in classrooms where the language of instruction is English; or the opportunity to participate fully in society.
Student Name: ___________________________ Grade ________

I acknowledge that I have read, understand, and agree to comply with the SVN Student Handbook.

Student Signature: ___________________________ Date: ______________

Parent/Guardian Signature: ___________________________ Date: ______________

PLEASE RETURN TO YOUR TEACHER BY FRIDAY, AUGUST 16th.