



Scuola Vita Nuova Charter School Staff Procedures & Expectations

Mission Statement

SVN provides a safe, healthy, collaborative community of engaged learners who are inspired academically while fostering a supportive network for its families.

Vision Statement

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 charter schools in academic performance.

Table of Contents

IMPACT OF COVID-19.....	4
BOARD OF DIRECTORS AND STAFF.....	4-5
ORGANIZATIONAL CHART	6
PURPOSE	6
FAMILY EDUCATIONAL RIGHTS AND PRIVACY.....	6
USE OF DISTRICT TECHNOLOGY RESOURCES.....	6
Staff Technology.....	6
Student Technology.....	6
STAFF CONDUCT.....	7
TEACHING STANDARDS	7
DISCIPLINARY ACTION	7
ABSENCES/LEAVE.....	8
Reporting an Absence	8
Substitute Procedures	8
Leave	9
STAFF BENEFITS.....	9
PAYROLL DEDUCTIONS.....	10
REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT.....	10
R.S.Mo.167.117.....	10
HOMELESS CHILDREN AND YOUTH.....	11
REFERENCES FOR CURRENT & FORMER EMPLOYEES.....	11
PHYSICAL MANAGEMENT OF CLASSROOM.....	11
Classroom Environment.....	11
Safety & Security.....	12
Cleanliness.....	13
Repair Needs/Maintenance.....	13
STAFF EXPECTATIONS.....	13
Staff Duties, Schedules, and Work Hours.....	13
Staff Meetings.....	14
Supervision.....	14
Dress Code	15
Food in the Classroom	15
Mailboxes, Voicemail, Email.....	15
Telephone Use.....	16
Identification Badges.....	16
Student Interactions.....	16
Restraint and Seclusion	17
Pets in the Classroom.....	17
Professional Development.....	18
Professional Growth Plans	18
Visitors in the Building/Classroom.....	18
GENERAL PROCEDURES/EXPECTATIONS.....	19
Attendance.....	19

Uniforms.....	19
Hallway Procedures	19
Hallway Bulletin Boards.....	19
Voice Level.....	20
Give Me Five	20
Restroom Procedures.....	20
Community Meetings.....	20
Dismissal Procedures.....	20
Donations & Fundraising.....	21
Field Trips	21
Celebration & Treats.....	21
Movies & Copyright Laws.....	22
Health Procedures.....	22
Recess Expectations.....	23
Supplies & Copies.....	23
Testing Practices & Procedures.....	23
THE LEADER IN ME.....	24
CAFETERIA/ FOOD SERVICE.....	24
Breakfast	24
Lunch.....	24
Staff Dining.....	24
REPORTS AND RECORD KEEPING.....	25
Grade Cards & Grade Reporting.....	25
Confidential Information.....	25
Cumulative Files.....	25
COMMUNICATION AND PUBLIC RELATIONS.....	26
School Closings	26
AMI Days	26
Social Media	26
Home School Communication.....	26
Home Visits	27
CLASSROOM MANAGEMENT/ STUDENT DISCIPLINE.....	27
Behavior Management.....	27
Bullying.....	28
EMERGENCY PROCEDURES.....	28
INSTRUCTIONAL EXPECTATIONS	29
Curriculum.....	29
English Language Arts	29
Mathematics.....	30
Science	30
Social Studies	30
Fine Arts/ Electives	31
ACKNOWLEDGEMENT OF RECEIPT.....	32

Impact of COVID-19 - The COVID-19 pandemic has significantly impacted the functioning of our school, community, state, and even country. This Staff Procedures and Expectations Handbook is developed to address the procedures and expectations for students when school is in person for all students. Any changes to our regular operations due to the COVID-19 will be communicated in a separate document.

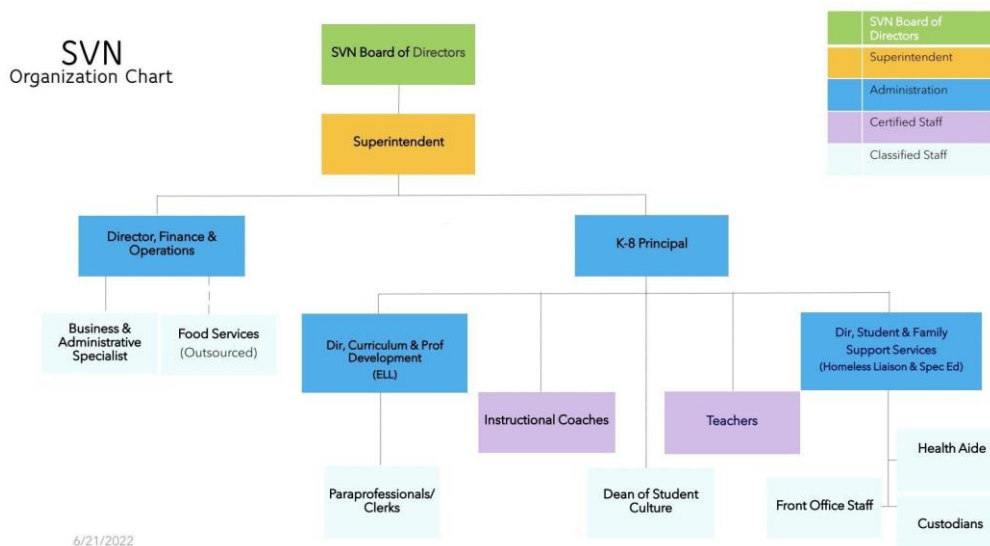
SVN Board of Directors

President	Edgar Palacios
President Elect/Treasurer	Scott Hefner
Secretary	Greg Jones
Board Member	Kanyetta Wansley
Board Member	Calvin Ricks
Board Member	Ann Klockau
Board Member	Selena Smith

SVN Staff

Kindergarten	Polly Yeates	pyeates@svncharter.org
Kindergarten	America Starkey	astarkey@svncharter.org
1 st Grade	Whitney Boyd	wboyd@svncharter.org
1 st Grade	Sarah Melchert	smelchert@svncharter.org
2 nd Grade	Michelle Kieslich	mkieslich@svncharter.org
2 nd Grade	Liz Robb	erobb@svncharter.org
3 rd Grade	Autumn Smith	asmith@svncharter.org
3 rd Grade	Adilene Mendiola	amendiola@svncharter.org
4 th Grade	Abigail Morrow	amorrow@svncharter.org
4 th Grade	Suzanne Whitt	swhitt@svncharter.org
PLTW Science	Becca Sommerhauser	bsommerhauser@svncharter.org
5 th / 6 th Social Studies	Amanda Osborn	aosborn@svncharter.org
5 th / 6 th Science	Madison Barker	mbarker@svncharter.org
5 th / 6 th ELA	Ashley Bahnson	abahnson@svncharter.org
5 th / 6 th Math	Jennifer Scheneman	jscheneman@svncharter.org
7 th / 8 th Science	Adrienne Wolfe	awolfe@svncharter.org
7 th / 8 th Social Studies	Martie Lenk	mленk@svncharter.org
7 th / 8 th ELA	Brent Hammett	bhammett@svncharter.org
7 th / 8 th Math	Autumn Walker	awalker@svncharter.org
ESL Teacher	Kristin Beach	kbeach@svncharter.org
ESL Teacher	Jennifer Calvo	jcalvo@svncharter.org
ESL Teacher	Rodney Padilla	rpadilla@svncharter.org
Art	Sarah Schirmer	sschirmer@svncharter.org

Music	Victoria Sewell	vsewell@svncharter.org
SPED/Speech	Barb Bodenhamer	bbodenhamer@svncharter.org
Special Education Teacher	Joanna Cuda	jcuda@svncharter.org
Special Education Teacher	Rachel Hockett	rhockett@svncharter.org
Special Education Teacher	Roxanne Hayes	rhayes@svncharter.org
Instructional Coach	Tom Robb	trobb@svncharter.org
Instructional Coach	Kristi Mansfield	kmansfield@svncharter.org
Dean of Student Culture	Jeremy Mansfield	jmansfield@svncharter.org
Custodian	Yamy Sosa	ysosa@svncharter.org
Custodian	Anna Peña	apena@svncharter.org
Custodian	Bertha Parra-Murrieta	bparramurrieta@svncharter.org
Support Teacher	Kathy Campbell	kcampbell@svncharter.org
Paraprofessional	Crystal Cunningham	ccunningham@svncharter.org
Paraprofessional	Rossana Serres	rserres@svncharter.org
Paraprofessional	Michelle Weeks	mweeks@svncharter.org
Paraprofessional	Brienne Burns	bburns@svncharter.org
Teacher Clerk	Edna Chavez	echavez@svncharter.org
Teacher Clerk	Stephanie Izaguirre	sizaguirre@svncharter.org
Teacher Clerk	Susana Lopez Martinez	slopez@svncharter.org
Teacher Clerk	Ana Hernandez	ahernandez@svncharter.org
Teacher Clerk	Danny Beach	dbeach@svncharter.org
Health Aide	Elena Quick	equick@svncharter.org
Secretary	Natalia Du	ndu@svncharter.org
Director of Curriculum & Professional Development	Allyson Thurston	athurston@svncharter.org
Director of Student & Family Support Services	Jessica DiGiovanni	jdigiovanni@svncharter.org
Director of Finance & Operations	Mary Pittala	mpittala@svncharter.org
Superintendent	Nicole Goodman	ngoodman@svncharter.org



PURPOSE OF PROCEDURES & EXPECTATIONS

The purpose of this document is to outline the basic procedures and expectations that are necessary for the day-to-day functioning of our school. The main goal of this document is to provide you with information that is useful and purposeful. Keep your Procedures & Expectations in a convenient location to ensure it is an easily accessible reference. Staff members are expected to read and be familiar with the material in this document. It is not expected that this document will cover every procedure, expectation, or policy at SVN. Therefore, it is expected that staff members ask administration any questions that they may have that are not addressed in the SVN Staff Procedures & Expectations document. Further information can be found in the Staff Handbook; additionally, SVN Board Policies are available upon request.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)

The Family Education Rights & Privacy Act (FERPA) provides for the privacy of educational records and ensures access to educational records by parents and students. All employees of Scuola Vita Nuova Charter School are expected to maintain confidentiality of student education records as prescribed by law.

USE OF DISTRICT TECHNOLOGY RESOURCES

Staff Technology

Designated staff members are loaned an SVN laptop and SVN ipad. Please review and sign the additional technology equipment agreement. As the recipient, you are expected to take great care of the technology loaned to you. Repair and/or replacement costs may be charged to the staff member responsible for the damage.

Student Technology

Teachers should review expectations for handling, and caring for technology, including ipads and computers. These expectations should be reviewed frequently to ensure students know the proper way to care for their machines. Prior to allowing students to use technology, teachers

should review internet usage expectations and digital citizenship expectations. In the event of a technology problem, an IT Request Form can be found in Drop Box. The completed form and the broken device should be given to Mrs. Thurston (K-4) and Mrs. DiGiovanni (5-8).

STAFF CONDUCT

Staff Conduct

The Board of Directors requires all staff members to serve as positive role models for Scuola Vita Nuova Public Charter School students. Scuola Vita Nuova Public Charter School exists to provide quality, cognitive, and affective education for students. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

- Properly prepare for student instruction.
- Fully utilize instructional time for learning activities.
- Maintain students under active supervision at all times.
- Assess student performance in a regular and accurate manner.
- Modify instructional goals to meet the needs of each student.
- Comply with administrative directives.
- Motivate students to achieve learning objectives.
- Communicate with students in a professional and respectful manner.
- Maintain relationships with students in a professional teacher-student model.
- Review and comply with Board policies, regulations, and procedures as well as related building rules and practices.
- Properly operate and maintain district property.
- Utilize district technology solely for school business.
- Maintain required records and submit requested reports in a timely manner.
- Comply with all safety guidelines and directives.
- Refrain from the use of profane and obscene language.
- Dress in a professional manner.
- Attend to all duties in a punctual manner

Teaching Standards

Scuola Vita Nuova Charter School teaching standards include, but are not limited to:

- Ensuring that students are actively participating and are successful in the learning process.
- Teacher will monitor and manage student learning by specific assessment vehicles.
- Student and teacher will be prepared and knowledgeable of the curricular content.
- Teacher will maintain students' on task behavior.
- Teacher will use professional communications and interactions with the school community.
- Teacher will remain current on instructional knowledge.
- Teacher will seek and explore changes in teaching behaviors that will enhance student learning.
- Teacher will act responsibly in the overall mission of the school
- NOTE: Scuola Vita Nuova Charter School will follow the Missouri Learning Standards and refer to national standards for guidance.

Disciplinary Action

It is expected that all staff members follow the expectations and procedures outlined in this Staff Procedures and Expectations document, the Staff Employee Handbook and also in the SVN Policy and Regulations. Failure to meet the expectations may result in disciplinary action. The purpose of disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future. Action may consist of coaching, verbal warnings, written warnings, implementation of a Professional Improvement Plan, or termination of employment. A Memo of Disciplinary Action will be given to the staff member in the event that corrective action is necessary.

ABSENCES/LEAVE

Reporting an Absence

Planned absences should be requested in Time Clock Plus ten days before the planned absence. Staff members should also alert administration of the leave request. Leave requests will be reviewed by administration and may not be approved. Staff should refrain from requesting leave immediately before or after a holiday or break. Staff should also refrain from requesting leave during the first and last three weeks of school. Any leave requests during this time will require a meeting with administration. Leave requests for partial days are not encouraged and may require a half day sub or full day sub depending on the amount of time requested. (For example: If you request 2 hours, you may be required to take a half day instead due to sub availability.)

Unplanned absences should be reported no later than 6:00 A.M. the day of your absence. To report an absence, call or text (K-4) Mrs. Thurston or (5-8) Mrs. DiGiovanni. If you do not receive a response within 15 minutes please call and leave a voicemail if no answer.

- Mrs. Thurston (816) 210-7927
- Mrs. DiGiovanni (816) 309-9386

Please contact your supervisor by 2:00 PM on the day of your absence to let us know if you will be returning for the next day. This will allow us adequate time to retain the substitute if needed. In case of an emergency, you may call Mrs. DiGiovanni or Mrs. Thurston at any time.

Substitute Procedures

SVN frequently retains substitutes from a substitute company. These subs are often new to the building. Each teacher is required to create a substitute binder, which includes general information that can be reused each time a sub is needed. Substitute plans, which should be added to the binder for each sub day, should be written to a level of detail that will allow anyone to successfully substitute teach in the classroom. If plans are needed beyond what is in the substitute binder, detailed plans should be emailed to Mrs. Thurston (K-4) or Mrs. DiGiovanni (5-8) by 7:15 AM on the day of your absence. These plans should be comprehensive and easily understood by a substitute new to the building.

Substitute binder must include:

- 2 Class lists (one for the sub to keep during the day & one to turn in for attendance)
- Seating chart
- Emergency procedures
- Note to sub with general classroom information
- Classroom expectations
- Emergency sub packet (in the event of an emergency, internet loss, or students complete all assigned work)

Substitute plans (added to the binder for the specific sub day) must include:

- Comprehensive lesson plans for **2** days
- Copies of student worksheets
- Teacher resources (such as read alouds)
- Note page for sub to leave feedback

Leave Options

Sick Leave

- Full-time staff have 80 hours of sick leave available (10 days) per contract year. Sick leave is to be used for cases of personal illness or illness of an immediate family member. In the event of an extenuating circumstance, use of sick time may be considered upon completion of a formal request and approval by administration. Sick leave is not considered as additional compensation, but as an available benefit to be used only if needed.
- Hours are transferable each year
- Sick leave has no cash value. Unused sick leave will be forfeited and not paid upon an employee's termination of employment for any reason.

Personal Leave

- 2 days annually for personal use
- Hours are not transferable to new agreement or fiscal year

Bereavement Leave

- All regular, full-time employees may take up to three (3) days off with pay for bereavement purposes for the death of an immediate family member (see Board Policy for definition of an immediate family member). Additional non-paid time off may be granted at the discretion of the Principal. Verification may be required of the need for the leave.

Vacation

- 12 month employees receive 10 vacation days annually
- Hours are not transferable to new contract or fiscal year
- Vacation days have no cash value. Unused vacation will be forfeited and not paid upon an employee's termination of employment for any reason

Maternity Leave

- SVN does not provide paid maternity leave
- Sick Leave, Personal Leave, and Vacation may be used for Maternity Leave
- Refer to Policy 4320 for additional information

Unpaid Leave

- While not recommended, if an employee chooses to take unpaid leave, please note that salary adjustments will be made
- It is the responsibility of the employee to discuss the repercussions of unpaid leave with the Director of Finance and Operations

STAFF PAY & BENEFITS

SVN provides a variety of benefits for staff members. A complete list of employee benefits can be found in the Dropbox Business File. Questions about employee benefits should be directed to the Director of Finance and Operations.

PAYROLL DEDUCTIONS

SVN is required by law to make certain deductions from employee paycheck each time one is prepared. Included, but not limited to federal, state, and local income taxes, KCPSRS (retirement system) and contribution to Social Security, as required by law.

REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT

All SVN staff members are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have “reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect.” Once you become aware that a student may be the victim of abuse or neglect, you must:

- Staff member(s) shall consult with administration to determine if a report should be made to the proper authorities.
- School employees shall cooperate with agencies which are legally charged with investigating suspected cases of child abuse and neglect.

R.S.Mo.167.117

- In any instance when any person is believed to have committed an act which if committed by an adult would be assault in the first, second or third degree, sexual assault, or deviate sexual assault against a pupil or school employee, while on school property, including a school bus in service on behalf of the district, or while involved in school activities, the principal shall immediately report such incident to the appropriate local law enforcement agency and to the superintendent, except in any instance when any person is believed to have committed an act which if committed by an adult would be assault in the third degree and a written agreement as to the procedure for the reporting of such incidents of third degree assault has been executed between the superintendent of the school district and the appropriate local law enforcement agency, the principal shall report such incident to the appropriate local law enforcement agency in accordance with such agreement.
- In any instance when a pupil is discovered to have on or about such pupil's person, or among such pupil's possessions, or placed elsewhere on the school premises, including but not limited to the school playground or the school parking lot, on a school bus or at a school activity whether on or off of school property any controlled substance as defined in section 195.010 or any weapon as defined in subsection 6 of section 160.261 in violation of school policy, the principal shall immediately report such incident to the appropriate local law enforcement agency and to the superintendent.
- In any instance when a teacher becomes aware of an assault as set forth in subsection 1 of this section or finds a pupil in possession of a weapon or controlled substances as set forth in subsection 2 of this section, the teacher shall immediately report such incident to the principal.
- A school employee, superintendent or such person's designee who in good faith provides information to law enforcement or juvenile authorities pursuant to this section or
- section 160.261 shall not be civilly liable for providing such information.

- Any school official responsible for reporting pursuant to this section or section 160.261 who willfully neglects or refuses to perform this duty shall be subject to the penalty established pursuant to section 162.091.

HOMELESS CHILDREN AND YOUTH

The McKinney-Vento Act guarantees homeless children and youth an education equal to what they would receive if they were not homeless. According to the McKinney-Vento Act, homeless children and youth include individuals who lack a fixed, regular, and adequate nighttime residence. This includes the following situations:

- Sharing the housing of others (known as doubling-up) due to loss of housing or economic hardship
- Living in motels, hotels, trailer parks or camping grounds
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Living in a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

SVN's Homeless Liaison is the Director of Student & Family Support Services. The liaison plays a vital role in ensuring that children and youth experiencing homelessness enroll and succeed in school.

REFERENCES FOR CURRENT & FORMER EMPLOYEES

Scuola Vita Nuova will maintain information regarding current and former employees as confidential within the limits of the law. Only the Principal or a person or persons specifically designated by the Principal may respond on behalf of SVN to a reference request for a current or former employee. SVN employees must direct reference requests to the Principal or designee. Upon request, employees will assist the Principal or designee with the preparation of accurate reference information.

Employees other than the Principal or designee may provide personal references, but by doing so, they are acting in their individual capacities and not as employees of the district. Employees providing personal references may not use district letterhead or otherwise indicate that the reference is sponsored by SVN, but may identify the working relationship they have or had with the current or former employee. SVN will not endorse any reference provided outside the directives of this policy and is not responsible for providing legal advice or protection for unauthorized employees who provide references.

PHYSICAL MANAGEMENT OF CLASSROOM

Classroom Environment

The physical organization of the classroom enhances student learning. Classrooms should be attractive through the use of bulletin boards and displays focused on students and student learning. Areas in classrooms should reflect appropriate content standards. Exhibiting samples of students' work is a proven motivator. Change displays frequently to showcase different projects. Boards displayed all year should be functional and a consistent part of instructional presentation providing excellent reference to students in the room.

Keep your room neat and organized. Walls should not be overly cluttered. This can be distracting and overstimulating for students. Your classroom organization will set a good example for the students. The teacher's area should take up minimal space and be neat and orderly. Please keep in mind that the room should be student centered, not teacher centered.

Please adhere to the following classroom environment expectations:

- Bulletin boards are organized and visually appealing
- Classroom expectations, class mission statement, and daily schedule are posted
- Authentic student work is displayed showcasing the learning process
 - Final displayed product should be exemplary work (as outlined by the scoring rubric)
 - Project objective is displayed
 - Alignment to standards is displayed

Please adhere to the following decorations expectations from the Fire Department.

- *Curtains, draperies or other "loosely hanging" furnishings and decorations must be flame resistant to NFPA 701 testing standards. Documentation to NFPA 701 would be required to be retained on the site. (IFC2000: § 805.1; NFPA 101-2000:§15.7.3.1, § 10.3.1)*
- *You are allowed up to 20% of a wall or ceiling surface for artwork or other combustible teaching materials by Code. In excess of that, the combustible materials shall be removed or flame resistant to NFPA 701 testing standards. Documentation to NFPA 701 would be required to be retained on the site (IFC2000: § 803.3.2; NFPA 101-2000: § 15.7.3.3).*
- *Noncompliance will result in a severe liability exposure to the building administrator, teacher and the School District should an untoward event occur. Noncompliance fees may be assessed (and accumulated) upon the second re-inspection conducted by the Fire Department. The fact remains, these are items of noncompliance that the building administrators, teachers and the School District would be held responsible for and needs to be addressed.*

Safety & Security

The safety of you and your students is very important. Please exercise good judgment in your classroom. Classroom doors should be unlocked when class is in session. Classroom doors are to be closed and locked anytime the room is not in use for extended periods of time such as field trips, all-school assemblies, and after school. Personal and professional items such as keys, purses, money, cell phones, laptops, plan books, and grade books should be secured to prevent theft and maintain confidentiality.

Please adhere to the following safety guidelines:

- Students should not be moving large or heavy objects. If something is too heavy for you to move, please contact the office or custodial staff to receive assistance.
- Use caution when using the paper cutter. Students are not permitted to use the paper cutter.
- Students should not be left unsupervised. Never leave a child unattended.
- Sidewalks can become slippery during inclement weather. Please review with your students the importance of walking carefully when outside or entering a building.
- If a student is hurt while at school, to the extent that he/she has to leave early, an accident report form must be completed. The health aide will assist with this.
- The building Principal must be notified immediately if a staff member is involved in an accident resulting in injury while at school.

- Refrain from sitting or standing on desks or tables.

Cleanliness

Cleanliness of the room is a shared responsibility. The custodians will perform basic cleaning of classrooms each day (vacuum and trash), however, routine cleanliness during the school day should be maintained by having students pick up trash from the floor and under desks. Chairs should be stacked at the end of each day to facilitate cleaning. An orderly and attractive environment will help students develop good organizational skills and enhance their sense of pride. Tape is not to be used on doors, walls, fixtures, or carpeting – unless approved. Windows, including door windows, should be free of obstruction.

Repair Needs/Maintenance

Report any needed repairs, adjustments, equipment concerns, etc. to the administrative assistant by email. Emergencies should be reported to the office immediately. Please keep your room orderly and involve students in keeping the school neat and clean.

STAFF EXPECTATIONS

Staff Duties, Schedules, and Work Hours

The Board of Directors will set the school year annually. The start date, end date, and number of contracted days will be contained in staff agreements. The Board will also set the length of the teaching day.

Members of the teaching staff are required to be on duty thirty minutes before the beginning and thirty minutes after the close of the students' day. It is recognized that professional duties and responsibilities extend beyond the student contact hours to include time for such activities as additional planning and evaluating, meetings, professional growth, parent conferences, sponsoring activities and participation in Open House and Parent meetings, if needed. These professional tasks will be equitably shared so that no staff member is given undue burdens. In addition to the teaching day, staff members are required to attend scheduled staff meetings, parent conference days, IEP meetings, and other meetings as may be determined by the administration and the Board.

The workday for certified staff begins at 7:30 A.M. and ends at 4:00 P.M., unless otherwise specified. If you leave the building for lunch, you will need to sign in/out in the main office.

- You are expected to arrive by 7:30 A.M. each morning. Arriving late creates a hardship for students and other staff members. Contact the office immediately if you anticipate a late arrival. It is important that staff members arrive to their assigned duty on time.
- Repeated tardiness or early leaving is a performance issue that will be reflected in your evaluation and could result in disciplinary action.
- If you leave early (sick, attending a meeting, etc.) and do not plan to return for the remainder of the school day you will need to sign out in the main office.
- Teachers are expected to remain at school during plan time.
- Make all attempts to schedule your personal appointments after your duty hours.

- Building hours for teachers – 6:45 A.M. – 6:30 P.M. (Please keep in mind that there may be times when the building may close early).

Administration understands there are unforeseen circumstances that arise, and will work with you. Schedules will vary by department and will be determined based on the needs of the school.

Family Engagement Activities

Strong partnerships with families have a direct impact on student achievement. Additionally, staff participation in family engagement activities help create a school environment that is warm and inviting.

It is highly encouraged that staff regularly participate in Family Engagement Activities throughout the school year. These activities include, but are not limited to, music and band concerts, the art show, movie nights, parent meetings, DARE graduation, and Taste of SVN. Additionally, volunteering to support your teammates who lead these activities promotes collaboration and teamwork.

All staff is *expected* to attend the following Family Engagement Activities:

- Back to School Night
- Parent Teacher Conferences (October & February)
- At least one Music/Band Concerts/Art Event

As indicated below, teachers must attend one of the following:

- 8th Grade Celebration
 - 5-8 teachers
 - Fine Arts, SPED, and ESL must choose to attend 8th or Kindergarten Celebration
- Kindergarten Celebration
 - K-4 teachers
 - Fine Arts, SPED, and ESL must choose to attend 8th or Kindergarten Celebration

K-8 End of Year Celebration will take place during the school day.

Staff Meetings

We will use Wednesdays for professional development, staff meetings, teacher collaboration, etc. We expect staff to be actively engaged and in attendance for all professional development. We understand that “life happens,” but every attempt should be made to schedule academic courses and personal business on other days of the week.

Supervision

A staff duty schedule will be provided in a supplementary form. Scuola Vita Nuova staff members are responsible for providing our students, families and ourselves with a safe, orderly and secure school. It will take efforts from all stakeholders to ensure this. Active supervision while on duty requires adults to be present, and alert to the surroundings. Our families trust that our staff will keep their children safe while they are at school.

Dress Code

Staff members are expected to represent a professional image and working atmosphere. Staff are not permitted to wear garments to work that may be distracting, unusually revealing of the body or unsafe. Please review the following guidelines:

- Skirts and dresses should approach the knees.
- Shirts should not be low cut or reveal the chest.
- Leggings worn as pants are not allowed.
- Shirts should not be revealing, sheer, or see-through.
- Sleeveless shirts should have thick straps. Spaghetti straps are not allowed.
- Yoga pants are not allowed unless approved by administration.

It is acceptable for staff members to follow the SVN student dress code if they so choose. Jeans are allowed every day when accompanied by SVN logowear.

The cooperation and good judgment of all staff in the matter of dress helps to ensure a proper image for students and a businesslike appearance for visitors to the school. No printed guideline on acceptable dress can anticipate every possibility. Administration is responsible for interpreting and enforcing the dress code. The Principal and/or designated personnel who are in the best position to make judgment concerning the appropriateness of the attire will provide necessary counseling and correction as the need occurs.

On Professional Development days, staff may dress in comfortable attire such jeans, knee length shorts, and non-SVN shirts. However, it is important that staff keep in mind that customers, community members, and families may be in the building during Professional Development days. While a more casual dress is allowed on these days, it is important that staff take care in wearing clothing that is appropriate and maintains a professional school environment.

Each department may have different dress code expectations. For example: Physical education staff is allowed to wear appropriate athletic shorts, pants, and t-shirts.

Staff members not adhering to the dress code will be addressed by administration face to face, through email, or may be asked to change clothes.

Food in the Classroom

Refrigerators, microwaves and coffee makers are not allowed in the classrooms.

Outside food brought into the classroom to be shared with students must be individually packaged and purchased from a store. Be absolutely sure of any food allergies that your students may have. Administration must approve any activities involving food prior to the activity.

Teachers should not be eating or munching on snacks during instructional time. If snacks are necessary due to a medical condition, please inform administration. Coffee, tea, soda or water is allowed but please keep it discreet. Please keep drinks in a covered cup, mug, etc. to minimize the possibility of spills and damage to school resources and technology.

Students should not to be sent to get coffee, pop or snacks for the teacher or staff member.

Mailboxes, Voicemail, Email

Each staff member has a mailbox that should be checked daily. Staff members who have classroom/office phones, should check voicemail daily.

Email should be checked at a minimum of three times a day (upon arrival, plan time, end of day). A “Morning Note” will be emailed to all staff members every morning. It is expected that all staff members thoroughly read the morning note each day upon arrival to school. The morning note includes important information, reminders, and expectations. Create a morning routine for yourself that includes reading the morning note.

Telephone Use

Students should not be making phone calls throughout the day. If a student needs to make a phone call, it should be teacher approved. The office staff can assist students in making phone calls. Student cell phones are not allowed in the classroom. Teachers should not take and hold onto cell phones for liability reasons. In the event a cell phone is brought to school, students should leave the phone in the front office until it can be returned to the student at the end of the day. Contact administration for assistance.

Cell phones are not permissible for use by staff members during regular instruction time or while in contact with students. Please place them on silent or vibrate during classroom instruction and meetings. You may use your cell phone if there is an emergency. If you anticipate that you will need to take a call during instructional time or in front of students, you must alert administration.

We understand that in some cases, cell phones are needed for instructional activities (such as a timer). Please limit classroom cell phone usage to activities that absolutely require you to use them.

Anyone placing a long distance call on the school phone must request a code from administration.

Identification/Access Badges and Keys

Staff members should wear school provided identification badges at all times during the work day. Staff members should scan the access badge at the point of entry each day to record their entry into the building.

If an access badge is lost or not working, please alert the administrative assistant immediately to deactivate or replace the badge. Staff members will be charged for replacement of lost or damaged keys and access badges.

Student Interactions

SVN staff members are expected to know and understand the difference between appropriate and inappropriate interactions with students. Staff members must engage in appropriate interactions with students at all times and avoid any interactions that could appear inappropriate.

An appropriate pat on the back or a gentle hand on the shoulder may provide positive reinforcement students and build self-esteem. Exercising good judgment on whether to touch students and/or under what circumstances is important. Staff members should also be sensitive to individual preferences and cultural norms. In all cases, school staff must consider the potentiality of a student reacting negatively to touch. The knowledge about a student's reaction comes from knowing our students well. Caution is recommended when touching a child

who has a history of violence towards touching. School staff members are less likely to be suspected of unreasonableness by parents if good communication between staff and parents is established and maintained. *Student should never be lifted or carried by staff members, unless there is an emergency situation.* In addition, all staff is reminded that physically grabbing, poking, pushing or hitting a student for the purpose of redirecting or disciplining is never acceptable and will not be tolerated and may result in termination.

The use of reasonable physical restraint to protect one's self or another person from injury by a student should be used when all other options have been exhausted. Only staff members with restraint training should engage in student restraint. In the event that a student is restrained by a staff member, the event must be properly documented and administration should be notified immediately.

Restraint & Seclusion

Physical restraint shall only be used in an emergency situation, when less restrictive measures have not effectively de-escalated the situation, or when specified in an IEP, Section 504 Plan or parent agreed upon behavior plan. Physical restraint shall only be used by authorized, trained personnel. Seclusion is prohibited except for emergency situations while awaiting the arrival of law enforcement personnel.

School Personnel Debriefing

Following any situation involving the use of seclusion, isolation or restraint, as defined in this policy, a debriefing shall occur as soon as possible but no later than two (2) school days after the emergency situation. The debriefing shall include, at a minimum, a discussion of the events that led to the emergency and why the de-escalation efforts were not effective; any trauma reactions on the part of the student, other students or school personnel; what, if anything, could have been done differently; and an evaluation of the process.

Parental Notification

Except as otherwise specified in a student's IEP or Section 504 plan:

- Following a situation involving the use of seclusion, isolation or restraint the parent or guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident.
- The parent or guardian shall receive a written report of the emergency situation within five (5) school days of the incident. The written incident report shall include all of the following:
 - Date, time of day, location, duration, and description of the incident and de-escalation interventions.
 - Event(s) that led up to the incident.
 - Nature and extent of any injury to the student.
 - Name of a school employee the parent or guardian can contact regarding the incident, and contact information for that employee.

For further information, please review the complete Seclusion and Restraint (Policy 2770).

Pets in the Classroom

Pets (animals of any kind, including dogs, cats, rodents, reptiles, etc.) are not permitted in classrooms, with the exception of registered service animals, without prior approval from administration. The presence of pets in the classroom may result in concerns for those who suffer from allergies or have a fear of animals, issues with classroom cleanliness, and a potentially unsafe environment for the animal.

Professional Development

Scuola Vita Nuova encourages all employees to be engaged in a continuous program of professional and technical growth in order that they may be qualified to provide quality educational programs and services for all students. Opportunities for professional development will be provided. DESE has professional development requirements that must be completed for certification.

Our number one goal is raising student achievement. To do this we must provide rigorous instruction aligned with standards. Our curriculum focused professional development will serve as a guide for these efforts. Each Wednesday we will spend our professional development time working on curriculum, instruction, and school wide initiatives.

PD may only apply to specific staff members depending on content. Staff members are expected to attend all PD as directed. It is the employee's responsibility to ensure all necessary certifications are kept up to date. Participation and attendance in professional development activities is required for DESE certification requirements.

In the event that you attend a Professional Development activity outside of the building, verification of your participation must be returned to administration.

Staff members will receive a per diem when the Professional Development activity meets per diem requirements as outlined by Board Policy. Additionally, staff members may receive a stipend for attendance when attendance is required (outside of the work day) by administration.

Professional Development Log Sheet (Sample)

Name: _____ School: Scuola Vita Nuova Year: 2022-2023

Date	Description of Professional Development	How this supports School Improvement Plan	Total Hours

Professional Growth Plans

All staff members are required to create and maintain a professional growth plan. Staff members will work closely with the Instructional Coach to determine personal goals for growth.

Visitors in the Building/Classroom

It is important that VISITORS SIGN IN AT OFFICE IMMEDIATELY UPON ENTERING THE BUILDING.

Parents are welcome to visit school. Any parent visits in the classroom should be pre-approved by the teacher and administrator. Teachers should keep in mind that it is a visit, and your first

obligation is to your students and not a conference with the parent. Please remind parents to let the office staff know their intentions should they arrive at your room without signing in. ALL visitors are to wear a nametag for easy recognition. Nametags can be obtained in the Office.

Administration must approve guests, friends, volunteers, guest speakers, etc. visiting your classroom. Please keep in mind that your classroom should be focused on student learning and student safety. Depending on the situation, visitors may be required to complete a background check.

GENERAL PROCEDURES/EXPECTATIONS

Attendance Procedures and Expectations

Attendance should be taken in TeacherEase by 8:30 AM each morning by the classroom teacher. At SVN, we strive for students to be at school at least 96% of the time. Please encourage your students and their families to arrive at school on time and discourage early departures. If teachers notice attendance falling, please contact the family with a non-threatening check in. The office staff and administration will handle any communication regarding attendance policy violations.

Student Uniform Expectations

Students must be in uniform every day. The uniform consists of khaki, black, or navy pants, shorts, or skirts and a navy blue, black, white or red collared shirt or SVN logo wear. Sweatshirts or sweaters worn over uniform must be a solid color. Leggings are not considered uniform pants.

All staff members should assist in ensuring students are in uniform. If a student is noted to not be wearing a uniform, please send the student to the office for assistance.

Hallway Procedures

It is crucial that our school environment is safe and conducive to student learning. This is important inside and outside of the classroom. Students must be safe and respectful of others' learning while in the hallways. These areas will be considered "Quiet Zones". When traveling throughout the building, please remember that the gym is not a hallway and should not be passed through. Please review the following hallway expectations with your students:

Student expectations:

- In signal
- Walking feet
- Level 0 (voice off)
- Walk on right side of hallway & stairs
- Wait patiently for oncoming traffic

Teacher expectations:

- Prompt for hallway behaviors before entering hallway space
- Correct/prompt students either nonverbally, calm voice, etc.
- Any necessary conversation between teachers is done quietly
- Have visual of all students at all times (Place yourself in the middle of the student line)

Hallway Bulletin Boards

Hallway bulletin boards should be used to engage students and share information with our visitors. The bulletin boards may showcase student work, pose a question or topic for students to ponder, or highlight your community. Refrain from hanging items from the walls or ceilings. Hallway decor must be securely fastened to the bulletin board. Failure to securely fasten to the

bulletin board results in papers falling down and triggering the alarm system throughout the night. Hallway bulletin boards should be:

- Creative and colorful
- Neat and organized
- Student centered
- Displays of the learning process
- Include a statement of alignment to standards/I Can statement, Habit, etc.
- Updated on a monthly basis

Voice Level

Voice Level posters should be posted in all classrooms and common areas (cafeteria, gym, etc.)

All staff should use the Common Voice Level language as listed below:

- ✓ 0 – Silence (no talking)
- ✓ 1 – Whisper Voice (partner talk)
- ✓ 2 – Conversation Voice (group talk)
- ✓ 3 – Presentation Voice (speak to whole class)
- ✓ 4 – Outside Voice (recess)

Give Me Five

Staff should use the Give Me Five attention getter in common spaces and in the classroom.

Teachers may use another attention getter inside the classroom but should prioritize teaching/practicing the schoolwide attention getter with students as it will be used throughout their day in a variety of locations.

- Give Me Five
 - Eyes are on the speaker
 - Mouths are silent
 - Ears are listening
 - Feet are still
 - Hands are still

Restroom Procedures

Limit the number of students leaving the classroom at one time (no more than 2 students should be out of the classroom at a time to use the bathroom). All classrooms should have restroom sign out/ sign in procedures that includes student name, date, and time. Teachers should review bathroom procedures and expectations with their students at the beginning of the school year and as needed throughout the school year.

Community Meetings

Each classroom should engage in a daily community meeting (approximately 10 minutes). Community meetings play a vital role in building community and increasing empathy among students. Research shows that community meetings lead to a decrease in disrespectful attitudes and behavior towards adults and peers. In the long run, classroom meetings save classroom time because students are more focused and there are fewer discipline issues. Students develop a sense of belonging and connectedness to each other, as well as, learn skills critical to pro-social and respectful behavior.

Dismissal Procedures

All parent pick up students should at their dismissal location by 3:25 P.M.

- Walkers will be picked up by a designated staff member and escorted to the office. They will dismiss by the pond gate.

- 1st - 8th grade students (without Kindergarten siblings) will dismiss from the gym.
- Kindergarten students and their siblings will line up in the hallway by the east entrance. Kindergarten students and their siblings will dismiss from the east circle drive.

Voices should be off while names are being called for dismissal. Teachers should provide active supervision during dismissal; closely monitoring the entire line of students. An additional dismissal duty schedule will be provided outlining non-classroom teachers' dismissal duties.

Donations & Fundraising

All donation requests and fundraising activities MUST be pre-approved by administration. All donations, including Donor's Choose donations, made to SVN or on behalf of SVN students are the property of SVN. In the event, the teacher who requested the donation leaves SVN, the donations will remain at SVN.

Field Trips

Field trip experiences should be tied to content standards and curriculum. These experiences give students opportunities to build background knowledge and enhance their learning.

All field trip ideas/requests should be submitted to the principal. The field trip request form can be found in Drop Box. The request form should be completely filled out prior to submitting to the principal (K-4 Mrs. Thurston/ 5-8 Mrs. DiGiovanni)

The teacher should determine whether parent chaperones will be needed and establish expectations. Chaperones are not always necessary. If parent chaperones or volunteers are needed, please discuss with the principal prior to inviting parents. Depending on the nature of the field trip, parents and other chaperones may be required to complete a background check. These background checks will be an expense to the school. Parent chaperones may not bring other children on the field trip. The teacher should thoroughly communicate the chaperone expectations with the parent(s).

Every effort will be made to allow classroom teachers a field trip budget of \$1000. This includes all fees for the field trip, including the bus fee. Fine Arts field trips must come out of the Fine Arts budget.

Permission slips must be signed by parents or guardians for each student prior to attending each field trip. Additionally, a letter with field trip details should be sent to parents or guardians at least one week prior to the field trip.

Celebrations and Treats

Celebrations, including holiday celebrations, must be approved by administration and should be planned to celebrate academic achievements and/or culture. These experiences should be appropriate, inexpensive and aligned with the curriculum.

Treats/Food should not be prepared at home. Food purchased for celebrations should be wholesome and store bought. Beverages should be milk, water or 100% fruit juices. SVN is a NUT FREE school. Please be aware of other possible food allergies as well. All celebrations including food should be preapproved by administration.

Movies & Copyright Laws

SVN has a site license through Swank Movie Licensing. All movies shown in the classroom or at school events should be licensed through Swank Movie Licensing. Showing movies during class time should be kept to a minimum. Movies should be approved by the Principal prior to showing.

Health Procedures

Annually, the health aide will provide each certified staff with information on students with special health needs, universal precautions and other pertinent health information. This is confidential information. For students with life threatening conditions, there will also be an individual emergency plan to follow. Please review all of this information several times during the school year. The special health information may be updated throughout the year and will be shared with teachers. If the teacher obtains new health information during the year on a student(s), please notify the health aide in the event he/she did not get the same information. In addition, each teacher will receive a bag containing gloves, band aids, tissues and some Health Visit forms. If you run low on these supplies they can be replenished upon your request.

Medication Administration

All medication for students must be administered in the office and administered by an approved staff member. Written communication must be received from a parent. At no time is it okay for staff members to give over the counter medication to students. For example, do not accept permission from a parent to allow their child to have a cough drop when their throat hurts or to take Tylenol for a headache. All medication administration should be initiated by the health aide.

Confidentiality

It is mandatory to maintain student privacy and confidentiality for students visiting the office or experiencing a health problem. Office staff is unable to provide information on student health status/issues unless the student is in your classroom.

Student Referral for Illness

- When referring a student to the health aide, please complete a health visit form. This will let the health aide know the nature of the visit as well as help the teacher to identify visit outcome and time of return to the classroom. The health aide and/or office staff will contact the parents of any child who visits the office for a health concern.
- If a student has a minor injury, i.e. paper cut, have the student wash their hands and use the band aids from your kits. In some situations, a student might benefit from resting his or her head on the desk. When in doubt, refer the student to the office. Limiting unnecessary visits will decrease the occurrence of a student's exposure to another individual that may be in the office with a communicable illness or urgent health need.
- When a student is injured at school, the health aide or administration will interview the staff for details and assist the staff in completing the injury report. This completed form is kept on file. If a staff person is injured on the job there is a form to be completed also. The health aide can provide you with the necessary form.

- Annually, students are screened by KCU's Score 1 for Health. If the teacher has concerns regarding a student's hearing, vision or dental needs please inform the health aide and administration.

Recess Expectations

Teachers should locate themselves in such a way that they can actively supervise all students. Students should not leave the play area, and should not re-enter the school building without teacher permission. Teachers should be observant for any activity that is potentially dangerous and stop it immediately. Never leave students on the play area unsupervised.

Teachers should lead students in organized recess activities. This will build teamwork and ensure the safety and supervision of all students. Students should never play on or near the fences, parking lot, pond, or trees. Recess equipment can be found in the tub along the fence. Refrain from using noodles and hula hoops for recess "free play". All recess equipment should be returned immediately after recess.

Courtyard Recess Expectations

- 20-minute recess
- 1 adult supervisor required, 2 recommended
- 1 grade-level may be outside at a time and utilize the playground and turf areas

Indoor Recess Expectations

- Student technology should not be used during indoor recess
- Students should participate in brain break activities or cooperative games

Supplies & Copies

Supplies will be given out at the beginning of the school year. There will be supplies stored in the teacher workroom where staff mailboxes are located. You may help yourself to these supplies as needed; pencils, writing paper, crayons, etc. Students will not be required to bring supplies to school. Donation requests must be pre-approved by administration. Please do not take any supplies from the cabinets labeled "Administration Only".

Special supply/instructional resource orders may be requested by submitting a Supply Order Form to the Principal (K-4 – Mrs. Thurston & 5-8 – Mrs. DiGiovanni). A Supply Order Form is located in the Drop Box. Please allow 1-2 weeks for requests to be processed.

Please keep in mind that the school rents our copy machines and is charged for every copy made on the machines. The charge is higher when made on the color copier. Please refrain from making unnecessary copies.

Testing Practices & Procedures

The intent of assessment is to promote effective decision making, and serves three major purposes in the district's assessment program: 1) to measure students' achievement of basic and advanced skills to meet rigorous curriculum standards and to communicate this information to parents or guardians, 2) to provide information to staff to improve instructional practices and to meet student needs, and 3) to evaluate and to monitor the effectiveness of district curriculum and instructional programs.

Staff members are expected to follow the Testing Practices and Procedures to ensure valid and reliable assessment results. Assessments or quick checks should be utilized frequently throughout a unit to determine if a student is in need of remediation or enrichment. Assessment data should be tracked to ensure students are mastering standards. Please review the Assessment Protocol in drop box for additional information

THE LEADER IN ME

The Leader in Me is an innovative, school wide model that emphasizes a culture of student empowerment and helps unleash each child's full potential. By applying The 7 Habits of Highly Effective People, students and staff of SVN develop timeless leadership principles that nurture the skills people need for success at school, home, work, and beyond.

Staff members should strive to live the 7 Habits, being role models for the students. Habit specific lessons should occur each month and habit leadership language should be infused in daily instruction and conversation.

CAFETERIA/ FOOD SERVICE

The Department of Elementary and Secondary Education's goal of the Food and Nutrition Services Section is to providing safe food and technical assistance to ensure well balanced nutritious meals are served to the students of Missouri.

Breakfast

Breakfast is served each morning from 7:30 – 7:50.

Lunch

When classrooms enter the cafeteria for lunch, students should line up on the dot/arrow lines. Students will enter the north door of the kitchen and exit through the south. For the first 8 days of school, classroom teachers are expected to support lunch duty by eating with their students in the cafeteria. Following the first 8 days, teachers may exit the cafeteria after lining their students up on the lines.

Please review the following cafeteria expectations with your students:

- Enter at a Voice Level 0, in signal
- Enter cafeteria in a single file line and wait on the colored tape lines at Level 1
- Cafeteria Expectations are posted and it is expected that students meet the expectations. If student is struggling to meet expectations:
 - 1st time offense: Verbal warning
 - 2nd offense: Move to another grade level table
 - 3rd: move to cafeteria safe seat (desks)

Staff Dining

As previously noted, goal of the Food and Nutrition Services is to providing safe food and technical assistance to ensure well balanced nutritious meals are served to the *students* of Missouri. Staff may purchase a school lunch daily. If you choose to eat a school lunch you must adhere to the lunch procedures set forth by the Food Service Team. Lunch balances should not exceed \$10; you may not be eligible to purchase a school lunch until your account is resolved.

At SVN, breakfast is only provided for students. Staff members are not eligible to purchase a school breakfast.

Please help keep the staff dining area neat and clean. The refrigerator will be cleaned out weekly. Anything not marked or labeled will be thrown out. The refrigerator is intended for daily lunches. If the dining area is not kept clean, there may be a weekly cleaning schedule developed. Thank you in advance for taking pride in our shared space.

REPORTS AND RECORD KEEPING

Grade Cards & Grade Reporting

We use a standards-based grading system at SVN. When explaining grade cards to parents, it is important that you explain the standards-based grading system. Scores are a direct correlation to how the student is performing on the grade level priority standard. Our goal is for mastery of all standards by the end of the year. Students may earn the following Levels of Mastery (please assessment scoring rubric for further details):

- 4 – Proficient
- 3 – Nearing Proficiency
- 2 – Below Proficiency
- 1 – Well Below Proficiency
- 0 – No evidence of meeting the standard

Note: Students reading one year (or more) below grade level may not earn higher than a 2 on the overall Reading Grade.

It is required that TeacherEase is used throughout each quarter to track student mastery towards standards. Scores must be entered regularly, rather than entering all data at the end of each quarter.

When completing grade cards in TeacherEase, please follow the procedures and expectations below:

- Quarter grades should reflect student mastery of priority standards as measured on classroom assessments.
- Each standard should have been assessed by fourth quarter.
- Importing grades from the grade book will only import the overall grade.
- Use the copy previous data to copy overall standards grades and comments from a previous quarter.
- Comments are required.
- No special codes should be used.
- Mark “Ready to Print” after you have entered grades. You should do this for all classes/content areas.
- Email the principal when your grades are complete and you have clicked “Ready to Print”.

Confidential Information

All confidential information should be secured in a locked file cabinet. This includes, but is not limited to, Individual Education Programs, Assessment Data, 504 Plans, and court documents. Respecting student and family privacy is of utmost importance. Confidential information that is no longer needed should be properly shredded.

Cumulative Files

Student cumulative files are located in the main office. Staff may request to review a student's cumulative file through the secretary. Cumulative files should not be removed from the main office. All information in the cumulative file is confidential.

COMMUNICATION AND PUBLIC RELATIONS

School Closings

In the event that school is closed due to inclement weather or other emergency situations, teachers are not expected to report for work (only designated staff will report, as determined by the principal). School closings will be broadcasted on all major new channels, as well as sent in a mass phone message and app message. The SVN website and Facebook page will also be updated with school closing information.

Alternative Methods of Instruction (AMI) Days

In the event students and staff are unable to report to the building due to inclement weather or another emergency situation, SVN may implement an Alternative Methods of Instruction (AMI) Day. Students would continue learning at home through the SVN Family Learning site, packets or other assigned AMI tasks. Designated staff may be required to report to the building on these days.

Social Media

Personal social media (Facebook, Twitter, Instagram, etc.) should not be used for publishing information about students. Student pictures and student names are not allowed on personal social media sites. This includes sharing posts from the SVN social media that include student pictures. This also includes talking about SVN students, staff or anything that will identify SVN. SVN Staff may not be friends with students on social media and it is highly discouraged to be friends with SVN family members.

Home School Communication

All written communications to home involving activities, events, parent involvement, classroom expectations or routines, should be submitted to the Principal (K-4 Mrs. Thurston/ 5-8 Mrs. DiGiovanni) for approval. This allows time for revisions and translations to be made. Please keep in mind that all communications are a reflection of our school. Communication to individual parents about their child(ren) do not need to be approved, unless it is sensitive and you would like guidance.

Classroom teachers are expected to communicate with families on a regular basis in one of the following ways:

- Monthly Classroom newsletter (submitted to Principal for review & translation)
- Weekly classroom SVN app message

Students' last names should not be used in classroom communication. Please check with office staff for a list of students who do not have a media release. Pictures of said students should not be used in any form of publication.

Teachers are expected to make contact (preferably positive) with each parent, each month. This will help develop a strong parent/teacher relationship. This also helps increase parental support if you need to call home with a concern. All parent contact should be documented, e.g. phone calls, e-mails, and conferences. Documentation should include the date and topic of the communication. Parent/Family contact documentation should be shared with the Principal (K-4 Mrs. Thurston/ 5-8 Mrs. DiGiovanni) through a google doc or sheet.

Use of the SVN Reachwell app for communicating with families is highly encouraged. Texting parents from a personal phone number is not recommended. Please use caution and care in the event texting from a personal number occurs.

If an interpreter is needed, please check with the secretary to see if she is available for Spanish interpreting. The teacher should always be present when the call is made. You are encouraged to make the phone call from your classroom or a private location. The Propio Interpreter Line may also be used.

Propio Interpreter Line Directions

1. Dial 1-855-293-8133
2. Select an interpreter
 - For Spanish, press 1
 - For Somali, press 29
 - For Vietnamese, press 22
 - For Burmese, press 21
3. Enter access code: 8198
4. Provide required information:
 - Your name
 - Your Department (SVN)
 - The person you are contacting (First and Last Name)

Parent Call Log (Sample)

Student Name	
Date & Time	
Spoke With	
Phone Number Called	
Reason for Call	
Outcome	

Home Visits

Home Visits are a great way to develop relationships with our families. Building partnerships with families and learning more about the community in which our students live is critical to the success of our school. When you make a home visit, be sure you document the date, time, nature of visit, who you talked to and the length of visit. It is very important that you never go on a home visit alone. Always notify administration prior to going on a home visit for awareness and safety reasons, as well as when the home visit is complete.

CLASSROOM MANAGEMENT/ STUDENT DISCIPLINE

Behavior Management

Teachers must have clearly communicated behavioral expectations in the classroom. Community expectations should be posted in the classroom. It is always more powerful to involve students in the development of community expectations.

In the event of negative behavior, it is expected that the classroom teacher maintains frequent communication with the parent. The teacher should engage the parent and work collaboratively to address the unwanted behavior.

While most behavior concerns will be handled by the classroom teacher, chronic or severe behavior concerns should be referred to the SST team. Teachers should fill out a referral form in google drive and send an email to SST@svncharter.org.

If a student is harming him/herself or others or exhibiting severe behavior please contact administration immediately. If administration is not available by phone, please contact the office to radio an administrator.

Bullying

Scuola Vita Nuova Charter School is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward school personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. 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. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Scuola Vita Nuova Charter School employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, Scuola Vita Nuova Charter School will provide training for employees relative to enforcement of this policy. Students who are found to have violated the bullying policy will be subject to consequences as determined by administration.

EMERGENCY PROCEDURES

(Fire Evacuation, Severe Weather, Building Lock Down, Building Evacuation)

It is vital to the continued functioning of SVN, and its staff and students that we are prepared to respond effectively in times of emergency. Preparation for emergencies is necessary to ensure our students receive the best possible education while at SVN. All SVN employees should familiarize themselves with the procedures, be prepared to activate immediately, and perform any duties to which they are assigned to make its activation effective.

Lock Down (shots fired, gunman in building, hostage situation, etc.)

- Immediately lock the classroom doors
- Instruct students to move away from door or windows
- Close all blinds and curtains
- Turn off all lights
- Instruct students to remain silent
- Await further instruction from Administration or Police
- Adults must use best judgment to make a decision that will keep everyone as safe as possible. Fortify the classroom or flee the building if necessary.

Shelter-In-Place (flood, power failure, medical emergency, etc.)

- Report to their rooms if possible
- Get everyone inside their rooms, including students and staff seeking shelter
- Take roll, and document the names of all students present
- Continue with instruction

Duck, Cover, Hold (earthquake, tornado, severe weather, etc.)

- Move to the lower level of the building
- Assume the same duck & cover position
- After "All Clear" signal, take attendance and assess for injuries

Building Evacuation

- Gather class list
- Escort students out of building to assigned safety zone
- Leave classroom/office doors unlocked
- Take attendance once at safety zone
- Show red/green card (RED: need assistance/student missing GREEN: entire class ok)

INSTRUCTIONAL EXPECTATIONS

Curriculum

Units of Study are required and expected for all content areas. Teachers are expected to follow the unit development guidelines as outlined by Rigorous Curriculum Design. Completed units and assessments are due in the Drop Box prior to the first day of the unit. Teachers are expected to regularly monitor student progress through the use of formative assessments. Assessments or quick checks should be utilized frequently throughout a unit to determine if a student is in need of remediation or enrichment. Assessment data should be tracked to ensure students are mastering standards. Instruction should be developed using a gradual release model (see below).

Pacing guides are provided for classroom teachers outlining the length of units. Classroom teachers are expected to use professional judgement to determine if minor deviations from a subject's pacing guide are necessary. Some examples of when a teacher may need to make changes to the pacing guide are provided below for reference. Any major changes should be approved by the Principal.

- Example: A 2nd grade class has demonstrated mastery of unit standards more quickly than expected, so the teacher incorporates related 3rd grade standards to push students' in their thinking and learning.
- Example: Due to two snow days, the 5th grade teacher feels it is necessary to extend their science unit by two days so students can have adequate time for review of content during their buffer week.

Gradual Release Model

Gradual Release Model				
Pre Work	I Do	We Do	They Do	You Do
Do Now	Teacher directed instruction introducing content and developing vocabulary	Guided Practice	Cooperative Learning	Independent Practice
I Can Statement introduction				
Build Background knowledge				
☐ Language Development & Accountable Talk ☐				
☐ Formative Assessment ☐				
Anchor Charts Developed with Students				

English Language Arts

A strategic focus on reading, writing, listening, and speaking is crucial to our students' success. Teachers are provided with a variety of resources to develop rigorous instruction. It is our expectation that teachers develop instruction around the standards, as listed on content

specific pacing guides. A variety of instructional resources and strategies should be used to meet students' diverse needs. Reading, writing, speaking, and listening components should be included in all lessons. The Balanced Literacy framework is expected to be utilized. Balanced Literacy is a curricular methodology that integrates various modalities of literacy instruction including:

- Read Aloud/Modeled Reading
- Shared Reading
- Interactive Reading
- Guided Reading
- Independent Reading
- Write Aloud/ Modeled Writing
- Shared Writing
- Interactive Writing
- Guided Writing
- Independent Writing

Reading and writing instruction should be delivered in part through the workshop model. Reading Workshop and Writing Workshop consists of the following:

- Minilesson (Connection, Teaching, Active Involvement, Link) (10 minutes)
- Independent Reading (15-20 minutes)
- Mid Workshop Teach (5 minutes)
- Independent Reading (10-15 minutes)
- Share (5-10 minutes)

During this independent reading, the teacher should be conferring with individual students or working with a guided reading group. *Anecdotal records should be maintained for each student.*

In addition to the workshop, K-4 classrooms should have a dedicated word study time focused on phonics and/or grammar. Additionally, literacy centers should also be incorporated in the K-4 literacy instruction. Centers should be created to support phonics, phonemic awareness, comprehension, written expression, fluency, and vocabulary. During Literacy Centers, teachers should be working with guided reading and pathways groups. Students should be involved in engaging hands-on activities.

Mathematics

A strong foundation of basic math operations is crucial for success in high school, college, and ultimately our students' lives. It is our expectation that teachers provide students with real world mathematical problems that will prepare students for their futures. Teachers are expected to use resources that develop basic math skills and provide problem-solving tasks that require the use of analytical skills.

Science

Science instruction is required at each grade level. Science instruction should be infused with hands on experiences that deepen students' comprehension of science concepts and vocabulary. Writing should be included in all content areas, including Science.

Social Studies

Instruction in the area of Social Studies is an important component of a student's education. Content at each grade level is designed to teach children a variety of concepts that will help them be informed, well-rounded, global citizens. These include but are not limited to geography, government, history, religion, and technological achievements. Social Studies content may be taught explicitly or integrated into other content areas.

Fine Arts/Electives

At SVN, we offer a variety of Fine Arts classes. Instruction in art, music, and physical education give students the opportunity to express themselves in ways not typically available within the core classroom. These classes are meant to promote critical thinking, creativity, self-expressions, social skills, language development, and physical wellness.



ACKNOWLEDGMENT OF RECEIPT OF STAFF PROCEDURES AND EXPECTATIONS

The Staff Procedures and Expectations document contains important information about the daily operations of Scuola Vita Nuova Charter School, and I understand that I should consult the Administration regarding any questions not answered in this document. For complete Policies and Regulations, I understand that I should request them from administration.

My signature below indicates that I have received a copy of Scuola Vita Nuova Charter School's Staff Procedures and Expectations on the date listed below. I understand that I am expected to read the entire document.

Signature of Employee

Date

Employee's Name - Printed