



Scuola Vita Nuova

2023-2024

Student Handbook

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OVERVIEW

Purpose of Student Handbook

The school's administration and staff believe 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.

Staff Directory

Kindergarten	Polly Yeates	pyeates@svncharter.org
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1 st Grade	Jessica Kohrs	jkohrs@svncharter.org
Interim 2 nd Grade	Kristi Mansfield	kmansfield@svncharter.org
2 nd Grade	Martha Soto	msoto@svncharter.org
3 rd Grade	Autumn Smith	asmith@svncharter.org
3 rd Grade	Adilene Mendiola	amendiola@svncharter.org
3 rd Grade	Abigail Morrow	amorrow@svncharter.org
4 th Grade	Suzanne Whitt	swhitt@svncharter.org
4 th Grade	Jennifer Scheneman	jscheneman@svncharter.org
5 th / 6 th ELA	Ashley Bahnson	abahnson@svncharter.org
Interim 5 th / 6 th Soc Studies	Brioenne Burns	bburns@svncharter.org
Interim 5 th / 6 th Math	Rodney Padilla	rpadilla@svncharter.org
Interim 5 th / 6 th Science	Becca Sommerhauser	bsommerhauser@svncharter.org
7 th / 8 th Science	Adrianne 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
Martial Arts Instructor	Joseph Muhammad	jmuhammad@svncharter.org
Speech & Language	Tracy Martling	tmartling@svncharter.org

Special Education Teacher	Joanna Cuda	jcuda@svncharter.org
Special Education Teacher	Roxanne Hayes	rhayes@svncharter.org
Special Education Teacher	Liz Robb	erobb@svncharter.org
Instructional Coach	Kristi Mansfield	kmansfield@svncharter.org
Instructional Coach	Ariel White	awhite@svncharter.org
Dean of Student Culture	Jeremy Mansfield	jmansfield@svncharter.org
Dean of Student Culture	Melissa Hardin	mhardin@svncharter.org
Custodian	Yamy Sosa	ysosa@svncharter.org
Custodian	Anna Peña	apena@svncharter.org
Custodian	Bertha Parra-Murrieta	bparra-murrieta@svncharter.org
Support / PE Teacher	Kathy Campbell	kcampbell@svncharter.org
Substitute PE Teacher	Carson Wells	cwells@svncharter.org
Paraprofessional	Michelle Weeks	mweeks@svncharter.org
Paraprofessional	Brienne Burns	bburns@svncharter.org
Paraprofessional	Stephanie Izaguirre	sizaguirre@svncharter.org
Paraprofessional	Ana Hernandez	ahernandez@svncharter.org
Paraprofessional	Danny Beach	dbeach@svncharter.org
Paraprofessional	Annabella Rudesill	arudesill@svncharter.org
Paraprofessional	Gerrilynn Knox	gknox@svncharter.org
Paraprofessional	Sterling Knox	sknox@svncharter.org
Paraprofessional	Edna Chavez	echavez@svncharter.org
Paraprofessional	Samara Sayid	ssayid@svncharter.org
Paraprofessional	Ana Lopez	alopez@svncharter.org
Office Assistant	Susana Lopez	slopez@svncharter.org
Technology Director	Paul Rouen	prouen@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
Principal	Tamara Burns	tburns@svncharter.org
Superintendent	Nicole Goodman	ngoodman@svncharter.org

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 students are learning how to learn in a school environment.
- Elementary students are learning to read and 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.

SVN Reachwell App

The SVN Reachwell app is the most frequently used mode of communication at SVN. Important messages are sent through the app on a regular basis. In addition, parents and teachers can instant chat through the app. We strongly encourage all parents and families to download the SVN Reachwell app on their phones. You can download the app by searching for ReachWell in the app store. Once you have downloaded ReachWell, add Scuola Vita Nuova to the app.

School Calendar at a Glance

Revisions may be made to this calendar throughout the year. An updated calendar will be provided if revisions are necessary.

Scuola Vita Nuova Charter School 2023-2024 School Calendar

School Day 8:00 A.M. – 3:30 P.M.
(Early Dismissal Every Wednesday at 2:00 P.M.)

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

August 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

4th, 7th-11th Staff PD/Work Days
14th-15th Staff PD/Work Days
16th First Day for Students

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January

1st – 5th NO SCHOOL
8th-9th Staff PD/Work Days NO SCHOOL for students
15th M.L. King Day/NO SCHOOL

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September

4th Labor Day/NO SCHOOL

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

February

13th – 15th Parent/Teacher Conferences
15th Staff PD/Work Day NO SCHOOL for students
16th NO SCHOOL
19th Presidents Day/NO SCHOOL

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13*	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October

13th 1st Quarter Ends
24th – 26th Parent/Teacher Conferences
26th Staff PD/Work Day NO SCHOOL for Students
27th NO SCHOOL

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15*	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March

15th 3rd Quarter Ends
18th-22nd Spring Break

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November

20th – 24th NO SCHOOL for Students
20th – 21st Staff PD/Work Days

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April

19th Staff PD/Work Day NO SCHOOL for students

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21*	22	23
24	25	26	27	28	29	30
31						

December

21st 2nd Quarter Ends
22nd Staff PD/Work Day
22nd - 29th NO SCHOOL for Students

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23*	24	25
26	27	28	29	30	31	

May

23rd Last day for students
4th Quarter Ends
24th Staff PD/Work Day
27th Memorial Day
28th-31st Staff PD/Work Days

Make up days: May 24, 28, 29, 30, 31 & June 3

School Closed

First and Last Day of School

Professional Development (PD)/No school for students

Early Dismissal Every Wednesday at 2:00 P.M.

* Quarter Ends

535 Garfield Avenue, Kansas City, MO 64124 (816)231-5788 www.svncharter.org

The Scuola Vita Nuova Board of Education reserves the right to adjust the 2023-2024 Academic calendar due to any unforeseen circumstances.

2023-2024 Grading Periods

Quarter 1	Quarter 2	Quarter 3	Quarter 4
August 16, 2023- October 13, 2023	October 16, 2023 – December 21, 2023	January 10, 2024 – March 15, 2024	March 25, 2024 – May 23, 2024

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.

Transportation

Scuola Vita Nuova does not provide transportation. Parents/Guardians are expected to arrange for the transportation of their children to and from school each day. Students who meet the eligibility criteria for McKinney Vento services may be eligible for transportation support.

Volunteers

Scuola Vita Nuova welcomes parent volunteers. When parents or guardians are scheduled to volunteer in classrooms, on field trips, or as part of designated school-wide events, it is expected that you do NOT bring other children, as the focus must be on staff and volunteer supervision of our students. Background checks are required, before any volunteer is placed in a position where he or she will be working with children.

Cell Phones/Electronic Devices

Students are not permitted to have personal electronic devices in class. This includes, but is not limited to, cell phones, iPods, iPads, personal computers, smart watches, etc.

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 must complete a permission slip indicating that the student will bring a cell phone to school and leave it in the office throughout the school day.

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. Final decisions about who will participate in field trips will be made at the discretion of administration.

Pledge of Allegiance

The Pledge of Allegiance will be recited daily 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.

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 may 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).

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.

Student Uniform Expectations	
Shirts <ul style="list-style-type: none">• Solid Color w/ Collar<ul style="list-style-type: none">• Black• White• Red• Navy Blue• SVN logo t-shirts (sold by SVN)<ul style="list-style-type: none">• Must have SVN logo Sweaters/ Sweatshirts <ul style="list-style-type: none">• Solid Color<ul style="list-style-type: none">• Black• White• Red• Navy Blue	Dress Pants <ul style="list-style-type: none">• Khaki (Tan)• Navy Blue• Black Skirts (knee length) <ul style="list-style-type: none">• Khaki (Tan)• Navy Blue• Black• Plaid Tights/ Leggings <ul style="list-style-type: none">• Navy Blue• Black• White• Red

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.

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

Health Procedures

The Health Office maintains copies of student health forms and records. This includes the Health Form that is distributed in registration packets and required for parent/guardian(s) to fill out annually. Medical history noted on the Health Form may require further documentation. Physician documentation (including an emergency action plan) is required for all significant diagnoses such as: Asthma, Seizure, Diabetes, and others. Please be advised that without this necessary documentation we cannot ensure proper care for the health and safety of your child at school unless these health forms are filled out properly and returned.

Medication Administration

In an effort to provide for the health and safety of students by avoiding the misuse of medication, the following procedures apply for dispensing prescription and non-prescription medications.

Medication should be given at home whenever possible. Most medications prescribed for 3 times a day can be given before the student leaves for school, when the student gets home from school and at bedtime. If at all possible, please keep drugs to be dispensed at school to a minimum. School personnel will not give medication to students except under these conditions. These rules are intended to promote the well-being of all students.

All Medications

- Written authorization from the parent must be sent with the medication or school personnel will not administer it.
- Medication is kept in the health office at all times (including cough/throat lozenges).
- All unexpired medications must be delivered to the school health aide or building designee by parent/guardian or arranged student delivery. Medication must be in the original, properly labeled container from the pharmacy or in the manufacturer's original packaging.

Prescription Medications

- Written instructions from a physician stating the name of student, type of medication (the name of the drug), current date, the dosage to be given and the times to be administered, or the medication label provided by the pharmacy at the physician's directions will be sufficient if the prescription was prescribed for the student and a current date is on the label. Scuola Vita Nuova Charter School does not allow students to take medication with another family member's name on the label.
- Medicine must be in the original and current prescription bottle. The pharmacist can provide an extra-labeled prescription bottle for school doses.
- The first dose of any medication should be given at home whenever possible. School personnel can decide not to administer the first dose of a medication if, in their clinical

judgment, it may compromise the safety of the student while attending school. In that instance, parents would be notified.

- Any prescription medications, including inhalers, that don't have a prescription label, need a written note from the prescribing physician.

Non-Prescription Medication

- All student medication is kept and dispensed in the Health Office at all times.
- All medication is logged and noted in the Health Office.
- Such drugs must be clearly marked as to the type of medication, current date, child's own name, need for medication, and time to be given.
- Non-prescription medicine must be in the original container and accompanied by written authorization from the parent/guardian.
- No medication will be given past the expiration date on the container.

Student Illness & Injury

Students must stay home from school for any of the following:

- Fever accompanied by other signs and symptoms (sore throat, cough, headache, nausea, vomiting, diarrhea, fatigue, loss of taste or smell, chills and body aches)
- If your child has a fever of 100.4 or higher, diarrhea, or vomiting, they must stay home until symptom free for 24 hours without the use of a fever reducing medication (i.e. Tylenol or Motrin).
- A suspected contagious illness

If a student has an injury and is not able to participate in PE or outside play/activities for more than 3 days, a doctor's note is required; otherwise, a parent note is required for injury/illness episodes lasting fewer than 3 days.

Immunizations

Scuola Vita Nuova Charter School will not allow a student to attend school until satisfactory evidence on file demonstrating that the student has been immunized in accordance with law. The district will exclude from school all students who are not immunized or exempted as required by law. "It is unlawful for any student to attend school unless he has been immunized as required by law and can provide satisfactory evidence of such immunization unless the child is properly exempted" (Missouri Statute 167.181)

Annual Health Screening

Annually, students are screened by Kansas City University's Score 1 for Health on the KCU campus. This free health screening provides general health information to parents/guardians and SVN. Participation in this annual health screening requires parent/guardian permission.

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.

	Level of Mastery
4	Proficient
3	Nearing Proficiency
2	Below Proficiency
1	Well Below Proficiency
0	No Evidence of Understanding

Grade Cards

Grade cards will be sent home at the conclusion of each quarter. Please feel free to contact your child's teacher if you have any questions or concerns about your child's progress.

Missouri Course Access and Virtual School Program

Students of Scuola Vita Nuova Charter School have the right to participate in the Missouri Course Access and Virtual School Program (MOCAP). Families interested in enrolling their child(ren) in

a course through MOCAP must contact SVN to receive enrollment information. A school team will review the enrollment information and make a “best educational interest” determination. The request may be denied for good cause based on “best educational interest” of the child. If the request is approved, SVN will begin the process of enrolling the student with the appropriate MOCAP vendor.

Promotion & Retention

The purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

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 principle 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 Conscious Discipline.

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 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.

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.

Technology Regulations

Kindergarten – 2nd grade students are assigned an ipad and 3rd – 8th grade students at SVN are assigned a laptop to be used 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 if a personal search has occurred.

Detention

After notice to the parents/guardians, a 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.***

Behavior Violation	Consequence
Academic Dishonesty	Parent contact Detention Loss of credit for assignment or test
Assault/Fighting	Up to 10 days OSS and possible referral to law enforcement
Bullying	Parent contact Detention Up to 3 days of ISS Up to 10 days OSS
Disrespect of a School Staff or Peer	Parent contact Detention Up to 3 days of ISS Up to 10 days OSS
Uniform Violation	Warning Parent Contact Detention
Technology Violation	Loss of use of technological device(s) Parent contact Detention Up to 3 days of ISS

General Misconduct (Including classroom disruptions)	Parent contact Detention Up to 3 days of ISS Up to 3 days of OSS
Missing/Incomplete Work	Parent contact Detention Loss of credit for assignment or test
Possession of Dangerous or Inappropriate Items	Parent contact Detention Up to 3 days of ISS Up to 10 days OSS
Profane Language/Inappropriate Gesture/Public Displays of Affection	Parent contact Detention Up to 3 days of ISS
Sexual Harassment: Verbal jokes, slurs, remarks, writings, gestures, etc.	Parent contact Detention Up to 3 days of ISS Up to 10 days OSS and possible referral to law enforcement
Theft	Parent contact Detention Restitution Up to 3 days of ISS Up to 10 days OSS
Threats: Bomb, Terrorist	Up to 10 days OSS and possible referral to law enforcement Mandatory Discipline Hearing
Vandalism	Parent contact Detention Up to 3 days of ISS Up to 10 days OSS and possible referral to law enforcement
Possession or Use of a Weapon	Up to 10 days OSS and possible referral to law enforcement Mandatory Discipline Hearing
Use/Possession/Influence/Distribution/Unlawful Sale of Tobacco, Alcohol, Drugs, Controlled Substances, Prescription Drugs	Up to 10 days OSS and possible referral to law enforcement Mandatory Discipline Hearing

*OSS – Out of school suspension

*ISS – In school suspension

REQUIRED STATE/FEDERAL NOTIFICATIONS

Board Meetings

All interested members of the Scuola Vita Nuova community are encouraged to attend the Scuola Vita Nuova Charter School Board meetings. Meetings are generally held the third Monday of each month. A public comment session will occur at the beginning of each meeting. All comments to be made must be made in general terms concerning general issues. No specific comments to or about any specific individual can be made to protect individual privacy. Preference for time of SVN parents/students. Comments shall be limited to 3 minutes per person. Board Meeting minutes are available upon request.

Student Due Process Rights

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Board's policies and regulations on student suspension and student expulsion.

Elementary and Secondary Education Act (2015) Parent Notification

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.

Every Student Succeeds Act

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 & Grievance Procedures

The following explains how to file a complaint about any of the programs¹ 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)

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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 school 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.

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.

School, Parent and Family Engagement Policy

Scuola Vita Nuova Charter School values the engage and partnership of our students and their families. The School, Parent, and Family Engagement Policy can be found on the SVN website (www.svncharter.org) in the Federal Programs section.



Scuola Vita Nuova Public Charter School

SCHOOL - HOME COMPACT



STUDENT AGREEMENT

- ◆ I will be at school on time each morning with ready to learn.
- ◆ I will show respect and cooperate with all members of my learning community.
- ◆ I will work cooperatively with others and use accountable talk in class discussions.
- ◆ I will be responsible for my own learning by utilizing all school resources.
- ◆ I will complete all my class work and homework to the best of my ability.
- ◆ I will complete my homework each night
- ◆ I will strive to be a leader every day.

PARENT AGREEMENT:

- ◆ I will ensure that my child attends school daily and on time.
- ◆ I will set aside time each night for my child to read and complete homework.
- ◆ I will model life-long learning for my child.
- ◆ I will actively participate as a member of the Scuola Vita Nuova learning community.
- ◆ I will communicate regularly with Scuola Vita Nuova concerning my child's well-being and academic progress.

SVN STAFF AGREEMENT:

- ◆ SVN staff will provide a safe, positive and healthy learning community.
- ◆ SVN staff will take into account the individual strengths and needs for each child.
- ◆ SVN staff will help each child grow as a lifelong learner and leader.
- ◆ SVN staff will communicate with parents regarding their child's progress.
- ◆ SVN staff will provide opportunities for parent/family participation.



Student Name: _____ Grade _____

I acknowledge that I have read, understand, and agree to comply with the SVN Student Handbook and have received required State/Federal Notifications, as well as the School-Home Compact.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

PLEASE RETURN TO YOUR TEACHER BY WEDNESDAY, AUGUST 16th

