

NOVA

STUDENT HANDBOOK



NOVA

Northwest Opportunities Vocational Academy

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NOVA STAFF

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Our Mission

Our mission is to graduate proficient, confident, and respectful young scholars with the educational and social skills necessary to compete in our ever-changing world.

-Developed by NOVA students and staff, 2008-2009

Our Goals

- Grow into confident, productive members of society
- Stay in school, learn new skills/concepts, and graduate
- Practice respect, responsibility, and self awareness in our daily lives
- Become hardworking, critical thinking students that will lead an honest, safe, and healthy life
- Build positive relationships that will create a safe learning community

-Developed by NOVA students and staff, 2008-2009

GENERAL INFORMATION

Student Eligibility

NOVA serves students who are “at risk of not graduating high school” that reside in Milwaukee. Preference is given to students who express a commitment to their education.

Fees

Since NOVA is an MPS Partnership School, students are not charged tuition, however, there may be fees for field trips, projects, and special events. NOVA is operated by TransCenter for Youth, Inc., which is a tax-exempt charitable organization. All contributions to the school are tax deductible. No student is denied services for financial reasons.

A Note to Parents / Guardians

NOVA encourages parents to participate in Parent / Teacher Meetings. Each NOVA student and a parent will sign a *Contract of Responsibility*. Success is achieved without the cooperation of family support systems. Building a thriving environment conducive to the education of our children means working together. This also means getting involved in the lives of our children. NOVA is not just a building or facility that houses children; we are a family and subscribe to the African proverb: “*It takes a whole village to raise a child.*”

Parent / Teacher Meetings

NOVA considers parental support and contact to be a necessary and important part of fostering a child’s academic growth. Parent/Teacher Conferences are held four times during the school year. Parents will be informed of the specific dates and times.

SCHOOL EXPECTATIONS

1. We expect all students to treat each other with respect, courtesy, and concern for the dignity and uniqueness of others.
2. Students are expected to contribute to a positive learning environment.
3. Students are expected to remain in class the entire period.
4. Students are expected to maintain 90 ~ 100% attendance and timeliness.
5. Students are expected to earn at least a 2.50 GPA. Parents will be notified when a student's grade falls below a "C" in any subject.
6. Students, teachers, and staff are responsible for the upkeep of the building. Students will be responsible for any mess they make in the lunchroom, classroom, and bathroom.
7. Students and teachers will contribute to maintaining a positive classroom ambience.
8. Students should not sleep during class.
9. Students are expected to take pride in their school. Vandalism of the school building or school property will not be tolerated.
10. Students should use polite and proper language at all times. Swearing, gang references, or sexually explicit language will not be tolerated.
11. Electronic devices may not be operated in the classrooms during the school hours. These items will be confiscated and returned at the end of the school day.
12. Inappropriate dress may not be worn in the school building. Examples include, but are not limited to: hats, headbands, saggy pants, grills, excessive gold/silver, scarves, clothing with sexual or drug related references.

The Big Three: NOVA has **three core expectations** of all of our students:

- Be safe
- Be responsible
- Be respectful

Zero Tolerance Policy: According to NOVA's Zero Tolerance Policy student's found to be in violation of the expectations set forth below will be immediately sent to a Central Office hearing at Milwaukee Public Schools.

1. **Physical Violence:** Perpetrators of physical violence may be considered for removal from NOVA. Stealing, harassment, bullying, and verbal assault will not be tolerated in any form.
2. **Weapons Possession:** At no time may a student be in possession of a weapon on or around school grounds. Students that are aware of another student that has a weapon should notify staff immediately to ensure the safety of themselves and all students and staff. It may become necessary to contact the authorities.
3. **Drug, Alcohol, or Tobacco Possession:** Students are not allowed to possess drugs, alcohol, or tobacco on school grounds. A student believed to be under the influence of alcohol/drugs in school will be removed from class and suspended.

**NOVA High School
Classroom Expectations**

<p>Be Safe:</p> 	<ul style="list-style-type: none">● Follow directions● Keep hands, feet and objects to yourself● Leave personal belongings in your locker● Report safety concerns to staff
<p>Be Respectful:</p> 	<ul style="list-style-type: none">● Enter class quietly, take assigned seat, begin work● Treat EVERYONE with courtesy and respect● Use appropriate voice level in the classroom● Help keep classroom clean● Respect the opinions of others
<p>Be Responsible:</p> 	<ul style="list-style-type: none">● Arrive to class on time● Do your BEST work (class work & homework)● Keep ALL electronic devices put away● Bring needed supplies to class● Actively participate in class and ask for assistance when needed

**NOVA High School
Possible Classroom Consequences**

Be Safe:



- Redirection
- Verbal warning
- Assigned seating
- Complete assignment during lunch or after school
- Public apology

Be Respectful:



- Removal from class
- Community service during lunch or after school
- Parent contact
- Confiscation of electronic devices
- Loss of privileges that include field trips, extra-curricular, and gym time

Be Responsible:



- Behavior Contract
- Academic Contract
- In-House Suspension
- School Suspension

Middle School Course Offerings (Grades 7-8)

Students are expected to meet the academic standards set forth by the staff. High school credits earned in the Middle School are only transferable to NOVA High School.

7 th Grade	8 th Grade
<p>Students must meet the following requirements to be moved up to 9th grade:</p> <ul style="list-style-type: none">● 2.5 Cumulative GPA● Mature Behavior● 90% Attendance/Timeliness	<p>Students must meet the following requirements to earn high school credits:</p> <ul style="list-style-type: none">● Achieve a “B” or better in subjects● Mature Behavior● 90% Attendance/Timeliness

Earning sufficient high school credits in middle school will allow students to reclaim their age appropriate grade level.

Middle school subjects include the following:

Electives

Math/Science

Humanities

Phy Ed	Earth Science	Civics
Health	Math	Geography
Enrichment		English
Arts		Reading

Middle school teachers emphasize math, note-taking, reading comprehension, writing mechanics, and test-taking skills. The goal is to prepare the students for Project-Based Learning in the high school.

High School Course Offerings (Grades 9-12)

All high school students are expected to conduct themselves as young adults. They are expected to help create a collegiate atmosphere conducive to higher learning.

High school courses include a variety of classes in *math, science, history, and language arts*. Science and the humanities follow a three-year cycle:

<u><i>Electives</i></u>	<u><i>Math/Science</i></u>	<u><i>Humanities</i></u>
Phy Ed	Biology	History
Enrichment	Chemistry	Reading
Typing	Algebra	English
Art	Geometry	Geography

In the humanities, the intent is to integrate literature with history and incorporate an intense writing curriculum responding to the literature of the period. In math and science, problem solving and scientific method will be emphasized.

Students are encouraged to participate in a school-to-work activity during their tenure as NOVA students. Students will participate in community service activities and job shadowing as a graduation requirement for seniors.

Project Based Learning Curriculum

Project based learning (PBL) provides complex tasks based on challenging questions or

problems that involve the students' problem solving, decision-making, investigative skills, and reflection that include teacher facilitation, but not direction. Project Based Learning is focused on questions that drive students to encounter the central concepts and principles of a subject hands-on.

With Project Based Learning students learn from these experiences and take them into account and apply them to their lives in the real world. PBL is a different teaching technique that promotes and practices new learning habits. The students have to think in original ways to come up with the solutions to these real world problems. Students will improve their creative thinking skills by learning that there are many ways to solve a problem. Students will have two PBL learning opportunities during the school day. As part of the regular PBL class students will focus on computer skills, presentation skills, research skills, and writing skills.

HIGH SCHOOL GRADUATION REQUIREMENTS

Required Areas & Credits for High School Diploma

- English**.....4.credits
- Math**2 credits
- Science**.....3.credits
- Social Studies**.....3.credits including .5 credit Civics
- Fine Arts**1.credit
- Health**1.credit
- Phy Ed**.....1.5 credits
- Elective Classes**6.5 credits

TOTAL 22 credits

Grade Level	Credits
Freshman	0-4

Sophomore	5-9
Junior	10-15
Senior	16-21

NOVA Grading Scale

A = 4.00

A- = 3.67

B+ = 3.33

B = 3.00

B- = 2.67

C+ = 2.33

C = 2.00

C- = 1.67

D+ = 1.33

D = 1.00

D- = 0.67

U = 0.00

NOVA School Procedures

Morning Arrival

- You may not loiter outside upon arrival in the morning.
- Once inside the building you may not leave and reenter.
- Be seated in waiting area, cafeteria, or using the restroom.
- Use the restrooms on the first floor. Second floor bathrooms are not available.
- Breakfast is from 7:30 – 7:55 am. All food should remain in the designated area. Staff will distribute one breakfast to each student.
- You may go upstairs at 7:55 a.m. and classes will begin at 8:00 a.m.
- Students that arrive more than 15 minutes late for first or second hour will not be able to enter the classroom. They will report to the library.

Bathroom/Water Breaks

- Students will not be allowed to use the bathroom without a hall pass.
- Hall passes cannot be used during the first 10 minutes and last ten minutes of class.
- Each teacher will have one pass that can be used for bathroom or water breaks, the office, or locker.
- Upon notice of a violation or abuse of use of the pass, the right to use the pass may become limited or removed on a student-by-student basis.

Transitions

- Use appropriate voice levels in the hallway.
- Walk quietly into the appropriate class, get seated, and begin classwork.

Lunch

- Walk quietly to the serving line once dismissed.

- Be sure to state your first and last name at the end of the lunch line.
- Eat quietly in the cafeteria.
- All food, candy, chips, and drinks must remain in the cafeteria.
- Be sure to clean up your area when finished with lunch.
- You may go to the gym or restrooms after you finish with lunch and cleanup.
 - 5th Hour Gym Schedule: 11:50 am – 12:15 pm.
 - 6th Hour Gym Schedule: 12:40 pm – 1:08 pm.
- Restrooms will not be available after lunch so be sure to use them during lunch.
- You must quickly exit the gym and return to class when the staff announces lunch has ended.
- Gym time may be shortened or suspended due to behavior and/or tardiness to class.

After-School Dismissal

- Dismissed students should exit the West doors.
- Students that are getting picked up should wait for their ride and be picked up at the west side of the building by the circle drive.
- Students that are staying after school must be checked into COA or with NOVA staff.
- Dismissed students may wait on the bus stop or begin walking home.
- Students waiting for rides may wait at the pick-up location on the west side of the building.
- Students should not loiter around the building.
- Students may not use the computer lab after school unless supervised by a staff member.

School Supplies

- Students are responsible for providing their own school supplies
- School supplies are available to purchase from the school office.

Computer Lab

- Staff supervision is necessary for students to use computers.
- Students/Staff must read and sign an Acceptable Use Policy.
- Doors to the computer lab must be locked when not in use.
- No food or drink near the computers or in the computer lab.
- Log out of your account after each use.
- Students may not download music or recharge electronic devices.
- Do not touch the computer screens.

Field Trips

- All field trips will have an educational goal that fits with the curriculum.
- Student's behavior, academics, and attendance will be taken into consideration when determining which students will be invited on a field trip.

- Before a field trip, students will be made aware of behavior expectations and properly prepared and informed about the trip.

Absences

- A written excuse or phone call must be made to the office to explain an absence in order for it to be excused.
- Students should meet with each of the teachers to determine what assignments were missed and to put in place a plan to complete and turn in those assignments.
- Excused absences are considered doctor appointments, family emergencies, serious illness, and court appearances.

Long Term Absences

- A long term absence is defined as any absence over three (3) consecutive days.
- Students and a parent must meet with teachers to create an attendance action plan. A plan will also be made to help the student complete and turn in all missing work. Students will have to sign the attendance action plan contract to ensure commitment.
- After a three (3) day absence a teacher will contact the student's home to determine the reason for the student absence. Teacher will document their findings.
- If contact is not made with student or guardian a letter will be sent home regarding the absences.
- If the student accumulates five (5) unexcused absences the social worker will be notified.

Library

- Students should be quiet in the library. It is a place to read, study, and work quietly.
- Students should not be in the library without supervision.
- Students may use all of the library except the desks.