

DAVINCI ACADEMY
OF SCIENCE & THE ARTS
2017-2018

Welcome,

We are delighted that you are considering DaVinci as your school of choice. This packet contains the permissions, contracts, legal forms, and information in order to enroll or re-enroll your student at DaVinci. This information must be completed annually by all students and parents.

Please note that this document contains notices of privacy acts, legal obligations, emergency contact information, our Technology Use Permits and a variety of information that the school must collect. Every page must be read, completed and signed where indicated.

After this document is fully completed and turned in at the office, registration for your student can be processed. Please read the information carefully and complete each question accurately, this will enable us to better serve you and your student while at DaVinci.

We have provided a checklist for your convenience, indicating the additional documents you must copy and include in order to complete this registration packet. Please provide as accurate and current information as possible.

Return this completed packet to:

DaVinci Academy
2033 Grant Avenue
Ogden Utah 84401

Student Name _____ 2017-18 Grade _____

If this is registration for a new student, you must provide the following items in order to complete this registration packet.

- ___ Student's original birth certificate or copy
- ___ Student's social security card or number (voluntary)
- ___ Proof of immunization or exemption from immunization
- ___ Student's most recent report card
- ___ A photocopy of or previous IEP for Special Education students
- ___ Transcript (high school students only)
- ___ Checkout sheet from previous school (mid-year transfers only)
- ___ Completed Enrollment Forms

**RETURN TO THE SCHOOL OFFICE
INCOMPLETE PACKETS WILL NOT BE ACCEPTED**

For registration questions please call the school at 409-0720

Completion of this document is for eligibility as well as registration purposes.

Acceptance to DaVinci is determined by random lottery.

Only complete forms with all pages filled out, signed and turned in with complete copies of additional documents will be considered.

STUDENT INFORMATION

Legal Name (as identified on birth certificate)

Last First Middle

Social Security Number ____ - ____ - ____ Birth Date ____/____/____

Student Address:

Street Address Apt #

City State Zip Code

PARENT/GUARDIAN INFORMATION

Student's Primary Residence

If parents are divorced or separated, please provide proof of:
____ Shared custody ____ Restraining order ____ Single parent

1 Student's Primary Residence

Parent's Name _____

Street Address Apt #

City State Zip Code

Phone _____ Cell _____

Employer _____ Phone _____

e-mail _____

Preferred Form of Contact: __ e-mail __text __ phone __mail

Relationship to Student _____

2 Other Parent/Guardian or Step-parent

Name _____

Street Address Apt #

City State Zip Code

Phone _____ Cell _____

Employer _____ Phone _____

e-mail _____

Preferred Form of Contact: __ e-mail __text __ phone __mail

Relationship to Student _____

Is either parent on active duty in the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard? (If in National Guard, even if full-time, indicate "NO") YES / NO

EMERGENCY CONTACT INFORMATION

(Do not include anyone listed under Parent/Guardian)

If my child is ill, has an emergency, or is suspended and I cannot be reached, please call and release my child to the following individuals. Those indicated with the star circled should be called first and those indicated with the arrow circled are authorized to release my child at any time.

Name _____ Phone _____



Cell _____

Name _____ Phone _____



Cell _____

Name _____ Phone _____



Cell _____

Name _____ Phone _____



Cell _____

STUDENT DEMOGRAPHIC INFORMATION

Ethnicity: Is your ethnicity Hispanic/Latino (Cuban, Puerto Rican, Mexican, South or Central American or other Spanish culture or origin.)

___yes, Hispanic/Latino ___no, Not Hispanic/Latino

What is your race? Check one or more:

___Asian ___Black
___White ___Pacific Islander ___Other:

Gender (circle): Male Female

If the student was born outside of the U.S., what was the date the student first enrolled in a U.S. school: ___/___/___

Years enrolled in Utah school: _____

LAST SCHOOL ATTENDED:

School Name- phone District

What school would your child attend if the above is not your school of residence?

School Name- phone District

HOME LANGUAGE SURVEY:

This information is helpful in order to provide meaningful instruction for all students and to communicate most effectively with parents

Which language did your son/daughter learn when he/she first began to talk?

What language does your son/daughter most frequently use at home?

What language do you most frequently use to speak to your son/daughter?

Name the language most often spoken by the adults at home:

Providing this information does not mean your child will be taught in his/her native language. This will help us find additional ways to help you child learn and provide extra services or programs as needed.

STUDENT HEALTH INFORMATION

_____ Please check here if there are no known health problems

VISION

___Known eye condition (other than corrective lenses)
___Wears glasses ___Worn at all times
___Wears contact lenses ___Worn at all times

HEARING

___Known Hearing Problem ___Uses hearing aid ___Has tubes in ears

ALLERGIES

___Food _____
___Environment _____
___Medicine _____

STUDENT HAS THE FOLLOWING CONDITIONS:

Does medication needs to be administered during school hours? yes no
(Please provide a signed Physician's Authorization for Medication in School Form)

Condition	Medication prescribed by doctor	Dosage	yes	no
___ Asthma	_____	_____	___	___
___ Epilepsy	_____	_____	___	___
___ Fainting Spells	_____	_____	___	___
___ Diabetes	_____	_____	___	___
___ Heart Condition	_____	_____	___	___
___ Migraines	_____	_____	___	___
___ ADHD/ADD	_____	_____	___	___
___ Other	_____	_____	___	___

Does student have any condition which may result in a classroom emergency? _____

Does student have a physical condition which may limit participation in:

Classroom Activity _____
Physical Education _____

Explanation:

MEDICAL INFORMATION

In the event of a suspension, accident, or other emergency, when a parent or guardian is unavailable, I hereby authorize a representative of the school to make arrangements as he/she considers necessary for my child to receive medical/hospital care, including necessary transportation, in accordance with their best judgment. Under such circumstances I further authorize the physician listed below to undertake such care and treatment as is considered necessary. In the event said physician is unavailable, I authorize such care and treatment to be performed by a licensed physician or surgeon. I agree to pay all costs incurred as a result of the foregoing

Physician	Address	Phone
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Health Insurance Provider	Insurance ID#	Hospital Preference
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** A signed medication release must be on file in the Office for any student taking medication (physician prescribed or over the counter) during school hours. This must be renewed yearly. Per Utah Education Code, students in possession of prescribed, over the counter, or illegal drugs for personal use, sale, or supplying another student are subject to suspension and/or expulsion.

DENTAL INFORMATION

Dentist	Address	Phone
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Insurance Provider	Insurance ID#
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SPECIAL PROGRAMS

Please complete the following if your child is enrolled in any type of special program:

Birth date: ____/____/____ Grade: _____
Student Social Security Number _____ - _____ - _____
Parent/Guardian Name: _____
Address: _____

Please check the instructional programs your child participated in in his/her previous school(s).

____ Special Education
 ____ Resource Specialist Program (RSP) and Individual Small Group Instruction (ISGI)
 ____ Special Day Class/ Self Contained

____ Speech and Language (SLP)

____ Other Programs

____ Gifted and Talented

____ English as a Second Language (ESL) or English Language Learner (ELL)

____ 504 Plan

____ Other: _____

If you checked special education, we will need a copy of your child's IEP from his/her previous school. These records are needed in order to determine appropriate services for you child in our school.

Please complete and sign this form:

I hereby request and authorize the PREVIOUS school _____ in the

School District	City	State	Phone	Fax
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to forward the confidential records of my child to DaVinci Academy.

Parent/Guardian Signature _____ Date ____/____/____

DISCIPLINARY HISTORY FORM:

This information is allowed under Utah Code 53A-2-208(3)(b)

Student Name _____ Grade _____

Please Circle the appropriate answer:

Has your student ever been suspended from school?	yes	no
Has your student ever been expelled from school?	yes	no
Is there any disciplinary action pending concerning your student from his/her previous school or community?	yes	no

If you answered yes to any of the above questions, please provide details below. (Include the school name, student’s grade level at the time of the incident, approximate date of the incident, describe the incident for which the discipline was given and the type of discipline handed down by the school.)

I certify that the above information is true and complete

_____/_____/_____
Parent/Guardian Signature Date

OPEN CAMPUS LUNCH (10th Grade and Above Only):
Official Permission and Liability Waiver Form

I, _____, grant my student, _____, permission to participate in the open-campus lunch program at DaVinci Academy of Science and the Arts. I understand that my student may not be subject to any immediate adult supervision. I acknowledge the potential risks my student faces, including but not limited to: tardiness, truancy, injury, or death; and I agree to release DaVinci Academy of Science and the Arts, and all its faculty, administration, or other employees and volunteers, from any responsibility or liability for my student's actions and their potential consequences.

Printed Name _____

Signature _____ Date _____

Student Name _____ Grade _____

(Please note Off-Campus privileges extend to 10th-12th grade only that are not missing any credits.)

DAVINCI GENERAL PERMISSION SLIP:

As part of the educational process at DaVinci Academy, students will be participating in out-of-class projects, going to museums, conferences, galleries, convocations, doing science field observations and engaging on many other project-based learning related activities.

This permission slip is for all such trips that take place during the regularly scheduled academic day and that are part of the DaVinci curriculum.

Separate notification/permission slips will be used for any trip that extends beyond the normal classroom day or is a trip for which DaVinci faculty believes that the parent/guardian should have additional information or opportunity to review prior to the trip. Additional permission slips will be provided to the parent via the student.

Students who do not attend the trips are required to have proper permission to complete alternative assignments and stay on the school premises.

By signing this form, you are giving your general permission for your students to engage in those activities that occur as part of the experiential education component of DaVinci.

Student Name

Parent/ Guardian Name

ACKNOWLEDGMENT OF SPECIAL NOTICES:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that DaVinci Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, DaVinci Academy may disclose appropriately designated "directory information" without written consent, unless you have advised DaVinci to the contrary in accordance with DaVinci procedures. The primary purpose of directory information is to allow DaVinci Academy to include this type of information from your child's education in certain school publications. Examples include:

- A playbill, showing your students role in a drama production
- The annual yearbook
- Honor Roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information generally considered not harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want DaVinci Academy to disclose directory information from your child's education records without your prior written consent, you must notify DaVinci in writing by October 1st of the current school year. DaVinci has designated the following information as directory information.

- Student's name
- Participation in officially recognized sports
- Address
- Telephone Listing
- E-mail address
- Photograph
- Video at school or public competition
- Degrees, honors, and awards received
- Date and place of birth
- Field of Study or Emphasis paths
- Dates of Attendance
- Grade level
- Most recent educational agency or institution attended

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

In compliance with Section 504 of the Rehabilitation Act ("504") and the Americans with Disabilities Act (ADA), DaVinci Academy will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact the school ADA/504 Coordinator. In compliance with the Equal Educational Opportunity Act of 1974 and Title VI of the Civil Rights Act of 1964, it is DaVinci's policy to provide alternative language services to Limited English Proficient (LEP) students so that students with language barriers have a meaningful opportunity to participate in DaVinci's educational programs. DaVinci Academy provides English as a Second Language (ESL) instruction and other effective services to students who are identified as LEP by means of a thorough evaluation process. Parents or guardians who want to request alternative language services for their child should contact DaVinci.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY:

It is the policy of DaVinci Academy to provide equal educational and employment opportunity for all individuals. Therefore, DaVinci prohibits all discrimination on the basis of race, color, religion, sex, age, national origin, disability, or veteran status. This policy extends to all aspects of DaVinci Academy educational programs, as well as to the use of all DaVinci facilities, and participation in all school-sponsored activities.

CIVIL RIGHTS GRIEVANCE PROCEDURE:

Complaints of discrimination should be filed with the individual's principal or supervisor and/or with the school compliance officer/EEO Coordinator according to the provisions of the School Civil Rights Grievance Procedure, copies of which are available at DaVinci. If the complaint is against the principal or supervisor, the complaint may be filed directly with the Compliance Officer/EEO Coordinator. The Compliance Officer/EEO Coordinator, who has been designated to monitor and coordinate DaVinci's compliance with Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and all other applicable State and Federal civil rights laws, may be reached at DaVinci Academy. Complaints of discrimination should be reported as soon as possible, but no later than 90 days after the incident(s) in order to be effectively investigated as resolved.

Parent/Guardian Signature

/ /
Date

DAVINCI ACADEMY ACCEPTABLE USE POLICY- abridged

Media, Computer and Data Service-
please refer to complete policy online or in the student handbook

This policy is in compliance with Utah State Code Part 2 Section 9-7-215) and applies to the entire DaVinci community and any who work with DaVinci and includes all DaVinci technology [network, wireless services, computers, printers, fax machines, websites, technologies of any kind or other devices (including cell phones) or off-site networks while the member is acting as an associate of the DaVinci community, whether inside the school or out.

DaVinci maintains an active content filter that is directly under the control of the IT Director. Sites that need to be unblocked for educational purposes need to be emailed to the IT Director one day in advance. All functions of DaVinci technology are monitored by the IT director including e-mail, interfaces, applications, and information. Professional and ethical practices are expected from all DaVinci community members in using any technology at DaVinci or affiliated with DaVinci.

The following are specifically prohibited for all DaVinci community members (unless exempted by the IT Director).

- ❑ Engaging in any information technology or information systems-related activity that is illegal under local, state, federal or international law including any information systems or information technology-related activity that is pornographic in nature.
- ❑ Engaging in any related activity to operate or maintain a private business.
- ❑ Allowing anyone who has not been authorized by the IT Director to use any of the DaVinci Academy-owned resources leased or maintained by DaVinci Academy.
- ❑ Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by DaVinci Academy.
- ❑ Copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, student pictures, and/or other copyrighted sources, copyrighted music, copyrighted videos and the installation of any copyrighted software for which DaVinci Academy or the end user does not have an active license, is strictly prohibited.
- ❑ Using programs which may be malicious or cause any kind of "lag" or "down time" to the network (e.g., introducing viruses worms, Trojan horses, e-mail bombs, etc into the network, server(s), computers and email or use port scanners and other various network tools). A community member must contact the IT Director if there is the least bit of suspicion that a program, user or users actions may have deleterious effects on the system.
- ❑ Revealing any account(s) and/or password(s) to others or allow use of your account by others. This includes family and other household members when work is being done at home or at the school after employment hours.
- ❑ Engaging in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction, chain email or other various forms. The sending of such material through other networks or computers to another member of the community is also a violation.
- ❑ Engaging in any personal use or other business operation not specific to DaVinci Academy unless approved by the IT Director. Permitted personnel use is defined in the "Personal Use and Procedure Policy".

- ❑ Making fraudulent offers of products, items, warranties, or services originating from or arriving at any DaVinci Academy's account(s), on blogs, forums, portals or news groups.
- ❑ engage in any activity which affects security breaches or disruptions of network communications
- ❑ Circumventing user authentication or security of any host, network or account.
- ❑ Operating systems, program(s)/script(s)/command(s), or to send messages of any kind with the intent to interfere with, circumventing the current system for any reasons or disable, a user's terminal session, or VPN sessions via any means, locally or via the Internet/Intranet/Extranet.
- ❑ Creating any type of website, web server, forum(s) portal site(s), news groups, blogs, web services or procure, create or setup any hosting third party web service providers/site(s) for DaVinci Academy use inside or outside DaVinci Academy and that represents DaVinci Academy in any way.
- ❑ Opening, taking apart, trying to fix or move a DaVinci owned computer, laptop printer or DaVinci owned resource of any kind.
- ❑ Connecting any wired or wireless devices to the DaVinci network without the permission from the IT Director.

Prohibited E-mail and Communications Activities

- ❑ Sending unsolicited e-mail messages, including the sending of "junk mail", "Chain letters or chain mail" or other advertising material to individuals who did not specifically request such material (e-mail spam).
- ❑ Engaging in any form of harassment via e-mail, telephone or paging, whether through language, frequency, or size of messages.
- ❑ Sending unsolicited e-mail originating from within DaVinci Academy's networks or other Internet/Intranet/Extranet providers on behalf of, or to advertise, any unauthorized service hosted by DaVinci Academy or connected via DaVinci Academy's network or generated at DaVinci Academy.
- ❑ Posting the same or similar non-school related messages to large numbers of Usenet newsgroups (newsgroup spam).
- ❑ Blogging or using portal sites, news groups or forums by members of the DaVinci community (whether using DaVinci Academy's property and systems or personal computer systems) is also subject to the terms and restrictions set forth in this Policy.
- ❑ Making any discriminatory, defamatory or harassing comments about other community members when blogging, posting to news groups or using on-line forums while representing DaVinci Academy inside or outside the school in any way. Such a policy is consistent DaVinci Academy's Non- Discrimination and Anti-Harassment policy.
- ❑ Using DaVinci Academy's trademarks, logos, images, statements, designs, creations and any other DaVinci Academy intellectual property may also not be used by members of the DaVinci Academy community in connection with any blogging, news groups or the use of portals, forums sites or personal websites.
- ❑ Any DaVinci student found to have violated this policy may be subject to disciplinary action, up to and including expulsion.
- ❑ Any DaVinci volunteer found to have violated this policy may be subject to disciplinary action, up to and including revoking the member's volunteer status.
- ❑ Any DaVinci Academy Community Member found to have violated this policy may be subject to disciplinary action, up to and including termination of the partnership.

I have read, understand, and agree to comply with the foregoing, federal and state laws, DASA policies, rules, regulations and conditions governing the use of the DaVinci Academy's computer information systems and information technology systems and equipment and all services herein. I understand that I have no expectation of privacy when I use any of the equipment, internet services or e-mail. I am aware that violations of these guidelines on appropriate use of the e-mail and various systems may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that my use of the e-mail, internet, portals, news groups, blogs and forum participations may reflect on the image of DaVinci Academy to our customers, competitors, suppliers, volunteers, parents or students and that I have responsibility to maintain a positive representation of the company. Furthermore, I understand that this policy can be amended at any time.

Student Name	Signature	Grade	Date
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I authorize my student to use DaVinci technology and will support their compliance with this policy.

Parent Name	Signature	Date
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COMPULSORY EDUCATION INFORMATION LETTER:

Because of DaVinci's commitment to quality education, we are concerned when a child misses school for any reason. DaVinci Academy of Science and the Arts requires that all children achieve mastery in the basic skills identified for reading, language arts and mathematics. Absence from school interferes with the child's opportunity to master these skills.

According to the Utah Compulsory Attendance Laws (53A-11-101-105) every school age child must be in school. The parents are responsible for their children's regular school attendance. It is a misdemeanor if you fail to have your child in regular attendance.

Occasionally a student must be absent from school for reasons which are acceptable to the school as well as the court. District policy includes the following reasons as acceptable: illness, medical appointments, family emergencies, death of family member or close friend, or travel with prior approval of school principal. Please send us a written note every time your child is absent explaining the reason. The school and the court usually require a statement from a doctor regarding extended absences for illness. Appointments with doctors should be arranged after school hours whenever possible. If they must occur during school hours, the student is excused only for the time it takes for the appointment and traveling time.

Your cooperation is needed to help us give your student a quality education.

Sincerely,

Fred Donaldson,
Executive Administrator,
DaVinci Academy of Science and the Arts

Please sign below indicating you have read the Compulsory Education Information Letter of DaVinci Academy of Science and the Arts.

Student Signature	Date
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Parent Signature	Date
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DAVINCI SCHOOL CULTURE

DAVINCI HONOR CODE focuses on three pillars:

RESPECT, RESPONSIBILITY, and INTEGRITY.

Students having RESPECT, RESPONSIBILITY, and INTEGRITY will demonstrate it through honesty, equality, accountability, excellence, self-control, courage, fairness, trust, loyalty, caring, humor, civility, justice, and tolerance. Honorable conduct is expected of all students at all times. Avoiding academic dishonesty is particularly important in the education process.

DaVinci believes that education fosters critical thinking, develops personal integrity and accountability, promotes self-esteem and respect for others, and stimulates students' desire for lifelong learning. Learning and scholarship depend on an atmosphere of trust based on a code of academic integrity. Cheating, plagiarism, and dishonesty violate this code and defeat the purposes of learning. These practices place the value of grades over learning and run counter to DaVinci's philosophy and practice of promoting academic excellence.

Academic Integrity includes:

- Honest submission of one's own work that is the result of one's own efforts.
- Holding others accountable for submitting their own work.
- Valuing one's education and learning above the value of grades
- Promoting academic excellence within the classroom, with peers, and within oneself.
- Abiding by a code of integrity when testing, studying, researching, writing and learning.

Violating the honor code is grounds for expulsion.

ATTENDANCE EXPECTATION:

Students are expected to attend school 90% of the time. In a 45 day quarter, a student can have no more than 4 absences in any given class. An absence is defined as not attending class at all or being more than 10 minutes late.

Attendance: Students should be in class unless excused by parent verification for the following reasons:

- Illness, hospitalization or dental/medical appointments
- Death and funeral services of family members or friends
- Travel approved in advance by administration
- Home or personal emergency limited to serious situations.
- Observance of religious holidays

Absences due to medical appointments (with a doctor’s note), death of a family member, or a pre-approved family activity may be excused through the school administration.

Students are expected to be on time and prepared for each class. Being in full dress code and having IDs and class materials are part of being on time for class.

Tardies and absences affect student learning.

We admonish parents to take care to support students in attending class, being on time and prepared. Parent involvement in this issue is crucial for student success. Student Citizenship credit will be affected by absences and tardies. All absences and tardies should be remedied before the end of the term by attending Citizenship Class and paying fines. Tardies can often be settled by working with the teacher.

Attendance issues that are not remedied before the end of the term will become part of the student’s permanent transcript and additional Citizenship Classes and higher fines will be required to make up the lost credit.

Truancy (“Sluffing”): Truancy is deliberate absence from school without the knowledge and consent of a parent/guardian. One truancy will result in the loss of citizenship credit for the quarter.

Absences: Four or more absences during a term may result in a ‘U’.

Tardiness: Two tardies result in an ‘N’ and three tardies per quarter result in a ‘U’ and in the loss citizenship credit. Tardiness may be excused only by school staff members or due to a medical appointment.

Behavior: Two documented incidents of negative behavior (ISS) will result in the loss of citizenship credit. However, a teacher may give a “U” as the result of one serious incident of negative behavior.

Students must have 40 Citizenship Credits in order to graduate at DaVinci. Students earn .25 credits per class per quarter including Advisory Classes. Students can only lose one credit per year, which means students can have a U in no more than 2 classes per year and still graduate. Citizenship School is DaVinci’s opportunity to make-up lost citizenship credit.

The school or teachers may refer students to Citizenship School due to in-school suspensions (ISS), excessive absences or tardies and other negative behavior. Students may refer themselves to Citizenship School in order to make up tardies and absences.

CITIZENSHIP MAKE-UP FEE SCHEDULE:

After Citizenship grades become part of a student’s permanent transcript, U’s must be made-up within Citizenship Class and for the following costs:

- 1- \$10
- 2- \$20
- each U thereafter an additional \$20 each
- or 5 hours community service for each U

Students are strongly encouraged to make-up lost Citizenship credit before it becomes posted on student transcripts with posting to report cards.

DaVinci Academy of Science and the Arts and the Board of Directors recognize that standards of proper dress and grooming affect the behavior of students attending school and promotes the successful operation of our educational system. The general principles of our dress code are that clothing must be 1) modest, and 2) non-disruptive.

Please see the full dress code in the student handbook.

nated by the principal may verify and have access to free and reduced price records and information.

Free and reduced price lunches are to be issued in a manner which will not cause embarrassment or ridicule to the recipients. The schools must maintain the confidentiality of the identities of participants in the free and reduced price program.

DaVinci operates on a cash account basis meaning that students need to have money in their account to buy lunches unless the student qualifies for free lunch. If a student does not have money in their account, DaVinci will give the student a meal but will require the student to contact home after lunch to make arrangements to pay once the account is over \$5.00 dollars.

Special meal diets may be accommodated by filling out the special diet application. Once the application is turned in, it will be reviewed and applicant will be notified within 10 days.

DaVinci Academy is equal opportunity employer and complies with all state and federal non-discrimination laws. All discrimination complaints will be reported to the Utah State Agency even if the complaint is made verbally.

PARENT-SCHOOL LEARNING COMPACT:

PARENT/GUARDIAN RESPONSIBILITIES

I want my child to achieve therefore I will:

- Make certain my child attends school regularly and on time.
- See that my child is well-rested and has breakfast each day.
- Set aside a specific time and place for homework, assisting as necessary.
- Attend at least two parent-teacher conferences and communicate regularly with my child's teacher to ensure his/her academic success.
- Support the school and staff in maintaining proper discipline as outlined in the school policies and handbook.
- Encourage positive attitudes toward school.
- Volunteer in my child's school as appropriate.
- Review information and work sent home and respond as necessary.

STUDENT RESPONSIBILITIES

It is important that I learn, therefore I will:

- Attend school regularly and on time.
- Complete assignments and homework.
- Bring homework and supplies to school each day.
- Work to the best of my ability.
- Work cooperatively with classmates, teachers and staff.
- Respect myself, other people, and my school.
- Follow all class rules and school rules and policies as outlined in the student handbook.
- Accept responsibility for my own actions.

TEACHER RESPONSIBILITIES

It is important that my student achieve, therefore I will:

- Hold expectations high for all students, believing that all students can learn.
- Provide high-quality instruction in a supportive and non-threatening environment.
- Provide meaningful homework and project-based experiences.
- Communicate regularly with my students and their families through weekly grade updates, conferences, notes, phone calls, etc.
- Provide opportunities for parents to assist in the classroom in meaningful ways and to observe classroom activities.

PRINCIPAL RESPONSIBILITIES

I support this compact therefore I will:

- Provide an equitable learning environment for all children.
- Encourage the staff to provide parents with information about the total school program.
- Encourage our staff to provide avenues for positive and meaningful parent involvement.
- Provide a safe and supportive environment.

PARENT CONTRACT:

Parents are to contact the school by 8:30 AM if their student is going to be absent. Students are only excused for medical appointments (with a doctor's note) and for school activities except in rare cases (see Attendance Policy)

Parents should ensure that their student arrives to school on time. Students should be in class by 8:10 AM. Any student arriving more than 10 minutes late will be considered absent. Please pay special attention to the attendance policy in this packet or the student handbook.

We believe that parents play an integral role in their student's education and for this reason, we expect parents to volunteer within the school or during school activities at least 15 hours per school year. These volunteer hours are tracked and recorded through our volunteer coordinator.

Parents should ensure their students are dressing appropriately for school and following the school dress code.

We strongly encourage parents to attend Parent Teacher Conferences. These dates are available on the school calendar, the website and with school newsletters.

Parents and students are to read the Student Handbook, which details responsibilities of the members of our school community. Upon reading the handbook, please sign and return the notice that will be enclosed in the handbook.

During registration, parents of DaVinci students can joined the PTSO (Parent Teacher Student Organization) and are deeply encouraged to participate in the shaping of our school activities and their student's education. PTSO Meetings are held monthly in the Library. Board meetings are held on the first Wednesdays of the month. Please contact the school or our website for specific dates and times.

We suggest that you make a copy of this enrollment packet before returning it to the school.

We understand the rules for DaVinci Academy and will abide by them.

Student Signature

Date

Grade

Parent Signature

Date