



COMMUNICATION • COLLABORATION • CITIZENSHIP • CONTEMPLATION • CREATIVITY • COMPETITION • CURIOSITY • COMPASSION • CONSERVATION

2033 Grant Ave. Ogden, UT 84401

**Handbook Acknowledgement Form**  
2020-2021

Please complete form and return to your FLEX teacher.

Lost planners will require a \$10 replacement fee.

**TECHNOLOGY ACCEPTABLE USE STUDENT AGREEMENT**

We (the student and Parent or Guardian) have read, understand, and agree to comply with the policies, rules, and conditions governing the use of the DaVinci Academy's computer and telecommunications equipment and all services that is included in this handbook beginning on page 24.

We (the student and Parent or Guardian) also agree to follow all items as indicated herein this policy.

We (the student and Parent or Guardian) understand that I (the student) have no expectation of privacy when I (the student) use any of the telecommunication equipment, pc's or services. We also understand that I (student) have no expectation of privacy when using school equipment, such as lockers or desks.

We (the student and Parent or Guardian) are aware that violations of this guideline on appropriate use of the e-mail and Internet systems may subject me (the student) to disciplinary action, being expelled from the school, legal action, and criminal liability.

I (the student) further understand that my (student) use of the e-mail and Internet may reflect on the image of *DaVinci Academy* to others, parents or students and that I (the student) have responsibility to maintain a positive representation of the school. Furthermore, we (the student and Parent or Guardian) understand that this policy can be amended at any time.

Flex Teacher \_\_\_\_\_ Student Name \_\_\_\_\_ Grade \_\_\_\_\_

*Our signatures indicate that we have received, read, understand and agree to abide by the 2020-2021 Student Handbook, including: Dress Code, ID Badge wearing, Attendance Policy, Honor Code, and all other policies that are found in this handbook.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Open Campus Lunch  
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 10<sup>th</sup>-12<sup>th</sup> grade only.

**PARENT-STUDENT COMPACT**

**PARENT/GUARDIAN RESPONSIBILITIES**

I want my child to achieve, therefore I will:

- Ensure that my child arrives to school at least 5 minutes before school starts
- 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 2 of the 3 parent-teacher conferences\*
- Support the school in modeling and promoting positive citizenship skills
- Read with my child and let him/her see me read regularly \*
- Encourage positive attitudes toward school
- Get involved in my child’s education—at least 15 hours a month
- Review information and work sent home and respond as necessary\*
- Check grades weekly and communicate with teachers about any concerns\*

**STUDENT RESPONSIBILITIES**

It is important that I learn, therefore I will:

Take responsibility for my education by:

- Attend school regularly and on time
- Complete assignments and homework on time
- Work with the scholarship counselor to better prepare for college
- Prepare and complete certificate programs at O’Tech
- Develop communication and work attributes
- Create and achieve personal academic goals
- Get involved in clubs and extracurricular opportunities

**TEACHER RESPONSIBILITIES**

It is important that my students 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 projects
- Communicate regularly with students, families via conferences, notes, phone calls, etc.
- List ways parents can support students in your class via syllabi, Canvas, or other means

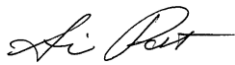
**PRINCIPAL/COUNSELOR RESPONSIBILITIES**

I support this compact, therefore I will:

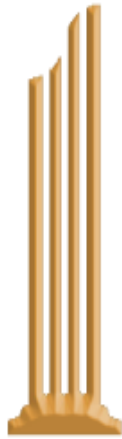
- Sustain programs and practices that support teaching and learning
- Model interpersonal relationships and communication
- Inform parents how to get and stay involved in their child’s education
- Inform/guide all students and parents of college/career opportunities

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature 

\*\*Failure to abide by these standards and expectations forfeits yours or your child’s opportunity to re-enroll at DaVinci Academy the following school year.



**DAVINCI**  
**A C A D E M Y**

**STUDENT HANDBOOK**

**2020-2021**

***“Aspire to Inspire”***

801.409.0700  
2033 GRANT AVENUE  
OGDEN UT 84401

[www.davinciacademy.org](http://www.davinciacademy.org)

2020-2021 DaVinci School Calendar

August 2020						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
2	3	4	5	6	7	1 ----- 8
9	10	11	12	13	14	15
16	17	18 New Teacher PD	19 Teacher PD	20 Teacher PD Elementary Back to School Night	21 Teacher PD	22 Spruce Up Day
23	24 Teacher PD	25 A First Day of School	26 B	27 A	28 B	29
30	31 A					

September 2020						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1 B Kinder First Day	2 A	3 B	4 A	5
6	7 Labor Day	8 B	9 A	10 B	11 A	12
13	14 B	15 A	16 B	17 A	18 B	19
20	21 A	22 B	23 A Midterm	24 B PTC 1-12 4-7 PM	25 A PTC 1-12 1-4 PM	26
27	28 B	29 A	30 B			

October 2020						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1 A	2 B	3
4	5 A	6 B	7 A	8 B	9 A	10
11	12 B	13 A	14 B	15 Fall Break	16 Fall Break	17
18	19 A	20 B	21 A	22 B End 1st Quarter	23 CCRP Plan Day - No School	24
25	26 A	27 B	28 A	29 B	30 A	31

November 2020						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2 B	3 A	4 B	5 A	6 B	7
8	9 A	10 B	11 A Veterans Assembly	12 B	13 A	14
15	16 B	17 A	18 B	19 A	20 B	21
22	23 Break	24 Break	25 Break	26 Thanksgiving Day	27 Break	28
29	30 A					

December 2020						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1 B	2 A Midterm	3 B	4 A	5
6	7 B	8 A	9 B	10 A	11 B	12
13	14 A	15 B	16 A	17 B	18 A/B	19
20	21 Holiday Break	22 Holiday Break	23 Holiday Break	24 Holiday Break	25 Holiday Break	26
27	28 Holiday Break	29 Holiday Break	30 Holiday Break	31 Holiday Break		

January 2021						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1 New Year's Day Holiday Break	2
3	4 A	5 B	6 A	7 B	8 A	9
10	11 B	12 A	13 B	14 A End 2nd Quarter	15 CCRP Plan Day - No School	16
17	18 Martin Luther King Day	19 B	20 A	21 B	22 A	23
24 ----- 31	25 B	26 A	27 B	28 A	29 B	30

February 2021						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1 A	2 B	3 A	4 B	5 A	6
7	8 B	9 A	10 B	11 Winter Break	12 Winter Break	13
14	15 President's Day	16 A	17 B	18 A	19 B	20
21	22 A	23 B	24 A Midterm	25 B PTC 7-12 4-7 PM	26 A PTC 7-12 1-4 PM	27
28						

March 2021						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1 B	2 A	3 B	4 A	5 B	6
7	8 A	9 B	10 A	11 B	12 A	13
14	15 B	16 A	17 B	18 A	19 B	20
21	22 A	23 ACT & Aspire + Test	24 B	25 A End 3rd Quarter	26 CCRP Plan Day - No School	27
28	29 B	30 A	31 B			

April 2021						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1 A	2 B	3
4 Easter	5 Spring Break	6 Spring Break	7 Spring Break	8 Spring Break	9 Spring Break	10
11	12 A	13 B	14 A	15 B	16 A	17
18	19 B	20 A	21 B	22 A	23 B	24
25	26 A	27 B	28 A	29 B	30 A/B Secondary Service Day	

May 2021						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3 A Teacher Appreciation Week	4 B Teacher Appreciation Week	5 A Midterm	6 B Teacher Appreciation Week	7 A Teacher Appreciation Week	8
9	10 B	11 A	12 B	13 A	14 B	15
16	17 A	18 B	19 A	20 B PTC K-6 4-7 PM	21 A PTC K-6 1-4 PM	22
23	24 B	25 A	26 B	27 A	28 B	29
30 ----- 31	31 Memorial Day					

June 2021						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1 A/B Secondary Check Out Day	2 A/B Field Day	3 A/B Yearbook Day Graduation @7PM	4 A/B Last Day of School	5
6	7	8	9	10	11 Closed	12
13	14	15	16	17	18 Closed	19
20	21	22	23	24	25 Closed	26
27	28	29	30			

July 2021						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			Office Closed the month of July	1	2	3
4 Independence Day	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24 Pioneer Day
25	26	27	28	29	30	31



## VISION AND MISSION STATEMENT

### DAVINCI ACADEMY VISION STATEMENT:

To create an academic institution where everyone can learn, develop their talents, acquire appropriate social and cognitive skills, and master all their academic goals.

### DAVINCI ACADEMY MISSION STATEMENT:

- Offer programs that promote enthusiasm, exploration, and academic excellence in an interdisciplinary curriculum that involves real-world experience and application.
- Serve as a laboratory school to examine and develop new methods and materials in curriculum innovation/reform, including, but not limited to, traditional, online, and distance educational programs.
- Serve as a model for private sector/public education partnerships, including mentor and internship opportunities.

**MOTTO:** Uniquely dedicated to student success

**COLORS:** Ultramarine Blue, Hunter Green, Gold

**MASCOT:** Dragon

### DESIRED RESULTS FOR STUDENT LEARNING (DRSL's)

**COLLABORATION:** A foundation of the school, as represented in the mission statement, is that learning is a social activity, involving students, families and educators working together as a team, with support from the community. Collaborative based learning will result in students who have skills to learn from others and work effectively with others for a common goal. *Collaborating will help me develop the necessary skills to learn from others and work effectively with others for a common goal.*

**COMMUNICATION:** Central to collaboration are skills for communication. DaVinci promotes open and multidirectional communicative processes in which all stakeholders are respected and valued. An emphasis on communication will result in students who have skills to effectively work in groups by articulating their own and appreciating others' ideas. *Communicating effectively will teach me to articulate my ideas and appreciate the ideas of others.*

**CITIZENSHIP:** The DaVinci mission is to create a supportive environment where diversity and individuality are welcome. Citizenship plays into this by expecting and promoting civic responsibility inside and outside the school. Promoting citizenship will result in students who act in ethical, responsible, and civically minded ways. *Contributing to my community and acting in an ethical and responsible way will help me become a good citizen.*

**CONTEMPLATION:** DaVinci's mission is to promote critical thinking and problem-solving skills in students. Encouraging contemplation will result in students' use of these skills to reflect on, analyze, and evaluate their own processes of thinking. *Contemplating my own ideas and processes of thinking will allow me to form opinions based on and supported by my own analyses, evaluations, and reflections.*

### DAVINCI VALUES

**COMPETITIVENESS:** We strive to surpass yesterday's accomplishments and prepare diligently to excel in every arena. We have the confidence to compete when success is not assured. We persevere in the face of challenge and view every failure as the basis for a future success.

**CURIOSITY:** We hunger to know more and remain committed to continuous learning. We embrace high standards of expertise. We are driven to learn, to teach, to uncover the secrets of the natural world, and to expand the body of knowledge.

**CREATIVITY:** We encourage and reward innovation. We greet new ideas openly and optimistically. For us, there are no routine problems or solutions.

**COMPASSION:** We seek to serve! All who attend DaVinci Academy should feel accepted and appreciated. We actively look for ways to uplift and inspire. Everything we say and do should uplift and inspire those around us. We assume the best of everyone.

**CONSERVATION:** We strive to meet our core values through sustainability. We are the stewards of not only our school facilities, but also the ecological community, which we preserve through education and service.

### ACADEMIC ADVISING

Each student will have a faculty advisor through their FLEX class. Students will seek their advice and assistance in coursework and college preparation.

### ACTIVITIES/COMPETITION ELIGIBILITY

An individual must meet the requirements listed below to be eligible to compete and/or represent DaVinci Academy of Science and the Arts (DASA) in any capacity indicated below. These are minimal requirements and are in accordance with Utah State Schools Athletic Association where applicable.

A student wishing to participate in any activity of a competitive nature where they are representing the school cannot be receiving a "F" in any class nor have a "U" for citizenship. All participants will have the obligation of printing their grades through the SIS system each Friday. These grades will need to be turned into their coach, teacher sponsor, and/or Athletic Director. If a student has a "F" or "U" on their printed grades it is the responsibility of the student to get the teacher signature connected to that grade for clearance to be able to play/compete in the game/competition. Clearance is only allowed if a student has worked on the grade and the teacher is aware of the effort.

### ATTENDANCE POLICY

Utah's Compulsory Attendance Laws state that all school age children must attend school unless there is a valid and legitimate excuse (Utah Code 53-A-11-101).

**PHILOSOPHY:** DaVinci Academy of Science and the Arts (DASA) believes that **attendance** is a vital component to a student's educational success. Our school philosophy concerning absences, tardies and truancy centers on several important citizen-building concepts:

**ATTENDANCE EXPECTATION:** To earn credit, a student must be in class a minimum of 90% of the days of the quarter. If a student has a combination of five or more tardies or unexcused absences, or one (1) truancy per class per quarter that are not made-up or excused based upon allowable excused absences, the student will receive a no grade (NG) for the quarter grade in that class. The director for the school program will notify teachers when to input a NG for a student with attendance problems. A NG can only be removed after a parent meeting with the program director to discuss the reasons for the excessive absences and it is determined that there were legitimate reasons for the absences; otherwise, the NG will remain and be changed to a letter grade of 0 in elementary, or an F if in middle or high school. Failure to attend this meeting and work with DASA to solve the student's absenteeism will result in a referral to

### CHECK IN AND OUT PROCEDURES

**Student Check In-** Students arriving more than 10 minutes late to any class must check in at the main office. Students arriving less than 10 minutes late to any class should go directly to class.

**Student Check Out-** Any time a student needs to leave school before the end of the school day, he/she must check out at the Main Office. The school is required by law to have a parent or responsible person approve and assume responsibility of the child before the child will be allowed to check out early. Students will remain in the class until the parent has arrived and is ready to take them.

A. Students who leave campus without proper check-out will be marked truant and are subject to a truancy citation from the school.

B. Students who are ill will be checked into the sickroom until parents or another responsible adult can be contacted.

**EXCUSED ABSENCE OR VALID EXCUSE:** A student shall be excused from school for the following reasons as specified in the New Compulsory Attendance Laws for the State of Utah, but that student is required to make up any assignments missed:

1. An illness;
2. A death of a family member or close friend;
3. A documented medical appointment;
4. A family emergency;
5. An approved school activity;
6. A pre-approved family activity or travel, consistent with DaVinci policy: In determining whether to pre-approve a family activity or travel as a valid excuse, the school shall approve the absence, if the school determines that the absence will not adversely impact the student's education; or
7. Other absences may be considered as "valid excuses" as determined by the school administration.

**TARDY:** Students arriving to class after the bell has rung without an excused slip will be marked tardy. Students arriving more than 10 minutes late will be marked absent. This absence will be considered unexcused until a parent excuses it through one of the methods listed above under attendance expectation. **Three (3)** un-excused tardies in the term will result in the loss of citizenship credit and will be given a U for their citizenship grade. Tardiness may be excused by school staff members or parents or can be made up in Citizenship Class. Students can make up 1 class tardy by attending one after school detention, in addition to a \$1 fee for each tardy.

**TRUANCY:** Truancy is the deliberate absence from school without the knowledge and consent of a parent/guardian. **One (1)** truancies will result in the loss of citizenship credit.

Consequences of Truancy may include the following:

1. A 'U' citizenship grade may be given in classes missed.
2. Loss of attendance credit in affected classes.
3. Truancy citation issued. 1<sup>st</sup> occurrence = \$10, 2<sup>nd</sup> offense = \$20, 3<sup>rd</sup> offense (Habitual Truant Citation) = \$30.
4. On campus lunch detention.
5. Any DASA School Disciplinary consequences.

**ATTENDANCE/CITIZENSHIP CREDIT:** Graduation from DASA includes both academic requirements (consistent with state graduation requirements) and citizenship/attendance requirements. Citizenship/attendance requirements are as follows:

1. Students can earn .25 units of attendance credit in each class each term. Credit loss will be the result of too many absences, tardies or truancies.
2. A student may lose no more than a total of 1.0 unit of citizenship credit and/or attendance credit during his/her four years of high school in order to graduate. A maximum of .25 credits will be allowed to be lost each year, anything in addition to that must be made up. See citizenship policy.
3. Absences: Five or more unexcused absences in any class any term will result in a loss of .25 units of attendance credit. Allowances may be made for pre-arranged absences, for students experiencing a long-term illness, or absences incurred due to circumstances beyond the student's control. If attendance credit is in jeopardy due to absences or tardies, the teacher is responsible to inform the student and parent or guardian in enough time for corrective action to take place.
4. Tardies: Three or more tardies in any class any term will result in the loss of .25 units of attendance credit.
5. Truancies: Truancy is defined as being absent without parent, teacher, or administrative approval.

**PERFECT ATTENDANCE:** Students who have perfect attendance for the entire year are eligible for an award at the end of year awards assembly. Students with a perfect attendance record for the entire year will be eligible to receive a 50% discount on the yearbook at the end of the school year.

To qualify:

- 1) Teachers must verify perfect attendance
- 2) Be a full-time student all year
- 3) Request the perfect attendance distinction to school principal no later than May 15.
- 4) Attend Award Ceremony

### INTERVENTION FOR ATTENDANCE PROBLEMS:

A. Parent notification via:

- a. A phone call home
- b. Citations sent home
- c. An attendance report on mid-term and report cards
- d. Through DASA web page via SIS login.

B. Teachers will intervene with students before the 5th unexcused absence in any given class. Teachers will notify administration if a student is having attendance issues. Teachers will document each intervention with parents.

C. Administration will send a notice of truancy to parents and will assign any appropriate DASA school disciplinary consequence upon the 5th unexcused absence in any class. Administration will also instruct teachers when to assign a "U" for citizenship grade.

### REVIEW PROCEDURE:

A. Students may appeal questions of attendance credit loss to the administration by notifying the Executive Administrator in writing within 10 days after receipt of truancy notice.

B. Within 5 days after notifying the Executive Administrator, an attendance review committee shall convene at the direction of the Executive Administrator. This committee will consist of an administrator, two teachers, and the school counselor. The committee will take into consideration the student's history, productivity in class, attendance records, reasons for absence, recommendation of teachers, etc. Within 10 days after the review committee, a written determination will be given the student and parents. This decision is final and cannot be appealed.

#### BACKPACKS:

As a matter of safety, backpacks SHOULD NOT be allowed in the classroom. Backpacks should be kept in a locker during school hours and be worn only when traveling to and from school. This policy includes any similar bag including an attaché, briefcase, or purse.

#### BUS PASSES:

Each student can purchase a UTA bus pass at the beginning of the school year for a reasonable cost. Students will sign for their pass and will assume responsibility of not losing the bus pass. The cost to replace a bus pass is \$25.

#### CELL PHONE POLICY

Cell phones, MP3 players, and headphones/earbuds are a distraction for students and the learning environment and are therefore prohibited for use during school hours except for lunch time only. If a student wishes to have a cellphone on their person, the device must be turned off and stored in their backpack or in the teacher's classroom in the cell phone organizer. Students are not allowed to carry their cell phone in their pocket during class hours. Cell phones are not allowed to leave with students if the student needs to use a hall pass for a given reason. Devices will be confiscated by teachers and other school officials if students are not in compliance with this policy. Cell phones that sound during classroom instruction will be immediately confiscated.

If devices are used at any unauthorized time by students and/or observed by teachers, administration or other staff the device may be confiscated and a parent can pick up the device from the front office at the end of school. Upon retrieval the parent will receive notification of their student's first offense and sign a contract stating their knowledge of the school policy dealing with cell phones and the consequence if their student has a second offense. On the second offense, the device will be confiscated and returned after the student or parent has paid a fine of \$15. The \$15 fine may be replaced with 5 hours of community service if the parent so requests. Any device not retrieved will be discarded at the end of the year. An offense against the electronic device policy is any time a student has ANY device taken away; offense one and two can be two different devices. Each subsequent offense will be handled on a case by case basis, resulting in, but not limited to, suspension.

We encourage parents to contact the school directly if they are needing to communicate with their student in any urgent matters. The front office will work to contact the student as soon as they are able. Any other needed communication between a student and their parent will be reserved for the time the student is at lunch when they will have a window to access their phones.

#### CITIZENSHIP CREDIT

The citizenship requirement for high school graduation is based on attendance, punctuality and behavior. Thirty-One units of citizenship credit are required for graduation. A student lacking the required units of citizenship credit for graduation may make up credits. Because it is necessary to modify requirements for some students (those who transfer to DASA from districts not requiring citizenship credit for graduation, those applying for early graduation, etc.), citizenship credit requirements will be adjusted accordingly.

A. The citizenship grade is an indication of classroom behavior. A grade of H= Honors, S = Satisfactory, N = Needs Improvement, and U = Unsatisfactory.

B. A U citizenship grade may be given after parent contact for the following reasons:

- One (1) trancies per term
- Excessive tardiness (3 or more)
- Excessive unexcused Absences (5 or more) per semester
- Negative behavior such as blatant disrespect for teacher or other school personnel
- Repeated disruption of learning activities
- One or more teacher referrals to DASA school administrations.
- Cheating and/or plagiarism

C. Excess of 0.25 credits per year (two "U" grades per year) must be made up prior to the end of the year by:

- Paying a \$10 fine for the first "U", then \$20 for each additional "U" or performing 2 hours of community service for each "U" in excess of 0.25 credits lost per year. (i.e. 4 "U"s in 1<sup>st</sup> term, and 3 "U"s 2<sup>nd</sup> term is 7 total "U"s which equals 1.75 credits lost, 5 "U"s will need to be recovered.)
- "U"s may also be made up by having a perfect attendance streak following the "U" being assigned. This will only be considered if the student has no absences or tardies in ANY class for a period of 10 consecutive school days.
- Students who have more than one "U" on their transcript at the end of the year may not receive their yearbook and complete the checkout process.

E. CITIZENSHIP/ATHLETICS ELIGIBILITY: Students interested in being involved in extra-curricular activities, including clubs, must not be receiving a U in any class.

#### CLUBS:

Clubs are formed by the students based on student interests. Students interested in starting a club, can pick up an application in the front office. Students must find a teacher sponsor who will help in completion of the club application. Students can join clubs during our club rush week which falls the week after Labor Day most years.

#### COMMUNITY SERVICE:

DaVinci Students are encouraged to complete 15 hours of approved community service every year for graduation. Service hours will be approved and tracked through FLEX time teachers.

#### CREDIT RECOVERY:

Students in need of credits can recover those credits through the following options: 1. Online program 2. Classes created in Canvas by DaVinci approved instructors. There will be a charge for any credit recovery completed at DaVinci, this fee will equate to \$25 per .25 credit needed for graduation. Math Labs can only be counted as credit recovery for failed math courses from prior academic years and math lab content must be equal or greater to standards in the math credit to be recovered.

#### DANCES/ACTIVITIES:

Dances and activities are planned so that all students can attend. Prices for tickets and picture packages are kept to a minimum. School dress code is required. Students must maintain appropriate behavior while attending dances. Slam dancing, dirty dancing, or any dancing deemed inappropriate by the



person in charge is prohibited and violators will be asked to leave the dance. Students who are under the influence of drugs or alcohol will be removed from the dance and referred to appropriate authorities. Activities and dances are open to friends from other schools if pre-approved by the office, unless otherwise specified. Students who fail to attend a Homework Lab or after school detention will be excluded from participation at all dances and activities. Only High School students, grades 9-12, will be allowed into High School Dances. Only Middle School students, grades 6-8, will be allowed to attend Middle School Stomps. Students wanting to invite students from other schools will need to complete the Dance Permission Form, two school days prior to the dance. This form is available in the front office.

#### DISCIPLINE:

DaVinci Academy discipline policies apply to all students attending DASA and are established to help all students achieve self-discipline. In School Suspension- ISS exists to remove the student from a classroom where disruption or defiance of school policies persists. During ISS, students will be supervised and expected to work on class work or other duties as assigned by the ISS Supervisor. Authority to Suspend or Expel-The Principal has the authority to suspend or expel a student. Students may be suspended from DaVinci Academy of Science and the Arts for up to ten days. In the case of serious violation, expulsion from DaVinci Academy of Science and the Arts may occur. Due Process-When a student is suspected of violating DaVinci Academy of Science and the Arts policy, the Principal must meet with and inform the student of the allegations and provide the student the opportunity to give his/her version of the incident. If the Principal or a school administrator appointed by the Principal, determines sufficient evidence exists to impose discipline, the school administrator shall notify the parent or guardian that 1) the student has been suspended; 2) the grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent or guardian to meet with a designated school official to review the suspension.

#### DRESS CODE/SCHOOL CULTURE POLICY

The dress code policy ensures all students can learn and grow in an environment conducive to learning. Holding students accountable for these expectations will result in responsible, well- rounded individuals, prepared for success in both college and career. Each student is expected to take pride in his/her appearance; to dress and groom in a manner that will not disrupt the instructional climate at The DaVinci Academy of Science and the Arts. To maintain an orderly and safe environment, and to promote an appreciation of the importance of appropriate attire in a place of learning and career, students are expected to follow this policy.

#### PURPOSE OF THE SCHOOL DRESS CODE POLICY IS TO:

##### **1. Promote an appreciation for a DaVinci Academy education by:**

- Maintaining an academically driven decorum while at school
- Investing in a professional appearance while in a learning environment.
- Devoting an attitude of compliance to our dress code and its enforcement.

##### **2. Improve and expand academic excellence by:**

- Instilling students with discipline.
- Helping parents and students resist peer pressure.
- Helping students concentrate on their schoolwork.
- Encouraging an improvement in student behavior.
- Encouraging a high level of program participation.

##### **3. Improve personal appearance by:**

- Making affordable school clothing for students and their families.
- Requiring professional attire more suited for academic achievement.
- Establish a recognizable appearance for our students as we continue in our mission of community partnerships and field extension opportunities.
- Students preparing themselves each morning for the rigor of academics developed by the DaVinci Academy faculty.

##### **4. Provide additional opportunities for increased school safety by:**

- Decreasing violence and theft among students over designer clothing or expensive sneakers.
- Preventing gang members from wearing gang colors and insignias while at school.
- Preventing the concealing of paraphernalia that violates safe school policies.
- Helping school officials to more easily recognize intruders who enter the school.

**DAVINCI DRESS CODE:** DaVinci recognizes that proper dress and grooming positively affect the behavior and health of students. We also recognize that DaVinci Academy is a school of many unique individuals, and we want to encourage self-expression among our students. Therefore, DaVinci sets the following standards for school dress and appearance: DaVinci Academy reserves the right to prohibit any item of clothing which may cause a disturbance to an orderly school environment and/or is deemed inappropriate for use at school.

**\*\*ID Badges-** All students, faculty, staff, visitors, and volunteers are always required to be in possession of an official school issued ID while on campus. This ID must be available upon request from school administration and other school employees.

**Clothing-** Professionalism in personal appearance of students is our goal. Student clothing should also allow students to focus on learning and engage in hands-on activities.

**Shirts/Blouses:** DaVinci Academy requires that all shirts/blouses be clean. Shirts/blouses always need to be long enough to cover all undergarments (Including reaching hands up, bending over, or sitting). Tube tops/spaghetti straps and tank tops are not permitted. Bare midriffs revealing skin with arms at sides are not permitted. Clothing shall be made of materials that do not reveal personal underclothing. Students are encouraged to wear DaVinci gear on Fridays and College apparel on Tuesdays.

**Pants/Skirts/Shorts:** All slacks, long shorts, skirts, and pants are allowed, if they are not revealing underclothing. All slacks, long shorts, skirts and all pants need to be worn on the hips (no sagging.) Shorts and skirts must not reveal the buttocks. Shorts and skirt length must reach the bottom of the fingertip when arm is resting at student's side at a minimum. Tears and holes in jeans must be kept to a minimum and should not exceed the size of a student's fist.

**Shoes:** DaVinci Academy always requires that shoes be worn both in and outside the school. Students must ensure that they have the appropriate footwear for the days' activities (i.e. gym shoes for gym class, closed toed shoes for field trips, etc.). Slippers and heeled shoes beyond 2 inches are not allowed.

**Accessories and Attachments:** Any accessory, clothing, or manner of grooming which denotes membership in a group that advocates drug/alcohol use or gang affiliation is prohibited. Masks and using the hood of a hoodie will not be permitted. Hats and/or beanies are permitted if the face is always visible. Facial piercing is restricted to a small stud in the side of the nostril and no other place on the face. Hoop rings of any kind are only allowed in the ear lobe and on no other part of the face. Tattoos must be inconspicuous and easily covered upon request. Administration and faculty reserve the right to determine whether the excessive nature of the accessory or attachment is not in agreement with DaVinci professional standards.

**Hair Style/Color:** Hair style should be neat and non-distracting. Administration and faculty reserve the right to determine whether hair color or style is not in agreement with DaVinci professional standards.

**ENFORCEMENT OF DRESS CODE:** It is the responsibility of both parent and student to prepare for school at the DaVinci Academy in the appropriate dress code of the school. Students will be asked to fix any clothing that does not meet DaVinci Academy's dress code policy. If after being asked to correct the inappropriate clothing, the student may be subject to DaVinci Academy's disciplinary policy, which will be handled on a case-by-case basis. Students missing their identification badges can choose to buy a temporary I.D. badge for \$2.00 or attend an after-school detention or in school suspension for frequent violations.

#### FINES AND FEES:

Students who owe fees, fines, and book charges cannot complete the end of year check out until all charges are cleared. This applies to all grade levels. See fee schedule in registration packet for itemized list of fees. Students who are not complete with the checkout process will not be allowed to participate in end of year activities (yearbooks, field day, etc.)

#### FOOD AND DRINK:

Food and drink are not allowed in any classroom, except for water. Further any food given for school lunch must remain in the cafeteria or outside in an approved area of the courtyard. Failure to follow this directive will result in after school detention.

#### GRADES/SIS:

Students, Parents, and/or Guardians may access grades online via the SIS (Student Information System) website, which can be found by following the link at [www.davinciacademy.org](http://www.davinciacademy.org). The user ID is the student's ID number and can be found on their ID card. The password is the student's birthday with "da" in front UNTIL they change it. (i.e. da121201)

#### GRADUATION REQUIREMENTS:

DaVinci Academy of Science and the Arts requires both academic credit and yearly community service to graduate with an accredited high school diploma. Students and parents should contact a school counselor for specific and current information in planning a course of study to meet individual graduation needs. A brief outline of the requirements follows:

Academic Credit-A minimum of 26 units of academic credit are required in order to qualify for graduation. Specific credits from the following areas are part of this requirement:

#### CREDITS COURSE

- 4.0 English
- 4.0 Math
- 4.0 Science
- 3.0 Social Studies
- 1.0 Sr. Capstone
- 1.0 CTE (Computers, Technology, Engineering)
- 2.0 Fine Arts
- 0.5 Health
- 1.5 Physical Education
- 0.5 Financial Literacy
- 0.5 Computer Literacy
- 3 -7 Electives

#### HALL PASSES:

Students are not allowed to be in the halls during class unless they have a teacher hall pass which will be filled out by the teacher and placed on the student ID. A student must have their ID around their neck with the teacher completed hall pass on their ID to be in compliance for being in the hall. Other items that will allow the student in the hall would be a Photo/Film/or Theater Pass (worn around the neck), or a counselor note that includes a time stamp attached to the student ID. Students are not allowed to have their cell phone accessible while using a hall pass and must not have any writing device while on a hall pass.

Only one student should leave a class at a time unless it is a part of the lesson; however, all students working on the project need a pass. Group work in the halls will be consistently monitored by the teacher. Students need to use the pass for its intended purposes (Use the closest restroom) When you receive a hall pass you will be given a time expectation to return to class, Mr. Post will be contacted if a student leaves class and doesn't come back within the time frame given.

If you request to go to the counseling office your teacher will need to contact the counselor in question by phone call. Your teacher will provide you with a counseling office referral to be attached to your ID badge. When you are complete in the counseling office the counselor will contact your teacher informing them that you will be returning, and they will update the time stamp on your referral notice. Failure to return to class in a reasonable time period will result in referral to school administration for disciplinary action.

#### HALLWAY EXPECTATIONS:

Our goal is to keep DaVinci Academy a safe and inviting place for students to be and associate with their peers and teachers. With this goal in mind we find it appropriate to outline expectations for students when they are in the hallways both before, during and after school.

The school officially opens at 7 a.m. each day. We ask that kids that arrive at this time please stay in the main hallway and cafeteria area. After 7:30 a.m. students are allowed to walk the hallways and prepare for the school day.

During the school day food and drink is not allowed to be consumed in the hallways with the exception of bottled water. Running and yelling in the hallways is also prohibited. Cellphones are not allowed out in the hallways with the exception of lunchtime. Students in grade 7th & 8th are not allowed north of the breezeway during the lunch hour.

After school students are allowed in the hallways till 3:30 p.m. without a valid reason for remaining behind. Following 3:30 p.m. students remaining at the school must be in a classroom working with a teacher, participating in an athletic practice or club. Students waiting for a ride must remain down by the main office after 3:30 p.m. Students waiting for a practice to begin must wait by the north Counseling Office in view of the camera located there. Students are also allowed to wait in the breezeway. Any student wandering the school after 3:30 p.m. will be issued a detention till their ride arrives.

Students will be given a warning from administration or other staff members on a first offense of these expectations. Subsequent violations will result in the student being placed in either an after school detention or an in school suspension depending on the frequency of abuse of this expectation.

### HONOR CODE

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 always expected of all students. Avoiding academic dishonesty is particularly important in the education process.

For these reasons, any form of intellectual dishonesty is prohibited and will not be tolerated. DaVinci faculty and students must report all instances of academic dishonesty to the Administration.

Cheating includes, but is not limited to, the following examples:

- Taking, stealing, and/or using an assignment from someone else and submitting it as one's own.
- Allowing another to take and/or use an assignment to submit as his/her own.
- Giving answers or information in any language or code/encryption (i.e. Morse Code, Sign Language, etc.) pertaining to material the student should know and is being tested/graded on.
- Looking at another's test or essay with or without his/her consent for the purpose of duplicating that work and submitting it as one's own.
- Representing as one's own the work or words of a parent, sibling, friend, or anyone else.
- Discussing a test or quiz with students who have not completed the assignment.
- Unauthorized use of teacher test materials, answer sheets, computer files, or grading programs.
- Using any type of crib notes or "cheat sheets" on your person, an object, or programmed within graphing calculators, palm pilots, or other electronic devices without teacher approval.

Plagiarism includes, but is not limited to, the following acts when performed without giving credit:

- Directly quoting or paraphrasing all or part of another's written or spoken words without notice or documentation within the body of a work.
- Presenting an idea, theory or formula originated by another person as the original work of the person submitting that work.

Purchasing or receiving in any other manner a term paper or other assignment that is the work of another person and submitting that assignment as the student's own work.

- Repeating information, such as statistics or demographics, which is not common knowledge, and which was originally compiled by another person.

While it is expected that a student who is engaged in writing will utilize information from sources other than personal experience, appropriate acknowledgment of such sources is required.

**CONSEQUENCES OF CHEATING AND PLAGIARIZING:** Those students who choose to admit their infractions within the designated grace period (24 hours for self-reporting from time assignment is handed in) will not face any school disciplinary action. However, the aforementioned students will receive a grade of 0% for the assignment but will be allowed to redo the assignment for an average of the grade earned with a grade of 0%. Students caught cheating and/or discovered after the self-reporting deadline will receive 0% for the assignment, will not be allowed to make up the assignment, and will be referred to DaVinci Administration for disciplinary action.

### HONOR AND HIGH HONOR ROLL:

Summa Cum Laude graduates are students who have earned a GPA of 3.9 or above. Magna Cum Laude status will be granted to those graduates who have earned a G.P.A. of 3.8 to 3.89, and Cum Laude will be granted to those graduates who have earned a GPA of 3.6 to 3.79. During Graduation ceremonies Honor and High Honor students will be recognized with additional graduation apparel representing their achieved status.

### ID BADGES:

It is the policy of DASA that all students within the school building have a DaVinci Academy ID card on their person which can be shown upon request. All students found without their ID card will be sent to the front office immediately to purchase a temporary ID Badge for \$2.00. Students unable to pay will receive an after-school detention. New ID cards can be purchased for \$2.00. All visitors to DaVinci Academy must check in at the main office and wear the visitor badge around their neck for the duration of their visit.

### LEONARDO DAVINCI RENAISSANCE AWARD:

This award recognizes students who personify the versatility of DaVinci and the spirit of renaissance by exploring a well-rounded variety of community, cultural, and academic events. This is an annual award is given during our end of year awards assembly. Students who wish to achieve this award must attend ten community or academic events, one from each of ten areas, including two scientific events, three performing arts events (one dance, one music and one drama), a visual arts event, a literary event, a cross cultural event, a historical/political event, and a semi-professional or professional sporting event. Students must submit their portfolio for this award by April 15<sup>th</sup> for consideration. This is an incredible honor, and students will receive an honor pin for each year of achievement as well as recognition at graduation for receiving it all 4 years of high school.

### LIBRARY- MEDIA CENTER:

DaVinci's Media Center mission is to exceed the academic needs of our students by supplying a fertile ground for true education by increasing intelligent, progressive, and creative thought. Policies and objectives are developed to support the school mission and create a vibrant, comfortable, supportive and vital

atmosphere; a rich, collaborative, academic resource; and a solid technological foundation for literacy across the curriculum.

The media center is available to students before and after school, during lunch and throughout the day for study, research, conversation and socialization. Food and drink is restricted to certain areas and times. Books, supplies, calculators and other media and technology are available for check-out and use with a current student ID card. Student responsibility for materials is essential. Care should be taken to return materials in a timely manner and in good condition. The fines assessed for overdue, lost, or damaged materials range from 10¢ per day for overdue books to full replacement costs for textbooks. Unpaid fines may limit student access to media materials.

The media center manages all school texts for all classes. Textbooks should be checked out from the library before taken to class or home. Textbooks should be covered then labeled with the student's name. Unattended texts will be returned to the library.

Library computers may only be used for educational purposes as outlined in the Student Acceptable Use Agreement and only with the permission of the media center specialist.

#### LOCKERS:

School lockers remain the property of the school but will be available for students to rent for the year as part of the school fees. Renting a locker is not optional. It is recommended that backpacks be stored in lockers. The school accepts NO RESPONSIBILITY for items that may be lost or stolen. PLEASE use lockers for books, outside clothing, etc., only!! DO NOT leave money, watches, cameras or any other valuables in your locker. The school maintains sole control and possession of student lockers, desks and other storage areas used for students' personal items. All such storage areas are issued with the understanding that school officials have the right to inspect such areas at any time for any reason and the student has no expectation of privacy. Obscenity in the form of pictures, writing, or defacement of any type is prohibited. Students will be held financially responsible for any misuse or damage exceeding normal wear.

#### LUNCH:

DaVinci Academy is a closed campus, except for 10<sup>th</sup>-12<sup>th</sup> grade students who have a signed parent permission form. Leaving campus is a privilege and may be revoked in the event of excessive tardies. Students may always bring a lunch from home. Food and drink are not allowed in the classrooms.

#### MEDICATIONS:

Students are to be sent to the office for health reasons when they are sick or need to take prescribed or non-prescribed, over the counter, medications. Since we do not have a nurse on staff, parents will have to administer these medications, unless prior arrangements have been made with the school director. Students are not to self-medicate with either prescription or non-prescription medications. For students on regular prescription medication, we ask that parents administer these to their student before bringing them to school.

#### NATIONAL HONOR SOCIETY & NATIONAL JUNIOR HONOR SOCIETY:

Selection for membership is based on outstanding scholarship, character, leadership, and service. A cumulative GPA of 3.0 or above is required, and applications will be distributed to all Junior and Senior students that meet this scholarship criterion at the beginning of the school year. Applications will be used to evaluate leadership (roles in both the school and community), service (contributions candidate has made to school, classmates, and community; student's attitude toward service), and character (exemplifies desirable qualities of behavior and upholds principles of morality and ethics). Sophomores are eligible for membership at the beginning of second semester and will be selected in the same manner. Membership in the NHS & NJHS is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character by which they were selected. Participation in National Honor Society activities and service projects is also expected and failure to do so may result in dismissal from the National Honor Society.

#### PARENT INVOLVEMNT:

The success of our school relies heavily on involved and engaged parents. Opportunities for participation occur throughout the school year and Summer marketing months. Parents are encouraged to complete 35 hours each school year in meaningful volunteer service to the school. Have a talent or passion you are willing to share? Please talk with the office!

#### PARKING:

DaVinci Academy of Science and the Arts has parking available for student automobiles. Parking rules must be adhered to by both students and staff. Parking is not allowed on Grant Avenue, in the field east of the school, or anywhere but the parking garage off Lincoln Avenue. Students must maintain a speed of no more than 5 MPH while in the parking structure. Failure to follow these rules will result in a loss of parking privileges and may be subject to law enforcement violations that may result in a ticket. Parking stalls for student automobiles are on a first come, first served basis for each day's parking.

Students must park automobiles and motor bikes in designated student vehicle parking areas on campus. Students are prohibited from parking in areas designated for staff parking. Vehicles improperly parked in staff areas will be towed at owner's expense and may be subject to loss of school parking privileges. Students and staff are prohibited from parking in areas designated visitor parking. Vehicles parked in red curb zones will be cited and/or towed away. This regulation is enforced twenty-four hours per day, seven days per week. (Emergency vehicles may need to use these areas any time.) The rules and regulations shall be enforced by the Ogden City Police and the DaVinci Academy of Science and the Arts administration or its designees.

#### PICK-UP DROP OFF:

Parents should obey traffic laws and always put the safety of their student first above any convenience to pick-up and drop-off of their student.

Parents need to get into the carpool lane to pick students up. If a spot is not open, then go around the block until one becomes available. Once in the carpool lane parents need to pull forward when picking up or dropping off students, always remain in vehicles, only drop off and pick up on curbside, and ONLY LOOK FOR THEIR STUDENT ONCE THEY HAVE STOPPED IN THE CARPOOL LANE. Once in the carpool lane, they can pull forward as other parents leave and look for their students.

#### PUBLIC DISPLAY OF AFFECTION/STUDENT RELATIONSHIPS:

Public display of affection detracts from the educational atmosphere and is not allowed on any school property or during any school sponsored activities. Hand holding and brief hugs are acceptable. PDA's will be disciplined according to the DASA discipline policy. Teachers are authorized to correct this behavior when noticed.

DASA reserves the right to limit relationships between students here at the school. This specifically pertains to relationships between students of a high school age and those students in the junior high program. These relationships are not permitted on school grounds for any reason whatsoever. Failure to comply with this expectation will require intervention with a school administrator and could lead to school assigned consequences and/or disciplinary action.

#### REPORT CARDS:

All students will be given a report card each quarter for a total of 4. Quarter grades are placed on the student's official transcript and are figured into overall GPA. A report card will be mailed home following the completion of each quarter. Midterm grades are NOT mailed home and parents need to consult the SIS/Aspire system to find accurate grades for their students.

#### SCHEDULE CHANGES:

Class schedules will be available prior to school starting. Changes can only be made during the first two weeks of each semester. Changes may be made without charge during the first week and will be charged \$10 for each change during the second week. Changes not requiring the \$10 fee may include school error, teacher request, or incorrect academic placement. Schedule change procedure:

1. Pick up schedule change form from the front office
2. Complete form and have it approved by Mr. Post
3. If change is approved, then return to front office
4. The counselor will review the approved change and inform you of the change if it is possible.

#### SKATEBOARDS/SCOOTERS/ROLLERBLADES:

These wheeled vehicles are not allowed to be used on school property. If brought to school, they must be checked in with a teacher before the tardy bell rings and will be returned to the student after school. Further any shoes that have a wheel installed in them are not to be used on school grounds.

#### STUDENT DIRECTORY INFORMATION:

The items listed below are designated as "directory information" and may be released for appropriate reasons (i.e., newspaper for awards or honors, information for student directory, or DaVinci website for marketing) at the discretion of DaVinci Academy of Science and the Arts. A parent has the right to withhold the release of any or all this information by notifying the school in writing annually.

1) student's name, 2) student's address, 3) student's telephone number, 4) date of birth, 5) participation in officially recognized activities and sports, 6) weight and height of members of athletic teams, 7) degrees and awards received, 8) most recent educational institution attended by the student, 9) photograph or video of students in school events.

#### STUDENT RIGHTS:

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the use of surveys or other school activities which may involve the collection or use of protected information. They include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas:
  - Political affiliations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sexual behavior or attitudes;
  - Illegal, antisocial, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents of chosen family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - Religious practices, affiliations, or beliefs of the student or parent(s); or
  - Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out* of activities involving collection, disclosure, or use of personal information obtained from students regarding any of the protected information areas.
- *Inspect*, upon request and before administration or use of:
  - Protected information surveys designed to be administered to students; and
  - Instructional material used as part of the educational curriculum.

DaVinci Academy of Science and the Arts policies protect student privacy as required by both State and Federal law. DaVinci Academy of Science and the Arts will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information, and provide an opportunity for parents to opt-in their student to participate in such activities.

Parents who believe their rights have been violated may contact the Executive Director at DaVinci Academy of Science and the Arts and/or file a complaint.

**Civil Rights Complaint Procedure-** Complaints of discrimination should be filed with the Director of Academic Services according to the provisions of the DaVinci Academy of Science and the Arts Charter Civil Rights Grievance Procedure, copies of which are available at the school's business office. The Director of Academic Services, who has been designated to monitor and coordinate DaVinci Academy of Science and the Arts' 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 by contacting the office. Discrimination complaints should be reported as soon as possible, but no later than 90 days after the incident(s) in order to be effectively investigated and resolved.

**Equal Educational and Employment Opportunity-**It is the policy of DaVinci Academy of Science and the Arts to provide equal educational and employment opportunity for all individuals. Therefore, DaVinci Academy of Science and the Arts 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 of Science and the Arts' educational program, as well as to the use of all school facilities and participation in all school-sponsored activities.

**Accommodations for Students With Disabilities-**In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), DaVinci Academy of Science and the Arts will provide reasonable accommodations to qualified individuals with disabilities. Students, parents or employees needing accommodations should contact DaVinci Academy of Science and the Arts ADA/504 Coordinator or the Principal (or supervisor if employed in a non-faculty staff position).

**Services For Limited English Proficient (LEP) Students-** In compliance with the Equal Educational Opportunity Act of 1974 and Title VI of the Civil Rights act of 1964, it is DaVinci Academy policy to provide alternative language services to students with Limited English Proficient (LEP) so that students with language barriers have a meaningful opportunity to participate in the DaVinci Academy's educational program. DaVinci Academy of Science and the Arts 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 the Principal.

**Student Parent Grievance Procedure-**If a student and parent feel that there has been a violation, misinterpretation, or inequitable application of a provision or policy as indicated in the DaVinci Academy of Science and the Arts Student Handbook, or discrimination on the basis of race or sex, the student and/or parent may begin the following procedure to obtain redress:

- Step 1: The student and parent should discuss the grievance with the person at the school nearest the grievance and the Director of that program. AND  
Step 2: If the student and parent are not satisfied with the disposition of the grievance, the student and parent may request a conference with the Executive Administrator or his designee to explore further remedies of the grievance. AND

Step 3: If the student and parent are not satisfied with the decision made in Step 2, a hearing before the Board of Directors in executive session may be requested and granted. Following the hearing in executive session, the Board will render its decision in an open meeting.

**Search And Seizure**-School officials have the authority to search a student's person, personal property, or vehicle while located on school property or at a school-sponsored activity, when they have reasonable suspicion to believe the search will turn up evidence that the student has violated or is violating a particular law or school rule. Students have no right or expectation of privacy in school lockers. School lockers are the sole property of DaVinci Academy of Science and the Arts. Periodic general inspections of lockers, including the use of drug-detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

**Extra-Curricular Activities**-Participation in student government/council, student clubs, graduation ceremonies, and other extra-curricular activities is not a constitutionally protected civil right. Therefore, students who are suspended, transferred to an alternative placement, expelled, or excluded may lose the privilege of participation in all extra-curricular activities during the period of discipline and will not be afforded due process procedures to challenge the denial of participation.

**Family Educational & Privacy Act/Student Education Records**- The Family Educational and Privacy Act (FERPA) is a state law designed to protect the privacy of a student's education records. FERPA gives parents certain rights with respect to their children's education records. Parents have the right to inspect and review all of their student's education records maintained by the school within 45 days of a request for access. Parents have the right to request that a school correct records believed to be inaccurate or misleading. Generally, the school must have written permission from the parent before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to some parties. (e.g. School employees or volunteers with a need to know, other schools that have requested the records and in which the student seeks or intends to enroll, individuals who have obtained court orders or subpoenas; persons who need to know in case of health and safety emergencies; juvenile justice systems; etc.)

#### VISITORS:

DaVinci Academy of Science and the Arts is a public charter school and visitors are welcome. Student shadows must be pre-approved twenty-four hours in advance by the office. Parent/Guardians, Alumni, volunteers, and other visitors are required to sign in at the Front Office.