

DaVinci Academy Flex Family Handbook



*“Our mission is to build a collaborative link between home, community, and school -
as we enrich lives and educate children.”*

DAVINCI ACADEMY FLEX PROGRAM OVERVIEW

Overview:

Welcome to DaVinci Academy Flex! This program is a unique partnership between at-home education and traditional public school. Students attend 1 to 1.5 on-campus instruction days to focus on art and science, as well as explore new subjects. Students continue learning at home the other 4 days of the week. The key components of this program are:

- A collaborative family/school partnership focused on educating the whole child.
- Student-centered and tailored educational plans created in collaboration with parents/guardians.
- Hands-on/project based classroom approach in order to encourage a life-long love of learning.
- High-quality, academic, and social-emotional learning opportunities.
- Leadership opportunities, field trips, service learning, social activities, etc.
- Strong foundation for post-secondary opportunities.

Program Requirements:

DaVinci Flex Parents:

- Work with your teacher and/or Curriculum Specialist to receive help in choosing a curriculum package.
- Select a DaVinci approved curriculum that meets my family's needs and commit to using it consistently.
- Create a daily schedule for language arts and math instruction to meet pacing guides.
- Follow curriculum pacing guides for both language arts and math and complete the curriculum by end of year.
- Follow Assist Plan recommendations in order to catch up if you fall behind on curriculum.
- Make certain that students attend school regularly and excuse absences, as necessary. A commitment to 80% on-campus attendance is required.
- See that students are well-rested and have breakfast each day, before school.
- Ensure that your child arrives prepared to campus 5 minutes before school starts.
- Attend all Parent-Teacher Conferences 3xs/year and bring in the curriculum.
- Participate in student assessments 3xs/year.
- Be responsive to all teacher and school communications. Check email regularly.
- Encourage positive attitudes toward education and school.
- Complete required benchmark testing, three times a year.
- Return all curriculum and laptops at the end of the year.
- Read with your child and let him/her see you reading regularly.

DaVinci Flex Teachers:

- Hold high expectations for all students, believing that all students can learn.
- Offer additional intervention/enrichment opportunities for students in need during Tutor Time.
- Provide high-quality instruction in a supportive and non-threatening environment.
- Provide meaningful classes and projects that focus on critical thinking skills.
- Communicate regularly with students and families via conferences, notes, email, phone calls, etc.
- Collaborate with parents to ensure student progress.

DaVinci Flex Students:

- Attend Davinci Day on-site classes weekly. 80% attendance is required for on-campus classes.
- Participate in class. Ask for help if you are struggling.
- Complete all daily assignments in math and language arts at-home study.
- Complete all missing assignments.
- Follow instructions given by my parents and/or teachers.
- Attend and participate in Tutor Time, if needed.
- No cell phone or smartwatch usage during the school day (including lunch).
- Create and strive to achieve personal academic goals.
- Give your best effort, even when schoolwork feels challenging.
- Strive to cultivate a good attitude every day.

DaVinci Flex Director:

- Foster a positive and safe learning environment.
- Sustain programs and practices that support teaching and learning.
- Model interpersonal relationships and open communication.
- Inform parents how to get and stay involved in their child's education.
- Encourage and support all parents, students, and staff!

Communication:

- This program is a partnership between home and school. We regularly need to communicate with families. Please make sure to check your email frequently so you do not miss important and time sensitive announcements.
- *Communication Pathways:*
 - *Mass Text:* Occasionally we will use a mass text message to communicate urgent needs, emergencies, school cancellations, or important reminders. Please do not reply to this message - but do reach out to your teacher, Site Manager, or Director if you have any questions.
 - *Email:* Weekly emails are an easy way to stay up to date on important information and announcements. Feel free to email your teacher, Site Manager or Director if you have any specific questions or concerns.
 - *Facebook:* We mainly post event announcements or quick urgent updates as well as community building within the school. Parents can post questions for quick answers from other families. This is not a reliable way to get all of your information.
 - *Website:* Please reference our program website to find useful information throughout the year. Emergency notifications, school delays, and important announcements can also be found on our [website](#).

Attendance Policy & Curriculum Progress Monitoring:

- *Attendance:* Parents and students will strive to maintain 80% attendance during the academic year.
 - *State Law:* According to state board rule 277-419-9 and DaVinci policy students must have at least 990 instructional hours and attend at least 180 days of school per year. As a hybrid program, at-home instruction, measured by curriculum progress, counts towards this goal. Students that fail to attend school or meet curriculum progress requirements are considered "absent" and are subject to the attendance policy which may result in a transfer to our 5 day a week program or withdrawal from the program. Without these requirements, our program would be in jeopardy of losing state funds. (**Utah's Compulsory Attendance Laws state that all school age children must be in attendance at school unless there is a valid and legitimate excuse-- Utah Code 53-A-11-101*).
- *Notification of Absences:* Please be sure to notify your teacher when your child will be absent for any reason.
- *Curriculum Progress Monitoring:* Parents\Guardians will be required to meet with their student's teachers 3 times a year for parent teacher conferences to show at-home curriculum progression.

On-Site Days:

- *DaVinci Day:* This is the mandatory day students attend classes in core subjects such as science, academic writing, and history, as well as elective classes in music, drama, art, STEAM, and digital literacy.
- *Specials Day:* Specials Day classes are selected and created by teachers based on their interests and include topics such as cooking, art, STEAM, literature, sewing, physical fitness, foreign languages, entrepreneurship, etc. Your students can choose to attend from 9 AM -11:45 AM or 12:45 PM - 3:30 PM. This is the optional half-day K-5 students may attend for elective classes. 6th & 7th grade students MUST attend Specials Day for extended science standards. 7th Grade students will also study Utah History on Specials Day.
- DaVinci Day and Specials Day class schedules can be found on our [website](#).

Drop Off & Pick Up Procedures:

Ogden Campus:

- Drop off time begins at 8:50 AM. Please do not get in line before 8:45 AM. Enter the block from Grant Avenue on the south side of campus. Follow the traffic cones to enter our drop off line on the west side of the building. The pick up/ drop off lane is the only access point to our campus and we need to minimize the amount of time that our singular one-way lane is blocked. If you arrive after 9 AM - please park on 22nd St and walk your students into the front office to check them in with our secretary. Exit the drop off line by turning east onto 22nd St.
- Pick up time is 3:30 PM on DaVinci Days. Please be sure to have your family name card clearly displayed on the dash of your automobile before you pull into the pickup line. Enter the block from Grant Avenue on the south side of campus. Follow the traffic cones to enter our pick up/ drop off line on the west side of the building. Pick up begins promptly at 3:30PM. Please do not get in line before 3:20PM. The pick up/ drop off lane is the only access point to campus and we need to minimize the amount of time that our singular one-way lane is blocked. Exit the pick up line by turning east onto 22nd St.

Kaysville Campus:

- Drop off time begins at 8:50 AM. Please do not get in line before 8:45 AM. Parents should enter campus on the west side of the building and drive around the back to the south. The Site Manager or aide will open the doors and welcome each student to campus. Please do not let students exit your vehicle until a staff member is visible.
- Pick up time is 3:30 PM on DaVinci Days. Please be sure to have your family name card clearly displayed on the dash of your automobile before you pull into the pickup line. Parents should enter campus on the west side of the building and drive around the back to the south. You will wait in line until you reach the front and students will be called out one at a time as cars pull up. Once you have your students, you will exit by driving around the north side of the building.

Student Check In/Out Procedures:

- *Student Check In/Late Arrival:* Classes begin promptly at 9:00 AM. If you arrive after 9:00 AM, please park your car and walk your student to the front office. You will need to sign in late students with the secretary, aide or Site Manager.
- *Student Check Out:* Any time a student needs to leave school before the end of the school day, he/she must check out with the Site Manager or the Administrative Assistant. 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. If the parent wishes to have someone else check their student out of school, the contact information must be listed on the SIS system with the parent's permission.

Lunch:

- *Ogden Campus:* DaVinci will provide a school lunch in accordance with national school lunch regulations. Free and reduced prices will be accepted from qualifying students. DaVinci Academy cannot serve students who have a negative lunch balance. Students may always bring lunch from home. We also recommend packing a small snack for your child each DaVinci Day.
 - Application for free/reduced lunch is found [here](#).
- *Kaysville Campus:* School lunch is not available at our Kaysville location. Students must pack their own school lunch. We also recommend packing a small snack for your child each DaVinci Day.

Grades and Report Cards:

- *Report cards:* All students will be mailed a report card at the end of each academic year. Elementary grades will be issued as a Pass or Fail. Grades are calculated based on at-home curriculum completion, and on-site attendance, and participation.
- *Student Assist Plan:* If students are seen to be struggling to complete their assignments or progress in their curriculum at an appropriate pace, a meeting will be called in which a "Student Assist Plan" will be put into place. This plan will detail the commitments both families and school are making to ensure optimal success for the student. All parties involved will sign and receive a copy. Frequent check-ins will be conducted in order to make sure students are getting back on track.

Grade Level Standards:

I Can Statements: State assigned grade level standards are assigned per subject and grade level. Often the state assigned standards can be jargony and difficult to understand. We've provided "I Can Statements" on our [website](#) for you that show what the student should be able to do as a result of mastering each standard at grade level.

Assessments:

- *Process:* Students are required to be assessed periodically to track academic progress. Standardized tests are only part of the puzzle. We take many data sources into account when deciding on recommendations for a student including test scores, progress in curriculum, teachers' observations, parent observations, etc. The following assessments will be taken by your student each year on-site:
 - Benchmarks: Students will take a beginning, middle, and end of year test in math, ELA, and science.
 - State testing: Students will take an end of year state RISE test or another assessment as decided upon by the teacher in math, ELA, Science and Writing. RISE testing is essential for continued funding of our program and students are encouraged to take it whenever possible.
 - Classroom assessments: Other assessments may be administered throughout the year as decided by each teacher.
- *Testing Schedule by grade and time of year (BOY=Beginning of Year; MOY=Middle of Year; EOY =End of Year):*

2025-26 DaVinci Academy Flex Assessment Plan

Grade	BOY Sept. 10 (Ogden) Sept. 11 (Kaysville)	MOY Dec. 10 (Ogden) Dec. 11 (Kaysville)	EOY April 22nd and 29th (Ogden) April 23rd and 30th(Kaysville)
Kinder	KEEP/ Acadience Reading and math	Acadience Reading & Math	KEEP/ Acadience Reading and math
1st	Acadience Reading & Math	Acadience Reading & Math	Acadience Reading & Math
2nd	Acadience Reading & Math	Acadience Reading & Math	Acadience Reading & Math
3rd	Acadience Reading & Math	Acadience Reading & Math	Acadience Reading & Math RISE Math RISE Reading
4th	I-Ready Math (on testing day) & I-Ready Reading (on Davinci Day in the AM)	I-Ready Math (on testing day) & I-Ready Reading (on Davinci Day in the AM)	RISE Math RISE Reading RISE Science
5th	I-Ready Math (on testing day) & I-Ready Reading (on Davinci Day in the AM)	I-Ready Math (on testing day) & I-Ready Reading (on Davinci Day in the AM)	RISE Math RISE Reading RISE Science RISE Writing
6th	I-Ready Math (on testing day) & I-Ready Reading (on Davinci Day in the AM)	I-Ready Math (on testing day) & I-Ready Reading (on Davinci Day in the AM)	RISE Math RISE Reading RISE Science
7th	I-Ready Math (on testing day) & I-Ready Reading (on Davinci Day in the AM)	I-Ready Math (on testing day) & I-Ready Reading (on Davinci Day in the AM)	RISE Math RISE Reading RISE Science

Curriculum Policy and Resource Library:

- *Curriculum Policy:* Davinci Academy offers a variety of curricula for parents to choose from. Parents will focus primarily on Language Arts and Math at home. One language arts curriculum, one math curriculum, and up to two optional online supplements are available for each student. Parents have 60 days to decide if that curriculum option suits their family's needs. Families will not be allowed to check out new curriculum until old materials have been returned to the Resource Library.
- *Library:* DaVinci's resource library supplies additional free resources for learning. Curriculum and laptops are checked out annually. All other resource library items are checked out on a monthly basis. Family responsibility for materials is essential and care should be taken to return materials in a timely manner and in good condition.
- *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. You will be emailed an itemized list of all outstanding fees. The end of year check out requires parents\guardians to bring all curriculum that has been checked out during the year and for the summer to be renewed by the media specialist.

Chromebooks, IT Help, & Acceptable Use Policy:

- *Check-out:* Enrolled students are able to check out one Chromebook on a first come first serve basis. If parents\guardians don't wish to take responsibility for a device during the year students may use a personal device at home and borrow one at school.)
- *Policy:* A legal guardian and/or student who will use the laptop must sign and turn in the [General Acceptable Use Policy 701](#) before a laptop is released into the parent/student custody.
- *IT Help:* If you are having trouble with your Chromebook you will email help@mydasa.org. Please put the following information in your email:
 - Child's first and last name.
 - Child's grade
 - Parent's first and last name
 - Parent's email (if different then the email being used to send the help desk request)
 - Parent's phone number
 - A description of the issue (the more info the better)
 - Any screen shots of the issue or the exact error message you are getting

Extracurricular Activities:

- *Dragon Passes:* DaVinci offers free, community classes in areas such as martial arts, swimming, gymnastics, rock climbing, etc. Students have the opportunity to choose 2 Dragon Passes per year to facilitate out-of-school learning time and to build relationships with their peers. Tuition is free with enrollment in our program and sign-ups are on a first come first serve basis. Dragon Passes will expire each year on June 30. Please view our [Course Catalog](#) for information on our vendors and their classes.
 - *Commitments:*
 - Please follow all the rules and guidelines of the Dragon Pass Partner.
 - Only drop off enrolled students: no siblings, regardless of their age, may be left unattended at any business.
 - Only sign up for classes you can commit to attend for the entire class session.
 - Prioritize at-home instruction in math and language arts and add extracurriculars, as time allows.
 - Stop attending Dragon Pass Partner classes immediately if you withdraw from DaVinci.
- *Events:* Seasonal educational events are planned throughout the year for all students and their families. Watch for additional information each month in the Director's Newsletter.
- *Field Trips:* About twice per month field trips are scheduled. While on a field trip, the parents\guardians are looked at as "chaperones" for the school and must attend the entire time. Communications will be sent out when sign ups go live and are on a first come first serve basis. Specific field trip rules will be posted on the sign up and are agreed upon by the families when signing up.
 - *Commitments:*
 - **No refunds** will be given for field trips as most spots have to be paid for in advance and we cannot get refunded for them. However, you may sell your spot to another family and are welcome to post it on the school's Facebook page.
 - Bring only immediate family unless otherwise specified. (This included mom, dad, and younger/older siblings. Exceptions can be made if one parent is unable to attend and the primary caretaker needs a second person to help with children.)
 - **No late arrivals will be admitted.** Please arrive on time. We must check-in, pay, and enter as a group. Once payment is made, late arrivals will not be allowed in and will have to pay the normal rate if they wish to join.

- Parents must provide their own transportation to/from any field trips.

Dress Code:

- *Policy:* DaVinci recognizes that proper dress and grooming positively affect the behavior and health of students. Therefore, DaVinci sets the following standards for school dress and appearance: DaVinci reserves the right to prohibit any item of clothing which may cause a disturbance to an orderly school environment.
 - *Cleanliness:* Emphasis shall be placed on neatness, cleanliness, and safety in the personal appearance of students. Please shower and wear deodorant.
 - *Appropriateness:* Students need to be mindful of our rigorous academic environment and not wear clothing that would distract from the teaching and learning of our school. Clothing that is not typical school clothing such as robes, pajamas, slippers, formal wear, etc is not permitted unless specified for a specific celebration or event.

Bullying Policy:

- *Policy:* Bullying and harassment are not tolerated at DaVinci Academy. (See the full [policy here](#).)

Reporting: If you feel that your student has been subject to bullying please speak to your Site-Manager or the Director immediately.

Cell Phone Policy & Personal Belongings:

- *Cell Phone Policy:* Cell phones, Smart watches, MP3 players, headphones, and comparable electronic devices are prohibited during school hours between the hours of 9:00am and 3:30pm. They should remain in the student's backpack. 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 school.
- *Personal Belongings:* Students are encouraged to leave personal belongings at home. Bringing home items to school is a distraction and can lead to loss. The school does not take responsibility for lost or stolen personal property and reserves the right to ask a student to put an item in their locker, backpack or take it home and not bring it back if it becomes a distraction.

Lockers:

- *Policy:* School lockers remain the property of the school, but will be available for student use. 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. The school accepts no responsibility for items that may be lost or stolen. Please use lockers for books, outside clothing, etc. but do not leave money, watches, cameras, medication, or any other valuables in your locker.

Sickness & Medication:

- *Sickness:* Students are to be sent to the office for health reasons when they are sick. If your child has had a fever or has thrown up in the past 24 hours please keep them at home. If your student has any illness or allergies we need to be aware of it. It is your responsibility to let us know so we can plan accordingly. Please also work with your child so they are aware of how to speak up about their needs.
- *Medication:* We do not have a school nurse on-site, therefore, we ask that parents/guardians administer any daily prescriptions to students before they arrive at school. If your student is in need of daily medication during school hours, you must meet with your Site Manager and submit your doctor's orders prior to the first week of classes. Students are not allowed to self-medicate with either prescription or non-prescription medications and cannot keep these medications in their backpacks or lockers for any reason.

IEP Services and Referral Requests:

- *IEP Services:* Our program has full access to all special education services. If you feel that your student is struggling with a disability that might be impacting their academic performance, please reach out to your student's Homeroom Teacher and they will discuss how to get a referral started to see if your student qualifies for extra services.

Withdrawing From The Program:

- *Procedure:* If a student plans to withdraw from DaVinci Flex, a parent/guardian must contact our office manager, Misti Nebeker at 801-409-0700. The parent/guardian must sign a withdrawal document before records can be sent to another district.

Discipline Procedure:

- *Process:* All teachers have a detailed classroom management plan that includes interventions to try in order to redirect and support positive student behavior. If a student reaches a point where this is not working for them any longer, the following steps will be taken:

- Students will be invited to have some recovery time in another classroom or alternative location that is monitored by a staff member. The Homeroom Teacher will send an email home to inform parents of the concerns or struggles that day.
- If the student continues to display the repeated disruptive or negative behaviors, steps will be taken for the student to take recovery time and documentation will begin to track those triggers that are contributing to the behaviors.

Privacy Policy

- *Policy:* 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 education records. However, DaVinci Academy may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. If you do not want DaVinci Academy to disclose directory information from your child’s education records without your prior written consent, you must fill out the FERPA portion of the policies form sent to you prior to each year. You will be required to fill out the FERPA form and opt in/out of the student directory at Back to School Night.
 - *Yearbooks and Social Media:* Our teachers take photos during class time throughout the year for our Facebook groups and for our yearbook. A yearbook will be available for purchase in the spring and you will be alerted via email and Facebook. If you sign the FERPA form your student’s info will not appear in the yearbook or online.

Live Animal Policy & Agreement:

- *Policy:* Animals are used at DaVinci to help children learn about nature and the environment. Animals may visit school during programs or presentations. Animals will also be used in individual classrooms to increase students’ interest in learning. When interacting with live animals there is a possibility of injury. Every precaution will be taken to ensure the safety of students and animals. Students will be supervised while interacting with live animals. Students will learn the best way to interact with animals that are brought into the classroom. This will help provide safety for students, staff, and animals.
- *Agreement:* Any student that is not following the directions of their teacher, therefore endangering themselves, others, and the animal, will no longer be able to participate in the activity.

Staff & Faculty Contacts:

Director: Katie Chappell
Admin Assistant: Misti Nebeker
Assessments: Annie Ward
Field Trips: Courtney Poulsen

katie.chappell@davinciacademy.org
misti.nebeker@davinciacademy.org
annie.ward@davinciacademy.org
courtney.poulsen@davinciacademy.org

Kaysville Site Mgr: Traci Folkersen
Kaysville Curriculum Specialist: Amy Kinney
Kaysville Dragon Pass: Courtney Poulsen
Kaysville Librarian: Tiffany Thomas

traci.folkersen@davinciacademy.org
amy.kinney@davinciacademy.org
courtney.poulsen@davinciacademy.org
tiffany.thomas@davinciacademy.org

Ogden Site Mgr: Julie Malan
Ogden Curriculum Specialist: Annie Ward
Ogden Dragon Pass: Maddi Andersen
Ogden Librarian: Tierra Hannah

julie.malan@davinciacademy.org
annie.ward@davinciacademy.org
maddi.andersen@davinciacademy.org
tierra.hannah@davinciacademy.org

Remote Curriculum Specialists:
Jessica Maughan
Maddi Andersen

jessica.maughan@davinciacademy.org
maddi.andersen@davinciacademy.org

Online Curriculum Support: Preslee Cash
Tech Support:

preslee.cash@davinciacademy.org
help@mydasa.org

DAVINCI ACADEMY SCHOOL DISTRICT

Overview:

DaVinci Academy Flex is one of three schools in the DaVinci Academy School District. In addition to the Flex Program, our district offers a full-time elementary and secondary school. The LEA for DaVinci Academy District is Simon Post. He can be reached at Simon.Post@davinciacademy.org.

DAVINCI ACADEMY SCHOOL DISTRICT 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 SCHOOL DISTRICT 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

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.

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 expected of all students at all times. 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 the DaVinci administration for disciplinary action.

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, orientation, gender identity, 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: Report it using the online link on the DaVinci Website under "Quick Link" and then click "Report an incident or grievance"

Step 2: The Director will meet with the student and parent to discuss the grievance.

Step 3: If the student and parent are not satisfied with the disposition of the grievance, the student and parent may report it to the Executive Administrator or his designee by using the same link to report an incident or grievance ("Quick Links on DaVinci Website and then "Report an incident or grievance" and choose District as program. The report will go to the Executive Administrator).

Step 4: If the student and parent are not satisfied with the decision made in Step 2, They can email the board secretary and discuss the issue with the board executive committee ([See Grievance Process Policy 118](#)).

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.

[DAVINCI DISTRICT STUDENT DISCIPLINE POLICY](#)

[DAVINCI DISTRICT STUDENT COMPUTER AND DATA SERVICES ACCEPTABLE USE POLICY](#) [DASA General Acceptable Use Policy 700-701](#)

[DAVINCI DISTRICT ANTI-BULLING POLICY](#)