



# ***School Handbook***

DaVinci Academy of Arts and Science will awaken a passion for learning through an enriched and individualized approach to education. Students, parents and teachers will work together to ensure positive character development and build a strong foundation for higher education.

## ***District #4185***

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## DaVinci Academy of Arts and Science School Handbook

*DaVinci Academy prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation and political beliefs.*

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# 2015-16 School Calendar

## 2015 - 2016

### IMPORTANT DATES

#### JULY

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

#### AUGUST

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

15 days

#### SEPTEMBER

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

19 day

#### OCTOBER

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

16 day

#### NOVEMBER

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

15 days

#### DECEMBER

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

14 days

#### JANUARY

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

15 day

#### FEBRUARY

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

16 days

#### MARCH

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

19 days

#### APRIL

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

19 days

#### MAY

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

16 days

#### JUNE

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

10 days

School Day
  No School Staff Development
  Optional Intersession
  No School Staff and Students

July 27 - 31 Staff Development (New Staff)  
 Aug 3 - 7 Staff Development (All Staff)  
 Aug 10 No School  
 Aug 11 **First Day Grades 1-8** ○  
 Aug 13 **First Day Kindergarten** ☆

Sept 4-8 No School  
 Sept 8 Staff Development - No School

Oct 12-13 No School / Conferences  
 Oct 14-19 No School

Nov 5 End of Trimester 1  
 Nov 6 No School - Staff Development/ Grad  
 Nov 23-27 No School

Dec 21 - Jan 4 No School

Jan 5 - 8 **Optional** Intersession

Feb 15-19 No School

March 3 End of Trimester 2  
 March 4 No School - Staff Development  
 March 24-28 No School  
 March 28 No School / Conferences

April 28-29 No School

May 23-30 No School

June 3 No School  
 June 10 No School  
 June 16 **Last Day** ◇  
 June 17 Staff Development



Total Days (including Mandatory Intersession)  
174 days (Gr 1-8), 172 days (Kindergarten)

1st Trimester - 54 days 2nd Trimester - 59 days 3rd Trimester 61 days

## **INTRODUCTION**

### **Students Served**

Davinci Academy of Arts and Science serves children from kindergarten through eighth grade. Kindergarten classes have a maximum of 18 students. Grades K-5 have 26 students per class, and grades 6-8 have a maximum of 25 students per class.

### **Public Charter School**

DaVinci Academy of Arts and Science is a public charter school that does not charge any registration or tuition fees. The school is open to any interested students entering kindergarten through eighth grade according to the board approved enrollment policy. DaVinci Academy prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation and political beliefs.

### **School & Office Hours**

School Hours: 8:00 a.m. – 3:00 p.m.

Office Hours: 7:30 a.m. – 4:30 p.m.

### **Visitors**

Parents and visiting guests are welcome. For everyone's safety, ALL visitors must sign in at the school office. You will receive a visitor sticker that must be worn while you are at the school. Upon leaving, visitors and parents must sign out at the office.

### **School Closings**

Emergency school closing due to severe weather, or any other reason, are posted on the school's website, major news station websites and emergency postings, and announced via School Messenger texts and/or phone calls. To receive messages via School Messenger, you must opt-in to the system. You can do so by contacting [lswearingen@davincicharterschool.org](mailto:lswearingen@davincicharterschool.org). In the event of a school closing, information will be posted on our website and broadcast on WCCO radio (830 AM) and local television channels. We are listed as DaVinci Academy and are

SEPARATE from Anoka-Hennepin ISD or any other school district. The decision to close school will usually be made by 6:00 am on the day in question. **Families will not be contacted individually.** The school cannot be responsible for students who arrive at school or at bus stops in spite of these announcements. If you have any question as to whether the school is in session that day, contact the school office or check the school's website.

## **Mission**

DaVinci Academy of Arts and Science will awaken a passion for learning through an enriched and individualized approach to education. Students, parents and teachers will work together to ensure positive character development and build a strong foundation for higher education.

## **Vision**

DaVinci Academy of Arts and Science will be known and respected for providing a dynamic educational experience in which students become lifelong learners with a sense of responsibility to society.

## **Pillars**



### **Arts and Science Focus**

DaVinci Academy will incorporate an arts and science focus across its entire curriculum, to help its students understand and appreciate the significance of these two disciplines in everyday life.

#### Arts

Research studies point to strong relationships between learning in the arts and fundamental cognitive skills and capabilities used to master other core subjects, including reading, writing and mathematics. Students at DaVinci Academy will follow the Core Knowledge sequence, which has an increased focus on the arts.

#### Science

Scientific literacy is increasingly important in the workplace. More and more jobs require people to think critically, solve problems and use technology effectively. Furthermore, we need a scientific-literate public to compete successfully in the global marketplace. DaVinci Academy will expand the science knowledge of its students through increased instruction in the sciences.





## **Enriched Learning Experiences**

DaVinci Academy is committed to delivering an enhanced learning experience to each of its students, every day of the school year. Several key educational tools used at our school help ensure we meet this challenge.

### **Core Knowledge Curriculum**

DaVinci Academy utilizes the Core Knowledge sequence throughout its curriculum. Inherent in Core Knowledge is the understanding that knowledge builds on knowledge. Students learn a solid foundation in all subjects, and then enhance that knowledge by building on what they already know. The Core Knowledge sequence provides a clear outline of the specific, important knowledge in all subjects that students need to learn, grade by grade. Through this discipline, students become familiar with a broad range of knowledge, enabling them, regardless of background, to be comfortable in our national literate culture.

### **Foundations for Higher Learning**

DaVinci Academy has a dynamic gifted and talented program. Students who qualify for pull-out classes in reading and/or math will attend the program up to three days per week. Teachers also work with the gifted program in order to provide higher level learning experiences for all students.

### **Data-Driven Instruction**

Data-driven instruction, in which DaVinci Academy utilizes teacher-created, standards-based interim assessments for all students, is another key element of our enriched learning experience. Teachers analyze assessment results for each student, to identify standards the student has mastered as well as those requiring additional work. Teachers then work with their grade level and/or curriculum teams to effectively re-teach and reassess students for subject mastery. This process is an effective, proven pathway to academic achievement and leads to dramatic gains in student performance.

### **Intersessions and Innovative Projects**

DaVinci Academy institutes two intersessions during the year that provide students with an enhanced focus on arts and science in everyday life. Topics vary annually, but have included physics, engineering, sculpture, astronomy, theater, video gaming history and environmental studies, to name a few. Through these experiences, students gain a better appreciation of how the knowledge they master in the classroom translates to things they will encounter throughout their lives.

Teachers also use hands-on approaches to allow students to interact with the subject materials and make it more meaningful for themselves, thereby increasing retention. This approach has included a bartering fair for the first grade students, to explain bartering in ancient Egypt. A student puppet show of *The Three Bears* completed a

fairy tale unit. The use of real deer hearts allowed students to explore the circulatory system. Students used Skype to communicate with a classroom in Mexico during Spanish class. These are the types of innovative approaches DaVinci Academy teachers use to enrich the learning experience we offer every student at our school.



## **Differentiated Instruction**

Not all students are alike. Based on this knowledge, differentiated instruction applies an approach to teaching and learning that provides students with multiple options for taking in information and making sense of ideas. The differentiated instruction model requires teachers to be flexible in their approach to teaching, adjusting the curriculum to better suit students' needs, and in their presentation of information to the learners, rather than expecting students to modify themselves for the curriculum. Classroom teaching is a blend of whole-class, group and individual instruction. Differentiated instruction is a teaching system based on the premise that instructional approaches should vary and be adapted to the individual and diverse students in the classroom. At DaVinci Academy, differentiated instruction is utilized in every subject.



## **Character Development**

DaVinci Academy has established a learning community of students, teachers and parents that models and encourages strong character development. That includes a respect for diversity and a sense of responsibility to the community and all of society. We meet the needs of our students through our curriculum, our unique learning approach and positive student reinforcement, that emphasizes the importance of good behavior, builds self-esteem and inspires confidence. This, in turn, assists parents and the community in raising children to be confident, successful adults. They will possess strong problem solving skills, leadership capabilities and an ability to reach their full potential.

## Charter Goals

DaVinci Academy's Charter Contract requires specific academic and non-academic goals. These goals were approved within the Charter Contract, and attainment is evaluated yearly by the Board of Directors and Authorizer.

### ACADEMIC GOALS AND OBJECTIVES

MCA III Tests will be utilized to prove the following academic goals:

Goal 1: State Assessment Tests (MCA-IIIs) 50% weight

Sub Goal #1.1: Absolute Proficiency: By the conclusion of 2016-17, the school-wide proficiency rate will be no less than 87% for math and 84% for reading; and by the conclusion of 2017-18, the rates achieved in 2017 will be exceeded.

Each year, at least 85% of students in grades 5 and 8 will be proficient in science.

Sub Goal #1.2: Comparative Proficiency - District: Each year, the school will demonstrate higher grade level and school wide proficiency rates than the Anoka-Hennepin school district for reading, math, and science (for the same grades as offered by the School), and higher school-wide proficiency rates than McKinley Elementary for grades 3-5 and Roosevelt Middle School for grades 6-8, for reading, math and science.

Sub Goal #1.3: Growth: Each year, the percentage of students achieving high growth will exceed the percentage of students achieving low growth in reading and math, and the percentage of non-proficient students achieving high growth will be at least 50% in reading and math.

Sub Goal #1.4 Achievement Gap Reduction: By the conclusion of 2016-17, for both reading and math, the proficiency rate for each subgroup of students who have been enrolled in the School for at least three years and for which the School had publicly-reportable / sufficient counts in 2013 will be no less than:

*[one-half of (100-2013 subgroup proficiency rate)] + 2013 subgroup proficiency rate*

And by the conclusion of 2017-18, the rates achieved in 2017 will be exceeded. In addition, by the conclusion of 2017-18, the difference between the non-FRL proficiency rate in the School, and the FRL proficiency rate will be no greater than 5 percentage points for both reading and math.

Goal 2: Nationally Normed Assessment (25% weight)

The school will administer a nationally-normed assessment, selected by the school board, in at least grades 4 and 8. (We currently use NWEA MAP assessments for this goal.) For students in grade 4 who have a national percentile ranking of less than 70% and who remain in the School through grade 8; at least 50% will increase their national ranking by the end of grade 8.

### Goal 3: Academic Culture (25% weight)

Sub Goal #3.2: Data Driven Instruction: The School will continue to implement DDI summative assessments three times per year in all grades in at least reading, math, and science. The School's teachers will review results with the Academic Director within 48 hours following the assessment and will re-teach necessary components the week following the assessment. The School will invite FOE to attend at least two review meetings annually.

### Goal 4: Additional Measures

1. Sub Goal #4.1: Attendance: The school will maintain at least a 95% student attendance.

# **ACADEMIC GUIDELINES**

## **ASSESSMENTS**

### **Northwest Evaluation Association Assessments (NWEA)**

All students will be taking the NWEA test in the fall. These assessments provide teachers and families with data that help determine achievement levels in math, reading and science.

## **ATTENDANCE**

**Student Absences – to report an absence call 763-754-6648 by 9:00 a.m.**

### **Attendance Guidelines**

Research supports that regular school attendance and punctuality are directly related to success in academic work, benefits students socially, provides opportunities for important communications, and establishes regular habits of dependability important to the future of the student. The importance of attendance is shown in the state's Compulsory Education Law, which states that every elementary-age child "must receive instruction."

It is the responsibility of parents/guardians to ensure a student is attending school every day on time, to inform the school in the event of a student absence/tardiness, and to collaborate with teachers regarding any missing schoolwork.

It is the student's responsibility to be on time for morning routines and prepared with materials needed for learning, and to follow class procedures for any make-up work. Homeroom teachers take daily attendance after the 8:00 AM bell. Teachers work cooperatively with students and parents to provide assignments and assistance when a student has been absent.

### **Reporting Absences**

Parents are expected to call or email the school **daily** by 9:00 AM to report an absence at **763-754-6648**, giving the reason for the absence. The attendance line is available 24 hours a day by calling **763-754-6648**.

## **Tardiness/Absences**

Students are expected to attend school for the entire school day, 8:00 AM – 3:00 PM. Students arriving late, leaving for any part of the day, or leaving before 3:00 PM need to report to the school office and **must have a parent/guardian sign them in or out.**

A student is tardy if he/she arrives after 8:00. A student is considered absent for a half day if he/she misses more than three hours of the day. A student is considered absent for a full day if he/she misses four or more hours of the school day.

If your child is absent for an extended period or on a recurring basis the Executive Director may contact your family to discuss the situation in an effort to improve attendance.

## **Early Dismissal**

Early dismissals are discouraged. Students leaving a few minutes early often miss important end of day routines. Interrupting a class to call a student to the office distracts other students and end of day routines. **Early dismissals should occur only in rare circumstances and requests must be made through the office.**

## **Change of Pick-up or Bus**

**If you need to change the mode of transportation to home from bus to pick-up or vice versa at the end of the day, you must call the office before 2:30 PM in order to get the information to the classroom teacher. 763-754-6577**

## **Vacations**

Vacations when school is in session are discouraged. Families are encouraged to plan vacations or trips during breaks, the optional intersession, or when school is not in session. DaVinci Academy recognizes the value of the educational experience family vacations can provide for children, but encourages families to plan their vacations or trips when school is not in session. However, if family trips are unavoidable, the school should be notified at least a week in advance to provide teachers with adequate time to prepare student work. Please fill out an extended absence request form.

<http://davincharterschool.org/CMSUploads//PDFs/Prior%20Approval%20Request%20Form.pdf>

In the event of an extended absence:

1. Any missing work is expected to be made up.
2. Necessary vacations may not exceed ten days.
3. Teachers are not responsible to provide work in advance for students on family vacations.

## **Missed Assignments**

Students who are absent are required to make up assignments missed or complete alternative assignments as deemed appropriate by the teacher. Parents/guardians may request the student's homework by calling the attendance office before 8:30AM.

## **Excused Absences**

Regular student attendance is imperative. Students who miss school are at a disadvantage academically. Because our instructional approach is primarily interactive and participatory, the learning experience cannot necessarily be duplicated by completing homework. Be advised that 10 unexcused absences may result in retention. The administration will make all final determinations regarding student retention.

DaVinci Academy follows the State requirements for school attendance. The following reasons for school absences are considered excused:

1. Illness. A parent/guardian must call the attendance line each day their child is ill. If school personnel determine the illness absences are excessive (more than 10 days per year), the school may require the family to provide medical verification.
2. Serious family emergency.
3. Medical or dental treatment (usually a partial day).
4. Court required appearances.
5. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students are required to complete make-up work.
6. Prior approval (not to exceed 10 days) by the school office is required for absences due to travel.

**In case of absence due to illness, call the school office at 763-754-6648 by 9:00a.m.** If the child is absent and the parent/guardian has not called the school, a staff member of the school will make a reasonable attempt to contact the parent/guardian by phone. When an absence is longer than one day, school work may be picked up in the office if you notify the classroom teacher in advance.

## **Unexcused Absences**

The following are considered unexcused absences:

1. Truancy (An absence by a student which is not excused by the school, see above).
2. Missing the bus.
3. Work or babysitting at home.
4. Over sleeping.
5. Travel not pre-approved by the school office.
6. Excessive absences in the judgment of the school administration without medical verification.

## **Consequences of Unexcused Absences**

If a student is absent three days within a single school year without an excuse, that student is considered a “continuing truant,” according to state law (statute 260A.02). The school is required by law to notify a parent when a child is a continuing truant and that if the child continues to be truant there may be juvenile court proceedings. When a student is absent seven or more days from school within a single school year without excuse, that student is considered a “habitual truant,” according to state law (statute 260C.007). DaVinci Academy reports habitually truant students to the county attorney.

### **Tardiness**

Tardiness is disruptive to the educational process and is inconsiderate to both teachers and other students; therefore it is imperative that students are punctual. Three or more “tardies” in any calendar month will result in a conference with an administrator. Please make sure that your child(ren) arrive into their classroom on time. After 8:00 am, parents must sign students in at the office before going into class.

### **Early Dismissal**

No child is allowed to leave the building or playground during school time unless he/she is accompanied by and checked out of the school by a parent/legal guardian or an adult from the school with prior authorization. All-day attendance is important for every



student, every school day. If it is known in advance that an early dismissal is absolutely necessary, parents/legal guardians must send a note to the classroom teacher.

### **Release of Student**

Procedures are followed to ensure the safety of children who are released during the day:

- Written permission must be sent to the office stating the requested time for release.
- The parent/legal guardian or authorized person must come to the office and sign out the child. Children will remain with the teacher until notified by the office staff.
- In no case should a student ever leave during the school day without signing out in the office.

Please note the following: If any person other than the custodial parent/legal guardian is to pick up the child, the school must have a statement from the custodial parent/legal guardian specifying the necessary information.

## **CONFERENCES/COMMUNICATION**

### **Conferences**

Parent-Teacher Conferences are held in the fall and late winter/early spring. These conferences give both parents/legal guardians and teachers an opportunity to share information regarding each child's academic and social achievement.

### **Report Cards**

Report cards are written 3 times each year. These reports have a two-fold purpose: to indicate each child's progress in the academic areas of study, and to assess each pupil's progress in self-development.

### **Telephone Contact**

You may contact the front desk at 763-754-6577 and ask to leave a message on voice mail for any teacher at any time or send notes with your child. Please note that teachers are not expected to answer phone messages, texts, e-mail or other messages during the teaching day. Student use of the school telephone is limited. The telephone is for school business and emergency use only. We ask your cooperation in our efforts to limit student use. Students DO need teacher permission to use the phone during school hours. Also note that students are not allowed to use cell phones at any time during the school day.

### **Concerns**

Please contact your child's teacher when you have questions or concerns. The sooner a question is answered or a concern is resolved, the better the opportunity for continued successful learning to occur. If there are family changes or significant events occurring

in your child's life, which might affect emotional, behavioral or educational performance, it would be helpful to inform the classroom teacher of necessary information. By working together we can achieve a nurturing environment.

## CURRICULUM

Our academic goal for each child is to promote higher-level thinking, while meeting each child at his/her ability level in order to help them reach their full potential.

**Reading/Language Arts:** The curriculum for reading is the *Core Knowledge Language Arts Curriculum* which is supplemented by literature circles.

**Math:** The math program at DaVinci Academy is *Singapore Math* for grades K - 4. In grades 5 – 8, DaVinci Academy uses the Springboard Pre-AP math program.

**Science/Social Studies:** Is tied very closely to the Core Knowledge Sequence. The Science program is supplemented with Foss Science Kits as well as additional reading material in each class. For Social Studies, students use a Core Knowledge textbook as well as supplemental reading materials.

### **Physical Education/Health**

Physical Education curriculum stresses the importance of general good health and the development of the skills, abilities, and attitudes necessary to participate in group and individual sports which can be enjoyed throughout a lifetime.

### **Art**

The art curriculum provides students with instruction in the various elements and techniques of art production and appreciation. Art is also seen as an extension of the other curriculum areas.

### **Music**

Instrumental and choral music as well as music appreciation are considered important parts of the curriculum for all students.

### **Computer**

During computer lab time students are instructed in keyboarding techniques, word processing, basic desktop publishing skills, (Microsoft Office and Power Point) and Internet access. The use of computers is integrated into our overall curriculum, with the objective that students learn to use computers as a tool. Students are expected to sign and abide by an “appropriate use” contract which governs Internet and computer use.

## **Title I**

Title I is a federally funded program that provides supplemental reading and/or math instruction to qualifying students. DaVinci Academy is eligible for Title I based on the number of students who receive free or reduced lunches. Title I service is provided to students based on teacher recommendation, assessment tests and individual academic need. Family financial status is not a factor in determining Title I services.

## **EXTRA-CURRICULAR**

A growing number of extra-curricular after school activities are offered at DaVinci Academy to enrich the experiences of our students. DaVinci's own teachers lead most extra-curricular activities. You can discover these programs through the newsletters and distributions of program information.

The purpose of extracurricular activities is to develop character, promote self-confidence, foster school spirit, and develop the gifts and talents of students.

Students involved in after school activities need to take all of their belongings with them to that event. Students must be supervised at all times. Siblings of students who are in a supervised activity are NOT allowed to wait in the school unsupervised. Only students enrolled in a supervised extracurricular activity should be in the school after 3:15 p.m.

## **Conduct**

Participants are expected to represent Davinci Academy and display good conduct at all times. Students will adhere to the Behavior Expectations Policy for both on- and off-campus events.

## **Absences from School**

A student absent from school is not allowed to participate in extracurricular activities the day of the absence. A student needs to be present in school for four hours to participate in after school activities (unless the absence is excused and the academic director is notified).

## **FIELD TRIPS**

Cultural and educational field experiences scheduled during each school year are planned to enhance your child's educational process.

Permission slips from parents/legal guardians must be signed and returned to the classroom teacher before a student may participate in a field experience.

Chaperones – The ratio of chaperone to student is, on average, 1 parent/guardian for every 5 students.

Dress Attire – Students attending a field experience are required to wear their uniform, unless otherwise noted in the field experience/permission slip sent home to parents/legal guardians prior to the field experience.

Refunds – Students unable to attend a field experience due to illness or injury will receive a refund if the school receives a full refund. Students not attending a field experience due to disciplinary action may not receive a refund, depending on circumstances.

## **SCHOOL LUNCH PROGRAM**

DaVinci Academy participates in the National School Lunch Program and offers nutritional meals daily. Meals meet federal and state guidelines for meal preparation.

Our hot lunch program offers healthy choices that meet federal nutrition standards, including strict limits on saturated fats, age-appropriate calorie limits, and portion size. Students are offered fruits and vegetables, proteins and grains, and milk. They are required to take at least one serving of fruits or vegetables. The monthly menu is sent home at the beginning of each month and is posted on the school website.

If your child has dietary restrictions (i.e., lactose intolerance, allergies, intolerances), please contact the Lunch Director. A written copy of the restriction from a medical professional needs to be on file with the health office.

We use computerized software to track lunches. Each student is given a Personal Identification Number at the beginning of the school year to track payment and use of the account. PINs are kept confidential and are not to be shared with others.

Davinci Academy uses a pre-payment system for lunches. Students will be notified when their account balance falls below zero.

Each fall every family receives a letter, along with an Application for Educational Benefits, explaining the availability of free and reduced-price meals to families who meet eligibility requirements.

The Hot Lunch assistant processes all applications using the guidelines. Applications and accounts are confidential. We strongly encourage families to apply because the school receives Title 1 funding based on the number of families receiving free or reduced priced meals. Your willingness to participate helps the entire school community. Students receiving free or reduced meal plans may not charge milk if they bring their own lunch.

Davinci Academy's Hot Lunch Program is operated in accordance with the U.S. Department of Agriculture policy, which does not permit discrimination because of race, color, sex, age, handicap or national origin.

## **HOMEWORK**

Homework is an integral part of the child's educational process. The Core Knowledge Curriculum requires student preparation outside of school and is enhanced by parent support and involvement with homework completion.

Homework assignments are part of each student's grade. Therefore, missing assignments must be turned in as soon as possible. Students are also responsible for homework assignments missed during an absence from school.

Parents/legal guardians are expected to have significant involvement in homework assignments through second grade because most homework is designed to practice skills and an adult's guidance is necessary for that practice to be of high quality.

Parents/legal guardians can be most helpful in third grade and above by providing guidance for organizing time at home. Many projects are completed in class but those which have "at home" components are to be entirely done by students. If practice of skills is needed, parents/legal guardians should feel quite comfortable in being a part of that practice.

## **PROFESSIONAL FACULTY AND STAFF**

We are very proud of our excellent, highly qualified staff. They are dedicated, experienced professionals who give endless time to stimulate and nurture children's natural eagerness to learn.

We not only hire great educators, we hire great people. Your child will spend almost 1,500 hours with their teacher over the course of a single school year. We are committed to hiring teachers who are brilliant, enthusiastic, creative, and who possess and can model great character. If you ever have a concern or a challenge with one of our faculty or staff, please contact the administration who will be happy to help mediate a solution. The administration is always available to help support productive relationships and solutions as well.

## **SPECIAL EDUCATION SERVICES**

In serving the needs of our students we provide Special Education services as required by State and Federal laws. Parents/legal guardians may request an assessment for their child to determine eligibility, to be administered by DaVinci Academy Special Education professionals. Teachers may also recommend assessment. A Child Study Team will review the needs of each identified student before testing begins.

## **TEXTBOOKS, CLASS LIBRARY BOOKS, AUDIO/VISUAL EQUIPMENT AND OTHER SCHOOL MATERIALS**

It is the responsibility of DaVinci Academy students to return textbooks, computers, classroom library books and any other school materials at the end of the school year in good condition. Parents/legal guardians must assume responsibility for damage to or loss of any textbooks, classroom library books, audio/visual equipment or other school materials used by their child/children. Replacement costs and/or damage fines will be assessed for any lost or damaged materials. These fines must be paid in full before a final report card will be issued. The teachers, in conjunction with the Executive Director, will determine these fees.

## **YEAR-ROUND SCHEDULE**

DaVinci Academy has a year round academic schedule. Studies show students do better on standardized tests and retain more course-work with this type of schedule. Frequent breaks in the calendar will result in less subject matter "forgotten" and less time spent in the beginning of the school year in review. A year round schedule also allows for intersessions. Participation in the mandatory and the optional intersession classes will include in-depth, hands on study of various art and science subjects. A break will be scheduled each summer to allow for family vacations. If students are not participating in optional intersession activities students will not have school during that week.

## **UNIFORM DRESS CODE**

(Except from Policy 504)

The purpose of this policy is to minimize distraction and focus students' attention on their work at school rather than their attire, and to project a unified school image, which is proper and neat in appearance, reflecting the important work of the school. The dress code is a means to support and promote the mission and vision of the school.

As with all school operations, dress code requirements shall be nonsectarian and ensure student safety. The school may restrict the wearing of any attire otherwise complying with the dress code where the wearing of such attire would compromise the student's physical safety in a particular situation (e.g. the wearing of any jewelry may be prohibited during physical education for safety reasons).

School Administrators may approve modified uniform days or non-uniform days for events, field trips, student moral and other uses at their discretion.

### **RESPONSIBILITY**

The implementation of the DaVinci Academy dress code is a shared responsibility.

- A. Parents/legal guardians are expected to ensure their children are in compliance.
- B. Students are expected to comply with the dress code on a daily basis and encourage their classmates to do the same.
- C. Staff will enforce the dress code in a positive and reassuring manner with oversight from the Student Development Coordinator.

### **POLICY ENFORCEMENT**

When a student appears at school out of uniform, they will be required to correct the violation. Parents may be contacted to bring alternative clothing immediately to school. Refusal to comply with this policy may result in a discipline referral.

## DRESS CODE GUIDELINES

### Polo Shirts (girls and boys)

<b>Color</b>	Solid red
<b>Style</b>	Polo (short or long sleeve); long sleeve undershirts are <u>not allowed</u> under a short sleeve polo shirt. See <i>Accessories</i> for information on undershirts.
<b>Other Info</b>	Polo shirts required under all sweaters and sweatshirts (see below); polo shirts must be tucked in and fit appropriately.

### Sweaters, Sweatshirts & Fleece (girls and boys)

<b>Color</b>	Solid red, solid white or solid black
<b>Style</b>	Cardigan, V-neck or crew neck. No hooded sweatshirt allowed
<b>Other Info</b>	Polo shirts required under all options with collar visible

### Pants/Shorts (girls and boys)

<b>Color</b>	Black or khaki
<b>Style</b>	Fitted or elastic waist; chino, Dockers or cargo style <u>Not allowed, for example:</u> Denim jeans, black jeans, sweatpants or athletic style, oversized pants, bicycle/spandex shorts, cut-offs, leggings/jeggings/yoga pants, short-shorts or boxer shorts
<b>Fabric</b>	Twill, cotton or cotton blend or polyester blend (i.e. Dockers style)
<b>Other info</b>	Pants and shorts must be hemmed. Shorts must be knee length. Must fit appropriately and be free of holes.

### Skirts/Skorts/Jumpers/Capris (girls)

<b>Color</b>	Black or khaki
<b>Style</b>	Fitted or elastic waist <u>Not allowed, for example:</u> Netting, lace, multi-layers, denim
<b>Fabric</b>	Twill, cotton or cotton blend or polyester blend.
<b>Other info</b>	Must be longer than finger-tip length and fit appropriately. If the skirt, skort or jumper is shorter than one-inch above the knee, students must wear black or white leggings/tights underneath.



## **COMMUNITY DEVELOPMENT AND SERVICE**

### **FAMILY COMMUNICATION**

It is our desire at DaVinci Academy to facilitate ongoing communication. Parents/legal guardians are encouraged to contact the school whenever they would like to discuss something about their experience at DaVinci Academy or have a suggestion to make. Members of the teaching staff and the administration will always make themselves available to discuss your child's education.

### **NEWSLETTER**

Newsletters are distributed regularly by e-mail. School newsletters will also be posted on the web site. It is each family's responsibility to ensure that we have your correct e-mail address on file.

### **PARENTAL CONTACT DURING SCHOOL DAY**

#### **Contacting a Student**

Should it become necessary for a parent to contact a child during school hours, this must be done through the school office instead of interrupting the classroom. Please do not go directly to the classroom.

DaVinci Academy realizes the importance of providing a learning environment for all students that is free of distractions and disruptions. Whenever possible, parents/legal guardians should arrange to meet with and/or talk with their children outside the school day.

### **PARENT TEACHER ORGANIZATION (PTO)**

The PTO is an independent organization that meets monthly and the schedule is posted on DaVinci Academy's website. PTO exists to help foster the link between school, parents/legal guardians, and the community. By sponsoring different school events, these three elements are brought together to help students see school as a vital part of their lives in and out of the classroom. PTO also coordinates the raising of needed dollars for additional academic activities. As a school parent/legal guardian, your involvement in the PTO will be for the good of the whole school community. Parents/legal guardians are always welcome to join and become active participants.

### **VOLUNTEER PROGRAM**

DaVinci Academy recognizes and appreciates that families want to be actively involved in the education of their children. In addition, research shows that students whose parents are involved in their school perform better academically and socially. As a result, parents are expected to be involved and volunteer at least 20 hours per school year for 2 parent homes, and single parent families are expected to volunteer 10 hours per school year at DaVinci Academy.

Here are some of the many possible ways in which parents can get involved:

- Participate on committees that provide a variety of services and direction
- Be a Teacher Assistant (TA) in the classroom
- Assist teachers with afterhours classroom projects
- Help with remodeling, painting, beautifying jobs
- Work in the office
- Coordinate and/or coach extracurricular programs
- Help with fund-raising projects
- Help with serving lunch
- Chaperone
- Bring in your special knowledge or come in as a speaker
- Prepare food for special school events
- Lead a club/sport team
- Participate in the parent organization
- Serve on the school board

## **HEALTH AND SAFETY**

### **ACCIDENTS AND INJURIES**

A first aid certified staff person will attend to the injured child taking all necessary measures to comfort and assist. An accident report will be completed at the time of any incident and filed in the school office. Parents/legal guardians are notified of all incidents for which an accident report has been completed. We also have contracted a school nurse who is at the school on a regular basis.

### **CHILD ABUSE**

Each faculty and staff member of DaVinci Academy who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must, by law, immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.

### **DISCIPLINE POLICY**

The purpose of the discipline policy is to ensure that students are aware of and comply with the school's expectations for student conduct. Such compliance will enhance the school's ability to maintain discipline and ensure that there is no interference with the educational process. The school will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established in this policy.

SEE THE SCHOOL'S WEBSITE FOR THE FOLLOWING FULL POLICIES

- [506 – DISCIPLINE POLICY](#) and [DISCIPLINE MATRIX](#)
- [514 – BULLYING PREVENTION](#)

## **EMERGENCY CONTACTS**

It is required that each student has at least two emergency contacts in addition to their parents/legal guardians on the student enrollment record. These forms are kept on file at DaVinci Academy's administrative office and in the student's classroom. In case of your child's illness or injury, the Student Information Sheet is used to notify and advise you or the person(s) designated by you. You are required to keep the information current with the correct contact person(s) and telephone numbers.

## **EMERGENCY DRILLS AND TRAINING**

Fire drill information and other safety instruction information will be presented to the teachers and staff regularly. The physical safety of the students is our absolute, first responsibility. Whether in the parking lot, classroom, gym, playground, restrooms, hallways, on field trips, etc. the physical safety of our students should always be every adult's first priority.

The DaVinci Academy Crisis Plan addresses numerous potential crisis situations which allow staff, students, and parents/legal guardians to deal with an emergency in a safe and orderly manner. Throughout the school year students and staff will conduct practice drills, including, but not limited to, lockdowns, fire, tornado and evacuation drills.

## **IMMUNIZATION REQUIREMENTS**

Students entering DaVinci Academy for the first time must have up-to-date immunizations as required by the State of Minnesota before their first day of school. There are additional immunizations that are required at different ages. Please work with your family physician to insure that your child's immunization records are kept up-to-date at the school.

## **MEDICATION**

No medication will be given at school except for those which have been prescribed by a physician and which are needed to maintain the child in school. This includes over the counter medications. Any medication that is taken at school must be brought to the nurse's office in a container appropriately labeled by the pharmacy. This label must include the child's name, the prescribing physician's name, the name of the medication with directions (dose and frequency), and the pharmacy phone number.

If the student needs to take medication at school, the parent/guardian should bring the medication to school and not send it with their child. The parent/guardian is also responsible for picking up their child's medication if it has been discontinued or at the end of the school year. If the medication is not picked up in a timely manner, the medication will be disposed of appropriately.

Before medication can be given at school, parents/guardians and the child's physician must complete the required forms. These forms can be obtained from the school office. All medication forms must be updated at the beginning of each school year.

Students may **not** carry any type of medicines and pills. If they are required to do so, we will need a note from the physician indicating that the student be allowed to carry these item(s) during the school day. The prescription for the medicine(s) must be on file with the office which states that the child needs to keep the medicine with them during the school day.

## **RECESS AND PLAYGROUND RULES**

Students in grades K-5 have a scheduled recess. Playground rules must be followed or the child will lose this privilege.

- Students will stay indoors for recess when the outside and/or wind chill is at/or below 0 degrees.
- During winter months, students are expected to have coats, boots, hats or hoods, and mittens or gloves.
- Notes should be sent with the student to the classroom teacher if there is a valid reason your child should not participate in outdoor recess.
- It is expected that students do go outside unless there is a valid reason.

## **RELEASE OF CHILDREN**

DaVinci Academy will release the child only to the adult(s) for whom written authorization has been given and is maintained in the child's record. In an emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal authorization. If the staff member who releases the child does not know the adult, identification may be required to assure that the adult is authorized to pick up the child.

If an individual who is not authorized by the parent or guardian of a child attempts to have the child released to them, the child will not be released. Parents/legal guardians will be contacted for further guidance to ensure the safety and well being of the child.

## **SECURITY**

All doors will be locked between 8:00 a.m.-3:00 p.m. except the front entrance of the school. Access at the front door requires visitors to ring the bell to be allowed entrance. All visitors must check in at the office. To ensure all our students' safety, a visitor or volunteer tag is necessary beyond the office area.

## **SICK CHILD**

Children who have a contagious disease or fever may not attend DaVinci Academy. If a child becomes sick while at DaVinci Academy, the parent/legal guardian will be called. The child will be sent home if any of the following symptoms are present:

- A fever of 100 degrees or higher
- Contagious skin or eye infection

- Diarrhea three times in the course of two hours
- Vomiting

If your child develops any of the above signs of illness, we will isolate him or her and ask you to come within the hour to take him/her home. The child is to remain out of school until they are fever-free for a minimum of 24 hours or the condition is no longer a threat to the school community.

## **WEATHER EMERGENCY**

In the event of a school closing, information will be posted on our website and broadcast on WCCO radio (830 AM) and local television channels. We are listed as DaVinci Academy and are SEPARATE from Anoka-Hennepin ISD or any other school district. The decision to close school will usually be made by 6:00 am on the day in question. **Families will not be contacted individually.** The school cannot be responsible for students who arrive at school or at bus stops in spite of these announcements. If you have any question as to whether the school is in session that day, contact the school office or check the school's website.

## **WELLNESS**

DaVinci Academy is committed to providing a healthy school environment that encourages, promotes, and protects student's health, well being, and ability to learn by supporting healthy eating and physical activity. The policy can be read in its entirety on our website.

- [533 Wellness](#)

## **OTHER INFORMATION**

### **Classroom Placements**

It is school policy that **we do not accept parent requests for particular teachers.** Teachers work very diligently to place all students in a classroom, which will be beneficial to their needs and learning styles.

The staff regards the annual assignment of students to classrooms to be a very important process and task. Many hours are spent weighing and considering a number of factors to create a classroom where each student can learn and thrive. Factors considered in recommending a classroom include:

- a balance of boys and girls
- a range of academic abilities
- special needs
- social and emotional development

- learning styles

Final approval of class lists rests with the Academic Director. Parents/students are informed who their child (ren)'s new teacher(s) will be at the annual Open House in the fall.

## **Early Entrance to Kindergarten**

Students entering kindergarten must be five years old prior to September 1 of the enrollment year. See policy 536 for information regarding early admission.

## **Lockers**

Lockers are available for student use. Student lockers are the property of Davinci Academy of Arts and Science and as such are subject to inspection at any time.

## **Birthday/Classroom Treats**

Any birthday treats or acknowledgement of a birthday need to include the entire class. Students must ask permission of the classroom teacher in order to schedule an appropriate time to pass out treats. All treats must be store bought and free of allergens specified by the teacher at the start of the school year (see Allergies). We encourage treats to be healthy in nature and safe for all children.

## **Telephone**

Students may only use the office phone for urgent or emergency calls. Making social plans is not considered an emergency. Teachers and students are not able to take calls during instruction. If there are emergency messages that need to be given during the school day, please leave the message in the office.

The school telephone system provides parents with voice mail for each teacher. If you wish to speak with a teacher, please leave a message of available times you can be reached. Teachers make every effort to return calls the same day they are received.

## **Student Photo Opt Out**

Parents/guardians give permission for us to use photos of their child (ren) in our school publications and on our website. Our website and written communications will not combine an image of a minor (student) with his/her last name name. We are committed to our families, the privacy of their child (ren), and the right of privacy throughout our publications and communications.

If you would not like your student (s) photo published in any of our publications, please fill out the form provided at the beginning of the school year. Election to opt out must be

completed each year you choose not to include your student(s) photo in school publications.

## **School Guidelines**

### **ELECTRONIC DEVICES**

Electronic devices are not to be seen, heard or used at school during the hours of 8:00 a.m. – 3:00 p.m. If students are seen using cell phones or other electronic devices during the school day, the device will be confiscated and it will be necessary for a parent/legal guardian to come to school to retrieve the item at the end of the school day.

Music devices (w/ headphones) and appropriate video games (w/ mute) may be used on the bus traveling to and from school. They are NOT allowed on field trips.

**\*\*Cell phones with picture taking capability are not to be used during the school day and are prohibited in the bathroom areas at all times.**

Some examples of prohibited electronic devices are: radios, iPods, CD players, MP3, walkmans, pagers, video games and cellular phones.

These are the exceptions to this rule:

1. Calculators and electronic hand held planners which are being used appropriately.
2. iPods or personal music players with headphones used as an educational accommodation, which has been approved by the administration, special education department, and classroom teacher.

The school may keep devices that are confiscated until a parent/legal guardian comes to pick it up and meets with a school official or teacher.

DaVinci Academy is not responsible for lost, damaged or stolen electronic devices.

### **INTERNET USE**

Students may access only files or programs that they have permission to enter. Violations of any guidelines in this policy may result in disciplinary action up to and including termination of internet use. In addition, the school may advise appropriate legal officials of any illegal violations.

### **ITEMS FROM HOME**

DaVinci Academy will not assume responsibility for loss or damage to any personal possessions students bring to school. Students should not bring expensive personal items or large sums of money to school. No weapons, real or toy, are allowed at school. Additionally, no electronic devices, (i.e., Game Boys, CD players, iPods) are allowed to be used at school.

## **LOST AND FOUND**

The lost and found box for clothing, books, etc., is located in the back entrance area. The students will assume responsibility for any item brought to school. If your child leaves something on the school bus please call Kottke's Bus Company at 763-755-3100.

## **SCHOOL PICTURES**

School pictures are taken at the beginning of the school year. All students have their picture taken whether or not a package is purchased. Package choices and payment are made before the pictures are taken. Payment or returned pictures are due after parents/legal guardians view the packages. We may also schedule spring pictures in which parents may choose to have their children participate.

## **TRANSPORTATION**

DaVinci Academy has contracted for student bus service and has set up bus stops and routes to best serve the majority of DaVinci students. **IF YOU NEED TO CHANGE A BUS ROUTE OR BUS STOP** notify the school office as soon as possible. It can take up to two weeks to change a bus route or bus stop. We cannot guarantee any change that is requested after the initial routes are set in August of each year.

We do not publish the school bus stops on the website. School bus stops are available only to DaVinci Academy enrolled students.

Students who have the opportunity to ride DaVinci Academy school buses must display behavior that is responsible and safe. The bus driver is responsible for the safety and discipline of the students on the bus and must be obeyed and treated with respect in order to guarantee the safety of everyone on the bus.

The Laws and Rules for the Operation of School Buses in the State of Minnesota state "...no material, including: guns, loaded or unloaded; gasoline cans, empty or full; animals or any other object of dangerous or objectionable nature are to be transported in the school bus when children are being transported."

Minnesota Statute § 123B.90 states the school must provide age-appropriate school bus safety training for public school students in kindergarten through tenth grade. Students in grades kindergarten through third grade will receive school bus safety training twice during the school year. The school bus safety training will include at least the following:

- Transportation by school bus is a privilege and not a right;
- School policies for student conduct while on the school bus;
- Appropriate conduct while on the school bus;



- The danger zones surrounding a school bus;
- Procedures for safely boarding and leaving a school bus;
- Procedures for safe street or road crossing; and school bus evacuation.

## WITHDRAWAL OF STUDENTS

If you are withdrawing your child(ren) from school, please call or come by the school at least one week prior to the withdrawal date. Please note the last day your child(ren) will attend. This will give ample time to complete the paperwork and make your child(ren)'s leaving an easier transition.

## HEALTH SERVICE INFORMATION

### Health Services

The classroom teacher refers students to the office whenever symptoms indicate the possibility of illness and/or pain. Minor injuries are treated at school. Major injuries will be handled by calling emergency services and parents/legal guardians. Each child is required to have an Emergency Health and Accident form on file. This form requires names and phone numbers of two responsible persons 18 years or older who can be contacted in case the parent/legal guardian cannot be reached.

### Health Concerns

Parents/legal guardians must keep their child home if the child has any of the following illnesses:

- Head lice
- Fever of 100.0 degrees or higher
- Vomiting
- Diarrhea
- Pink eye



Children who become ill during the school day will be required to go home – as soon as possible. It is the parent's/legal guardian's responsibility to either pick up their child or make arrangements for a person listed on their student's emergency list to pick up their child. This MUST be done in a timely manner.

If a child is sick at home or is sent home from school for an illness, they are NOT to return to school until they are free of fever and/or symptoms for a FULL 24 hour period.

Parents/guardians are asked to contact the school regarding any problems concerning their child's health, medication or communicable diseases.

If activities are to be limited after a serious illness or accident, a statement from a physician is required. The statement must indicate the length of time the limitation must

be in place.

Children cannot be left in the classroom during recess without a teacher present. All children who attend school are expected to participate in recess. If a child is too sick to go outdoors for fresh air and exercise, the child should be kept at home. Exceptions will be made upon written request from a physician.

If head lice is detected, parents/legal guardians will be notified and the student will need to go home. Students should stay at home until after the first hair treatment and when no live nits can be detected in the hair.

The office MUST immediately be notified of any contagious health problems or conditions such as strep throat, flu, etc.

## **LUNCH**

SEE THE SCHOOL'S WEBSITE FOR THE FULL POLICY.

➤ [716 HOT LUNCH POLICY](#)