



Da Vinci Academy

OF ARTS AND SCIENCE

CULTIVATING CURIOSITY | IGNITING EXCELLENCE

School Handbook 2021-2022

Dear DaVinci Parents and Students:

Welcome to DaVinci Academy of Arts and Science! We are excited to welcome you to the 2021-2022 school year. The purpose of this handbook is to provide information about DaVinci Academy's expectations to ensure the experience is productive and supportive for all children.

Any additional guidance pertaining to Covid-19 for the 21-22 school year will be added as a supplemental document to the 21-22 handbook, as the guidance evolves will keep the supplemental document up to date and available on our website.

We look forward to an extraordinary year together!

Sincerely,



Ahava Silkey-Jones
Executive Director

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.

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.

District #4185

532 Bunker Lake Blvd NE | Ham Lake, MN 55304 | Phone (763)754-6577 | Fax (763)767-7817
www.davincicharterschool.org

TO REPORT AN ABSENCE: (763)252-6130 or attendance@davincicharterschool.org

TABLE OF CONTENTS

GENERAL OVERVIEW

MISSION

VISION

PILLARS

CONTACT INFORMATION

SCHOOL DEMOGRAPHICS

ACHIEVEMENTS

SCHOOL AND OFFICE HOURS

STUDENTS SERVED

VISITORS

ACADEMIC INFORMATION

ACADEMIC ACCOUNTABILITY

ASSESSMENTS

CURRICULUM

EARLY ENTRANCE TO KINDERGARTEN

FIELD TRIPS

HOMEWORK

RENAISSANCE

STUDENT SUPPORT

TITLE I

COMMUNICATION AND REPORTING

CONCERNS

CONFERENCES

EMERGENCY MESSAGES

NEWSLETTERS

REPORT CARDS/PROGRESS REPORTS

TELEPHONE CONTACT

BEHAVIOR INFORMATION

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

BULLYING

CHEMICALS/TOBACCO/ALCOHOL/VAPING

ATTENDANCE

ABSENCES/REPORTING

CHANGE OF PICK-UP OR BUS/ SILENT DISMISSAL

[CLOSINGS/ WEATHER OR EMERGENCY](#)

[EARLY DISMISSAL](#)

[EXCUSED/UNEXCUSED ABSENCES](#)

[Excused Absences](#)

[Unexcused Absences](#)

[MISSED ASSIGNMENTS](#)

[RELEASE OF STUDENT](#)

[TARDINESS](#)

[TRUANCY](#)

[VACATIONS](#)

[CALENDAR](#)

[MODIFIED YEAR-ROUND SCHEDULE](#)

[HEALTH SERVICES](#)

[ACCIDENTS AND INJURIES](#)

[ALLERGIES](#)

[EMERGENCY CONTACTS](#)

[HEALTH CONCERNS](#)

[ILLNESS/SICK CHILD](#)

[IMMUNIZATION REQUIREMENTS](#)

[MEDICATION](#)

[NUTRITIONAL PROGRAM](#)

[MEAL PAYMENT INFORMATION](#)

[PAYMENTS USING INFINITE CAMPUS ONLINE SERVICE](#)

[OTHER PAYMENT OPTIONS](#)

[BLOCKING STUDENT PURCHASES](#)

[REFUNDS OR BALANCE TRANSFERS](#)

[APPLICATION FOR EDUCATIONAL BENEFITS](#)

[TRANSPORTATION](#)

[BUSING](#)

[BUS STOP GUIDELINES](#)

[When to Arrive at Your Stop](#)

[Late Buses](#)

[MORNING BUS](#)

[Missing the Morning Bus](#)

[If the Bus is Late to School](#)

BUS DISMISSAL

Afternoon Instructions

Afternoon Bus Departure

Missing the Afternoon Bus

Meeting the Bus at Drop-Off

Missing Your Child's Bus

CONDUCT ON SCHOOL BUSES

Bus Safety

Rules at the Bus Stop

Rules on the Bus

Consequences

Vandalism/Bus Damage

FAMILY INVOLVEMENT

PARENT TEACHER ORGANIZATION (PTO)

VOLUNTEERING

EXTRACURRICULAR ACTIVITIES

OTHER INFORMATION

CLASSROOM PLACEMENTS

ELECTRONIC DEVICES

EMERGENCY DRILLS AND TRAINING

INTERNET USE

ITEMS FROM HOME

LATEX

LOST AND FOUND

PARENT CONTACT DURING SCHOOL DAY

PETS

PHOTOS: PERMISSION FOR USE/ OPT OUT

RECESS

SECURITY

SCHOOL PICTURES

STUDENT SEARCHES

SUSPECTED CHILD ABUSE

TELEPHONE USE BY STUDENTS

TEXTBOOKS, LIBRARY BOOKS, TECHNOLOGY AND OTHER SCHOOL MATERIALS

UNIFORM / DRESS CODE

Dress Code Responsibility

[Dress Code Policy Enforcement](#)

[WITHDRAWAL OF STUDENTS](#)

[WELLNESS](#)

[Birthdays](#)

GENERAL OVERVIEW

DaVinci Academy of Arts and Science is a K-8 charter school that does not charge 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.

This Handbook does not cover all situations. The DaVinci Academy administration reserves the right to address student conduct in violation of school rules and expectations not specifically covered in this publication on a case-by-case basis.

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

We operate under the following pillars. More information regarding these pillars can be found on our website.

- Arts and Science Focus
- Enriched Learning Experiences
- Differentiated Instruction
- Character Development

CONTACT INFORMATION

Address: 532 Bunker Lake Blvd NE
Ham Lake, MN 55304
Phone: (763)754-6577
Fax: (763)767-7817

SCHOOL DEMOGRAPHICS

- Type of School: K-8 Charter School
- Location: Ham Lake, MN
- Enrollment: Serving approximately 915 students from Andover, Anoka, Blaine, Coon Rapids, East Bethel, Ham Lake, Lino Lakes, and other surrounding communities
- Opened: September of 2008 in Blaine, moved to Ham Lake, August, 2017
- Authorizer: Friends of Education
- Academic Schedule: Modified Year-Round
- Curriculum: Core Knowledge - Arts and Science Focused

ACHIEVEMENTS

- Reward School 6 years in a row (2011-2016)
- 2016 National Blue Ribbon School Recipient
- High Quality Charter School / Minnesota Department of Education
- Surpassed state averages on standardized tests (2018)

	DaVinci Academy	State
Math	72.0%	57.5%
Reading	72.7%	60.4%
Science	75.2%	52.9%

SCHOOL AND OFFICE HOURS

School Hours: 8:00 a.m. – 3:00 p.m.

Office Hours: 7:30 a.m. – 5:00 p.m.

STUDENTS SERVED

DaVinci Academy of Arts and Science serves children from kindergarten through eighth grade. See below for maximum class sizes (may change due to extenuating circumstances).

Grade	Max Class Size
K	20
1-5	26
6-8	25

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 badge or sticker that must be worn while you are on school property. Upon leaving, visitors and parents must sign out at the office.

ACADEMIC INFORMATION

All students shall be afforded the right and opportunity to an equal education. No student shall be excluded, segregated or discriminated against in the school's educational environment for reasons of race, color, national origin, gender, economic status, disability, religion or religious affiliation or sexual orientation.

ACADEMIC ACCOUNTABILITY

We are committed to an environment that values academics and character. Academic accountability requires students to complete and present their own work. Academic dishonesty occurs when students take credit for work that is not their own through acts of cheating or plagiarism, or helps another student do so. In the case of dishonesty, parents will be notified.

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by expectations established by the teacher. Parents or tutors may dialogue with a student about an assignment, but may not do the assignment for the student.

ASSESSMENTS

FastBridge

Students in grades 2- 8 will be taking the FastBridge assessment test in the fall and the spring. These assessments provide teachers and families with data that help determine achievement and instructional levels in math and reading.

STEP Literacy Assessment

STEP enables educators to implement a developmental approach to teaching reading using evidence to inform instruction. STEP introduces targeted interventions for students who need extra reading support.

Data-Driven Assessments

Teacher-created assessments administered each trimester to determine student understanding of Minnesota state assessments and to inform reteaching strategies for teachers.

MCAs

Students in grades 3-8 take the Minnesota Comprehensive Assessment (MCAs) in the spring.

Reading	Grades 3-8
Math	Grades 3-8
Science	Grades 5 and 8

[Click here to learn more.](#)

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. DaVinci Academy follows the Minnesota Academic Standards.

Reading/Language Arts: The curriculum for reading is the Core Knowledge Language Arts Curriculum, which is supplemented by readers/writers' workshop in the upper grades.

Math: The K-4 math curriculum at DaVinci Academy is Math in Focus (Singapore Math). The 5-8 math curriculum at DaVinci Academy is Holt.

Science/Social Studies: Science and social studies are tied very closely to the Core Knowledge Sequence. In the lower grades, the Science program is supplemented with Foss Science Kits as well as additional reading material in each class. In the grades 6-8 the Holt McDougal Science curriculum is used. For Social Studies, students use a Core Knowledge textbook as well as supplemental reading materials.

Physical Education/Health: The 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. The curriculum incorporates all of the Minnesota Physical Education standards.

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. Students may choose a musical instrument for band or orchestra starting in 5th grade.

Technology: During computer lab time students are instructed in keyboarding techniques, word processing, basic desktop publishing skills (utilizing Google applications) 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.

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.

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 chaperones to students is on average, 1 parent/guardian for every 5 students.
- Dress / Uniforms – 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.

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 allows for practice in a particular subject, study for quizzes and tests, and leads to responsibility. It is carefully assigned as a meaningful part of the learning experience. The amount of homework depends on the grade of the child. Homework may be the completion of class work that was not finished in school, work on a project, study for an exam, or an extended lesson for student enrichment.

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 support and or/participate in that practice. Parents can log into Infinite Campus to see student grades. Middle School grades are updated in Infinite Campus on a weekly basis.

RENAISSANCE

DaVinci Academy operates a gifted and talented program for students in grades 3-5 who qualify. This program is known as the Renaissance program.

STUDENT SUPPORT

DaVinci Academy practices Response to Intervention (RtI). If a student is struggling academically and/or behaviorally, a referral is made to the Student Intervention Team (SIT). Interventions take place and are revisited frequently with the SIT. Minnesota Statute 125A.56 indicates that before a student can be referred for a special education evaluation, two systematic, research driven interventions should be completed.

Parent/legal guardians may request an evaluation for their child. If a request is made, the Special Education Director will work with the parent to discuss their concern and next steps related to an evaluation.

The Special Education Department at DaVinci Academy is a team of specialized professionals dedicated to ensuring a free, appropriate public education (FAPE) is provided in the least restrictive environment.

TITLE I

Title I is a federally funded program that gives qualified students additional support in the areas of reading and math. Students that need additional instruction to grasp concepts will be recommended to Response to Intervention (RTI). These programs are carried out through our interventionists. It is our desire to remediate specific skills in a timely manner rather than wait for a larger learning gap to occur.

504

504 plans can provide services and accommodation, changes to the learning environment, to meet the needs of individual students. 504 plans are governed by Section 504 of the Rehabilitation Act of 1973. This is a federal civil rights law intended to remove barriers and prevent discrimination against people with disabilities. An important factor to consider is that 504 plan are monitored and implemented by the general education staff. Students with 504 plans are not considered students in special education.

COMMUNICATION AND REPORTING

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. Please remember that teachers are not expected to respond to messages while teaching.

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. Teachers will not respond to emails while they are teaching, but should respond within 24-48 business hours of your communication. If there are family changes or significant events occurring in your child's life, which might impact 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.

The communication procedure for issues with teachers is as follows:

- Direct communication with the teacher. This shows respect for the teacher and also for the parent communicating the information.
- If the concern remains unresolved, please contact the Elementary or Middle School Principal who will coordinate a meeting between the parents, teacher, and appropriate staff.
- Direct communication with the Executive Director.
- Direct communication with the School Board of Directors.

CONFERENCES

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

EMERGENCY MESSAGES

Emergency messages, such as school closings, late buses, or other messages are announced via Infinite Campus emails, Bloomz messages, texts and/or phone calls.

Infinite Campus

Our online student information system is called Infinite Campus. This system helps us share information about students' attendance, grades, homework completion, etc.

The parent/guardian component is called Infinite Campus Parent Portal. The Parent Portal currently provides parents/guardians with online access to their child's contact information, schedules, progress reports and report cards. Upon enrollment, you will be provided with an activation code specific to your child(ren). The link for Infinite Campus can be found on our school website www.davincicharterschool.org or by [clicking here](#).

NEWSLETTERS

School newsletters are distributed regularly by email. These newsletters will also be posted on our website. It is each family's responsibility to ensure that we have your correct email address on file and that you are signed up to receive our newsletters. Parents may sign up by going to our website at <https://davincicharterschool.org/news-events/newsletters/> and scrolling to the bottom of the page to use the sign up form.

REPORT CARDS/PROGRESS REPORTS

Progress Reports are sent home 3 times each year at the end of each trimester. 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 work habits.

TELEPHONE CONTACT

In order to contact a teacher, you may email, send a message in Bloomz, send notes with your child, or contact the front desk at 763-754-6577 and ask to leave a message on voicemail for any teacher. Email or Bloomz is preferred. Please note that teachers are not expected to answer phone messages, texts, emails 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.

BEHAVIOR INFORMATION

Students at DaVinci are expected to follow the school's expectations for student conduct. DaVinci utilizes a positive behavior approach (PBIS) to model and explain desired student behaviors. When students conduct themselves in a way that does not follow DaVinci's expectations, disciplinary action may occur. Policy 506 and Procedure 506F provide more information about behavior expectations and disciplinary action.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

PBIS stands for Positive Behavioral Interventions and Supports and is the program that we use school wide to create a positive and safe learning culture for all of our students. We use the anagram SPARK to remind our students what our culture looks like.

Success

Positive Attitude

Responsibility

Kindness

Expectations are explicitly taught and reinforced through:

Positive Referrals

Teachers write personalized commendations when a student has gone above and beyond expectations. Teachers send these through postal mail so that students and their parents can celebrate the good news together.

SPARK Tickets

When students display any of the SPARK behaviors, they are acknowledged personally with a ticket.

DaVinci Character Quality Award

Teachers nominate students for this award based upon the character trait that has been selected for the month. Students are presented their certificate during the monthly Character Education Assembly. Each classroom may have multiple award winners each month.

BULLYING

Bullying is prohibited at DaVinci Academy. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and: 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Cyberbullying is also considered bullying and is not tolerated. For more information, see policy 514.

CHEMICALS/TOBACCO/ALCOHOL/VAPING

DaVinci Academy is a tobacco- and drug-free environment. Controlled substances, toxic substances, alcohol, tobacco, vaping/e-cigarettes, or other tobacco or drug-related paraphernalia are not allowed on school property. Students may not use or possess any of these items at any time. For more information, see policies 418 and 419.

ATTENDANCE

It is the responsibility of parents/guardians to ensure a student is participating in school on time every day, 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 at 8:00 a.m. Teachers work cooperatively with students and parents to provide assignments and assistance when a student has been absent.

Research supports that regular school attendance and punctuality are directly related to success in academic work and high school graduation rates, benefits students socially, provides opportunities for important communications, and establishes regular habits of dependability important to the future of the student.

ABSENCES/REPORTING

Parents are expected to call or email the school daily by 8:00 a.m. to report an absence at (763)252-6130 or attendance@davincicharterschool.org giving the reason for the absence. The attendance line is available 24 hours a day by calling (763)252-6130.

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.

CHANGE OF PICK-UP OR BUS/ SILENT DISMISSAL

Because of the complexity of managing transportation schedules for over 900 students, we use the Silent Dismissal program which allows parents to change transportation plans as it is necessary and ensures that the information gets to the school and the teachers in time for dismissal. Changes to a child's dismissal plans should be made by 1:30 p.m. each day. It is critical that parents keep their Silent Dismissal settings current. Students will be dismissed using the instructions given by Silent Dismissal, so if the setting is inaccurate the student will not get to where they are supposed to be going.

Neither the front office nor the teachers will be making adjustments to dismissal plans over the phone or email, as it is the parent's responsibility to keep Silent Dismissal settings current. You can call the office for help in how to manage that program at (763)754-6577. ALL K-8 students

will be dismissed using this system. Middle School families will need to keep this system updated.

CLOSINGS/ WEATHER OR EMERGENCY

Emergency school closings due to severe weather, or any other reason, are posted on the school's website, KSTP and WCCO emergency postings, and announced via Infinite Campus, email, Bloomz, texts and/or phone calls. To receive text messages via School Messenger, you must opt-in to the system by changing the settings in your Infinite Campus Parent Portal account

On news channels and websites, we are listed as DaVinci Academy. PLEASE NOTE THAT our schedule is SEPARATE from Anoka-Hennepin ISD or any other school district.

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

EARLY DISMISSAL

All-day attendance is important for every student, every school day. Early dismissals are discouraged. Early dismissals should occur only in rare circumstances and requests must be made through the office.

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

EXCUSED/UNEXCUSED 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.

Excused Absences

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.

Unexcused Absences

The following reasons for school absences are considered unexcused:

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. Oversleeping.
5. Travel not pre-approved by the school office.
6. Excessive absences in the judgment of the school administration without medical verification.

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 8:30 am. Assignments will be ready to be picked up by 3:30 pm.

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 use the touchless check out system and then wait in the entryway for their 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: 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.

TARDINESS

After 8:00 a.m., parents must call the office before students are allowed to go to class. Please do not leave until you have made contact with school personnel. Tardiness is disruptive to the educational process and is inconsiderate to both teachers and other students; therefore it is imperative that students are punctual. Please make sure that your child(ren) arrive into their classroom on time.

Students are expected to attend school for the entire school day, 8:00 a.m. – 3:00 p.m. Students arriving late, leaving for any part of the day, or leaving before 3:00 p.m. 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 is not in their classroom by 8:00 a.m. Excessive tardiness can start the truancy process.

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.

TRUANCY

If a student is absent for three days without notification from a parent or documented excuse within a single school year that student is considered a “continuing truant,” according to state law (statute 260A.02). Habitual tardiness may also be reported as truancy. The school is required by law to notify a parent when a child is truant. 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.

VACATIONS

Vacations when school is in session are discouraged. 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. Please fill out an extended absence request form for each student who will be missing school. The form can be found [here](#).

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 vacation

CALENDAR

2021 - 2022 IMPORTANT DATES BOARD MEETINGS

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					

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			

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

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					

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		

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						

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						

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			

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	

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					

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			

July 5 - 9 - Offices Closed

July 27 - New Staff Starts

Aug. 2 - All Staff Returns

Aug. 5 - Openhouse 3-7

Aug. 9 - No School

Aug. 10 - School Starts 1-R

Aug. 12 - Kindergarten Starts

Sept. 3 - 6 - No School, Labor Day

Sept. 27 - No School, Staff Workshop Day

Oct. 18 - Conferences 12 pm - 8 pm

Oct. 19 - Conferences 8 am- 3 pm

Oct 18 - 22 - No School Students

Nov 18 - Last Day of Trimester 1

Nov. 19 - Grading Day, No School

Nov. 22 - 26 - No School

Dec. 20 - Jan. 2 - No School

Jan. 17 - No School

Jan. 18 - No School, Staff Workshop Day

Feb. 18-22 - No School

March 10 - End of Trimester 2

March 11 - No School Grading Day

March 14 - 18 - No School

April 14 - Conferences 10 am - 6 pm

April 14 - 19 - No School

April 19 - No School, Staff Workshop Day

May 9 - 12 - Spring Intercession

May 13 - No School

May 30 - No School, Memorial Day

June 3 & 10 - No School

June 16 - Last Day of School

June 17 - No School, Staff Workshop Day



- Optional Intercession
- Teacher Workshop Day
- No School Students or Staff
- Conferences
- Observed Holiday- Offices Closed
- Last Day of School
- Offices Closed
- End of Trimester
- Board Meetings
- First Day of School

MODIFIED YEAR-ROUND SCHEDULE

DaVinci Academy follows a modified “year-round” school calendar: students start school the second week of August and continue through the third week of June each year, with approximately 6 weeks for a summer break.

The rationale for this calendar is that students retain more over the shorter summer break, and it reduces the time spent gearing up and re-teaching each fall.

We take more frequent breaks during the school year and find that the breaks are beneficial for both students and teachers as they help keep both from burning out during the year. Breaks also provide teachers and administrators time to review data, refresh lesson plans based on that data, and prepare for the next unit of instruction.

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.

ACCIDENTS AND INJURIES

A first aid certified staff person will attend to the injured child taking all possible 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.

ALLERGIES

We are an “allergy aware” building, not allergy free. Please ensure that allergies are listed on your child’s Infinite Campus account. Every effort is made to make your student with allergies safe at school.

EMERGENCY CONTACTS

In the event of student illness or injury it is very important that each student has at least two emergency contacts in addition to their parents/legal guardians listed in Infinite Campus. Administrators, teachers, and the school nurse have access to this information. Please make sure to keep the information current with the correct contact person(s) and telephone numbers.

HEALTH CONCERNS

ILLNESS/SICK CHILD

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 arrange for another adult to do so.

COMMON ILLNESSES

Fever

Any student with a fever of 100.4 or above will be sent home. The student will need to be fever-free for at least 24 hours without the use of fever-reducing medications.

Diarrhea and Vomiting

Any student who experiences diarrhea or vomiting at school will be sent home. The student will need to be free of diarrhea or vomiting for at least 24 hours without the use of anti-diarrheal or anti-vomiting medications.

Pink Eye

Any student with a suspected pink eye infection will be sent home. Children with pink eye will need to receive 24 hours of medication and have improvement of symptoms before returning to school.

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 ensure that your child's immunization records are kept up-to-date at the school.

MEDICATION

No medication will be given at school unless a parent/legal guardian has completed the required forms, including over the counter medications. The forms can be found on the school website or obtained from the school nurse. Forms must be renewed each year.

Over-the-counter medication forms must be filled out, signed, and dated by the parent/guardian, and the OTC medication must be brought to the nurse's office in the original container.

Prescription medication forms must be filled out, signed, and dated by the student's doctor and then signed and dated by the parent/guardian. Prescription medications must be brought to the nurse's office in a container that is appropriately labeled by the pharmacy. This label must include the child's name, the prescribing physician's name, the medication's name, the dosing directions (time, dose, and frequency), and the pharmacy's phone number.

Expired medications will not be accepted.

The parent/guardian is responsible for picking up their child's medication if it is expired, is discontinued, or at the end of the school year. Medication will be disposed of if it is not picked up in a timely manner.

Students may not carry any type of medication unless they are required to do so under the direction of a physician. If they are required to do so, a note from the physician must be on file indicating that the student is allowed to carry these item(s) during the school day. The prescription for the medicine(s) must be on file with the nurse's office and must state that the child needs to keep the medicine with them during the school day.

If you have questions about health concerns or student medications, please contact our school nurse Julie Swanson at jswanson@davincicharterschool.org.

NUTRITIONAL PROGRAM

21-22 School year USDA announced free breakfast and lunches to all students.

DaVinci Academy's nutritional program is catered by an off site catering company. Our child nutrition program is dedicated to providing high quality, nutritious meals to our students so they can learn and develop for their future. Our department's services include breakfast and lunch.

All student meals must meet the federal guidelines for types and amounts of food offered. In addition, they must be appealing to students so they are consumed. We work closely with MDE, USDA and our catering company to make sure we are following all guidelines correctly.

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

MEAL PAYMENT INFORMATION

At mealtime, students will enter their 4 digit PIN to access their account. After doing so, their account is electronically debited. It is required that students have a positive balance in their account to purchase milk only or ala carte items. All special dietary meals must be paid for the time of pre-order.

PAYMENTS USING INFINITE CAMPUS ONLINE SERVICE

Parents and guardians of DaVinci Academy students can now access even more information online about their student's child nutrition account. To manage your account, [Food Service My Cart Infinite Campus Instructions](#)

- View meal account balances.
- Sign up for automatic recurring payments.
- Receive email notifications of low balances.
- Make payments with a credit, debit card or direct bank account withdrawal.
- View a student's purchase history for the preceding 90 days.

Families that need help with their username and/or password can contact our front office staff.

OTHER PAYMENT OPTIONS

Payments may be made by sending a check directly to your child's school after the start of the school year. When sending a check to the school, please attach a note or write in the memo your child's name and what the check should be applied to. If you must send cash with your child to school for a payment, please send it in an envelope with your child's name on the outside and where to apply the cash. This will ensure that the money you send will be deposited into the correct account.

BLOCKING STUDENT PURCHASES

Parents and guardians may set limits or block extra purchases on their student's meal account by contacting the Food Service/Recess Coordinator Cassandra Anderson,

REFUNDS OR BALANCE TRANSFERS

Parents and guardians may request a refund or request a balance transfer to other student's accounts by filling out the link. [Child Nutrition Refund Request](#)

APPLICATION FOR EDUCATIONAL BENEFITS

Starting July 1st MDE releases the new income guidelines. We strongly encourage families to apply for free or reduced meals each school year (even when meals are free through the State). Our school receives Title 1 funding based on the number of families receiving benefits. You can fill out a paper copy or log into your Infinite Campus account and complete the application there.

If you have questions about the school meal programs or Applications for Educational Benefits, please contact Cassandra Anderson at canderson1@davincicharterschool.org.

This institution is an equal opportunity provider.

TRANSPORTATION

BUSING

These guidelines are meant to clarify how the busing service works at DaVinci Academy. It is critical that families understand the procedures used for busing as this system is different from most traditional public school systems.

DaVinci Academy does not offer door to door busing service to any families unless a child has an IEP (Individualized Education Plan) that reflects the need for special transportation. DaVinci Academy uses community bus stops to serve the students. The bus routes and stops are determined by the bus company, Kottke's Bus Company, Inc., in coordination with the school, and are created by using the following guiding principles:

1. Community-based bus stops: Publicly accessible places where families can safely wait with their kids in the morning and wait for them in the afternoon, and where the bus can easily

access and maneuver. We also require permission from the establishment for use of their parking lot twice each day.

2. Maximum 50 minute average ride (assuming good weather and normal traffic). This implies shorter distances and fewer stops.

3. Generally stop within the Anoka Hennepin school district boundaries and no stops further than 1.5 miles outside the Anoka Hennepin school district boundaries.

A preliminary set of stops is communicated to families in the spring of the preceding year and families are required to choose the stop that they will be using for the following school year using a school designed form. Routes are then adjusted based on numbers and a final bus stop listing is presented to parents before the next school year begins.

Parents who have concerns about the bus stop should contact the school directly and may not move or create stops, nor pressure drivers or the bus company to move stops. Once the school year begins routes and stops will only be adjusted at the discretion of the administration for the following reasons:

- Safety and traffic concerns regarding the location of a stop
- Stops that are not being utilized by families
- Elimination of a stop by the parties who own the property on which the stop is located.
- Other qualifying circumstances as determined by the school and Kottke's.

BUS STOP GUIDELINES

When to Arrive at Your Stop

Parents/students should arrive 10 minutes early to their stop.

Late Buses

Please factor an additional 10-20 minutes into bus times during the first 3 weeks of school. It is normal and expected for buses to occasionally run late for the first few weeks as drivers learn their routes and students, families, and the school settle into a routine. Families are advised to arrive at their stops at the normally scheduled time and asked to wait the additional 15-20 minutes if needed. Arriving late may cause you to miss the bus if it is on schedule.

If a bus is running extremely late, DaVinci Academy will alert parents via email, text, or phone call through our automated system as soon as possible. Parents should make sure their contact information and preferences are current using the Infinite Campus Parent Portal in order to receive these important messages. [Click here](#) to access the link. DaVinci Academy's main office opens at 7:30 AM and some bus routes begin earlier.

If parents are concerned that their bus is running late, or that they missed their bus before the main office is open, they may call Kottke's dispatch office directly at 763-755-3100 Option 1.

MORNING BUS

Missing the Morning Bus

Buses cannot wait for students who are late to the bus stop as it will slow down the rest of the route. If students miss their morning bus, their parents are responsible for transporting them to school. The bus will not loop back to pick up students who missed the bus. Students arriving late to school because they missed the bus will be recorded as having an unexcused tardy.

If the Bus is Late to School

If students are late to school in the morning because the bus was late, they will not be marked late in Infinite Campus. This includes when their parents have to drive them to school because the bus was running abnormally behind schedule.

BUS DISMISSAL

Afternoon Instructions

Because of the complexity of managing transportation schedules for over 900 students, we use the Silent Dismissal program which allows parents to change transportation plans as necessary and ensures that the information gets to the school and the teachers in time for dismissal. Changes to a child's dismissal plans should be made by 1:30 p.m. each day and it is critical that parents keep their Silent Dismissal settings current. Students will be dismissed using the instructions given by Silent Dismissal, so if the setting is inaccurate the student will not get to where they are supposed to be going.

Neither the front office nor the teachers will be making adjustments to dismissal plans over the phone or email, as it is the parent's responsibility to keep Silent Dismissal settings current. You can always call the office for help in how to manage that program at 763-754-6577 or [click here](#).

Afternoon Bus Departure

Students will be dismissed from classes at 3:00 p.m. and will have 15 minutes to board the buses before they leave at 3:15. It is critical that buses leave on time in order to ensure that route schedules will be maintained.

Missing the Afternoon Bus

Tracking down missing students is the most common reason for delays in bus departure. In order to keep the buses on schedule we are not able to wait for missing students. This makes the bus late and negatively affects every other family on the route. The following policies shall be in effect regarding missing/late students.

Kindergarten – Older students will escort kindergarten bus riders to their buses according to the daily Silent Dismissal settings chosen by their parents. For safety, kindergarten students will not be allowed on the bus if they are not on the electronic Silent Dismissal bus roster.

Lower School (1-4) – The school will attempt to track down missing lower school bussers until 3:10 p.m. if they are on the electronic Silent Dismissal bus roster as set by parents. For safety, lower school students will not be allowed to get on the bus if they are not on the electronic Silent Dismissal bus roster.

Older Students (5-8) – The school will attempt to track down missing middle school bussers until 3:15 p.m. Middle school students who attempt to board the bus, but are not on the electronic Silent Dismissal bus roster will be allowed to get on the bus if they are a registered bus rider. Students of this age should know their own schedules and should follow parent instructions.

Meeting the Bus at Drop-Off

For the safety of our students, DaVinci Academy's policy is that no child is left at a bus stop if a parent/caregiver is not there; nor is a child allowed to walk home from the stop unsupervised without permission. If you would like to give your child special permission to wait for pick-up or walk home from their stop alone, please check the appropriate box on Silent Dismissal.

Missing Your Child's Bus

If parents miss their child's afternoon bus and have not signed the release that allows students to remain at the stop to wait, the student will continue riding the bus through the end of the route while the bus company or the school contacts the parents. Parents then have the option of either catching the bus at a later stop along the route, or picking up their child at the school. Any student remaining on the bus at the end of the route will be brought back to the school to wait for pick-up. All students must be picked up immediately upon school drop or they will be placed into the DaVinci Den after school program and parents will be charged a \$20.00 drop in fee. Parents may contact the Kottke's dispatch office directly if they missed their child's stop and wish to coordinate meeting the bus at the next stop. 763-755-3100 opt. 1. Calling the school's main office is also appropriate (763-754-6577).

**Parents who routinely miss their child's afternoon drop-off may lose busing privileges for the remainder of the school year.

CONDUCT ON SCHOOL BUSES

Riding the school bus is a privilege, not a right. The school's general student behavior rules are in effect for all students on school buses. Consequences for school bus/bus stop misconduct will be imposed by the school under adopted administrative discipline procedures.

Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to school administration.

Bus Safety

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.

DaVinci Academy students 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 road crossing;
- School bus evacuation procedures.

Rules at the Bus Stop

- Get to your bus stop five to ten minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at your bus stop.
- Keep your hands, arms, legs and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, bullying, intimidation or horseplay.
- No use of alcohol, tobacco or drugs.

Rules on the Bus

- During the COVID-19 pandemic rules on the bus may be adjusted to allow for social distancing. It is expected that all students follow bus regulations.
- Immediately follow the directions of the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your hands, arms, legs and belongings to yourself.
- No fighting, harassment, bullying, intimidation or horseplay.
- Do not throw any objects.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Students are not allowed to take pictures or videos while riding the bus or waiting at the bus stop.
- Do not bring weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences

Consequences for school bus/bus stop misconduct will apply to all regular routes and field trips. Depending on the nature of the offense, consequences such as suspension or expulsion from the bus or from school may result from school bus/bus stop misconduct.

Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

*Refer to policy 709 Student Transportation Safety Policy for more information.

FAMILY INVOLVEMENT

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 encouraged to become active participants.

VOLUNTEERING

Parents are encouraged to be involved in day-to-day activities at DaVinci Academy and are welcome in the school and in classrooms, whether visiting or volunteering. If you wish to volunteer in a classroom, please contact the classroom teacher directly. For other volunteer opportunities, please contact the volunteer coordinator. All volunteers must have a current background check on file in the office. The fee for that background check is \$10.00 and is to be paid by the volunteer.

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. 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

EXTRACURRICULAR ACTIVITIES

A growing number of extracurricular activities are offered after school to enrich the experiences of our students. DaVinci Academy's own teachers lead most extracurricular activities. You can discover these programs through the newsletters and our website. 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. Most activities run from 3:15 p.m. – 4:30 p.m. It is critical that students who are involved in extracurricular activities are picked up on time. Teachers will walk students out to the east door at 4:30 for parent pick up. 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.

Absences from School

A student who is 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 principal is notified).

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.

OTHER INFORMATION

CLASSROOM PLACEMENTS

It is school policy that we do not accept parent requests for particular teachers or classmates. Teachers work 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 genders
- 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's teacher will be at the annual Open House in August.

ELECTRONIC DEVICES

Electronic devices are not to be seen, heard or used at school UNLESS A STUDENT IS IN A CLASSROOM AND UNDER THE DIRECT SUPERVISION AND PERMISSION OF A TEACHER.

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.

These are the exceptions to this rule:

1. Calculators and electronic planners that are being used appropriately and with teacher permission.
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.

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.

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.

LATEX

Please do NOT bring in latex balloons.

LOST AND FOUND

The lost and found area for clothing, books, etc. is located outside the library. 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. Anything left in the Lost and Found area will be donated to a local organization at the end of every month, so it is important to check that space frequently for lost items.

PARENT 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.

PETS

Pets are not allowed in the building.

PHOTOS: PERMISSION FOR USE/ 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. 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 [this form](#) which can also be found on our website.

RECESS

Students in grades K- 8 have a scheduled recess.

- Students will stay indoors for recess when the outside temperature 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.

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.

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 schedule spring pictures in which parents may choose to have their children participate.

STUDENT SEARCHES

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

Students' possessions and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules.

See policy 502 for more information.

SUSPECTED CHILD ABUSE

Each faculty and staff member of DaVinci Academy is a mandated reporter. If a faculty or staff member 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.

TELEPHONE USE BY STUDENTS

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.

TEXTBOOKS, LIBRARY BOOKS, TECHNOLOGY 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 Academic Director, will determine these fees.

UNIFORM / DRESS CODE

(Excerpt from Policy 504)

The purpose of this policy is to minimize distractions 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 for events, field trips, student morale and other uses at their discretion.

Dress Code 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 Directors.

Dress Code 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 for distance learning may be modified.

Polo Shirts

Color	Grades K-5: Solid red Grades 6-8: Solid navy blue
Style	Polo (short or long sleeve); long sleeve undershirts are not allowed under a short sleeve polo shirt. See Accessories for information on undershirts.
Other Info	Polo shirts required under all sweaters and sweatshirts (see below); polo shirts must be tucked in and fit appropriately.

Sweaters, Sweatshirts & Fleece

Color	Grades K-5: Solid red, solid white or solid black Grades 6-8: Solid white, solid black, or solid navy blue
Style	Cardigan, V-neck or crew neck. No hooded sweatshirt allowed
Other Info	Polo shirts required under all options with collar visible

Pants/Shorts

Color	Black or khaki
Style	Fitted or elastic waist; chino, Dockers or cargo style

	Not allowed, for example: Denim jeans, black jeans, sweatpants or athletic style, oversized pants, bicycle/spandex shorts, cut-offs, leggings/jeggings/yoga pants, short-shorts or boxer shorts
Fabric	Twill, cotton or cotton blend or polyester blend (i.e. Dockers style)
Other info	Pants and shorts must be hemmed. Shorts must be knee length. Must fit appropriately and be free of holes.

Skirts/Skort/Jumpers/Capris

Color	Black or khaki
Style	Fitted or elastic waist Not allowed, for example: Netting, lace, multi-layers, denim
Fabric	Twill, cotton or cotton blend or polyester blend.
Other info	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. Any pants or leggings worn under a skirt, jilbab, or abaya must comply with the uniform policy; no jeans allowed.

Religious Exceptions – Jilbab, Abaya or Hijab

Color	Jilbab & Abaya: Black or khaki Hijab: Black, red, white or navy blue
Style	Jilbab & Abaya: solid color, no beads or designs Hijab: Solid color, no beads or designs
Fabric	Twill, cotton or cotton blend or polyester blend.
Other info	Any pants or leggings worn under a skirt, jilbab, or abaya must comply with the uniform policy; no jeans allowed.

Accessories

Socks/Tights	Free of inappropriate messages or pictures. Socks must be knee-length or shorter.
Shoes	Any color tennis shoes required on gym days Not allowed, for example: flip flops, beach shoes, slippers or shoes with more than a one inch heel
Undershirts	Grades K-5: Must be solid red or solid white. Grades 6-8: Must be solid navy blue or solid white. All: Long sleeve undershirts must not be worn under short sleeve polo shirts
Hair accessories and Jewelry	Must be unobtrusive.
Hats	No hats, hoods or caps on heads except winter wear. Hats, caps and hoods cannot be worn inside the school.

Logo or Appliqués– all clothing must be free of logos or appliqués except for school logos.

WITHDRAWAL OF STUDENTS

Once a student is enrolled in the school, you do not need to reapply for your student to return the following year(s). 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. Note, students are considered officially unenrolled once another school has requested school document transfer.

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.

Birthdays

Sweets are not allowed as birthday treats. Consider alternatives such as donating a book to your classroom, bringing in bookmarks for classmates, coming to read to the class, or other ways to celebrate your child's birthday.