

DaVinci Academy Flex



*“OUR MISSION IS TO BUILD A COOPERATIVE LINK AMONG HOME, COMMUNITY,
AND SCHOOL AS WE ENRICH LIVES AND EDUCATE CHILDREN.”*

Dear Dragons,

Thank you for joining our program. Our mission is to “build a cooperative link among home, community and school as we enrich lives and educate children”. In order to assure the continued success and sustainability of this magnet program, parents, students and school all make commitments to each other. These commitments allow you maximum parent involvement in your child’s\children’s education as well as access to state funds. If all of us keep up our end of the learning compact this program will continue to thrive and grow for many years to come.

Parent-Student-School Learning Compact

Families: We want a competitive advantage for our child, so we will...

Parents:

- Make certain that students attend school regularly and on time, and excuse absences, as necessary.
- See that students are well-rested and have breakfast each day, before school.
- Complete approved diagnostic before ordering math and language arts curriculums.
- Work with the teacher and/or Curriculum Specialist in choosing a curriculum package.
- Create a daily schedule for Language Arts and Math instruction to meet pacing guides.
- Follow curriculum pacing guides for both Language Arts and Math
- Meet monthly with teacher to submit student progress form
- Attend all Parent-Teacher Conferences yearly and bring in the curriculum.
- Be responsive to teacher and school communications.
- Encourage positive attitudes toward education and school.
- Complete required benchmark testing, three times a year.
- Return curriculum and laptops at the end of the year

Student Requirements:

- Attend Davinci Day on-site classes weekly.
- Participate in class.
- Complete daily assignments in my math and language arts programs at home
- Attend interventions if needed
- Complete missing assignments
- No cell phone or smartwatch usage during the school day (to include lunch).

DAVINCI ACADEMY VISION STATEMENT:

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

DAVINCI ACADEMY MISSION STATEMENT:

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

Motto:

Uniquely dedicated to student success

Colors:

Ultramarine Blue, Hunter Green, Gold

Mascot:

Dragon

DESIRED RESULTS FOR STUDENT LEARNING (DRSL's):

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

Collaborating will help me develop the necessary skills to learn from others and work effectively with others for a common goal.

Communication: Central to collaboration are skills for communication. DaVinci promotes open and multidirectional communicative processes in which all stakeholders are respected and valued. An emphasis on communication will result in students who have skills to effectively work in groups by articulating their own and appreciating others' ideas.

Communicating effectively will teach me to articulate my ideas and appreciate the ideas of others.

Citizenship: The DaVinci mission is to create a supportive environment where diversity and individuality are welcome. Citizenship plays into this by expecting and promoting civic responsibility inside and outside the school. Promoting citizenship will result in students who act in ethical, responsible, and civically minded ways.

Contributing to my community and acting in an ethical and responsible way will help me become a good citizen.

Contemplation: DaVinci's mission is to promote critical thinking and problem solving skills in students. Encouraging contemplation will result in students' use of these skills to reflect on, analyze, and evaluate their own processes of thinking.

Contemplating my own ideas and processes of thinking will allow me to form opinions based on and supported by my own analyses, evaluations, and reflections.

DAVINCI VALUES:

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

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

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

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

ELEMENTARY PROGRAM OVERVIEW AND PROCEDURES

Overview:

This unique program is a hybrid between at home education and traditional public school, meaning students receive two on-site instruction days to introduce new topics and then continue learning at home the other three days of the week. The key components of this program are:

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

Communication:

- *Need:* Since this program is a partnership between home and school we regularly need to communicate with families. Please make sure to check your email frequently so you do not miss important and time sensitive announcements.
- *Communication pathways:*
 - *Email:* We regularly (weekly) send emails with updated information and announcements.
 - *Facebook:* We mainly post event announcements or quick urgent updates as well as community building within the school. Parents can post questions for quick answers from other families. This is not a reliable way to get all of your information.

Attendance Policy & Progress Monitoring:

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

Anti-Bullying Policy:

- *Policy:* Bullying and harassment are not tolerated at DaVinci Academy. (See the [full policy here.](#))
- *Reporting:* If you feel that your student has been subject to bullying you will fill out [this form](#) and turn it into your site-manager or the director.

Grades and Report Cards:

- *Checking grades:* Grades will be posted through the Student Information System (SIS). To login please go to our [website](#) → [Instructional Resources drop-down menu](#) → [SIS](#)
 - Username (student's ID or lunch number which can be found on the white laminated sheet in their student binder)
 - Password ("da" + birth date - Ex. daMMDDYY).

- *Report cards:* All students will be mailed a report card each semester. Elementary grades will be calculated based on student progress (as shown by progress form submission), credit for benchmarks, and attendance.
- *Student Assist Plan:* If students are seen to be struggling to complete their assignments or progress in their curriculum at an appropriate pace a meeting will be called in which a “student assist plan” will be put into place. This plan will detail the commitments both families and school are making to ensure optimal success for the student. All parties involved will sign and receive a copy. Frequent check-ins will be conducted in order to make sure students are getting back on track. (**Please see the attendance section of this handbook for more information on state law and school policy regarding mandatory student progress.*)

Curriculum Policy and Resource Library:

- *Curriculum Policy:* Parents have a variety of curriculums to choose from. Parents will focus primarily on Language Arts and Math. DaVinci Academy also provides many online options for parents as supplements. One language arts curriculum, one math curriculum, and two online options are available for each student. Parents have 30 days to decide if that curriculum option suits their family’s needs.
- *Library:* DaVinci’s resource library tries to supply additional resources for learning. Curriculum and laptops are checked out annually. All other resource library items are checked out on a monthly basis. Family responsibility for materials is essential and care should be taken to return materials in a timely manner and in good condition. Resource library checkout items can be viewed on our website → Parents dropdown menu → Curriculum
- *Fines and Fees:* Students who owe fees, fines, and book charges cannot complete the end of year check out until all charges are cleared. This applies to all grade levels. You will be emailed an itemized list of all outstanding fees. The end of year check out requires parents\guardians to bring all curriculum that has been checked out during the year and for the summer to be renewed by the media specialist.

Chromebooks, IT Help, & Acceptable Use Policy:

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

Extra Curricular:

- *Outsourcing Classes:* DaVinci offers free, community classes created specifically for our students in things such as martial arts, swimming, gymnastics, rock climbing, etc. Students have the opportunity to take 1-2 classes each semester for out-of-school learning time to build relationships with their peers. Tuition is free with enrollment in our program and sign-ups are on a first come first serve basis.
 - *Schedule:* found on our [website → Parent drop down menu → Sign-ups → Outsourcing](#)
 - *Commitments:*
 - To follow all the rules of the community partner

- To only drop off the student enrolled in the class. No siblings, regardless of their age, may be left unattended at any business.
 - To only sign up for classes you can commit to attend for the entire semester (we pay for your spot even if you don't show up)
 - To focus on your math and language arts instructions first and add extracurriculars as time allows
 - To stop attending all outsourcing classes if you withdraw from DaVinci.
- *Events:* Dances and events such as egg drop\Easter egg hunt, field day, etc are planned throughout the year so that all students can attend. Communications with further information will be sent out accordingly as each of the events approaches.
- *Field Trips:* About twice per month field trips are scheduled. While on a field trip, the parents\guardians are looked at as “chaperones” for the school and must attend the entire time. Communications will be sent out when sign ups go live and are on a first come first serve basis. Specific field trip rules will be posted on the sign up and are agreed upon by the families when signing up.
 - *Schedule:* Found at our [website](#) → [Parent drop-down menu](#) → [Sign-ups](#) → [Field trips](#)
 - *Commitments:*
 - No refunds will be given for field trips as most spots have to be paid for in advance and we cannot get refunded for them. However, you may sell your spot to another family and are welcome to post it on the school's Facebook page.
 - To only bring immediate family unless otherwise specified. (This included mom, dad, and younger\older siblings. Exceptions can be made if one parent is unable to attend and the primary caretaker needs a second person to help with children.)
 - To arrive on time. (No late arrivals will be admitted. We must check-in, pay, and enter as a group. Once payment is made, late arrivals will not be allowed in and will have to pay the normal rate if they wish to join.)
 - To provide your own transportation to\from any field trips.

Lunch:

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

Drop Off\Pick Up Procedures:

- *Ogden:* Parents enter the parking lot off of 22nd Street and wait to turn into the parking area to the north of the school. Students will be called out one at a time as cars pull up. Once you have your student's you will pull around and make a U-turn and exit the same way you came in. (Video explanations can be found on our website.)
- *Kaysville:* Parents come in the west side of the building and drive around the back to the south. You will wait in line until you reach the front and students will be called out one at a time as cars pull up. Once you have your student's you will exit by driving around the north side of the building. (Video explanations can be found on our website.)

Student Check In\Out Procedures:

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

parent wishes to have someone else check their student out of school, the contact information must be listed on the SIS system with the parent's permission.

Dress Code:

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

Cell Phone Policy & Other Items Brought From Home:

- *Policy:* Cell phones, Smart watches, MP3 players, headphones, and comparable electronic devices are prohibited during school hours between the hours of 9:00am and 3:30pm. They should remain in the student's backpack. If devices are used at any unauthorized time by students and/or observed by teachers, administration or other staff, the device may be confiscated and a parent can pick up the device from school.
- *Other home items:* Students are encouraged to leave personal belongings at home. Bringing home items to school is a distraction and can lead to loss. The school does not take responsibility for lost or stolen personal property and reserves the right to ask a student to put an item in their locker, backpack or take it home and not bring it back if it becomes a distraction.

Lockers:

- *Policy:* School lockers remain the property of the school, but will be available for student use. The school maintains sole control and possession of student lockers, desks and other storage areas used for students' personal items. All such storage areas are issued with the understanding that school officials have the right to inspect such areas at any time for any reason and the student has no expectation of privacy. Obscenity in the form of pictures, writing, or defacement of any type is prohibited. Students will be held financially responsible for any misuse or damage exceeding normal wear. The school accepts no responsibility for items that may be lost or stolen. Please use lockers for books, outside clothing, etc. but do not leave money, watches, cameras, medication, or any other valuables in your locker.

Sickness & Medication:

- *Sickness:* Students are to be sent to the office for health reasons when they are sick. If your child has had a fever or has thrown up in the past 24 hours please keep them at home. If your student has any illness or allergies we need to be aware of it. It is your responsibility to let us know so we can plan accordingly. Please also work with your child so they are aware of how to speak up about their needs.
- *Medication:* Students are to be sent to the office if they need to take prescribed or non-prescribed, over-the-counter medications. Since we do not have a nurse on-site, parents\guardians will have to administer these medications, unless prior arrangements have been made with the school director. Students are not to self-medicate with either prescription or non-prescription medications and cannot keep these medications in their backpacks or lockers for any reason. For students on regular prescription medication, we ask that parents\guardians administer these to the student before bringing them to school.

IEP Services and Counseling Referral Requests:

- *IEP Services:* Our program has full access to all special education services. If you feel that your student is struggling with a disability that might be impacting their academic performance please reach out to your student's classroom teacher and they will discuss how to get a referral started to see if your student qualifies for extra services such as tutoring.
- *Counseling Referral Request:* If you would like to seek after counseling services please speak to the on-site manager. She will help you get a referral request in place. One may not be able to see a counselor immediately, but a counselor will complete a timely follow-up contact.

Withdrawing From The Program:

- *Procedure:* Several days before a student plans to withdraw from school, a parent\guardian must contact our office manager (Carla: 801-409-0700) to receive instructions on proper procedures for withdrawing their student from DaVinci Academy. The parent must sign the [withdrawal document](#) digitally before it is official.

Discipline Procedure:

- *Process:* All teachers have a detailed classroom management plan that includes interventions to try in order to redirect and support positive student behavior. If a student reaches a point where this is not working for them any longer the following steps will be taken:
 - Students will be invited to have some recovery time in another classroom or alternative location that is monitored by a staff member. → Teacher will send an email home to inform parents of the concerns or struggles that day.
 - If the student continues to display the repeated behaviors, steps will be taken for the student to take recovery time and documentation will begin to track those triggers that are contributing to the behavior.

Privacy Policy

- *Policy:* The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that DaVinci Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, DaVinci Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. If you do not want DaVinci Academy to disclose directory information from your child's education records without your prior written consent, you must fill out the FERPA portion of the policies form sent to you prior to each year. If you fill out the FERPA form your student will not appear in the yearbook or student directory.
 - *Yearbooks:* Our teachers take photos during class time throughout the year for our Facebook groups and for our yearbook. A yearbook will be available for purchase in the spring and you will be alerted via email and Facebook. If you sign the FERPA form your student's info will not appear in the yearbook.
 - *Student Directory:* Each year DaVinci puts out a secure student directory so that families can contact each other outside of school. Student's name, parent's\guardian's name, and phone number is all the information that will be included. If you sign the FERPA form your student's info will not appear in the directory.

Live Animal Policy & Agreement:

- *Policy:* Animals are used at DaVinci to help children learn about nature and the environment. Animals may visit school during programs or presentations. Animals will also be used in individual classrooms to increase students' interest in learning. When interacting with live animals there is a possibility of injury. Every precaution will be taken to ensure the safety of students and animals. Students will be supervised

while interacting with live animals. Students will learn the best way to interact with animals that are brought into the classroom. This will help provide safety for students, staff, and animals.

- *Agreement:* Any student that is not following the directions of their teacher, therefore endangering themselves, others, and the animal, will no longer be able to participate in the activity.

Assessments:

- *Process:* Students are required to periodically be assessed to determine if progress in each academic area is being achieved. Standardized tests are only part of the puzzle. We take many things into account when deciding on recommendations for a student including test scores, progress in curriculum, teacher’s observations, parent observations, etc. The following assessments will be taken by your student each year on-site:
 - **Benchmarks:** Students will take a beginning, middle, and end of year test in math, ELA, and science.
 - **State testing\other:** Students will take an end of year state RISE test or another assessment as decided upon by the teacher in math, ELA, and Science. RISE testing is essential for continued funding of our program and students are encouraged to take it whenever possible.
 - **Classroom assessments:** Other assessments may be administered throughout the year as decided upon by each teacher.
- *Testing Schedule:*

	Beginning of Year	Middle of Year	End of Year
K-3	<ul style="list-style-type: none"> ● KEEP (Kinder ONLY) ● Dibels Reading (K-3rd) ● Dibels Math (1st-3rd) 	<ul style="list-style-type: none"> ● Dibels Reading (K-3rd) ● Dibels Math (K-3rd) 	<ul style="list-style-type: none"> ● KEEP (Kinder ONLY) ● Dibels Reading (K-3rd) ● Dibels Math(1-3rd) ● RISE Reading & Math (3rd ONLY)
4-6	<ul style="list-style-type: none"> ● I-Ready Math ● Dibels Reading 	<ul style="list-style-type: none"> ● I-Ready Math ● Dibels Reading 	<ul style="list-style-type: none"> ● I-Ready Reading & Math ● Science Benchmark OR ● RISE Reading, Math & Science ● RISE Writing (5th ONLY)

On-Site Days:

- *Specials Day:* This is the day students attend half day for elective classes. Classes are selected and created by teachers based on their interests and include topics such as cooking, art, bringing books alive, sewing, physical fitness, entrepreneurship, etc. Your students will attend in either the AM and PM block.
 - AM block: 9am-11:45 AM
 - PM block: 12:45-3:30pm
- *DaVinci Day:* This is the day students attend full day and enjoy classes in core subjects such as science and history as well as elective classes in Music and Drama, Art, STEM, and Discovery Learning (a centers based math and ELA class).
- *Schedule:*

Location Schedules

Each location has two Davinci Days to choose from and two sessions on Specials Day (am or pm).
Families only attend one Davinci day and one session on Specials day.

	Tuesday	Wednesday	Thursday
Ogden	Davinci Day	Specials Day	Davinci Day
Kaysville	Davinci Day	Davinci Day	Specials Day

Davinci Day

Kindergarten Master Schedule

9:00-9:30am	Welcome & Morning Work
9:30-10:20	Writer's Workshop
10:20-10:35am	Recess\Snack
10:35am-12:15pm	Science
12:15-1:00pm	Lunch\Recess
1:00-2:00pm	History\Dramatic Play
2:00-2:15pm	Recess\Movement
2:15-3:00pm	Cross-Curricular Centers
3:00-3:30pm	Homeroom (<i>read aloud\clean-up\home</i>)

1st-6th Grade Master Schedule

9:00-9:30am	Welcome & Morning Work
9:30-10:20am	Writer's Workshop
10:20-10:35am	Recess\Snack
10:35am-12:15pm	Science
12:15-1:00pm	Lunch\Recess
1:00-2:00pm	First Afternoon Elective (<i>see schedule below</i>)
2:00-3:00pm	Second Afternoon Elective (<i>see schedule below</i>)
3:00-3:30pm	Homeroom (<i>read aloud\clean-up\home</i>)

1st-6th Afternoon Rotation Schedule

		Art	Digital Literacy	Music & Drama	Math Games	Kids Care	History
<i>Trimester 1</i>	1:00-2:00pm	1st	2nd	3rd	4th	5th	6th
	2:00-3:00pm	2nd	1st	4th	3rd	6th	5th
<i>Trimester 2</i>	1:00-2:00pm	3rd	4th	5th	6th	1st	2nd
	2:00-3:00pm	4th	3rd	6th	5th	2nd	1st
<i>Trimester 3</i>	1:00-2:00pm	5th	6th	1st	2nd	3rd	4th
	2:00-3:00pm	6th	5th	2nd	1st	4th	3rd

**Kindergarten does its own track and does not rotate through the other teachers. See their schedule above.*

Specials Day

Kindergarten Rotation Schedule

<i>Full Year</i>	9:00-10:15 or 12:45-2:00	Curious Kids
	10:30-11:45 or 2:15-3:30	Body Challenge

1st-6th Grade Rotation Schedule

		Home Ec.	Curious Kids	Body Challenge	Craft & Create	BBA	Mad Scientist
Trimester 1	9:00-10:15am or 12:45-2:00pm	1st	2nd	3rd	4th	5th	6th
	10:30-11:45am or 2:15-3:30pm	2nd	1st	4th	3rd	6th	5th
Trimester 2	9:00-10:15am or 12:45-2:00pm	3rd	4th	5th	6th	1st	2nd
	10:30-11:45am or 2:15-3:30pm	4th	3rd	6th	5th	2nd	1st
Trimester 3	9:00-10:15am or 12:45-2:00pm	5th	6th	1st	2nd	3rd	4th
	10:30-11:45am or 2:15-3:30pm	6th	5th	2nd	1st	4th	3rd

Class Descriptions:

Davinci Day Class Descriptions

Morning Work	The work students do during this time block differs by grade-level. Each class reviews and practices a mixture of reading, math, and writing skills. All classes do the pledge of allegiance and take roll as well. Talk to your child's specific teacher if you have any questions.
Writer's Workshop	Writers will learn to think for themselves and enjoy the writing process. They will engage in short "mini" lessons, drafting, revising, publishing, and presenting their work, as well as one-on-one conferences with their teachers. They will learn to express their thoughts and celebrate that their ideas and stories matter.
Science	Become a scientist as you ask questions, test out theories, and come up with new solutions. Students will be diving head first into the world of scientific discovery by exploring topics such as geology, physics, chemistry, biology, meteorology, and more. Students will be exposed to all the big ideas of the science standards through hands-on projects, interactive labs, and problem-solving scientific mysteries. Along the way, they will be encouraged to ask their own questions and wonder about how the natural world around them works. These classes will excite even the most reluctant scientist.
Art	This is a hands-on multi-media art class that encompasses both 2D and 3D art. Students engage in multi-week projects and are exposed to a variety of mediums, tools, and techniques. This gives them a broader view of the many varieties that art can encompass and challenges them to try things that they might otherwise think are too hard (build their confidence). Get ready to stretch your imagination, explore your creativity, and have fun!
Digital Literacy	We will learn basic computer functions and skills while looking at the wider world of digital interactions. Age appropriate topics of discussion may include critically thinking about your online actions, safety, how to research, communication, and "netiquette".
Music & Drama	Come along on a journey as we learn about music, singing, drama, and instruments. Each week we will alternate between studying Music or Drama. Students will use boomwhackers, xylophones, and rhythm instruments to learn about notes and rhythm. For drama we will focus on public confidence while we study different aspects of drama like pantomime, improv, diction, projection, performance behavior and much more!
Math Games	Students will review a math concept and play fun, engaging games to help with mastery, fluency, and their enjoyment of mathematics. Games will include the whole class, small groups, and partners. Logic puzzles and math facts will be included at times too!

Davinci Day

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Writer's Workshop	Writers will learn to think for themselves and enjoy the writing process. They will engage in short "mini" lessons, drafting, revising, publishing, and presenting their work, as well as one-on-one conferences with their teachers. They will learn to express their thoughts and celebrate that their ideas and stories matter.
Kids Care	Kids Care is a place where students will learn how to confront challenges head-on, persist in the face of setbacks, accept and learn from criticism and see the success of others as a source of inspiration. Students learn how to practice healthy self care and once they have a better understanding of how to care for themselves they will have opportunities to reach out and help others. We will do this through communication, collaboration, service learning and leadership.
History	Students will look into the past and learn how it shaped the future by listening to historical narratives and completing hands-on projects. The best way for us to change the future is to learn from the past.

Specials Day

Class Descriptions

Home Ec.	Home Ec. is a very hands-on class where we will dive right into learning the basic skills of how to cook and sew. There will be a touch of history, math, or science integrated into each lesson to keep our minds excited about all learning. Every student will have the opportunity to practice the skills for themselves as we work together to learn and create delicious food and fun, useful crafts.
Curious Kids	Curious Kids is a class based on discovery and exposure to new experiences. Everything from yoga to 3D pens will be explored in interactive units throughout the year. Topics for each year will be different and students will have the opportunity to learn about new areas of interest so they can go home and chase their passions further.
Body Challenge	Come and get active! We will learn about healthy eating and a new body system each week, and have a monthly healthy taste testing. We will learn different ways to stay active, from yoga to running, Tabata and HIIT, circuit training and bodyweight exercises and everyday playtime.

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Home Ec.	Home Ec. is a very hands-on class where we will dive right into learning the basic skills of how to cook and sew. There will be a touch of history, math, or science integrated into each lesson to keep our minds excited about all learning. Every student will have the opportunity to practice the skills for themselves as we work together to learn and create delicious food and fun, useful crafts.
Craft & Create	Let's get creative! From watercolors to clay, and everything in between. We will get practice using a variety of art mediums. Students will participate in making projects with their own hands and discover the satisfaction of creating.
Bringing Books Alive	Bringing books alive is a literature-based class where students will be exposed to a variety of books from a variety of genres in order to get exposure to many story types, writing styles, plot structures, and common elements of writing. Each book will be brought to life through an interactive activity.
Mad Scientist	Scientists Unite! This class is designed to engage young scientists with fun, hands-on experiments designed to promote critical thinking and question development. Students will get the opportunity to get their hands messy each week by carrying out experiments. They will then get to use their critical thinking skills as well as the scientific process to develop hypotheses on how that experiment works!

Grade Level Standards:

- *I Can Statements:* Each grade level students pass through has a set of standards, or things they are supposed to learn that year, in that subject area. Often the standards can be jargony and difficult to understand. We've provided "I Can Statements" for you that show what the student should be able to do as a result of mastering the standard. I Can Statements specific to each of your student/s grades will be provided at curriculum pick-up in August but you can also access them online at our [website → Parents drop down menu → I Can Statements](#)

HONOR CODE

DAVINCI HONOR CODE focuses on three pillars: RESPECT, RESPONSIBILITY, and INTEGRITY.

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

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

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

- Taking, stealing, and/or using an assignment from someone else and submitting it as one's own.
- Allowing another to take and/or use an assignment to submit as his/her own.
- Giving answers or information in any language or code/encryption (i.e. Morse Code, Sign Language, etc.) pertaining to a test that the student should know and is being tested/graded on.
- Looking at another's test or essay with or without his/her consent for the purpose of duplicating that work and submitting it as one's own.
- Representing as one's own the work or words of a parent, sibling, friend, or anyone else.
- Discussing a test or quiz with students who have not completed the assignment.

- Unauthorized use of teacher test materials, answer sheets, computer files, or grading programs.
- Using any type of crib notes or “cheat sheets” on your person, an object, or programmed within graphing calculators, palm pilots, or other electronic devices without teacher approval.

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

- Directly quoting or paraphrasing all or part of another’s written or spoken words without notice or documentation within the body of a work.
- Presenting an idea, theory or formula originated by another person as the original work of the person submitting that work.
- Purchasing or receiving in any other manner a term paper or other assignment that is the work of another person and submitting that assignment as the student’s own work.
- Repeating information, such as statistics or demographics, which is not common knowledge and which was originally compiled by another person.

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

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

MEDICATIONS:

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

STUDENT RIGHTS:

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

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

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

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

Civil Rights Complaint Procedure- Complaints of discrimination should be filed with the Director of Academic Services according to the provisions of the DaVinci Academy of Science and the Arts Charter Civil Rights Grievance Procedure, copies of which are available at the school’s business office. The Director of Academic Services, who has been designated to monitor and coordinate DaVinci Academy of Science and the Arts’ compliance with Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and all other applicable State and Federal civil rights laws, may be reached by contacting the office. Discrimination complaints should be reported as soon as possible, but no later than 90 days after the incident(s) in order to be effectively investigated and resolved.

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

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

Services For Limited English Proficient (LEP) Students- In compliance with the Equal Educational Opportunity Act of 1974 and Title VI of the Civil Rights act of 1964, it is DaVinci Academy policy to provide alternative language services to students with Limited English Proficient (LEP) so that students with language barriers have a meaningful opportunity to participate in the DaVinci Academy’s educational program. DaVinci Academy of Science and the Arts provides English as a Second Language (ESL) instruction and other effective services to students who are identified as LEP by means of a thorough evaluation process. Parents or guardians who want to request alternative language services for their child should contact the Principal.

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

- Step 1: The student and parent should discuss the grievance with the person at the school nearest the grievance and the Director of that program.
AND

Step 2: If the student and parent are not satisfied with the disposition of the grievance, the student and parent may request a conference with the Executive Administrator or his designee to explore further remedies of the grievance. AND

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

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

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

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

VISITORS:

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

STUDENT DISCIPLINE POLICY

1. POLICY

It is the policy of the DaVinci Academy (DASA) to promote a safe, orderly and suitable school environment for all students, faculty, employees, parents, and community members. The goal is to have a safe and orderly school but also a school that follows the principles of justice and fairness. To this end, this Discipline Policy is designed to provide an effective, fair, consistent, and transparent process regarding how violations are to be documented, judged, and appealed. The student discipline policy provides assist students, parents, teachers, administrators, and other school personnel in understanding their rights and responsibilities, the consequences of school regulations, and the procedures that are used for dealing with violations thereof. The Policy deals with procedures for a) documenting violations, b) adjudicating violations and disciplining the responsible person(s), and c) appealing decisions.

2. SCOPE, ISSUES AND DEFINITIONS

2.1. The present document addresses the nature and consequences of violations of DASA regulations, which are defined as including all federal, state, or municipal laws; DASA Board policies; and DASA administrative or faculty procedures, rules, and directives. The regulations are stated as Board policies, written as rules in DASA Student or Faculty Handbooks, or expressed statements from bona fide administrators, staff, or faculty.

2.2. A violation of a DASA regulation is behavior that is directly or reasonably inferred to be prohibited by a regulation, whether that behavior occurs in the school, on school property (including school use vehicles), and at school activities occurring away from school. The violation can be an act of commission (a behavior which violates a regulation) or omission (failure to behave in a manner required by a regulation).

2.3 Expulsion is a disciplinary removal from school by the Director for more than 10 school days. Suspension is any other disciplinary removal from normal school activities.

2.4. As part of the Disciplinary Policy, the school reserves the right to search students, their lockers, personal property, and vehicles parked on school property based on reasonable suspicion that the search would reveal violation of DASA regulations. Reasonable suspicion may be based on allegations made by others or by information derived from reliable means (e.g., dogs, metal detectors).

2.4.1 Search decisions can be made only by the Director or designate.

2.4.2. If a student fails to submit to a bona fide search of their person or vehicle, the student will be removed from normal school activities and sequestered from other students until parents arrive. Further disciplinary actions may be taken.

2.4.3. Upon the direction of the Director or designate, school personnel may also conduct random searches that might include all lockers and other school property.

2.5 The Discipline Policy recognizes that some behaviors which violate DASA regulations are more disruptive of the safe, orderly, and appropriate educational process than others. Therefore, different processes are established for responding to and different consequences for engaging in less or more disruptive violations.

2.6 A procedural line is drawn between mildly disruptive and largely unintentional violations (Level 1 Infractions) are to be handled locally without documentation, and more serious violations (Level 2-5 Infractions), which are to be handled by the Director or designate and require documentation.

3. LEVEL 1 INFRACTIONS

3.1 Level 1 infractions are student behaviors which violate school regulations but are generally described by administrators or teachers as mildly disruptive, committed without malice, or not purposefully disrespectful, but which nonetheless disrupt the safe, orderly, and appropriate educational process in the classroom, on school grounds, or at any school-related function or activity.

3.2. Level 1 behaviors include, but are not limited to, the following:

- running and/or making excessive noise in the hall or building
- littering
- improper dress (refer to dress standards)
- not in possession of a DASA I.D.
- failure to carry out directions

- unauthorized use of electronic devices (cell phones etc.)
- tardiness

3.3. Documentation of these violations is not required unless the Level 1 violation is judged to be Level 2 and reported to the DASA Director or designate by any teacher, staff member, or administrator.

3.4 The minimum consequence of a Level 1 violation is an intervention performed immediately in the context by an administrator, staff, or faculty and/or a teacher-student conference.

3.5. The maximum consequence may additionally include an after-school detention.

4. DOCUMENTING SERIOUS VIOLATION OF REGULATIONS

4.1 A serious violation of a school regulation (Level 2 or higher) will need to be documented in an Incident Report (IR) as part of a process resulting in the behavior being adjudicated and disciplined.

4.2 The creation of an IR shall be the responsibility of the DASA administration and will typically occur prior to adjudication and discipline decisions.

4.2.1 Typically the DASA Executive Director will assign the task of creating an IR to a person of the Director's choosing (another administrator, faculty, staff, etc.).

4.2.2. The Director is responsible for the safekeeping of the IR in accordance with federal and state law.

4.3. The IR may include a statement by the student accused of the violation, although the student may choose not to make a statement. The IR should also include statements from all other parties to the incident who have information directly relevant to the incident.

4.4. The person designated to create the document shall decide whose statements to include in the document.

4.5. The IR is a factual account of the event, so all reasonable efforts should be made to explain to all parties contributing to the IR that they are to include NO evaluative statements.

4.6. The Director or designate must determine whether the IR is sufficiently detailed to adjudicate and discipline the behavior. If the IR is insufficient, the Director may ask that the IR be expanded to include more statements.

4.7. Upon its completion, the IR will be made available only to the Director or designate who will be making adjudication and disciplinary decisions. The IR will be made available to others who request the information as part of ~~an~~ *obara fide* appeal of the decision.

5. ADJUDICATION AND DISCIPLINE

5.1 The DASA Director or designate (hereinafter the Responsible Administrator) is responsible for adjudicating the nature and severity of students' violation of school regulations and the selection of the most appropriate discipline, given the guidelines defined for serious violations.

5.2 The Responsible Administrator will complete a Discipline Evaluation form which specifies decisions regarding a) the regulation violated (which should be a complete and detailed account),

b) the severity of the violation (from the levels presented below), and c) the consequences for violating the regulation (the range of consequences within the level).

5.3. Upon completion, the DE form shall be placed in the student's file, along with IR, given to the student and sent to the student's parents or guardians.

5.4. The Responsible Administrator's judgments shall be based on a review of the IR and any other documentation or knowledge of the student, the incident, or the context that the administrator may have. The Responsible Administrator can revise his or her judgment at any time. A change of decision requires updating the DE form with the reason for the change and distributing it to all parties receiving the original DE.

5.5. The process of adjudicating and disciplining a Special Education student who violates DASA regulations shall be made ~~in~~ *itations* with the DASA Special Education director. Adjudicating and disciplining Special Education students may require special ~~decisions~~ *decisions* because of their diagnosis.

6. LEVEL 2 INFRACTIONS

6.1 Level 2 infractions include those behaviors which are deliberate and which disrupt the safe and orderly educational process in the classroom, on school grounds, or at any school-related function or activity. This includes, but is not limited to, the following:

6.2 Level 2 infractions include:

- continuation of Level 1 violations
- habitual tardiness
- disregarding others' safety by throwing potentially dangerous objects (snowballs, stones, etc.)
- possessing, posting, or distributing unauthorized materials on school grounds
- leaving school grounds without permission
- verbal/physical (nonsexual) harassment
- loitering
- Academic cheating/plagiarism or other unacknowledged (supported infractions may not face disciplinary action) violations of the honor code.

6.3. First violations

6.3.1. Minimum disciplinary action includes

- staff intervention and/or
- parent contact and/or
- teacher-student-parent-counselor conference and/or
- after-school detention (2- 3 days) and/or
- First offense of cheating/plagiarism or other violations of the honor code includes automatic zero for assignment (no makeup) and ~~is~~ school detention, or citizenship class may be assigned. Student will need to submit an apology.

6.3.2 Maximum disciplinary action includes

- staff intervention and/or
- teacher-student-parent-counselor conference and/or
- in-school detention (1 day)

6.4. Repeated or flagrant violations

6.4.1. Minimum disciplinary action includes

- staff intervention and/or
- teacher-student-parent-counselor conference and/or
- in-school detention (3 days) and/or
- out-of-school suspension (1-3 days)

6.4.2. Maximum disciplinary action includes

- staff intervention and/or
- out-of-school suspension (1-3 days) and/or
- expulsion

7. LEVEL 3 INFRACTIONS

7.1. Level 3 infractions include those behaviors which violate DASA regulations and are described as seriously disruptive, unsafe, orderly and appropriate educational process in the classroom, on the school grounds or at any school-related function or activity.

7.2. Level 3 infractions include, but are not limited to, the following:

- dangerous/destructive behavior in school or at school-related activities or in a school vehicle
- using profane, obscene, indecent, immoral or offensive language and/or gestures, racial or ethnic slurs, or biased language or behavior
- verbal assault
- interfering with school authorities or program through unapproved walkouts, boycotts, sit-ins, or trespassing
- repeatedly displaying disrespect toward school personnel
- failure to follow a reasonable request of school personnel (refusal to turn over cell phone in violation of aforementioned policy)
- leaving a classroom without permission
- refusing to show/no I.D., etc.
- participating in unacceptable physical contact (rough horseplay, kissing, etc.)
- use of an electronic device (e.g., cell phone, iPod, laser pointer, universal remote) during instructional time
- gambling
- falsifying information
- truancy (habitually failing to attend class without a valid excuse)
- repeated violation of student dress code
- chronic tardiness

7.3. First violations

7.3.1. Minimum disciplinary action includes one of the following:

- staff intervention
- parent contact
- after-school detention (15 days)
- in-school suspension (5 days)
- and/or referral for substance abuse evaluation (where appropriate)

7.3.2. Maximum disciplinary action includes one of the following:

- staff intervention
- parent contact
- out-of-school suspension (13 days)
- and/or referral for substance abuse evaluation (where appropriate)

7.4. Repeated or flagrant violations

7.4.1. Minimum disciplinary action includes one or more of the following:

- staff intervention
- in-school suspension (5-10 days)
- out-of-school suspension (14 days),
- referral for substance abuse evaluation (where appropriate)

7.4.2. Maximum disciplinary action includes one or more of the following:

- staff intervention
- out-of-school suspension (4-9 days)
- referral for substance abuse evaluation (where appropriate)
- expulsion

LEVEL 4 INFRACTIONS

8.1 Level 4 infractions include behaviors which are described as very seriously disruptive and in many cases are behaviors that are illegal.

8.2. Level 4 behaviors include, but are not limited to, the following:

- continuation of level 3 behavior
- inciting a fight or other disruptive behavior
- disorderly conduct (fighting)
- use of intimidation, coercion, extortion, force, or threat (bullying)
- hazing
- possession of a lighter with the intent to harm person or property
- defacing property
- petty theft
- sexual harassment, consisting of verbal or physical contact of a sexual nature considered suggestive, demeaning or offensive to others or self

- making a false report of sexual harassment
- violation of district acceptable computer usage agreement
- possession and/or sale of stolen property
- smoking, chewing tobacco, use of tobacco and/or possession of tobacco, possession but not use of a lighter
- habitual truancy, defined as a 12-year-old or older student who fails to cooperate with efforts on the part of designated school authorities to resolve the student's attendance problem(s) and/or has been absent without a "valid excuse" ten or more times during the school year
- repeated and unrepentant insubordination and rudeness
- possession of sexually explicit material (pictures, writing, paraphernalia, etc.)
- gang behavior (e.g. tagging, showing colors, etc.)
- repeated fighting/disruptive behavior

8.3. First violations

8.3.1. Minimum disciplinary action includes one or more of the following

- staff intervention
- Referral to Weber Drug and Alcohol, Weber Human Services, or Weber/Morgan Health Dept.
- out-of-school detention (1-5 days)

8.3.2. Maximum disciplinary action includes one or more of the following

- law enforcement referral
- out-of-school suspension (1-9 days)
- Expulsion

8.4. Repeated or flagrant violations

8.4.1. Minimum disciplinary action includes one or more of the following

- out-of-school suspension (1-9 days)
- staff intervention
- law enforcement referral

8.4.2. Maximum disciplinary action includes one or more of the following

- law enforcement referral
- long term suspension (up to 10 days)
- expulsion

LEVEL 5 INFRACTIONS

9.1 Level 5 infractions include illegal behaviors that most seriously disrupt the safe, orderly, and

- appropriate educational process in the classroom, on the school grounds, or at any school function or activity.

9.2. Level 5 behaviors include, but are not limited to, the following:

- continuation of Level 4 acts of misconduct
- false activation of fire alarms, bomb threats, etc.
- assault and battery
- aggravated assault (assault with a weapon - jewelry, brass knuckles, etc.)
- arson
- distribution, use or possession of alcohol or illegal, dangerous controlled drugs or other substances masquerading as illegally controlled drugs
- possession, threat or attempted use or concealing of a weapon or item which may be considered to be used as a weapon
- the actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities
- burglary
- theft
- vandalism – criminal damage to property
- sexual crimes, sexually explicit activities
- possession, distribution, concealment, use or threatened use of a flammable, noxious or explosive device, any gas-ejected device, fireworks, or any substance or device which can be used as an explosive, noxious or flammable device
- forgery
- any other illegal behavior or criminal conduct

9.3. First violations

9.3.1. Minimum disciplinary action includes one or more of the following

- staff intervention
- Referral to Weber Drug and Alcohol, Weber Human Services, or Weber/Morgan Health Dept.
- out-of-school detention (1-5 days)

9.3.2. Maximum disciplinary action includes one or more of the following

- Staff intervention
- law enforcement referral
- out-of-school suspension (1-9 days)
- Expulsion

9.4. Repeated or flagrant violations

9.4.1. Minimum disciplinary action includes one or more of the following:

- staff intervention
- law enforcement referral
- out-of-school suspension (1-9 days)

9.4.2. Maximum disciplinary action includes one or more of the following:

- staff intervention
- arrest
- expulsion

10 . APPEAL PROCESS

10.1. Students or their parents/guardians can appeal disciplinary decisions that would change a student's placement greater than 10 days. Appeals are not allowed for a suspension less than 10 school days.

10.2. If your child is recommended by a school director for a change of placement greater than 10 days, you may appeal to the Executive Administrator in writing within 5 days of the recommendation/decision by the school director or designee. The appeal process with names and contact information will be given to you at the hearing when the decision to change your child's placement greater than 10 days has been recommended. You will then have 5 days from the receipt of that information to formally appeal to the Executive Administrator.

10.3. Within 5 days of receipt, the Executive Administrator will notify you of his/her decision. If you are unsatisfied with the Executive Administrator's decision, you can formally appeal to the Board of Directors by writing the board secretary with 10 days of receipt of the Executive Administrator's decision. The board of director's decision is final and cannot be appealed.

11. DUE PROCESS

11.1. Due process is a final administrative procedure to protect the right of the student when a problem arises. A due process review of a disciplinary decision is the final review that can occur and can be made for procedural reasons (a review of whether a disciplinary decision was made following the procedures and policies of the institution) or substantive reasons (a review of whether the decision was fair and consistent with previous decisions).

11.2. If a student or his or her parent/guardian remains unsatisfied after the informal AND formal appeal process, a due process review can be requested in writing. The request must specify the reasons (procedural, substantive or both) for the due process appeal and must be sent to the Executive Administrator within 5 working days of the conclusion of the formal appeal process.

11.3 The Executive Administrator will investigate the concern and make one of two decisions.

11.3.1 First, no due process violation occurred and the disciplinary decision may be upheld on both procedural and substantive issues, resulting in the end of the appeal process.

11.3.2. Second, there were due process violations and the case will be sent back to the administration with a directive to review the case following the procedures and policies of the institution according to State and Federal Law.

11.3.3 Parents always can appeal to the DaVinci Board after the Executive Administrator's decision by writing the board secretary and requesting an appeal within 10 days of receipt of the Executive Administrator's decision.

STUDENT COMPUTER AND DATA SERVICES ACCEPTABLE USE POLICY

DASA General Acceptable Use Policy 700701

(this needs to be read and the use policy signature sheet at the front of the handbook must be signed and returned the DASA IT Director before any email, or network access has been granted. It may be turned in to the media center).

Taken directly for the Board of Directors Policies found ~~at~~ [DASA General Acceptable Use Policy-7001.pdf](http://20.5.122.10.101/DASA%20Files/Policies/DASA%20General%20Acceptable%20Use%20Policy-701.pdf) via the URL at <http://20.5.122.10.101/DASA%20Files/Policies/DASA%20General%20Acceptable%20Use%20Policy-701.pdf>.

Other related documents can be found at [DASA IT Personal Use Policy Addendum](#) or via the URL at

<http://20.5.122.10.101/DASA%20Files/General%20Files/Technology%20and%20Computer%20Services%20Personal%20Use%20and%20Procedure%20Policy%20Addendum%20to%20AUP.pdf>

OVERVIEW

The Information Technology and Acceptable Use Policy is based on Federal and State laws and policies and local DaVinci concerns about the design and use of the DaVinci computer network to protect it and information encoded therein. We are committed to protecting DaVinci Academy from illegal or damaging actions by individuals that are performed either knowingly or unknowingly.

This policy includes but is not limited to, Internet/Intranet/Extranet-related systems and property belonging to DaVinci Academy which includes but is not limited to all computer equipment, all software, all DASA technology items, all operating systems, remote connections/connections of any kind, storage media, networks, all accounts, electronic mail, WWW browsing and FTP.

Effective security is a team effort involving the participation and support of every DaVinci Academy employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know the federal, state, and DaVinci policies and to conduct their activities accordingly.

PURPOSE

The purpose of this policy is to outline an acceptable use of DaVinci Academy computer equipment, network systems, software, websites, user accounts, state and federal systems as DaVinci uses them and all technology items at DaVinci Academy. The design of the system's and acceptable use rules are in place to protect the employee and DaVinci Academy. Inappropriate system design or use exposes DaVinci Academy to risks including virus attacks, compromise of network systems and services, and legal issues. A central goal of the policy is for all members of the DaVinci community to understand that the design, procurement and use of DaVinci Academy IT resources, state and federal resources, vendor specific resources and technology is regulated by policy and under the direct supervision and the responsibility of the DaVinci IT Director. Individual DaVinci Academy community users must understand that their use of the hardware, software, web services, and networks is a public not a private activity which must be regulated by policy. This policy was created to retain the DaVinci Academy's established culture of openness, trust and integrity.

SCOPE

This policy applies to all members of the DaVinci Academy (DASA) community including those person(s) or groups who are permanent such as students, parents, faculty, staff, employees and partners, those who are temporary such as contractors, consultants, temporary employees, volunteers, all various DaVinci Academy organizations such as but not limited to DaVinci PTO, committees, DaVinci clubs, groups and DaVinci alumni, as well as all personnel who are affiliated with third parties or those person(s) or groups who make up third parties, vendors, contractors, suppliers and other various workers and non-workers affiliated with DaVinci and any internal library's used at DaVinci. This policy applies to all equipment, networks, wireless devices, web

technologies and services, remote connections of any kind, user accounts, state and federal applications and confidential data, all software and in general any technology based product that is owned, donated to the school or leased by DaVinci Academy. This policy applies to all DASA community members, anyone who has access to system(s) inside or outside of the school and who uses these items or anyone who represents as an affiliate of the school inside or outside of the school. *This policy is in compliance with Utah State Code Part 2 Section 9-7-215)*

POLICY INHERITANCE

The Acceptable Use Policy adheres to all Federal, State, Local and USOE laws as shown below in 4.1 References. Should any of these policies change or new policies be created, the new federal or state policy will take precedence over and update the present policy.

5.2a Users should be aware that the data they create on the DaVinci Academy systems or through the DaVinci Academy resources remains the property of DaVinci Academy. Because of the need to protect DaVinci Academy's network, computers, software and owned resources DaVinci cannot guarantee the confidentiality of information stored on any network device belonging to DaVinci Academy.

5.2b Employees will be held responsible for knowing the policy and relevant statutes (*Refer to section 4.1*) and exercising good judgment regarding the use of DaVinci Academy owned resources. In the absence of IT policies, employees should be guided by DASA IT best practices, standards and processes, and if there is any uncertainty, employees should consult the IT Director or Executive Director.

5.2c The IT Director recommends that any information that users consider personally sensitive or vulnerable not be placed on the computer network or be encrypted. Please note that encryption will not prevent inspection of the digital information encoded by designates of the school (see 5.2a).

5.2d For security and maintenance purposes, the IT Director has authority and is empowered to perform regular and detailed monitoring of equipment, systems, E-Mail accounts, user accounts, personally owned laptops and devices and network traffic at any time due to the fact that the worse threats of viruses come through e-mail, spy ware and ad ware through unauthorized web site traffic. Targeted monitoring of specific Email accounts may be performed by the IT Director on a case-by-case basis. The IT Director will notify the Executive Director, and the DASA board in a timely manner on all monitoring, with a monitoring log, when a situation arises that is deemed inappropriate, and any action taken will be a collaborative effort in the best interests of the students and the school.

5.2e There is an active content filter device to filter out web sites that are not DaVinci approved and may contain harmful viruses or spyware. If any DASA community member needs a web site unblocked, they need to submit the web site url/web address/ftp address in an e-mail to the DaVinci Academy IT Director at least one day in advance before its intended use. The IT Director will be responsible for deciding whether or not to allow the requested site to be made available.

5.2f. The IT Director's decision to unblock or not unblock a web site for a DASA community member should be based on whether the site is needed for professional use during the school-time and appropriate personal use (for the convenience of the DASA community member) for other times. No private business correspondence will be permitted to ensure compliance to policy.

5.3 Security and Proprietary Information

5.3a The user interfaces and applications for information contained, used or maintained on Internet/Intranet/Extranet systems should be classified as either confidential or not confidential. Examples of confidential information include but are not limited to: DaVinci proprietary information, State or Federal systems and applications, connections, internal systems, research data, and student information of any kind. *See the referenced FERPA Act for more information* Employees should take all necessary steps to prevent unauthorized access to this information. *DaVinci Academy's Confidential Information policy* applies to sections 5.3a- 5.3f.

5.3b Keep passwords secure and do not share accounts, passwords or any kind of school data. Authorized users are responsible for the security of their passwords, accounts and school data that they are stewards over. System level passwords will be changed quarterly; user passwords will be changed every six months.

5.3c All PCs, laptops and workstations will be secured with a password protected screen saver with the automatic activation feature set at 7 minutes or more, or by logging off (control-alt-delete for Win2K users) when the host is unattended. DASA community member personal laptops are permitted only with approval of the IT Director and under the requirements set forth by IT Director and all other it policies, best practices and processes.

5.3d Because information contained on portable computers is especially vulnerable in public spaces, special care should be exercised. Protect laptops and devices in accordance. DaVinci Academy Student Directory Information, State and Federal confidential school data will not be stored on any personal owned laptops or device unless the IT Director has approved and your job/duties qualifies it. *See the referenced FERPA Act for more information.*

5.3e Employee's as well as DASA community members are prohibited from accessing or changing State and Federal applications, access controls, user rights, permissions, accounts, confidential data therein and connections of any kind, unless this activity is a part of employee's normal job/duty and the IT Director has given approval. The IT Director will manage, delegate and setup any above mentioned State and Federal items based on the employee's normal job/duty and being in conjunction with State regulations and the Executive Director. It is prohibited for DASA community member to give, impart, or let others see any State or Federal confidential data, user names, passwords or IP Addresses unless it is part of the employee's normal job/duty.

5.3f Postings by employees from a DaVinci Academy email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of DaVinci Academy, unless posting is in the course of business duties. Inclusion of reference to your DaVinci position should be made in the body of the text, subject lines or in the signature. Postings which refer to an individual's employment at DaVinci needs to be approved by the DaVinci Executive Director.

5.3g All hosts, hosting providers or other services used by the employee that are connected to the DaVinci Academy Internet/Intranet, whether owned by the employee or DaVinci Academy, shall be continually executing approved virus scanning software and content filtering with a current virus database (*see the referenced CIPA Act for more information*)

5.3h Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, email bombs, or Trojan horse code. It is expected that cases of email attachments from an unknown sender will be referred to the IT Director to it being opened.

Unacceptable Use

5.4a the following are specifically prohibited for all DaVinci community members (unless otherwise exempted by the IT Director). The prohibition applies to DASA community members using either the DaVinci network, wireless services, computers, printers, fax machines, websites, technologies of any kind or other devices (including cell phones) or off-site networks while the member is acting as an associate of the DaVinci community, whether inside the school or out.

5.4b Prohibitions against general IT-Related Activities

- i. Under no circumstances is a community member of DaVinci Academy authorized to engage in any information technology or information systems-related activity that is illegal under local, state, federal or international law.
- ii. Under no circumstances is a community member of DaVinci Academy authorized to engage in any information systems or information technology-related activity that is pornographic in nature or makes reference to pornographic activities, images or nuances. Such activity includes making pornography available by

displaying, generating, distributing, forwarding, hiding through encryption or storing the pornography using DaVinci Academy, such as the internet, software packages, email, storage devices, mobile telephones or computer hardware or using other facilities, media, and network(s) while involved or engaged in DaVinci Academy activities whether in school or out.

Pornography is understood by the School to be material of any sexual nature, explicit sexual nature that is intended or calculated to sexually excite, stimulate, encourage, motivate or arouse, which may be in the form of visual, text, photographs, or moving images, such as video files including mpg, avi, recordings and ram files, or written texts of any kind, or audio files of any kind.

iii. Under no circumstances is a community member of DaVinci Academy authorized to engage in related activity that involves in any way the DASA network and its resources, wireless resources, computer resources, telecommunication resources leased donated or bought equipment data voice service lines to operate or maintain a private business.

iv. Under no circumstances is a community member of DaVinci Academy authorized to allow anyone who has not been authorized by Director to use any of the DaVinci Academy owned resources such as computers, wireless networking devices, hardware, phones, machines, printers, internet/intranet, telecommunication resources, software or any other devices owned, leased or maintained by DaVinci Academy.

5.4c. Prohibited System and Network Activities

i. Under no circumstances is a community member of DaVinci Academy authorized to violate the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, installation or distribution of "pirated" or other software products that are not appropriately licensed for use by DaVinci Academy.

ii. Under no circumstances is a community member of DaVinci Academy authorized to copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, student pictures, and/or other copyrighted sources, copyrighted music, copyrighted v and the installation of any copyrighted software for which DaVinci Academy or the end user does not have an active license, or any other activity prohibited.

iii. Under no circumstances is a community member of DaVinci Academy authorized to export software, technical information, encryption software or technology without express permission. If the need arises then the appropriate management should be consulted prior to export of any material that is in question.

iv. Under no circumstances is a community member of DaVinci Academy authorized to use programs which may be malicious or cause a "lag" or "down time" to the network (e.g., introducing viruses worms, Trojan horses, mail bombs, etc into the network, server(s), computers and email or use port scanners and other various network tools). A community member must contact the IT Director if there is the least bit of concern that a program, user or users actions may have deleterious effects on the system.

v. Under no circumstances is a community member of DaVinci Academy authorized to reveal any account(s) and/or password(s) or allow use of your account by others. This includes family and other household members when work is being done at home or at school after employment hours.

vi. Under no circumstances is a community member of DaVinci Academy authorized to use DaVinci Academy computing asset(s) to actively engage in procuring or transmitting material that is in violation of sexual harassment or workplace laws in the user's local jurisdiction, chain email or other various forms. The sending of such material through other networks or computers to another member of the community is also a violation.

vii. Under no circumstances is a community member of DaVinci Academy authorized to use a DaVinci Academy leased, owned or donated computing asset(s), network resources, data or voice lines or web service(s) to actively engage in any personal use or other business not specific to DaVinci Academy unless approved by the IT Director. Permitted personnel use is defined in *Personal Use and Procedure Policy*.

viii. Under no circumstances is a community member of DaVinci Academy authorized to allow family members, friends, correspondents, students or anyone that has not been authorized by the IT Director and is not an employee of DaVinci Academy to use any of the DaVinci Academy resources, computers and internet or checked out laptops.

ix. Under no circumstances is a community member of DaVinci Academy authorized to use IT resources to make fraudulent offers of products, items, warranties, or services originating from or arriving at any DaVinci Academy's account(s), on blogs, forums, portals or any other means.

x. Under no circumstances is a community member of DaVinci Academy authorized to engage in any activity which affects security breaches or disruptions of network communications. Security breaches and disruptions include, but are not limited to, accessing data of the employee is not an intended recipient or logging into a server, networked appliance or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties and done so under the direction of the IT Director. For purposes of this policy, "disruption" includes, but is not limited to, network sniffing, pinged floods, fingering, packet spoofing, denial of service, brute force attacks, media streaming services, proxy servers or services, tunneling servers or services, instant messaging systems, wireless resources or services and forged routing information for malicious purposes, installing a servers, services or otherwise items that may disrupt network traffic or define a security breach.

xi. Under no circumstances is a community member of DaVinci Academy authorized to engage in port scanning or security scanning unless prior notification and approval of the IT Director has been given.

xii. Under no circumstances is a community member of DaVinci Academy authorized to execute any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty and done under the direction of the IT Director.

xiii. Under no circumstances is a community member of DaVinci Academy authorized to circumvent user authentication or security of any host, network or account.

xiv. Under no circumstances is a community member of DaVinci Academy authorized to interfering with or denying service to any user (for example, denial of service attack or mass mail bombs).

xv. Under no circumstances is a community member of DaVinci Academy authorized to operating systems, program(s)/script(s)/control panel to send messages of any kind with the intent to interfere with, circumventing the central system for any reasons or disable, a user's terminal session, or VPN sessions via any means, locally or via the Internet/Intranet/Extranet.

xvi. Under no circumstances is a community member of DaVinci Academy authorized without the IT Director's permission to purchase or set up any networked systems (routers, switches, firewalls, LAN connections, wireless devices, wireless connections, software or printers or remote accesses of any kind) software systems, databases, applications, USB devices, printers, software or any other devices, information systems or information technology systems.

xvii. Under no circumstances is a community member of DaVinci Academy authorized to provide information stored on the DaVinci network about, or lists of, DaVinci Academy community members to parties outside of DaVinci Academy.

xviii. Under no circumstances is a community member of DaVinci Academy authorized without the IT Director's permission and/or direction, to procure, create or setup any type of website, web server, forum(s) portal site(s), news groups, blogs, web services or procure or create any hosting third party web service providers/site(s) for DaVinci Academy use inside or outside DaVinci Academy and that represents DaVinci Academy in any way.

xix. Under no circumstances is a community member of DaVinci Academy authorized without the IT Directors' permission to physically setup, take apart, try to fix or move a DaVinci owned computer, laptop printer or DaVinci owned resource of any kind.

xx. Under no circumstances is a community member of DaVinci Academy authorized to connect any wired or wireless devices to the DaVinci network without the permission from the IT Director.

Prohibited E-mail and Communications Activities

- i. Under no circumstances is a community member of DaVinci Academy authorized to send unsolicited messages, including the sending of "junk mail", "Chain letters or chain mail" or other advertising material to individuals who did not specifically request such material (e.g. spam).
 - ii. Under no circumstances is a community member of DaVinci Academy authorized to use the DASA infrastructure or other network or work space in any form of harassment via e-mail, telephone or paging, whether through language, frequency, or size of messages.
 - iii. Under no circumstances is a community member of DaVinci Academy authorized to alter, or forge, header information.
 - iv. Under no circumstances is a community member of DaVinci Academy authorized to solicit e-mail for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
 - v. Under no circumstances is a community member of DaVinci Academy authorized to create or forward "Ponzi" or other "pyramid" schemes of any type.
 - vi. Under no circumstances is a community member of DaVinci Academy authorized to send unsolicited e-mail originating from within DaVinci Academy's networks or other Internet/Intranet/Extranet providers on behalf of, or to advertise, any unauthorized service hosted by DaVinci Academy or connected via DaVinci Academy 's network or generated at DaVinci Academy.
 - vii. Under no circumstances is a community member of DaVinci Academy authorized to post the same or similar non-school related messages to large numbers of Usenet newsgroups (newsgroup spam).
 - viii. All e-mails and email attachments of the DASA community member(s) are subject to routine monitoring for compliance to the Acceptable Use Policy, IT policies and best practices. E-mail is checked from time to time to ensure its proper use and for auditing and data records.
 - ix. All e-mail is archived and backed up then kept under retention for years according to the DASA email retention policy
 - x. All DaVinci Academy community members must use their DaVinci Academy provided e-mail account for ALL school related items and communications with staff, students and faculty and when they are representing Davinci in any way. Do not use your personal e-mail account for any school related items.
- 5.4e Prohibited Blogging Activities and the Use of Portals, Forums and Newsgroups.
- i. Blogging or the use of portal sites, newsgroups or forums by members of the DaVinci community (whether using DaVinci Academy property and systems or personal computer systems) is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of DaVinci Academy's systems to engage in blogging, news groups, forums or portal sites is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate DaVinci Academy's policies, is not for personal owned business use and does not interfere with an employee's regular work duties. Blogging participating in forums, news groups or portal sites from DaVinci Academy's systems is also subject to monitoring.
 - ii. *DaVinci Academy's Confidential Information policy* applies to blogging the participation in forums, news groups or portal sites. This policy also applies when procuring, creating or using blogging sites, forum(s), news groups or portal sites. As such, Employees are prohibited from revealing any DaVinci Academy confidential or proprietary information, trade secrets or any other material covered by DaVinci Academy's Confidential Information policy and the FERPA law when engaged in blogging the use of portal sites, newsgroups or forums of any kind.
 - iii. All community members of DaVinci Academy are prohibited from making any discriminatory, defamatory or harassing comments about other community members when blogging, posting to news groups or using any forums while representing DaVinci Academy inside or outside the school in any way. Such a policy is consistent with DaVinci Academy's Non-Discrimination and Anti-Harassment policy.
 - iv. If a community member is expressing his or her beliefs and/or opinions in blogs, news groups or forums the member may not, expressly or implicitly, represent themselves as a representative of DaVinci Academy. DASA community members assume any risk associated with blogging the use of portal sites, newsgroups or forums of any kind.
 - v. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, DaVinci Academy's trademarks, logos, images, statements, designs, creations and any other DaVinci Academy intellectual property may also not be used by members of the DaVinci Academy community in connection with any blogging, news groups or the use of portals, forums sites or personal websites.

ENFORCEMENT

- 6.1 Any DaVinci employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.
- 6.2 Any DaVinci student found to have violated this policy may be subject to disciplinary action, up to and including expulsion.
- 6.3 Any DaVinci volunteer found to have violated this policy may be subject to disciplinary action, up to and including revoking the member's volunteer status.
- 6.4 Any DaVinci partner found to have violated this policy may be subject to disciplinary action, up to and including termination of the partnership.
- 6.5 In all, any DaVinci Academy Community Member found to have violated this policy may be subject to disciplinary action, up to and including termination of the partnership.
- 6.6 Any subcontractor, vendor or third party providers hired by DaVinci found to have violated this policy may be subject to disciplinary action, up to and including termination of the contract with DaVinci.
- 6.7 All other internal policies, best practices, processes and procedures are applicable and do apply where necessary in accordance with this policy.

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

DEFINITIONS

Term	Definition
<i>Blogging:</i>	Writing a blog. A blog (short for weblog) is a personal online journal that is frequently updated and intended for general public consumption.
<i>Forums:</i>	A bulletin board system in the form of a discussion site. From a technological stand point, forums or boards are web applications sometimes web services managing user-generated content. Forums often contain private messaging, moderators, etc.
<i>Spam:</i>	Unsolicited or undesired bulk electronic messages, posting random comments and random tips/ideas or promoting commercial services to blogs, wikis, guest book's, advertisements and forgery on newsgroups, illegal blanket advertising in public places.

News Group: A repository usually within the Usenet system, for messages posted from many users in different locations.

DaVinci Academy (DASA) Community Member: Defined as: Those person(s) or groups who are permanent such as students, parents, faculty, staff, employees and partners, those who are temporary such as contractors, consultants, temporary employees, volunteers, all various DaVinci Academy organizations such as but not limited to DaVinci PTSO,

committees, DaVinci clubs, groups and DaVinci alumni. As well as all personnel who are affiliated with third parties or ~~those~~ (s) or groups who make up third parties, vendors, contractors, suppliers and other various workers and non workers affiliated with DaVinci. For your understanding and knowledge below are the definitions and applications for the CIPA Act and the FERP Acts that bind our school to its computer, network, policies, technology use, data and student information regulations.

**Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information**

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


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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. ¹

If you do not want DaVinci Academy to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by October 1, 2017. DaVinci Academy has designated the following information as directory information:

- | | |
|--|---|
| -Student’s name | -Participation in officially recognized activities and sports |
| -Address | |
| -Telephone listing | -Weight and height of members of athletic teams |
| -Electronic mail address | |
| -Photograph | -Degrees, honors, and awards received |
| -Date and place of birth | |
| -Major field of study | -The most recent educational agency or institution attended |
| -Dates of attendance | |
| -Grade level | |
| -Student ID number | |
| -Video of students at school or in public events, such as plays, athletic events, art shows, and other public competitions | |

USE of Directory Information

Please sign below and return to the school by  October 1, 2017 if you do not want directory information of your child to be shared as explained above.

This would include use in DaVinci publications, newspapers, web pages, slide shows and videotapes as well as live webcam posted on the school’s website.

Printed Name _____ Signature _____

Student Name _____

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

BULLYING, CYBERBULLYING, HARASSMENT, AND HAZING

I. Purpose

Bullying, cyberbullying, harassment, and hazing of students and employees are against federal, state and local policy, and are not tolerated by DaVinci Academy of Science and the Arts. DaVinci Academy is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, DaVinci Academy has in place policies, procedures, and practices that are designed to reduce and eliminate bullying, cyberbullying, harassment and hazing—including but not limited to civil rights violations—as well as processes and procedures to deal with such incidents. Bullying, cyberbullying, harassment, and hazing of students and/or employees by students and/or employees will not be tolerated in DaVinci Academy.

School officials have the authority to discipline students for off-campus speech that causes or threatens a substantial disruption on campus, including school activities, violent altercations, or a significant interference with a student's educational performance and involvement in school activities. If after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code Ann. 53A-11-904 and or in accordance with the U.S. Department of Education Office for Civil Rights. If after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination.

II. References

- DaVinci Academy Board Safe Schools Policy
- Utah Code Ann. § 53A-11a-102-Bullying, cyber-bullying, and Hazing definitions
- Utah Code Ann. § 53A-11-904-Grounds for suspension or expulsion from a public school
- Utah Code Ann. § 53A-11-903-Suspension and expulsion procedures
- Utah Code Ann. § 53A-11a-301-Bullying, Cyber-bullying, harassment, hazing, and retaliation policy
- Utah Code Ann. § 53A-8a-102-Public Education Human Resource Management Act
- USOE Rule R277-613-School District Bullying and Hazing Policies and Training
- USOE Rule R277-515-Utah Educator Standards

III. Definitions

A. "Bullying" means intentionally or knowingly committing an act that:

1. endangers the physical health or safety of a school employee or student;
 - a. involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements
 - b. involves consumption of any food, liquor, drug, or other substance;
 - c. involves other physical activity that endangers the physical health and safety of a school employee or student; or
 - d. involves physically obstructing a school employee's or student's freedom to move; and
2. is done for the purpose of placing a school employee or student in fear of:
 - a. physical harm to the school employee or student; or
 - b. harm to property of the school employee or student
3. The conduct described above constitutes bullying, regardless of whether the person

against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

B. "Civil Rights Violations" means

1. bullying (including cyberbullying), harassing, or hazing that is targeted at a federally protected class

C. "Cyberbullying" means:

1. using the Internet, a cell phone, or another device to
2. send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual,
3. regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

D. "Federally protected class" means any group protected from discrimination under federal law

1. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of ***race, color, or national origin***.
2. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of ***sex***.
3. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of ***disability***.
4. Other areas included under these acts include ***religion, gender, and sexual orientation***.

E. "Harassment" means repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual

F. "Hazing" means intentionally or knowingly committing an act that:

1. endangers the physical health or safety of a school employee or student;
 - a. involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
 - b. involves consumption of any food, liquor, drug, or other substance;
 - c. involves other physical activity that endangers the physical health and safety of a school employee or student; or
 - d. involves physically obstructing a school employee's or student's freedom to move; and
2. is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event; or
3. if the person committing the act against a school employee or student knew that the school employee or student is a member of, or candidate for, membership with a school, or school sponsored team, organization, program, or event to which the person committing the act belongs to or participates in
4. The conduct described in Subsection (5)(a) constitutes hazing, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

G. "Retaliation" means an act of communication intended:

1. as retribution against a person for reporting bullying, cyberbullying, harassing, or hazing; or
2. to improperly influence the investigation of, or the response to, a report of bullying or hazing.

H. "School" means any public elementary or secondary school or charter school

I. "School board" means

1. a local school board; or
2. a local charter board.

J. "School employee" means:

1. school teachers;

2. school staff;
3. school administrators; and
4. all others employed, directly or indirectly, by the school, school board, or school district.

IV. Prohibitions

- A. No school employee, board member, volunteer, or student may engage in ***bullying*** or ***harassing*** a school employee or student:
 1. on school property;
 2. at a school related or sponsored event;
 3. on a school bus;
 4. at a school bus stop; or
 5. while the school employee or student is traveling to or from a location or event described above in Subsection A(1) – (4)
- B. No school employee or student may engage in ***hazing*** or ***cyberbullying*** a school employee or student ***at any time or in any location.***
- C. No school employee or student may engage in retaliation against:
 1. a school employee;
 2. a student; or
 3. an investigator for, or witness of, an alleged incident of bullying, harassing, cyberbullying, hazing, or retaliation
- D. No school employee or student may make a false allegation of bullying, harassing, cyberbullying, hazing, or retaliation against a school employee or student.
- E. Any bullying, harassing, or hazing that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to compliance regulations from the Office for Civil Rights.

V. Actions Required if Prohibited Acts are Reported

- A. Each reported complaint shall include:
 1. name of complaining party;
 2. name of offender (if known);
 3. date and location of incident(s);
 4. a statement describing the incident(s), including names of witnesses (if known).
- B. Each reported violation of the prohibitions noted previously shall be promptly investigated by a school administrator or an individual designated by a school administrator. Formal disciplinary action is prohibited based solely on an anonymous report of bullying, hazing, or retaliation.
- C. Verified violations of the prohibitions noted previously shall result in consequences or penalties. Consequences or penalties may include but are not limited to:
 1. student suspension or removal from a school-sponsored team or activity including school sponsored transportation;
 2. student suspension or expulsion from school or lesser disciplinary action;
 3. employee suspension or termination for cause or lesser disciplinary action;
 4. employee reassignment; or
 5. other action against student or employee as appropriate.
- D. Compliance with the Office for Civil Rights when Civil Rights Violations are Reported:
 1. Once DaVinci Academy knows or reasonably should know of possible student-on- student bullying, cyber-bullying, harassment or hazing, the school must take immediate an appropriate action to investigate or otherwise determine what occurred.
 2. If it is determined that the bullying, cyber-bullying, harassment or hazing did occur as a result

of the student-victim's membership in a protected class, DaVinci Academy shall take prompt and effective steps reasonably calculated to:

- a. end the bullying, cyber-bullying, harassment, or hazing
 - b. eliminate any hostile environment, and
 - c. prevent its recurrence.
3. These duties are DaVinci Academy's responsibilities even if the misconduct also is covered by a separate anti-bullying policy and regardless of whether the student makes a complaint, asks the school to take action, or identifies the bullying, cyberbullying, harassment or hazing as a form of discrimination.
- E. Actions must also include, as appropriate:
1. procedures for protecting the victim and other involved individuals from being subjected to:
 - a. further bullying or having, and
 - b. retaliation for reporting the bullying or hazing.
 2. prompt reporting to law enforcement of all acts of bullying, hazing, or retaliation that constitute suspected criminal activity.
 3. prompt reporting to the Office for Civil Rights (OCR) of all acts of bullying, hazing, retaliation that may be violations of student(s)' or employee(s)' civil rights.
 4. procedures for a fair and timely opportunity for the accused to explain the accusations and defend his actions prior to student or employee discipline.
 5. procedures for providing due process rights under Section 53A-8-102 (licensed staff), local employee discipline policies or Section 53A-11-903 and local policies (students) prior to long term (more than 10 day) student discipline or employee discipline.

VI. Investigations

DaVinci Academy will promptly and reasonably investigate allegations of bullying, cyberbullying, harassment and/or hazing. The DaVinci Academy Investigators (**see Appendix D of board policies for specific names and forms**) will be responsible for handling all complaints by students and employees alleging bullying, cyberbullying, harassment, or hazing as outlined in the procedures below [DaVinci Witness Report can be turned in to administration or front office and will be given to DaVinci Academy Investigators upon receipt].

It is DaVinci Academy's policy, in compliance with state and federal law, that students have a limited expectation of privacy on the school's Internet system, and routine monitoring or maintenance may lead to discovery that a user has violated district policy of law. Also, individual targeted searches will be conducted if there is reasonable suspicion that a user has violated policy or law. Personal electronic devices of any student suspected of violation of the above policy will be confiscated for investigation and may be turned over to law enforcement.

VII. Training

- A. The training of school employees shall include training regarding bullying, cyberbullying, harassment, hazing, and retaliation.
- B. The training should include training on civil rights violations and compliance when civil rights violations are reported.
- C. To the extent possible, programs or initiatives designed to provide training and education regarding the prevention of bullying, hazing, and retaliation should be implemented.
- D. In addition to training for all students and school employees, students, employees, and volunteer coaches involved in any extra-curricular activity shall:
 1. participate in bullying and hazing prevention training prior to participation;

2. repeat bullying and hazing prevention training at least every three years;
3. be informed annually of the prohibited activities list provided previously in this Policy and the potential consequences for violation of this Policy.

VIII. Additional Notes

- A. 53A-11a-301 requires that this policy be developed with input from (1) students, (2) parents, (3) teachers, (4) school administrators, (5) school staff, or (6) law enforcement agencies.
- B. All information received in a complaint, names of complainants shall be treated with the utmost confidence to the extent possible. Administrators shall notify the complainant before revealing his name.