



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

2033 Grant Ave. Ogden, UT 84401

Handbook Acknowledgement Form
2023-2024

Please complete form and return to your FLEX teacher.

Lost planners will require a \$10 replacement fee.

TECHNOLOGY ACCEPTABLE USE STUDENT AGREEMENT

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

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

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

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

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

Flex Teacher _____ Student Name _____ Grade _____

Our signatures indicate that we have received, read, understand and agree to abide by the 2023-2024 Student Handbook, including: Dress Code, ID Badge wearing, Attendance Policy, Honor Code, and all other policies that are found in this handbook.

Student Signature

Date

Parent/Guardian Signature

Date

**Open Campus Lunch
Official Permission and Liability Waiver Form**

I, _____, grant my student, _____, permission to participate in the open-campus lunch program at DaVinci Academy of Science and the Arts. I understand that my student may not be subject to any immediate adult supervision. I acknowledge the potential risks my student faces, including but not limited to: tardiness, truancy, injury, or death; and I agree to release DaVinci Academy of Science and the Arts, and all its faculty, administration, or other employees and volunteers, from any responsibility or liability for my student's actions and their potential consequences.

Printed Name _____

Signature _____

Date _____

Student Name _____ Grade _____

**** Please note Off-Campus privileges extend to 10th-12th grade only.**

PARENT-STUDENT COMPACT

PARENT/GUARDIAN RESPONSIBILITIES

I want my child to achieve, therefore I will:

- Ensure that my child arrives to school at least 5 minutes before school starts
- See that my child is well-rested and has breakfast each day
- Set aside a specific time and place for homework, assisting as necessary*
- Attend at least 2 of the 3 parent-teacher conferences*
- Support the school in modeling and promoting positive citizenship skills
- Read with my child and let him/her see me read regularly *
- Encourage positive attitudes toward school
- Get involved in my child’s education—at least 15 hours a month
- Review information and work sent home and respond as necessary*
- Check grades weekly and communicate with teachers about any concerns*

STUDENT RESPONSIBILITIES

It is important that I learn, therefore I will:

Take responsibility for my education by:

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

TEACHER RESPONSIBILITIES

It is important that my students achieve, therefore I will:

- Hold expectations high for all students, believing that all students can learn
- Provide high-quality instruction in a supportive and non-threatening environment
- Provide meaningful homework and projects
- Communicate regularly with students, families via conferences, notes, phone calls, etc.
- List ways parents can support students in your class via syllabi, Canvas, or other means

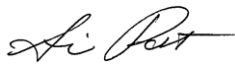
PRINCIPAL/COUNSELOR RESPONSIBILITIES

I support this compact, therefore I will:

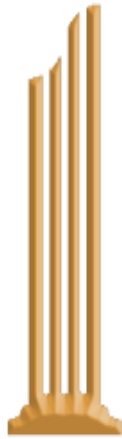
- Sustain programs and practices that support teaching and learning
- Model interpersonal relationships and communication
- Inform parents how to get and stay involved in their child’s education
- Inform/guide all students and parents of college/career opportunities

Student Signature _____ Date _____

Parent Signature _____ Date _____

Administrator Signature 

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



DAVINCI
A C A D E M Y

STUDENT HANDBOOK
2023-2024

801.409.0700
2033 GRANT AVENUE
OGDEN UT 84401

www.davinciacademy.org

VISION AND MISSION STATEMENT

DAVINCI ACADEMY VISION STATEMENT:

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

DAVINCI ACADEMY MISSION STATEMENT:

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

MOTTO: Uniquely dedicated to student success

COLORS: Ultramarine Blue, Hunter Green, Gold

MASCOT: Dragon

DESIRED RESULTS FOR STUDENT LEARNING (DRSL's)

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

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

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

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

DAVINCI VALUES

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

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

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

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

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

ACADEMIC ADVISING

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

ACTIVITIES/COMPETITION ELIGIBILITY

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

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

ATTENDANCE POLICY

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

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

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

CHECK IN AND OUT PROCEDURES

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

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

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

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

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

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

TARDY: Students arriving to class after the bell has rung without an excused slip will be marked tardy. Students arriving more than 10 minutes late will be marked absent. This absence will be considered unexcused until a parent excuses it through one of the methods listed above under attendance expectation.

Three (3) un-excused tardies in the term will result in the loss of citizenship credit and will be given a U for their citizenship grade. Tardiness may be excused by school staff members or parents or can be made up in Citizenship Class. Students can make up 1 class tardy by attending one after school detention, in addition to a \$1 fee for each tardy.

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

Consequences of Truancy may include the following:

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

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

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

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

To qualify:

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

INTERVENTION FOR ATTENDANCE PROBLEMS:

A. Parent notification via:

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

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

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

REVIEW PROCEDURE:

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

B. Within 5 days after notifying the Executive Administrator, an attendance review committee shall convene at the direction of the Executive Administrator. This committee will consist of an administrator, two teachers, and the school counselor. The committee will take into consideration the student's history,

productivity in class, attendance records, reasons for absence, recommendation of teachers, etc. Within 10 days after the review committee, a written determination will be given the student and parents. This decision is final and cannot be appealed.

BUS PASSES:

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

CELL PHONE POLICY

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

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

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

CITIZENSHIP CREDIT

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

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

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

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

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

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

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

CLUBS:

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

COMMUNITY SERVICE:

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

CREDIT RECOVERY:

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

DANCES/ACTIVITIES:

Dances and activities are planned so that all students can attend. Prices for tickets and picture packages are kept to a minimum. School dress code is required. Students must maintain appropriate behavior while attending dances. Slam dancing, dirty dancing, or any dancing deemed inappropriate by the person in charge is prohibited and violators will be asked to leave the dance. Students who are under the influence of drugs or alcohol will be removed from the dance and referred to appropriate authorities. Activities and dances are open to friends from other schools if pre-approved by the office, unless otherwise

specified. Students who fail to attend a Homework Lab or after school detention will be excluded from participation at all dances and activities. Only High School students, grades 9-12, will be allowed into High School Dances. Only Middle School students, grades 6-8, will be allowed to attend Middle School Stomps. Students wanting to invite students from other schools will need to complete the Dance Permission Form, two school days prior to the dance. This form is available in the front office.

DISCIPLINE:

DaVinci Academy discipline policies apply to all students attending DASA and are established to help all students achieve self-discipline.

In School Suspension- ISS exists to remove the student from a classroom where disruption or defiance of school policies persists. During ISS, students will be supervised and expected to work on class work or other duties as assigned by the ISS Supervisor.

Authority to Suspend or Expel-The Principal has the authority to suspend or expel a student. Students may be suspended from DaVinci Academy of Science and the Arts for up to ten days. In the case of serious violation, expulsion from DaVinci Academy of Science and the Arts may occur.

Due Process-When a student is suspected of violating DaVinci Academy of Science and the Arts policy, the Principal must meet with and inform the student of the allegations and provide the student the opportunity to give his/her version of the incident. If the Principal or a school administrator appointed by the Principal, determines sufficient evidence exists to impose discipline, the school administrator shall notify the parent or guardian that 1) the student has been suspended; 2) the grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent or guardian to meet with a designated school official to review the suspension.

DRESS CODE/SCHOOL CULTURE POLICY

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

PURPOSE OF THE SCHOOL DRESS CODE POLICY IS TO:

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

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

2. Improve and expand academic excellence by:

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

3. Improve personal appearance by:

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

4. Provide additional opportunities for increased school safety by:

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

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

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

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

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

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

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

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

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

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

FINES AND FEES:

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

FOOD AND DRINK:

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

GRADES/SIS:

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

Grading Scale: 97% A+, 93% A, 90% A-, 87% B+, 83% B, 80% B-, 77% C+, 73% C, 70% C-, 67% D+, 63% D, 60% D-, 59% F, 0% NG

GRADUATION REQUIREMENTS:

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

Academic Credit-A minimum of 28 units of academic credit are required in order to qualify for graduation. Specific credits from the following areas are part of this requirement:

CREDITS COURSE

4.0 English
4.0 Math
4.0 Science
3.0 Social Studies
3.0 CTE (Computers, Technology, Engineering)
2.0 Fine Arts
0.5 Health
1.5 Physical Education
0.5 Financial Literacy
0.5 Digital Studies
2.5 Flex/Senior Capstone
2.5 Electives

HALL PASSES:

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

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

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

HALLWAY EXPECTATIONS:

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

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

During the school day food and drink is not allowed to be consumed in the hallways with the exception of bottled water. Running and yelling in the hallways is also prohibited. Cellphones are not allowed out in the hallways with the exception of lunchtime.

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

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

HONOR CODE

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

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

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

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

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

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

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

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

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

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

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

HONOR AND HIGH HONOR ROLL:

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

ID BADGES:

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

LEONARDO DAVINCI RENAISSANCE AWARD:

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

LIBRARY- MEDIA CENTER:

DaVinci's Media Center mission is to exceed the academic needs of our students by supplying a fertile ground for true education by increasing intelligent, progressive, and creative thought. Policies and objectives are developed to support the school mission and create a vibrant, comfortable, supportive and vital atmosphere; a rich, collaborative, academic resource; and a solid technological foundation for literacy across the curriculum.

The media center is available to students before and after school, during lunch and throughout the day for study, research, conversation and socialization. Food and drink is restricted to certain areas and times. Books, supplies, calculators and other media and technology are available for check-out and use with a current student ID card. Student responsibility for materials is essential. Care should be taken to return materials in a timely manner and in good condition. The fines assessed for overdue, lost, or damaged materials range from 10¢ per day for overdue books to full replacement costs for textbooks. Unpaid fines may limit student access to media materials. The media center manages all school texts for all classes. Textbooks should be checked out from the library before taken to class or home. Textbooks should be covered then labeled with the student's name. Unattended texts will be returned to the library. Library computers may only be used for educational purposes as outlined in the Student Acceptable Use Agreement and only with the permission of the media center specialist.

LOCKERS:

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

LUNCH:

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

MEDICATIONS:

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

NATIONAL HONOR SOCIETY & NATIONAL JUNIOR HONOR SOCIETY:

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

PARENT INVOLVEMNT:

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

PARKING:

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

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

PICK-UP DROP OFF:

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

PUBLIC DISPLAY OF AFFECTION/STUDENT RELATIONSHIPS:

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

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

REPORT CARDS:

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

SCHEDULE CHANGES:

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

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

SKATEBOARDS/SCOOTERS/ROLLERBLADES:

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

STUDENT DIRECTORY INFORMATION:

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

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

STUDENT RIGHTS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VISITORS:

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

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 rules 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 is designed to assist students, parents, teachers, administrators, and other school personnel in understanding their rights and responsibilities, the consequences for violation 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 may be posted 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 occur by 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), which 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.

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 a *bona 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 (from the range of consequences within the level).

5.3. Upon completion, the DE form shall be placed in the student's file, along with the 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 about 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 would require 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 consultation with the DASA Special Education director. Adjudicating and disciplining Special Education students may require special consideration because of their diagnosis.

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 (non-sexual) harassment
- loitering
- Academic cheating/plagiarism or other unacknowledged (self-reported 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 in-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

LEVEL 3 INFRACTIONS

7.1. Level 3 infractions include those behaviors which violate DASA regulations and are described as seriously disruptive to the safe, 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)
- use of an electronic device to record other outlined behavior infractions (filming a fight)
- 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 (1-5 days)
- in-school suspension (1-5 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 (1-3 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 (1-4 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 700-701

(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 700 - 701.pdf](http://205.122.100.101/DASA%20Files/Policies/DASA%20General%20Acceptable%20Use%20Policy-701.pdf) or via the URL at

<http://205.122.100.101/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://205.122.100.101/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 PTSO, 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-related systems should be classified as either confidential or not confidential. Examples of confidential information include but are not limited to: DaVinci propriety 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* also 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 level 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 on the 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 allowed on any personal owned laptops or device unless the IT Director has approved of it 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, remote applications, access controls, user rights, permissions, accounts, confidential data therein and connections of any kind, unless this activity is a part of the employee's normal job/duty and the IT Director has given approval. The IT Director will manage, delegate and setup any of the 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 a 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 e-mail 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. Indeed no 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/Extranet, 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, e-mail bombs, or Trojan horse code. It is expected that cases of email attachments from an unknown sender will be referred to the IT Director prior 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 facilities 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, implied, proposed or calculated to sexually excite, stimulate, encourage, motivate or arouse, which may be in the form of visual texts, including 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 any related activity that involves in any way the DASA network and its resources, wireless resources, computer resources, telecommunication resources leased donated or bought equipment and/or 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 the IT Director to use any of the DaVinci Academy-owned resources such as computers, wireless networking devices, hardware, phones, fax 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, the 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 videos and the installation of any copyrighted software for which DaVinci Academy or the end user does not have an active license, is strictly prohibited.
- iii. Under no circumstances is a community member of DaVinci Academy authorized to export software, technical information, encrypted software or technology without express permission. If the need arises then the appropriate management will 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 any kind of "lag" or "down time" to the network (e.g., introducing viruses worms, Trojan horses, e-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 suspicion 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) to others or allow use of your account by others. This includes family and other household members when work is being done at home or at the 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 hostile 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 operation not specific to DaVinci Academy unless approved by the IT Director. Permitted personnel use is defined in the "*Personal Use and Procedure Policy*".
- viii. Under no circumstances is a community member of DaVinci Academy authorized to allow family members, friends, correspondents, vendors, 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 news groups.
- 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 which 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 section, "disruption" includes, but is not limited to, network sniffing, pinged floods, fingering, packet spoofing, denial of service, brute force attacks, media streaming services, ftp services, proxy servers or services, tunneling servers or services, any instant messaging systems, wireless resources or services and forged routing information for malicious purposes, installing any servers, services or otherwise items that my 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)/command(s), or to send messages of any kind with the intent to interfere with, circumventing the current 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 procure, install or set up any networked systems (routers, switches, firewalls, LAN connections, wireless devices, wireless connections, computers, 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, create or setup 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 open up, 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 e-mail 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-mail spam).
- ii. Under no circumstances is a community member of DaVinci Academy authorized to use the DASA infrastructure or other networks to engage 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 e-mail header information.
- iv. Under no circumstances is a community member of DaVinci Academy authorized to solicit e-mail for any other e-mail 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 e-mail attachments of the DASA community member(s) are subject to routine monitoring for compliance to the Acceptable Use Policy, other IT policies and best practices. E-mail is checked from time to time to insure 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 e-mail 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, news groups or forums by members of the DaVinci community (whether using DaVinci Academy's 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* also 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, news groups 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 on-line forums while representing DaVinci Academy inside or outside the school in any way. Such a policy is consistent 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 on-line forums the member may not, expressly or implicitly, represent themselves as a representative of DaVinci Academy. DASA community members assume any and all risk associated with blogging the use of portal sites, news groups 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 were 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>Bloggng:</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. |
| <i>News</i> | |
| <i>Group:</i> | A repository usually within the Usenet system, for messages posted from many users in different locations. |
| <i>DaVinci Academy (DASA)</i> | |
| <i>Community</i> | |
| <i>Member:</i> | 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 person(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:

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|---|---|
| <ul style="list-style-type: none">-Student's name-Address-Telephone listing-Electronic mail address-Photograph-Date and place of birth-Major field of study-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 | <ul style="list-style-type: none">-Participation in officially recognized activities and sports-Weight and height of members of athletic teams-Degrees, honors, and awards received-The most recent educational agency or institution attended |
|---|---|

USE of Directory Information

Please sign below and return to the school by October 1, 2023 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 including 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 complainant before revealing his name.