LEONARDO DA VINCI
SCHOOL FOR GIFTED LEARNERS
EDUCATING WORLD LEADERS... ONE CHILD AT A TIME.

School Handbook 2026-2027

School Hours:
Middle School Day (Grades 6th-8th) **7:30 AM - 2:43 PM**
Elementary School Day (Grades K-5th) **7:45 AM - 2:40 PM**

Office Hours: 7:00 AM - 3:30 PM
139 S Monroe Avenue, Green Bay, WI 54301
Phone: 920-448-2135
Fax: 920-272-7007

Vicki Leisgang, Principal
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Absences

Leonardo da Vinci School follows the Green Bay Area Public School district attendance policy. If your child is ill or has an appointment, please call the school office (920-448-2135) and let the staff know your student will be absent. If we don't hear from you, our automated system will call you. It is important that the school knows a student is safe. Pre-excused absences must be done so in writing, see 'Vacations During the School Year' section for more details. Also, please read the STUDENT ATTENDANCE AND TRUANCY PROCEDURES, Board Rule 431 located in the district expectation booklet.

Students who are feeling sick during the school day should request to go to the main office. The school nurse or administrative assistant will evaluate the student's temperature before making contact with the priority 1 emergency contact listed in Infinite Campus (Parent Portal). Students should not contact parents or guardians directly using personal devices or school-issued devices. All communication regarding student illness and dismissal due to health concerns will be coordinated through the Main Office.

Academic Placement and Instruction

It is our vision to provide the appropriate level of challenge for our advanced learners. To accomplish this goal, students are placed in math and literacy classes that will provide depth and rigor. The math clusters are defined by a math level (Grade 1, Math 7, Algebra, etc). Students need to demonstrate proficiency in the math standards and math fact acquisition at each level. If a student has been accelerated and demonstrates that they need more time at that level, they will not advance. For example, if a third grade student is in fourth grade math, but after the year of instruction is still not demonstrating solid proficiency, the student would be placed in a fourth grade math group that would allow the student time to secure the fourth grade concepts before moving on to the fifth grade curriculum. It is important to focus on all aspects of good instruction: pace, depth, and rigor.

English Language Arts instruction is provided in bands that focus on reading, writing, listening, and speaking. Students at each grade level are placed in a literacy band based on their reading level and writing ability. Students cover the English Language Arts standards for their grade levels but go into much greater depth than a traditional literacy classroom. Classroom activities and projects extend learning in order to provide the appropriate level of challenge.

K-2 students take part in programming that supports the Science of Reading to provide important foundational skills that will be used throughout their career at da Vinci School. As students demonstrate their literary maturity, teachers challenge students with the College of William and Mary literacy resources written for gifted learners, along with utilizing the adopted Wit & Wisdom resource to meet Wisconsin State Standards.

We have very high expectations for our students' writing. Students learn specific techniques/strategies for writing that help them develop the skills they will need throughout their academic career. Students will take part in post writing assessments for writing genres. Our eighth grade learners will hone their literary analysis skills and prepare for the rigor of AP essay writing.

All students at da Vinci School are expected to master the 300 words on the high frequency word list by the end of third grade. Mastery will be noted when students spell the words consistently in their daily writing. Parents are encouraged to practice the words on a regular basis at home. Students in grades K-3 take part in UFLI (University of Florida Literacy Institute) lessons to study words, learn word patterns, word families, and spelling rules. Students in grades 4-8 continue to learn spelling rules and will take part in vocabulary and classical word root study.

Academic Dishonesty

In alignment with our School Wide Expectations: We are Learners; We are Leaders, we are laying down a strong

foundation by being vigilant of Academic Dishonesty, including plagiarism. Any form of academic dishonesty will not be tolerated and will have consequences for such actions. Any AI generated work will require the student and teacher to create an individual plan for success in order to redo the assignment using the child's original work.

Arrival

Students should arrive at school no earlier than 7:10 AM each day. Students should proceed to Door 2 and will be admitted inside at 7:15 AM. Students are asked to go to their lockers to prepare for the day, then proceed to their classrooms. Students will be allowed to read and talk with classmates before class begins at 7:30 AM (grades 6-8) and 7:45 AM (K-5). **Students should be in the classrooms and ready to learn at the start time,** students who are not in the classroom, ready to learn by 7:30 AM or 7:45 AM will be marked tardy.

➔ Drop Off by Door 2 (Doty St)

To access the drop-off lane, enter from Quincy Street and circle the block clockwise to Doty Street. Turn right onto Doty and pull into the bus unloading lane along the north side, near Door 2. Please pull all the way forward to maximize space and keep traffic flowing. Stop only once along the curb to avoid backups. Students should exit from the passenger side directly onto the curb. Staff will be present to assist as needed.

As you leave the drop off lane, turn right onto Monroe Avenue to keep the flow of traffic moving continuously. This helps to alleviate congestion for the safety of students.

At Home Projects

Students in grades K-5 will take part in an At Home Project for semester 1 that is due in December. The assignment will be sent home early in September. This project should be completed at home without assistance from the teacher. This is an opportunity for the student to use their creativity in completing a project over time. Students will present their projects to their base teams in December. If your child has a night with no homework, this is a great night to spend some time on the At Home Project.

Backpacks

Students will store their backpacks in lockers and will not be allowed to carry them throughout the day. This aims to provide a safe environment for students and staff. The Green Bay Area Public School District will require that students in grades 6-12, who wish to bring a backpack to school, must bring a clear backpack for the 2026-27 school year. Please contact the main office if you need assistance securing a bag.

Bicycles

Students may bring bikes and lock them inside the small playground area by the school building. Students must walk bikes on and off of school property taking great care with the increased traffic during arrival and dismissal.

Birthday Deliveries

We love to make your child's birthday special, but also need to respect the learning of all students. Please do not have birthday balloons, flowers, etc., delivered to school on your child's birthday. This can be very distracting for other learners. Please save that special activity for home.

Birthday Invitations

Birthdays are a wonderful thing to celebrate. Please mail invitations or use another format rather than handing invites out at school so that feelings are not hurt when some students receive one and others do not. Joining the

PTO Parent Connect will give you access to information that would be helpful in creating and sending birthday invites. We do not hand out lists of student names for base teams, etc.

Birthday Treats

Birthday treats that are made in a food-grade kitchen are permitted and can be brought to the school office. We will make sure that they are delivered to your child's classroom. Please note that we are a 'Peanut Avoidant' school and some students have food allergies, so a non-food treat is a wonderful alternative. Please note: Birthday meals may be brought for your child only, and are not allowed for other people's children.

Bus Information

Students who ride the bus are expected to follow the established expectations on the bus. If a student does not follow the school bus company expectations, a bus conduct report will be written by the driver and submitted to the bus company and school principal. Depending upon the reason and number of bus conduct reports, a student may lose bus privileges for an extended period of time. (Please see the district expectation book Board Policy 443.2)

Conferences

Fall Parent/Teacher Conferences will be in the evenings on November 5th and November 10th along with the morning of November 25th. Grades K-5 students will review progress in ELA and grades 6-8 can meet with all teachers. Grade 8 students will complete an Academic Career Planning session with their parents and the school counselor to prepare for High School.

Spring Parent/Teacher Conferences will be in the evenings on March 11th and 16th along with the morning of March 5th. Grades K-5 students will review progress in math, they can also meet with PE, Art, & Music staff. Grades 6-8 can meet with all teachers.

Dismissal

Students in grades KG – 5 will be dismissed at 2:40 PM Students in grades 6 – 8 will be dismissed at 2:43 PM. Teachers will walk students out of the building and have them stand in line by the designated sign (Base team teacher name for KG-5 and 8 period dismissal letter group for 6 – 8 students found on their student schedule). For the safety of all of the students, an adult or an older sibling must pick up students from the playground area. Teachers will make eye contact with the parent/guardian and dismiss the student. We do not provide after-school child care at da Vinci School, so please have someone at school to pick up your child promptly at dismissal time. We will not allow students to walk down the street to find their ride home unless a parent confirms with the on the dismissal form requesting the student be permitted to do so. Only students in grade 3 and older will be allowed to walk on their own. Any changes to your student's end of day dismissal plan should be done before **2:00 PM,** unless there is an emergency. Please contact the main office with these changes (920-448-2135).

➔ Students Dismissal Doors:

- ◆ Door 1: Grades K-2
- ◆ Door 11 Grades 5-8
- ◆ Door 12 Grades 3-4

The parking lot located by the main entrance (Doty & Quincy) will be closed during the following times daily to allow for safe arrival and dismissal. No parking is allowed in the lot during these times:

- 7:00 – 8:00 AM
- 2:15 – 3:00 PM

*An announcement will be made at 2:15 if vehicles are in the lot.

➔ Early dismissal due to weather conditions:

Students will be dismissed as usual, ie: bus, daycare, parent pick up at the announced early dismissal time. Any changes of this nature will be communicated by the district office Public Relations Department using the school messenger system.

Donations

We appreciate our parents as their generous donations benefit our students. Any donations beyond what would be used daily in classrooms (tissues, paper bags, etc.) must be brought into the main office to ensure that the correct documentation procedures are followed for accepting donations. Thank you in advance for making us aware of donations you may be providing to your child's teacher or classroom.

Dragon's Tale- Email Every Tuesday

The Dragon's Tale is the weekly school newsletter. You can find each week's issue on the Leonardo da Vinci website. You will also get an email with the link each Tuesday. We appreciate you taking time out of your busy schedule to review the newsletter each week. All upcoming events will be shared in this document. If you do not have access to the internet, please contact the school office at (920)448-2135 to request a hard copy.

Fact Fluency Expectations

Fact fluency is important in math. When a student is fluent in their addition, subtraction, multiplication, and division facts it helps the student to focus on multi-step/higher level math skills. **Facts should be practiced nightly to be on target to reach the grade level expectations, so students can focus on the concepts being taught in math class.** Please ask your child's teacher if more resources are needed for at home practice.

'Dragon Dash' fact challenges are 5 minute quizzes to test fact fluency. Students can earn a gem for their 'Dragon Dash' card (kept on their locker) by having 93 or more facts correct within the 5 minute time limit. There are 2 different levels for each operation.

On the next page you will find a table that lists out the math fact expectations for students to master by the end of each math level. If your child has already mastered the expectations for their given level, please move onto the next grade level expectations.

Math Level	Fact Levels
1st	Addition Level 1 (sums 0 - 9) Addition Level 2 (sums 0 - 18)
2nd	Subtraction Level 1 (numbers 0 – 10) Subtraction Level 2 (numbers 0 - 18)
3rd	Multiplication Level 1 (0 - 4 fact families) Multiplication Level 2 (0 - 9 fact families)

4th	Division Level 1 (divisors 0 - 4) Division Level 2 (divisors 0 - 9)
5th	All facts mastered by this level
	*Once your child has mastered these levels, they can choose to work towards a 2 minute challenge for each operation

Hand Tool/Fidget Use

Personal fidgets, stress balls, and other hand tools are used by students at Leonardo da Vinci School to increase their ability to focus and reduce personal anxiety. Students are welcome to use these items as long as they are used for their intended purposes. If a hand tool becomes a toy, it will be taken away and parents/guardians will be contacted so a new strategy can be developed. Rules for using fidgets:

- Your eyes remain on the teacher.
- Fidgets should not distract others.
- Fidgets must stay in your hand and should not be seen.

Homework and Planners

All students will have a student planner to keep track of assignments and project due dates. The instructors will make sure that the planners are completed each night before students leave for the day. Please check your child's planner each night and sign the planner indicating that you read the planner and the homework noted is complete.

Leonardo da Vinci School follows best practices for homework. It is recommended that students have ten minutes of homework per level of instruction. A student in Kindergarten would have about 10 minutes of work per night where a student in sixth grade could have up to 70 minutes per night. Students in higher academic placements will have homework to commensurate with that academic level. It is important to not leave large projects until the last minute.

Teachers assign homework that will help students master concepts or extend and refine learning. Please do not ask teachers to create additional homework for your child. If you wish to have your child spend more time on homework during the evening hours than is assigned by the teacher, consider the following:

1. Practice addition, subtraction, multiplication and division facts so that students can reach the target of doing 100 problems in two minutes or less with 93% or greater accuracy.
2. Practice handwriting manuscript or cursive.
3. Write a journal entry.
4. Work on the semester At Home Project.
5. Practice spelling the 300 words on the high frequency list handed out at the beginning of the year.
6. Read aloud or silently.
7. Practice keyboarding skills on the computer.

ID Badges

All students will receive a picture ID badge that will be worn throughout the school day on a school lanyard (green or black). The badges are also used for book check out and lunch. If a student loses their badge and/or lanyard, a new one will need to be purchased. The cost of a replacement is **$5.00 for the badge** and $3.00 for the lanyard.

Lost and Found

Personal items that are found left on the playground or in the lunchroom, will be placed in the lost and found. Please encourage your child to check the lost and found for any missing items as soon as they notice the item is missing. The lost and found is kept by the door 12 entrance. Items will be reviewed each month with students and those not claimed will be given to charity.

Lunch Program

➔ School Lunch:

The Green Bay Area Public Schools offers a school lunch program to those who wish to participate. There is a free food service app; search for "School Lunch by Nutrislice" on Google Play or the App Store. Menus are also available on the GBAPS website under the Food Service tab or by using this Menu link. Students can purchase a full lunch or just milk. The school cook will communicate with families regarding payment and account balances. Students in grades 6-8 have access to the a la carte lunch program.

➔ Lunch from Home:

Students who bring lunch from home should make sure to bring plastic, not glass containers in their lunch bags for the safety of all students in the lunchroom. Students in grades K-3 should bring a lunch that does not require refrigeration or heating. Lunch is kept in lockers until lunchtime. Students in grades 4-8 will have access to microwaves. Students will be asked to wipe out the microwaves after use. Failure to follow appropriate microwave etiquette may result in the loss of the microwave privileges.

➔ Lunch with Your Child:

You are welcome to have lunch with your child at school. Please sign in at the main office and wait in the office area until lunch time for your child begins. We have a special GUEST TABLE in the lunchroom for students who have guests during lunch. We ask that only your student(s) sits with you at the guest table. If you wish to have a school lunch, please notify the main office at least three days in advance so the right number of meals can be ordered. It is often easier to bring your own lunch, especially if you are unable to plan that far ahead.

Lunch guests are welcome after September 18, 2026. The first 3 weeks of school is needed for da Vinci staff to teach lunchroom routines and expectations.

If you are dropping off lunch for your student and not staying, you can leave the lunch in the office. We will call the student to the office to pick up the lunch.

Medication

If your child will be taking medication at school, (whether it is prescription or over-the-counter medication) a Medication Authorization Form must be submitted with the medication to the school office. Guidelines for medication at school are found in the expectation booklets, ADMINISTERING MEDICATION PROCEDURES Board Rule 453.4.

Messages

If you need to get a message to your child, please call the school office before 2:00 pm. We will get the message to them before dismissal time.

Parent/Guardian Role

Parents and guardians are important members of the Leonardo da Vinci team. The following are tasks that the school staff needs parents/guardians to do to help students be successful at our school:

- Check your child's take home folder daily. Remove any items that are to stay at home.
- Check your child's backpack and remove unnecessary items.
- Check your child's planner and make sure that the work assigned for that day is completed. Sign the planner to indicate that you did review it.
- Notify the office of any end of the day transportation changes by 2:00 PM so that the proper staff can be informed and your child gets where they need to be.
- If you have a concern about your child's education, start with the person closest to the situation and don't wait until you are frustrated. *For example, if you are concerned about something happening in the classroom, e-mail, call, or make an appointment to meet with the teacher who is responsible for that class.*

We value your involvement and appreciate all that you do to make sure your child is successful at Leonardo da Vinci School.

Parking

There is limited parking near the school. This is one of the greatest challenges of a building located in a central part of the city. Please respect our school neighbors by not blocking driveways and trash cans when you park on the street. Also note that you cannot park in the following areas or you **will get cited by the city**.

- Apartment building lot on the corner of Quincy and Doty Streets
- Lot behind the tattoo shop (entrance to lot on Doty Street)
- Bus drop off zone

The tenants and owners of the parking lots near the school will turn in license plate numbers of those parked in their private lots to the Green Bay Parking Department and violators may be fined.

Please do not park on the West side of Quincy Street, as it is a **no parking zone**. Stopping and waiting on the west side of the road disrupts traffic, so you will be directed to move along for everyone's safety.
Only the east side of Quincy Street is meant for parking. The city of Green Bay Parking/Utility will enforce this.

Peanut Avoidant Building

To ensure the safety and well-being of all members of our school community, our school is a *peanut-avoidant zone*. This means that we ask students, staff, and visitors to avoid bringing peanuts or peanut-containing products onto school grounds. This precaution is in place to protect individuals with severe peanut allergies, for whom even trace exposure can be life-threatening.

Personal Items KG-3rd Grade

Students should not bring personal items to school (dolls, toys, sports equipment, cell phones, watches) for recess. Appropriate recess equipment is provided by the school. KG-5 students do not have locked lockers and the school will not be responsible for any items that are lost, broken or stolen. Time will not be spent investigating lost/stolen items. Electronic devices are not allowed in the lunch room for students in grade KG-5.

Personal Items 4th – 8th Grade

Students in grades 4-8 may bring personal items (cards, books) to the lunchroom. This is a privilege and can be discontinued at any time should a challenge occur. Electronic devices are not allowed in the lunch room for students in grades KG-5.

Personal Electronic Communication Devices

Leonardo da Vinci School endeavors to provide our students with a safe, secure, and rich learning environment to achieve great academic success. To that end, learning rules for responsible and respectful use of personal electronic communication devices benefits our students now and into their future. These guidelines are intended to enhance our learning environment by reducing distractions caused by inappropriate use of personal electronic communication devices.

Board of Education Rule 363.2, Procedures for Student Responsible and Acceptable Technology Use provides that students may bring a personal electronic communication device to school and use the device only to the extent consistent with rules or directives issued "by school staff to govern the time, place, and manner in which students may possess and use personal electronic communication devices." In addition, Board of Education Policy and Rule 443.5, Student Use of Two-way Communication and Other Electronic Devices, permits building principals "to establish school rules and acceptable use guidelines for students' limited and non-disruptive use of personal electronic communication devices for educational, safety, medical, vocational or other legitimate reasons."

Based on the above, the directives below apply to all personal electronic communication devices such as cell phones, smart watches, gaming devices, iPads, and other similar technology brought to school by Leonardo da Vinci students. If you need to contact your student during the school day, please contact the school office directly at 920-448-2135. If parents/guardians call or text their student during the school day, students will not be able to respond immediately.

Leonardo da Vinci Personal Electronic Communication Device Directives

1. Students are **PERMITTED** to use personal electronic communication devices during the following times:
    a. Time of arrival until 7:26 AM. All devices should be stored in a secured location and silenced prior to the 7:27 AM bell.
    b. Grades 6-8 students during their lunch period in the cafeteria. All devices should be stored in lockers and silenced at the end of lunch.
    c. After the 2:43 PM dismissal bell.

2. Students are **NOT PERMITTED** to use personal electronic communication devices during the following times; during passing time and any instructional period (including study hall) in any location (*e.g*. library, hallways, gymnasium) unless given permission of the teacher.

3. Devices must be silenced and stored out of sight in lockers or backpacks, or they may be left at home. Students are responsible for their own personal electronic communication devices. The District assumes no responsibility for the loss or theft of, or for any damage to, any personal electronic communication device that a student chooses to bring to school or to a school activity.

4. Students are strictly prohibited from using or allowing another person to use any electronic device with recording (audio, photos, video, etc.) or communications capabilities in locker rooms, restrooms, or any other area that could constitute an invasion of any person's reasonable expectation of privacy.

5. Any student who possesses or uses a personal electronic communication device in violation of Board policy or these Directives shall be subject to appropriate consequences, including, but not limited to, disciplinary action, required surrender of the device and/or having their privileges to possess the device on school premises or at school-sponsored activities restricted by the building principal or designee. The District may also refer certain matters to law enforcement. A device may be confiscated in the school setting if the building principal or designee determines the device in any way harms others, interferes with a positive learning environment or is in violation of Board policy.

Reference: **Electronics Update 3/17/24**

Pets at School

In an effort to keep all students and pets safe, pets are not allowed on the school playground or pick up/drop off areas during arrival and dismissal times.

Replacement Supplies

If a student needs to replace the following items, they can bring cash or a check to the main office to purchase. Items must be paid in full before supply can be distributed.

Items	Cost
Combination Lock	$7.00
Replacement Badge	$5.00
Badge Cover	$0.50
Lanyard	$3.00
Science Goggles	$3.00
Planners	$4.00
Compass	$9.00

Report Cards

Students in grades K-8 will receive a report card at the end of each semester (January and June). Please note that due to limitations with the current report card system and the cyclical nature of the literacy standards, K-5 students may receive 2 separate report cards. English Language Arts standards are typically listed with the students grade level. Math standards will be listed for the course the student is enrolled in. Example: *A first grade student is in first grade ELA but is taking second grade math. This student would have a first grade ELA report card and a second grade math report card.*

7th & 8th Grade students at da Vinci who are offered High School Classes will obtain High School credit for their classes. Ultimately, these classes are calculated into their high school GPA, and they **do** affect their child's high school GPA. *A parent may exempt a class from their child's GPA at any time by making that request to the Principal.

Safety and Security Plans

Leonardo da Vinci students will take part in monthly fire drills, two weather safety drills and security (ALICE) drills. Students will be taught procedures for exiting during a fire, moving to weather safety locations and ALICE procedures during the first month of school. ALICE stands for Alert, Lockdown, Inform, Counter, and Evacuate. We will let you know in the Tuesday emails when the first ALICE drill is held.

School Wide Expectations

➔We Are Learners. We Are Leaders

- LEARNERS

- Excel—We excel academically.
- Altruistic—We are altruistic; we give back to our community.
- Determined—We are determined to accomplish our goals.
- Engaged—We are engaged in all that we do.
- Respectful—We are respectful of our learning, our school community and ourselves.
- Safe—We put safety first.

Leonardo da Vinci runs on a token economy. Students will earn money called Leader Loot. They will have a bank account where they can deposit money on a weekly basis. The Leader Loot can be used at the school store, auctions, and raffles. Students will run the school bank and store with adult assistance. Students can interview for jobs. Students may pay a leader loot fine for late homework and not following the established expectations (Learners and Leaders).

Students will be taught what it means to be a learner and leader. These expectations will be reviewed as needed. Students will be recognized for being a learner and leader using Leader Loot, positive notes, phone calls home, and special assembly awards. Assemblies will be held monthly to celebrate accomplishments and review expectations.

Positive reinforcement is always the first choice of our staff. Teachers will share their classroom management plan with students and families the first week of school.

Office referrals are the most severe consequence and will be reserved for serious offenses. **A student endangering him/herself or others will be referred to the office immediately.

Our noon supervisors are responsible for students during lunch and recess times. Students are expected to follow school expectations on the playground and in the lunchroom. If a student is not doing so, the following may happen:

1. Warning (Student is redirected and told what behavior needs to change.)
2. Time Out (Students are asked to sit out for a short time and reflect on what they will do differently when returning to play. The student will share their plan before being allowed to return to play.)
3. Fine and Fix It Form (The noon supervisor will meet with the student to develop a written plan for improvement and will share this plan with the parent, classroom teacher, and principal.)
4. Office referral (The noon supervisor has worked with the student to change the behavior and challenges are still occurring. This will involve a phone call to parents and possible meeting.)
5. A student endangering him/herself or others will be referred to the office immediately.

Selling or Trading at School

Students are not allowed to sell products at school unless approved by the school office. Students should also not be trading items at school. The staff will not spend time trying to solve and/or fix a trade gone bad.

Snacks and Water

Snacks and water are important to optimal learning. We ask that students bring a healthy snack (candy attracts ants in student lockers) in individual serving sizes for their daily snacks. Please do not send a large bag of food to be left at school. Fruit, yogurt, snack bars, etc. make excellent snacks. Sometimes students are so hungry at school that they eat part of their cold lunch for a snack and are then very hungry at lunchtime. Please make sure to pack enough

for your growing learner. It is hard to learn when one is hungry.

Student Dress

See the expectation book, Board Policy 443.1.

Take Home Folders

Students in grades K-5 will bring home a Take Home Folder each night. Please take out the materials that are to be left at home. Any materials you have to return to school should be sent in the Take Home Folder.

Teacher Communication

Communicating with the teachers is very important. During the school day the teachers are busy facilitating learning. They should not be checking emails while they are working with students. As a result, if you have information that needs attention before the day begins or before the day ends, it is best if you call the school office. *For example, please call the school office with concerns about health, an emotional challenge, change in pick up plans, lunch challenges, etc.*

If it is a question for the teacher that can wait until after school when the teacher has time to respond, then an email is an excellent choice. We have agreed as a team that all emails should get a response in a timely manner, usually within 24 hours (on weekends, by Monday). If you do not get a response, please send a second request a day or two later, or call. Sometimes emails end up in our spam accounts and we simply have not seen them. We want to answer any questions or concerns you may have. All staff members at our school have duty or teaching responsibilities from 7:10 to 7:45 daily. As a result, meeting before school is difficult as the teachers are responsible for students at that time. If you have a challenge that needs immediate attention, please contact the school office, and we will get information to those who need it. Staff members at Leonardo da Vinci are also in meetings from 2:35 – 4:15 every Wednesday and other nights as needed. If you would like to set up a time to meet with a staff member, please contact the teacher ahead to find a time that works for both schedules. Your cooperation is greatly appreciated.

Please note that if your child has a stepparent or other individual that you wish us to communicate with, we will need a Rights to Student Records form completed noting that we have permission to share information with that person. This is a requirement of our district legal department. Forms are available using the link above, in the school office or GBAPS website (gbaps.org).

Vacations During the School Year

If you are taking a vacation and your child will miss school for 3 or more days, please make sure to complete a Pre-Excused Absence Form. Please submit the form at least two weeks before a planned vacation. It is impossible to duplicate the instruction your child is missing during this time, so your help with any missed work will be necessary. Please make sure to read the STUDENT ATTENDANCE AND TRUANCY PROCEDURES (Board Rule 431) located in the district expectation booklet. If your child is going to be absent for 1-2 days, you can simply email the administrative assistance or call the school office at (920)448-2135. You do not need to complete the pre-excused form for 1-2 day absences.

Visiting School

Please make sure to review VISITORS TO THE SCHOOL PROCEDURES School Board Rule 860 located in the district expectations booklet. All visitors must register in the school office and receive a school visitor's badge in order to remain in the school. You are a visitor to Leonardo da Vinci if you are not a member of the Leonardo da Vinci staff.

In order to allow teachers time to establish a comfortable classroom climate where students feel safe, visitors are not allowed in classrooms during the first two weeks of school unless requested by staff. Thank you for your cooperation with this request.

Volunteers

We welcome parent involvement at Leonardo da Vinci School. School staff will initiate volunteer opportunities sharing with parents when there is a need for a volunteer in the classroom. School Board Rule 353-1 notes that a criminal background check needs to be conducted for volunteers that work with students. Background checks are good for two years. If you are unsure if you have a current background check, please contact the school office. The background check process is electronic. Here is the link for Volunteer Background Check Please review VOLUNTEERS IN THE SCHOOLS (Board Rule 353-1) found in the district expectations booklet.

World Language Exploration K-5

K-5 students will have two Spanish exploration 30 minute classes each week. These experiences are ungraded and provide students the opportunity to learn basic language while exploring the cultures where the languages are spoken. Students study high school world language (Spanish) formally when they enter grade 6 at da Vinci. Programs offered at da Vinci (such as Spanish) will not automatically replicate when students transfer to a traditional elementary or middle school.

Families of students in grades K-3 will have an opportunity to conferences with the elementary Spanish teacher during spring conferences. Families of 4th and 5th grade students may set up conferences during the fall conferences. Space is limited as the teacher is a half-time teacher and only holds conferences one evening in spring and fall.