



School Handbook

District #4185

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DaVinci Academy of Arts and Science School Handbook

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Mission

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

Vision

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

Pillars



Arts and Science Focus

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

Arts

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

Science

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



Enriched Learning Experiences

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

Core Knowledge Curriculum

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

knowledge, enabling them, regardless of background, to be comfortable in our national literate culture.

Foundations for Higher Learning

DaVinci Academy uses the Springboard Pre-AP Math Program for grades five through eight and their Language Arts Program in grades six through eight. Results for the Springboard programs show that high expectations, supported by a commitment to prepare all students for college-level work, promote academic success. This curriculum infuses rigor, sets high expectations and expands access and opportunities for all students. They are provided with culturally and personally relevant activities designed to engage them in problem solving, academic discourse and critical analysis. Students are also encouraged to apply learning strategies that work best for them as individuals.

We begin the Springboard Pre-AP Math Program in grade five to ensure our students are properly prepared for algebra in eighth grade. This curriculum is aligned with Minnesota state standards, and assessments are pulled from these standards, which allows for rigor and a strong foundation for higher levels of math.

The Springboard Language Arts Program is supplemental to our Core Knowledge sequence, and brings a higher level of rigor to that curriculum. The essential elements of the Core Knowledge sequence are maintained, since this is the backbone of our language arts curriculum.

Data-Driven Instruction

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

Intersessions and Innovative Projects

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

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

system. Students used Skype to communicate with a classroom in Mexico during Spanish class. These are the types of innovative approaches DaVinci Academy teachers use to enrich the learning experience we offer every student at our school.



Differentiated Instruction

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



Character Development

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

Charter Goals

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

ACADEMIC GOALS AND OBJECTIVES

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

Goal 1: State Assessment Tests (MCA-IIs)

Sub Goal #1: Math Absolute Proficiency: For FY 2012, the percentage of all continuously enrolled students at the School scoring at least proficient will be: 94% third grade; 91 %, fourth grade; 89% fifth grade; and 83% for the remaining grades.

Sub Goal # 1.1: Math Absolute Proficiency - Subsequent Year's Improvement: Of the continuously enrolled students scoring below proficiency, 20% will increase in bands of proficiency each year.

Sub Goal #2: Math Comparative Proficiency - District: The School will demonstrate higher grade level and school wide proficiency rates than the Anoka-Hennepin school district each year.

Sub Goal #3: Math Comparative Proficiency - Traditional District School: The school will demonstrate higher grade level and school wide proficiency rates than McKinley Elementary, Sandburg Middle, and Blaine High School each year according to the following schedule.

The Charter School's Proficiency Rate will be at least:

- less than 51% (130% of the traditional school performance)
- between 51-75% (120% of the traditional school performance)
- greater than 75% (110% of the traditional school performance)

Sub Goal #4: Reading Absolute Proficiency: For Fiscal Year 2012, the percentage of all continuously enrolled students at the school scoring at least proficient will be: 92%, third grade; 91 %, fourth grade; 92% fifth grade; 91 % sixth grade; and 90% seventh and eighth grades.

Sub Goal #4.1: Reading Absolute Proficiency - Subsequent Years Improvement. Of the continuously enrolled students scoring below proficiency, 20% will increase in bands of proficiency each year.

Sub Goal #5: Reading Comparative Proficiency - District: The school will demonstrate higher grade level and school wide proficiency rates than the Anoka-Hennepin school district each year.

Sub Goal #6: Reading Comparative Proficiency - Traditional District School: The school will demonstrate higher grade level and school wide proficiency rates than McKinley

Elementary, Sandburg Middle, and Blaine High School each year according to the following schedule.

The Charter School's Proficiency Rate will be at least:

- less than 51% (130% of the traditional school performance)
- between 51-75% (120% of the traditional school performance)
- greater than 75% (110% of the traditional school performance)

Sub Goal #7: Science Absolute Proficiency: 75% of all continuously-enrolled students at the school will score at least proficient each year. Continuously-enrolled is defined as enrolled at least since October 1 of the school year.

Sub Goal #8: Science - Comparative Proficiency: The school will demonstrate higher grade level and school wide proficiency rates than the Anoka-Hennepin school district, McKinley Elementary, Sandburg Middle, and Blaine High School each year.

Sub Goal #9: Math Growth: The percentage of students achieving medium and high growth will be at least 70% each year.

Sub Goal #10: Math Growth - Nonproficient: The percentage of non proficient students achieving high growth will be at least 75% each year.

Sub Goal # 11: Math Growth Adequacy: The percentage of students who achieve High Growth plus the percentage of proficient students who achieve Medium Growth will be at least 75% each year.

Sub Goal #12: Reading Growth: The percentage of students achieving medium and high growth will be at least 70% each year.

Sub Goal #13: Reading Growth - Nonproficient: The percentage of non proficient students achieving high growth will be at least 75% each year.

Sub Goal #14: Reading Growth - Adequacy: The percentage of students who achieve High Growth plus the percentage of proficient students who achieve Medium Growth will be at least 70% each year.

Goal 2: Nationally Normed Assessment

The school will administer a nationally-normed assessment, selected by the school board, in grades 4 and 8. Eighty percent of all school students taking the assessment in grade 4 will increase their national percentile rank by grade 8.

Goal 3: Data-Driven Instruction (DDI)

Sub Goal #1: Math: The school will create and implement DDI summative assessments on a quarterly basis for the first 3 quarters in all grades. The staff will review results with the academic director or their DDI leader within 48 hours following the assessment and

will re-teach necessary components the week following the assessment. The School will invite their Authorizer to attend all quarterly meetings to review results.

Sub Goal #2: Reading: The school will create and implement DDI summative assessments on a quarterly basis for the first 3 quarters in all grades. The staff will review results with the academic director or their DDI leader within 48 hours following the assessment and will re-teach necessary components the week following the assessment. The school will invite their Authorizer to attend all quarterly meetings to review results.

NON-ACADEMIC GOALS

1. Attendance: The school will maintain at least a 95% student attendance rate.
2. Family Satisfaction Surveys: At least 80% of all families returning the annual survey will indicate overall satisfaction with the school.
3. Staff Satisfaction Survey: At least 80% of all staff returning the annual survey will indicate overall satisfaction at the school.
4. 90% of students enrolled for one continuous academic year will complete an annual group community service project.
5. Each grade will have a student survey appropriate to that grade administered yearly. For example: In Kindergarten and first grade, the survey may be administered in a conversation format as opposed to a paper questionnaire. 90% of students will rate the school a "4 to 5" on a scale of 0-5.
6. In the first year, 35-40% of families will volunteer for 40+ hours at the school. This will increase in subsequent years.

ACADEMIC GUIDELINES

ASSESSMENT

Northwest Evaluation Association (NWEA) Assessments

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

ATTENDANCE

Student Absences

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

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

Tardiness

Tardiness is disruptive to the educational process and is inconsiderate to both teachers and other students; therefore it is imperative that students are punctual. Three or more “tardies” in any calendar month will result in a conference with an administrator. Please make sure that your child(ren) arrive into their classroom on time. After 9:00 am, parents must sign students in at the office before going into class.

Early Dismissal

No child is allowed to leave the building or playground during school time unless he/she is accompanied by and checked out of the school by a parent/legal guardian or an adult from the school with prior authorization. All-day attendance is important for every student, every school day. If it is known in advance that an early dismissal is absolutely necessary, parents/legal guardians must send a note to the classroom teacher.

Dismissal for Vacations

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

Release of Student

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

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

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

CONFERENCES/COMMUNICATION

Conferences

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

Report Cards

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

Telephone Contact

A list of staff phone numbers can be found on DaVinci Academy's website. You may leave a message on voice mail for any teacher at any time or send notes with your child. The telephone is for school business and emergency use only. We ask your cooperation in our efforts to limit student use. Students DO need teacher permission to use the phone during school hours. Also note that students are not allowed to use cell phones at any time during the school day.

Concerns

Please contact your child's teacher when you have questions or concerns. The sooner a question is answered or a concern is resolved, the better the opportunity for continued successful learning to occur. If there are family changes or significant events occurring in your child's life, which might affect emotional, behavioral or educational performance, it would be helpful to inform the classroom teacher of necessary information. By working together, we can achieve the nurturing environment, which we know is beneficial to all children.

CURRICULUM

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

Reading/Language Arts: The curriculum for reading is the *SRA Imagine It* Series which is supplemented by literature circles as well as with novels and poems from the Core Knowledge Sequence.

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

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

Physical Education/Health

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

Art

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

Music

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

Computer

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

EXTRA-CURRICULAR

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

FIELD TRIPS

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

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

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

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

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

HOMEWORK

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

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

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

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

PROFESSIONAL FACULTY AND STAFF

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

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

SPECIAL EDUCATION SERVICES

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

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

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

YEAR-ROUND SCHEDULE

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

UNIFORM DRESS CODE

Uniform Shirts:

- Solid red polo style shirt
- Short or long sleeves are acceptable
- Long sleeve undershirts are not allowed under a short sleeve polo
- Shirts must be tucked in and fit appropriately
- Button up sweaters are allowed, solid white, or red, no hoodies
- Solid red crew neck or v-neck sweater
- Solid red crew neck, traditional style sweatshirt, not fleece or hoodie. School logo preferred, not required
- *All sweaters and sweatshirts must be worn over a red polo shirt.*

For Girls:

- Solid colored black or khaki colored chinos/Dockers/cargo-type pants
- Solid colored black or khaki skirt /shorts, knee length
- Solid colored black or khaki capri pants
- Black or khaki jumpers are allowed
- Solid color red, white, tan or black tights, ankle length leggings or socks

For Boys:

- Solid colored black or khaki colored chinos/Dockers/cargo type pants
- Solid colored black or khaki shorts, knee length
- Solid color red, white, tan or black socks

Shoes for All:

- Flip flops/ beach shoes or slippers are not allowed
- Shoes with more than a one inch heel are not allowed
- Tennis shoes are preferred on gym days

***All clothing must fit appropriately.**

***All bottoms must be worn at the waist, sized appropriately and be free of holes.**

***All clothing must be free of appliqués except for school logo.**

SCHOOL UNIFORM POLICY ENFORCEMENT

1st Violation Verbal Warning

2nd Violation Slip sent home (needs to be returned the next day or the student will need to call home as well as miss recess the next day.)

3rd Violation Loss of recess time

4th Violation After school detention/parent meeting

COMMUNITY DEVELOPMENT AND SERVICE

FAMILY COMMUNICATION

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

NEWSLETTER

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

PARENTAL CONTACT DURING SCHOOL DAY

Contacting a Student

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

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

PARENT TEACHER ORGANIZATION (PTO)

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

VOLUNTEER PROGRAM

DaVinci Academy recognizes and appreciates that families want to be actively involved in the education of their children. In addition, research shows that students whose parents are involved in their school perform better academically and socially. As a result, parents are expected to be involved and volunteer at least 40 hours per school year for 2 parent homes, and single parent families are expected to volunteer 20 hours per school year at DaVinci Academy.

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

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

HEALTH AND SAFETY

ACCIDENTS AND INJURIES

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

CHILD ABUSE

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

DISCIPLINE POLICY

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

SEE THE SCHOOL'S WEBSITE FOR THE FOLLOWING FULL POLICIES

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

EMERGENCY CONTACTS

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

EMERGENCY DRILLS AND TRAINING

Fire drill information and other safety instruction information will be presented to the teachers and staff regularly. The physical safety of the students is our absolute, first responsibility toward them and their families. Whether in the parking lot, classroom, gym, playground, restrooms, hallways, on field trips, etc. the physical safety of our students should never be jeopardized.

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

IMMUNIZATION REQUIREMENTS

Students entering DaVinci Academy for the first time must have up-to-date immunizations as required by the State of Minnesota before their first day of school.

MEDICATION

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

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

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

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

RECESS AND PLAYGROUND RULES

All grade levels, with the exception of half-day Kindergarten, have a scheduled recess. Schoolwork must be completed in order for a child to participate in recess. Playground rules must be followed or the child will lose this privilege.

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

RELEASE OF CHILDREN

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

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

SECURITY

All doors will be locked between 9:00 a.m.-4:00 p.m. except the front entrance of the school. All visitors must check in at the office. To ensure all our students' safety, a visitor or volunteer tag is necessary beyond the office area.

SICK CHILD

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

- A fever of 100 degrees or higher
- Contagious skin or eye infection
- Diarrhea three times in the course of two hours

- Vomiting

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

WEATHER EMERGENCY

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

WELLNESS

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

- [533 Wellness](#)

OTHER INFORMATION

ELECTRONIC DEVICES

Electronic devices are not to be seen, heard or used at school during the hours of 9:00 a.m. – 4:00 p.m. Students wishing to use their cell phones after school are asked to leave the building. If students are seen using cell phones or other electronic devices during the school day, the device will be confiscated and it will be necessary for a parent/legal guardian to come to school to retrieve the item at the end of the school day.

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

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

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

These are the exceptions to this rule:

1. Calculators and electronic hand held planners which are being used appropriately.

2. iPods or personal music players with headphones used as an educational accommodation, which has been approved by the administration, special education department, and classroom teacher.

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

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

INTERNET USE

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

ITEMS FROM HOME

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

LOST AND FOUND

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

NEWSLETTERS

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

SCHOOL PICTURES

School pictures are taken at the beginning of the school year. All students have their picture taken whether or not a package is purchased. Package choices and payment are made before the pictures are taken. Payment or returned pictures are due after parents/legal guardians view the packages.

TRANSPORTATION

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

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

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

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

- Transportation by school bus is a privilege and not a right;
- School policies for student conduct while on the school bus;
- Appropriate conduct while on the school bus;
- The danger zones surrounding a school bus;
- Procedures for safely boarding and leaving a school bus;
- Procedures for safe street or road crossing; and school bus evacuation.

WITHDRAWAL OF STUDENTS

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

HEALTH SERVICE INFORMATION

Health Services

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

Health Concerns

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

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



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

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

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

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

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

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

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

LUNCH

SEE THE SCHOOL'S WEBSITE FOR THE FULL POLICY.

➤ [716 HOT LUNCH POLICY](#)

SCHOOL HOURS

School Hours:

9:00am - 4:00pm

Students may enter the building no earlier than 15 minutes before the school start time.

Kindergarten:

Morning 9:00 am – noon Afternoon 1:00 – 4:00 pm

Leonardo's Garden:

12:00pm – 4:00pm