Student Handbook
2026-2027

Dear DaVinci Academy Parents and Students:

Welcome to the 2026-2027 school year at DaVinci Academy of Arts and Science. This year will be DaVinci's 17th year in existence and we are excited to celebrate that achievement with all of you.

The purpose of this handbook is to provide information about DaVinci Academy's expectations, policies, and procedures. Our Director of Teaching and Learning, Amy Erendu, our K-5 Principal, Dr. Jessica Murphy, and our Middle School Principal, Emily Eggers are always available to answer any questions you might have and we encourage you to reach out to your child's teacher(s) as well.

We look forward to an extraordinary year together!

Sincerely,

Antonio Kuklok
Executive Director

Amy Erendu
Director of Teaching & Learning

Dr. Jessica Murphy
K-4 Principal

Emily Eggers
5-8 Principal

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.

DaVinci Academy prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation and political beliefs.

DaVinci Academy of Arts +Science - District #4185-07

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

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

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GENERAL OVERVIEW

DaVinci Academy of Arts and Science is a K-8 charter school that does not charge registration or tuition fees. The school is open to any interested students entering kindergarten through eighth grade, according to the board approved enrollment policy.

DaVinci Academy prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation and political beliefs.

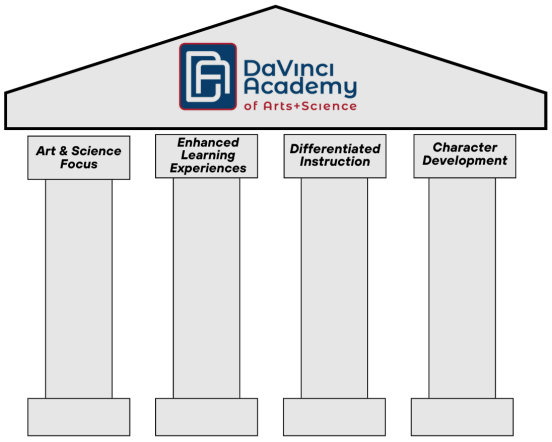
This Handbook does not cover all situations. The DaVinci Academy administration reserves the right to address student conduct in violation of school rules and expectations not specifically covered in this publication on a case-by-case basis.

MISSION

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

VISION

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



PILLARS

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

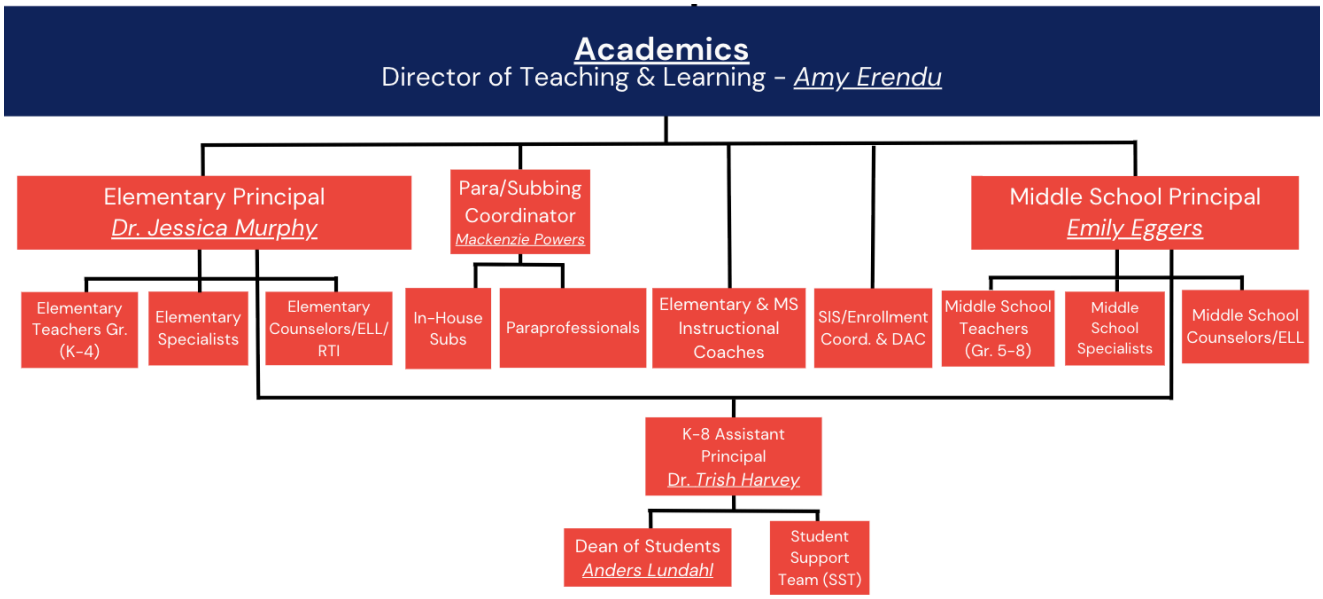
- Arts and Science Focus
- Enriched Learning Experiences
- Differentiated Instruction
- Character Development

CONTACT INFORMATION

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

Administrative Team

Executive Director	Antonio Kuklok, Ext. 1103
Director of Teaching & Learning	Amy Erendu, Ext. 1124
K-4 Principal	Dr. Jessica Murphy, Ext. 1215
5-8 Principal	Emily Eggers, Ext. 1315
Special Education Coordinator	Jamie Carpenter, Ext. 1109
Operations Managers	Nicole Kosgei, Ext. 1102 & Cecelia Everett, Ext. 1100



SCHOOL DEMOGRAPHICS

- Type of School: K-8 Charter School
- Location: Ham Lake, MN
- Enrollment: Serving approximately 1000 students from Andover, Anoka, Blaine, Coon Rapids, East Bethel, Ham Lake, Lino Lakes, and other surrounding communities
- Opened: September of 2008 in Blaine, moved to Ham Lake, August, 2017
- Authorizer: Friends of Education
- Academic Schedule: Modified Year-Round
- Curriculum: Core Knowledge - Arts and Science Focused

SCHOOL AND OFFICE HOURS
School Hours: 8:15 a.m. – 3:00 p.m.
Office Hours: 7:00 a.m. – 4:30 p.m.

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

Grade	Max Class Size
K	21
1-5	26
6-8	26

VISITORS
Parents and visiting guests are welcome. For everyone's safety, ALL visitors must sign in at the school office. You will receive a visitor badge or sticker that must be worn while you are on school property. Upon leaving, visitors and parents must sign out at the office. See the policy Visitors to School District Buildings 903 for visitors information.

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

ACADEMIC ACCOUNTABILITY, INTEGRITY, & PLAGIARISM
We are committed to an environment that values academics and character. Academic accountability requires students to complete and present their own work. Academic dishonesty occurs when students take credit for work that is not their own through acts of cheating or plagiarism, or helps another student do so. Plagiarism is taking the ideas or writings of others and presenting them as if they are your own. This can apply to copying from a published source, artificial intelligence (AI) or internet site, or it can apply to copying another student's work on homework, online assignments, or tests. Proper citations should be used whenever any work contains quotes or images from other sources.
Plagiarism, cheating and academic dishonesty are not allowed under any circumstances. Plagiarized papers, tests on which a student cheated, or other work that violates standards of academic integrity will receive a zero and parents will be notified. DaVinci Academy may take additional disciplinary action for severe or repeat offenses. Repeat offenses in the same class may result in a failing grade for the course for the quarter, semester or year.

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

ASSESSMENTS

FastBridge

Students will take the FastBridge math (grades K-8) and reading (grades K-3) assessments in the fall, winter, and spring, or more often for progress monitoring purposes.

MCAs

As required by the state of Minnesota, students in grades 3-8 will take the Minnesota Comprehensive Assessments (MCAs) in the spring.

ACCESS

As required by the state of Minnesota, students identified as English Learners will take the ACCESS assessment in the winter.

CAPTI

Students in grades 4-8 will take the Capti assessment in the fall, winter, and spring. These results will be used to determine appropriate intervention and extension groups.

Click here to learn more.

CURRICULUM

The curriculum that DaVinci Academy uses as a foundational guideline is the Core Knowledge curriculum. The Core Knowledge Foundation sees the arts not as a peripheral part of the curriculum but as an essential part of the knowledge all children should learn in the early grades.

> Early instruction in the arts should be noncompetitive and provide many opportunities to sing, dance, listen to music, play act, read and write poetry, draw, paint, and make objects. Equally important, children should be exposed to fine paintings, great music, and other inspiring examples of art. As children progress in their knowledge and competencies, they can begin to learn more about the methods and terminology of the different arts, and become familiar with an ever wider range of great artists and acknowledged masterworks.
>
> Through attaining a basic knowledge of the arts, children are not only better prepared to understand and appreciate works of art, but also to communicate their ideas, feelings, and judgments to others. A good understanding of the arts grows out of at least three modes of knowledge: **creative** (i.e., directly making artworks), **historical**, and **analytical.** Early study of the arts should

embrace all three modes with special emphasis on creativity and active participation. (https://www.coreknowledge.org/curriculum/music/)

Our academic goal for each child is to promote higher-level thinking, while meeting them at his/her ability level in order to help them reach their full potential. DaVinci Academy follows the Minnesota Academic Standards as laid out by the Minnesota Department of Education.

Reading/Language Arts: The curriculum for reading in grades K-5 is the Core Knowledge Language Arts Curriculum, which is supplemented by readers/writers' workshop in the intermediate grades. Teacher-created standards-aligned units are used in grades 6-8.

Math: The K-5 math curriculum at DaVinci Academy is Math in Focus (Singapore Math). The 6-7 math curriculum at DaVinci Academy is Into Math by HMH, and Holt Math is used in grade 8.

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

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

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

Music: Instrumental and choral music as well as music appreciation are considered important parts of the curriculum for all students. Students may choose a musical instrument for band or orchestra starting in 6th grade.

Technology: Students are instructed in keyboarding techniques, word processing, basic desktop publishing skills (utilizing Google applications) and Internet applications. The use of computers is integrated into our overall curriculum, with the objective that students learn to use computers as a tool. In middle school, students have the option to take electives including video production, coding, and 3D printing. Students are expected to sign and abide by an "appropriate use" contract which governs Internet and computer use.

EXEMPTIONS

DaVinci Academy recognizes that some families may choose to opt their children out of certain curriculum or instructional materials, which is a parental right under Minn. Stat. § 120B.20. If your family is requesting an exemption to a lesson or unit of study, you must

complete a Curriculum or Supplemental Learning Material Opt-Out Request Form and email it to the Director of Teaching and Learning. This request, in which you will state the nature of your objection, may take up to seven days to process. An in-person meeting may be requested before an exemption is granted. An alternative lesson of an independent study nature which meets comparable academic goals of the lesson that it replaces may be required, and the parents/guardians may be responsible for providing that alternate lesson. School personnel are allowed to evaluate the quality of the student's work, but they cannot impose any penalty upon a student because they are arranging an alternative lesson or unit of study. DaVinci Academy is not responsible for the costs of any replacement instruction.

EARLY ENTRANCE TO KINDERGARTEN

Students entering kindergarten must be five years old prior to September 1, of the enrollment year. See the Early Admission to Kindergarten policy 509.1 for information regarding early admission.

FIELD TRIPS

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

- **Permission slips** from parents/legal guardians must be signed and returned to the classroom teacher before a student may participate in a field trip experience. This process can be completed on Infinite Campus
- **Chaperones** – The ratio of chaperones to students is on average, 1 parent/guardian for every 5 students.
- **Dress / Uniforms** – Students attending a field experience are required to wear their uniform, unless otherwise noted in the field experience/permission slip sent home to parents/legal guardians prior to the field experience.
- **Refunds** – Students unable to attend a field trip experience due to illness or injury will receive a refund if the school receives a full refund. Students not attending a field trip experience due to disciplinary action may not receive a refund, depending on circumstances.
- If a student chooses to not attend a field trip, they are required to attend school for the day, and alternative educational programming will be provided.

Rules of conduct and discipline for students as outlined in this handbook will apply to field trip activities. See The Field Trips policy 610 for field trip information.

HOMEWORK

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

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

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

Parents/legal guardians can be most helpful in third grade and above by providing guidance for organizing time at home. Many projects are completed in class but those which have "at home" components are to be entirely done by students. If practice of skills is needed, parents/legal guardians should support and or/participate in that practice. Parents can log into Infinite Campus to see student grades. Middle School grades are updated in Infinite Campus regularly, and can be viewed by parents/guardians on the Parent Portal.

GIFTED AND TALENTED

DaVinci Academy operates a gifted and talented program for students in grades 3-5 who qualify. In grades 6-8, each teacher differentiates their curriculum so that students will be challenged at their highest ability level. This program is known as Integrated Honors.

STUDENT SUPPORT

If a student is struggling academically and/or behaviorally, a referral is made to the Multi-Tiered System of Support (MTSS) Team. Interventions take place and data is frequently reviewed.. Minnesota Statute 125A.56 indicates that before a student can be referred for a special education evaluation, two systematic, research-driven interventions should be completed.

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

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

TITLE I

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

504

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

SCHOOL COUNSELING

Licensed school counselors address a variety of needs around students academic and career development as well as social/emotional functioning. The counseling program at DaVinci includes individual counseling, small group counseling, classroom lessons, and consulting with teachers, staff and parents. Licensed school counselors are not licensed therapists and are not a replacement for clinical therapy. They do not diagnose or prescribe but provide emotional support and coping tools for students. Families may request counselor support for their students by contacting our counseling team.

COMMUNICATION AND REPORTING

It is our desire at DaVinci Academy to facilitate ongoing communication. Parents/legal guardians are encouraged to contact the school whenever they would like to discuss something about their experience at DaVinci Academy or have a suggestion to make. Please remember that teachers are not expected to respond to messages while teaching.

CONCERNS

Please contact your child's teacher when you have questions or concerns. The sooner a question is answered or a concern is resolved, the better the opportunity for continued successful learning to occur. Teachers will not respond to emails while they are teaching, but should respond within 48 business hours of your communication. If there are family changes or significant events occurring in your child's life, which might impact emotional, behavioral or educational performance, it would be helpful to inform the classroom teacher of necessary information. By working together we can achieve a nurturing environment.

The communication procedure for issues with teachers is as follows:

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

CONFERENCES
Progress Conferences are held in the fall and late winter/early spring. These conferences give parents/legal guardians and teachers an opportunity to share information regarding each child's academic and social achievement. Information regarding signing up for conferences will be communicated prior to conference times.

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

INFINITE CAMPUS
DaVinci utilizes Infinite Campus as the Student Information System. This system helps us share information about students' attendance, grades, homework completion, etc.

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

NEWSLETTERS
School newsletters are distributed regularly by email. These newsletters will also be posted on our website. It is each family's responsibility to ensure that we have your correct email address on file and that you are signed up to receive our newsletters. Parents may view the newsletter by going to our website at https://secure.smore.com/f/66db0f5e9949cbbe85ba85f1.

REPORT CARDS/PROGRESS REPORTS
End-of-semester progress reports can be accessed through the Infinite Campus Parent Portal. These reports have a two-fold purpose: to indicate each child's progress in the academic areas of study, and to assess each pupil's progress in work habits. Families may request a paper copy of those report cards by contacting the school office.

Students in grades K-5 receive standards-based grades which provide information about which standards students have mastered. Students in middle school receive letter grades. Additionally, students receiving special education services receive progress reports at least three times per year.

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

Student use of the school telephone is limited. The telephone is for school business and emergency use only. Making social plans is not considered an emergency. 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 and teachers and students are not able to take calls during instruction. If there are emergency messages that need to be given during the school day, please leave the message in the office.

LANGUAGE ACCESS PLAN

This plan is to ensure effective communication with Multilingual students and families

Section 1: Policy Directives

This section sets forth the laws, standards, and operating principles that will govern the implementation of DaVinci Academy's language access plan.

Policy Foundation

Federal

- Title VI of the Civil Rights Act of 1964 was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.
- The Equal Educational Opportunity Act (EEOA) requires states and school districts to provide equal educational opportunity to students learning English by taking appropriate actions to overcome language barriers.

- Individuals with Disabilities Education Act (IDEA) upholds language access rights for bilingual families by requiring that students be tested in their home language and Individual Educational Plans (IEP) be written in the appropriate home language. IEP meetings must be conducted in the family's home language using a highly trained and qualified interpreter.

State

Minnesota Statutes, section 123B.32 states:

- Subd. 1. Language access plan required. Starting in the 2025-2026 school year, during a regularly scheduled public board hearing, a school board must adopt a language access plan that specifies the district's process and procedures to render effective language assistance to students and adults who communicate in a language other than English. The language access plan must be available to the public and included in the school's handbook.
- Subd. 2. Plan requirements. The language access plan must include how the district and its schools will use trained or certified spoken language interpreters for communication related to academic outcomes, progress, determinations, and placement of students in

specialized programs and services; and how families and communities will be notified of their rights under this plan.

- Subd. 3. Regular review. The board must review the plan every two years and update the plan as appropriate.

- Minnesota Learning for English Academic Proficiency (LEAPS) Act of 2014, Chapter 272, H.F No. 2397, Article 1. The law has three principal goals for all English Learner (EL) students: 1) academic English proficiency; 2) grade-level content knowledge; and 3) multilingual skills development.

Definitions

- **American Sign Language (ASL) –** A visually perceived language based on a naturally evolved system of articulated hand gestures and their placement relative to the body, along with non-manual markers such as facial expressions, head movements, shoulder raises, mouth morphemes, and movements of the body.
- **Relay** – Telephone accessibility services to people who are deaf, deafblind, hard of hearing, or speech disabled.
- **Screen Reader** – Software programs that allow blind or visually impaired users to read the text that is displayed on the computer screen with a speech synthesizer or braille display.
- **Interpretation –** The act of listening to a communication in one language (source language) and orally converting it to another language (target language). Interpreter must retain the same meaning as the original message without omitting information, summarizing or otherwise altering the message and without adding the interpreter's own thoughts or opinions.
- **Interpreter –** A person who provides interpreting services.
- **Simultaneous Interpretation Equipment –** Equipment that allow a group of people to listen through headsets to information interpreted into their primary language. This method is most appropriate for large group settings and meetings where multiple languages are being interpreted simultaneously.
- **Language Assistance Services –** Oral, expressive, written, and technological supportive services that help students and families communicate effectively with school staff. These services ensure students and families can participate fully in school services, activities, and programs.
- **Limited English Proficient (LEP) –** Individuals whose primary language is not English and who have limited ability to communicate effectively in English, including writing, reading, speaking, and listening comprehension. Federal law uses this term to refer to the intended beneficiaries of language access services.
- **Emergent Multilingual Speakers –** Individuals whose primary language is not English and who have limited ability to communicate effectively in English but are in the process of developing their English language proficiency. Language access industry leaders and advocates prefer the use of this term when referring to the intended beneficiaries of language access services.

- **English Learner (EL) –** A status assigned to students whose primary language is not English, who lacks the necessary skills to understand, speak, read, and write in English but are receiving English language development instructions in a public school or charter setting.
- **Home Language –** The language that is most commonly used in the home by members of a family, or the language that parents use when speaking with their children.
- **Primary Language –** An individual's native tongue or the language in which an individual most effectively communicates.
- **Sight Translation –** The oral interpretation of a written document. This occurs when an interpreter reads a document and then provides a complete oral interpretation of the information that it contains.
- **Remote Interpreting –** Interpreting that is provided via telephone or video call.
- **Translator –** A person who provides translation services.
- **Translation –** The restating of written text from one language (source language) into an equivalent written text in another language (target language).
- **Vital Document –** Materials deemed vital to ensuring access to educational services, programs, and activities, or contain information required by law to translate or provide in audio format.

Code of Ethics and Standards of Practice

DaVinci Academy provides equal opportunity for members of all races and ethnicities to participate in its school-wide programming. The policy of the charter school is to provide equal educational opportunity for all students. DaVinci Academy does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The charter school also makes reasonable accommodation for students including language access across the board.

The Minnesota Department of Education (MDE) provides guidance on the Codes of Ethics and Standards of Practice for Educational Interpreters of Spoken Language that can be viewed on the English Learner Disability Resources webpage. This guide is only available in English because it was intended for language access practitioners.

Section 2: The Plan

Overview

DaVinci Academy's language access plan provides a blueprint for bringing the district or charter into compliance with state and federal language access requirements, including how the district or charter will increase its capacity to address language service and resource needs identified in its self-assessment.

This plan is also a roadmap that will help staff navigate the process of setting deadlines, priorities, and identifying responsible personnel for policy and procedures development; hire, contract, assess, and ensure quality control of language assistance services; provide notice of services; provide training of staff; and conduct ongoing monitoring and evaluation.

Description of Services

DaVinci Academy has a diverse population and thus has committed to providing written translation, interpretation (i.e. remote and in-person), simultaneous interpretation at events, community review opportunities, TransAct, Language Line, relay service, screen readers, and

American Sign Language, etc. or any service as requested or as needed. Students and families can request language access and accommodations from their child's teacher, the program coordinators or the principal of their child's respective school in either written or verbal format.

Implementation

The Director of Teaching & Learning in collaboration with the Director of Operations will be responsible for overseeing, developing, and modifying the language access plan, and establishing and implementing operational procedures. They will have oversight and responsibility to coordinate with other districts, community-based organizations, and external partners to meet the needs of the plan. Ongoing information will be shared with our stakeholders to share details of access to our language services.

Identification and Assessment of Language Assistance Needs

DaVinci Academy collects information and data upon enrollment of all new or returning students. Language questions are asked and any translation needs are also identified upon intake. Further, teachers and other instructional staff work with each individual family to ascertain specific language and communication preferences such as written translations, oral interpretation, or remote versus in-person assistance. DaVinci Academy strives to partner with available local and community resources as needed to support all families, including those with diverse language needs.

Timeline

DaVinci Academy's plan has been in place and is monitored and adjusted each year as new families and new needs arise.

Funding and Procurement

DaVinci Academy ensures that funding is never a barrier to language access needs and the budget is reviewed, revised, and updated annually by administration, the Finance committee, and ultimately approved by the Board of Directors. Collaborative processes are being built to ensure funding is adequate to meet the needs of our language access plan and the coordinators work to cross-collaborate on this effort.

Notice of Services

DaVinci Academy will notify students and families about available language assistance services and how they can request for services during conferences, enrollment, any teacher-parent meetings, school board meetings, parent advisory council meetings, etc. at the beginning of each school year.

Training for Staff

DaVinci Academy will train impacted staff on an ongoing and as needed basis. Training needs will be identified by the plan coordinators.

Plan Maintenance

This plan will be reviewed and updated by administration yearly and board reviewed bi-annually. We will continually monitor how we are providing services to students and families, plan performance, and modification of current language directives, plan, and procedures. Feedback through family surveys will also guide the maintenance of our language access plan

Community Engagement and Partnership

DaVinci Academy will leverage community partnerships when needed. Community outreach will occur with the help of the multilingual staff we employ and the connections of our school

leaders. Family surveys will be used to gather feedback and involve families and parent advisory councils in continuous improvement efforts.

Emergency Communication Protocol

During emergencies (e.g. weather closures, safety alerts, public health announcements), staff must use available translation and interpretation tools to communicate clearly with all families. This includes the use of pre-approved messaging apps and remote interpreters.

Artificial Intelligence (AI) Translation Services

When needed DaVinci Academy will leverage the use of AI to assist in translation services for written materials. These materials will include a call back number so students and parents can contact someone at the district or charter office if they have questions.

Section 3: Procedures

Overview

The language access plan coordinators will meet twice yearly to coordinate, gather data, and ensure uniform delivery of services to students, families, and community members.

Procedures

Staff will and must accept and appropriately respond to calls made through **Telecommunications Relay Services (TRS)**, **Video Relay Services (VRS)**, or **Text Telephone (TTY)**. When a relay operator identifies themselves, staff will treat the call as a standard communication and not hang up. Staff will speak clearly and directly to the caller (not the interpreter), and allow extra time for responses. For individuals with limited English proficiency (LEP), staff should follow established procedures and work with the coordinators to identify translation services and then follow up with the family.

Staff will identify language access needs at the start of each year and keep a spreadsheet available to track the needs and lean into resources as needed.

Staff will direct anyone with language access needs to the Director of Teaching & Learning or the Director of Operations to access services.

Upon intake language needs are identified and built into DaVinci Academy's Student Information System, Infinite Campus, where teachers and any other instructional staff working with an identified student has access to any language access needs.

Staff are to respond to those with language access needs as they would any other family and to lean into the resources provided by the school to translate information into the preferred language of families with language access needs.

Staff will work with the Director of Operations and the Director of Teaching & Learning to schedule and procure in person interpreters for family conferences and meetings.

Staff will work with the Director of Operations and the Director of Teaching & Learning to procure telephone or video interpretation services as needed.

Staff will work with the Director of Operations and the Director of Teaching & Learning to procure translation of documents and, if possible, facilitate a parent/community review process to ensure translated materials are effective. They may also leverage the use of AI to translate written documents.

Families or staff who have concerns about language services may file a complaint or request support by contacting:

Antonio Kuklok, Executive Director

akuklok@davincicharterschool.org
DaVinci Academy of Arts and Science
532 Bunker Lake BLVD NE, MN 55304
English Learner programs and Individual Education Plan meetings should leverage the use of a professional interpreter when English is not a family's first language.
Bilingual staff (i.e. liaisons, family engagement specialists, paraprofessionals, and educators) will be expected to support language assistance services (i.e. reviewing translated documents for accuracy) when available.
Staff will receive ongoing training on:
- How to access and request language services
- Understanding legal obligations and school procedures
- Communicating respectfully and effectively with multilingual families

Contact Information
Cassy Anderson, Director of Operations - canderson1@davincicharterschool.org
Amy Erendu, Director of Teaching & Learning - aerendu@davincicharterschool.org

BEHAVIOR INFORMATION

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

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

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

Success

Positive **A**ttitude

Responsibility

Kindness

Expectations are explicitly taught and reinforced through:

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

SPARK Tickets

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

DAVINCI CHARACTER QUALITY AWARD

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

STUDENT BEHAVIOR MANAGEMENT PROCEDURES

Category One

Student behaviors in this category are handled by the classroom teacher. Category One Behaviors can include:

- Academic Dishonesty,
- Disrespect,
- Disruption,
- Defiance/Non-compliance,
- Uniform Violation,
- Inappropriate Display of Affection,
- Inappropriate Language,
- Inappropriate Location/Out of Bounds,
- Lying,
- Material or Property Misuse,
- Physical Contact, and/or
- Skipping Class,

but this is not an exhaustive list.

Category Two

Student behaviors in this category result in a written Discipline Referral and possible consequences listed below. Category Two Behaviors can include:

- Abusive Language,
- Bullying,
- Threats of Violence,
- Fighting,
- Gang Affiliation Display,
- Harassment,
- Elopement,
- Physical Aggression,
- Property Damage/Vandalism,
- Theft,
- Use/Possession of Alcohol,
- Combustibles,
- Restricted Substances,

- Weapons,
- School Transportation Offenses, and/or
- Repeated Category One behaviors,

but this is not an exhaustive list.
Discipline procedures for Category Two behaviors can include:

- Discipline referral is written,
- Student meets with Student Success Team member,
- Parents/Legal guardians contacted,
- Consequence issued.

Potential consequences for Category Two behaviors:

- Verbal warning,
- Written warning,
- Detention during lunch, before school, or after school,
- Alternative recess,
- Restitution,
- Behavior contract,
- In-School suspension,
- Out-of-School suspension,
- Suspension from the school transportation, and/or
- Expulsion.

Category Three
Student behaviors in this category result in a written Discipline Referral and possible consequences listed below. Category Three Behaviors can include:

- Assault,
- Endangerment of others,
- Sexual harassment,
- Use of Intimidation,
- Bullying,
- Vandalism,
- Use/Possession of Alcohol, Combustibles, Restricted Substances, or Weapons,
- Repeated Category One and/or Two behaviors.

Discipline procedures for Category Three behaviors can include:

- Discipline referral is written,
- Student meets with Student Success Team member,
- Parents/Legal guardians contacted,
- Consequence issued

Potential consequences for Category Three behaviors:

- Verbal warning,
- Written warning,
- Behavior contract,
- Detention before or after school,
- Restitution,
- Law enforcement contacted,

- In-School suspension,
- Out-of-School suspension,
- Suspension from the school transportation, and/or
- Expulsion.

Information taken from the 506 Addendum Student Behavior Management Procedures Policy

BULLYING

Bullying is prohibited at DaVinci Academy. "Bullying" means repeated intimidating, threatening, abusive, or harming conduct that is objectively offensive and: 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. Cyberbullying is also considered bullying and is not tolerated. For more information, see the Bullying Prohibition policy 514. The report of bullying behavior form is available on the district website.

DISCIPLINE COMPLAINT PROCEDURE

Pursuant to the new legislation, DaVinci will be putting a policy in place which allows for stakeholders to submit a complaint when there is a concern about a discipline procedure not being followed. The new policy will include a procedure for an investigation to be conducted within 3 days of the complaint, see the Student Discipline policy 506.

CHEMICALS/TOBACCO/ALCOHOL/VAPING

DaVinci Academy is a tobacco- and drug-free environment. Controlled substances, toxic substances, alcohol, tobacco, vaping/e-cigarettes, or other tobacco or drug-related paraphernalia are not allowed on school property. Students may not use or possess any of these items at any time. For more information, see the Drug Free Workplace policy 418 and the Tobacco free environment policy 419. Coming soon, our policy 419 will reflect this recent change which clarifies that American Indian students may carry a medicine pouch containing loose tobacco intended as an observance of traditional spiritual or cultural practices.

ATTENDANCE

It is the responsibility of parents/guardians to ensure a student is participating in school on time every day, to inform the school in the event of a student absence/tardiness, and to collaborate with teachers regarding any missing schoolwork.

It is the student's responsibility to be on time for morning routines and prepared with materials needed for learning, and to follow class procedures for any make-up work. Homeroom teachers take daily attendance at 8:25 a.m. and within the first 10 minutes of each middle school period. Teachers work cooperatively with students and parents to provide assignments and assistance when a student has been absent.

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

ABSENCES/REPORTING

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

If the child is absent and the parent/guardian has not called the school, a staff member of the school will make a reasonable attempt to contact the parent/guardian by phone.

CHANGE OF PICK-UP OR BUS / SILENT DISMISSAL

To help manage the transportation needs of over 1,000 students, DaVinci Academy uses the **Silent Dismissal** system for **grades K–5**. This program allows families to communicate daily transportation changes efficiently and ensures that teachers receive up-to-date dismissal instructions in a timely manner.

All changes to a student's dismissal plan must be submitted through Silent Dismissal by 1:30 p.m. to ensure proper coordination for the end of the school day. It is the responsibility of the parent or guardian to keep Silent Dismissal settings accurate and current. Students in grades K–5 will be dismissed according to the most recent instructions entered into the system. Inaccurate or outdated settings may result in a student being sent to the wrong location.

Please note: Silent Dismissal is not used for middle school students (grades 6–8).

CLOSINGS/WEATHER OR EMERGENCY

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

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

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

EARLY DISMISSAL

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

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

EXCUSED/UNEXCUSED ABSENCES

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

DaVinci Academy follows the State of Minnesota requirements for school attendance.

Excused Absences

The following reasons for school absences are considered excused:

1. Illness. A parent/guardian must call the attendance line each day their child is ill. The school requires a doctor's note after 3 consecutive days or a call into the school nurse to discuss symptoms. If school personnel determine the illness absences are excessive (more than 10 days per year), the school may require the family to provide medical verification.
2. Serious illness in the student's immediate family.
3. A death or funeral in the student's immediate family or of a close friend or relative.
4. Medical, dental, or orthodontic treatment, or a counseling appointment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Official school field trip or other school-sponsored outing.
9. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
10. Family emergencies.
11. Active duty in any military branch of the United States.
12. A student's condition that requires ongoing treatment for a mental health diagnosis.
13. Vacations with family, up to 5 school days per school year

Unexcused Absences

The following reasons for school absences are considered unexcused:

1. Truancy. An absence by a student which was not approved by the parent and/or the charter school.
2. Any absence in which the student failed to comply with any reporting requirements of the charter school's attendance procedures.
3. Work at home.
4. Work at a business, except under a school-sponsored work release program.
5. Vacations with family, over 5 days per school year.
6. Personal trips to schools or colleges.
7. Absences resulting from accumulated unexcused tardies (3 tardies equal one unexcused absence).
8. Any other absence not included under the attendance procedures set out in this policy.

MISSED ASSIGNMENTS

Students who are absent are required to make up assignments missed or complete alternative assignments as deemed appropriate by the teacher. Parents/guardians may request the student's homework by contacting their teacher(s) before 8:30 am. Assignments will be ready to be picked up by 3:30 pm.

RELEASE OF STUDENT

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

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

Please note: If any person other than the 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, and the person picking up the child must provide an ID.

TARDINESS

Students arriving after 8:15 a.m. will need to be signed in at the office to receive a tardy slip to be presented to the child's teacher. Tardiness is disruptive to the educational process and is inconsiderate to both teachers and other students; therefore it is imperative that students are punctual. Please make sure that your child(ren) arrive into their classroom on time.

Students are expected to attend school for the entire school day, 8:15 a.m. – 3:00 p.m. Students arriving late, leaving for any part of the day, or leaving before 3:00 p.m. need to report to the school office and must have a parent/guardian sign them in or out. A student is tardy if he/she is not in their classroom by 8:15 a.m. Excessive tardiness can start the truancy process.

A student is considered absent for a half day if he/she misses more than three hours of the day. A student is considered absent for a full day if he/she misses four or more hours of the school day.

TRUANCY

If a student is absent for three days without notification from a parent or documented excuse within a single school year that student is considered a "continuing truant," according to state law (statute 260A.02). Habitual tardiness may also be reported as truancy. The school is required by law to notify a parent when a child is truant. If the child continues to be truant there may be juvenile court proceedings. When a student is absent seven or more days from school within a single school year without excuse, that student is considered a "habitual truant," according to state law (statute 260C.007). DaVinci Academy reports habitually truant students to the county.

VACATIONS

Vacations when school is in session are discouraged. DaVinci Academy recognizes the value of the educational experience family vacations can provide for children, but encourages families to plan their vacations or trips when school is not in session. However, if family trips are unavoidable, the school should be notified at least a week in advance. Please fill out an extended absence request form for each student who will be missing school. The form can be found here. Please note that completion of this form does not guarantee the days of absence will be excused, and vacation absences for longer than five days are unexcused.

In the event of an extended absence:

1. Any missing work is expected to be made up.
2. Students who miss 15 consecutive days will be dropped from DaVinci's enrollment.
3. Teachers are not responsible to provide work in advance for students on family vacation.

CALENDAR

DaVinci Academy of Arts+Science

2026-2027 School Calendar

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					10

September 2026

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						20

October 2026

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						16

November 2026

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						15

December 2026

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						14

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						17

February 2027

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
						17

March 2027

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
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28	29	30	31			
						17

April 2027

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						19

May 2027

S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					17

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						8

No School Students or Staff
Teacher Only Workshop Day
All Academic Staff PD
Office Closed
Holiday
Parent/Teacher Conferences
Optional Intersession
First & Last Day of School
End of Semester

Semester 1 = 84 Days
Semester 2 = 86 Days
170 Total Student Days

DaVinci Academy of Arts and Science
532 Bunker Lake Boulevard NE
Ham Lake, MN 55304
Main Office: (763) 754-6577
Attendance: (763) 252-6130

July 3-10	Independence Day Holiday, Building Closed
Aug 5-7	New Teacher Workshop
Aug 10-14	All Staff & Teacher Workshop
Aug 13	Back-to-School Open House (3:00-6:00 pm)
Aug 17	No School
Aug 18	First Day of School (Grades 1-8)
Aug 18-19	Kindergarten Conferences
Aug 20	First Day of School (Kindergarten)
Sept 7	No School, Office Closed
Sept 8	No School, Licensed Staff Only Workshop Day
Oct 12-13	No School, Parent Teacher Conferences
Oct 14-16	No School, Office Closed
Oct 19	No School, All Instr. Staff Workshop Day
Nov 23-27	No School (Office Closed Nov 24-27)
Nov 30	No School, Licensed Staff Only Workshop Day
Dec 21-Jan 1	No School, Winter Break (Off. Closed Dec 22-Jan 1)
Jan 4	No School, Licensed Staff Only Workshop Day
Jan 15	Last Day of Semester 1
Jan 18	No School, Office Closed
Jan 19	No School, Teacher Grading Day
Feb 12-15	No School (Office Closed)
Feb 16	No School, All Instr. Staff Workshop Day
March 10	No School, Licensed Staff Only Workshop Day
March 11	No School, Parent Teacher Conferences
March 12 & 29-31	No School, Office closed & Spring Break
April 1-2	No School, Spring Break, Office Closed
April 5	No School, All Instr. Staff Workshop Day
May 6	No School, Licensed Staff Only Workshop Day
May 7, 28, & 31	No School (Office Closed)
June 10	Last Day of School
June 11	All Staff & Teacher Workshop Day
June 14-17	Optional Intersession

1,020 Hours Required: 6.25 Hours in a school day * 170 Student Days=1,062.50 Hours (Additional 6.8 Days)

Kindergarten: 1,050 Instructional Hours

Grades 1-6: 1,062.50 Instructional Hours

Grades 7-8: 1,062.50 Instructional Hours

MODIFIED YEAR-ROUND SCHEDULE

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

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

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

HEALTH SERVICES

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

ACCIDENTS AND INJURIES

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

ALLERGIES

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

EMERGENCY CONTACTS

In the event of student illness or injury it is very important that each student has at least two emergency contacts in addition to their parents/legal guardians listed in Infinite Campus. Emergency contacts must be at least 18 years old and present identification to the school office when picking up a student. Administrators, teachers, and the school nurse have access to this information. Please make sure to keep the information current with the correct contact person(s) and telephone numbers.

ILLNESS/SICK CHILD

Children who become ill during the school day will be required to go home as soon as possible. It is the parent's/legal guardian's responsibility to either pick up their child or arrange for another adult to do so.

COMMON ILLNESSES

Fever

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

Diarrhea and Vomiting

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

Pink Eye

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

IMMUNIZATION REQUIREMENTS

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

There are additional immunizations that are required at different ages. Please work with your family physician to ensure that your child's immunization records are kept up-to-date at the school.

MEDICATION

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

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

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

Expired medications will not be accepted.

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

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

If you have questions about health concerns or student medications, please contact our school nurse Cassie Johnson at cjohnson@davincicharterschool.org.

MENTAL HEALTH

Mental health support is available to all students, provided by our on-staff mental health team. This team consists of a grade-level licensed school counselor, professional school social worker, and clinical mental health professional. Parents and classroom teachers may refer their student(s) to a member of the mental health team for on-site mental health support during school hours. Students and families expressing an increased need for mental health support will have access to references for community mental health providers.

For emergency mental health support, please contact a local and/or national helpline:

HELPLINE	**PHONE NUMBER**
Anoka County Crisis Response	763-755-3801
Hennepin County	612-348-2233
Crisis Text Line	Text MN to 741741
National Suicide Prevention	Text or Call 988

NUTRITIONAL PROGRAM

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

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

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

MEAL PAYMENT INFORMATION

DaVinci Academy has joined Minnesota's Free School Lunch Program starting for the 2023-34 school year. Under this program all students may get one breakfast and lunch free of charge each day at school.

At mealtime, students will enter their 4 or 5 digit PIN to access their account. After doing so, their account will have an electronic record of the student's meal choice. It is required that students have a positive balance in their account to purchase milk only or ala carte items.

PAYMENTS USING INFINITE CAMPUS ONLINE SERVICE

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

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

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

OTHER PAYMENT OPTIONS

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

BLOCKING STUDENT PURCHASES

Parents and guardians may set limits or block extra purchases on their student's meal account by contacting the Food Service Coordinator Nikki Kosgei at nkosgei@davincicharterschool.org

REFUNDS OR BALANCE TRANSFERS

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

APPLICATION FOR EDUCATIONAL BENEFITS

Starting July 1st MDE releases the new income guidelines. We strongly encourage families to apply for free or reduced meals each school year (even when meals are free through the State).

Our school receives Title 1 funding based on the number of families receiving benefits. You can fill out a paper copy or log into your Infinite Campus account and complete the application there.

If you have questions about the school meal programs or Applications for Educational Benefits, please contact Nicole Kosgei at nkosgei@davincicharterschool.org.

This institution is an equal opportunity provider.

TRANSPORTATION

STUDENT DROP OFF PROCEDURES

Students **enrolled in Morning Care** may be dropped off at the Main Entrance beginning at **7:30 AM.**
Students who are not enrolled in Morning Care will be admitted to the building beginning at **7:50 AM** through the East Door (Door K).
To help ensure a safe and efficient arrival process, please pull forward as far as possible in the drop-off line.
The East Door will remain open for drop-off **until 8:15 AM.** After 8:15 AM, all students must be dropped off at the Main Entrance.

STUDENT PICK-UP PROCEDURES

Students will be dismissed from their classrooms at **3:00 PM.**
Families with students in **Kindergarten through 5th Grade must use Silent Dismissal** for student pick-up.
When picking up your student, please **ensure your Silent Dismissal Car Tag is clearly visible** to staff, or dismiss your student through the Silent Dismissal app.
To help ensure a safe and efficient dismissal process, please pull forward as far as possible in the pick-up line.
At 3:20 PM, the East Door will close. After that time, families should proceed to the Main Entrance to pick up their student.

BUSING

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

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

1. Community-based bus stops: Publicly accessible places where families can safely wait with their kids in the morning and wait for them in the afternoon, and where the bus can easily access and maneuver. We also require permission from the establishment for use of their parking lot twice each day.

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

3. Generally stop within the Anoka Hennepin school district boundaries and no stops further than 1.5 miles outside the Anoka Hennepin school district boundaries.
A preliminary set of stops is communicated to families in the spring of the preceding year and families are required to choose the stop that they will be using for the following school year using a school designed form. Routes are then adjusted based on numbers and a final bus stop listing is presented to parents before the next school year begins.

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

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

BUS STOP GUIDELINES

When to Arrive at Your Stop

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

Late Buses

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

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

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

MORNING BUS

Missing the Morning Bus

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

If the Bus is Late to School

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

BUS DISMISSAL
Afternoon Instructions
Silent Dismissal – K–5

Silent Dismissal will be used for grades K–5 to ensure that each student gets to their planned end-of-day destination whether that's their assigned bus, parent pick-up, DaVinci Den, or an after-school activity.

This program allows parents to update transportation plans as needed and ensures that the updated information reaches the school and teachers in time for dismissal. **Any changes to a child's dismissal plans must be made by 1:30 p.m. each day.** It is critical that parents keep their Silent Dismissal settings accurate and up to date.

Students will be dismissed based on the information in Silent Dismissal. If the settings are incorrect, the student will not arrive at the correct location. **The front office and teachers will not make adjustments to dismissal plans via phone or email.** It is the parent's responsibility to maintain current information in Silent Dismissal.

If you need assistance managing Silent Dismissal, please call the office at **763-754-6577**.

Middle School (6-8)

Students are responsible for getting themselves to their own end-of-day destination.

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

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

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

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

Older Students (5-8) – The school will attempt to track down missing middle school bussers until 3:10 p.m. Middle school students who attempt to board the bus, but are not on the electronic Silent Dismissal bus roster will be allowed to get on the bus if they are a registered bus rider. Students of this age should know their own schedules and should follow parent instructions.

Meeting the Bus at Drop-Off

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

Missing Your Child's Bus

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

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

CONDUCT ON SCHOOL BUSES

Riding the school bus is a privilege, not a right. The school's general student behavior rules are in effect for all students on school buses. Consequences for school bus/bus stop misconduct will be imposed by the school under adopted administrative discipline procedures. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to school administration.

Bus Safety

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

DaVinci Academy students will receive school bus safety training twice during the school year. The school bus safety training will include at least the following:

- Transportation by school bus is a privilege and not a right;
- School policies for student conduct while on the school bus;
- Appropriate conduct while on the school bus;

- The danger zones surrounding a school bus;
- Procedures for safely boarding and leaving a school bus;
- Procedures for safe road crossing;
- School bus evacuation procedures.

Rules at the Bus Stop

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

Rules on the Bus

- Follow the directions of the driver immediately.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your hands, arms, legs and belongings to yourself.
- No fighting, harassment, bullying, intimidation or horseplay.
- Do not throw any objects.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Students are not allowed to take pictures or videos while riding the bus or waiting at the bus stop.
- Do not bring weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences

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

Vandalism/Bus Damage

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

*Refer to the Student Transportation policy 709 for more information.

FAMILY INVOLVEMENT

PARENT TEACHER ORGANIZATION (PTO)

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

VOLUNTEERING

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

DaVinci Academy recognizes and appreciates that families want to be actively involved in the education of their children. In addition, research shows that students whose parents are involved in their school perform better academically and socially. Here are some of the many possible ways in which parents can get involved:

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

EXTRACURRICULAR ACTIVITIES

A growing number of extracurricular activities are offered after school to enrich the experiences of our students. DaVinci Academy's own teachers lead most extracurricular activities. You can discover these programs through the newsletters and our website. The purpose of

extracurricular activities is to develop character, promote self-confidence, foster school spirit, and develop the gifts and talents of students.

Students involved in after school activities need to take all of their belongings with them to that event. Students must be supervised at all times. Most activities run from 3:15 p.m. – 4:30 p.m. It is critical that students who are involved in extracurricular activities are picked up on time. Teachers will walk students out to the east door at 4:30 for parent pick up. Siblings of students who are in a supervised activity are NOT allowed to wait in the school unsupervised. Only students enrolled in a supervised extracurricular activity should be in the school after 3:15 p.m.

Absences from School
A student who is absent from school is not allowed to participate in extracurricular activities the day of the absence. A student needs to be present in school for four hours to participate in after school activities (unless the absence is excused and the principal is notified).

Conduct
Participants are expected to represent Davinci Academy and display good conduct at all times. Students will adhere to the Behavior Expectations Policy for both on- and off-campus events.

OTHER INFORMATION

CLASSROOM PLACEMENTS
It is school policy that we do not accept parent requests for particular teachers or classmates. Teachers work diligently to place all students in a classroom that will be beneficial to their needs and learning styles; and, many hours are spent weighing and considering a number of factors to create a classroom where each student can learn and thrive. Factors considered in recommending a classroom include:

- a balance of genders
- a range of academic abilities
- special needs
- social and emotional development
- learning styles

Final approval of class lists rests with the principals. Parents/students are informed who their child's teacher will be at the annual Open House in August.

ELECTRONIC DEVICES
Electronic devices are "away for the day" and are not to be seen, heard or used at school UNLESS A STUDENT IS IN A CLASSROOM AND UNDER THE DIRECT SUPERVISION AND PERMISSION OF A TEACHER. Classrooms are equipped with chromebooks for instructional purposes, and there is no need for a student to utilize a personal electronic device.

Elementary School (K-5) students are prohibited from using personal electronic communication devices on school premises from bell-to-bell, which includes but is not limited to instructional

time, lunch periods, recess, school-sponsored programs, events or activities, or any other time during the designated school day.

Middle School (6-8) students are prohibited from using personal electronic communication devices during instructional time, which includes the entire period of a scheduled class and other times when students are directed to report to and participate in any instructional activity. Students may wear smart or electronic watches but may not use any communication applications or features that are prohibited from use on other personal electronic communication devices and all notifications must be turned off.

All personal electronic communication devices shall be kept in designated areas and turned off. Designated areas may include, but are not limited to, in the student's backpack, in the student's locker, in a locked pouch, or in a designated place in the classroom, as determined by school administration.

During activities that occur outside of the academic school day, using personal electronic communication devices will be at the discretion of the activity leader or coordinator.

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

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

These are the exceptions to this rule:
1. Calculators and electronic planners that are being used appropriately and with teacher permission.
2. IPods or personal music players with headphones used as an educational accommodation, which has been approved by the administration, special education department, and classroom teacher.
3. A Personal electronic communication device can be used to monitor or address a health concern or medical condition upon permission granted by school administration.

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. See the Personal Electronic Devices policy 524.5 for more information.

EMERGENCY DRILLS AND TRAINING
Fire drill information and other safety instructions will be presented to the teachers and staff regularly. The physical safety of the students is our absolute first responsibility. Whether in the parking lot, classroom, gym, playground, restrooms, hallways, on field trips, etc. the physical safety of our students should always be every adult's first priority.

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

INTERNET USE

Students may access only files or programs that they have permission to enter. Violations of any guidelines in this policy may result in disciplinary action up to and including termination of internet use. In addition, the school may advise appropriate legal officials of any illegal violations. See the Internet Acceptable Use and Safety policy 524 for more information.

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.

BIRTHDAYS

Sweets are not allowed as birthday treats. Consider alternatives such as donating a book to your classroom, bringing in bookmarks for classmates, coming to read to the class, or other ways to celebrate your child's birthday. For more healthy celebration ideas, check out the flier here.

LATEX

DaVinci Academy is committed to providing a safe and healthy environment for all students. This includes implementing a latex-free policy to help manage potential exposure for students and staff with latex allergies. All gloves used by the custodial, kitchen, and nurse are latex free and families and visitors are NOT allowed to bring latex gloves or balloons into the building.

LOST AND FOUND

The lost and found area for clothing, books, etc. is located in the atrium. The students will assume responsibility for any item brought to school. If your child leaves something on the school bus please call Kottke's Bus Company at (763)755-3100. Anything left in the Lost and Found area will be donated to a local organization at the end of every month; so, it is important to check that space frequently for lost items.

PARENT CONTACT DURING SCHOOL DAY

Contacting a Student: Should it become necessary for a parent to contact a child during school hours, this must be done through the school office instead of interrupting the classroom. Please do not go directly to the classroom. DaVinci Academy realizes the importance of providing a learning environment for all students that is free of distractions and disruptions. Whenever possible, parents/legal guardians should arrange to meet with and/or talk with their children outside the school day.

PETS
Some classrooms have classroom pets, and there is a therapy dog who visits the school on a scheduled basis to work with identified students. If you have specific concerns about this, please reach out to your child's teacher.

PHOTOS: PERMISSION FOR USE/OPT OUT
Parents/guardians give permission for us to use photos of their child(ren) in our school publications and on our website. Our website and written communications will not combine an image of a minor (student) with his/her last name. We are committed to our families, the privacy of their child(ren), and the right of privacy throughout our publications and communications.

If you would not like your student (s) photo published in any of our publications, please fill out this form which can also be found on our website.

RECESS
All students have scheduled recess outside, weather permitting.

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

SECURITY
All outside doors will be locked between 8:15 a.m. - 3:00 p.m. with the exception of the front entrance of the school. Access at the front door requires visitors to ring the bell to be allowed entrance. All visitors must check in at the office. To ensure all our students' safety, a visitor or volunteer tag is necessary beyond the office area.

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

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

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

See the Search of Student Lockers, Desks, Personal Possessions, and Student's Person policy 502 for more information.

SUSPECTED CHILD ABUSE

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

TEXTBOOKS, LIBRARY BOOKS, TECHNOLOGY AND OTHER SCHOOL MATERIALS

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

UNIFORM / APPEARANCE

(Excerpt from the Student Clothing and Appearance policy 504)

The purpose of this policy is to minimize distractions and focus students' attention on their work at school rather than their attire, and to project a unified school image, which is proper and neat in appearance, reflecting the important work of the school. The uniform is a means to support and promote the mission and vision of the school.

As with all school operations, uniform requirements shall be nonsectarian and ensure student safety. The school may restrict the wearing of any attire otherwise complying with the uniform where the wearing of such attire would compromise the student's physical safety in a particular situation (e.g. the wearing of any jewelry may be prohibited during physical education for safety reasons).

School Administrators may approve modified uniform days for events, field trips, student morale and other uses at their discretion.

Uniform Responsibility

The implementation of the DaVinci Academy Uniform is a shared responsibility.

A. Parents/legal guardians are expected to ensure their children are in compliance. If a student comes to school and is not in uniform, parents/legal guardians will be called and expected to bring the correct uniform clothing to the school building.

B. Students are expected to comply with the uniform policy on a daily basis and encourage their classmates to do the same. If students come to school and are not in uniform, they will be asked to call their parents/guardians and have the correct uniform clothing brought to the school building.

C. Staff will enforce the uniform policy in a positive and reassuring manner with oversight from the Principals and Directors. Staff will support students in every reasonable way to obtain uniform clothing if they come to school out of uniform.

Uniform Policy Enforcement

When a student appears at school out of uniform, they will be required to correct the violation. Parents will be contacted to bring alternative clothing immediately to school.

Polo Shirts

Color	Grades k-5: Solid red Grades 6-8: Solid navy blue
Style	Polo (short or long sleeve) with collar
Other Info	Polo shirts required under all sweaters and sweatshirts Polo dresses are permitted and must be longer than finger-tip length. If the item is shorter than one inch above the knee, students must wear black or white leggings/tights underneath or other approved bottoms.

Sweaters/Sweatshirts/Fleece

Color	Grades k-5: Solid white, solid black, solid gray, or solid red Grades 6-8: Solid white, solid black, solid gray, or solid navy blue
Style	Cardigan, V-neck, or crew neck Hoods not allowed
Other Info	Polo shirts required under all other options with collar visible

Bottoms/Coverings

Color	Khaki or Black (not faded/distressed)
Style	Must be structured, such as dress pants, chinos, cargo, linen, denim Not allowed: sweatpants or other athletic style, oversized pants, bicycle/spandex shorts, cut-offs, leggings, jeggings, yoga pants,

	boxer shorts, netting, lace
Other Info	Must fit appropriately, be free of holes, and must be hemmed. Includes pants, shorts, skorts, skirts, jumpers, dresses, etc. Shorts, skorts, skirts, jumpers, and dresses must be longer than finger-tip length. If the item is shorter than one inch above the knee, students must wear black or white leggings/tights underneath. Polo shirts required under all options with collar visible.

Accessories/Other

Socks/Tights	Socks must be knee length or shorter; only school appropriate patterns or colors Tights must be black or white
Shoes	Shoes should be appropriate for the school day activities. This includes athletic shoes or sneakers, dress or casual shoes, and/or boots. Footwear that could become a safety hazard are prohibited (e.g. slippers, flip-flops, slides, sandals, Crocs, open toed shoes, high heels with more than a 1 inch heel, or steel-toed boots) All shoes should have a back that is 2 inches or more in height and is attached to the sole of the shoe to help the shoe stay on the student's foot.
Undershirts	Grades K-5: Must be solid red, solid white, solid black, solid gray Grades 6-8: Must be solid navy blue, solid white, solid black, solid gray
Headwear	Includes anything that can be worn on the head Must be unobtrusive Hats, caps, and hoods must not be worn inside school
Logo or Appliques	Any logos or appliques on garments should be no larger than 1 inch in diameter and should be either the brand of the clothing or DaVinci Academy approved and affiliated logos or patches. There should be no more than two total logos/appliques on any garment.

Changing for Physical Education - All students should wear tennis shoes to gym class. Elementary students do not need to and are not able to change for PE class. Middle School students are allowed to change for PE classes. If they do choose to change, students should wear Navy colored shirts and loose fitting, black or gray colored pants or shorts that are longer than finger-tip length. Students have the option to wear their regular uniform during PE classes as well.

WITHDRAWAL OF STUDENTS

Once a student is enrolled in the school, you do not need to reapply for your student to return the following year(s). If you are withdrawing your child(ren) from school, please call or come by the school at least one week prior to the withdrawal date and complete the following form. Please note the last day your child(ren) will attend. This will give ample time to complete the paperwork and make your child(ren)'s leaving an easier transition. Note, students are considered officially unenrolled once another school has requested school document transfer.

WELLNESS

DaVinci Academy is committed to providing a healthy school environment that encourages, promotes, and protects student's health, well being, and ability to learn by supporting healthy eating and physical activity. See the Wellness policy 533 for more information.

Parents can choose to send healthy snacks and non-food items for celebrations, and teachers incorporate the same to celebrate and support students.

Healthier Classroom Celebrations

- A 'free choice' activity time at the end of the day.
- Special party games or special crafts.
- A physical activity like kickball, a scavenger hunt, dance party, three-legged race, free time in the gym, etc.
- Board games.
- A 10 minute classroom dance party
- Have a special person read a special book aloud to the class
- Wear something special
- Parents or teachers eat lunch with the student(s)
- A special classroom craft
- A rainbow snack party

Creative Celebration Ideas

- Sitting in the teacher's chair
- Sitting with friends
- Listen to music while working
- Talk time at the end of class
- Fun video(s)
- Pencils, pens, crayons, markers, erasers, bookmarks, stickers, or books
- Dragon themed accessories
- Fruits and vegetables, Trail mix, Fruit smoothies, pretzels, popcorn, applesauce or other fruit cups
- Phone parents to tell them what a great child they have
- Give a note to the student commending their achievement

Before bringing in any food, find out if…

- Any children in the class have food allergies.
- The school allows homemade foods.
- The school has a list of acceptable snacks.
- The school or classroom has any other rules about food and non-food items to celebrate birthdays.

FOOD & DRINKS IN CLASSROOMS

To support a safe, healthy, and focused learning environment, DaVinci has the following expectations regarding food and beverages at school:

- Students may have **water only** in classrooms. Water must be in a **clear bottle with a secure, spill-resistant lid**.
- Students should not bring **soda, energy drinks, coffee, or other caffeinated beverages** to school.

Elementary Students (K–5)
Elementary students may bring one healthy snack from home to eat during their teacher's designated classroom snack time. Snacks should remain in the student's locker, cubby, or backpack until the designated snack time.

Middle School Students (Grades 6–8)
Middle school students do not have a scheduled classroom snack time. All food should remain in the student's locker or backpack until lunch or the end of the school day. Food should only be consumed in the cafeteria during designated breakfast and lunch periods unless otherwise approved by school staff.

To help protect students and school property:

- Food and beverages are not permitted near computers, science equipment, library materials, or other instructional resources where spills or crumbs could cause damage.
- Students should not trade or share food or beverages with others to help prevent the spread of illness and reduce the risk of exposure to food allergens.

Exceptions may be made for documented medical, dietary, or educational needs as approved by the school.

BACKPACKS & PERSONAL BELONGINGS

To help maintain a safe, organized, and distraction-free learning environment, backpacks and other large personal items are not permitted in classrooms during the school day.

Students should store backpacks, large bags, athletic equipment, and other non-instructional personal belongings in their assigned locker, cubby, or other designated storage area upon arrival and leave them there until dismissal unless otherwise directed by school staff.

Students may carry a **Case-it, binder, accordion file, or other teacher-approved organizational system** needed for classes throughout the school day. Students should bring only the materials needed for each class.

Students are responsible for their personal belongings. Personal items should be clearly labeled with the student's name whenever possible. DaVinci is not responsible for lost, stolen, or damaged personal property. We encourage students to leave valuable items at home.

School staff may approve exceptions for medical needs, specialized equipment, or other school-approved circumstances.