DA VINCI SCHOOLS

DA VINCI SCIENCE

DA VINCI design

Student and Parent Handbook
Programs, Policies, and Procedures at Da Vinci
for the 2012 – 2013 School Year

WISEBURN
21ST CENTURY
CHARTER SCHOOLS

DA VINCI SCHOOLS

Dear Students and Families,

Welcome to your new school! Together, we are about to create an amazing place for learning—a place we'll all be proud of.

Every year we will be challenged to give our best in and out of our classrooms. We will ask you to set and reach toward high goals for yourself, to support and encourage one another, to celebrate the achievements of your school, to help each other, and to serve our community. You'll be asked to help invent new programs and to dream of ways to continue to make our school great for future Da Vinci students.

This handbook is a guide to our school's programs, policies, and procedures. It gives an overview of courses and schedules; grades and graduation requirements; and expectations for students, parents, and guardians on and off campus. Please read it carefully and ask us questions about anything.

We look forward to collaborating with you in preparing your student to be college-ready, career-prepared and community-minded.

Cordially,

Steve Wallis   Colleen O'Boyle
Principal Da Vinci Science   Principal Da Vinci Design

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SCHOOL INFORMATION

DA VINCI SCIENCE

13500 Aviation Boulevard
Hawthorne, California 90250
Main Office: (310) 725-5800
Fax: (310) 643-3013

DA VINCI DESIGN

12501 Isis Avenue
Hawthorne, California 90250
Main Office: (310) 725-5800
Fax: (310) 536-7123

Website: www.davincischools.org
E-Mail: info@davincischools.org

DA VINCI MISSION AND VISION

The vision of Da Vinci Schools is that all students graduate as collaborative, informed, resourceful and reflective individuals who are college-ready, career-prepared and community-minded.

Our mission is to provide a springboard for our students to prepare for college and the workplace. Our schools offer a rigorous college preparatory curriculum integrated with real-world active learning. Da Vinci builds mentoring partnerships for students with local industries and also with colleges. It creates a culture of high expectations where students form safe and strong relationships with teachers, peers, parents, mentors, and the community.

Our goal is to let passions drive students' educational process as we encourage them to broaden their areas of interest.

PERSONALIZED ATTENTION IN A SMALL SCHOOL SETTING
Students need personal attention at all levels of education. Our school is small and personalized. When fully enrolled, grades 9 to 12, there will be approximately 550 students in each school. In addition, students' expressions of interests and needs are heard through multiple channels including advisories, mentoring, tutoring, internships, and more—as described below. Thus, we are able to ensure that students are well known as individuals.

ADVISORIES
Every student has an advisory class and a caring, knowledgeable advisor. It is an important time for students to discuss and handle many of the social and academic challenges they might run into as they go through high school and prepare for college. During advisory sessions, students develop a Personalized Growth Plan while reflecting on their learning styles and educational goals. Advisors encourage students to try out new challenges, and to design pathways for college, careers, and lifelong success.

MENTORING, COACHING, AND OTHER INTERVENTIONS
By providing mentoring, coaching, multiple resources and other interventions, students who need help in a particular subject or who are struggling to stay at grade level, learning English as a second language, or achieving at a faster pace than other classmates receive extra support for success.

APPRENTICESHIPS (AKA WORK EXPERIENCE)
The goal of the work experience program is to provide students with workplace skills in a real-world environment in the 11th and 12th grades. Additionally, the program is designed to provide local organizations with a well-supported intern who provides a modest return on investment. Work experience is an unpaid, academic program. Each intern will have a school-site mentor and will attend job-skills workshops prior to and during the work experience.

LEARNING BEYOND THE CLASSROOM
Our schools will be a catalyst for connecting colleges and industries to high school students. Talented undergraduate students, postgraduate professionals, and other career specialists are involved in building excitement in learning while assisting students with their assignments, community service projects, and semesterly exhibitions and presentations of learning. In addition, students will have the opportunity and may earn the privilege to participate in school-wide college fieldtrips.

LEARN-BY-DOING
Project-Based Learning (PBL) is a learn-by-doing curriculum model that integrates core subjects with real-life problems to be solved. We are able to partner with corporations, colleges, and universities such as Northrop Grumman Corporation and California Polytechnic (Cal Poly) State University and Otis College of Design to create PBL curriculum that includes Public Presentations of Understanding, Exhibitions, and Digital Portfolios.

COMMUNITY SERVICE PROGRAM
Da Vinci is founded on the principals of collaboration and community support. Our success depends on innovative connections with families and the community in order to create a more inclusive and rich learning environment. For this reason, we require students to perform community service. The goals of our Community Service program are:

- To teach community responsibility
- To teach time and resource management
- To provide leadership opportunities and skills
- To make an impact in solving community problems

Students are required to perform at least 25 hours of Community Service each year. (Note that UC suggests at least 100 hours of community service within 2 years for bonus points on students' admissions). Community Service must be as a volunteer and benefit the community at large. If there is any question as to whether a specific community service is acceptable, students should check with their Advisor.

EARLY COLLEGE
Our students will be concurrently enrolled in college and university classes on our campuses and off campus, making it possible to graduate high school with a high school diploma and some college credit. Concurrent enrollment is required. There is no cost associated with the Early College program. *Acceptances of college classes are subject to the approval of transferring four-year colleges and universities.*

TECHNOLOGY
Students and teachers will have access to technology, to use it effectively as a tool for learning and as a subject of learning. Technology will be integrated throughout the day in student performance, classroom instruction, data management, and communication. A web-based student information system will enable parents to check their child's progress 24/7.

COURSE REQUIREMENTS FOR GRADUATION : One of our primary program goals is to prepare and qualify all students to attend a 4-year university. Therefore, we offer a challenging curriculum based upon the "a-g" requirements for admission to the University of California (UC) and the California State Universities (CSU).

SUBJECT A-G	ACTUAL CLASSES	Grade S1	Grade S2	Next Steps
English *4 yrs required* *(40 credits)*	English 9			
	English 10			
	English 11			
	English 12			
Social Science *3 yrs required* *(30 credits)*	World History			
	US History			
	Economics/Government			
Mathematics *3 yrs required* *(30 credits)*	Geometry			
	Algebra II			
	Trigonometry			
	Pre-Calculus			
	Calculus			
Science *3 yrs required* *(30 credits)*	Physics			
	Chemistry			
	Biology			
Foreign Language *2 semesters* (20 credits)	Spanish 1			
	Spanish 2			
	Spanish 3			
Art *1 year required* *(10 credits)* O **= Only offered at Design**	O Foundation of Arts			
	Digital Art 10			
	Digital Art 11			
	O Painting 12			
Da Vinci POL *3 required* *(15 units)*	Digital Portfolio 9			
	Digital Portfolio 10			
	Digital Portfolio 11			
	Senior Seminar			
Da Vinci Career *2 required* *(20 units)*	Work Experience			
	Service Learning Project			
	Senior Project			
Da Vinci College *2 classes (20 units)* *Plus 4 sections below require*	College: _____			
	College: _____			
	College: _____			
	College: _____			

SAT *3 required*	*PSSS*	*Verbal:*	*Math:*	*Writing:*
	PSAT	*Verbal:*	*Math:*	*Writing:*
	SAT Date: _____	*Verbal:*	*Math:*	*Writing:*
	SAT Date: _____	*Verbal:*	*Math:*	*Writing:*
	SAT II Date: _____			

College Exploration *3 required*	*Colleges Tour 9th*			
	Colleges Tour 10th			
	Colleges Tour 11th			
	Colleges Tour 12th			
	College Fair Attended			

Financial Aid *2 required*	*FAFSA*	*Completed N/A*	*Status:*	
	Cal Grant	*Completed N/A*	*Status:*	
	AB 540	*Completed N/A*	*Status:*	
	Scholarship	*Completed N/A*	*Status:*	

Colleges Applied *2 required*	*Cal State / Private / UC*		*Status:*
	Cal State / Private / UC		*Status:*
	Cal State / Private / UC		*Status:*

*A DESCRIPTION OF EACH COURSE IS ON OUR WEBSITE

GRADING

Students will have regular examinations, performances, projects, papers and other assignments through which students will earn their grade for each course as follows:

We use the following grading scale for academic courses:

A +	=100-97	B -	=82-80
A	=96-93	C +	=79-77
A -	=92-90	C	=76-73
B +	=89-87	C -	=72-70
B	=86-83	F/I	=<69

No D or F will be accepted as a pass. Rather, an Incomplete (I) will be given, and the student may work toward a higher grade. Incomplete work that is not finished after 6 weeks after the end of the semester will result in the Incomplete being changed to a grade of F. Teachers will determine the deadlines for resubmission of unacceptable or missing work as well as the consequences for non-performance.

Note: *Colleges do not accept a D grade on students' report cards and transcripts. All incompletes may be made up in summer school. Students with Incompletes will be placed on an academic contract detailing their responsibilities in making this grade up. Should a student choose not to fulfill the requirements of the Incomplete, the grade will be changed to an F and he/she may repeat the school-year based on teacher recommendation and overall performance (see Promotion and Retention Policies below).*

PROMOTION AND RETENTION POLICIES

Students who will be most successful at Da Vinci are those planning to attend college and preparing for careers. To assure students success the following promotion policy has been put in place: Promotion from one grade to the next depends both on credits, specific classes required and proficiency. Proficiency is not limited to seat time; students will not be promoted until they have shown proficiency for the content learned through a Portfolio Defense and Project Exhibitions (please see our calendar for specific dates for both events).

In order to be ready for the next grade, students must have met the following requirements:

☑ Met the Code of Conduct and Code of Academic Integrity standards (see pages 9-10) as measured by school records
☑ Be "at grade-level" based on courses completed
☑ Contributed satisfactorily to Project Exhibitions
☑ Pass their Portfolio Defenses at the end of the year
☑ Have mostly A's, B's, or C's in all classes measured by each semester report card. **Students who have more than 2 *Incomplete* at the end of the summer are not eligible for promotion to the next grade-level**

Students with special needs will be promoted according to their Individualized Education Plan (IEP).

Grade retention and compulsory summer school are a possibility for students who are not successfully completing their classes. Early assessment will be in place to anticipate potential learning problems that might lead to non-promotion, and to allow early intervention with appropriate supportive learning activities.

TRANSFERABILITY OF CREDITS

No student is required to attend a charter school. Students enrolled in a charter school (such as Da Vinci) may transfer out to attend their local school or pursue an interdistrict transfer in accordance with existing enrollment and transfer policies of their district or county of residence.

All Da Vinci core courses are approved or are in the process of being approved by the University of California. We have seen that courses offered at Da Vinci are as transferable as those of a traditional district and are recognized as such by colleges and universities. However, many charter schools do not offer the same courses or the same sequence of courses. In some instances, this has caused 11th and 12th grade students transferring to other schools to need to make-up courses that were not offered in the traditional sequence, or at all, at Da Vinci Schools. Students and parents/guardians are advised to take Da Vinci's unique academic program into account when making decisions to enroll in Da Vinci and then to transfer to other schools.

CALIFORNIA HIGH SCHOOL EXIT EXAMINATION (CAHSEE*)*

To receive their high school diploma, all California public school students are required by state law to pass the California High School Exit Examination (CAHSEE*)* in addition to satisfying all other state and local requirements. All students, including English learners and students with disabilities, must first take the CAHSEE in the 10th grade. Students who do not pass the exam in the 10th grade will have additional opportunities in the 11th and 12th grades to retake part or parts not passed. For the most current information regarding **CAHSEE**, please visit the California Department of Education's website at ***http://www.cde.ca.gov/ta/tg/hs/***. If you have any further questions about the **CAHSEE**, please contact our school office.

We provide an extended calendar and daily schedule that increases students' opportunities for learning and personalized instruction. Students are grouped into teams and attend two classes that are "blocked" in two periods. In this way, teachers work with a smaller number of students each day. English and Social Studies are integrated in a class called Humanities. Mathematics and Science are integrated in a class called Engineering. We may adapt the Daily Schedule to accommodate students' needs. Any change will be communicated to parents in advance.

SAMPLE BELL SCHEDULE

Da Vinci Design

Monday	Tuesday	Wednesday	Thursday	Friday
P 7 (8:35 college) 9:00—10:05	P 8 (8:35 college) 9:00—10:05	P 7 (8:35 college) 9:00—10:05	P 8 (8:35 college) 9:00—10:05	PD 8-9 Planning Time 9-10
P 1 10:10-11:50	P 2 10:10-11:50	P 1 10:10-11:50	P 2 10:10-11:50	Class 1 (core class or elective) 10:00-12:15
Lunch 11:50-12:20	Lunch 11:50-12:20	Lunch 11:50-12:20	Lunch 11:50-12:20	Lunch 12:15 – 12:45
P 3 12:25-2:05	P 4 12:25-2:05	P 3 12:25-2:05	P 4 12:25-2:05	Advisory 12:50 – 1:35
P 5 2:10-3:50	P 6 2:10-3:50	P 5 2:10-3:50	P 6 2:10-3:50	Class 2 (core class or elective) 1:40-3:50

Da Vinci Science

Monday	Tuesday	Wednesday	Thursday	Friday
P 1 9:00-10:40	P 2 9:00-10:40	P 1 9:00-10:40	P 2 9:00-10:40	PD 8-9 Planning Time 9-10
P 3 10:45-12:25	P 4 10:45-12:25	P 3 10:45-12:25	P 4 10:45-12:25	Class 1 (core class or elective) 10:00-12:15
Lunch 12:25-12:55	Lunch 12:25-12:55	Lunch 12:25-12:55	Lunch 12:25-12:55	Advisory 12:20-1:05
P 5 1:00-2:40	P 6 1:00-2:40	P 5 1:00-2:40	P 6 1:00-2:40	Lunch 1:05-1:35
P 7 2:45- 3:50 (4:15 college)	P 8 2:45- 3:50 (4:15 college)	P 7 2:45- 3:50 (4:15 college)	P 8 2:45- 3:50 (4:15 college)	Class 2 (core class or elective) 1:40-3:50

DA VINCI POLICIES AND PROCEDURES

CLOSED CAMPUS
Da Vinci is a closed campus. This means that during school hours, students are not permitted to leave campus unless they are on an approved field trip or have permission from a staff member and a parent or guardian.

WRITTEN PERMISSION
Students may not leave campus during the school day without prior written consent from parent or guardian. Da Vinci office staff will need to issue a Permit to Leave. This early dismissal slip is needed for students to leave school before the end of the school day. Leaving the campus without permission has legal and safety implications and may result in suspension or expulsion. The only exception to this closed campus rule is the academic internship program that requires different approval forms for liability purposes.

SIGN OUT AND CHECK IN
When students leave campus before the end of the school day, the parent or guardian must sign their student out at the front desk and receive a Permit to Leave. Students must check in at the front desk for a pass or tardy slip when returning from an appointment or when arriving late for school.

STUDENT ATTENDANCE

We recognize that success in school depends in part upon prompt and regular classroom attendance. Frequent tardiness and absences result in students missing important presentations, demonstrations, discussions, explanations, and team collaboration on project-based work.

We request that families schedule vacations or special programs so as not to conflict with school. In particular, the final two weeks of any semester are critical, as they culminate in the student exhibitions and presentations upon which faculty base their final assessments. Parental approval does not automatically make an absence an excused absence. Only those reasons described below can be an excused absence. Consequences will be decided by the staff on a case-by-case basis. In the event of an unexcused absence the teacher will decide if make-up work is accepted.

In the event of a necessary absence, the attendance staff needs your assistance in following this process:

1. Please call your school's main office when your child is absent.
2. We encourage you to schedule appointments before or after school. However, we understand that sometimes missing school cannot be helped. If your child needs to be excused early, you must come in to the office and sign the student out of school. A doctor or dentist's excuse or other verification can be brought in the following school day.
3. Your child must be given a "Permit to Leave" to be excused from class.
4. When your child is late for school, they must bring in a note from the doctor or dentist to be excused. If the tardy is unexcused they will receive detention.

EXCUSED ABSENCES
From time to time, students may have a valid reason for missing class. Excused absences include the following:

- Illness
- Quarantine
- Medical, dental, optometric appointments
- Family emergency
- Observation of a religious holiday or ceremony
- Appearance in court*
- Employment conference*
- College visit*
- Funeral

For an absence to be excused, the student's parent or guardian must provide a written excuse. In the list above, absences marked with an asterisk (*) must be approved by the teacher or an administrator one day in advance.

Students may apply for an excused absence to attend exceptional learning opportunities that occur outside the classroom. The parent or guardian must apply for this type of excused absence ahead of time. The application must clearly state the nature of the activity and its learning objectives as well as how the student plans to make up missed work. Excused absences will be allowed at the discretion of the teacher or administrator. A student absent from school for an excused absence will be allowed to complete missed assignments (within reasonable limits) and will be given full credit upon satisfactory completion. The teacher determines what assignments student will make up and in what period of time. The tests and assignments will be equivalent but not necessarily identical to the tests and assignments the student missed.

OTHER ABSENCES
Absences that do not qualify as excused absences (as described above) are the following:
- Excessive tardiness—when five unexcused tardies accumulate in a semester, the student is excessively tardy and may be required to participate in a variety of remedies.
- Significant absences due to repeated unexcused absences or tardiness will lead to disciplinary action.
- Significant absences due to illness will lead to academic evaluation to determine what's best for the student.
- Cut—missing an entire class without an excuse. An unexcused absence of more than 45 minutes of a class is considered a cut. A student absent without excuse will not be given credit for assignments missed, and may not be allowed to make up missed tests at the teacher's discretion. The student's parent or guardian is notified when a student cuts one or more classes. Excessive tardiness and cutting may result in a student not being asked to return to the school the following year.

STUDENTS WITH MORE THAN 14 ABSENCES IN ANY SINGLE CLASS MAY NOT RECEIVE CREDIT FOR THE CLASS.
Students out of compliance with our attendance policy may not be invited back the following school year (see page 14).

STUDENT CONTRACT FOR INDEPENDENT STUDY (CIS)
Any student who is absent three days or more must fulfill the commitments of a CIS (Student Contract for Independent Study). For more information about how to request a CIS, please call your school's main office. Further, any student who has missed five consecutive days of school without any contact between the family and the school may be withdrawn from the school. Any student who has missed fifteen consecutive days of school, even with contact from their family to the school, may be withdrawn from the school.

MEDICATION (PRESCRIBED OR OVER-THE-COUNTER)
Our front office staff has first aid kits and will be your health center point of contact. Upon parent or guardian written request, we can store a supply of prescription medicines for your son or daughter to keep on hand in case of an emergency. There is a form to complete and all medication must be in its original container clearly marked with the name of student, the name of medicine, and the appropriate dosage instructions as prescribed by your doctor. Students may keep in their possession, unless parents or guardians wish to make other arrangements, inhalers for asthma conditions and over-the-counter medicines and supplements, such as Tylenol and glucose tablets. These may not be shared with other students.

LUNCH PROGRAM
Lunch is served and managed through an outside vendor. All students need to complete a Lunch Application after submitting their enrollment application. The application determines the student's eligibility for free meals, reduced-cost meals, or full-priced meals. Students are responsible for paying the full cost of lunch until their application is processed. Students who need to pay can do so at the school office or can charge money on the students account throughout the school year. Parents are welcome to deposit money ahead of time in their student's lunch account. The price of lunch will be advertised at the beginning of each school year.

EMERGENCY PROCEDURES
Our staff is trained in order to provide for the safety of students, staff, and visitors during times of emergency. Emergency preparedness includes fire and earthquake drills that happen at regular times during the school year. All alarms are treated as real. In the event of a false alarm, all staff, students, and visitors are required to complete an orderly and safe evacuation of the classrooms and building. Staff and students will meet in pre-assigned areas, and will remain there until all students are accounted for and instructed to return to the building or move to a safer area. Failure to follow emergency procedures or the willful attempt to compromise emergency preparedness are grounds for severe consequences, including possible expulsion. In the case of a major emergency (such as a significant earthquake or fire), parents and guardians and other family members should contact the main office or go to www.davincischools.org for more information. During such an emergency, staff will be focused on ensuring that all students are safe and accounted for.

CODE OF CONDUCT

In keeping with our goal of providing an effective, safe, focused, and enjoyable environment for learning, we have established certain rules of behavior for all students. We believe students enter high school for serious reasons and that their consciences and common sense are sufficient guides for their behavior. Still, some rules are essential to the functioning of any organization or community. We have kept the rules few in number and clear in purpose. The following is an outline of what is expected of our students, and the consequences for problematic behavior.

PERSONAL AND COMMUNITY EXPECTATIONS
We believe our students want to become educated. Faculty members are the facilitators and will do their best to encourage students to take full advantage of their educational opportunity. They will help our students to be effective in society and have interpersonal relationships, intellectual skills, and *ethical* awareness so that the choices they make in defining their own characters will be informed and thoughtful. Our students will contribute to a friendly, safe, open culture that provides a strong base for our learning community. Students will agree to cultivate harmony by:

being honest with others and with themselves

being courteous and considerate in their relationships with all inside our community

being tolerant

being involved in socially constructive activities

being good citizens

CLASSROOM BEHAVIOR
Students are expected to report to class regularly and on time. They agree to participate in all class work, complete all assignments, and bring required materials to class. Each teacher has his or her own classroom rules and regulations. At the beginning of the year or semester, teachers will explain how they want to conduct their class, what rules are important to follow, and how homework and test assignments will be structured. Not all teachers teach the same way. The student agrees to listen carefully to these instructions and comply with the teacher's requests. Students will show respect for themselves and others by:
- being on time for class and appointments
- being prepared for class
- doing their best to achieve their academic goals
- doing their own work

RESPECT FOR SELF AND OTHERS
Da Vinci students, parents and guardians, and staff are expected to respect others and support teaching and learning. Prohibited behavior by any member of this community, students, parents and staff alike, includes using offensive language, ignoring a staff request, employing intimidation, threatening another with physical or other harm, slander, sexual harassment or misconduct, lying, theft, and fighting. Anyone engaging in prohibited behavior may be subject to discipline including the possibility of being subject to an expulsion hearing. Willfully causing physical harm to another member of our school community will lead to immediate expulsion. Any student who steals from the school, another student, or staff member will be subject to an expulsion hearing. Respect for the rights of others is expected from all members of the school. This means respect for personal rights and for property rights.

PERSONAL RIGHTS
For Da Vinci to be a safe, open, and effective school, students must respect the personal rights of others in the school and neighboring community. Rudeness, profanity, or malicious behavior – physical or verbal – will not be tolerated. There are federal and state laws that protect student confidentiality. Confidential matters include discipline, learning differences, medical information, family information, grades, test scores, and other types of information. Parent volunteers may be in a position to learn or guess confidential information. If so, they must not share this information with anyone. Besides student and family information, many other matters are considered confidential, including closed Board sessions, conversations at staff meetings, personnel information, and salaries. All members of our community are asked to honor the privacy of others and to follow carefully the procedures we have in place to protect confidential information.

BULLYING AND HARASSMENT
Bullying is not tolerated at Da Vinci Schools. Bullying is described as any of the following actions:

1. Punching, shoving and other acts that hurt people physically

2. Spreading bad rumors about people

3. Keeping certain people out of a "group"

4. Teasing people in a mean way

5. Getting someone to "gang up" on another

6. Cyber-Bullying on-line or electronically, whether via the Internet, mobile phones or other cyber technology. This can include:

   • Sending mean or harassing text messages, e-mail, AIM or instant messages
   • Posting mean or harassing pictures or messages about others in blogs or on Web sites
   • Using someone else's user name to spread rumors or lies about someone

Da Vinci Schools has a zero tolerance policy toward bullying. Students who engage in bullying will receive consequences according to the guidelines set forth in this Handbook, the provisions of this charter, and the California Education Code.

PROPERTY RIGHTS
Absolute respect for property rights of others is expected of all members of the school. Stealing or vandalism in any form, including the unauthorized "borrowing" of another's belongings will not be tolerated. In addition to respecting the property belonging to other students, the staff, and the school, students must also respect the property rights of nearby neighbors, schools, and businesses. Proper deportment is important to be fully accepted by the local community. Actions by students that infringe on the rights of our community will not be tolerated.

DRUGS, ALCOHOL, AND TOBACCO - Drugs, alcohol, and smoking are prohibited in the school, on the campus, and at off-campus school functions. Violations can lead to suspension or in some cases an expulsion hearing.

PERSONAL ELECTRONICS - Cell phones, MP3 players, gaming devices and similar electronic devices must be off during class time. Headphones and electronics must be stored out of sight unless under the supervision of a faculty member. We are not responsible for lost or damaged items.

COMPUTER GAMES - Playing computer games on school computers is unacceptable except for teacher-approved learning purposes.

VANDALISM - No one is to injure, destroy, deface, or trespass on school property. Vandalism will be dealt with severely. All will treat the building with care and respect. Parents and guardians will be responsible for paying for any damage done to the building by their child. People with any information about damage done should report it to the principal. Writing or spray painting inappropriately on or around campus (graffiti), carving on school furniture/fixtures, mishandling a book, breaking a window, destroying equipment or damaging materials are all infringements on the right of the Da Vinci community.

WEAPONS - Guns, knives, explosives, or weapons of any type are not permitted in the school, on the campus, and anywhere on school functions on or off the premises. Violations will lead to expulsion. Items that appear to be weapons are prohibited as well.

CODE OF ACADEMIC INTEGRITY

Students are responsible for understanding expectations and following the Code of Academic Integrity with all assignments and in all disciplines.

ACADEMIC HONESTY

We value academic honesty and ethical behavior in the learning environment. The school teaches good citizenship and provides an environment conducive to ethical behavior, in which honesty, courtesy, consideration, integrity, and a concern for others are highly valued. Consequences for not following the Code of Academic Integrity may include receiving a zero on the assignment, failing the course, or suspension and expulsion from the school. Teachers will use their professional judgment to decide on consequences.

CHEATING

Cheating is defined as the act of obtaining or attempting to obtain credit for academic work not one's own. Cheating includes copying from another's test, submitting plagiarized work (see guidelines below), submitting work previously graded unless this has been approved by the faculty member accepting the work, altering grades, or aiding another student who is cheating. In any of its forms, cheating undermines student goals of becoming educated. Our teaching staff encourages students to use their best efforts to understand what is being taught rather than just achieving a high grade.

PLAGIARIZING

Any of the following actions, without giving full credit to the original source, is plagiarism:

- Direct duplication, by copying (or allowing to be copied) another's work, whether from a book, article, Web site, video, another student's assignment, a test, an exam or any other source;
- Paraphrasing another's work so closely that the essential meaning, and form should be credited to someone else;
- Piecing together sections of the work of others into a new whole;
- Producing assignments in conjunction with other people which should be your own independent work

INTELLECTUAL PROPERTY

All intellectual property that is generated at school, or related to school, including, without limitation, all equipment, documents, books, computer disks (and other computer-generated files and data), and copies thereof, created on any medium and furnished to, obtained by, or prepared by any student in the course of or incidental to student matriculation at Da Vinci, belong to Da Vinci. Da Vinci is an open source organization (information created can not be charged for or sold), this provision ensures that no individual, student, or staff member may claim ownership at the expense of others.

DRESS CODE

The purpose of Da Vinci's dress code is to foster a professional, safe, and respectful environment at school. The dress code is in effect from the time students arrive to school and until they leave. The dress code applies to field trips, site visits, academic internships, and other school-related activities, unless the supervising adult informs the students otherwise. **No article of clothing may have patches, frayed material, or language/content deemed inappropriate by the school administration.**

Acceptable:
- Polo shirts, any color – solid or striped
- Button-down dress shirts tucked in with a tie
- Khaki pants or slacks (dress pants) with no frays, patches, or holes
- Jeans with no frays, patches, or holes
- Shorts and skirts longer than 2" from the knee
- Hoodies and sweatshirts with a Da Vinci or college logo
- Close-toed shoes

Unacceptable:
- Skirts and shorts shorter than 2" from the knee, with or without leggings/tights/stockings
- Sleeveless shirts of any kind
- See-through shirts of any kind
- Dress shirts without a tie
- Dresses or T-shirts over polos
- Flannel shirts with or without a tie
- Jeans with frays, patches, or holes
- Jeggings, leggings, stretch/spandex pants, jogging pants, warm-up pants, sweatpants, and windbreaker pants
- Sandals, flip-flops, and anything that shows your toes
- Hats, beanies, or caps
- Anything with inappropriate content
- Da Vinci or college sweatshirts without a polo underneath
- Midsection exposed

We are pleased to offer our students access to the school computer network. Access to the Internet and e-mail enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world.

Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access undesirable materials as well. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using electronic and other resources. To that end, we support and respect each family's right to decide if their child should not have Internet access, and rely on the family to inform us of that choice.

Classrooms will be networked with each other and with the school office for ongoing efficiency in communication. Classroom teachers will use the data system for managing grades, student performance data, and internal school and network communication. Students are responsible for good behavior on school computer networks just as they are everywhere in the school environment. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege not a right. Access entails responsibility.

Individual users of the computer networks are responsible for their behavior and communications over these networks and must comply with school standards. Beyond the clarification of such standards, Da Vinci is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network administrators may access storage areas to review files and communications, maintain the integrity of the system, and ensure that users are using the system responsibly. Students should have no expectation of personal privacy in any matters stored in, created, received, or sent over the school computer networks, computers, e-mail system, the intranet, Internet, or any other school technology equipment. These are subject to review by the school at any time, with or without notice, with or without cause and without the permission of any student, parent, or guardian. The school reserves the right to monitor access, retrieve, download, copy, listen to, or delete anything stored in, created, received or sent over school computer networks, computers, e-mail system or any other school equipment, without notice and without the permission of any user.

To protect the integrity of technology systems and the users against unauthorized or improper use of these systems, the school reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or delete any unauthorized use of this technology upon authorization of the school director or his or her designee.

Students are prohibited from using technology for any unauthorized or unlawful purpose. Using technology to send, save, view, forward, or create harassing or offensive content or message is strictly prohibited. Offensive material includes, but is not limited to pornographic, obscene, or sexual material or comments, jokes or images that would violate the school policies. The school policies against harassment and discrimination apply to the use of technology.

Students must respect all copyrights and licenses to software and other on-line information, and may not upload, download, or copy software or other material without the prior written authorization of the director of technology or his or her designee.

Within reason, freedom of speech and access to information will be honored. The following are some of the actions that are not permitted, and violations may result in a loss of access as well as other disciplinary or legal action, including expulsion.

- Any attempt to guess passwords, break in to other accounts, or gain unauthorized access to administrator accounts
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

STUDENT AND PARENT MEDIA RELEASE

Da Vinci may be approached with requests for interviews and pictures by print and broadcast media outlets. The school and Da Vinci reserves the right to make, produce, reproduce, exhibit, distribute, publish, and transmit by means of live broadcast, videotape, photograph and print student's name, grade, voice, picture, likeness and actions as an individual in connection with school activities.

DISCIPLINARY ACTION

The purpose of disciplinary action is to ensure that individual students, parents and guardians, and our school community stay focused on growth and learning. Prompt resolution of the problem or issue is expected. Discipline may include a warning to the student, notification to parent or guardian, and a written commitment by the student to improve his or her behavior and performance. In addition, depending on the nature of the violation and the student's past performance, any or all of the following consequences may be appropriate:

Suspension
A student may be suspended from school if deemed necessary. Academic make-up work is required. Return to school is contingent upon meeting with administrators and teachers. A student will be assigned off campus or in school suspension based upon the given situation and decisions made by the leadership team.

Expulsion
After a proper investigation and hearing, a student may be expelled from Da Vinci. The following forms of behavior by a student, parent or guardian are grounds for expulsion:

- The threat, causation, or attempted causation of physical injury to another person, including sexual assault
- Possession of a weapon (e.g., firearms, knives, or explosives) or possession of a replica firearm on the school campus or school-approved activities
- Unlawful possession, use, sale, offer, or being under the influence of any controlled substance, alcoholic beverage, or any intoxicant
- Theft or attempted theft of school or private property.
- Destruction or attempted destruction of school or private property
- Any attempt to guess passwords, break in to other accounts, or gain unauthorized access to administrator accounts
- Extortion
- Obscene or offensive acts or habitual profanity or vulgarity
- Abusive behavior or treatment by a student, parent, or guardian of another, including other members of the student body, staff, faculty, and administrators
- Disruption of school activities or willful defiance of valid school authorities
- Violation by a student, parent, or guardian of a policy or procedure as set forth in this student handbook
- When the student, parent, or guardian have demonstrated they do not value the student's place at the school.

PARENT AND GUARDIAN COMMITMENTS

Da Vinci requires families to participate in the school culture. Parents and guardians commit to at least 25 hours of participation each year. We understand that everyone has a different schedule, so our program is designed to offer flexibility to ensure that all parents or guardians are able to contribute to the school and their child's education.

PLEDGE RULES
1. Parents and guardians must complete all 25 hours of school service before the end of the school year in June.
2. Parents and guardians shall come to campus at least twice each year to attend site based events and programs.
3. Only family members older than 18 and legal guardians can fulfill the service hour requirements for a student.
4. It is possible to be credited with "double hours" when both parents and guardians are volunteering in the school, but on separate tasks.

There are three ways service hours can be fulfilled:
1. **SERVICE TO THE SCHOOL** - There are many wonderful opportunities to join with the staff and students in projects and activities to help make the school a real community. Throughout the year, committees and groups meet to plan activities and carry out projects. From time to time, parents and guardians are called and asked to volunteer for work on these projects. School service activities can take the form of on-campus volunteering to organize activities, provide help in the classroom, in the library, with field trips, technology, recreational activities, school athletic training, and so forth.

2. **EDUCATIONAL VISITS** - Parents and guardians can earn volunteer service hours for spending time with students off campus when engaged in educational activities, such as museum visits, library trips, City Council meetings, Neighborhood Council meetings, campaign speeches, community outreach programs—anything related to learning about culture, community, and education. To receive credit for off-campus service hours, you must provide proof of attendance (e.g.: agenda, ticket, pictures) along with answers to the following questions:

    (1)   What do you think your child learned?
    (2)   How will your learning impact your child's achievement at school?
    (3)   What will you do differently next time you go?

3. **PERSONAL EDUCATIONAL DEVELOPMENT** - Parents and guardians can earn their hours by completing city college classes or enrolling in other community-based education programs.

Please contact the school's front office to ask questions and discuss your plans for service hours. Records of hours served are kept and tallied at mid-year and in June at the end of each school year. If you would like to fulfill all or part of your parent hours by volunteering on campus, please check in at the front office.

RE-ADMISSION REQUIREMENTS

Da Vinci is a school of choice. Students who choose to enroll at Da Vinci must seek re-admission on an annual basis. Da Vinci has established the following school policies for readmitting students, which include consideration of the following:

- Whether or not the student may have engaged in "disruption of school activities or willful defiance of valid school authorities."
- Whether or not the parent or guardian may have engaged in inappropriate, threatening, or abusive behavior toward staff, faculty, and other members of the community to the point of being disruptive of school activities, school administration, faculty time, or school function as determined by the Executive Director of Da Vinci.
- Whether or not the student and student's family reasonably continue to demonstrate a commitment to the Da Vinci program.
- Whether there is evidence of noncompliance with the provisions of The Student and Parent Handbook.

After consultation with faculty, staff, and other school-related individuals, the Executive Director of Da Vinci Schools bears ultimate responsibility for all readmission decisions. Based upon consultations— a review of the behavior and performance of a student, parent, and guardian, and upon staff observation – readmission to Da Vinci may not be allowed.

Da Vinci Schools retain the option, at its sole discretion, to enroll students who have previously left. If you wish additional information about this policy, please contact your school Principal for information about this Policy