



STUDENT & PARENT

HANDBOOK

www.davincik12.org

da Vinci Schools Student and Parent Handbook

Note: This Student Handbook provides general information that parents/guardians and students need to know about **da Vinci Schools**. It is not a comprehensive list of all school policies and procedures. **da Vinci** reserves the right to amend the school calendar, modify the curriculum, change programming, and alter policies in the best interests of the school and our students at its sole discretion. This handbook is for informational purposes only and is not intended to create a contract or bind **da Vinci** to any specific procedures, policies, or privileges.

SECTION I: General Information

School Vision: Students empowered for personal success. **School Mission:** Fostering a community that will empower every student to realize their potential. The importance of learning and creating a kind, caring, and compassionate community is emphasized at all levels. da Vinci believes students can be curious and capable learners deserving of respect, and that understanding and accepting boundaries fosters their growth as unique and changing individuals. da Vinci is committed to instilling a desire for life-long learning and supporting students in their dreams and aspirations.

Grades Served The da Vinci School was established in 1995 as a tuition-free public school.

- The **da Vinci Primary School** serves students in **grades K-5** and has a GSRP preschool onsite.
- The **da Vinci High School** serves students in **grades 6-12** and is located on the same campus as the Primary School.

Enrollment Once a student has completed all enrollment forms (including Free and Reduced Meal forms) and an initial interview, they will be eligible for enrollment. This process introduces the student to da Vinci's philosophy and their own commitment to success.

A student with a disciplinary history that may be disruptive to the learning environment may be subject to a personalized plan. This plan, which is based on the student's history and the severity of the issues, may include a daily search of person or possessions, restriction of electronic device/phone, assigned seat, supervised passing and restroom breaks, and a separate lunch.

School Hours

- **da Vinci High School (Grades 6-12):**
 - **Regular School Day (Monday through Thursday): 7:15 am to 2:15 pm**
 - **Friday School Day: 7:15 am to 12:30 pm**
 - **Conference Days: 7:15 am to 11:15 am**

- **da Vinci Primary School (Grades K-5):**
 - **Regular School Day (Monday through Thursday): 8:16 am to 3:30 pm**
 - **Friday School Day: 8:16 am to 1:44 pm**
 - **Conference Days: 8:16 am to 12:45 pm**
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SECTION II: Attendance Policies

Consistent attendance is **critical to successful student performance and mastery of the core curriculum**. Research indicates school participation is the most vital factor leading to student success and is essential in developing a high-quality work ethic for future employment. Encouraging regular school attendance is one of the most powerful ways to prepare children for success, leading to better grades, healthy habits, avoidance of dangerous behavior, and a better chance of graduating. Students with fewer absences often improve their grades and reading skills. Regular attendance also fosters community connection, social skills, and friendships.

Attendance for da Vinci Schools

- Students should **arrive on time and attend all assigned classes**.
- If a student must leave during the day, the **parent/guardian must contact the school and grant permission before the student leaves**.
- If your child is going to be absent, please **call the school office no later than 9:00 am each morning**.
- If homework is requested, it will not be ready until later in the afternoon or the following day.
- To excuse an absence, a student must **bring in a doctor's excuse**.
- Parents/Guardians and students are responsible for **tracking attendance on PowerSchool**.
- **Excused Absences** are approved absences reported to the school office with appropriate documentation, including:
 - Illness
 - Recovery from an accident
 - Professional/Court appointments that could not be scheduled outside of the regular school day
 - Death in the immediate family
 - Observation of a religious holiday or religious instruction
 - Other causes within reason deemed acceptable by the superintendent
 - **Students are responsible for making arrangements with teachers for missing work**, and must provide doctors' notes for medical excuses.
- Accepted documentation for an excused absence includes a doctor's note or receipt from a doctor's visit, or a note for a funeral. **Parent notes are not accepted as documentation for an excused absence..**

- **Ten unexcused absences must be referred to the Jackson County Truancy Officer** for follow-up.
 - Missing the bus does NOT count as an excused absence.
 - Calling the office does NOT count as an excused absence.
 - Parents should communicate with their child's teacher, attendance liaison, or the principal as soon as possible if extenuating circumstances affect attendance, to avoid misunderstanding.
 - **Unexcused Absences Include:**
 - Absences that have not been approved by the school
 - Leaving a class or school without permission
 - **Tardy Policy:** Being late to any class without an excuse is a tardy. **Every third tardy in the same period is considered an unexcused absence.**
 - **Late Arrival and Early Dismissal:**
 - If compelling circumstances require late arrival or early dismissal, a custodial parent must speak with an administrator to create a plan that limits the educational impact.
 - **Release of Students:** da Vinci presumes either parent may release the student. **No student will be released to anyone not authorized in writing by the parents.**
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SECTION III: Academic Program and Services

Learning Expectations and Curriculum The curriculum at the da Vinci School is designed to encourage all students to **share in the responsibility for making choices that will facilitate the learning process.** da Vinci believes that all children can learn, that children learn in different ways, and at different times. Most importantly, da Vinci believes that childhood should be a journey, not a race. **Emphasis is placed on the Mastery of Essential Learning and Skills.** A variety of assessment methods are used to evaluate student progress and determine how best to help students become well-educated citizens.

Grading da Vinci uses a **mastery-based grading system**, where students must demonstrate competency at 1 out of 4, or 60%. The teacher responsible for a student's instruction determines the grade, which may not be changed without the permission of the superintendent.

Graduation Requirements (da Vinci High School) da Vinci Schools require high school students to earn **24 credits** to graduate. The required credits are:

- Math: **4.5 Credits**
- English: **4.5 Credits**
- Science: **3.0 Credits**
- Social Studies: **3.0 Credits**
- Health/PE: **1.0 Credit**
- Fine Arts (May include: Band, Choir, Art, Computerized Art Courses, JACC): **1.0 Credit**
- Foreign Language: **2.0 Credits**
- Electives: **5.0 Credits**

Many high school credit requirements may be fulfilled through **state-approved career and technical education (CTE) programs**. These CTE credits may include work-based learning with appropriate oversight. **Special Education students** who complete their Individualized Education Program (I.E.P.) and have the I.E.P. committee's recommendation may participate in graduation activities. Reasonable accommodation shall be made for students with disabilities in required tests for graduation. Commencement exercises will include only students who have successfully completed requirements as certified by the Board of Education. No student who has completed graduation requirements shall be denied a diploma as a disciplinary measure, but participation in the ceremony may be denied due to personal conduct.

Credits Towards a High School Diploma (da Vinci High School) Credits may be earned by:

- Traditional coursework
- Demonstrating mastery of subject area content expectations or guidelines for the credit
- Related coursework in which content standards are embedded
- Non-traditional coursework
- Independent teacher-guided study
- Testing out
- Dual enrollment
- International baccalaureate or other "early college" program
- Michigan Department of Education (MDE)-approved formal career and technical (CTE) program
- Online classes
- Personal Curriculum

Personal Curriculum the **personal curriculum (PC)** is a process to modify specific credit requirements and/or content expectations based on a student's individual learning needs. It serves students who want to accelerate or go beyond Michigan Merit Curriculum (MMC) requirements, and those who need to individualize learning to meet MMC requirements. PC modifications must align with Michigan state standards as practicable and not create barriers to challenging curriculum. The intent is to individualize rigor and relevance. "Practicable" means as much subject area content as possible. This applies to students with IEPs. The PC is an option for any student or family to explore for modifying graduation requirements to earn a diploma. Any modification must be consistent with preparing students for post-high school life. A high school diploma documents that a student has met expectations for postsecondary success. da Vinci may deny a PC request if:

- The request does not comply with state statute.
- Other options for meeting the student's educational needs have not been documented.
- It is not in the best interest of the student.
- The members of the PC development team cannot reach agreement.

SECTION IV: Technology and Electronic Device Use

Video Surveillance and Electronic Monitoring to promote student and staff safety, the Board of Directors authorizes the use of **video surveillance and electronic monitoring equipment on school property, in school buildings, and on school buses**. A copy of the board policy is available for further review.

Cell Phones and Electronic Communication Devices

- **da Vinci Schools:**
 - Cell phones and other wireless devices are **not allowed in classrooms, common areas, the cafeteria, on school buses, or at school events during the school day**.
 - Students must power off their phone and store it in their locker for the entire school day. For **Primary School** students, phones may be stored in their bookbag.
 - **Consequences for breaking this rule:**
 - **First offense:** The parent must pick up the child's phone at the end of the school day. A parent meeting will be scheduled to discuss the issue and create a plan.
 - **Second offense (if the plan is not followed):** The child will not be allowed to have their phone at school for 30 days. Disciplinary action, up to and including suspension, may occur.
 - **Third offense:** Phone privileges will be lost for the remainder of the year. Disciplinary action, up to and including suspension or expulsion, may occur.
 - da Vinci is NOT responsible for lost or stolen personal property.
 - Electronics are **not allowed to be powered on while on any da Vinci school bus**.

Student Technology Acceptable Use and Safety Technology resources are provided by da Vinci/The Board of Directors. This includes electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, and any equipment, computer facilities, or online services for electronic communications. This policy governs students' use of school technology regardless of whether it takes place on or off school property. **Students have no right or expectation to privacy when using school technology resources**. General school rules for behavior and communication apply to online interactions.

Students are to use technology resources only for **online educational services, applications (apps), and resources that have been pre-approved** for instruction, study, and curriculum-related research. Technology protection measures, pursuant to federal law (CIPA), filter or block access to obscene, visually explicit, or harmful materials. These measures cannot be disabled, and any attempt to disable them will result in discipline.

Unacceptable Use of Technology:

1. Giving out personal information about another person (home address, phone number).
2. Any use for commercial or for-profit purposes.
3. Excessive use for personal business.
4. Any use for product advertisement or political lobbying.
5. Access or use of social media when not for educational purposes or teacher-approved plans.
6. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users.
7. Disrupting network use by others; destroying, modifying, or abusing hardware and/or software.
8. Malicious use of the network to develop programs that harass other users or infiltrate/damage computer systems.
9. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
10. Unauthorized installation of any software (including shareware and freeware) for use on da Vinci School technology.
11. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to network integrity.
12. **Use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools, without the express permission or consent of a teacher.**
13. Downloading entertainment software or other files not related to da Vinci Schools' mission for transfer to personal devices, or duplicating/distributing copyrighted materials without written permission (except Fair Use).
14. Use of the network for any unlawful purpose.
15. Use of profanity, obscenity, racist terms, or other offensive language.
16. Playing games, unless specifically authorized by a teacher for instructional purposes.
17. Establishing network or internet connections to live communications (voice and/or video relay chat), unless specifically authorized by the system administrator.

Use of Artificial Intelligence/Natural Language Processing Tools The use of AI and NLP tools, without the express permission or consent of a teacher, is strictly prohibited for the completion of school work. The misuse of these tools undermines essential learning and problem-solving skills. Teachers have the discretion to authorize the use of AI/NLP tools for:

1. **Research Assistance:** To quickly and efficiently search for and find relevant information.
2. **Data Analysis:** To analyze, understand, and interpret large amounts of data.
3. **Language Translation:** To translate texts or documents into different languages.
4. **Writing Assistance:** To provide grammar and spelling corrections, and suggest alternative word choices and sentence structure.
5. **Accessibility:** To help students with disabilities access and understand written materials (e.g., text-to-speech). AI/NLP tools are used as a supplement to, not a replacement for, traditional learning methods. Students should ask their teacher if they have questions about permitted use. Users who disregard this policy may have their privileges

suspended or revoked, and disciplinary action taken against them. Users are personally responsible (civilly and criminally) for unauthorized uses.

Technology Disclaimer: da Vinci Schools cannot be held accountable for information retrieved via the network. There are no facilities provided for sending or receiving private or confidential electronic communications. System administrators have access to and will monitor messages, and messages relating to illegal activities will be reported. Da Vinci Schools is not responsible for damages, loss of data from delays, non-deliveries, or service interruptions caused by negligence or user errors/omissions. Use of any information obtained is at your own risk. da Vinci Schools makes no warranties concerning the content of advice or information received, costs/charges incurred, or damages caused by network access. da Vinci Schools reserves the right to change its policies and rules at any time. An "**Acceptable Use Agreement**" is to be signed by all adult users and student users above grade 5.

SECTION V: Transportation

Student Drivers da Vinci students must comply with the following policies to drive to school and park in the da Vinci's parking lot:

- Students must **hold a valid driver's license and have their vehicles properly registered and insured.**
- Student drivers must **register with the school and park only in designated areas.**
- Students must **enter/exit vehicles promptly - no loitering** is allowed.
- Vehicles should **remain locked at all times.** da Vinci is not responsible for the safe-keeping of items in parked vehicles, and will not be liable for any loss or damage to personal valuables.
- **Reasonable and respectful behavior** is expected; speeding and excessively loud music are examples of inappropriate behavior.
- Students are **not allowed to keep materials in their cars that are prohibited** under policies and procedures.
- **Vehicles are subject to search by da Vinci administration and local/state police** if prohibited items are in plain view or if there is reasonable suspicion of illegal items within a vehicle.

School Transportation Students transported by the School District or to a School District-related event must abide by the driver's direction, the Student Code of Conduct, and, if applicable, the School District's Extracurricular Code of Conduct. **Violators face the loss of transportation privileges and possible disciplinary action.** Examples of misconduct include, but are not limited to: insubordination, safety violations, smoking/vaping, fighting, profane or foul language, and destruction of property.

- **Bus Expectations:** Bus transportation is a privilege that can be revoked. Students will follow all rules and expectations while riding the bus. The following behaviors may result in a student being suspended from the bus or removed permanently:
 - Fighting
 - Profanity
 - Yelling
 - Screaming
 - Horseplay
 - Throwing objects
 - Standing up while the bus is moving
 - Moving seats
 - Any other behavior considered unsafe by the driver and/or school staff
 - Students are expected to attend school all day and remain on the da Vinci School campus for the entire school day. Students who wish to walk, ride bikes, or ride home with another student must have prior permission on file in the office or give prior notification from parents. If a student is not a bus rider, they will not be allowed to ride a bus home with a friend. All students that ride the bus will get off at their designated stop.
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SECTION VI: Health and Safety

Immunizations Students must be **current with all immunizations required by law or have an authorized waiver** from state immunization requirements. If a student does not have the necessary shots or waiver, school administrators may remove the student or require compliance within a set deadline. Waivers may be obtained, by appointment, from the Jackson County Health Department.

Injury and Illness

- **All injuries must be reported to the office.** If a minor injury occurs, the student will be attended to and may return to class. If medical attention is required, the office will follow all emergency procedures.
- In the interest of your child's health and for the protection of other students, parents are expected to **pick up their child if he or she has a fever, cough, rash, head lice, pink eye, or similar symptoms.**
- Please **notify the office if your child is absent due to a contagious disease.** The school is obligated to communicate to other families and students that they may have been exposed.
- Any child who contracts a contagious illness or infection must have **written notification from the doctor indicating when the student is safe to return to the classroom.** This notification must be submitted to the school office before the student can be readmitted.

Concussions To provide for the safety of all students, all programs shall comply with the **concussion protocols of the MHSAA**. If a student exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, balance problems), their family will be contacted immediately.

- Any student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.

Medication: Medication is defined as all medicines, including prescribed and non-prescribed (over-the-counter) drugs, herbal supplements, preparations/remedies taken by mouth, inhaler, and injection, or applied as drops to eyes, ears, nose, or skin.

- **For administration during school hours: A written prescription from the student's physician and a written authorization by a parent are required.** Written instructions from a physician must include the student's name, medication name, dosage, route of administration, and dosing instructions. Only medication in its original container, labeled with the date (if prescription), student's name, and exact dosage, may be administered.
- The parent must ensure an adequate amount of medication is on hand at school and inform the school in writing of any changes. If a student refuses medication, the parent will be notified immediately.
- **Storage and Monitoring:** The building administrator is responsible for properly storing and monitoring medications. Medications will be secured by lock, with access limited to the building principal and designated staff.
- **Student Self-Administration:** Students are prohibited from sharing or administering medication to each other, except in life-threatening emergencies. A building administrator may grant a student permission to self-administer medication if the student's parent provides written permission, and for prescription medications, written approval from the student's physician. A student approved for self-medication may possess only the quantity needed for that school day, unless otherwise approved in writing.

Epinephrine Auto-Injectors (Epi-Pens) Michigan law allows da Vinci to **maintain a supply of emergency epinephrine auto-injectors** for life-threatening allergic reactions or anaphylaxis. Trained staff are available to use these in an emergency.

- **Student Possession and Use:** Students may possess and use epi-pens on school premises/activities if they have physician/parent permission, the building administrator has copies of these permissions, and the school has a written emergency care plan (or IEPT/504 Plan) prepared/approved by a licensed physician in collaboration with the student/parent, updated as necessary. Teachers will be notified of students permitted to possess/use epi-pens.
- **School Acquisition and Maintenance:** Each school building will have at least two unassigned functioning epi-pens. The building administrator is responsible for

maintaining these, making them accessible to designated staff, and notifying the superintendent if the necessary numbers are unavailable or non-functional.

- **Training and Designation:** A sufficient number of staff will be trained (at least one for less than 10 staff, two for more than 10). All training is supervised, evaluated, and approved by a licensed registered professional nurse. The building administrator designates trained staff and informs other personnel.
- **Administration:** Designated and trained staff are required to administer an epi-pen injection to any person on school grounds believed to be suffering an anaphylactic reaction. Anaphylactic reactions are severe, potentially life-threatening allergic reactions to allergens like peanuts, tree nuts, or bee stings. Staff are required to notify a designated staff member if they believe an individual is suffering an anaphylactic reaction.
- **Reporting:** The building administrator must notify the parent of any student receiving an epi-pen injection at school, and call 911 for students believed to be experiencing an opioid-related overdose. Notification is also made to the superintendent and school nurse. The school nurse reports annually to the MDE on epi-pen injections and opioid antagonists administered.

Opioid Antagonists - Naloxone- The School District will acquire and maintain at least one functioning package of an opioid antagonist at each school building. At least two staff members in each building storing an opioid antagonist will be trained. Designated staff members who have been trained are required to administer an opioid antagonist to any person on school grounds believed to be suffering from an opioid-related overdose. Students are under no circumstances to administer opioid antagonists to themselves or others. An opioid-related overdose is a condition including extreme physical illness, decreased consciousness, respiratory depression, coma, or death from opioid consumption, or anything believed to be an opioid-related overdose requiring medical assistance. If a student is believed to be having an opioid-related overdose, the School District will call 911 and encourage parents to seek treatment from a licensed substance use disorder services program.

Cardiac Emergency Response Plan The School District will develop regulations for an appropriate response to cardiac emergencies, addressing:

- Use and regular maintenance of **automated external defibrillators (AEDs)** located throughout campus and athletic facilities. AEDs should be available within one to three minutes of a sudden cardiac arrest and be easily retrievable, not locked.
- Establishment and activation of a **cardiac emergency response team** and its integration with local emergency response agencies.
- Methods for effective and efficient communication during an emergency.
- A legally compliant training plan for **AEDs and cardiopulmonary resuscitation (CPR)** techniques. All building administrators, high school sports coaches, cardiac emergency response team members, 50% of PE teachers, and 10% of other staff will be trained/certified in CPR, first aid, and AED use. The building principal is responsible for informing staff of trained members and for conducting at least one cardiac emergency response drill per year.

- Integration of a local emergency response system. Untrained staff observing suspected sudden cardiac arrest must immediately call 911, notify the office, notify a trained staff member, and retrieve the nearest AED. Trained staff must immediately call 911, notify the office, and attend to the victim. Building administrators must also call 911, secure emergency cards, report to the scene with AED/medication, and attend to the victim. The family of any student who may have experienced a sudden cardiac emergency will be notified. All staff are responsible for removing students from the emergency area and supervising them.

Emergency Procedures da Vinci participates in fire, tornado, and lock down drills regularly, which are posted on the website for information.

- **Lockdown Procedures:** During a lockdown drill or actual lockdown, students will remain with the school until the threat is lifted or they arrive at a secondary location. Students will only be released to approved persons. No one is allowed to enter the school during a lockdown unless with responding authorities.
- **Fire Procedures:** During a fire drill or actual fire, all students will be evacuated from the building.
- **Tornado Procedure:** During a tornado drill or actual tornado, all students will be evacuated to a secure storm shelter area and will remain until the threat has lifted.

SECTION VII: Student Conduct and Discipline

Introduction to the Student Code of Conduct: The Student Code of Conduct balances the School District's obligation to maintain safety and a conducive educational environment with its obligation to teach appropriate behavior to students who engage in misconduct. It establishes rules for serious student misconduct but is not an all-inclusive list, nor does it limit the authority of school officials to address other conduct that interferes with school order, the educational process, or health/safety. The Code is administered consistently and fairly, without partiality or discrimination, but "fair is not always equal". A student's background, prior history, progress, and improvement are considered. The Code applies **before, during, and after school, as well as at all school-sponsored events**. da Vinci reserves the right to administer consequences for **off-campus behavior that impacts the school's operation or general welfare**. Immediate and appropriate disciplinary action will be taken for violations.

Range of Discipline: Violations may result in consequences up to and including behavior processing with staff, restorative practices, Reset Room assignment, lunch detention, in-school suspension, out-of-school suspension, and long-term suspension or expulsion. The level of consequence depends on the severity of the offense and legal requirements. For all prohibited acts, penalties range from administrative intervention to permanent expulsion, depending on severity, impact, Board policies, and state/federal laws. **Gross misconduct or persistent disobedience may result in suspension or expulsion.** A student violating a prohibited act that also violates law may be referred to police.

Applicability of Prohibited Acts The prohibited acts and penalties are applicable when a student:

- Engages in a prohibited act on school property.
- Engages in a prohibited act in a motor vehicle, including one used for a school-related purpose.
- Engages in a prohibited act at a school-related activity, function, or event.
- Engages in a prohibited act en route to or from school.
- Engages in a prohibited act involving another student who is en route to or from school.
- Engages in a prohibited act off school premises, which is either prohibited by law or, in the judgment of the building administrator, is serious enough to endanger student/employee safety and/or substantially interfere with the educational process.
- (Model adds): Engages in a prohibited act when the student was not enrolled in the School District or was enrolled in another school district, if the act would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending school in the School District.

Definitions of Discipline

- **Administrative Intervention:** Disciplinary action that does not result in an out-of-school suspension and includes, but is not limited to, restorative practices. It may involve removal from a class period, in-school suspension, reprimand, restitution, detention, work assignment, additional classroom assignments, and revocation of privileges (e.g., attending after-school functions).
- **Restorative Practices:** Consistent with Michigan law, these are practices considered as an addition or alternative to suspension or expulsion. They emphasize **repairing the harm caused to the victim and the School District community** by misconduct. Restorative practices should be the first consideration for offenses like interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment, bullying, and cyberbullying.
- **Suspension:** Exclusion of a student from school for **fewer than 60 school days or exclusion which terminates upon fulfillment of specific conditions**.
- **Expulsion:** Exclusion of the student from the School District for **60 school days or more or permanent exclusion**.

Presumption Against Long-Term Suspension or Expulsion Consistent with Michigan law, the School District adopts a **rebuttable presumption that students should not be disciplined by long-term suspension (more than 10 school days) or expulsion (60 or more school days)**. This presumption is rebutted by considering each of the following **seven factors**:

- The student's age.
- The student's disciplinary history.
- Whether the student is disabled within the meaning of IDEA or ADA/Section 504.
- The seriousness of the student's misconduct or behavior.

- Whether the student's misconduct or behavior threatened the safety of any pupil or staff member.
- Whether restorative practices will be used to address the student's misconduct or behavior.
- Whether less severe discipline would properly address the student's misconduct or behavior.
- This presumption does not apply to short-term suspensions (10 school days or fewer) or to a student possessing a firearm in a weapons-free school zone.

Corporal Punishment: While recognizing that students may require disciplinary action in various forms, da Vinci Schools does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline. Within the scope of their employment, all staff may use reasonable force and apply restraint to accomplish the following:

- restrain or remove a student who refuses to comply with a request to behave or report to the office;
- quell a disturbance threatening physical injury to self or others;
- obtain possession of weapons or other dangerous objects within the control of the student, for either self-defense; or
- the protection of persons or property.

Removal, Suspension, and Expulsion of Students with Disabilities: The School shall abide by Federal and State laws in matters relating to discipline, suspension, and expulsion of disabled students.

Due Process Procedures for Discipline: These procedures govern the suspension, expulsion, or permanent expulsion of a student. The initial judgment that a student has engaged in a prohibited act is made by the building administrator.

1. Short-Term Suspension (10 school days or fewer): Prior to any out-of-school suspension, the building administrator will:

- Inform the student of the misconduct being considered for discipline.
- If the student denies the misconduct, explain the evidence the administrator possesses.
- Provide the student an opportunity to explain their version of the facts.
- Consider each of the seven individual factors mentioned above.
- If a student's presence poses an immediate danger or ongoing disruption, the administrator may immediately suspend the student and provide due process as soon as reasonable.
- If a violation is determined, a suspension not exceeding ten school days may be imposed.
- The principal or designee will inform the student's parent (in person or by phone) of the suspension, reasons, and conditions, followed by written notification.
- A building administrator's decision for a penalty up to ten school days is final and not subject to further review or appeal.

2. Long-Term Suspension (11 school days or more), Expulsion (60 school days or more), and Permanent Expulsion:

- **Step 1 (Notice):** If a long-term suspension or expulsion is warranted, the student and parent will be notified in writing of:
 - The charges against the student.
 - The recommended disciplinary action.
 - The fact that a hearing will be held before the Superintendent.
 - The time, place, location, and procedures for the hearing.
 - This notice will also document the building administrator's consideration of the individual factors and restorative practices.
 - If the student's presence presents a danger, they will be suspended pending the Superintendent's decision; the hearing will commence within ten school days. If there is no danger, the student may return to school, and the hearing will be scheduled within fifteen school days. Timelines can be enlarged upon request.
- **Step 2 (Hearing):** A hearing before the Superintendent will determine the truth of charges, consider individual factors and restorative practices, and decide appropriate disciplinary measures. Student and/or parent may waive the hearing right; the principal's recommendation will usually be imposed, but the Superintendent makes the final decision for expulsion/permanent expulsion. The Superintendent may amend charges or impose a greater or lesser penalty.
- **Step 3 (Decision):** The Superintendent's decision will be given orally to the student and parent within five school days after the hearing, with a written decision mailed concurrently. These timelines may be enlarged due to extenuating circumstances.
- **Step 4 (Appeal to Board of Education):** A Superintendent's decision to permanently expel a student may be appealed to the Board of Education by filing written notice within five school days of the decision. The appeal will be heard in open or closed session (parent's choice). No further testimony or new evidence is allowed. The Superintendent will present hearing results and recommendations, and the student, parent, or legal representative will have an opportunity to address the Board. The Board will render a written decision within fifteen school days.

Inconsistency with Law, Board Policy, or Administrative Regulation This Student Code of Conduct is intended to be consistent with Michigan law, Board of Education Policies, and Administrative Guidelines. If inconsistencies arise, they should be resolved with the understanding that **Michigan law supersedes both Board Policies and Administrative Guidelines, and Board Policy supersedes Administrative Guidelines.**

Prohibited Acts

1. Alcohol, Marijuana, and Chemical Substances A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substance for intoxication. The Michigan Medical Marijuana act states that a person shall not sell or possess marijuana or otherwise engage in its use, even for medical purposes, in a school vehicle or on school grounds.

- **Drug Testing:** School administration will require a student to submit to drug testing if there is **“reasonable suspicion”** of alcohol, drug, or mind-altering substance use.

Reasonable suspicion may arise from behavior, physical appearance, actions, odors, possession of paraphernalia, or information communicated by staff, parents, law enforcement, or other students. If a student denies use after reasonable suspicion is established, they may be asked to take a drug test administered by staff. Failure to cooperate or take a test, or positive results, will lead to consequences up to and including **expulsion and referral for prosecution**.

2. Arson: A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property, or cause or attempt to cause an explosion on school property. This includes acts of arson prohibited by MCL 750.71 through MCL 705.80.

3. Bullying and Hazing: Students are prohibited from engaging in conduct, whether written, verbal, or physical, that **unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. Bullying and cyberbullying are strictly prohibited.** The Board of Education has adopted a policy on bullying.

- **"Hazing"** means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.
- **"Bullying"** means any written, verbal, or physical act, or any electronic communication (including cyberbullying), that is intended or that a reasonable person would know is likely to harm one or more School District students, either directly or indirectly, by doing any of the following:
 - Substantially interfering with educational opportunities, benefits, or programs.
 - Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
 - Having an actual and substantial detrimental effect on a student's physical or mental health.
 - Causing substantial disruption in, or interference with, the orderly operation of the school.
- **"At school"** is defined as in a classroom, anywhere else on school premises, on a school bus or other school-related vehicle, and at a school-sponsored activity or event, whether or not it is held on school premises. It includes the off-premises use of a telecommunications access device or telecommunications service provider if the device or service provider is owned by or under the control of the School District.
- **"Cyberbullying"** means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:
 - Substantially interfering with educational opportunities, benefits, or programs.
 - Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm by causing substantial emotional distress.

- Having an actual and substantial detrimental effect on a student's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
- **Retaliation or false accusation** against a target of bullying, a witness, another person with reliable information, or any person who reports/participates in an investigation concerning bullying is prohibited and will not be tolerated. Such retaliation is a serious violation and may result in disciplinary action (behavioral interventions to suspension or expulsion). Making intentionally false reports is also prohibited.
- **Complaint Procedure:** Any student who believes they are a victim of bullying should immediately report to the school administration or any staff member. Upon receipt, the principal or designee will conduct a prompt investigation. Informal resolution (e.g., restorative practices) may be attempted if requested or permitted by the complainant, but it will not substantially delay the investigation. The complainant may request a formal investigation at any time. If bullying is alleged based on protected classifications, the principal will notify the School District's Compliance Officer.

4. Coercion, Extortion, and Blackmail: A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in securing or attempting to secure money or other items of value by threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

5. Copyrighted Material: A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material. The School District fully respects personal property rights, tangible or intangible, in accordance with the Copyright Act of 1976.

6. Criminal Acts: A student shall not commit or participate in any conduct or act defined as a crime by federal or state law, or local ordinance.

7. Criminal Sexual Conduct: A student shall not commit Criminal Sexual Conduct (CSC) as defined by MCL 750.520b-e and g. **Penalty:** Administrative intervention to **permanent expulsion**, in accordance with MCL 380.1311.

8. Discriminatory Harassment: A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws.

9. Disruption of School: A student shall not, by any type of conduct (violence, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption of any function of the school, nor shall the student engage in such conduct if disruption or obstruction is reasonably likely to result. A student shall not urge other students to engage in such conduct for the purpose of causing disruption or obstruction. Examples include, but are not limited to:

- Occupying any school building, school grounds, or part thereof, without permission, which deprives others of its use.
- Blocking normal pedestrian or vehicle traffic, entrances or exits of any school building or corridor or room, without permission.
- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, meeting, or assembly.
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts educational opportunities or threatens general health, safety, and welfare on school property or at a school sponsored activity.

10. Damage of Property or Theft/Possession: A student shall not intentionally cause or attempt to cause damage to school property or the property of another person. A student shall not steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

11. Dangerous Weapons: A student shall not possess, store, make, or use a weapon in any setting under the control and supervision of the School District (e.g., leased/owned property, school-sponsored event, school vehicle). The term “**weapon**” is defined as any object which, in its use or intended use, or representation, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to: firearms, guns of any type (including spring, air, and gas-powered guns that expel BBs, pellets, or paintballs, loaded or unloaded), knives, daggers, dirks, razors, clubs, metal bars, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives, or any other weapon as described in 18 USC 921. This policy also encompasses look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

12. Dress and Appearance: The style and manner in which a student dresses is largely the responsibility of the student and parents. However, the School District maintains the right to impose **reasonable restrictions on dress and grooming**. A student shall not dress or groom in a manner that, in the judgment of a building administrator, is unsafe to the student or others, disruptive to the educational process, or contrary to the school’s mission. The appearance and personal hygiene of da Vinci students are important for developing a high-quality work ethic. Respectful and appropriate fashion must be worn at all times; nothing offensive or distracting. Examples of clothing not considered appropriate for school include, but are not limited to:

- Hoodies or hats that block or limit the student or staff’s ability to make eye contact.
- Clothing that exposes the stomach or back – no bare midriffs.
- Bathrobes, onesies, pajama shorts/pants, slippers of any form, blankets or other nightwear.
- Clothing that reveals undergarments.
- Shorts or skirts shorter than mid-thigh.
- Clothing with slogans or images related to illegal substances, alcohol, or tobacco.
- Clothing that displays words, pictures, or symbols that are hateful, derogatory, racist, violent, obscene, vulgar, or otherwise offensive or distracting.
- Sunglasses.

- Any type of gang-related apparel; paisley bandanas are prohibited.
- Face paint, masks, or anything that distorts a student's identity.
- Any student violating the dress code will be given the option to change or be sent home.
- Any garment/shoe determined to be inappropriate by administration
- **Repeated violations may result in suspension and/or expulsion.**

13. Drugs, Narcotic Drugs, and Counterfeit Substances: A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or controlled substance analogue intended for human consumption. A student shall not sell, deliver, or transfer (or attempt to) any prescription or nonprescription drug, medicine, vitamin, or chemical substance (e.g., pain relievers, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach remedies, etc.), nor shall a student use or possess these substances for an improper purpose. A student shall not sell or represent a legal substance as an illegal or controlled substance or sell, manufacture, possess, use, deliver, or transfer “designer” drugs.

14. Failure to Comply with Directions of School Personnel: A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity.

15. Failure to Cooperate: A student shall not refuse to cooperate with School District administrators and/or staff investigating a possible violation of this Student Code of Conduct, other codes of conduct, and/or building rules. No student shall make false statements or give false evidence to School District administrators and/or staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

16. False Alarms: A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

17. False Allegations: A student shall not libel, slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.

18. Falsification of Records: A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.

19. Fighting, Assault, and Battery: A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to another person.

- **"Physical assault"** is defined as intentionally causing or attempting to cause physical harm to another through force or violence.
 - Unless a different determination is made (after considering the seven factors), the District shall **permanently expel a student in grade six or above if that**

student commits physical assault at school against a staff member, a volunteer, or a contractor.

- Unless a different determination is made, the District shall **suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student.**
- **"Verbal assault"** is a communicated threat to inflict physical or other harm on another person, with a present intent and ability to act on the threat, or harmful or offensive language directed at a person, where such language is likely to provoke a reasonable person. Examples include, but are not limited to: excessive taunting, teasing, or other verbal harassment. For this policy, verbal assault also includes written threats in person or on social media or other technology.
 - Any student who commits a verbal assault on school property or at a school-sponsored activity or event, against a school employee, volunteer, contractor, or another student, may be **suspended or expelled depending on the severity of the circumstances.**
 - **Students may not send, receive, or possess sexually explicit or otherwise inappropriate pictures or images via cell phone, computer, or any other digital device. (Primary School states): Students who choose to play in a rough manner, assault, fight, or promote a fight, make malicious remarks or involve themselves in other hurtful or harmful ways that are conducted with willful intent, will face serious consequences. Violations of this type will necessitate parental notification. Corrective action will be taken by the staff on a case by case basis. Depending upon the severity of the incident, disciplinary actions may include suspension or expulsion.**

20. Fireworks, Explosives, and Chemical Substances: A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

21. Gang Insignia/Activity/Affiliation: A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, staff member, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a staff member or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang activity, including, but not limited to: soliciting others for membership, requesting protection or intimidating others, committing other illegal acts or policy violations, or inciting physical violence. The term **"gang"** means any group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or are likely to cause disruption to the educational process.

22. Improper Communications: A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), Board of Education members,

chaperones, volunteers, or visitors. This prohibition applies whether communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether made before, during, or after school hours or when school is not in session.

23. Indecency: A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures, which are offensive to general standards of propriety.

24. Lookalike Weapons: A student shall not possess, handle, or transmit any object or instrument that is a “look-alike” weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

25. Misconduct Prior to Enrollment: An otherwise eligible student may be suspended or expelled for an act of misconduct committed while the student was: a resident of another district; enrolled in another school; outside of school hours; or off school premises, if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the School District.

26. Personal Protection Devices: A student shall not possess, handle, or transmit a personal protection device (e.g., pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

27. Recording and Broadcasting: A student shall not use any device, electronic or otherwise, to capture, record, broadcast, or transmit sounds or words (i.e., audio) or images (**i.e., photographs or videos**) of any person while at school or school-related events, **including school transportation**, unless the student is given express consent by that person. This prohibition does not apply to curricular or extracurricular activities where personal recording and broadcasting is generally permitted (e.g., athletic events, arts performances).

28. Trespassing, Loitering: A student shall not be on school property or in a school building except to participate in the educational process of the School District. A student shall not loiter in building hallways, classrooms, bathrooms, etc..

29. Scholastic Dishonesty: A student shall not engage in academic cheating. Cheating includes, but is not limited to: the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage in any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and representing it as the student’s own original work.

30. Sexual Assault: Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional). This includes:

- Touching someone's genitals, breast, or butt without their permission (consent) over or under clothes.
- Physically forcing someone to perform a sexual act.
- Threatening or pressuring a person to do any sexual act.
- Unwanted vaginal oral, or anal penetration with a body part or object (also known as rape).
- Unwanted kissing. Sexually assaulting another person is wrong and is against the law, called "Criminal Sexual Conduct" in Michigan statute.

31. Smoking/Tobacco Use: A student shall not smoke, chew, or otherwise use tobacco or marijuana. A student shall not, while on school property, have in their possession or control, tobacco or marijuana in any form. This includes electronic cigarettes, vaporizers (VAPES), or any other device that simulates smoking any type of product. District policy prohibits the use, possession, concealment, distribution or intent to distribute, or sale of any tobacco or non-tobacco nicotine product in all school-related situations, by any person, at any time, in any location, and at any event. Tobacco nicotine products include chew, cigars, cigarettes, hookah use, loose tobacco, e-cigarettes, snus, orbs, and nicotine strips. da Vinci schools are a drug-free and tobacco-free school zone, and these are under no circumstances to be used on school grounds by any student or parent.

32. Suspended Student on School Property or Attending School Activities: A student, while suspended, shall not enter onto School District property without the prior permission of a building administrator. A student, while suspended, shall not participate in, or attend any school-related activity, function, or event, held on or off school property, without the prior express permission of a building administrator.

33. Violations of District Rules and Regulations: A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

SECTION VIII: Behavior Interventions

Nurtured Heart Approach: da Vinci Primary School emphasizes the **Nurtured Heart Approach**. Staff develop positive relationships by recognizing and developing greatness in every student. This approach focuses on energizing positives through specific recognitions and praise, rather than generic compliments. Goals include increasing positive teacher/student interactions for self-esteem, teaching appropriate behaviors while nurturing positive self-concept, and reducing behavior problems that interfere with learning.

Responsibility-Centered Discipline (RCD): da Vinci MS/HS uses the **Responsibility-Centered Discipline** program. In an RCD school, educators collaborate to

identify values and skills – like respect, honesty, effort and academic competencies – that they want students to take with them. Once these values and skills are identified, they are used to establish a common language to address challenging discipline moments with students.

PBIS: This program is used District-wide and is designed to teach **respect, responsibility, and safety** at school. It encourages students to consistently make good behavioral choices. PBIS is a research-based program that can result in increased instruction time, an increase in positive behavior, and a decrease in disruptive behaviors. Posters highlighting behavioral expectations are in all areas of the school as a reminder.

SECTION IX: Other Important Information

Fines, Fees & Other Charges: da Vinci will assess a fee when da Vinci equipment, property, or supplies are damaged, lost, or not returned by a student. The cost will be reasonable and charged to compensate for the loss or damage incurred. Unsettled accounts such as lost books, unreturned school property, and lunch accounts must be paid by the end of the year. Failure to pay fines, fees, or charges may result in the **withholding of official transcripts, diplomas, caps, and gowns, parking passes, or other privileges, up to and including participating in prom and commencement ceremonies**. Unresolved obligations can be appealed to the school administration.

Visitors: Student visitors must have the **proper permission signed by the visitor's parents and approved by the school administration before visiting**. Any visitor who comes to school without prior consent will not be allowed to stay.

Special Events: Students are welcome to attend special events sponsored by da Vinci Schools. The following guidelines are required:

- All guests must be current students and have prior approval to attend any da Vinci special event. Identification is required for High School student guests.
- Students are expected to come to the event neat and clean, with appropriate attire.
- Inappropriate behavior will not be tolerated.
- Students will be assessed for alcohol/drug use before entering the event.
- The da Vinci Student Code of Conduct will be enforced during the event.
- There will be no re-entry once students/guests have arrived.
- Students with behavior issues during school may lose the privilege of attending special events.

Children and Youth in Transition: da Vinci Schools' policy is to ensure that **students who meet the Federal definition of children and youth in transition have equal access to the same free, appropriate public education as provided to other students. The Board annually appoints a McKinney-Vento Homeless Liaison to perform all legally required duties.**

Full-Time Virtual Program: da Vinci MS/HS offers a full-time virtual program for grades 6-12. By enrolling, students and parents commit to remaining enrolled through at least the semester. Once admitted, student and parent(s)/guardian(s) must attend a meeting with the assigned mentor and sign a virtual learning agreement. Access to the online platform is granted only when all steps are completed and fees paid. Space is limited, and enrollment is based on availability.

- **Removal:** Students may be required to return to in-person learning if they fail to check in for two consecutive weeks, fall behind weekly assignment targets for multiple weeks, or fail to report for any required testing (NWEA, PSAT/SAT, WorkKeys, etc.).
- **Changing Programs:** Students may enter and exit the virtual program only at semester breaks. To enter, use the initial enrollment process or schedule an appointment with the building principal and a parent/guardian. To return to the traditional in-person program, schedule a meeting with the building principal and a parent/guardian; if approved, the change occurs at the next semester break.

Family Educational Rights and Privacy Act (FERPA) FERPA is a federal law that affords **parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records.** These rights include:

1. **The right to inspect and review the student’s education records** within 30 days after the School District receives a request for access. Written requests should be submitted to the school principal.
2. **The right to request the amendment of education records** that the parent or eligible student believes are inaccurate, misleading, or in violation of privacy rights. Written requests stating what should be changed and why are submitted to the principal. If the School District decides not to amend, they will notify the requester of the decision and their right to a hearing.
3. **The right to provide written consent before the School District discloses personally identifiable information (PII)** from the student’s education records, except where FERPA authorizes disclosure without consent. An exception is disclosure to **school officials with legitimate educational interests**, including administrators, teachers, Board-designated persons, liaison officers, or contractors/consultants performing institutional services under direct School District control regarding PII use and maintenance.
4. **The right to refuse to allow the disclosure of “directory information”.** Directory information may be released to any requesting person or party without written consent.
 - **da Vinci Schools defines directory information as:** name, address, telephone number, photograph, birth date and place of birth, P\participation in school district related programs and extracurricular activities, academic awards and honors, height and weight (if athletic team member), honors and awards, dates of attendance and date of graduation.
 - In case of inconsistency, the Board of Education policy defining “directory information” prevails.

- Common uses for directory information include playbills, concert programs, yearbooks, recognition of achievements, graduation programs, and sports activities sheets.
 - **Opt-Out:** Eligible students and parents may refuse to allow disclosure of any or all directory information by **written notification to the School District within thirty (30) days after receipt of the public notice**. Written notification can be submitted to the building principal or by filling out a FERPA Opt-Out Form available at the front desk of each building.
5. **The right to file a complaint with the United States Department of Education** concerning alleged failures by the School District to comply with FERPA requirements. The office address is Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5280.

Interscholastic or Extracurricular Athletics and Activities (da Vinci High School) Student participation in interscholastic or extracurricular athletics and activities is a **privilege, not a right**. Student athletes are subject to the Student Code of Conduct at all times, as well as additional disciplinary rules in an Extracurricular Code of Conduct. An **extracurricular responsibility acknowledgment form** must be signed by the student and parent and returned to the school before participation.

Public Displays of Affection: The demonstration of affection has an appropriate time and place. Public displays of affection should be limited to those deemed appropriate by staff for a school setting. Displays such as **kissing, extensive embracing, sitting on someone's lap, or any contact considered sexual in nature will not be allowed** on school grounds or at any school-sponsored event. Excessive displays of affection may result in suspension or possible expulsion.

Police Investigations and Arrests: The School District cooperates with local police authorities. **Parents will be notified if police arrest or wish to question their student in school**; the timing of parental notification depends on the circumstances. Except as required by law, the School District retains discretion to report crimes/events to local law enforcement, including but not limited to:

- Armed student or hostage or suspected armed student.
- Arson.
- Bomb threat.
- Death or homicide.
- Drive-by shooting.
- Explosion.
- Illegal drug use, overdose, possession, or sale.
- Intruders.
- Larceny.
- Minor in possession of alcohol/tobacco products.
- Physical assault (i.e., fights).
- Robbery or extortion.

- Sexual assault.
- Suicide attempt or threat of suicide.
- Unauthorized removal of students.
- Vandalism/destruction of property.
- Weapons on School District property.

Search and Seizure: School property, such as lockers, desks, and technology devices, is assigned to students. **Students do not acquire a reasonable expectation of privacy in such property.** The School District reserves the right to search and seize property assigned to a student at any time, for any reason, with or without notice to the student or parents. Privacy rights will be respected regarding items found during a search that are not illegal or otherwise against School District policy.

Harassment: Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is **sufficiently severe, pervasive, or persistent as to interfere with or limit a student's ability to participate in or benefit from da Vinci Schools' services, activities, or opportunities.** All administrators, staff, parents, volunteers, and students are expected not to tolerate bullying and harassment and to demonstrate respectful and civil behavior.

Title IX: Title IX of the education amendments of 1972 is a Federal Law that prohibits sex discrimination in any education program or activity receiving federal funding. This means it protects students, educators, and school employees from various forms of sex/based discrimination, including sexual harassment, dating violence, and other forms of sexual misconduct. It also ensures equal opportunities in athletics and other educational programs.

Sexual Harassment: Sexual harassment is defined as **unwelcome sexual advances, requests for sexual favors, or other visual, verbal, or physical conduct or communication of a sexual nature** when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education or participation in school programs/activities.
- Submission to or rejection of such conduct by an individual is the basis for academic or employment decisions.
- Behavior or communication has the purpose of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive educational or employment environment. Sexual harassment includes, but is not limited to:
- Physical assaults (e.g., intentional physical conduct sexual in nature, such as touching, pinching, or brushing against another individual's body).
- Unwelcome sexual advances, comments, requests for sex, sexual activities concerning one's employment or advancement, regardless of whether accompanied by promises or threats concerning grades, safety, job, or duties.
- Sexual displays or publications such as calendars, screensavers, sexual jokes, posters, cartoons, verbal or written harassment or abuse, or graffiti.

- Other verbal or physical conduct of a sexual nature which interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive environment. Any student who feels harassed should report such incidents to any staff member. These reports will be investigated by school administration, and any student determined to have committed harassment will be subject to consequences.

Parent Expectations: Parent involvement is crucial to the success of all students and contributes greatly to the overall caring and nurturing atmosphere at da Vinci.

Parents/Guardians are invited and strongly encouraged to become involved in programs and activities at any time. Parents should not hesitate to ask their child's teacher or the office for parent involvement opportunities. All members of the da Vinci community are expected at all times to be **REASONABLE, RESPONSIBLE AND RESPECTFUL!**

da Vinci Primary School 2025-2026 Calendar

August 18 & 19	Staff Development
August 19	Kindergarten - Fifth Grade Open House 5:00-6:00
August 20	First Day of School Early Release Day
August 21-22	Early Release Days
August 29 September 1	No School Labor Day Weekend
October 3	Progress Reports
October 20	Professional Development - No School for Students
October 22	Half day of School Dismissal 12:45 pm Parent/Teacher Conferences 2:00-7:00 pm
October 23	Half day of School Dismissal 12:45 pm Parent/Teacher Conferences 2:00-4:00pm
November 14	End of First Trimester
November 25	Thanksgiving Break 1:44 Dismissal Report Cards Sent Home
November 26-28	Thanksgiving Holiday - No School

December 12	Half day of School Dismissal at 12:45 pm
December 22 – January 2	Winter Break -No School
January 5	Return to School
January 16	Progress Reports
January 19	Martin Luther King Day - No School
February 13-16	President's Day – No School
February 27	End of Second Trimester
March 11	Half day of School Dismissal 12:45 pm Parent/Teacher Conferences 2:00-7:00 pm
March 12	Half day of School Dismissal 12:45 pm Parent/Teacher Conferences 2:00-4:00 pm
March 26	Early Release 1:44pm
March 27-April 3	Spring Break – No School
April 6	Return to school
April 17	Progress Reports
April 27	Professional Development - No School for Students
May 25	Memorial Day - No School
June 4	End of Third Trimester Report Cards Sent Home Last Day of School Early Release Day of School – 1:44 pm dismissal
June 5	Professional Development Staff Day

da Vinci MS/HS
2025-2026 Calendar

August 18 & 19	Staff Development
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August 19	6th - 12th grade Open House 5:30 - 6:30
August 20	First Day of School Early Release Day
August 21-22	Early Release Days
August 29 - September 1	Labor Day Weekend - No School
October 20	Professional Development - No School for Students
October 22	Half Day of School - 11:15 am dismissal Parent/Teacher Conferences 1:00 pm - 6:00 pm
October 23	Half Day of School - 11:15 am dismissal Parent/Teacher Conferences 1:00 pm - 3:00 pm
November 25	Thanksgiving Break 12:30 pm Dismissal
November 26 - 28	Thanksgiving Holiday - No School
December 12	Half Day of School - 11:15 am dismissal
December 22 - January 2	Winter Break - No School
January 5	Return to School
January 14 - 16	HS Final Exams End of Semester 1
January 19	Martin Luther King Day - No School
January 20	First day of Semester 2
February 13 - 16	President's Day - No School

March 11	Half Day of School - 11:15 am dismissal Parent/Teacher Conferences 1:00 pm - 6:00 pm
March 12	Half Day of School - 11:15 am dismissal Parent/Teacher Conferences 1:00 pm - 3:00 pm
March 26	Early Release 12:30 pm
March 27 - April 3	Spring Break - No School
April 6	Return to School State Testing Week
April 27	Professional Development - No School for Students
May 13 - 15	Senior Final Exams
May 16	Last Day for Seniors
May 25	Memorial Day - No School
May 21	HS Graduation Day
June 2 - 4	HS Final Exams
June 4	Last Day of School Early Release Day - 12:30 pm dismissal
June 5	Professional Development Staff Day