

DAVINCI

ACADEMY OF SCIENCE & THE ARTS
2009-2010

Welcome,

We are delighted that you are considering DaVinci as your school of choice. This packet contains the permissions, contracts, legal forms, and information in order to enroll or re-enroll your student at DaVinci. This information must be completed annually by all students and parents.

Please note that this document contains notices of privacy acts, legal obligations, emergency contact information, our Technology Use Permits and a variety of information that the school must collect. Every page must be read, completed and signed where indicated.

After this document is fully completed and turned in at the office, registration for your student can be processed. Please read the information carefully and complete each question accurately, this will enable us to better serve you and your student while at DaVinci.

We have provided a checklist for your convenience, indicating the additional documents you must copy and include in order to complete this registration packet. Please provide as accurate and current information as possible.

Return this completed packet to:

DaVinci Academy
2033 Grant Avenue
Ogden Utah 84401

Student Name _____ 2009-10 Grade _____

If this is registration for a new student, you must provide the following items in order to complete this registration packet.

- ___ Student's original birth certificate or copy
- ___ Student's social security card or number (voluntary)
- ___ Proof of immunization or exemption from immunization
- ___ Student's most recent report card
- ___ A photocopy of or previous IEP for Special Education students
- ___ Transcript (high school students only)
- ___ Checkout sheet from previous school (mid-year transfers only)
- ___ Completed Enrollment Forms

INCOMPLETE PACKETS WILL NOT BE ACCEPTED

RETURN TO THE SCHOOL OFFICE
DaVinci Academy
2033 Grant Avenue
Ogden Utah 84401

For registration questions please call the school at 409-0720

Completion of this document is for eligibility
as well as registration purposes.
Acceptance to DaVinci is determined by random lottery.

Only complete forms with all pages filled out, signed and turned in with complete copies of additional documents will be considered.

This section is for Office Use Only:

Packet Received By _____ on ____/____/____

ENTRANCE DATE: ____/____/____

STUDENT ID # _____ ADVISOR _____ GRADE _____

CLASS REQUEST FORM RECEIVED

By _____ On ____/____/____

CLASSES SCHEDULED

By _____ On ____/____/____

TRANSCRIPTS REQUESTED

By _____ On ____/____/____

TRANSCRIPTS RECEIVED

By _____ On ____/____/____

SCHOOL LUNCH FORM RECEIVED

By _____ On ____/____/____

STUDENT INFORMATION

Legal Name (as identified on birth certificate)

Birth Date ____/____/____

Last _____ First _____ Middle _____

Social Security Number: _____ - _____ - _____

Initial if you decline to provide Student Social Security Number: _____

Student Address:

Street Address _____ Apt # _____ City _____ State _____ Zip Code _____

Phone Number: _____ Cell Phone: _____

STUDENT DEMOGRAPHIC INFORMATION

Ethnicity: _____ Asian _____ Black(not of Hispanic origin)
_____ Hispanic _____ White (not of Hispanic origin)
_____ Pacific Islander _____ Other:
_____ Unknown

Gender (circle): Male Female

If the student was born outside of the U.S., what was the date the student first enrolled in a U.S. school?

Years enrolled in Utah school: _____

LAST SCHOOL ATTENDED:

_____ School Name- _____ phone _____ District _____

HOME LANGUAGE SURVEY:

This information is helpful in order to provide meaningful instruction for all students and to communicate most effectively with parents

Which language did your son/daughter learn when he/she first began to talk?

What language does your son/daughter most frequently use at home?

What language do you most frequently use to speak to your son/daughter?

Name the language most often spoken by the adults at home:

Providing this information does not mean your child will be taught in his/her native language. This will help us find additional ways to help you child learn and provide extra services or programs as needed.

PARENT/GUARDIAN INFORMATION

Student's Primary Residence

If parents are divorced or separated, please provide proof of:

_____ Shared custody _____ Restraining order _____ Single parent

1 Student's Primary Residence

Parent's Name _____

Phone _____ Cell _____

Address _____ Zip _____

e-mail _____

Preferred Form of Contact: ___ e-mail ___ text ___ phone ___ mail

Relationship to Student _____

Highest Level of Education (voluntary) _____

Employer _____ Phone _____

2 Other Parent/Guardian or Step-parent

Name _____

Phone _____ Cell _____

e-mail _____

Preferred Form of Contact: ___ e-mail ___ text ___ phone ___ mail

Relationship to Student _____

Highest Level of Education (voluntary) _____

Employer _____ Phone _____

If there are other contacts, please list at the end of this packet.

STUDENT HEALTH INFORMATION

_____ Please check here if there are no known health problems

VISION

_____ Known eye condition (other than corrective lenses)

_____ Wears glasses _____ Worn at all times

_____ Wears contact lenses _____ Worn at all times

HEARING

_____ Known Hearing Problem _____ Uses hearing aid _____ Has tubes in ears

ALLERGIES

_____ Food _____ Environment _____ Medicine

COMMENTS: _____

STUDENT HAS THE FOLLOWING CONDITIONS:

Does medication needs to be administered during school hours? yes no

(Please provide a signed Physician's Authorization for Medication in School Form)

Condition	Medication prescribed by doctor	Dosage	yes	no
___ Asthma	_____	_____	___	___
___ Epilepsy	_____	_____	___	___
___ Fainting Spells	_____	_____	___	___
___ Diabetes	_____	_____	___	___
___ Heart Condition	_____	_____	___	___
___ Migraines	_____	_____	___	___
___ Allergies	_____	_____	___	___
___ ADHD/ADD	_____	_____	___	___
___ Other	_____	_____	___	___

Does student have any condition which may result in a classroom emergency? ___ ___

Does student have a physical condition which may limit participation in:

Classroom Activity	___	___
Physical Education	___	___

Explanation: _____

ACKNOWLEDGMENT OF SPECIAL NOTICES

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that DaVinci Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, DaVinci Academy may disclose appropriately designated "directory information" without written consent, unless you have advised DaVinci to the contrary in accordance with DaVinci procedures. The primary purpose of directory information is to allow DaVinci Academy to include this type of information from your child's education in certain school publications. Examples include:

- A playbill , showing your students role in a drama production
- The annual yearbook
- Honor Roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information generally considered not harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their w student's information disclosed without their prior written consent.

If you do **not** want DaVinci Academy to disclose directory information from your child's education records without your prior written consent, you must notify DaVinci in writing by the beginning of school. DaVinci has designated the following information as directory information.

- Student's name
- Participation in officially recognized sports
- Address
- Telephone Listing
- E-mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Field of Study or Emphasis paths
- Dates of Attendance
- Grade level
- Most recent educational agency or institution attended

_____/_____/_____
Parent/Guardian Signature Date

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

In compliance with Section 504 of the Rehabilitation Act ("504") and the Americans with Disabilities Act (ADA), DaVinci Academy will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact the school ADA/504 Coordinator. In compliance with the Equal Educational Opportunity Act of 1974 and Title VI of the Civil Rights Act of 1964, it is DaVinci's policy to provide alternative language services to Limited English Proficient (LEP) students so that students with language barriers have a meaningful opportunity to participate in DaVinci's educational programs. DaVinci Academy provides English as a Second Language (ESL) instruction and other effective services to students who are identified as LEP by means of a thorough evaluation process. Parents or guardians who want to request alternative language services for their child should contact DaVinci.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

It is the policy of DaVinci Academy to provide equal educational and employment opportunity for all individuals. Therefore, DaVinci prohibits all discrimination on the basis of race, color, religion, sex, age, national origin, disability, or veterans status. This policy extends to all aspects of DaVinci Academy educational programs, as well as to the use of all DaVinci facilities, and participation in all school-sponsored activities.

CIVIL RIGHTS GRIEVANCE PROCEDURE

Complaints of discrimination should be filed with the individual's principal or supervisor and/or with the school compliance officer/EEO Coordinator according to the provisions of the School Civil Rights Grievance Procedure, copies of which are available at DaVinci. If the complaint is against the principal or supervisor, the complaint may be filed directly with the Compliance Officer/EEO Coordinator. The Compliance Officer/EEO Coordinator, who has been designated to monitor and coordinate DaVinci's compliance with Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and all other applicable State and Federal civil rights laws, may be reached at DaVinci Academy. Complaints of discrimination should be reported as soon as possible, but no later than 90 days after the incident(s) in order to be effectively investigated as resolved.

_____/_____/_____
Parent/Guardian Signature Date

DAVINCI GENERAL PERMISSION SLIP

As part of the educational process at DaVinci Academy, students will be participating in out-of-class projects, going to museums, conferences, galleries, convocations, doing science field observations and engaging on many other project-based learning related activities.

This permission slip is for all such trips that take place during the regularly scheduled academic day and that are part of the DaVinci curriculum.

Separate notification/permission slips will be used for any trip that extends beyond the normal classroom day or is a trip for which DaVinci faculty believes that the parent/guardian should have additional information or opportunity to review prior to the trip. Additional permission slips will be provided to the parent via the student.

Students who do not attend the trips are required to have proper permission to complete alternative assignments and stay on the school premises.

By signing this form, you are giving your general permission for your students to engage in those activities that occur as part of the experiential education component of DaVinci.

Student Name

Parent/ Guardian Name

Parent Signature

Date

DAVINCI ACADEMY ACCEPTABLE USE POLICY

Media, Computer and Data Service

The following are DaVinci Academy specific restrictions and acceptable usage of DaVinci Academy owned resources. The Information Technology and Acceptable Use Policy is based on Federal and State laws and policies and local DaVinci concerns about the design and use of the DaVinci computer network to protect it and information encoded therein. We are committed to protecting DaVinci Academy from illegal or damaging actions by individuals that are performed either knowingly or unknowingly.

This policy includes but is not limited to, Internet/Intranet/Extranet-related systems and property belonging to DaVinci Academy which includes but is not limited to all computer equipment, all software, all DASA technology items, all operating systems, remote connections/connections of any kind, storage media, networks, all accounts, electronic mail, WWW browsing and FTP.

Effective security is a team effort involving the participation and support of every DaVinci Academy employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know the federal, state, and DaVinci policies and to conduct their activities accordingly.

Term Definition

Blogging: Writing a blog. A blog (short for weblog) is a personal online journal that is frequently updated and intended for general public consumption.

Forums: A bulletin board system in the form of a discussion site. From a technological stand point, forums or boards are web applications sometimes web services managing user-generated content. Forums often contain private messaging, moderators, etc.

Spam: Unsolicited or undesired bulk electronic messages, posting random comments and random tips/ideas or promoting commercial services to blogs, wikis, guestbook's, advertisements and forgery on newsgroups, illegal blanket advertising in public places.

News Group: A repository usually within the Usenet system, for messages posted from many users in different locations.

DaVinci Academy (DASA)

Community

Member: Defined as: Those person(s) or groups who are permanent such as students, parents, faculty, staff, employees and partners, those who are temporary such as contractors, consultants, temporary employees, volunteers, all various DaVinci Academy organizations such as but not limited to DaVinci PTO, committees, DaVinci clubs, groups and DaVinci alumni. As well as all personnel who are affiliated with third parties or Those person(s) or groups who make up third parties, vendors, contractors, suppliers and other various workers and non workers affiliated with DaVinci.

5.2 General Use and Ownership

5.2a Users should be aware that the data they create on the DaVinci Academy systems or through the DaVinci Academy resources remains the property of DaVinci Academy. Because of the need to protect DaVinci Academy's network, computers, software and owned resources DaVinci cannot guarantee the confidentiality of information stored on any network device belonging to DaVinci Academy.

5.2b Employees will be held responsible for knowing the policy and relevant statutes (Refer to section 4.1) and exercising good judgment regarding the use of DaVinci Academy owned resources. In the absence of IT policies, employees should be guided by DASA IT best practices, standards and processes, and if there is any uncertainty, employees should consult the IT Director or Executive Director.

5.2c The IT Director recommends that any information that users consider personally sensitive or vulnerable not be placed on the computer network or be encrypted. Please note that encryption will not prevent inspection of the digital information encoded by designates of the school (see 5.2a).

5.2d For security and maintenance purposes, the IT Director has authority and is empowered to perform regular and detailed monitoring of equipment, systems, E-Mail accounts, user accounts, personally owned laptops and devices and network traffic at any time due to the fact that the worse threats of viruses come through e-mail, spy ware and ad ware through unauthorized web site traffic. Targeted monitoring of specific Email accounts may be performed by the IT Director on a case-by-case basis. The IT Director will notify the Executive Director, and the DASA board in a timely manner on all monitoring, with a monitoring log, when a situation arises that is deemed inappropriate, and any action taken will be a collaborative effort in the best interests of the students and the school.

5.2e There is an active content filter device to filter out web sites that are not DaVinci approved and may contain harmful viruses or spyware. If any DASA community member needs a web site unblocked, they need to submit the web site url/web address/ftp address in an e-mail to the DaVinci Academy IT Director at least one day in advance before its intended use. The IT Director will be responsible for deciding whether or not to allow the requested site to be made available.

5.2f. The IT Director's decision to unblock or not unblock a web site for a DASA community member should be based on whether the site is needed for professional use during the school-time and appropriate personal use (for the convenience of the DASA community member) for other times. No private business correspondence will be permitted to ensure compliance to policy.

5.3 Security and Proprietary Information

5.3a The user interfaces and applications for information contained, used or maintained on Internet/Intranet/Extranet-related systems should be classified as either confidential or not confidential. Examples of confidential information include but are not limited to: DaVinci propriety information, State or Federal systems and applications, connections, internal systems, research data, and student information of any kind (see the referenced FERPA Act for more information). Employees should take all necessary steps to prevent unauthorized access to this information. DaVinci Academy's Confidential Information policy also applies to sections 5.3a – 5.3f.

5.3b Keep passwords secure and do not share accounts, passwords or any kind of school data. Authorized users are responsible for the security of their passwords, accounts and school data that they are stewards over. System level passwords will be changed quarterly; user level passwords will be changed every six months.

5.3c All PCs, laptops and workstations will be secured with a password-protected screen saver with the automatic activation feature set at 7 minutes or more, or by logging-off (control-alt-delete for Win2K users) when the host is unattended. DASA community member personal laptops are permitted only on the approval of the IT Director and under the requirements set forth by IT Director and all other it policies, best practices and processes.

5.3d Because information contained on portable computers is especially vulnerable in public spaces, special care should be exercised. Protect laptops and devices in accordance. DaVinci Academy Student Directory Information, State and Federal confidential school data will not be allowed on any personal owned laptops or device unless the IT Director has approved of it and your job/duties qualifies it. (See the referenced FERPA Act for more information.)

5.3e Employee's as well as DASA community members are prohibited from accessing or changing State and Federal applications, remote applications, access controls, user rights, permissions, accounts, confidential data therein and connections of any kind, unless this activity is a part of the employee's normal job/duty and the IT Director has given approval. The IT Director will manage, delegate and setup any of the above mentioned State and Federal items based on the employee's normal job/duty and being in conjunction with State regulations and the Executive Director. It is prohibited for a DASA community member to give, impart, or let others see any State or Federal confidential data, user names, passwords or IP Addresses unless it is part of the employee's normal job/duty.

5.3f Postings by employees from a DaVinci Academy e-mail address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of DaVinci Academy, unless posting is in the course of business duties. Indeed no reference to your DaVinci position should be made in the body of the text, subject lines or in the signature. Postings which refer to an individual's employment at DaVinci needs to be approved by the DaVinci Executive Director.

5.3g All hosts, hosting providers or other services used by the employee that are connected to the DaVinci Academy Internet/Intranet/Extranet, whether owned by the employee or DaVinci Academy, shall be continually executing approved virus-scanning software and content filtering with a current virus database (see the referenced CIPA Act for more information).

5.3h Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code. It is expected that cases of email attachments from an unknown sender will be referred to the IT Director prior to it being opened.

5.4 Unacceptable Use

5.4a The following are specifically prohibited for all DaVinci community members (unless otherwise exempted by the IT Director). The prohibition applies to DASA community members using either the DaVinci network, wireless services, computers, printers, fax machines, websites, technologies of any kind or other devices (including cell phones) or off-site networks while the member is acting as an associate of the DaVinci community, whether inside the school or out.

5.4b Prohibitions against general IT-Related Activities

i. Under no circumstances is a community member of DaVinci Academy authorized to engage in any information technology or information systems-related activity that is illegal under local, state, federal or international law.

ii. Under no circumstances is a community member of DaVinci Academy authorized to engage in any information systems or information technology-related activity that is pornographic in nature or makes reference to pornographic activities, images or nuances. Such activity includes making pornography available by displaying, generating, distributing, forwarding, hiding through encryption or storing the pornography using DaVinci Academy facilities such as the internet, software packages, email, storage devices, mobile telephones or computer hardware or using other facilities, media, and network(s) while involved or engaged in DaVinci Academy activities whether in school or out.

Pornography is understood by the School to be material of any sexual nature, explicit sexual nature that is intended, implied, proposed or calculated to sexually excite, stimulate, encourage, motivate or arouse, which may be in the form of visual texts, including photographs, or moving images, such as video files including mpg, avi, recordings and ram files, or written texts of any kind, or audio files of any kind.

iii. Under no circumstances is a community member of DaVinci Academy authorized to engage in any related activity that involves in any way the DASA network and its resources, wireless resources, computer resources, telecommunication resources leased donated or bought equipment and/or data/voice service lines to operate or maintain a private business.

iv. Under no circumstances is a community member of DaVinci Academy authorized to allow anyone who has not been authorized by the IT Director to use any of the DaVinci Academy-owned resources such as computers, wireless networking devices, hardware, phones, fax machines, printers, internet/intranet, telecommunication resources, software or any other devices owned, leased or maintained by DaVinci Academy.

5.4c. Prohibited System and Network Activities

i. Under no circumstances is a community member of DaVinci Academy authorized to violate the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by DaVinci Academy.

ii. Under no circumstances is a community member of DaVinci Academy authorized to copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, student pictures, and/or other copyrighted sources, copyrighted music, copyrighted videos and the installation of any copyrighted software for which DaVinci Academy or the end user does not have an active license, is strictly prohibited.

iii. Under no circumstances is a community member of DaVinci Academy authorized to export software, technical information, encrypted software or technology without express permission. If the need arises then the appropriate management will be consulted prior to export of any material that is in question.

iv. Under no circumstances is a community member of DaVinci Academy authorized to use programs which may be malicious or cause any kind of "lag" or "down time" to the network (e.g., introducing viruses worms, Trojan horses, e-mail bombs, etc into the network, server(s), computers and email or use port scanners and other various network tools). A community member must contact the IT Director if there is the least bit of suspicion that a program, user or users actions may have deleterious effects on the system.

v. Under no circumstances is a community member of DaVinci Academy authorized to reveal any account(s) and/or password(s) to others or allow use of your account by others. This includes family and other household members when work is being done at home or at the school after employment hours.

vi. Under no circumstances is a community member of DaVinci Academy authorized to use DaVinci Academy computing asset(s) to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction, chain email or other various forms. The sending of such material through other networks or computers to another member of the community is also a violation.

vii. Under no circumstances is a community member of DaVinci Academy authorized to use a DaVinci Academy leased, owned or donated computing asset(s), network resources, data or voice lines or web service(s) to actively engage in any personal use or other business operation not specific to DaVinci Academy unless approved by the IT Director. Permitted personnel use is defined in the "Personal Use and Procedure Policy".

viii. Under no circumstances is a community member of DaVinci Academy authorized to allow family members, friends, correspondents, vendors, students or anyone that has not been authorized by the IT Director and is not an employee of DaVinci Academy to use any of the DaVinci Academy resources, computers and internet or checked out laptops.

ix. Under no circumstances is a community member of DaVinci Academy authorized to use IT resources to make fraudulent offers of products, items, warranties, or services originating from or arriving at any DaVinci Academy's account(s), on blogs, forums, portals or news groups.

x. Under no circumstances is a community member of DaVinci Academy authorized to engage in any activity which affects security breaches or disruptions of network communications. Security breaches and disruptions include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server, networked appliance or account that the employee is

not expressly authorized to access, unless these duties are within the scope of regular duties and done so under the direction of the IT Director. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, fingering, packet spoofing, denial of service, brute force attacks, media streaming services, ftp services, proxy servers or services, tunneling servers or services, any instant messaging systems, wireless resources or services and forged routing information for malicious purposes, installing any servers, services or otherwise items that my disrupt network traffic or define a security breach.

xi. Under no circumstances is a community member of DaVinci Academy authorized to engage in port scanning or security scanning unless prior notification and approval of the IT Director has been given.

xii. Under no circumstances is a community member of DaVinci Academy authorized to execute any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty and done under the direction of the IT Director.

xiii. Under no circumstances is a community member of DaVinci Academy authorized to circumvent user authentication or security of any host, network or account.

xiv. Under no circumstances is a community member of DaVinci Academy authorized to interfering with or denying service to any user; (for example, denial of service attack or mass mail bombs).

xv. Under no circumstances is a community member of DaVinci Academy authorized to operating systems, program(s)/script(s)/command(s), or to send messages of any kind with the intent to interfere with, circumventing the current system for any reasons or disable, a user's terminal session, or VPN sessions via any means, locally or via the Internet/Intranet/Extranet.

xvi. Under no circumstances is a community member of DaVinci Academy authorized without the IT Director's permission to procure, install or set up any networked systems (routers, switches, firewalls, LAN connections, wireless devices, wireless connections, computers, software or printers or remote accesses of any kind) software systems, databases, applications, USB devices, printers, software or any other devices, information systems or information technology systems.

xvii. Under no circumstances is a community member of DaVinci Academy authorized to provide information stored on the DaVinci network about, or lists of, DaVinci Academy community members to parties outside of DaVinci Academy.

xviii. Under no circumstances is a community member of DaVinci Academy authorized, without the IT Director's permission and/or direction, to procure, create or setup any type of website, web server, forum(s) portal site(s), news groups, blogs, web services or procure, create or setup any hosting third party web service providers/site(s) for DaVinci Academy use inside or outside DaVinci Academy and that represents DaVinci Academy in any way.

xix. Under no circumstances is a community member of DaVinci Academy authorized without the IT Directors' permission to physically open up, take apart, try to fix or move a DaVinci owned computer; laptop printer or DaVinci owned resource of any kind.

xx. Under no circumstances is a community member of DaVinci Academy authorized to connect any wired or wireless devices to the DaVinci network without the permission from the IT Director.

5.4d Prohibited E-mail and Communications Activities

i. Under no circumstances is a community member of DaVinci Academy authorized to send unsolicited e-mail messages, including the sending of "junk mail", "Chain letters or chain mail" or other advertising material to individuals who did not specifically request such material (e-mail spam).

ii. Under no circumstances is a community member of DaVinci Academy authorized to use the DASA infrastructure or other networks to engage in any form of harassment via e-mail, telephone or paging, whether through language, frequency, or size of messages.

iii. Under no circumstances is a community member of DaVinci Academy authorized to alter, or forge e-mail header information.

iv. Under no circumstances is a community member of DaVinci Academy authorized to solicit e-mail for any other e-mail address, other than that of the poster's account, with the intent to harass or to collect replies.

v. Under no circumstances is a community member of DaVinci Academy authorized to create or forward "Ponzi" or other "pyramid" schemes of any type.

vi. Under no circumstances is a community member of DaVinci Academy authorized to send unsolicited e-mail originating from within DaVinci Academy's networks or other Internet/Intranet/Extranet providers on behalf of, or to advertise, any unauthorized service hosted by DaVinci Academy or connected via DaVinci Academy 's network or generated at DaVinci Academy.

vii. Under no circumstances is a community member of DaVinci Academy authorized to post the same or similar non-school related messages to large numbers of Usenet newsgroups (newsgroup spam).

viii. All e-mails and e-mail attachments of the DASA community member(s) are subject to routine monitoring for compliance to the Acceptable Use Policy, other IT policies and best practices. E-mail is checked from time to time to insure its proper use and for auditing and data records.

ix. All e-mail is archived and backed up then kept under retention for years according to the DASA e-mail retention policy.

x. All DaVinci Academy community members must use their DaVinci Academy provided e-mail account for ALL school related items and communications with staff, students and faculty and when they are representing Davinci in any way. Do not use your personal e-mail account for any school related items.

5.4e Prohibited Blogging Activities and the Use of Portals, Forums and Newsgroups.

i. Blogging or the use of portal sites, news groups or forums by members of the DaVinci community (whether using DaVinci Academy's property and systems or personal computer systems) is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of DaVinci Academy's systems to engage in blogging, news groups, forums or portal sites is acceptable, provided that it is done in a professional and responsible manner; does not otherwise violate DaVinci Academy's policies, is not for personal owned business use and does not interfere with an employee's regular work duties. Blogging participating in forums, news groups or portal sites from DaVinci Academy's systems is also subject to monitoring.

ii. DaVinci Academy's Confidential Information policy also applies to blogging the participation in forums, news groups or portal sites. This policy also applies when procuring, creating or using blogging sites, forum(s), news groups or portal sites. As such, Employees are prohibited from revealing any DaVinci Academy confidential or proprietary information, trade secrets or any other material covered by DaVinci Academy's Confidential Information policy and the FERPA law when engaged in blogging the use of portal sites, news groups or forums of any kind.

iii. All community members of DaVinci Academy are prohibited from making any discriminatory, defamatory or harassing comments about other community members when blogging, posting to news groups or using on-line forums while representing DaVinci Academy inside or outside the school in any way. Such a policy is consistent DaVinci Academy's Non-Discrimination and Anti-Harassment policy.

iv. If a community member is expressing his or her beliefs and/or opinions in blogs, news groups or on-line forums the member may not, expressly or implicitly, represent themselves as a representative of DaVinci Academy. DASA community members assume any and all risk associated with blogging the use of portal sites, news groups or forums of any kind.

v. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, DaVinci Academy's trademarks, logos, images, statements, designs, creations and any other DaVinci Academy intellectual property may also not be used by members of the DaVinci Academy community in connection with any blogging, news groups or the use of portals, forums sites or personal websites.

6. ENFORCEMENT

- 6.1. Any DaVinci employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.
- 6.2. Any DaVinci student found to have violated this policy may be subject to disciplinary action, up to and including expulsion.
- 6.3 Any DaVinci volunteer found to have violated this policy may be subject to disciplinary action, up to and including revoking the member's volunteer status.
- 6.4 Any DaVinci partner found to have violated this policy may be subject to disciplinary action, up to and including termination of the partnership.
- 6.5 In all, any DaVinci Academy Community Member found to have violated this policy may be subject to disciplinary action, up to and including termination of the partnership.
- 6.6. Any subcontractor, vendor or third party providers hired by DaVinci found to have violated this policy may be subject to disciplinary action, up to and including termination of the contract with DaVinci.
- 6.7. All other internal polices, best practices, processes and procedures are applicable and do apply were necessary in accordance with this policy.

I have read, understand, and agree to comply with the foregoing, federal and state laws, DASA policies, rules, regulations and conditions governing the use of the DaVinci Academy's computer information systems and information technology systems and equipment and all services herein. I understand that I have no expectation of privacy when I use any of the equipment, internet services or e-mail. I am aware that violations of these guidelines on appropriate use of the e-mail and various systems may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that my use of the e-mail, internet, portals, news groups, blogs and forum participations may reflect on the image of DaVinci Academy to our customers, competitors, suppliers, volunteers, parents or students and that I have responsibility to maintain a positive representation of the company. Furthermore, I understand that this policy can be amended at any time.

Signature of User: _____ Dated: _____
Student

Signature of Parent: _____ Dated: _____

DAVINCI ATTENDANCE POLICY

Attendance Expectation

Students are expected to attend school 95% of the time. In a 45 day quarter, a student should have no more than 3 absences in any given class. An absence is defined as not attending class at all or being more than 15 minutes late. School excused absences are defined as those absences students incur due to their participation in a school sponsored activity. Other absences due to medical appointments (with a doctor's note), death of a family member, or a pre-approved family activity may be excused through the school administration. School excused absences will be marked on the school computer system with an "A" for school activity.

5th Absence Intervention

Teachers will intervene with students on the 5th absence in any given class. On the 5th absence, interventions will include at a minimum, either verbal or written notification to the student regarding the number of absences the student has accumulated, but could include parental notification and/or conference. Teachers will notify the parent either directly by phone, e-mail, letter, or via the student. Students will be referred to Saturday School to complete a Citizenship Contract and make up the absences. A \$5 fine will be assessed for each referral.

Our attendance secretary will notify the home via phone every day that a student is absent from or tardy to a class. Parents have the responsibility to follow up with their student and the school when he/she is absent or late to a class.

Attendance Probation -6th to 10 Absences

On the 6th absence, a certified letter will be sent home notifying the parent or guardian that the student has been placed on attendance probation. The student remains on attendance probation for the remainder of the term. While on probation, teachers, advisors, counselors, and administrators and parents will work with the student to improve his/her attendance and grades. During this period of time, teachers may continue to use all measures available to them to assist the student to improve. Students will be required to attend all Saturday School Sessions while on probation. Probation is terminated at the end of the term unless otherwise indicated by the administration.

13th Absence, Administrative Attendance Review

On the 13th absence in any given class, the administration will hold an attendance review meeting with the student, parent, and possibly teachers and advisor. On a case by case basis, students could be dismissed from school until the meeting is held.

Citizenship Credit

Student Citizenship credit will be affected by absences. All absences should be remedied before the end of the term. Absences that are not will become part of the student's permanent transcript and Citizenship Class will be required to make up the lost Citizenship Credit.

COMPULSORY EDUCATION INFORMATION LETTER

Because of DaVinci's commitment to quality education, we are concerned when a child misses school for any reason. DaVinci Academy of Science and the Arts requires that all children achieve mastery in the basic skills identified for reading, language arts and mathematics. Absence from school interferes with the child's opportunity to master these skills.

According to the Utah Compulsory Attendance Laws (53A-11-101-105) every school age child must be in school. The parents are responsible for their children's regular school attendance. It is a misdemeanor if you fail to have your child in regular attendance.

Occasionally a student must be absent from school for reasons which are acceptable to the school as well as the court. District policy includes the following reasons as acceptable: illness, medical appointments, family emergencies, death of family member or close friend, or travel with prior approval of school principal. Please send us a written note every time your child is absent explaining the reason. The school and the court usually require a statement from a doctor regarding extended absences for illness. Appointments with doctors should be arranged after school hours whenever possible. If they must occur during school hours, the student is excused only for the time it takes for the appointment and traveling time.

Your cooperation is needed to help us give your student a quality education.

Sincerely,

Jessie Kidd,
Executive Director,
DaVinci Academy of Science and the Arts

Please sign below indicating you have read the Compulsory Education Information Letter of DaVinci Academy of Science and the Arts.

Student Signature

Date

Parent Signature

Date

DAVINCI SCHOOL CULTURE

DAVINCI HONOR CODE focuses on three pillars:

RESPECT, RESPONSIBILITY, and INTEGRITY.

Students having RESPECT, RESPONSIBILITY, and INTEGRITY will demonstrate it through honesty, equality, accountability, excellence, self-control, courage, fairness, trust, loyalty, caring, humor, civility, justice, and tolerance. Honorable conduct is expected of all students at all times. Avoiding academic dishonesty is particularly important in the education process.

DaVinci believes that education fosters critical thinking, develops personal integrity and accountability, promotes self-esteem and respect for others, and stimulates students' desire for lifelong learning. Learning and scholarship depend on an atmosphere of trust based on a code of academic integrity. Cheating, plagiarism, and dishonesty violate this code and defeat the purposes of learning. These practices place the value of grades over learning and run counter to DaVinci's philosophy and practice of promoting academic excellence.

Academic Integrity includes:

- Honest submission of one's own work, that is the result of one's own efforts.
- Holding others accountable for submitting their own work.
- Valuing one's education and learning above the value of grades
- Promoting academic excellence within the classroom, with peers, and within oneself.
- Abiding by a code of integrity when testing, studying, researching, writing and learning.

Violating the honor code is grounds for expulsion.

ATTENDANCE EXPECTATION

Students are expected to attend school 95% of the time. In a 45 day quarter, a student can have no more than 3 absences in any given class. An absence is defined as not attending class at all or being more than 15 minutes late.

Attendance: Students should be in class unless excused by parent verification for the following reasons:

- Illness, hospitalization, or dental/medical appointments
- Death and funeral services of family members or friends
- Travel approved in advance by administration
- Home or personal emergency limited to serious situations.
- Observance of religious holidays

Truancy ("Sluffing"): Truancy is deliberate absence from school without the knowledge and consent of a parent/guardian. One truancy will result in the loss of citizenship credit for the quarter.

Absences: Three or more absences during a term will result in a 'U'.

Tardiness: Two tardies result in an 'N' and three tardies per quarter result in a 'U' and in the loss citizenship credit. Tardiness may be excused only by school staff members or due to a medical appointment.

Behavior: Two documented incidents of negative behavior (ISS) will result in the loss of citizenship credit. However, a teacher may give a "U" as the result of one serious incident of negative behavior.

Students must have 40 Citizenship Credits in order to graduate at DaVinci. Students earn .25 credits per class per quarter including Advisory Classes. Students can only lose one credit per year, which means students can have a U in no more than 2 classes per year and still graduate. Citizenship School is DaVinci's opportunity to make-up lost citizenship credit.

The school or teachers may refer students to Citizenship School due to in-school suspensions (ISS), excessive absences or tardies and other negative behavior. Students may refer themselves to Citizenship School in order to make up tardies and absences. Citizenship School is integrated into Saturday School. Combined with community or school service and a \$5 fine, students can make up tardies and absences at Saturday School.

CITIZENSHIP MAKE-UP FEE SCHEDULE:

After Citizenship grades become part of a student's permanent transcript, U's must be made-up within Citizenship Class and for the following costs:

- 1- \$25
- 2- \$70
- 3- \$130
- 4- \$200
- 5- \$275
- each U thereafter an additional \$75

Students are strongly encouraged to make-up lost Citizenship credit before it becomes posted on student transcripts with posting to report cards.

PARENT-SCHOOL LEARNING COMPACT

PARENT/GUARDIAN RESPONSIBILITIES

I want my child to achieve therefore I will:

- Make certain my child attends school regularly and on time.
- See that my child is well-rested and has breakfast each day.
- Set aside a specific time and place for homework, assisting as necessary.
- Attend at least two parent-teacher conferences and communicate regularly with my child's teacher to ensure his/her academic success.
- Support the school and staff in maintaining proper discipline as outlined in the school policies and handbook.
- Encourage positive attitudes toward school.
- Volunteer in my child's school as appropriate.
- Review information and work sent home and respond as necessary.
- Participate in PTSO and Annual State of the School Addresses

STUDENT RESPONSIBILITIES

It is important that I learn, therefore I will:

- Attend school regularly and on time.
- Complete assignments and homework.
- Bring homework and supplies to school each day.
- Work to the best of my ability.
- Work cooperatively with classmates, teachers and staff.
- Respect myself, other people, and my school.
- Follow all class rules and school rules and policies as outlined in the student handbook.
- Accept responsibility for my own actions.

TEACHER RESPONSIBILITIES

It is important that my student achieve, therefore I will:

- Hold expectations high for all students, believing that all students can learn.
- Provide high-quality instruction in a supportive and non-threatening environment.
- Provide meaningful homework and project-based experiences.
- Communicate regularly with my students and their families through weekly grade updates, conferences, notes, phone calls, etc.
- Provide opportunities for parents to assist in the classroom in meaningful ways and to observe classroom activities.

PRINCIPAL RESPONSIBILITIES

I support this compact therefore I will:

- Provide an equitable learning environment for all children.
- Encourage the staff to provide parents with information about the total school program.
- Encourage our staff to provide avenues for positive and meaningful parent involvement.
- Provide a safe and supportive environment.

PARENT CONTRACT

Parents are to contact the school by 8:30 AM if their student is going to be absent. Students are only excused for medical appointments (with a doctor's note) and for school activities except in rare cases (see Attendance Policy)

Parents should ensure that their student arrives to school on time. Students should be in class by 8:10 AM. Any student arriving more than 10 minutes late will be considered absent. Please pay special attention to the attendance policy in this packet or the student handbook.

We believe that parents play an integral role in their student's education and for this reason, we expect parents to volunteer within the school or during school activities at least 15 hours per school year. These volunteer hours are tracked and recorded through our volunteer coordinator.

Parents should ensure their students are dressing appropriately for school and following the school dress code.

Parents and students are to read the Student Handbook, which details responsibilities of the members of our school community. Upon reading the handbook, please sign and return the notice that will be enclosed in the handbook.

With registration, all parents of DaVinci students have joined the PTSO (Parent Teacher Student Organization) and are deeply encouraged to participate in the shaping of our school activities and their student's education. PTSO Meetings are held monthly in the Library. Board meetings are held on Wednesdays twice a month. Please contact the school or our website for specific dates and times.

We suggest that you make a copy of this enrollment packet before returning it to the school.

We understand the rules for DaVinci Academy and will abide by them.

Student Signature	Date	Grade
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Parent Signature	Date
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