



Enrollment Information

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

**Upon submission of this packet please provide:**

- 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 409-0700

This section for Office Use Only			
Packet Received By _____		on ____/____/____	
<i>START DATE</i>	<i>STUDENT ID #</i>	<i>ADVISOR</i>	<i>GRADE</i>
____/____/____	_____	_____	_____

**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:** \_\_\_\_\_

<b>LAST SCHOOL ATTENDED:</b> _____ School Name- phone District
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**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 \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Highest Level of Education (voluntary) \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

2 Other Parent/Guardian or Step-parent

Name \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

e-mail \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Highest Level of Education (voluntary) \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

**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	administer during school hours?	
			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:

Explanation: \_\_\_\_\_ Classroom activity    \_\_\_\_    \_\_\_\_  
 \_\_\_\_\_ Physical Education    \_\_\_\_    \_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### DISCIPLINARY HISTORY FORM

This information is allowed under Utah Code 53A-2-208(3)(b)

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

Please Circle the appropriate answer:

Has your student ever been suspended from school?      yes      no

Has your student ever been expelled from school?      yes      no

Is there any disciplinary action pending concerning your student from his/her previous school or community?      yes      no

If you answered yes to any of the above questions, please provide details below.  
(Include the school name, student's grade level at the time of the incident, approximate date of the incident, describe the incident for which the discipline was given and the type of discipline handed down by the school.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the above information is true and complete

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

### 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

\_\_\_\_\_  
Signature of Parent/Guardian

**ACKNOWLEDGMENT OF SPECIAL NOTICES, continued**

**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.

**Request for Transfer of Records  
Notification of Enrollment**

**DaVinci Academy**  
2033 Grant Avenue  
Ogden UT 84401

On \_\_\_\_\_, \_\_\_\_\_ enrolled  
date Student Name

in \_\_\_\_\_ at DaVinci Academy. You have been Identified as the student’s last  
grade

school of attendance. \_\_\_\_\_  
Previous School and District

In accordance with UCA 53-A-11-504 Requirement of school record for transfer of student- Procedures, and 34 CFR 99-31 governing the permissible disclosure of education records without the written consent of the parent if the disclosure is to officials of another school in which the student seeks or intends to enroll, we request that a certified copy of this student’s record, including the student’s cumulative file, discipline file, U-PASS testing information, the IEP and associated testing as well as 504 Plan be sent to us at your earliest possible convenience.

Thank you for your cooperation on behalf of maintaining the most appropriate educational services for all students.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

# DaVinci Academy Student Computer and Data Services Acceptable Use Policy

## SECTION ONE: PURPOSE

A. To remain competitive and provide our students with the best tools, *DaVinci Academy* makes available to our students access to one or more forms of electronic media and services, including computers, e-mail, telephones, printers, print services, file services, external electronic bulletin boards, wire services, online services, intranet, Internet, all types and forms of software be it open source or licensed, and the World Wide Web.

B. *DaVinci Academy* encourages the use of these media, associated services and software because they can make learning and communications more efficient and effective and because they are valuable sources of information about technology and the topics discussed in the student classes. However, all students and everyone connected with the organization should remember that electronic media and services provided by *DaVinci Academy* are the *DaVinci Academy's* property and their purpose is to facilitate and support student learning and student business. All users of these resources have the responsibility to use these resources in a professional, ethical, and lawful manner.

C. To ensure that all students are responsible, the following guidelines, practices, policies and uses have been established for using e-mail and the Internet as well as Systems services and software. No policy can lay down rules to cover every possible situation. Instead, it is designed to express *DaVinci Academy's* philosophy and set forth general principles when using electronic media and services, print services, hardware, software and file services.

The electronic and data services at *DaVinci Academy* are provided for students to conduct research, communicate with others, and share resources. Access to network service is given to students who agree to act in a considerate and responsible manner. Parent permission is required for students. Access is a privilege - not a right. Individual users of the computer networks are responsible for their behavior and communications over those networks. It is understood that users will follow standards and honor the agreements they have signed. Beyond explaining the standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network, although it reserves the right to do so and does so as a general rule and out of courtesy.

## SECTION TWO: COMMUNICATIONS

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing in any form;
2. Derogatory to any individual, group(s), student(s) or teacher(s);
3. Obscene, sexually explicit or pornographic in any form;
4. Defamatory or threatening in any form;
5. In violation of any license governing the use of software, digital services, print services, file services or data services; or
6. Engaged in for any purpose that is illegal or contrary to *DaVinci Academy* policy or business interests the Utah State Laws, Federal laws, or National Laws.

If a student commits one of the before mentioned items then the student will be expelled or prosecuted to the extent that the law has to offer.

## SECTION THREE: PERSONAL USES

All electronic services, software, and hardware that have been designated by the IT

Manager for student use are provided by *DaVinci Academy* for the benefit of the student. Limited occasional or incidental use of electronic media (sending or receiving) for personal, non-student purposes is understandable and acceptable at times and only when it has been designated as such by the teacher or IT official, or when the teacher specifies a student may do so.

All personal use should be done in a manner that does not negatively affect the systems', the school, or other students. Students are expected to demonstrate a sense of responsibility as well as follow all items discussed in this document.

Student may bring their own devices to the *DaVinci Academy* and use the data services provided. If the student wants to bring their own devices then the student needs to bring the device to the IT Manager and discuss what the request is specific to the computers, network, printers, and services.

Once a student brings in his or her device(s) or uses his or her own device(s) then *DaVinci Academy*, its Faculty, Teachers, or Administration are not responsible nor can the Student or parents hold the Faculty, Teachers or Administration of the *DaVinci Academy* liable for any damages or altercations that the student device(s) may incur. *DaVinci Academy* its Faculty, Teachers, or Administration is not responsible for any Student devices, software or items belonging to the student(s) that are stolen or misplaced. Nor is the *DaVinci Academy* Faculty, Teachers or Administration liable for the Student knowingly transmitting, retrieving, viewing or storing any communication while the student is using their personal device(s), hardware, software or any other services provided or connected to the *DaVinci Academy* consisting of the following:

1. Discriminatory or harassing in any form;
2. Derogatory to any individual, group(s), student(s) or teacher(s);
3. Obscene, sexually explicit or pornographic in any form;
4. Defamatory or threatening in any form;
5. In violation of any license governing the use of software, digital services, print services, file services, music, media of any type or data services; or
6. Engaged in for any purpose that is illegal or contrary to *DaVinci Academy* policy or business interests the Utah State Laws, Federal laws, or National Laws.

While *DaVinci Academy* has policies and tools in place limiting this behavior, we cannot be responsible for the student's behaviors inside or outside of school or while the student is using their personal device(s) or while the student uses the provided computers, internet services, printers, etc..., while in the school. The responsibility will be assumed by the parent or a guardian and the student completely.

If a student commits one of the before mentioned items then the student will be expelled or prosecuted to the extent that the law has to offer.

## SECTION FOUR: ACCESS TO STUDENT COMMUNICATIONS

A. Generally, electronic information created and/or communicated by an student using e-mail, word processing, utility programs, spreadsheets, telephones, Internet and bulletin board system access, Mail accounts, chat sessions (if allowed) or software and similar electronic media is completely monitored and blocked to some extent.

*DaVinci Academy* does routinely gather logs for all electronic activities or monitor student's communications directly, e.g., telephone numbers dialed, sites accessed,

Instant Messaging, PC usage, media used and e-mail, for the following purposes:

1. Misuse of resources;
2. Optimum technical management of information resources; and
3. Detecting patterns of use that indicate students are violating policies or engaging in illegal activity.
4. for law requests and prosecutions.

B. *DaVinci Academy* reserves the right, to review any students electronic files, PC usage messages, e-mail, or anything with respect to the services provided to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other school policies. Any review or monitoring will be done so in accordance with the law and by the *DaVinci Academy's* IT or IS Management representative or any other qualified authorities and will be done so in full confidentiality.

C. Students should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means. *DaVinci Academy* is not responsible for any loss or stolen personal or non-personal electronic items i.e. social security numbers, bank accounts, etc.... as it is communicated by the student over the World Wide Web or any other data service.

D. Students are not allowed nor are the teachers allowed to let the student use any of the Faculty, Teachers or Administrations PC's or services. Nor are the students allowed to use the Faculty, Teachers or Administration phones.

E. Students are not allowed to use *DaVinci Academy* owned software except where it is already provided in the computer labs or at designated areas. Students are not allowed to install any of the *DaVinci Academy* owned software onto the students own device(s).

F. If a student commits one of the before mentioned items then the student will be expelled or prosecuted to the extent that the law has to offer.

#### **SECTION FIVE: SOFTWARE**

To prevent computer viruses or pirated software from being transmitted through the schools computer systems, unauthorized downloading or installation of any unauthorized software on any machine at the school is strictly prohibited. Only software registered through *DaVinci Academy* may be downloaded or installed. Students should contact the DASA IT Manager if they have any questions. The *DaVinci Academy* is not responsible for personal device(s) used by students.

Those personal device(s) that are used on the school grounds, owned by the student, should have legally licensed software and be used in good faith according to the school policies and state laws. Students will not be allowed to use the schools digital services or data services with their personal device(s) if the students personal device(s) are not legally licensed or if the students device(s) have illegal content such as illegal music, illegal OS, etc....

Students shall not use software of any type to create applications that can "Hack", damage or still passwords or information of any kind, cause harm or destruction to *DaVinci Academy's* hardware.

If a student commits one of the before mentioned items then the student will be expelled or prosecuted to the extent that the law has to offer.

#### **SECTION SIX: SECURITY/APPROPRIATE USE**

A. Students must respect the confidentiality of other student's electronic communications. Students are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other

Students, Faculty, Teachers or Administration or third parties;

2. Hacking or obtaining access to systems or accounts they are not authorized to use;
3. Using other people's log-ins or passwords; and
4. Breaching, testing, or monitoring computer or network security measures.
5. Allowing any student to use any faculty PC or phone.

B. No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

C. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

D. Anyone obtaining electronic accesses to other companies' or individuals' materials must respect all copyrights and confidentiality headers and cannot copy, retrieve, plagiarize, modify or forward copyrighted or confidential materials except as permitted by the copyright owner or to whom the confidential material belongs to.

E. If a student commits one of the before mentioned items then the student will be expelled or prosecuted to the extent that the law has to offer.

#### **SECTION SEVEN: INTERNET AND E-MAIL**

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. What is done on the network is often seen by other people - just like a postcard. General school rules for behavior and communications apply.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to check system integrity and be sure that users are using the system responsibly. Users should not expect that files stored on the schools servers are private.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school, the parents or guardians have the same responsibility for such guidance as they guide student use of the Internet, television, telephones, movies, radio, and other potentially offensive media. Individual users of the Internet are expected to follow the generally accepted rules of network etiquette. The following are not permitted:

1. Using another person's user id and password
2. Sending or displaying offensive messages, pictures, or videos
3. Using obscene language
4. Harassing, insulting or attacking others
5. Unauthorized distribution or copying of copyrighted materials and/or software
6. Unauthorized or illegal use of data in folders or work files
7. Intentionally wasting limited resources
8. Employing the network for commercial purposes
11. Revealing the full name, personal address, or telephone number of any student or school staff member
12. Attempts to log on to the computer network as a network administrator or attempts to obtain the administrator password will result in cancellation of your user privileges.

In the event a student engages in any of the above-referenced activities, his/her access privileges may be revoked and other disciplinary and/or legal measures may result.

**SECTION EIGHT: HARDWARE AND PROPERTY**

A. DaVinci Academy owns and maintains all of the resources with respect to the hardware devices, software, printers, servers, or anything else pertaining to the network or internet services. It is unlawful for students to;

1. Damaging computers, computer systems, software, computer networks, or data belonging to someone else.
2. Make virus or bring viruses knowingly into the DaVinci Academy or loading viruses into the DaVinci Academy computers or network.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computer network.
4. Removing mice balls.
5. Removing keys from the keyboard or rearranging the keys on a key board.
6. Attempts to connect any device(s) to the network through the wireless connections or ports that have not been authorized.
7. Attempts to connect anything other than the user assigned USB drives to the computers.

In the event a student engages in any of the above-referenced activities, his/her access privileges may be revoked and other disciplinary and/or legal measures may result.

**SECTION NINE: STUDENT AGREEMENT USE**

We (the student and Parent or Guardian) have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of the DaVinci Academy’s computer and telecommunications equipment and all services. We (the student and Parent or Guardian) also agree to follow all items as indicated herein this policy. We (the student and Parent or Guardian) understand that I (the student) have no expectation of privacy when I (the student) use any of the telecommunication equipment, pc’s or services. We (the student and Parent or Guardian) are aware that violations of this guideline on appropriate use of the e-mail and Internet systems may subject me (the student) to disciplinary action, being expelled from the school, legal action and criminal liability. I(the student) further understand that my (student) use of the e-mail and Internet may reflect on the image of *DaVinci Academy* to others, parents or students and that I (the student) have responsibility to maintain a positive representation of the school. Furthermore, we (the student and Parent or Guardian) understand that this policy can be amended at any time.

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*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 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’s Name

\_\_\_\_\_  
Parent’s Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## DAVINCI ATTENDANCE POLICY

### Attendance Expectation

Students are expected to attend school 95% of the time. In a 60 day trimester, a student should have no more than 5 absences in any given class. An absence is defined as not attending class at all **or** being more than 10 minutes late. Additionally, 3 tardies equal 1 absence. **All** absences count toward the absence totals except school excused absences; there is no differentiation between excused and unexcused absences as they pertain to this attendance policy. 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.

### 3rd and 6th Absence Intervention

Teachers will intervene with students on the 3rd and 6th absence in any given class. On the 3rd 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. On the 6th absence, teachers will notify the parent either directly by phone, e-mail, letter, or via the student. Other possible interventions by teachers during this time period could include detention, community service, truancy citations, tracking, etc. Truancy court referrals can also be made at this point.

Our receptionist 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 - 7th to 12 Absences

On the 7th 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 trimester. 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. The teacher may refer the student to the administration for an attendance review at any time during the probationary period if the teacher feels that the student is not improving in these areas. (See the "13th Absence, Administrative Attendance Review" section below for an explanation of procedure when a student is referred by the teacher) Probation is terminated at the end of the trimester 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.

Except for school excused absences, there is no differentiation between excused and unexcused absences as they pertain to the attendance policy.

## 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 HONOR CODE

DaVinci's 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.

Cheating and plagiarism cannot be tolerated.

Cheating includes, but is not limited to, the following examples:

- ◊ Taking, stealing, and/or using an assignment from someone else and submitting it as one's own.
- ◊ Allowing another to take and/or use an assignment to submit as his own.
- ◊ Looking at another's test or essay with or without his consent for the purpose of duplicating that work and submitting it as one's own.
- ◊ Representing as one's own the work or words of a parent, brother, sister, or anyone else.
- ◊ Discussing a test or quiz with students who have not completed the assessment.
- ◊ Unauthorized use of teacher test materials, answer sheets, computer files, or grading programs.
- ◊ Using any type of crib notes on your person, an object, or programmed within graphing calculators, palm pilots, or other electronic devices without teacher approval.

Plagiarism includes, but is not limited to, the following acts when performed without giving credit:

- ◊ Directly quoting or paraphrasing all or part of another's written or spoken words without notes or documentation within the body of a work
- ◊ Presenting an idea, theory or formula originated by another person as the original work of the person submitting that work
- ◊ Purchasing or receiving in any other manner a term paper or other assignment that is the work of another person and submitting that assignment as the student's own work
- ◊ Repeating information, such as statistics or demographics, which is not common knowledge and which was originally compiled by another person.

## DRESS CODE

DaVinci Academy of Science and the Arts and the Board of Directors recognize that standards of proper dress and grooming affect the behavior of students attending school and promotes the successful operation of our educational system. Therefore, DaVinci Academy of Science and the Arts sets the following standards for school dress and appearance in order to help create an environment conducive to learning. The general principles of our dress code are that clothing must be 1) modest, and 2) non-disruptive.

### Specific Standards include but are not limited to the following:

1. Hair worn in a clean, well groomed and non-distractive manner. Only **natural human hair colors** are permitted.
2. One earring worn per ear and no other piercings at school or at school activities
3. Clothing worn at school must be modest, clean, un-frayed, un-torn and not distracting. Shirts without screen-printing, slogans, advertisements, etc.  
Clothing must be size and style appropriate:
  - No extremely tight revealing clothing
  - No saggy or baggy clothing--pants are worn above the hips
  - No exposed underwear
  - No sheer, suggestive, or transparent clothing
  - No tank-tops, shirts or blouses of any kind in which the sleeve does not come to the edge of the shoulder.
  - No low-cut fronts, backs, bare midriffs (elbows are raised to shoulder height)
  - No short skirts or short shorts (at least mid-thigh)
  - No potentially dangerous apparel or accessories (chains and spiked clothing)
  - No clothing that is sexually provocative, mutilated, displays offensive language or slogans, advertises substances a student cannot legally possess, or is gang related
4. Sunglasses may not be worn during school hours.
5. Shoes or sandals must be worn at all times (this is state law).
  - No bare or stocking feet or slippers
6. No head wear may be worn, including, but not limited to hats, hoods, caps, bandanas, etc.

School officials may permit students to wear certain types of clothing for health or safety reasons in connection with certain specialized school-sponsored activities.

The school reserves the right to prohibit any item of clothing which may cause a disturbance to an orderly school environment, i.e., any jewelry item, body alteration, non-medical eye wear, or accessories that are disruptive or might be a safety concern.

Exceptions to these policies (for medical or other reasons) must be approved in advance through the Dean of Students.

