

Academie Da Vinci

**Charter School for the Arts and
Technology**



Parent/Student Handbook

**1060 Keene Road
Dunedin, FL 34698**

Phone: (727) 298.2778

www.academiedavinci.org

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Mission Statement

The mission of *Academie Da Vinci* is to develop in our students a passion for learning, high achievement and caring for each other and their community by immersing them in an integrated arts, sciences and technology curriculum.

Vision Statement

Our vision is to create a leading K-8 charter school that is highly regarded for its academic excellence, commitment to the arts and technology, and its contribution to the community.

Core Beliefs

We believe in inclusivity, creativity, positivity, achievement, flexibility, and being supportive.

“Art is the queen of all sciences communicating knowledge to all the generations of the world”

~ Leonardo Da Vinci

About ADV

Academie Da Vinci opened in 1997 with 40 students. It was the first charter school in Pinellas County and is devoted to teaching the arts while offering a rigorous curriculum that challenged students academically.

Academie Da Vinci is a public school affiliated with Pinellas County Schools. As such, it is overseen by a volunteer Board of Directors but must meet many of the mandates of the school district and the state department of education, including state testing and periodic assessments of all students and teachers.

Because of its successful academic and financial history, in 2010 the school was awarded a 15-year extension on its charter with Pinellas County Schools; the longest charter (contract) allowable by state law and declared a “high performing” charter school by the Florida State Department of Education.

In 2012, led by the initiative of the Board of Directors, the school moved from its original site on Pinehurst Road to its new home on Keene Road. The new location allowed the school to double in size from 116 K-5th graders to 250. Today, the original mission of the school continues to sustain an outstanding and award-winning academic program integrated with chorus, graphic arts, dance, music, technology, and a TV production lab.

In 2016, the school completed an extensive renovation of the north building to include a Technology Lab, a Science Lab, new music room and classrooms for middle school, grades 6-8.

Daily Routines and Procedures

Attendance: Regular and timely attendance is expected of every student.

***All procedures and practices align to Pinellas County Schools policy.**

Please keep absences to a minimum. Nothing can replace the experience of original instruction, classmate interaction, and classroom practice and activities.

- A. Excused absences, as directed by the State Department of Education, include the following:
1. Illness of a child.
 2. Major illness or death in the immediate family.
 3. The student is attending religious instruction or there is a religious holiday in the student's own faith.
 4. Medical or dental appointment. (doctor's note must be provided, see below)
 5. Special events approved a minimum of five days in advance by the administrator (e.g., important public functions, conferences, state/national competitions, etc.)
 6. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard. (Students are allowed a maximum of three excused days for each infestation of head lice).
- B. Parent Notes: Upon returning to school, the parent should provide the teacher with a written excuse indicating the specific reason for the absence. These excuses are to be submitted to the office staff for filing. Please submit excuses within 48 hours of the student's return to school.
- C. Doctor Excuses: Doctor's notes must be given to the school within 48 hours of a student's return to school, otherwise the absence(s) will be recorded as unexcused.
- D. Students may be excused from school during the school day for a doctor's or dentist appointment or for some other legitimate reason. Should such an absence become necessary, the parents must request it in writing and must sign the checkout book in the office when they come to pick up the child. *Please avoid making appointments that occur during afternoon dismissal times, as this may delay the dismissal process.
- E. After 3 consecutive days of absences, the teacher or Administrator will contact the parent or guardian to inquire as to the nature of the absences.
- F. Tardies: Every third unexcused tardy within a grading period counts as an unexcused absence (see PCS Attendance Policy).
- G. Excessive Absences/Tardies: Parents/guardians will be sent a letter if a student accumulates more than 5 unexcused absences. If 5 excused or unexcused absences or 10 tardies are accumulated within a single grading period, parents/guardians will be contacted by the administrator to set up a conference, which the parent/guardian must attend. Students incurring 10 absences within a semester will also result in a conference between the parent/guardian and administrator and/or Child Study Team. There is a possibility of the initiation of the PCS truancy process.

School Hours

Kindergarten- 2nd Grade 8:30 am – 3:00 pm (Dismissal = 3:00 - 3:15)

3rd - 5th Grade 8:30 am – 3:15 pm (Dismissal = 3:15 - 3:30)

***Please note:** Dismissal for families with a K – 2nd grade child AND a 3-5 grade child is 3:15*

6th - 8th Grade 9:00 am - 3:50 pm (Dismissal = 3:50 - 4:00)

Lunches	K, 1 st & 2 nd	11:25 - 11:55
	3 rd and 4 th	12:15 - 12:45
	5 th and 6 th	11:51 - 12:21
	7 th and 8 th	12:44 - 1:14

If grades K-5 parents would like to join their child to have lunch on the south back patio, please sign in at the south building front office 5 minutes before your child’s scheduled lunch time.

Elementary School Arrival and Car Circle (K-5)

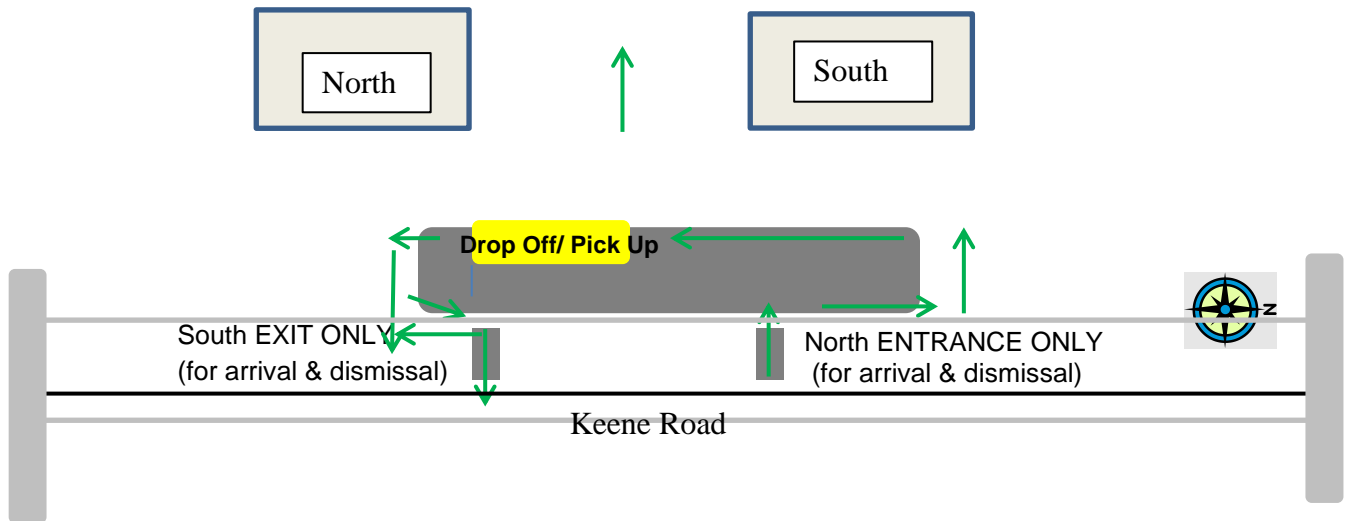
Daily arrival time is between 8:15 a.m. and 8:30 a.m. **School starts promptly at 8:30.**

Students arriving before 8:15 must remain in their car until welcomed in by the staff or volunteer or report to the Extended Learning Program and pay for those services.

When arriving at 8:15 – 8:30, students will be helped from their car by staff or volunteers. Only school staff or volunteers may open car doors. If parents need to assist their child exiting their car, they will be required to park and walk their child over to the entrance to not disrupt the flow of traffic. As students move from the car they will be escorted to the sidewalk and enter through the **gate doors by the pavilion**. From there, each student will go directly to their assigned hallway.

Elementary Students - Arrival and Pick Up Procedures:

- Each family will receive two car placards at the beginning of the school year. Car placards **MUST** be used. Cars without placards will be asked to park and come into the building with their ID to pick up their child. If parents need to get out of the car to assist their child with exiting the car, they must park and walk into the building to get their child.
- Cars entering the car circle must enter from the north entrance and follow the path illustrated below:



Middle School Arrival and Pick Up Procedures

Drop off and entrance to the building for middle schoolers begins at 8:45am. Please do not drop allow your child to exit your vehicle or arrive on campus before 8:45 as there will be no supervision outside at that time. If you need an earlier arrival time, please sign up for ELP.

The car circle will form in front of the north building. ADV Staff will be assigned to supervise drop-off. Students will enter the school and go to their lockers then homeroom class. Class begins promptly at 9:00 am.

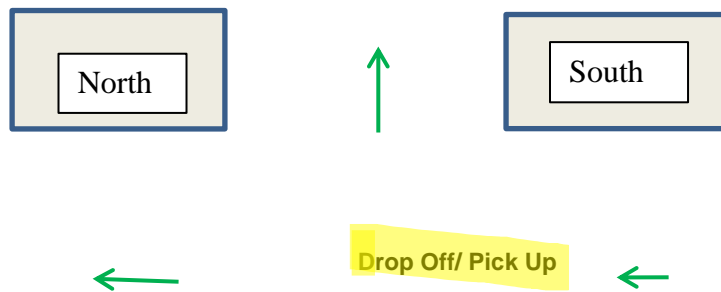
Dismissal is at 3:50 pm. Car circle will form in front of the north building. ADV Staff will be assigned to supervise dismissals. Students not picked up by 4:00 pm will be brought to ELP, and families will be charged accordingly. Students participating in an after-school club will be escorted to their club.

Late arrival: Middle school students arriving after 9:00 am must accompany their parents to the South building front office to sign in and will be escorted to the north building by ADV Staff.

Car Circle Rules (Middle School):

- Starting at 8:45 am, students may exit their vehicle independently. Teachers will monitor students as they exit vehicles and assist, as needed. Parents do not exit vehicles in the car circle. Each family will receive two car placards at the beginning of the school year. Car placards **MUST** be used. Cars without placards will be asked to park and come in with identification.

- Cars entering the car circle **MUST** enter from the north entrance and follow the path illustrated below:



Birthdays

Families may request to bring in a special treat for their child’s birthday. We ask that parents plan with the classroom teacher at least 1 week in advance. Everyone in the classroom must be included in the celebration.

Healthy treats must be store-bought and packaged, and unopened/unaltered. The teacher will confer with the parents regarding students with food allergies and suggest alternative treats.

If a student wishes to distribute invitations at school for a private party, every child in the class must be included. The teacher may not give out other parents’ email addresses.

Cell Phones

Students are not allowed to use cell phones while school is in session for any reason. Do not call or text your child during school on their cell phone. Student cell phones must always be stored in their backpacks and turned OFF. Student use of cell phones to contact a parent or guardian for an emergency before or after school will be supervised by staff. Academie Da Vinci is not responsible for repair, location or replacement of any cell phone.

Class Assignments:

Teacher Assignment/Request

Parent requests for specific teachers will not be honored unless there are extenuating circumstances as determined by the principal. We have an excellent staff and feel that children should learn to accept a variety of personalities and teaching methods.

Communication

Parent-Teacher communication is always a shared process. Parents are responsible for keeping their Parent Portal up to date on home addresses, telephone numbers, including cell phones, and correct email addresses. Additionally, Student Clinic Cards must be up to date and every person authorized to pick up your child must be listed. Each teacher’s email address is listed on the school website and in the front of this parent manual. Students will not be removed from the instructional setting to answer calls. Parents may leave a message with pertinent information to staff.

Teachers will send home the Elementary Communication folders (K-1) and/or Student Planners regularly (a minimum of once a week, more often if needed) with students. These will contain pertinent

information, forms to signs, and notices of upcoming events. Parents are responsible for reading and responding to this information.

Students in grades 3-8 are responsible for writing assignments, homework, projects, tests, and important dates in their Student Planners and bringing them home every day. Some teachers request parent signatures or may share notes and communication in them, so it is requested parents check regularly.

Updates and coming events will be announced on the school website on a regular basis. Please check the site often www.academiedavinci.org.

Academie da Vinci uses an email messaging system called "Constant Contact" and a phone messaging system called "School Messenger." All parents/guardians are automatically entered into the Constant Contact ADV list, based on the information you have provided on the Portal.

Please note that some ADV Facebook pages often include great pictures and information; but they may not be an official form of school communication. Please direct your questions and concerns to the school by emailing or calling your child's teacher, the Principal, Dean of Students, or other staff.

Communication between the school staff and parents is essential for each student's success at *Academie Da Vinci*. The staff understands this and will make every effort to communicate regularly and promptly through e-mail, phone calls, notes home, and conferences.

Conferences & Meetings

K-5: A minimum of two parent-teacher conferences are required per year.

Grades 6-8: A minimum of one parent conference is required per school year.

Parents may also request to schedule a parent/teacher conference. All teacher conferences will be scheduled in advance, by appointment. Scheduling by appointment allows teachers to prepare necessary information and grades so that the conference is productive and ensures they can devote all their attention to the topic of the conference.

Contagions/Contagious Diseases

If your child has a contagious illness, symptoms related to COVID-19, or is running a fever, please plan to keep your child at home. Children cannot return to school until they are fever free, without medication, for 24 hours prior to their return.

Please Note: Academie da Vinci follows directives from the Department of Health, CDC, and Pinellas County Schools regarding COVID-19 procedures. If there is a contagious outbreak in school, families will be alerted by the principal via Constant Contact and/or School Messenger.

If your child tests positive for COVID-19, your child can return to school after 5 days if they are fever free for 24 hours. No additional testing is required.

Per PCS lice policy, if a child shows any signs of having lice the school will do a head check. If the child has lice, she/he will be sent home and may not return to school until treatment has been administered and all nits have been removed. Upon return to school, the student will be checked again to make sure the treatment has been effective and there are no more nits.

Discipline

Discipline is the process of assisting a child in changing behavior and making good choices. We are never satisfied with merely stopping poor behavior; we strive to use the situation to show students support, help students learn to make good choices, and gently guide them in reaching their full potential. We never lose sight of the fact that we are educators, and every situation is an opportunity to teach.

Based on these guidelines, *Academie Da Vinci* follows a school-wide Positive Behavior Interventions & Supports (PBIS) program. These expectations are enforced schoolwide.

The Pinellas County Schools Code of Conduct will be integrated into our school practices. A copy of the Code of Conduct will be distributed to each student and sent home just after the school year begins.

Dismissal

Only students supervised by staff in an after-school activity or enrolled in our Extended Learning Program (ELP) are to be on school grounds after school hours.

Students scheduled for the afternoon Extended Learning Program MUST report to the supervising ELP adult immediately at dismissal and be counted in roll call.

If a student is going home with another family, the office MUST BE NOTIFIED IN WRITING no later than the morning of the pick-up day. Be sure to include the name of the pick-up person and date in the permission note.

The school must be notified of students picked up by a service (karate, other childcare, etc.) and if the student is going to be absent, it is the parent's responsibility to notify the service.

Dismissal Procedures

To avoid the school's involvement in family disputes, legal guardians must submit to the school a copy of legal documents indicating who has legal access to the child.

- Without the above documentation, the school will only release the student to those parties listed on the student's Clinic Card.
- Friends and strangers will be denied access to a child in the absence of verified parent consent.
- Families going through separation/divorce must provide legal documentation of custody. Until that documentation is secured, the school will only release the student to the names of people listed on the student Clinic Card. In all cases, legal documentation supersedes a parent's personal preference.
- Families who share joint custody rights should request copies of grades and progress reports in writing. We are happy to mail extra copies of reports cards.
- Students who are late getting picked-up or are early to school, will be moved to and supervised by the Extended Learning Program staff, and the family will be charged a fee. *See ELP information below.

DRESS CODE

Academie Da Vinci's Standard Student Attire Policy was established to eliminate distractions, promote a positive learning environment, and help students take the work of school seriously. Our uniform vendor is French Toast.

Bottoms

- Pants may be khaki, denim, or navy (clean, free of holes and rips, no sequins, logos, or frays).

- Bottoms may be purchased from the [French Toast website](#) or any other store. They must be free of any logos, writing etc.
- Shorts, skorts, capris, skirts, jumpers, and polo dresses must be knee length (khaki, navy, or denim).
- Solid colored (navy, black, white) bike shorts or leggings may be worn underneath.

Tops:

- All ADV tops, sweatshirts, and jackets can be purchased from the school's vendor, [French Toast](#).
- ADV logo shirts are mandatory every day unless otherwise noted (\$1 Dress down day, Spirit Week, etc.).
- Other jackets and sweatshirts are allowed but must be solid in color with no logos.

Middle School PE Uniforms:

- Required for middle school students only (grades 6-8).
- Plain white T-shirt OR ADV T-shirt.
- Students will have time to change before and after PE.

Shoes:

- Sneakers with socks must be worn at all times (except when on the dance floor).
- Dress shoes are appropriate for dedicated events which will be announced.
- NOT ALLOWED: knee-high sneakers, sandals, platforms, flip-flops, boots, boat shoes, "Maryjane's," and "Heelys."

Dance:

- **Boys Dancewear** – Black or ADV Logo T-shirt and black athletic pants or black basketball shorts. Dance shoes: black canvas or leather ballet shoes.
- **Girls Dancewear** – Short or long-sleeved black leotard with a pair of plain black ankle or capri length leggings (no mesh or cutouts). Dance Shoes: canvas or leather ballet shoes. Hair must be pulled securely back into a bun (preferred) or a neat ponytail. Those with hair too short to pull into a bun or ponytail should wear their hair half up/half down or wear a headband to keep hair neatly off the face. Girls in grades 4-8 must wear black or ADV logo shirts over leotards during non-dance classes.

Dancewear and Shoes will be available to order through the school at:

The Dance Shoppe (727) 351-4154 400 Douglas Ave Unit C Dunedin, FL 34698

Drills

All students will be guided by their teachers and school staff through drills to practice for emergency situations. Throughout the entire school year, students will practice fire evacuations (primary and secondary routes), lockdown drills, tornado drills, and various other emergency situations. In the event of a real tornado warning, students will be moved to interior rooms, and directed in assuming the tornado readiness position (on knees, tucked low, head covered by arms).

Early Dismissal

Any student leaving school prior to dismissal time will have an early dismissal logged into the attendance record.

Excused early dismissal is granted for a doctor's appointment and extreme emergencies.

Instructional time is very valuable. If a student has 5 or more unexcused early dismissals in a semester, a conference will be called by the principal.

Electronics

Students will be directed by their teacher regarding which, if any, electronic devices may be used in their class for educational purposes. At no time is it acceptable for students to bring/use gaming devices, handheld devices including cell phones. They may NOT bring DS, PlayStation, or similar games. Reading devices may be used in the classroom at the teacher's direction, but no device of any kind may be used in the hallways, at lunch or before or after school, including ELP.

Academie Da Vinci is not responsible for the repair or replacement of any student-owned electronic device. Students must make sure their equipment is well marked with their name and monitored and always secured.

ELP (Extended Learning Program)

- Morning hours 7:00 – 8:10 AM Elementary, 7:00 - 8:45 AM Middle School. Afternoon hours 3:00 – 6:00 PM Elementary, 4:00 – 6:00 PM Middle School.
- Cash and auto-withdrawal are accepted.
- Fees will be charged each day the family is late. Families who have been early for drop off or late for pick-up more than once must officially sign their child into the Extended Learning Program. This means paying the registration fee and filing the proper registration paperwork.
- \$25 per child per day will be charged for early drop off or late pick up.

Emergencies:

All school staff are trained to deal with emergencies and care for the students. Every staff member holds current certifications in first aid, CPR, AED use, and Epi-pen use.

The staff and students drill regularly in case of fire (in both main and alternate evacuation routes), lockdown, or tornado. In the event of a real emergency, the campus will go into lockdown, and emergency personnel will join the principal in determining a plan for student pick-up. A central check-out location will be established, and students will be released to guardians at that point.

In case of an emergency evacuation, our school has developed an Emergency Response Plan along with a Reunification Plan. Our plans have been submitted to the Pinellas County Sheriff's Office and Pinellas County Schools. Our Reunification location is: North Dunedin Baptist Church at Michigan and County Rd. 1. At this point, an administrator or designee would have contacted Parents, ADV Board of Directors, PCS Charter School Office, and Law Enforcement. Pick up procedures will be shared at that time.

**All phones in the schools (offices, cafeteria, and all classrooms) can connect to 9-1-1.*

AED: An Automated External Defibrillator is located in the lobby of the main building. The machine has a recording that will direct anyone through the steps for use. All staff have been trained in the use of this AED.

Illness: If a student becomes ill at school, and it is determined the student would be better cared for at home, school personnel will contact the legal guardians listed on the student's clinic card. If, after

several attempts, there is no answer, the additional emergency contacts listed on the clinic card will be notified.

There are limited facilities to care for a sick child at our school, so it is imperative that families make arrangements to pick up a sick child as soon as possible after the school calls.

School officials should be notified if a student has a chronic illness (such as asthma, diabetes, seizure disorder, heart condition, etc.), or severe allergies.

Students who may need immediate medication (such as an Epi-pen) must have current medication at the school every day.

Injury:

Teachers will send students with minor injuries to the office for treatment. For minor injuries, the parent will decide if the student will be picked up.

Teachers will alert the office if a student is injured and unable to move or be moved. The family will be called, and the injury described.

School personnel are not allowed to perform any procedures, including removing a splinter or pulling a loose tooth.

Critical Injury:

The local Emergency Medical Service (EMS) will be called for any critical injury that requires the type of care beyond the scope of basic first aid. A parent or emergency contact will be called immediately. If the student must be transported to the hospital and a family member is not yet at school, a school staff member will accompany the student. A school Accident Report- will be completed for every accident occurring at school and kept in the office.

Family Rights & Privacy Act

The intent of the law is to protect the accuracy and privacy of student educational records. Only the legal guardian(s) and authorized individuals having legitimate educational interests will have access to any child's educational records. In special circumstances, guardians may waive the right of access to other agencies working with the child to have access to records. All student records are secured in locked files located in the Office Manager's office.

Field Trips

Field trips are arranged by teachers or school personnel to enhance the educational experiences of our students. Parents *may be asked* to assist as chaperones. Parents serving as chaperones may NOT have other children (siblings, relatives, etc.) accompany them on the trip.

Student participation in a field trip is a privilege. Students serve as representatives of the school; as such, in rare cases, a student may be excluded from a field trip for reasons relating to behavior or conduct.

Written parent/guardian permission must be granted for any student participating in a school-sponsored field trip. Permission forms will be sent home 2-3 weeks before each trip. Some trips may require an admission fee and/or travel expenses.

Students will not be denied participation in a field trip because of a financial burden on a family. Any parent with a financial concern related to field trips is invited to speak privately with the Principal about waiving all or part of the trip expense.

Grading

Report cards are sent home according to the Pinellas County Schools calendar. Written progress reports are sent home mid-way between report distributions. (Please note: In grades 6-8, progress reports are only sent home to students with D's or F's or per parent request). Progress Reports and Report Card schedules can be found on the ADV or PCSB website. Our grading scale is:

Grades 1 & 2

E = Excellent

V = Very Good

S = Satisfactory progress

N = Needs improvement

U = Unsatisfactory expectations

Grades 3, 4, 5, 6-8

90 - 100% = A, Outstanding progress

80 – 89% = B, Above average progress

70 – 79% = C, Average progress

60 -- 69% = D, Lowest acceptable progress

00 --59% = F, Failure to meet expectations

Teachers will communicate with parents and/or guardians when a student is falling below satisfactory or below average progress and, together, plan interventions and strategies for helping the student make progress. Please note that teachers cannot change grades after report cards have been distributed. The grades per quarter, per subject, will constitute each student's term grade and will reflect their academic progress with regard to Florida's State Standards. A sampling of corrected work in each subject area will be sent home regularly, as appropriate to the subject- exceptions are dance, PE and the like.

All families must have Parent Portal logins to view grades regularly.

Grievances

If a student and/or guardian feel they have a grievance or complaint should follow these steps:

1. If the complaint is related to the classroom, contact the teacher to schedule a conference in an effort to reach a resolution. Be sure that all the facts have been gathered.
2. If the issue is not resolved, schedule a meeting with the student's administrator (Principal and/or Dean of Students) with the classroom teacher present.
3. If the issue remains unresolved the parent should contact the school's Parent Liaison (see website).

For non-classroom complaints, please follow these steps:

1. If the complaint is related to school-wide policies or procedures, it is advised that the parent schedule a meeting with the administrator (Principal and/or Dean of Students) to present their concerns.
2. If the issue remains unresolved the parent should contact the ADV Board of Directors President (see website).

Homework Policy

Homework is extra practice to reinforce concepts taught in the classroom, reinforce skill development, and/or work on projects. Parents can help their child in the following ways:

- Show an interest in the student's work
- Provide a quiet place to complete work
- Assist with practice in spelling and number calculations
- Encourage reading, and listen to the child read

If homework is taking an exceptionally long time or is too difficult, please talk with your child's teacher.

Principal's List & Honor Roll

Students in grades 3-8 are eligible to earn Honor Roll recognition in each of the four grading periods.

Eligibility Standards:

- **Principal's List: A's in ALL subjects and acceptable conduct**
- **Honor Roll: A's and B's in ALL subjects and acceptable conduct**

Instructional Books, Equipment, & Supplies

Textbooks and **Student Chromebooks** are purchased with school funds; therefore, they are school property. They must be treated with respect and kept in good condition. Chromebooks, textbooks and library books may not be marked on or defaced.

Students are expected to attend school with all the basic supplies for class participation. Families are encouraged to assist their child with packing homework, and replenishing supplies as needed.

Kindergarten

ADV conducts a full day of kindergarten. This age group is learning how to be a student, as well as learning academic skills; therefore, parents may not go into the classroom to complete the students' required tasks and routines, such as unpacking their book bags and putting away supplies.

Naps: During the first semester (Aug-Dec), kindergarteners will have nap/rest time immediately after lunch. They will each need a towel, favorite stuffed animal in a drawstring bag. However, in the second semester (Jan-May), the nap mats go home, and students no longer have a designated nap/rest time.

Labels

Please label all personal property with your child's name: lunch box, water bottle, backpack, jacket, sweater, sweatshirt, coats, and school supplies.

Lost & Found

The Lost and Found is located in the north and south lobby. Periodically, clothing remaining in the Lost & Found will be donated to a local shelter.

Lunch

Students in all Pinellas County Schools may apply for free and reduced lunch meal benefits online.

Meal Prices:

Meal	Paid Cost	Free/Reduced Cost
Student Breakfast	\$0.00	No charge
Elementary Lunch	\$2.75	No charge

Free and Reduced Meals

Online applications for free meal benefits are available at www.myschoolapps.com.

Meal Accounts

Paid and Reduced School Lunches can be prepaid online at www.myschoolbucks.com. The money remains in the student's account and rolls over from year to year. Your student's account may be replenished at any time during the school year to avoid a negative balance.

My School Bucks - Online Service

My School Bucks is an online payment portal specially designed to allow parents to make convenient, anytime payments to their children's school meal accounts. Create a new account with My School Bucks using the student's 10-digit local ID number. You can find this number in *Focus*, which is located in the District's Home Page drop down menu; once in *Focus*, search under "Local Student ID". Each student will need his/her own account.

Please use the website link to add funds to your student's prepaid account at www.myschoolbucks.com

School Meals

All students may have one breakfast meal at no charge, which consists of an entrée (i.e.: either a hot menu item choice, or: a bowl of cereal, or cereal bar, with toast); a fruit choice (canned, fresh fruit, 100% juice); and a choice of milk. (*PreK meals may differ*).

Lunch includes one entree item consisting of protein and healthy grains, a fruit choice (canned, fresh fruit, 100% juice); a variety of fresh and cooked vegetables, and a choice of milk. (*PreK meals may differ*).

****Note: Every meal (breakfast and lunch) MUST include at least 1 fruit or 1 vegetable.

[View Nutrient Information and Ingredient List](#)

Medication

All medicine (including prescription and over the counter) that is taken by a student while on campus MUST BE ADMINISTERED BY AN AUTHORIZED STAFF MEMBER. Students may NOT possess any medicines at any time while on campus.

Medications can be administered by designated staff only after a legal guardian signs an authorization form. Please go to the front desk for the blue "Administration of Prescription Medication" or the orange "Administration of Over-the-Counter Medication" forms. ALL medications must be clearly marked with the student's name, and instructions for dosage and frequency.

Medications on Field Trips: Student medications will be secured in a first aid kit and taken on any off-site field trips. In this case, the teacher will be authorized to administer the medication.

Policy on posting events/clubs/invitations

Academie Da Vinci is a public educational institution and non-profit organization. *Academie Da Vinci* sponsors many events throughout the school year to support the creativity and development of our students. Our PTO also sponsors many events to support the school. *Academie Da Vinci* always publicizes school and PTO events. Events that benefit the whole school may also be publicized as well as PCSB sponsored events and opportunities, with school approval.

Academie Da Vinci must pre-approve any publicity, posting, or distribution of information of any announcement, event, business or club that is not directly sponsored by the school. In considering whether to allow such publicity or posting, the school will consider whether the event being posted is for a charitable organization and/or whether it would tend to support the whole educational community. Student initiated clubs or events must be approved ahead of time following these same guidelines.

Restroom and Hall Passes

All students must obtain the verbal consent of their teacher to leave class to travel to a restroom. K-1 students must travel with a partner. K-8 grade students should use a hall pass marked with the class name. The teacher will monitor how long students are out of class and have a sign-out/ sign-in system.

School Security

School security is taken very seriously. The only public entrance into the school is the front door of the South Building. All visitors MUST sign in and be cleared at the front desk. Visitors will receive and must wear an Identification Badge while on school grounds. All staff are trained and required to look for the Visitor's Badge, and will escort anyone without this identification to the front desk to sign in.

All doors on campus will remain locked and can only be accessed by staff members with a key.

Students use the side entrances to the north and south building during the school day for class transitions.

The school has locking doors leading to all the wings. In the event of an emergency, these doors will remain closed and locked. Students moving between the two buildings will ALWAYS be monitored and/or escorted by an adult staff member or volunteer.

The playground is completely fenced in and has gates locked from the outside. The gate is not locked from the inside so that staff and students can exit quickly in case of emergency.

All classrooms have telephones, and all staff have access to walkie talkies. The principal and office staff monitor the walkie-talkie system.

In the event of a security alert, staff will lock down the building and visitors will be moved to a classroom or office.

Snacks

Students in grades K-5 will have a designated snack time each morning. Students should bring a healthy snack and water bottle. Soda, chips, and dessert type snacks are not recommended.

Students' Rights

- Students have the right to a safe and orderly environment.
- Students have the right to feel safe from threats or bodily harm.
- Students have the right to be treated with respect.
- Therefore, the school will not tolerate disruptive behaviors, disrespect to each other or staff, and/or verbal or physical misconduct.

*At no time may a parent/guardian approach another student about a conflict. Other adults are not allowed to criticize, discipline, or discuss information about another student. Such behavior occurring on school grounds will result in a trespass notice.

FERPA: Family Educational Rights & Protection Act

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Suspension

Academie Da Vinci follows the Pinellas County Schools' guidelines for suspension and expulsion.

Tardy Policy

Students are expected to be in their classrooms promptly at 8:30 am for Elementary and 9:00 am for Middle school. Students who arrive after school start times are required to go to the front desk in the South Building, with their guardian, and will receive a tardy pass.

Visitors

- To ensure safety and protection for students and staff, all visitors are required to sign in at the south office reception desk.
- A Visitor's Pass must be worn at all times while on the school campus.
- NO visitors, including parents, are allowed to go into the classrooms without the consent of the administration. Classroom volunteers and those having scheduled appointments must sign in at the front office and receive a visitor pass.
- Visitors to the school during standardized testing must remain in the front lobby.
- No one is allowed in the buildings during emergency drills. If a visitor is in the building during a drill or lockdown, they must follow the directions of the teacher.

Volunteers

A critical component to the success of our charter school is family involvement and volunteerism. All families are encouraged to volunteer a minimum of 20 hours at the school each year.

There are many opportunities to volunteer for the school, including (but not limited to)

- assisting at morning car circle;
- afternoon car circle;
- drive /chaperone field trips
- helping at lunchtime;
- helping in the classrooms;
- assisting with upcoming shows in Music, Dance, and Art;
- preparing or working at PTO events (Parent Teacher Organization)
- building/constructing items for performance
- helping with other school projects as needed

Field Trip volunteers will be recruited by each teacher, as needed. The selection may be on a first-come basis or may be made by lottery. The teacher will notify the parents/guardians of their selection for a field trip.

Pursuant to School Policy, volunteers who have unsupervised contact (i.e., field trips) with students must be Level II screened.

All volunteers who are scheduled to attend field trips as chaperones must be Level II screened.

All Volunteers that are field trip drivers must also be Level II screened.

Reminder: Other siblings/children are NOT allowed to attend a school field trip.

As a volunteer at ADV, you are representing our school in a variety of settings. Your conduct in and around our school is expected to be reflective of our school vision and values. Any negative behaviors and/or comments exhibited will result in limitations of volunteer privileges.

Academie Da Vinci is an approved agency for providing background checks and fingerprinting through the Florida Department of Law Enforcement (FDLE). A level II background screening is required for any volunteer who will drive our students or work with our students in school without direct supervision of a staff member. A background check (level I) is required for any level of volunteering. See the Office Manager for paperwork and assistance. If you have volunteered or would like to volunteer on a field trip or in school, you must go through this new process. If you have been previously approved through the Pinellas County Schools as a level II volunteer, you may continue to volunteer for up to 5 years since the date of your fingerprint.

Water Safety

New Florida State Statute 1003.225 states that beginning with the 2022-2023 school year, each public school shall provide, to a parent who initially enrolls his or her child in the school, information on the important role water safety education courses and swimming lessons play in saving lives. The information must be provided electronically or in hard copy and must include local options for age-appropriate water safety courses and swimming lessons that result in a certificate indicating successful completion, including courses and lessons offered for free or at a reduced price. Please go to the following link for additional information: <https://www.pcsb.org/watersafety>

Weather Alerts

Academie da Vinci follows Pinellas County Schools' decisions regarding school closings.

Days missed for weather issues will be made up at later dates announced by the school district.

Threatening weather is monitored at the school through both weather alert radios and the Pinellas County Schools' announcements.