

Academie DaVinci

Charter School

Parent Handbook

2026/2027



Academie Da Vinci

CHARTER SCHOOL FOR
THE ARTS AND TECHNOLOGY

Address: 1060 Keene Rd, Dunedin, FL 34698

Main Office Phone Number: (727)298-2778

Office Hours: 8:00 to 4:00

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Introduction

WELCOME LETTER

Dear Academie Da Vinci Families,

Welcome to Academie Da Vinci! It is our sincere hope that you and your child will have a rewarding experience this year. To ensure our school is a place where children can learn and grow, it is essential that we work together to create an environment of mutual respect. We want our school to be a place where your child can experience the excitement of learning, and where students, parents, and staff form a strong partnership. Together, there is no limit to what we can achieve together.

This parent/student handbook is your introduction to our school program and a valuable resource. After reviewing it for general information. We encourage all parents and students to become actively involved in the Academie Da Vinci experience.

Best wishes for an exciting and rewarding school year.

Sincerely,

Yvette Brown, Principal

Andrea Bartelloni, Dean of Students

This handbook applies to all ADV parents and students. It is intended to provide guidelines and summary information about the school policies, procedures, and rules of conduct as they pertain to parents and students.

It is imperative that you read, understand, and become familiar with the handbook and comply with the established standards. You will be held accountable for them, so please contact the administration if you have any questions or need additional information.

Mission and Vision Statement:

Mission: 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: To create a leading K-8th Grade 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.

General School Information

Address: 1060 Keene Rd., Dunedin, FL 34698

Telephone Number: Office – 727-298-2778

School Web Site: <http://academiedavinci.org>

Principal: Yvette Brown

BrownY@AcademiedaVinci.org

Dean of Students: Andrea Bartelloni

BartelloniA@AcademiedaVinci.org

Administrative Assistant: Missy Bohr

BohrM@AcademiedaVinci.org

Bookkeeper: Kim Davidson

DavidsonK@AcademiedaVinci.org

Data Management Technician: Renee Sheremeta

SheremetaR@AcademiedaVinci.org

Non-Discrimination Statement

Académie Da Vinci Charter School is committed to providing an educational environment that is safe, welcoming, and free from discrimination and harassment.

The school does not discriminate on the basis of **race, color, national origin, sex, disability, or age** in its educational programs, services, activities, admissions, or employment practices, as required by applicable federal and Florida law.

Students, parents, employees, applicants, and members of the public who believe they have experienced discrimination or harassment are encouraged to report their concerns to the school administration. Reports will be reviewed promptly and handled in accordance with applicable laws, School Board policies, and school procedures.

Académie Da Vinci is committed to providing equal access to educational opportunities and fostering an environment of dignity, respect, and inclusion for all members of the school community.

Educational Services for Students Experiencing Homelessness (McKinney-Vento)

Académie Da Vinci Charter School is committed to ensuring that children and youth experiencing homelessness have equal access to a free, appropriate public education in accordance with the **McKinney-Vento Homeless Assistance Act**.

Students who lack a fixed, regular, and adequate nighttime residence may qualify for educational services and supports, including immediate school enrollment, assistance with school records, transportation when applicable, and access to programs and services for which they are eligible.

Families experiencing housing instability are encouraged to contact the school administration for assistance. Additional information regarding services available under the McKinney-Vento Act may also be obtained through the **Pinellas County Schools Homeless Education Program**.

Académie Da Vinci is committed to removing barriers to enrollment, attendance, and academic success so that every student has the opportunity to thrive.

Parent Right to Know Teacher Qualifications

In accordance with the **Every Student Succeeds Act (ESSA)**, parents and guardians have the right to request information regarding the professional qualifications of their child's classroom teachers and instructional paraprofessionals.

Upon request, the school will provide information regarding:

- Whether the teacher has met Florida certification and licensing requirements for the grade level and subject area being taught;
- Whether the teacher is teaching under emergency or other provisional certification status;
- Whether the teacher is teaching in the field or discipline for which they are certified;
- Whether the student receives services from instructional paraprofessionals and, if so, the qualifications of those paraprofessionals.

Parents may request this information by contacting the school principal. Académie Da Vinci Charter School is committed to employing highly qualified educators and providing families with information that supports their child's educational success.

Daily Routines & Procedures

School Times

	Arrival	School Hours	Dismissal
K- 4 th Grade	8:15-8:30 am	8:30-3:15 pm	3:15-3:30 pm
5 th -8 th Grade	8:15-8:30 am	8:30-3:30 pm	3:30-3:45 pm

Lunch Times

K, 1 st & 2 nd Grade	11:25 - 11:55 pm
3 rd and 4 th Grade	12:15 - 12:45 pm
5 th and 6 th Grade	11:25 - 11:55 pm
7 th and 8 th Grade	12:15- 12:45 pm

Breakfast Times

K – 8 th Grade	8:15-8:30 am
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Carline Dropoff and Pickup and Procedures

Students in grades K-4:

Drop-off Time: Drop off begins at **8:15 am until school starts at 8:30 am.** To ensure the safety and well-being of our students, we kindly ask that you refrain from dropping off your children before the designated time. We are unable to provide direct supervision for early arrivals, and the safety of your children is our top priority. The car line begins in front of the south building.

Carline Procedures: For the safety of our students and the smooth operation of our car line, we ask that parent drivers and children remain in their vehicles until assisted by a member of our staff or a designated volunteer. It is important that car doors are only opened by authorized personnel to ensure that our students are safely escorted to the sidewalk. Once there, our Staff and Student Safety Patrols will guide students directly to their classrooms.

Students in grades 5-8:

Drop-off Time: Drop off begins at **8:15 a.m until school starts at 8:30 am.** To ensure the safety and well-being of our students, we kindly ask that you refrain from dropping off your children before the designated time. We are unable to provide direct supervision for early arrivals, and the safety of your children is our top priority.

Carline Procedures: Upon arrival, students are to enter through the north building, grades 6-8 visit their lockers if applicable, and proceed to their homerooms to start their day.

Vehicle Departure: North Building students in grades 5-8 are permitted to exit their vehicles independently. Our staff will be on hand to monitor the process and offer assistance when necessary. To maintain a smooth flow of traffic, we ask that parents remain in their vehicles during drop-off.

All Students - Late Arrival Protocol: Students arriving after **8:30 a.m.** will need to be accompanied by a parent to the south building for check-in. A tardy pass will be issued, and the student will be escorted to the north building. This ensures that late arrivals are accounted for and can join their classmates with minimal disruption.

Dismissal Procedures

Each family receives two car placards at the start of the school year, which must be hung from the rearview mirror. Cars without placards will need to park and enter the building to show ID to pick up their child.

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 the permission note or email.

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, the parent must notify the service.

To prevent school involvement in family disputes, legal guardians must submit custody documents. The school will only release students to individuals listed on the student's Clinic Card. Friends and strangers without verified parent consent will be denied access. Families undergoing separation/divorce must provide custody documentation for student release. Legal documentation always supersedes parental preference. Families with joint custody should request reports in writing for extra copies of report cards by mail.

Late Pick Up Protocol: Students who are late getting picked-up or are early will be moved to and supervised by the Before and After Care Program staff, and the family will be charged a fee. Only students supervised by staff in an after-school activity or enrolled in our After Care Program are to be on school grounds after school hours.

*See information below.

Before and After Care

ADV's before and aftercare program runs from 7:00 am until school starts at 8:30 am and then dismissal time until 6:00 pm. Our staff ensures your child is cared for and engaged in enriching activities. Due to limited availability, please contact our program coordinator at adv.bac.help@gmail.com for registration details. We accept cash and auto-withdrawal payments. Late fees apply for delayed pickups.

Technology

Academie da Vinci Charter School enhances its instruction through the use of technology. Students in grades K-8 will have the opportunity to access information, organize data, and create and problem-solve using a variety of age-appropriate technologies across all subject areas.

Computer and Internet Use

Academie da Vinci provides computers, networks, and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. The school believes that the resources available through the Internet are of significant value in the learning process and prepare students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology.

While reasonable precautions will be taken to supervise student use of the Internet, Academie da Vinci cannot reasonably prevent all inappropriate uses, including access to objectionable materials, use of personal device/cell phone while on a cellular network, and communication with persons outside of the school in violation of Academie da Vinci's policies/procedures and rules. ADV is not responsible for the accuracy or quality of information that students obtain through the Internet.

Artificial Intelligence (AI) Use

Académie Da Vinci Charter School recognizes that artificial intelligence (AI) tools can support learning when used appropriately and responsibly. AI tools may be used only when expressly authorized by the classroom teacher and for educational purposes consistent with the assignment.

Students are expected to complete and submit their own original work. Unless specifically permitted by the teacher, students may not submit AI-generated content, in whole or in part, as their own work. Unauthorized use of artificial intelligence to complete assignments, assessments, projects, or other academic work may be considered academic dishonesty and may result in disciplinary and/or academic consequences in accordance with school policies.

Students are responsible for verifying the accuracy of any information obtained through AI tools. AI-generated content may be inaccurate, incomplete, or biased and should not be relied upon without appropriate review.

The use of AI tools must comply with all school technology policies, the Acceptable Use Agreement, copyright laws, and student privacy requirements. Students may not use AI to create or distribute content that is inappropriate, threatening, discriminatory, or otherwise violates school rules or applicable law.

As technology continues to evolve, Académie Da Vinci reserves the right to modify expectations regarding the use of artificial intelligence to ensure it supports student learning while maintaining academic integrity.

Parental Permission Required

Before a student is allowed to use Academie da Vinci's computers and Internet, both the student and the parent/guardian must sign and return the necessary forms:

- ADV Chromebook Agreement Form (grades 3-8)
- ADV Tablet Agreement Form (grades K-2)
- PCSB Network/Internet Acceptable Use Agreement forms (grades K-8)

Academie Da Vinci will retain the signed acknowledgments.

Students' usernames and passwords should be written down in a safe place and provided to their parents/guardians. We request that parents/guardians actively monitor their student's network and Internet activity.

The rules stated on these forms are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with Academie da Vinci's policies and rules may result in loss of computer and Internet access privileges, disciplinary action, and/or legal action. Please continue reading below for further information on policies and procedures.

Computer Use is a Privilege, Not a Right

Student use of the Academie da Vinci's computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary, and/or legal action. Administrators shall have final authority to decide whether a student's privileges will be denied or revoked.

Acceptable Use

Student access to Academie da Vinci computers, networks, and Internet services are provided for educational purposes and research consistent with Academie da Vinci's educational mission, curriculum, and instructional goals. The same rules and expectations governing student use of computers apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing Academie da Vinci's computers, networks, and Internet services.

Prohibited Use

Each student is responsible for his/her actions and activities involving Academie da Vinci's computers, network, and Internet services and for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:

- **Accessing Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening,

discriminatory, harassing, in violation of other Academie da Vinci's policies, procedures and/or rules, and/or illegal;

- **Violating Copyrights** – Copying or downloading copyrighted materials without the owner's permission;
- **Plagiarism** – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and Web site must be identified;
- **Copying Software** – Copying or downloading software without the express authorization of the system administrator;
- **Non-School-Related Uses** – Using Academie da Vinci's computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;
- **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other user's passwords without permission and/or accessing other user's accounts;
- **Malicious Use/Vandalism** – Any malicious use, disruption or harm to Academie da Vinci's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and

No Expectation of Privacy

Academie da Vinci retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by Academie da Vinci. Academie da Vinci reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including email and stored files.

Compensation for Loss, Repair or Replacement

The student is responsible for the proper care of their device, including any costs of repair, replacement or any modifications needed to use the device at school. If a student's device is damaged, lost or stolen, they are responsible for reporting this to their teacher as soon as possible. The cost of device repair or replacement is as follows:

- \$20: Chromebook charger
- \$40: Screen replacement
- \$50: Keyboard replacement
- \$300: Full device replacement

Student Security

A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

System Security

The security of Academie da Vinci's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

Personal Electronic Devices / Cell Phones

To support a safe, focused, and productive learning environment, Academie da Vinci limits the use of personal electronic devices during the school day. This policy is consistent with current Florida law and the Pinellas County Schools Code of Conduct.

Parents needing to contact their child during the school day should call the school office. Students needing to contact a parent during school hours must do so through the school office unless otherwise authorized by school staff.

General Expectations

Students may bring personal electronic devices, including cell phones, smartwatches, and other electronic devices, to school at their own risk. The school is not responsible for lost, stolen, or damaged devices.

Unless otherwise authorized by a teacher or required as part of an approved accommodation, personal electronic devices must remain powered off and stored in a student's backpack or other designated non-visible location during the instructional day.

Elementary School (Grades K–5)

- Cell phones and other personal electronic devices must remain powered off and stored throughout the instructional day (bell to bell).
- Devices may only be used when specifically authorized by a teacher for instructional purposes.
- After dismissal, students may use their devices to communicate with parents or guardians regarding transportation or other logistics.
- Headphones and earbuds are not permitted during the instructional day unless authorized by a teacher.

Middle School (Grades 6–8)

- Cell phones and other personal electronic devices must remain powered off and stored throughout the instructional day (bell to bell).
- Students may use their devices before school and after dismissal only.
- Devices may only be used during the instructional day when specifically authorized by a teacher for instructional purposes.

- Headphones and earbuds are not permitted during the instructional day unless authorized by a teacher.

Smartwatches

Students may wear smartwatches for the purpose of telling time and location tracking only. Smartwatches may not be used for texting, calling, internet access, photography, audio or video recording, or any other communication or recording functions during the school day.

Smartwatches may not be worn during district or state assessments unless specifically authorized as part of an approved accommodation.

Smart Glasses and Wearable Recording Devices

Smart glasses (including AI-enabled smart glasses) and other wearable recording devices may not be used on school property, during school-sponsored transportation, or at school-sponsored activities. Students may not use these devices to photograph, video record, livestream, or audio record classrooms, rehearsals, performances, meetings, or other school activities without prior authorization from school administration or staff.

Approved Exceptions

The use of personal electronic devices may be permitted when required by:

- an Individualized Education Program (IEP);
- a Section 504 Plan;
- a documented Health Care/Medical Plan; or
- another approved educational, medical, assistive technology, or safety purpose.

District-issued technology approved and supervised by school personnel is not prohibited by this policy.

Prohibited Uses

Students may not use personal electronic devices, smartwatches, smart glasses, or other wearable recording devices to:

- disrupt instruction or interfere with the learning environment;
- photograph, video record, livestream, or audio record students or staff without authorization;
- use devices in restrooms, locker rooms, changing areas, or any location where there is a reasonable expectation of privacy;
- violate test security or academic integrity, including cheating or accessing unauthorized information during assessments;
- engage in cyberbullying, harassment, threats, discrimination, or other conduct that violates the Student Code of Conduct or applicable law;
- commit any violation of federal, state, or local law.

District and State Assessments

During district and state assessments, students may not possess, wear, access, or use cell phones, smartwatches, smart glasses, or other prohibited electronic devices except as permitted through an approved accommodation or as otherwise authorized under state testing rules. Violations may result in confiscation of the device, invalidation of the assessment, and disciplinary consequences.

Consequences

Students who violate this policy may be subject to disciplinary action consistent with the Student Code of Conduct, including confiscation of the device. Repeated violations may result in additional disciplinary consequences and/or the loss of the privilege of bringing personal electronic devices to school.

Policy Violation

If a student is using a device that is not permitted or using any device inappropriately, the device will be confiscated and consequences will be implemented. Confiscated devices must be picked up at the office by a parent. The school reserves the right to revoke electronic device privileges from any student for inappropriate use. Further consequences will be at the discretion of the Administrations.

Social Media Policy

The purpose of the Social Media Policy is to provide guidelines to staff, students, and parents on use of social media at Academie da Vinci.

DEFINITION: "Social media" means any form of online publication or presence that allows end users to engage in multi-directional conversations. Social media includes but not limited to: Facebook, SnapChat, Twitter/X, YouTube, blogs, wikis, social bookmarking, document sharing, email, and other media of a similar nature.

Parent Social Media Communication

All members of the Academie da Vinci community should be conscious of the impact of all social media postings and communication. Adults should strive to be role models of positive communication and when Conflict arises, refer to the Academie da Vinci Conflict Resolution Policy.

Legal Ramifications

All members of the community should be aware of potential legal action that can result from extreme forms of negative communications, including libel, slander, sexual harassment, racial harassment, cyber bullying, and other crimes.

Consequences

In addition to possible legal ramifications set forth above, consequences enforceable by Academie da Vinci for behavior inconsistent with this policy include, but are not limited to: warnings, demand for formal written apology, suspension, expulsion of students. The school may limit access to school-sponsored communication platforms or school activities when permitted by law and when necessary to maintain safety or orderly operations.

Use of Academie da Vinci Logo & Branding

The use of Academie da Vinci logos and branding in any media, social media included, by parents and students is prohibited unless specifically approved by the Academie da Vinci Administration. Parents and students may not represent or imply they represent Academie da Vinci in any official capacity on any social media.

General Policies

Classroom Parties

Student Birthday Celebrations, Class Parties, Holiday Parties - Parents may send in special treats for students. All foods must be commercially prepared. No home-prepared foods may be served or sold on campus. Foods served to students on school campus must be prepared at school or pre-packaged by a professional food service company. However, birthday treats need not be food, simple party favors may also be sent. Parents, please notify your child's classroom teacher directly to plan prior to the event. Class time for birthday celebrations will be at the teacher's discretion. Birthday party invitations cannot be distributed at school unless there is an invitation for every student in the class. Teachers may not give out parent emails for birthday party invitations. There are NO exceptions to this.

Code of Conduct

Académie da Vinci abides by the Pinellas County School's Code of Conduct. The Code of Conduct will be reviewed with students in grades 6-8 during the first week of school. Please follow the link below to review pertinent and relevant information with your child as there have been some changes made this year. <https://www.pcsb.org/about-us/code-of-conduct>

Parent Right to Review and Object to Certain Instructional Materials

Académie Da Vinci Charter School recognizes and respects the rights of parents and legal guardians to direct the education and upbringing of their children in accordance with Florida law.

Parents have the right to review instructional materials, library media, classroom resources, surveys, and health-related questionnaires used as part of the school's educational program. Requests to inspect these materials may be made by contacting the school principal or designee.

Parents may request that their child not participate in specific activities or instructional components when permitted by Florida law, including:

- Instructional materials or library media that are subject to a formal review or reconsideration process;
- Student surveys, analyses, or evaluations that request personal or sensitive information, as provided by state or federal law;
- Non-emergency health screenings, questionnaires, or instructional activities for which parental notification or consent is required by law.

Parents wishing to object to instructional materials or request an alternative assignment should submit their concerns in writing to the Principal. The school will review the request in accordance with Florida Statutes, State Board of Education rules, and applicable Pinellas County Schools policies. When appropriate and permitted by law, reasonable alternative instructional activities may be provided.

Nothing in this policy limits the school's obligation to provide instruction required by Florida law or the approved curriculum adopted for public schools.

Conflict Resolution Policy

It is the full desire of the Academie da Vinci staff to resolve conflicts at the lowest level possible. We value our students and parents and will work hard to create positive, professional relationships. In a community that values and models high character, the need for the higher levels of this policy, as addressed below, will be few.

Any parties in a conflict must provide clear, concise, and objective written documentation through any level of the process above a Level One. The written communication shall state the concern, date of meeting(s), persons in the meeting, points of agreement, points yet to be resolved. At all levels, the intent of all parties must be to resolve the issue with compassion, understanding, and respect for differing points of view. Sometimes resolution means just agreeing to disagree in an agreeable way. It is also the goal of this process that all adults will model high levels of character and conflict resolution skills for our students.

General Conflict Resolution Process

If your student is experiencing a problem in the classroom, contact the teacher. If meeting with the teacher does not resolve the problem, please work within the following conflict resolution guidelines to resolve it:

Level 1 - Any concern will first be discussed in a pre-scheduled, private meeting between the parent(s) and school employee with the objective of resolving the matter informally at the lowest level within a few days of the onset of the issue/event. Brief hallway conversations and/or email are not considered a Level 1 meeting.

Level 2 - If Level 1 does not bring resolution, the parent(s) must submit in writing the nature of the conflict within one (1) work week following the discussion at Level 1 to the employee's administrator and the employee. The Administrator will then request a joint meeting with the persons in conflict. For any unresolved issues, the Administrator shall make his/her decision in writing within one (1) work week following the meeting and communicate the decision to the parent and employee.

Level 3 - If resolution is still not achieved at Level 2 and the parent(s) or employee is not satisfied with the decision of the Administration, the conflict may be presented in writing to Academie da Vinci's Board of Directors at least ten (10) workdays prior to the next ADV Board of Directors meeting. ADV's Board of Directors will examine all written documents and supporting evidence submitted, by way of a Working Session, which may include an Executive Session, and decide whether to let the decisions stand, or to meet with the parties involved in the conflict. The President of the ADV Board will communicate the direction of the Board within one week of the Level 3 meeting request. If the Board decides to meet and discuss, the Board of Directors will hear the issue at the next regularly scheduled Board meeting in an effort to resolve the conflict, provided the request is submitted at least ten (10) workdays before the Board meeting. All parties involved in previous levels will be invited participants to this Level 3 meeting. Decisions rendered at Level 3 will be in writing, setting forth the decision. Once approved by a quorum of the Board of Directors, the decision will be transmitted promptly to all parties involved. Decisions of the Governing Board regarding school matters are final, except where state or federal law provides additional procedural rights.

Bullying, Harassment, and Cyberbullying

Académie Da Vinci Charter School is committed to providing a safe, respectful, and inclusive learning environment for all students. Bullying, harassment, cyberbullying, hazing, intimidation, and retaliation are prohibited and will not be tolerated.

Académie Da Vinci follows the Pinellas County Schools Bullying and Harassment Policy and all applicable Florida laws regarding bullying prevention and student safety.

Reporting Bullying or Harassment

Students, parents, employees, volunteers, and community members are encouraged to report any suspected incidents of bullying, harassment, intimidation, or cyberbullying as soon as possible. Reports may be made to a teacher, school counselor, administrator, or any school employee. Concerns may also be reported through the FortifyFL reporting system.

All reports will be taken seriously and handled as promptly and confidentially as possible, consistent with the school's responsibility to investigate and ensure student safety.

Investigation

School administrators will promptly review and investigate all reports of bullying or harassment. Appropriate corrective action and disciplinary measures will be taken when warranted in accordance with the Pinellas County Schools Code of Student Conduct, Florida law, and Académie Da Vinci policies.

Retaliation Prohibited

Retaliation against any student, parent, employee, or other individual who reports bullying or harassment, participates in an investigation, or serves as a witness is strictly prohibited. Individuals who engage in retaliation may be subject to disciplinary action.

Académie Da Vinci encourages students to speak up when they see unsafe or inappropriate behavior. Working together, we can maintain a positive school culture where every student feels safe, respected, and supported.

Discipline

At Académie Da Vinci Charter School, we believe that discipline is an opportunity to teach, guide, and support students in developing the skills necessary to become responsible, respectful, and productive members of our school community. Our goal is not simply to correct inappropriate behavior, but to help students understand the impact of their actions, make positive choices, and grow both academically and socially.

Académie Da Vinci implements a school-wide **Positive Behavioral Interventions and Supports (PBIS)** framework that emphasizes teaching and reinforcing positive behaviors, fostering strong relationships, and creating a safe, respectful, and supportive learning environment for all students.

When inappropriate behavior occurs, school staff use age-appropriate interventions and restorative practices whenever possible to help students reflect on their actions, repair harm, and develop strategies for future success. When necessary, disciplinary consequences will be assigned in accordance with the school's **Progressive Discipline Plan**, the **Pinellas County Schools Code of Student Conduct**, and applicable Florida law.

Nothing in this handbook limits the school's authority to take immediate disciplinary action when student behavior threatens the safety, health, or well-being of students, staff, or the school community.

Our expectations for student behavior apply throughout the school day, on school buses, during school-sponsored activities, on field trips, and at any event where students represent Académie Da Vinci Charter School.

Dress Code for Academie da Vinci Students

At Académie Da Vinci, we believe that a consistent and appropriate dress code helps eliminate distractions, fosters a positive learning environment, and encourages students to approach their schoolwork with focus and seriousness.

Our official uniform vendor is **French Toast**, and dancewear may be purchased at **The Dance Shoppe**, located at: 32728 US Hwy 19, Palm Harbor, FL. (727) 351-4154.

Bottoms (All Grades):

- Colors: **Khaki, navy, black, or denim**
- Must be: Clean, ironed, free of holes, rips, sequins, logos, writing, or frayed hems
- Acceptable styles: Pants, shorts, capris, skirts, jumpers, and polo dresses
 - Shorts, skirts, jumpers, and dresses must be **knee-length**
- Undergarments: Solid-colored **bike shorts or leggings** (navy, black, or white) may be worn under skirts or dresses

Tops:

- All students must wear a **French Toast Académie Da Vinci (ADV) logo tops**, including polos or t-shirts, **purchased through French Toast**
- **French Toast ADV logo tops are mandatory every school day**, except on designated **Dance Days** (see below)

Outerwear:

- **ADV sweatshirts and jackets**, purchased through French Toast, are permitted
- Solid-colored **sweatshirts or jackets without logos** may be worn, but a French Toast **ADV shirt must be worn underneath**

Footwear:

- **Required:** Sneakers with socks (except on the dance floor)
- **Not Permitted:** Sandals, flip-flops, boots, platform shoes, Crocs, or knee-high sneakers

- **Dress shoes** may be worn on special occasions, which will be announced in advance

PE Uniforms (Grades 6–8):

- **Top:** French Toast Grey Short Sleeve Crewneck ADV or plain white t-shirt
 - **Bottoms:** Dark-colored shorts (appropriate length) or athletic pants
 - **Note:** Students must change into and out of PE uniforms before and after class
-

ADV Dance Class Dress Code (Grades K–8)

To ensure safety, comfort, and uniformity in dance classes, please adhere to the following dress code guidelines by grade level:

Grades K–3 Dance Dress Code

Boys:

- ADV black short sleeve performance tee or Solid black t-shirt
- Black pants with stretch (e.g., spandex blend) *or* black basketball shorts
- **Black** slip-on leather jazz shoes (required)

Girls:

- Solid black short or long-sleeved leotard (no mesh, logos, or cut-outs)
 - Plain black ankle or capri length leggings (no mesh or cut-outs)
 - **Tan** slip-on leather jazz shoes (required)
-

Grades 4–5 Dance Class Dress Code (*Whole Class*)

Boys:

- ADV black ADV black short sleeve performance tee or Solid black t-shirt
- Black pants with stretch (e.g., spandex blend) *or* black basketball shorts
- **Black** slip-on leather jazz shoes (required)

Girls:

- Solid black short or long-sleeved leopard (no mesh, logos, or cut-outs)
- Plain black ankle or capri length leggings (no mesh or cut-outs)
- **Tan** slip-on leather jazz shoes (required)

Elective Dance Class Dress Code Requirements (Grades 4-8)

Boys:

- ADV black short sleeve performance tee or Solid black t-shirt
- Black pants with stretch (e.g., spandex blend) *or* black basketball shorts
- **Black** slip-on leather jazz shoes (required)

Girls:

- Solid black short or long-sleeved leotard (no mesh, logos, or cut-outs)
- Plain black ankle or capri length leggings (no mesh or cut-outs)
- **Tan** canvas ballet shoes (required)

Hair Requirements for Dance Class (All Grades)

- During every dance class, student's hair must be pulled back securely into a **bun** (preferred) or a **neat ponytail**.
- Students with hair too short to pull back should wear it **half-up/half-down** or use a **headband** to keep hair neatly off the face.
- Dance shoes are required for every class.

Additional Dance Dress Code Requirement (K–8 Girls)

All 4–8 girls **must wear an ADV black t-shirt or approved ADV Spirit shirt** with appropriate bottoms (*see above*) **over their dance uniform** during all non-dance classes throughout the school day.

Dress Code for PCSB Students

Often, ADV will host “Spirit Weeks” or “Dress Down” days as fundraisers throughout the year. With a minimal donation, students can dress out of the ADV uniform for a day while still following the PCSB dress code. To ensure your child is following the PCSB Dress Code, attached is the PCSB Dress Code: [PCSB Dress code Link](#)

Drills

All students will be guided by their teachers and school staff throughout the year to practice for emergency situations. Students will have the opportunity to practice fire

evacuations, lockdown drills, tornado drills, severe weather, and various scenarios for active threat situations.

Governing Board

Our Governing Board, formed by committed community volunteers, steers Academie Da Vinci with a focus on upholding our educational standards, mission, vision, and values. They ensure transparent, community-driven decision-making in guiding our school's academic success and financial well-being.

The primary responsibility of the Governing Board is to oversee and establish the operating policies and procedures of ADV. Implementation of the policies and procedures, and daily operations are the responsibility of the ADV administrative staff. Requests, concerns, and informative items from parents, students, and teachers are offered for public discussion at Governing Board Meetings.

Our Board of Directors holds monthly meetings on the last Tuesday of each month at Academie Da Vinci. Please check the school's calendar for upcoming meeting dates. We encourage parents, guardians, and community members to attend and participate. Your input and involvement are valuable to us!

Meetings are conducted in accordance with Florida's Government in the Sunshine Law.

Grading

Report cards are sent home according to the Pinellas County Schools calendar. Progress reports are sent home mid-way between report card distributions (in grades 6-8, progress reports are only sent home for 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.

The grading scales are:

<u>Kindergarten</u>		<u>1st & 2nd Grade</u>		<u>3rd-8th Grade</u>	
Z	Standard not assessed at this time	E	Excellent	A	90-100%
0	Limited progress toward standard mastery	V	Very Good	B	80-89%
1	Beginning progress toward standard mastery	S	Satisfactory	C	70-79%
2	Approaching standard mastery	N	Needs Improvement	D	60-69%
3	Meeting standard	U	Unsatisfactory	F	0 - 59%
4	Exceeding standard				

Principal's List & Honor Roll:

Students in grades 3-8 can earn Honor Roll or Principal's List recognition each grading period.

Eligibility Standards:

Honor Roll	All A's and Bs in ALL subjects and acceptable conduct
Principal's List	All As in ALL subjects and acceptable conduct

Teachers will communicate with parents and/or guardians when a student is falling, making 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.

Report card grades per quarter, per subject, will reflect each student's academic progress towards meeting 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 and are encouraged to view grades regularly.

Early Dismissal

Any student leaving school prior to dismissal time will have an early dismissal logged into their 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 or use any gaming/handheld devices. Reading devices may be used in the classroom at the teacher's direction, but no other electronic devices 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 ensure their personal equipment is well marked with their names and monitored or secured in their personal possession.

Field Trips

Field trips are arranged by teachers or school personnel to enhance the educational experiences of our students. At times, 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 school representatives; however, 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. However, students will not be denied participation in a field trip because of the 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.

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. Please note that siblings or children who are not students at ADV are not allowed to attend our school field trips.

Homework Policy

Homework given by the teacher will be developmentally appropriate and intentional, accomplishing tasks or reinforcing skills that coincide with objectives for the course in which they are assigned. Homework assignments can be expected any Monday through Friday, each week throughout the school year. Students in grades 2-8 are strongly encouraged to use a student planner to assist in writing down and organizing their assignments and projects. Academie da Vinci teachers communicate homework assignments through teacher newsletters, emails, and/or student planners. Please note that assignments may be modified as the week progresses due to unforeseen circumstances. Work that was assigned in class and not finished may become “homework” for a student.

GUIDELINES: The expected daily homework time allotment for each grade is as follows: K-2nd grade = 20-60 minutes, 3-5th grade = 60-90 minutes, 6th-8th grade = 90-120 minutes. These are general allotted times and are subject to change depending upon the nature of a given assignment.

Instructional Books, Equipment, & Supplies

Textbooks are purchased with school funds; therefore, they are school property. They must be treated with respect and kept in good condition. Textbooks, library books, and class sets of novels may not be marked on or defaced.

Students are expected to attend school with all the basic supplies for class participation. Academie Da Vinci provides a list of necessary items to support your child’s learning journey on our school website. From essential stationery to specific classroom materials, our supply list ensures students are well-prepared for their academic tasks. Check out the full list to make sure your child has everything they need for a productive and organized school experience. Families are encouraged to assist their child with packing homework each night, and replenishing supplies as needed.

Kindergarten

ADV conducts a full day of kindergarten. This age group is practicing and learning independence, social skills and academic skills; therefore, parents may not go into the classroom to assist with the students’ required tasks and routines, such as unpacking their book bags and putting away supplies.

Labels

Parents are encouraged to label all their child's personal property with their first and last name: lunch boxes, water bottles, backpacks, jackets, sweaters/sweatshirts, and school supplies.

Lost & Found

Lost and Found areas are located in both north and south front offices. Students should check with the front desk staff after checking in their classrooms. Periodically, clothing remaining in the Lost & Found areas will be donated to the local shelters.

Lunch/Breakfast/Snack Options

1. Students should bring a lunch from home - pack a healthy lunch and drink (in addition to the morning snack); or
2. Sign up for the FREE Pinellas County School's hot lunch delivered to ADV - this lunch includes a hot entrée and sides, plus milk and juice. Homeroom teachers will ask their students if they will be selecting the school lunch each morning and submit their orders.
3. ADV offers FREE breakfast every morning. If your child would like breakfast, please fill out a breakfast/lunch form each week. Students are encouraged to eat breakfast before school begins. However, if they would like to eat breakfast at ADV, it is offered in the south cafeteria at 8:15-8:30 for elementary students and 8:35-8:50 for middle school students.
4. Students K-5 have a snack time each morning with their class. Students need to bring a healthy snack and water each day. Soda, chips, and dessert type snacks are not recommended.

Medication

- All medicine (including prescription and over the counter) that is taken by a student while on campus MUST BE ADMINISTERED BY A TRAINED AND AUTHORIZED STAFF MEMBER. Students may NOT possess any medicines at any time while on campus.
- Medications will be administered by trained staff only after a legal guardian signs an authorization form. Authorization forms can be found at the front desk in the south building.
- ALL medications must be clearly marked with the student's name, and instructions for dosage and frequency.
- Medications on Field Trips: Students' medications will be secured in a first aid kit and taken on the trip. In this case, the teacher will be authorized to administer the medication.

Office Hours

The school office will be open from 8:00 a.m. to 4:00 p.m. Monday through Friday unless it is a school holiday, in-service day, or an early dismissal day.

Parent-Teacher Organization (PTO)

The Parent-Teacher Organization (PTO) at Academie Da Vinci plays a vital role in enhancing the educational experience for our students. The PTO works collaboratively with teachers, staff, and parents to support school initiatives and foster a strong sense of community.

What Does the PTO Do?

- **Fundraising:** Organizes events and activities to raise funds for school programs, supplies, and extracurricular activities.
- **Event Planning:** Hosts family-friendly events, such as movie nights, festivals, and cultural celebrations, to strengthen the school community.
- **Volunteer Coordination:** Recruits and manages volunteers for various school events and projects, providing valuable support to teachers and staff.
- **Communication:** Acts as a liaison between parents and the school administration, ensuring that parent concerns and ideas are heard and addressed.

How Can You Get Involved?

- **Attend Meetings:** Come to the PTO meetings to stay informed about upcoming events and initiatives, and to voice your opinions and suggestions.
- **Volunteer:** Offer your time and skills to help with events, fundraisers, and other PTO activities.
- **Donate:** Contribute financially or donate items to support PTO projects and events.

By participating in the PTO, you can make a significant impact on your child's education and help build a vibrant, supportive school community. For more information on how to get involved, please visit our school website or contact the PTO directly. We look forward to working together for the success of our students and school.

Permanent Records

Parents are permitted to view their child's permanent record at any time. However, the records may be reviewed only in the presence of an ADV staff member. For this reason, advance notice should be given so the office can ensure the availability of a staff person for supervision.

Policy on posting events/clubs

Academie Da Vinci, a public educational institution and non-profit, sponsors various events throughout the school year to support student creativity and development. Our PTO also sponsors events to support the school, and both school and PTO events are always publicized. Donated events benefiting the whole school and PCSB-sponsored events may also be publicized with school approval.

All publicity, postings, or distributions for non-school-sponsored announcements, events, businesses, or clubs must be pre-approved by the school. Approval is based on whether the event supports a charitable organization or the entire educational community. Student-initiated clubs or events must follow these guidelines for approval.

Restroom and Hall Passes

All students must obtain the verbal consent of their teacher to leave class to travel to the restroom. K-5 grade students should use a hall pass marked with the class name. 6-8 grade students are encouraged to use their planners as their hall passes. Classroom teachers will monitor how long students are out of class and have a sign-out/ sign-in system.

Retention

Academie da Vinci Charter School's administration, teachers and staff are dedicated to ensuring all students are making adequate academic progress throughout the year, however if a student continues to not make adequate progress, retention may be considered. Such cases will be discussed with the parent(s) or guardian in advance. The final decision to promote or retain a child shall rest with Administrations. Student promotion and retention decisions are made in accordance with Florida law, State Board Rules, and school policy.

School Security

School security at Academie da Vinci is top priority. The only public entrance is the South Building front door, where all visitors must sign in with a valid driver's license and receive an ID badge. Staff are trained to look for these badges and will escort anyone without one to the front desk.

All campus interior and exterior doors remain locked all day and are only accessible by staff and local law enforcement. Staff and students use side entrances during class transitions. The south playground and north pavilion are both fully fenced in with gates locked from the outside but can be opened from the inside in emergencies. In a security alert, the building will lock down, and visitors will be moved to a secure area.

Safe Schools Reporting (FortifyFL)

The safety and well-being of our students and staff is a shared responsibility. Academie Da Vinci Charter School encourages students, parents, staff, and community members to report any safety concerns promptly.

FortifyFL is Florida's statewide suspicious activity reporting tool that allows students, parents, employees, and community members to confidentially report information related to:

- Threats of violence
- Weapons on campus
- Bullying or harassment
- Suspicious or concerning behavior
- Planned school attacks
- Other situations that may affect the safety of students, staff, or the school community

Reports may be submitted **24 hours a day** through the FortifyFL mobile app or the FortifyFL website. Reports may be made **anonymously** if the individual chooses.

All reports are reviewed by the appropriate law enforcement and school officials and are investigated as necessary.

Students and families are encouraged to report concerns immediately. If there is an immediate emergency or a situation involving imminent danger, call **911** first before submitting a FortifyFL report.

Visitors

To ensure the safety of students and staff, all visitors must sign in at the reception desk and always wear a Visitor's Pass on campus.

Visitors, including parents, need the administration's consent to enter classrooms.

During standardized testing, visitors must stay in the front lobby.

No one is allowed in the buildings during emergency drills. Visitors to the building during a drill or lockdown must follow staff directions.

Volunteers

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

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

- Assisting during morning arrival and carline
- afternoon dismissal and carline
- drive and/or chaperone field trips
- helping during lunches
- helping in the classrooms
- assisting with upcoming performances and events
- preparing or working at PTO events (Parent Teacher Organization)
- building/constructing items for performances

As a volunteer at ADV, you are representing our school. Your conduct at our school and around our community 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.

A Level I background check is required for any volunteer activity. A Level II background screening is required for any volunteer activity that requires driving students or working with students without direct staff supervision. This includes all field trip chaperones and drivers. If you have previously been approved as a Level II volunteer through Pinellas County Schools, you may continue volunteering for up to five years from your fingerprinting date.

To inquire about being a Level II volunteer, please follow this link for details: [Link to Level II Information.](#)

Communication

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

Academie Da Vinci uses "Constant Contact" for email and "School Messenger" for phone messaging. All parents/guardians are automatically added to our Constant Contact email list based on the information entered in your PCSB Parent Portal. Please ensure your Parent Portal profile has your current email, address, and phone numbers.

Elementary

Teachers send home a purple communication folder and/or student planner regularly (a minimum of once a week, more often if needed) with students. These contain pertinent information, forms to signs, and notices of upcoming events. Parents are responsible for reading and responding to this information. Additionally, elementary teachers will email weekly newsletters containing important classroom updates.

Middle School

Teachers compile their weekly input into a newsletter emailed out every Friday by the Dean of Students. In addition, you may receive emails or flyers from your child's teachers in their notebooks or folders regarding upcoming tests, projects, or events.

Performances, Meetings, and School Events will be announced on the school website, constant contacts, class newsletters, or on the marquis on a regular basis. Please check these sites often www.academiedavinci.org.

Parent/Teacher Conferences

Elementary School students will have a minimum of two conferences per year, one in the Fall and one in the Spring, unless one is required sooner or more frequently.

Conferences for middle school students will be convened for any students with D's or F's and/or behavior concerns, unless one is requested by the parent or an individual teacher.

All conferences will be scheduled in advance by appointment. Scheduling by appointment allows teachers to prepare information and grades so that the conference is productive and ensures they can devote all their attention to the topics at hand. Please let the administration know in advance if you wish them to attend a conference.

Weather Alerts

Academie da Vinci follows Pinellas County Schools' decisions regarding school closings. Threatening weather is monitored at the school through both weather alert radios and the Pinellas County Schools' announcements. Days missed for weather issues will be made up at

later dates announced by Pinellas County Schools. Notifications for early release or closings due to weather related issues will be made available via Constant Contact and/or School Messenger.

Emergencies

All school staff are trained to deal with emergencies and care for 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, severe weather, and active threats. In the event of a real emergency, the campus will close down, 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.

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 St. Petersburg College, Clearwater Campus. At this point, an administrator or designee will have contacted Parents, ADV Board of Directors, the PCSB Charter School Office, and Pinellas County Sheriff's Office. Pick up procedures will be shared at that time. Parents should not come directly to campus during an emergency unless instructed to do so through official school communication.

AED: An Automated External Defibrillator is in the main building's lobby. The machine has a recording that will direct anyone through the steps for use. All staff have been trained in 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. If, after several attempts, there is no answer, the emergency contacts listed on the clinic card will be notified. There are limited facilities to care for a sick child at school, so families must arrange to pick up a sick child as soon as possible after 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.

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. For minor injuries, the parent will decide if the student will be picked up. 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 (FERPA)

Académie Da Vinci Charter School complies with the **Family Educational Rights and Privacy Act (FERPA)**, a federal law that protects the privacy of student education records and provides parents and eligible students with specific rights regarding those records.

Parents and legal guardians have the right to inspect and review their child's educational records, request the correction of records they believe are inaccurate or misleading, and provide written consent before personally identifiable information is released, except as permitted by law.

Student educational records are accessible only to parents or legal guardians, eligible students, school officials with a legitimate educational interest, and others as authorized by federal or state law. Parents may authorize the release of records to outside agencies or individuals by providing written consent when appropriate.

Académie Da Vinci maintains student records in a secure manner and takes reasonable measures to protect the confidentiality and privacy of all student information. Parents wishing to inspect or obtain copies of their child's educational records should contact the school administration to arrange an appointment.

For additional information regarding FERPA, please visit the **U.S. Department of Education Family Educational Rights and Privacy Act (FERPA)** website.

[Link to FERPA US Department of Education](#)

Attendance Policies

** Academie Da Vinci's attendance and tardy policies align with Pinellas County Schools. Excessive absences may result in referral through the district's truancy procedures as required under Florida law.**

Student Absences & Tardies

Absence Defined

A student who is not present in class for at least one half of the class period shall be counted absent from that class. To be counted present for the school day, a student must be in attendance for at least one half of the class periods during the school day.

Excused Absences

Students must be in school unless the absence has been permitted or excused for one of the reasons listed below.

Unexcused Absences

Any absence which does not meet the criteria of an excused absence is an unexcused absence. The following are examples of *Unexcused absences*:

- out-of-school suspensions
- family vacations
- Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until this document is provided or a waiver is obtained. Absences due to non-compliance with immunization requirements shall be considered unexcused. However, students transferring into Pinellas County, including foster care students, or homeless students, a temporary 30-day waiver of both health examination documents and certificates of immunization will be granted. (F.S. 1003.22(1) (5) (e))

Tardies

A student is tardy when the student is not in his or her assigned seat or station when the bell rings.

Excused Tardy

A tardy is excused only if the student is late for one of the reasons described in section V.

Unexcused Tardy

A tardy is not excused unless it is caused by reasons set forth in section V. Examples of unexcused tardies include:

1. oversleeping
2. missing the school bus
3. shopping trips
4. pleasure trips
5. car problems (ex: flat tire, no gas, car won't start, student getting a parking decal)
6. heavy traffic
7. returned for forgotten items

Habitual tardiness is unacceptable and unfair to other students because instruction is interrupted every time a late student arrives.

Early Sign Out

Once students arrive on campus, they may not leave without permission from an administrator. Students who must leave school during school hours must have their parent request this release by phone or in person to the office in order to obtain pre-approval. Schools will establish procedures for early release that ensure a secure campus for dismissal.

Students' academic performance may be negatively impacted by early sign out. Signing out early repeatedly may count toward a pattern of non-attendance (see section VII, below) that may indicate early signs of truancy. Repeated early sign outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.

Excused Early Sign Out

The same criteria used to determine an excused absence and an excused tardy will be used to determine whether an early sign out is excused.

An Unexcused Early Sign Out Includes:

The same criteria used to determine an unexcused absence and an unexcused tardy will be used to determine whether an early sign out is unexcused.

Numerous incidents of early release are unacceptable and unfair to the other students whose instruction is interrupted each time a student leaves early.

Reasons Why An Absence, A Tardy Or An Early Sign Out Will Be Excused

An absence, a tardy or early sign out will be excused if caused by one of the following reasons:

- The student is ill or injured.
- There is a major illness in the student's immediate family (this means parents, brothers, sisters, grandparents, or others living in the home).

- There is a death in the immediate family.
- The student attends religious instruction or there is a religious holiday in the student's own faith.
- The student is required by summons, subpoena or court order to appear in court. A copy of the subpoena or court order must be given to the principal.
- Special event. Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the principal at least five days prior to the absence.
- The student has a scheduled medical or dental appointment. It is recommended, when possible, to schedule appointments outside of school hours, so students do not miss instruction.
- 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 (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies. Students are allowed a maximum of three (3) excused days for each infestation of head lice unless extended by principal. Students on field trips and students who attend alternative to suspension programs are not considered absent.

Make-Up Work for Absences (Excused, Unexcused or Suspension).

Make-up work for full credit and without a grade penalty is allowed for all absences. It is the student's responsibility to obtain the missed work. The number of days allowed to make up the work shall be equal to the number of days the student was absent.

In cases where the grading period ends before make-up work can be completed due to absences, an "I" may be recorded for the grading period grade. The "I" can be converted to a letter grade once the number of make-up days allowable in policy have been granted for the completion of make-up work.

In accordance with F.S. 1003.01, if a student is supplied with make-up work during a suspension, the student is expected to complete the work during the suspension period and submit it upon their return to school.

1. Teachers are required to record daily absences (excused and unexcused) and tardies in PCS Portal no later than 9:15 am each day.
2. Excused absences, as directed by the State Department of Education, include the following:
 - a. Illness of a child.
 - b. Serious illness or death in the family.

- c. The student is attending religious instruction or there is a religious holiday in the student's own faith.
- d. Medical or dental appointment. (*Note must be provided – see below*)
- e. Special events approved a minimum of five days in advance by the administrator (e.g., important public functions, conferences, state/national competitions, etc.)
- f. 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, per PCS Student Code of Conduct (Attendance – V. Reasons Why Absent).

3. Parent Notes: Upon returning to school, the student must provide the teacher with a written excuse from the parent or guardian indicating the specific reason for the absence. These excuses are to be submitted to the office staff (DMT) for filing. The teacher will then mark the appropriate absence code in Focus. If the written excuse arrives late (after the student has returned to class) and cannot be corrected by the teacher, please inform the DMT and administrative assistant by email so they may make the correction. Supply the excuse to the DMT.

4. Doctor Excuses: Doctor excuses 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.

5. 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. **Do not send the student to wait in the office. The front office will call for the student when the parent arrives.**

6. After 3 consecutive days of absences, the teacher must contact the parent or guardian to find out why the child is absent and if the student's absence will continue (e.g., flu). Arrangements should also be made to make-up schoolwork.

7. **Tardies:** Every third unexcused tardy within a grading period counts as an unexcused absence (see PCS Attendance Policy). The DMT will calculate these totals and report the tardies to the Child Study Team.

8. **Excessive Absences/Tardies:** If 5 excused or unexcused absences (during a single grading period) or 10 tardies are accumulated, email your administrator. A letter will be sent home to express our concern about a child's frequent absence or lateness. **The teacher must request this letter from administration.**

Receipt and Acknowledgment of Parent Handbook

This Parent Handbook is an important document intended to help you become acquainted with the school. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

The contents of the Handbook may be changed at any time at the discretion of the school. This handbook is intended as a guide and does not create contractual rights. The school reserves the right to modify policies as permitted by law.

Please read the following statements and sign below to indicate your receipt and acknowledgement of the *Academie Da Vinci Charter School Parent Handbook*:

I have received and read a copy of the Parent Handbook. I understand that the policies and rules described in it are subject to change at the sole discretion of the school at any time.

I understand that, should the content be changed in any way, the school may require an additional signature from me to indicate that I am aware of and understand any new policies. I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the *Parent Handbook*.

Parent/Guardian's Printed Name

Date

Parent/Guardian's Signature

Administrator Signature