

# **Academie DaVinci Charter School**

## **Parent Handbook 2025/2026**



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

# Introduction

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## **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

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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-8<sup>th</sup> 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 SheremetaSheremetaR@AcademiedaVinci.org

# Daily Routines and Procedures

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## School Times

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

## Lunch Times

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

## Breakfast Times

K – 8 <sup>th</sup> 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](mailto:adv.bac.help@gmail.com) for registration details. We accept cash and auto-withdrawal payments. Late fees apply for delayed pickups.

# Technology

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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.

## **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 Phone Policy** **per PCSB Code of Conduct 2024/2025**

Parents are advised that the best way to get in touch with their child during the school day is by calling the front office. Academie da Vinci recognizes the ever-increasing importance of technology in students' lives and the beneficial role it can play for student education and communication when used responsibly. The possession and use of such devices should not interfere with academic instruction, student safety or a positive school climate.

#### **A. Definitions**

As used herein, the terms below are defined as follows:

"Wireless communication devices" are devices that have the ability to receive and/or transmit any communication without a cable connection, which may include, but is not limited to, cell phones headphones, earbuds, and tablets. This definition also includes any current or emerging wireless handheld technologies or portable information technology systems developed for similar purposes.

"Off position" means powered completely off, and is not simply set on a vibrate, silent, standby, hibernation or airplane mode.

"Silent mode" means no audible alerts or vibrations.

"Instructional school day" is the time of day within the bell times approved by the School Board for that school.

**B. Authorized Possession and Use of Cell Phones and Other Wireless Communication Devices**  
All students may possess a wireless communication device at school, during a school-sponsored activity, and during school-sponsored transportation. However, students may not use a wireless communications device during instructional time, except when expressly directed by a teacher solely for educational purposes. A teacher shall designate an area for wireless communications devices during instructional time, in accordance with s. 1006.07, F.S.

All students must store wireless communication devices, headphones and earbuds in a designated area, except when otherwise directed by a teacher. For purposes of this policy, the designated area is a non-visible secure location, such as the student's locker, backpack, purse, or pocket.

Further, use of wireless communication devices, headphones and earbuds must be stored in accordance with the following rules by grade level.

#### **1. Elementary School Students**

Elementary school students must keep wireless communication devices in the off position throughout the instructional school day, and while participating in a school-sponsored activity on or off campus. Students are permitted to use their wireless communication devices after the end of the instructional school day, if needed to communicate with parents regarding the coordination of transportation.

Headphones and earbuds are not allowed during the instructional school day or while participating in a school-sponsored activity on or off campus, unless otherwise directed by a teacher. When allowed, headphones and earbuds are restricted to minimal volume, only to be heard by its user. Due to school safety concerns, one ear must always remain free of the accessory during authorized use.

#### **2. Middle School Students**

Middle school students must keep wireless communication devices in the off position throughout the instructional school day and while participating in a school-sponsored activity on or off campus. Students are permitted to use their wireless communication devices before and after the instructional school day.

Headphones and earbuds are not allowed during the instructional school day or while participating in a school-sponsored activity on or off campus, unless otherwise directed by a teacher. When allowed, all headphones and earbuds are restricted to minimal volume, only to be



heard by its user. Due to school safety concerns, one ear must always remain free of the accessory during authorized use.

To recap Academie da Vinci enforces the following rules, policies and procedures with regard to cell phones and personal devices in order to maintain a productive learning environment:

- Personal electronic devices/cell phones must be turned off and remain off during school hours unless otherwise instructed by the teacher.
- Personal electronic devices/cell phones must be stored in students' backpacks.
- Personal electronic devices/cell phones may be used only when explicitly directed by the teacher.
- Personal electronic devices/cell phones are not permitted in the bathrooms.
- No student may take a picture of any other student or teacher/staff without explicit permission.
- Posting any pictures of any teacher/staff member or other students in any medium without explicit permission is prohibited.

**Personal electronic devices/cell phones must not disrupt the learning environment. The privilege to bring personal electronic devices/cell phones to the classroom may be revoked for individual students or an entire class.**

### **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 of 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, and barring parents from school media, school committees, and Academie da Vinci premises and events.

**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

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## **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**

Academie da Vinci abides by the Pinellas County School's Code of Conduct. The Code of Copy 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. [Student Code of Conduct Link](#)

## **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 Director's 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 made at this level are final.

### **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 each situation as a teachable moment to show students support, help them learn how to make good choices, and gently guide them in reaching their full potential. Based on these guidelines, *Academie Da Vinci* follows a school-wide Positive Behavior Interventions & Supports (PBIS) program and Progressive Behavior Discipline Plan. These expectations are enforced school wide.

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### **Dress Code for Academie da Vinci Students**

At Academie 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 Academie 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

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## 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)

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### 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)
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## **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)
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## **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.
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## **Additional Dance Dress Code Requirement (K-8 Girls)**

All K-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.

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## **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!

### **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:

<b><u>Kindergarten</u></b>		<b><u>1st &amp; 2nd Grade</u></b>		<b><u>3rd-8th Grade</u></b>	
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-2<sup>nd</sup> grade = 20-60 minutes, 3-5<sup>th</sup> grade = 60-90 minutes, 6<sup>th</sup>-8<sup>th</sup> 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.

### **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.

### **FERPA: Family Educational Rights & Protection Act**

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

### **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

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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](http://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

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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.

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**

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.

# Attendance Policies

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*\* Academie Da Vinci's attendance and tardy policies align with Pinellas County Schools. \**

## **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.

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*.

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Parent/Guardian's Printed Name

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Date

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Parent/Guardian's Signature

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Administrator Signature