



DA VINCI DESIGN HIGH SCHOOL

2018-2019

STUDENT AND FAMILY HANDBOOK

Dear Students and Families,

Welcome to Da Vinci Design High School!

DVD is an environment in which informed, resourceful, and reflective students become college-ready, career-prepared, and community-minded individuals who graduate from postsecondary programs to become productive members and respected leaders in the global community.

At DVD, we work to provide our students a real world, project-based, college preparatory curriculum. We create and support a culture of high expectations for all, where students grow in knowledge and wisdom, develop a growth mindset and the perseverance required to develop new skills, and form safe and strong relationships with teachers, peers, parents/guardians, and the community.

This handbook is a guide to our school's programs, policies, and procedures. It gives an overview of courses and schedules; grades and graduation requirements; and expectations for students, parents/guardians on and off campus. Please read it carefully and ask us questions about anything.

We look forward to collaborating with you in preparing your student to be college-ready, career-prepared and community-minded.

Sincerely,

Kate Parsons  
Principal

Megan Martin  
Assistant Principal

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## SCHOOL INFORMATION

**DA VINCI DESIGN**  
 201 North Douglas Street  
 El Segundo, California 90245  
 Main Office: (310) 725-5800  
 Fax: (310) 643-3013

DVD Website: [dvd.davincischools.org](http://dvd.davincischools.org)  
 Da Vinci Schools Website: [www.davincischools.org](http://www.davincischools.org)  
 E-Mail: [info@davincischools.org](mailto:info@davincischools.org)



## 1. SCHOOL CONTACT INFORMATION

If you have a question about:	You should contact:
Lunch Balance PowerSchool Access Payments for School Events (prom, overnigher, etc.)	Maria Beltran (Office Manager) mbeltran@davincischools.org
Attendance Records	Irma Ruiz (Administrative Services Manager) iruiz@davincischools.org
Instruction / Curriculum / Assessment / Grading Master Calendar, Master Schedule, & Daily Schedule Facilities Discipline	Kate Parsons (Principal) kparsons@davincischools.org
State Testing Student Activities and Clubs English Language Learners Discipline Attendance	Megan Martin (Assistant Principal) mmartin@davincischools.org
College Applications Financial Aid for College Student Transcripts SAT & ACT Testing and Fee Waivers Student Course Schedules & Credit Recovery Transfer Student Schedules	Erin Knott (P-Z), Rachel Fusco (Go-O), & Pamela Baker (A-GI) (Counselors) eknott@davincischools.org rfusco@davincischools.org pbaker@davincischools.org
Special Education	Allegra Johnson (Special Education Director) ajohnson@davincischools.org
Athletics	Rogelio Dias (Athletic Director) rdias@davincischools.org
Music	Toby Harwell (Music Director) tharwell@davincischools.org
Marketing	Carla Levenson (Director of External Relations) clevenson@davincischools.org
Enrollment & Admissions	Maria Cano (Enrollment Coordinator) mcano@davincischools.org
Real World Learning (including Work Experience)	Natasha Morse (Real World Learning Director) nmorse@davincischools.org
Mission and Vision of Da Vinci Schools	Dr. Matthew Wunder (CEO of Da Vinci Schools) mwunder@davincischools.org

## 2. HOURS & OPERATIONS

### DVD Front Office Hours

The DVD front office opens at 8:00 am and closes at 4:15 pm Monday-Friday.

### School Hours

The school floor is open for students to attend office hours from 8:00-8:50 am Wednesday-Thursday and by appointment on Monday, Tuesday, and Friday. All classes start promptly at 9:00 am and end at 3:55 pm. The school floor is closed to students at 5:00 pm unless students are involved in a school-sponsored, calendared activity.

All classes start promptly at 10:00 am and end at 3:55 pm on Fridays. The school floor is closed to students at 5:00 pm unless students are involved in a school-sponsored, calendared activity. Students should leave in a timely manner after 3:55 pm unless they are involved in school-sponsored, calendared events after school, including school clubs and sports.

### Attendance

Success in school depends greatly on prompt and regular classroom attendance. Frequent tardiness and absences result in students missing important presentations, demonstrations, discussions, explanations, and collaboration on project-based work. We strongly request that families schedule vacations or special programs so as not to conflict with school.

School starts promptly at 9:00 am on Mondays-Thursdays and 10:00 am on Fridays. Students are expected to be in the classroom at these times and may be marked tardy if they are not in their scheduled class at the start of school. School ends at 3:55 pm on all days. Students are expected to be in school until 3:55 pm every day. There are minimum days scheduled throughout the year, and the ending times for those vary based on the purpose of the minimum day. Please refer to the weekly schedules for more information.

### Procedure for Reporting Absences or Tardies

1. e-mail [iruiz@davincischools.org](mailto:iruiz@davincischools.org) or call the school at (310) 725-5800 and leave a message notifying the school of the absence. Include the name of the student, the grade level of the student, and the reason for absence in the e-mail or message.
2. When the student returns to school, send the student with a note verifying the absence or tardy. All notes should contain the following information. (Please see next section regarding excused versus unexcused absences and tardies.)
  - Student's full name
  - Grade level
  - Date(s) of absence
  - Reason for absence
  - Signature

### Excessive Absences

Whenever a student is going to be absent for more than three consecutive days, a meeting (phone call or in-person) must be set up with the school administration to discuss the absences and a plan for managing academic work during the time away. Students with more than 14 absences in any single class in one semester may not receive credit for the class, regardless of grade.

Any student who has missed five consecutive days of school without any contact between the family and the school may be withdrawn from the school. Any student who has missed fifteen consecutive days of school, even with contact from their family to the school, may be withdrawn from the school. Chronic absenteeism is defined as excused or unexcused absences beyond 10% of school days within the academic year.

## **Closed Campus**

DVD is a closed campus, meaning that students are not permitted to leave campus during the school day without being signed out by their parent/guardian.

## **Procedures for Students Aged 18 or Older**

The front office has a form that must be completed by the parent/guardian of the student who is age 18 or older if the parent/guardian wishes to give permission for the student to sign themselves into and off of campus. The contract must be completed by the guardian at the front office; no forms will be given for take-home completion. All absences, tardies, and instances of signing out early will be communicated to parents as described in the contract.

## **Procedure for Picking Up a Student Early**

Students will only be released during the school day to their parent/guardian listed in PowerSchool. If a parent/guardian wishes for one of the emergency contacts listed in PowerSchool to pick up a student early, they must make the request in person or by phone. When the parent/guardian arrives to pick up their student, the office will verify that the person coming to pick up the student is listed on the emergency contact form. The office staff may require photo identification for verification of parent/guardian/emergency contact identity.

The student will only be called out of class when the parent/guardian arrives at the school to pick them up. Students will not be called out of class or dismissed from school per phone requests by the parent/guardian. The parent/guardian must pick the student up from school, indicating time of sign-out and reason for sign-out. A doctor's note (if applicable) should be provided upon student's return to school on the same day or on the next day in which the student is present.

Note: After a student is picked up from school early more than 4 times in an academic school year, a meeting (phone call or in-person) with school administration is required for further early releases. Students who leave school early more than 5 times in a semester may lose the privilege of attending extracurricular activities (i.e., school dances).

## **Procedure for Bringing a Student to School After the School Day Has Started**

When a student is arriving more than 20 minutes after the school day has started, the parent/guardian is required to come to the front office with the student who is late and sign in the student. The parent/guardian must include a reason for late arrival and any appropriate documentation of late arrival (i.e., doctor's note).

Note: See list of excused versus unexcused absences/tardies to understand what qualifies as an excused absence/tardy. Frequent excused or unexcused absences or tardies may result in disciplinary consequences or loss of course credit.

## **Visitors to Campus**

All visitors to campus, including alumni, parents/guardians and other family members, must have an appointment and sign in with the front office to obtain a visitor's pass. Appointments will be approved by the school administration. DVD staff may call the local police department in the event of any unauthorized persons who are on campus without permission and/or who refuse to leave the school campus.

## **Arriving at School with Purchased Food and/or Beverages**

Students who arrive at school after the start of school are asked to consume any purchased food or beverages before walking to the fourth floor. If a student arrives at the second floor after school has started and is in possession of purchased food and/or beverages, the food and/or beverages may be confiscated and returned to the student during the designated lunch period.

## **Consequences for Unexcused Tardies**

If a student accumulates 10 tardies, he or she will be placed on a tardy contract. Once on contract, if they are late to school or to a class more than one time during the week, they will be required to complete after-school service work hours. If a student does not complete their service work, their hours may be increased as determined by school

administration. As an intervention step prior to being placed on a contract, students will be lead through a tardy reflection action plan activity by one of their teachers.

Students missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as a truant and reported to the proper school authority.

**Excused vs. Unexcused Absences (Truancy) & Tardies**

Excused absences or tardies include the following:	Unexcused absences (truancy) or tardies include:
<ul style="list-style-type: none"> <li>● A medical, dental, optometric, or chiropractic appointment with a doctor’s note</li> <li>● Personal illness with a parent note</li> <li>● Quarantine with a doctor’s note</li> <li>● Family emergency with a parent note</li> <li>● Appearance in court with a note from the court</li> <li>● Attendance at a funeral with a parent note</li> <li>● College visit with parent note*</li> <li>● Employment conference with a parent note*</li> <li>● Observation of a religious holiday or ceremony with a parent note*</li> <li>● Conference with another staff member with a note from that staff member excusing the absence/tardy</li> <li>● Special circumstance approved by administration*</li> <li>● Naturalization Ceremony</li> </ul>	<ul style="list-style-type: none"> <li>● Any absence or tardy without a note, including being late to a class</li> <li>● Unexpected transportation issues (i.e. traffic issues, flat tire, etc.) – with or without parent note</li> <li>● Oversleeping and/or mismanagement of time</li> <li>● Family vacations</li> <li>● Babysitting/taking care of other family members</li> <li>● Anything not listed under “excused absences or tardies”</li> </ul> <p><i>A student missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as a truant and reported to the proper school authority.</i></p>
<p><b>*Requires pre-approval by administration. Schedule an appointment.</b></p> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. Any student who has repeated absences or tardies, regardless of whether they are excused or unexcused, may be subject to disciplinary consequences or loss of course credit.</li> <li>2. If a student is going to be absent for more than five consecutive days for any reason, an appointment with a school counselor must be held to discuss the absences and plan for completing school work.</li> </ol>	

If students or parents/guardians have questions about attendance/tardy records, do the following:

1. Log into PowerSchool to review student attendance data.
2. Contact the front office with questions by emailing [jruiz@davincischools.org](mailto:jruiz@davincischools.org) or by calling (310) 725-5800.
3. Unresolved questions regarding attendance/tardies will be addressed by the school administration.

**Dropping Off Belongings for Students During School Hours**

Items dropped off for students will not be delivered to the classrooms, and students will not be called out from class or notified by the school to pick up items that are brought. Parents/Guardians have the option to either (a) leave the items in the DVD drop-off bin in the first floor reception area or (b) scan in at the reception desk at the first floor reception area and bring the items up to the fourth floor for pick-up. Regardless of drop-off method, students will not be called out of class or notified by the school to pick up items that are brought in. Food that is brought to school must only be consumed during lunch, and therefore the food must arrive prior to or during the lunch period. The lunch period changes often, so it is critical to examine the weekly schedule for the most up-to-date information. Exceptions to this policy (i.e., advisory potlucks, seminar potlucks, etc.) must have staff approval. All items dropped off should be labeled with the student’s name. The school is not responsible for any items left on the drop-off table.

**Ordering Food for Delivery**

Students and parents/guardians are not permitted to order any food to be delivered to the school at any time, whether during school hours or before/after school hours. Any food delivered to the school must be ordered and received by a staff member only. If food ordered for delivery by a student or parent/guardian is delivered to the school, it will be confiscated for the remainder of the school day. The food will be available for pick-up by the student or parent/guardian

at the end of the school day. If a parent/guardian would like to drop off food for a student, the drop-off procedures must be followed (see above).

### Student Work and Media Release

Periodically, Da Vinci Schools, its employees, professional partners, and outside media representatives wish to photograph, videotape, interview, or use student testimonials or student work for marketing, fundraising, publicity, recruitment, advertising/promotion, illustration, and other print, digital and broadcast media. If parents/guardians do not want their child to be photographed, videotaped, audiotaped, or interviewed during school-sponsored activities, contact the school's main office.

## 3. WEEKLY SCHEDULES

The schedule below is an example of a typical week. This schedule, however, is subject to change. Each week, the schedule is posted to [dvd.davincischools.org](http://dvd.davincischools.org); be sure to access this website for the most up-to-date information regarding the weekly schedule.

Monday Schedule	
Period 1	9:00-9:50
Period 3	9:55 - 10:45
Period 5	10:50-11:40
Period 7	11:45 - 12:35
LUNCH	12:35-1:05
Period 9	1:10 - 2:00
Period 11	2:05-2:55
Seminar Per 13	3:00-3:55

Tuesday Schedule	
Period 2	9:00-9:50
Period 4	9:55 - 10:45
Period 6	10:50-11:40
Period 8	11:45 - 12:35
LUNCH	12:35-1:05
Period 10	1:10 - 2:00
Period 12	2:05-2:55
Seminar Per 14	3:00-3:55

Wednesday Schedule	
Office Hours	8:00-8:50
Period 1	9:00-9:45
Period 3	9:50 - 10:35
Period 5	10:40-11:25
Period 7	11:30 - 12:15
Advisory	12:20-12:45
LUNCH	12:45-1:15
Period 9	1:20 - 2:05
Period 11	2:10-2:55
Seminar Per 13	3:00-3:55

Thursday Schedule	
Office Hours	8:00-8:50
Period 2	9:00-9:45
Period 4	9:50 - 10:35
Period 6	10:40-11:25
Period 8	11:30 - 12:15
Advisory	12:20-12:45
LUNCH	12:45-1:15
Period 10	1:20 - 2:05
Period 12	2:10-2:55
Seminar Per 14	3:00-3:55

Friday Schedule	
Advisory/CD	10:00-10:45
Period 1	10:50-11:35
Period 4	11:40-12:20
LUNCH	12:20-12:50
Period 5	12:55-1:40
Period 8	1:45-2:25
Period 9	2:30-3:10
Period 12	3:15-3:55

## 4. TRANSPORTATION

Da Vinci Design does not provide transportation services to and from school, except for curricular-related field trips or as required by law.

### PARKING LOT EXPECTATIONS

#### Pick-Up & Drop-Off Procedures



The school doors open for office hours at 8:00 am on Wednesdays and Thursdays. Students who arrive earlier than 8:00 am will wait outside the building or in the multi-purpose room on the first floor until the school floor opens. DVD's office remains open for inquiries and appointments for both students and parents from 8:00 am-4:15 pm every day. Appointments for office hours on other days can be arranged with teachers on a case-by-case basis. The floor does not open before 8:00 am on any day.

When picking up and dropping off students at school, enter through the north side parking lot entrance off of Douglas Street and proceed to the designated pick-up and drop-off area along the west end of the school property. After pick-up or drop-off, parents/guardians may then depart through the designated exit on the south side of the lot turning right onto Douglas Street. Parents/Guardians are permitted to park in the designated spaces available in the guest parking area. Parents/Guardians are not permitted to move cones at any point and are required to follow the directions of traffic grounds staff. Drivers must drive cautiously and safely on and around campus (not to exceed 10 mph in the parking lot).

### **Pick-Up By Rideshare (Uber or Lyft)**

If students are requesting to be picked up by a rideshare company such as Uber or Lyft, they must proceed to the student parking area, request the ride, and wait for the driver to arrive. Students cannot be picked up by a rideshare driver at the entrance of the school or near the parking lot exit.

### **Student Parking Policies**

Students will be required to park in the designated student parking area and must display a school issued parking permit. Students may apply for a parking permit by filling in an application found in the front office. Students may not park on campus if they have not been issued a permit. Rules and guidelines for parking are as follows:

- Drive cautiously and safely on and around campus (not to exceed 10 mph in parking lot)
- Follow prescribed traffic patterns in parking lot
- Use only the north-end student lot for parking, unless directed otherwise by Wiseburn-Da Vinci staff members
- Follow all directions of Wiseburn-Da Vinci staff members or volunteers
- No loitering around vehicles; enter and exit promptly
- No blaring of car stereo or other sound disruptions
- Use main sidewalk to walk between car and school (do not walk through parking lot)
- Plan enough time to walk from the student parking lot to your school floor to be on time each day
- Do not park or drive in parking lots of surrounding businesses unless given permission by a Wiseburn-Da Vinci staff member
- Do not park in staff parking lot
- Parking permit must be displayed on rear-view mirror or on dashboard
- Lost parking permits will result in a \$5.00 replacement fee to student account
- Parking permits are non-transferable

Failure to follow any of the above agreements may result in forfeiture of student parking privileges.

### **Skateboards, Bicycles, Scooters, Rollerblades, & Other Wheeled Devices**

Wheeled devices are not permitted in the school building. The school provides places to lock up these items, but the locks are not provided by the school. Students should purchase their own lock to secure their skateboard, bicycle, scooter, or rollerblades throughout the school day. The school is not responsible for any loss or damage to skateboards, bicycles, scooters, or rollerblades brought to campus.

To maintain the safety of all students, students are not permitted to ride their skateboards, bicycles, scooters, or rollerblades anywhere on campus and in the front of the school, including the school's parking lot. Signs are displayed

prohibiting this behavior at the front of the school and in the parking lot. Students who use skateboards, bicycles, scooters, or rollerblades to get to school can lock them in the designated location once on campus.

If a student brings a wheeled device into the classroom, or is found to be using a wheeled device on campus, it may be confiscated and returned only to the student's parent/guardian or individual listed on their emergency contacts list.

## 5. COURSE CREDITS, GRADING, CREDIT RECOVERY, & NON-PROMOTION

### Student Schedules

All students will receive a full course schedule. Students' course schedules will be determined by the school administration and/or counseling staff based on the student's needs and progress toward graduation. The expectation is that students take both math and English every semester of enrollment. Requests for schedule changes or alternative schedules will be handled at the discretion of the school administration and/or counseling staff.

### Course Credit

All students who earn a C- or higher in a core course will be awarded 5 units of credit per semester. Da Vinci Design High School does not use "D" grades.

### Credit Recovery

All students who have received an "F" in core courses and are not on track for graduation must enroll in credit recovery courses in order to graduate on schedule. Families and students may choose to recover credits through options embedded into the school day or through approved outside providers including summer school options. Students and families will meet with counselors in order to determine their best path for recovering credits.

### Mastery Based Grading

Mastery based grading (MBG) is a system that provides meaningful feedback to students and parents so that excellence can be achieved. Mastery based grading pushes students to focus on skill development and showing evidence of their mastery rather than calculating points necessary to achieve a letter grade without reference to academic progress. MBG gives students and parents specific feedback about what skills they have learned and not learned, which can be used to direct learning. Students are graded on a four-point scale:

Points	Meaning	Letter Grade Equivalent
4	Evidence demonstrates detailed understanding	A
3	Evidence demonstrates understanding	B
2	Evidence demonstrates basic understanding	C
1	Evidence demonstrates partial understanding	I
0	No evidence (Generally a missing or incomplete assignment)	I

Grades become final at the end of each semester, at which point the final grades the student earns that semester goes on the student's transcript. The first semester ends in December before winter break, and the second semester ends in June before summer break. Transcripts reflect the letter grade students earned in that course that semester. Students must earn a C- or higher in an academic course in order to earn credit for that course. If a student has a grade of "I" in a course at the end of the semester, that grade will be reported on the transcript as a grade of "F" and the student will not receive credit for that semester of the course.

## Grade Appeals

Teachers are solely responsible for assessing the level of mastery their students have demonstrated on each of the essential skills of the course. If a student or parent/guardian wishes to appeal the student's demonstrated level of mastery on any of the essential skills, they should notify the school administration and make an appointment for a meeting at which the teacher and a school administrator may be present. The final decision with regards to the grade will rest with the teacher. Grade appeals must be made via e-mail within 30 days of the end of a semester.

## Retention/Non-Promotion

Student promotion into the next grade level is determined by the number of course credits earned toward graduation. Students who are not making satisfactory progress toward graduation may be required to repeat a grade level. If a student is at risk of retention, a counselor will meet with the student and family to discuss which courses must be completed before the student can move onto the next grade level.

## Testing

Da Vinci Design administers various state tests and other national testing programs for students, while other essential tests are the responsibility of students and families to register for independently.

Tests administered by Da Vinci Design:

- English Language Proficiency Assessment (ELPAC)
- Physical Fitness Test (PFT)
- Smarter Balanced Assessment Consortium Testing (SBAC)
- Preliminary Scholastic Aptitude Test (PSAT)
- Practice American College Testing (ACT)

## 6. GRADUATION REQUIREMENTS

Earning a high school diploma from Da Vinci Design High School is dependent upon completion of the University of California/California State University A-G Requirements. (Certain exceptions may apply for students with Individualized Education Plans (IEPs). For more information, please contact the Director of Special Education.)

Students must complete all of the University of California/California State University A-G Requirements in order to graduate from Da Vinci Design High School. The requirements and courses that satisfy these requirements are listed as follows:

UC "A-G" Course Requirements*	Da Vinci Graduation Requirements	Da Vinci Courses Offered**
A. History/Social Science – 2 years required	Social Science 3 years required (30 credits) 5.0 credits per semester	World History
		US History
		Government/Economics
B. English – 4 years required	English 4 years required (40 credits) 5.0 credits per semester	English 9
		English 10
		English 11
		English 12

C. Mathematics – 3 years required, 4 years recommended	Mathematics 3 years required (30 credits) 5.0 credits per semester	Integrated Math 1
		Integrated Math 2
		Integrated Math 3
		Pre-Calculus/Calculus
D. Laboratory Science – 2 years required, 3 years recommended	Science 3 years required (30 credits) 5.0 credits per semester	Physics
		Chemistry
		Biology
E. Language Other than English – 2 years required, 3 years recommended	Foreign Language 2 consecutive years required in the same language (20 credits) 5.0 credits per semester	Spanish 1
		Spanish 2
		Spanish 3
F. Visual and Performing Arts (VPA) – 1 year required	Art 1 years required (10 credits) 5.0 credits per semester	Art & Design 1
		Art & Design 2
		Art & Design 3
		Art & Design 4
G. College-Preparatory Electives – 1 year required	College Prep Elective 1 college prep course required	Psychology
		Art History (semester)
		College Writing (semester)

**\*\*Courses are subject to change before the start of each school year. A-G Requirements will always be met.**

### **Graduation Ceremony**

Participation in the graduation ceremony of Da Vinci Design High School is a privilege that is to be earned. The following qualifications must be met to participate in the graduation ceremony. Failure to meet any of these requirements may result in removal from the graduation ceremony at administrator discretion.

- Completed graduation requirements\*
- No discipline issues or suspensions during last three months of school
- No misconduct at any school-sponsored events/activities during the last 3 months of school
- Completion of senior project and POL
- In good standing per senior contract (if applicable)

\*Certain exceptions may apply for students with Individualized Education Plans (IEPs). For more information, please contact the Director of Special Education.

### **Student Privacy**

School staff members do not discuss student information, including attendance, discipline measures and academic progress, with persons other than the parent/guardian listed in school records, unless the parent/guardian is also present.

## 7. SCHOOL PROGRAMS & SIGNATURE PRACTICES

### **Parent/Guardian Involvement**

Da Vinci values and recognizes the importance of parent/guardian involvement in their student's education, and as such we expect all families to attend the following events:

- Back to School Night
- Fall Family College Meeting
- Fall Student-Led Conference
- Fall Exhibition
- Fall Presentation of Learning
- Spring Family College Meeting
- Spring Student-Led Conference
- Spring Exhibition
- Spring Presentation of Learning

### **SIGNATURE PRACTICES**

#### **Project Based Learning (PBL)**

Da Vinci core courses are taught using a project based learning pedagogy. Project-based learning is learn-by-doing curriculum that integrates core subjects with real-life problems to be solved. Teachers work in teams with one another to identify content area essential skills that need to be addressed at the grade-level. Teachers work backwards to plan their curriculum, creating engaging, interdisciplinary projects that center on a big idea and a real-world connection that is rigorous, relevant, and meaningful to students' lives. Students work in teams to create a final product that demonstrates mastery of content standards and a demonstration of key skills such as critical thinking, collaboration, and communication.

#### **Presentations of Learning (POLs)**

Each semester, students complete presentations of learning in which they demonstrate mastery of content in their courses in a formal presentation setting. Schedules on these days are different to accommodate the presentation format. Students' presentations are a separate one-credit course on their transcripts, and their demonstration of mastery can also affect their course grades.

#### **Student-Led Conferences (SLCs)**

Student-Led Conferences occur each semester and provide students the opportunity to share their academic progress with their family in a structured setting, focusing on content mastery and growth over the semester and year. Student led conferences occur after school on minimum days, and families are expected to sign up for and attend their student's SLC each semester.

#### **Exhibition**

Each semester Da Vinci Design hosts a school-wide exhibition night where students show off their final products and demonstrate their mastery of essential skills throughout the semester. All families are expected to attend to see the students' work.

#### **Advisory**

Every student is enrolled in a grade level advisory class that they stay with for their high school careers. The advisory curriculum covers academic and non-academic content essential for students' development as young people. Curriculum is adjusted each year to the students' needs, and has included college admissions, psychological health and habits of effective teenagers.

Sex-ed curriculum is taught in advisory classes because of academic research that shows that sex-ed is most effective

when taught in a mixed gender environment with a school faculty member, rather than an outside program or adult unfamiliar to students. All staff are trained in the sex-ed curriculum, and all families have the ability to opt-out of the sex-ed curriculum and have their student work on an alternate assignment.

### **Seminars**

Seminar classes are courses students elect to take during their last period of the day. Students can elect new seminars each semester, and these courses provide students with exposure to a variety of different professional fields, hobbies, and activities. Students can also choose to take sports or music seminars which flow into the corresponding extracurricular programs. Past seminars have included: Illustration, Industrial Design, Web Design, Leadership, eJournalism, Mock Trial, Chinese, Financial Literacy, Creative Writing, Improvisation, Yoga, CrossFit, Basketball, Tennis, and Volleyball.

### **Dual Enrollment Early College Courses**

Students may take dual enrollment courses, which allow them to earn both college credit and high school credit for their course. Dual enrollment courses are offered through partnerships with individual colleges. If a student earns college credit in a course, their high school transcript will reflect the completion of an advanced course for high school credit, and students will also receive a transcript from the partner college reflecting the course and grade earned. When applying to colleges, students submit both transcripts, and should meet with their college's academic counseling department to ensure the credits earned in dual enrollment courses transfer.

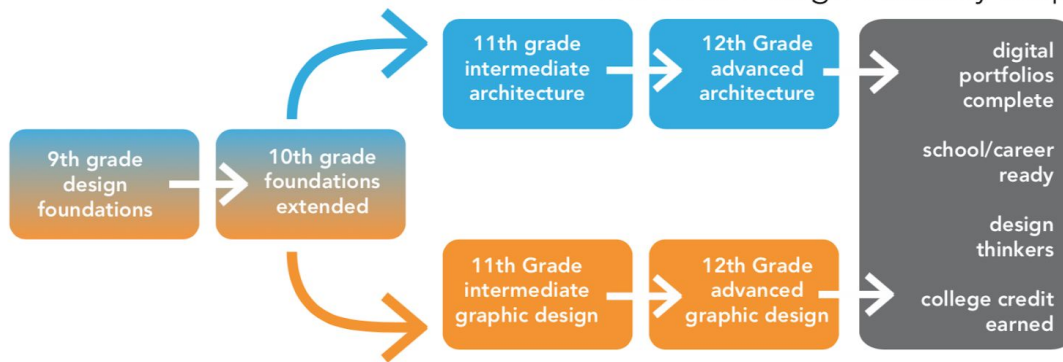
### **DVD Design Process**

In every interdisciplinary project, students engage in our signature Design Process: Care, Conceptualize, Create, Critique. Teachers work to design projects that have an industry-aligned "Care" element. Then students collaborate to "Conceptualize" a design or idea that helps solve a problem related to the "Care" element. After extensive research, students "Create" a prototype of their design(s) and receive "Critique" or feedback from their peers, teachers, and/or industry partners. Students then refine their concept design(s) keeping the "Care" element as the motivating force. Students engage in our Design Process multiple times in each project as a means of problem solving throughout, and continue to do so for their four years of courses here.

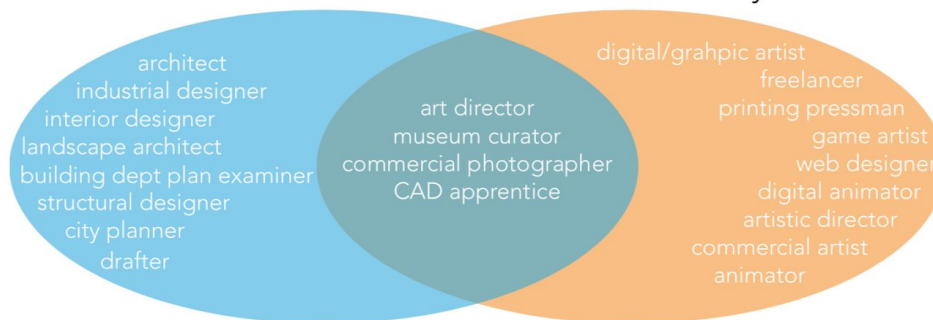
### **DVD Career Pathways**

Da Vinci Design offers two Career Pathways: Architecture and Graphic Design. The goal of the Career Pathways course program is to expose students to different careers, arm them with the skills and knowledge they need to be competitive in college and the workforce, and allow them to problem solve through the context of relevant, industry-aligned projects. In 9th and 10th grade, students take courses that relate to each pathway for exposure to both fields while learning about the elements of art and principles of design. At the end of 10th grade, students are required to present a "Pathway Pitch POL" which gives them the ability to share their pathway preference for their 11th and 12th grade courses. During the Pitch POL, students must defend and justify their preference with evidence using 9th and 10th grade work samples. In 11th and 12th grade, students take more advanced and focused pathway-aligned coursework. Students in all grade levels have the opportunity to work with industry partners and mentors from various Design fields. Enrollment in select pathway courses allows students to receive dual enrollment college credit, mainly through El Camino College.

## Da Vinci Design Pathway Map



## Pathway Career Possibilities



## 8. EXTRACURRICULAR ACTIVITIES

### Sports

Da Vinci Design students play on CIF sports teams alongside Da Vinci Science and Da Vinci Communications students under the Wiseburn-Da Vinci banner. Sports teams practice after school hours, and sports seminars are also offered for additional practice time. Students on sports teams are highly encouraged but not required to enroll in the corresponding sports seminars, and students who are not on the sports teams are welcome to enroll in the sports seminars. Students must maintain a 2.0 GPA in the current semester in order to participate in athletic competitions. Eligibility is also dependent upon attendance and behavior, as determined by administration, coaches, and the athletic director.

### Music

Da Vinci offers a joint music program across all three high schools. Students can elect to take a music seminar, and join in after and before school music programs.

### Clubs

Students are encouraged to join or start a student club on campus. Clubs are student-run, overseen by a faculty sponsor, and generally meet after school once or more per week. Clubs change each year, and in the past have included class committees, cultural clubs, glee, and National Honor Society, among many others.

### **Off Campus Courses**

Some courses offered each semester, generally seminar courses, involve significant time off campus. For these courses parents will be informed via a permission slip and be given the option to opt out of the course. If parents opt-out of the course, students will be enrolled in an alternate seminar if possible.

### **Overnighter**

Each year 9th grade students go on a two-day/one-night trip during the first month of high school. This overnighter is an essential piece of culture building for students and is often one of their greatest lasting memories of high school, and as such all 9th grade students are expected to attend.

### **Field Trips and College Visits**

Students may attend off campus field trips throughout the school year. Under the California Education Code and Board Policy, teachers and support staff may take students on field trips to enrich and complement their educational experience. Such trips are always under the supervision of at least one teacher and/or school administrator, or certified athletic coach in the case of a same day athletic event, and all precautions are taken to ensure each student's welfare. Teachers and the school may ask parents for a donation for some field trips. Such donations are always voluntary, and a student's grades or academic standing will never be affected by their ability to pay for a field trip or activity.

### **Work Experience**

Students in 10th-12th grades may enroll in the Work Experience Program, which generally takes place during the seminar period of the day. Students in the Work Experience Program are placed in a professional workplace, usually for two days each week. Students are responsible for their own transportation to and from their workplace, and can organize transportation with other families by completing an authorization form. Students are held to high professional expectations when participating in this program, and if any issues arise with the workplace or Work Experience Coordinators or staff, the student may be immediately removed from the Work Experience Program.

### **School Site Council**

The School Site Council is a committee of school administration, teachers, staff, parents and students. The School Site Council is charged with developing and overseeing the Single Plan for Student Achievement. Interested parents can run for a position on the School Site Council each year, and the parent representatives will be chosen based on a vote of their peers. The School Site Council oversees the Title I program and budget.

### **Independent Study**

Any student who is absent five or more consecutive days must fulfill the commitments of a CIS (Student Contract for Independent Study). For more information about how to request a CIS, call your school's main office.

## **9. STUDENT SERVICES**

### **Student Success Teams (SST)**

Students who demonstrate a need for additional support may be referred to a Student Success Team (SST). SSTs are a school-based problem solving team, utilized to review individual student problems and to recommend alternative strategies/interventions to be implemented in the general education classroom. As such, SSTs are a function of general education, and the focus of the SST is a student's success in the general education setting.

### **504 Plans**

Da Vinci Design provides 504 plans for qualifying students. A 504 plan is a legal document falling under the provisions of the Rehabilitation Act of 1973. It is a plan for the provision of regular education and related aids and services designed to meet the student's individual educational needs. To qualify for a 504 plan, a student must have a documented disability that causes a substantial limitation on the student's ability to learn or another major life activity.



## **Suicide Prevention Policy**

Protecting the health and well-being of all students is of utmost importance to Da Vinci Design. When a student is identified as being at risk of committing suicide, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources. Students will have access to national resources which they can contact for additional support, such as:

- The National Suicide Prevention Lifeline – (800) 273-8255 (TALK) – [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
- The Trevor Lifeline – (866) 488-7386 – [www.thetrevorproject.org](http://www.thetrevorproject.org)

All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis. For a more detailed review of policy changes, please see Da Vinci Schools full suicide prevention policy.

## **English Language Learners**

Da Vinci offers full-inclusion support for students with English Language Learner designation. These students take the regular A-G sequence of courses offered by the school with all native English speakers. These students may be given the California English Language Development Test yearly to measure progress. This information will be shared with parents and the student's teachers to support their growth. Accommodations and differentiation support is provided by teachers, as all students participate in the mainstream curriculum. In addition, English Language Learners are also offered a variety of supports.

## **ELL Designation**

An English Language Learner (ELL) is defined as a student whose first language was one other than English OR who uses a language other than English at home AND who has not previously been identified as "Initially Fluent English Proficient (I-FEP)" or "Redesignated Fluent English Proficient (R-FEP)". English Language Learners who score at a level 3 or below on the CELDT will receive appropriate services within the mainstream curriculum.

## **ELL Re-Designation**

Each English Learner who meets the established re-designation criteria is reclassified as Fluent English Proficient (RFEP). Each former English Learner who has been re-designated as RFEP has demonstrated English language proficiency comparable to that of an average native English speaker and will participate equally in the school's regular instructional program. Da Vinci utilizes the CELDT, grade history and teacher recommendation as a basis for evaluating and re-designating students.

## **Title 1**

Da Vinci Design has been designated as a school receiving Title I funds. The DV School Board has designated these funds to be used on a school-wide basis. Parents have rights to inquire about the Title I program, teacher qualification, and any program improvement designations. The Title I program and budget is overseen by the School Site Council.

## **Da Vinci Extension (DVX)**

Seniors in good standing can apply to participate in a specialized program with college course offerings. Post 12th grade students who are enrolled in Da Vinci Extension should consult the guidelines, policies, and procedures for that program. If you have any questions, contact Kim Merritt at [kmerritt@davincischools.org](mailto:kmerritt@davincischools.org).

## **HEALTH INFORMATION**

### **Lunch**

Lunch is served and managed through an outside vendor. All students need to complete a lunch application after submitting their enrollment application. The application determines the student's eligibility for free meals,

reduced-cost meals, or full-priced meals. Meals must be paid in advance online or in the school office. Cash, checks, and credit card payments are accepted. MealTime Online can be found at [www.mymealtime.com](http://www.mymealtime.com).

Students are responsible for paying the full cost of lunch until their application is processed. Students who need to pay can do so at the school office or can charge money on the student's account throughout the school year. Parents are encouraged to deposit money ahead of time in their student's lunch account. The price of lunch will be advertised at the beginning of each school year. Students with outstanding lunch balances may forfeit permission to participate in extracurricular student activities.

### **School Health Office**

A health office on campus is available to all students. The office is staffed by office managers and the school nurse (part-time).

### **Injury, Accident, or Illness at School**

If a student becomes ill at school, the student should report to the health office. In the event that a student is unable to report to the health office, the student should notify a staff member for assistance. Da Vinci Schools gives first aid only to injuries occurring on campus. School personnel are not authorized to treat any serious illness or injury, or to give any internal first aid medication.

If the student is too ill to return to the classroom or needs medical attention, the parent/guardian will be notified. If the school is unable to make contact, the school will attempt to contact a person designated on the Emergency Contact List. The parent/guardian will be expected to pick up the student promptly. Da Vinci Schools does not have adequate facilities to give students a comfortable prolonged stay. No student will be sent home alone when the student is ill.

If care beyond immediate first aid is needed for school injuries, the staff will contact the paramedics and abide by their recommendations. The parent/guardian will be contacted as soon as possible.

### **Illness**

Da Vinci Schools believes that regular attendance has a positive effect on student learning and achievement. While good attendance is encouraged, if your child has a temperature above 99.5°F, or has had vomiting/diarrhea, please keep the student home until they have been symptom-free without medication for 24 hours. Students with unknown rash or reddened eye (a sign of "pink eye") will be sent home and will need to be symptom free and/or have a physician's note stating that they are non-contagious in order to return to school.

Students in need of home instruction due to chronic and/or extended illness should contact the school principal and nurse and provide physician referral or documentation.

### **Communicable Illnesses**

If a student has had a communicable disease, please notify the office by a phone call or a note. Da Vinci Schools will communicate with the parents/guardians of the other children in the class to alert them of the possible exposure.

### **Emergency Contacts**

It is the responsibility of the parent/guardian to verify that Da Vinci Schools has accurate and up-to-date emergency contact information. For the protection of all students, include at least two emergency contacts in addition to parents/guardians. The emergency contacts should be people who live within 15 minutes' travel time of the school. It is essential that parents/guardians notify the school immediately when the information changes so that we can keep the emergency contact information current.

### **Tobacco Use Prevention**

Da Vinci Schools is a tobacco-free school. Smoking or vaping is not allowed on campus (indoors or outdoors) at any time.

**Medical Diagnoses**

If a student is diagnosed with a medical condition that is impacting them at school and students/parent/guardian would like the staff notified, contact the school nurse who will ensure staff is aware of and trained to manage any school-based medical or symptom management.

**Permission for Student Medication**

If a student needs to take a prescribed medication during school hours, the student may do so, assisted by trained school personnel if needed. An Authorization for Medication at School form giving permission to administer medication during the school day must be completed by a physician and signed by the parent/guardian and be on file at the school. Authorization forms are available in the school office.

All medications must come to school in the original pharmacy container. Medications must be kept in the health office. (Exception includes asthma inhalers and Epi-pens which also require an authorization form completed by a physician indicating the student may carry and self-administer).

The parent/guardian should not send any type of over the counter medication with the student to school. Students are not permitted to bring aspirin, cough drops, cough syrups, vitamins, or other over-the-counter medications to school. These may constitute a health hazard to other students. Only prescribed medications may be on campus and they must be kept in the health office. Physicians can write prescriptions and complete the authorization for over-the-counter medications such as Tylenol. If the proper authorization forms are completed, the medication can be brought to the office and administered by office staff to the student as needed. Students found to be carrying medication on campus will have it confiscated and parent/guardian will be notified as soon as possible. These provisions are mandated by California law. Any questions regarding medication management should be directed to the school nurse.

**Immunizations**

Da Vinci Schools follow all requirements of the California School Immunization Law, Health and Safety Code Sections 120325-120375. Parents/guardians of incoming students are responsible for submitting the student's complete immunization records. The school will maintain a list of unimmunized children (exempted or admitted conditionally) in the case of an outbreak.

**Lice**

Students are not to share personal items like combs, brushes, caps, clothing, etc. If a student has lice, notify the front office staff. If it is discovered at school that a student has lice, parents/guardians will be notified and asked to pick up student. Treatment of the student and home environment must occur prior to re-admission. The parents/guardians must bring children to the school office to be checked before being readmitted to school. All nits must be removed before returning to school.

**Head Injury**

Students who get a head injury at school will be monitored in the health office. The parents/guardians will be notified and may be asked to pick the student up. A letter will be sent home with information about signs and symptoms to monitor.

**Sexual Health Education**

The California Healthy Youth Act requires school districts to provide students with integrated, comprehensive, accurate, and unbiased comprehensive sexual health and HIV prevention education at least once in middle school and once in high school. The parents/guardians may view the curriculum and other instructional materials by request. The parents/guardians may opt-out from instruction if they so choose by requesting in writing that their student not receive the instruction. Contact the School Nurse for more information.

## 10. SPECIAL EDUCATION

### Overview

Da Vinci Design offers a full continuum of services to meet the unique needs to students with disabilities. Special Education teachers provide support in the general education classes, lead Resource seminars, provide Specialized Academic Instruction, and collaborate with general education teachers in accordance with each student's Individualized Education Program (IEP).

### Rights of Students with Disabilities

In California, students with disabilities can be eligible to receive special education services between the ages of 3 and 22. Federal and state laws protect families and their child throughout the process of evaluation and identification for special education placement and services. Parents/Guardians of children with disabilities have the right to participate in the development of the student's Individualized Education Program (IEP), and be informed of the availability of a free, appropriate, public education and of all available programs, including public and non-public options. Da Vinci Design operates under the Southwest Special Education Local Plan Area (SW SELPA).

### Special Education Procedures

All children will have access to Da Vinci Schools and no students shall be denied admission due to disability. Students with disabilities will be provided services in accordance with their last agreed upon and implemented IEP. Referrals for assessment for special education are accepted from parents, general education teachers, Student Success Teams, and all other school staff. Once a referral is received, the School Psychologist and Special Education Director will review the referral and all relevant student records to determine the appropriateness of the referral. If assessment is deemed necessary, the school team will comply with the 60-day assessment timeline once the assessment plan is signed and returned.

Da Vinci Schools provide a full continuum of supports to students with disabilities. Our goal is to provide supports to students in the least restrictive environment, and our goal is to include our students with disabilities in the general education setting to the greatest extent possible. In addition to providing meaningful supports for students with disabilities, we strive to provide accurate information to parents about the complex special education system and how it functions. For additional information regarding the special education process, visit:

<http://davincischools.org/special-education.shtml>

### Search and Serve Process

If you believe your student may have a disability, contact a teacher, the Special Education department, or an administrator at your student's school. Federal and state laws require public schools to provide free and appropriate education for students with disabilities. The site team at your child's school can assist you with making a request for special education assessment in writing.

## 11. STUDENT CODE OF CONDUCT

In order to provide an effective, safe, focused, and enjoyable learning environment, Da Vinci Schools has behavioral expectations for all students. The following is an outline of what is expected for our students and consequences for misconduct.

Student are expected to adhere to the Da Vinci Code of Conduct at all times.

- I will treat everyone with courtesy and respect.
- I will treat personal and school property with respect.
- I will help create and maintain a positive and safe environment.

- I will come to school prepared for learning.
- I will act responsibly and accept consequences for my actions.
- I will connect and contribute to the community and world around me.
- I will strive to make my community a safe, healthy learning environment for all.

**Respect for Self and Others**

Da Vinci students, parents/guardians, and staff are expected to respect others and support teaching and learning. Prohibited behavior by any member of this community includes using offensive language (e.g., racially insensitive language, sexist language, cursing), ignoring a staff request, disrupting the learning process, disrespecting a staff member, employing intimidation, threatening another with physical or other harm, slander, sexual harassment or misconduct, lying, theft, and fighting. Making and/or distributing audio or video recordings of a student or staff member against their wishes is prohibited and may constitute harassment. Live streaming of video or audio is prohibited on campus and at all school-sponsored events. Anyone engaging in prohibited behavior may be subject to discipline including the possibility of being subject to an expulsion hearing. Willfully causing physical harm to another member of our school community is grounds for immediate expulsion. Any student who steals from the school, another student, or staff member is subject to suspension and may be subject to an expulsion hearing. Respect for the rights of others is expected from all members of the school toward other school members, school neighbors, nearby businesses, and other schools.

**Dress Code**

Da Vinci Schools enforces a dress code to foster a professional and respectful school environment. The dress code is in effect from the time students arrive to school and until they leave. The dress code applies to field trips, site visits, academic internships, and other school-related activities, unless the supervising adult informs the students otherwise. For each day that a student is in violation of the dress code, they may be required to serve detention or after-school service work hours. In some cases as determined by the school administration, students will be required to change their clothes before going to class. If a student does not have access to dress code appropriate clothing, they can request assistance in the front office or Principal’s Office before the start of the school day.



Acceptable:	Unacceptable:
<ul style="list-style-type: none"> <li>● Shirts (t-shirts, polos, button-downs, Da Vinci apparel)</li> <li>● Pants (Khaki pants, slacks, jeans)</li> <li>● Shorts, skirts, dresses (no shorter than mid-thigh)</li> <li>● Leggings, jeggings, or tights (as long as they are paired with a top, skirt, or dress that is mid-thigh in length)</li> <li>● Collared blazers, jackets or sweatshirts (Da Vinci, college, sweaters, jean jackets, track jackets, etc. with school appropriate tops underneath)</li> <li>● Close-toed shoes, sandals or professional footwear</li> </ul>	<ul style="list-style-type: none"> <li>● Skirts, dresses, and shorts that are shorter than mid-thigh, with or without leggings/tights/stockings underneath</li> <li>● Spaghetti strap tops</li> <li>● See-through shirts of any kind, unless paired with an acceptable top underneath</li> <li>● Pajamas</li> <li>● Flip-flops</li> <li>● Inappropriate content of any kind</li> <li>● Indecent exposure of any kind (midriffs, low-cut tops, large rips/holes in jeans, etc.)</li> <li>● Basketball shorts and sweatpants</li> <li>● Non-religious head coverings (hats, beanies, hoods, or caps) in class, unless otherwise stated by the teacher</li> </ul>

**Public Displays of Affection**

The only acceptable public display of affection at Da Vinci Design is hand-holding. If students engage in more than holding hands, they will be asked to stop. School staff, including school administration, may follow up with parents/guardians if the students continue to show more public affection than is deemed appropriate for school.

### **Personal Electronics**

All personal electronics must be on silent/vibrate or turned off during class time, unless the teacher specifies otherwise. Additionally, headphones are not permitted to be in use or visible during class time, unless the teacher specifies otherwise. If a student is using a device during class without permission or if the student's headphones are visible to a teacher (whether or not the headphones are in use), the device and/or headphones may be confiscated and given to the school administration, who will return it only to the student's guardian. Da Vinci Design is not responsible for lost or damaged personal electronics items. Students bring these to school at their own risk.

### **Selling On Campus**

Students are not permitted to sell items of any kind on or around campus, unless pre-approved by the administration. If a student is found to be selling any item(s) before, during, or after school hours, the items will be confiscated and a parent/guardian will be contacted. Students may be subject to disciplinary consequences.

### **Approval of Flyers**

All posted information must be approved by school administration and posted on school-designated pin boards. Posted information must be related to a DV-sponsored club, team, or activity; free of spelling or grammatical errors; contain no inappropriate content; and be promptly removed when the information is no longer relevant (i.e., event date has passed or club no longer meets). Unapproved posted information will be removed, and those responsible for the unapproved posted information may be subject to disciplinary consequences.

### **Gum Chewing**

All students are expected to refrain from gum-chewing while on campus. This is so that the facility stays free of gum stains. Students who are chewing gum on campus will be asked to dispose of their gum in the nearest trash receptacle.

### **Academic Honesty**

Da Vinci Schools values academic honesty and ethical behavior in the learning environment in order to promote honesty, courtesy, consideration, and integrity. Consequences for not following the code of academic integrity may include receiving a zero on the assignment, a family meeting, failing the course, disciplinary action, suspension, or expulsion. Teachers or administration, based on severity and whether it is a repeated offense, will use their professional judgment to determine the consequences, subject to the appeal process in this handbook.

### **Cheating**

Cheating is defined as the act of obtaining or attempting to obtain credit for academic work not one's own, or assisting others in doing so. Cheating includes copying from another's test, submitting plagiarized work (see guidelines below), submitting work previously graded without approval by the faculty member accepting the work, altering grades, or aiding another student who is cheating.

### **Plagiarism**

Any of the following actions, without giving full credit to the original source, is plagiarism:

- Direct duplication - by copying (or allowing to be copied) another's work, whether from a book, article, website, video, another student's assignment, a test, or any other source
- Paraphrasing another's work so closely that the essential meaning and form should be credited to someone else
- Piecing together sections of the work of others into a new whole
- Producing assignments in conjunction with other people which should be your independent work

### **Bullying Prevention Policy** (adopted and edited from the California Department of Education)

Da Vinci Design believes that all students have a right to a safe and healthy school environment. The school has an obligation to promote mutual respect, tolerance, and acceptance.

Da Vinci Design will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes, but is not limited to, the following:

direct physical contact, such as hitting, shoving, or inappropriate touching; verbal assaults, such as teasing or name-calling; social isolation or manipulation; cyberbullying, defined as the use of electronic communication to embarrass, intimidate, or threaten; the use of gestures or symbol display in a way that embarrasses, intimidates, or threatens; or any verbal or non-verbal or written communication that makes a student feel uncomfortable or unsafe even if the person engaging in such behavior does not feel they are harassing or bullying.

Da Vinci Design expects students to immediately report incidents of bullying to school staff or the school administration. Staff who witness such acts will take steps to intervene when safe to do so. Each complaint of bullying will be investigated in a thorough and confidential manner. Students who bully are in violation of this policy and are subject to disciplinary action up to and including an expulsion hearing. The school will make reasonable efforts to keep a report of bullying and the results of the investigation confidential.

If the student who is reporting an incident of bullying/harassment or the parent/guardian of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent/guardian of the student should contact the school administration. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

### **Bullying Off Campus**

Bullying off campus that has a substantial disruptive effect on campus could have consequences and may be reported to the police.

### **Conflict Resolution/Mediation**

Da Vinci Design believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, Da Vinci Design offers mediation services. The purpose of these services is to help students resolve disputes peacefully. Students needing help in resolving a disagreement or students observing conflict may contact a staff member or the school counselor. Students involved in a dispute may be referred to a conflict resolution or peer mediation session with staff mediators. Conflict resolution procedures shall not supplant the authority of staff to act to prevent harm, ensure campus safety, maintain order, and discipline students.

Da Vinci Design does not arrange or facilitate mediation meetings between parents/guardians or with parents/guardians present. Da Vinci Design does not arrange or facilitate mediations between its students and students from outside of the Da Vinci Schools.

### **Statement of Non-Discrimination**

(Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 section 504 of the Rehabilitation Act of 1973). Da Vinci Design does not discriminate against any person on the basis of gender, race, color, religion, national origin, ethnic group, actual or perceived sexual orientation, marital or parental status, physical or mental disability. Da Vinci Design will take steps to assure that the lack of English will not be a barrier to admission and participation in school programs. Complaints alleging noncompliance with this policy of nondiscrimination should be directed to Matthew Wunder, Chief Executive Officer, at (310) 725-5800 or [mwunder@davincischools.org](mailto:mwunder@davincischools.org).

### **Sexual Harassment Policy**

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to, the following behaviors:

- Suggestive or derogatory comments; sexual innuendos or slurs; unwanted sexual advances, threats, invitations, or comments
- Displays of sexually suggestive objects or pictures

- Use of obscene gestures or leering
- Unwanted touching

Da Vinci Design expects students to immediately report incidents of sexual harassment to school staff or the school administration. Staff who witness such acts will take steps to intervene when safe to do so. Each complaint of sexual harassment will be promptly investigated in a thorough and confidential manner.

Students who commit sexual harassment are subject to disciplinary action up to and including an expulsion hearing. The school will make reasonable efforts to keep a report of sexual harassment and the results of investigation confidential.

### **Vandalism**

All students are expected to treat the school property with care and respect. No one is to injure, destroy, deface, or trespass on school property. Parents/Guardians will be responsible for paying for any damage done to the building by their child. Writing or spray painting, inappropriately on or around campus, carving or sticking gum on school furniture/fixtures, mishandling a book, damaging technology, destroying equipment are all infringements on the right of the Da Vinci community.

### **Controlled Substance Policy**

Unlawfully possessing, using, selling, being under the influence of, or otherwise furnishing to others a controlled substance or alcoholic beverage, or intoxicant of any kind, at any school activity or on any school district or adjacent property, is considered to be a threat to the educational process. For these offenses, the student may be subject to suspension or expulsion and an obligation to complete a counseling requirement.

### **Prohibited Items**

Students may not bring the following items on campus:

- Weapons of any kind, including items that appear to be weapons or toy weapons
- Drugs or drug paraphernalia
- Tobacco or tobacco-related items
- Vaporizers or vaporizer related items

Guns, knives, explosives, or weapons of any kind, including items that appear to be weapons, could be used as weapons, or are toy weapons, are not permitted in the school, on the campus, or at school functions on or off the premises. Violations may lead to a recommendation for expulsion. Items that appear to be weapons are also prohibited.

## **12. TECHNOLOGY USE POLICY**

We are pleased to offer our students access to the school computer network. Access to the Internet and e-mail enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world.

Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access undesirable materials as well. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. But ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using electronic and other resources. To that end, we support and respect each family's right to decide if their child should not have Internet access, and rely on the family to inform us of that choice.



Classrooms will be networked with each other and with the school office for ongoing efficiency in communication. Classroom teachers will use the data system for managing grades, student performance data, and internal school and network communication. Students are responsible for good behavior on school computer networks just as they are everywhere in the school environment. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.

Individual users of the computer networks are responsible for their behavior and communications over these networks and must comply with school standards. Beyond the clarification of such standards, Da Vinci is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network administrators may access storage areas to review files and communications, maintain the integrity of the system, and ensure that users are using the system responsibly. Students should have no expectation of personal privacy in any matters stored in, created, received, or sent over the school computer networks, computers, e-mail system, the intranet, Internet, or any other school technology equipment. These are subject to review by the school at any time, with or without notice, with or without cause and without the permission of any student, parent, or parent/guardian. The school reserves the right to monitor access, retrieve, download, copy, listen to, or delete anything stored in, created, received or sent over school computer networks, computers, e-mail system or any other school equipment, without notice and without the permission of any user. To protect the integrity of technology systems and the users against unauthorized or improper use of these systems, the school reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or delete any unauthorized use of this technology upon authorization of the school director or his or her designee.

Students are prohibited from using technology for any unauthorized or unlawful purpose. Using technology to send, save, view, forward, or create harassing or offensive content or message is strictly prohibited. Offensive material includes, but is not limited to pornographic, obscene, or sexual material or comments, jokes or images that would violate the school policies. The school policies against harassment and discrimination apply to the use of technology.

Students must respect all copyrights and licenses to software and other online information, and may not upload, download, or copy software or other material without the prior written authorization of the director of technology or his or her designee.

Within reason, freedom of speech and access to information will be honored. The following are some of the actions that are not permitted, and violations may result in a loss of access as well as other disciplinary or legal action, including expulsion.

<ul style="list-style-type: none"> <li>● Any attempt to guess passwords, break in to other accounts, or gain unauthorized access to administrator accounts</li> <li>● Sending or displaying offensive messages or pictures</li> <li>● Using obscene language</li> <li>● Harassing, insulting, or attacking others</li> </ul>	<ul style="list-style-type: none"> <li>● Damaging computers, computer systems, or computer networks</li> <li>● Violating copyright laws</li> <li>● Using another's password</li> <li>● Trespassing in another's folders, work, or files</li> <li>● Intentionally wasting limited resources</li> <li>● Employing the network for commercial purposes</li> </ul>
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**Monitoring of E-Mail/Internet/Computer Usage**

Activity in the Da Vinci Schools computing resources is not confidential. The system administrators or other employees can and will access user files at any time. User files may also be subject to search by law enforcement agencies under court order. All computer usage, including, but not limited to, e-mail, word processing, or Internet usage is subject to

monitoring and recording. Users are notified that the network administrators, system operators, or the administration may and will access the system and any files located thereon, including data files, in order to monitor the activity on the Da Vinci School owned network. This system is to be used for academic and administrative purposes only and while using the system there are no confidential and/or private messages or usage.

## 13. CIVILITY POLICY

Members of Da Vinci Schools staff will treat parents/guardians and other members of the public with respect and expect the same in return. The Da Vinci Schools are committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility, and orderly conduct among Da Vinci employees, parents/guardians, and the public. This policy is not intended to deprive any person of their right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting Da Vinci employees as positive role models to the students, as well as the community, Da Vinci Schools encourages positive communication and discourages volatile, hostile, or aggressive actions. Da Vinci Schools seeks public cooperation with this endeavor.

### **Disruptions**

1. Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school property, will be directed to leave the school property promptly by the school administration.
2. If any member of the public uses obscenities or communicates in verbal or written language in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the school employee will verbally notify the abusing party that their participation in the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on school premises, the offending person will be directed to leave promptly.
3. When an individual is directed to leave under circumstances outlined in paragraphs 1 or 2, the administration shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7 if he/she reenters any school facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the administration may notify law enforcement officials (CF 5131.4 Campus disturbance) (CF. 9323 Meeting Conduct).

### **Safety and Security**

1. The principal will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.
2. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report.
3. An employee whose person or property is injured or damaged by willful misconduct of a student may ask the District to pursue legal action against the student or the student's parent/guardian.

## Documentation

1. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence.
2. Following any violation of the provisions of this policy, the employee will immediately notify their supervisor and provide a report of the incident.

## Legal Reference

### Education Code

- 32210 - Disturbing School
- 44014 - Assault on Personnel
- 44810 - Person on School Grounds
- 44811 - Insults and Abuses

- 243.5 B Arrest on School Grounds
- 413.5 B Fighting on School Grounds
- 626.8 B Entry of School by Person Not on Lawful Business
- 627.7 B Refusal to leave School Grounds

### Penal Code

## 14. DISCIPLINE

### Consequences

Consequences for negative behavior choices may include:

- Verbal warning
- Teacher-student conference
- Detention
- Parent/Guardian phone call
- Behavior contract
- Campus beautification
- Home visit
- Service assignment
- Behavior contracts
- Parent meetings
- Parent shadows
- Class suspension
- In-school suspension
- Out-of-school Suspension
- Expulsion

*\*This is a list of possible consequences. Consequences may or may not proceed in this order.*

### Detention or School Service Hours

Detention or service hours may be assigned by an administrator or teacher for not adhering to the school's code of conduct. Other immediate consequences may coincide with the assigned detention if directed by an existing behavior plan and/or is connected to other, more severe school policy violations. Detention and service assignments vary in length depending on the behavioral issue. Teachers may organize, assign, and conduct their own detention or service assignments in their classrooms.

### Suspension and Expulsion Policy

Students who present an immediate threat to the health and/or safety of others or themselves may be immediately suspended and later expelled by the Board of Directors upon recommendation of the Director. Da Vinci's policy is to provide all students with an opportunity for due process in conformity with applicable federal law regarding students with exceptional needs.

The decision to suspend a student will be at the discretion of the principal. All suspensions will be served at home unless otherwise noted on the suspension letter. A student who commits a school violation may be sent home for the remainder of that school day and for the next consecutive school day(s) depending on the circumstance of the suspension. The school shall call a suspension meeting in which a plan will be set out to support the student upon their return to school. The administration and/or counselor will be responsible for designing an appropriate behavior intervention plan. If the student or the parents/guardians fail to comply with the recommendations made by the team, the student will become eligible for expulsion. All disciplinary interventions enacted by the school will be done in accordance with the provisions set forth in the school's approved charter documents and, in the case of special education students, will conform to procedure outlines in the Individuals with Disabilities Education Act (IDEA).

When a student is suspended from school, the parent/guardian and student must meet with school administration before the student is allowed to return to class. School administration has the discretion to suspend a student for up to five days depending on the severity and the frequency of the student's inappropriate behavior.

### **Appeals Process**

All discipline may be appealed using the following procedures:

- Classroom consequences may be appealed to the school administration, who has final judgment over these consequences.
- Suspensions and other administrative consequences can be appealed to the Chief Executive Officer, who has final judgment over these consequences.
- Expulsion proceedings will be handled by an expulsion panel, as outlined in the school's charter.

## **15. EMERGENCY PROCEDURES**

The school's staff is trained in order to provide for the safety of students, staff, and visitors during an emergency. Emergency preparedness includes fire, earthquake, and lockdown drills. These drills are run throughout the year so that students and staff know what to do in the event of an emergency. All alarms are treated as real; false alarms, emergency drills, and real alarms should elicit the same response by all staff, students, and visitors. Student failure to follow emergency procedures or the willful attempt to compromise emergency preparedness are grounds for consequences, including expulsion from school.

In the case of a major emergency, parents/guardians should expect a telephone call from the school and an update posted to the school's website ([dvd.davincischools.org](http://dvd.davincischools.org)) with further information regarding the emergency and the procedure for retrieving students from school.

## **16. ADMISSIONS & LOTTERY POLICIES**

### **Admissions Policy**

All California students are eligible to attend charter schools pursuant to state and federal law. Students who live within the Wiseburn Unified School District boundaries are guaranteed enrollment at a Da Vinci high school as Da Vinci high schools serve as the "home" high schools for the District. In order to reserve a spot, Wiseburn Residents must apply and complete the enrollment process.

As prescribed by state law, charter schools conduct an enrollment lottery—a public random drawing—for available enrollment spaces as a way to ensure equal opportunity of access for all students. (At most charter schools, there are more applications than enrollment spaces available.) During the lottery, all K-12 students are assigned enrollment spaces according to the order in which their names are drawn. For example, the first name places that student first on the enrollment list. Once all enrollment spaces have been filled, subsequent students are placed on a waiting list to fill any vacancies that may arise.

In accordance with applicable law, the following groups of students receive enrollment preference and will be exempted from the lotteries:

1. Students who are currently enrolled at a Da Vinci School from grades 9-11 of the previous school year, or high school students who have not yet graduated.
2. Residents of the Wiseburn Unified School District.

In addition, the following groups of students will receive enrollment priority:

3. Children of any Da Vinci or Wiseburn teachers, staff, and Board members.
4. Students who are currently attending Wiseburn K-8 schools on permit (entered district in K-5) or currently attending Da Vinci Innovation Academy since elementary school (entered charter in K-5).
5. Students who are currently attending Wiseburn K-8 schools on permit (entered district in 6th grade) or currently attending Da Vinci Innovation Academy since 6th grade (entered charter in 6th grade).
6. Students who are currently attending Da Vinci Innovation Academy in 7th or 8th grade (entered charter in 7th or 8th grade).
7. Siblings of students currently enrolled at a Da Vinci School from grades 9-11 of the previous school year.

#### **Waitlist Management**

All students who do not receive a placement during the random, public lottery will be placed on a waiting list to enroll should space become available. Waitlist ranking will be assigned in the order selected. A student is allowed to be on multiple waitlists, and must be offered a placement should space become available.

#### **Transfer Policy**

No Da Vinci School will restrict the ability of parents/guardians to exit a particular school, apply for admission at any other school, enroll at another school, or maintain a waitlist slot at another school.

Transfers between Da Vinci high schools will be possible only during the summer. Students who wish to transfer must have parent/guardian consent and make the request in writing via a Transfer Request form beginning in March, during the Continuing Enrollment response period. Intra-school transfers are granted depending on available space, the student's good standing and the approval of releasing and receiving principals.

## **17. UNIFORM COMPLAINT PROCEDURE ANNUAL NOTICE**

Da Vinci Schools has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Career Technical Education
- Child Nutrition
- Consolidated Categorical Aid Programs
- Education of Pupils in Foster Care and Pupils who are Homeless
- Every Student Succeeds Act / No Child Left Behind
- Local Control Accountability Plans (LCAP)
- Pupil Fees
- Pupil Services: Lactation Accommodations
- School Safety Plans
- Special Education

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity, unless the charge for such a fee is specifically authorized by law and does not violate Education Code § 49011.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred. A complaint of noncompliance should be filed first with the school Principal under the Uniform Complaint Procedures. A complainant unsatisfied with the decision of the Principal may appeal the decision to the school Chief Executive Officer and shall receive a written appeal decision within 60 days of receipt of the school site complaint.

Complaints other than issues relating to pupil fees must be filed in writing to the following:

Matthew Wunder, CEO  
 Central Office  
 201 N Douglas St., El Segundo, CA 90245  
 (310) 725-5800  
 mwunder@davincischools.org

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

The following complaints shall be referred to other agencies for appropriate resolution and are not subject to our UCP process set forth in this document unless these procedures are made applicable by separate interagency agreements:

1. Allegations of child abuse shall be referred to County Dept. of Social Services (DSS), Protective Services Division or appropriate law enforcement agency
2. Employment discrimination complaints shall be sent to the State Dept. of Fair Employment and Housing (DFEH)
3. Allegations of fraud shall be referred to the Legal, Audits and Compliance Branch in the CDE

A copy of our UCP compliant policies and procedures is available free of charge.





