



2026 - 2027
STUDENT AND PARENT/GUARDIAN HANDBOOK

APPROVED MAY 29, 2026

[link to table of contents](#)

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.

Sincerely,

Samantha Navarro
Principal

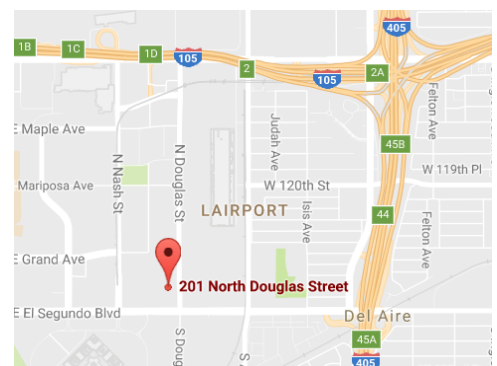
Korina Pailin
Assistant Principal

TABLE OF CONTENTS

1. [Contact Information](#)
2. [Hours & Operations](#)
3. [Attendance](#)
4. [Weekly Schedules](#)
5. [Transportation](#)
6. [Course Credits, Grading, Credit Recovery & Non Promotion](#)
7. [Graduation Requirements](#)
8. [School Programs & Signature Practices](#)
9. [Extracurricular Activities](#)
10. [Student Services](#)
11. [Special Education](#)
12. [Student Code of Conduct](#)
13. [Technology Use Policy](#)
14. [Da Vinci Schools Civility Policy](#)
15. [Discipline](#)
16. [Emergency Procedures](#)
17. [Admissions & Lottery Policies](#)
18. [Uniform Complaint Process Annual Notice](#)

SCHOOL INFORMATION

DA VINCI DESIGN
201 North Douglas Street
El Segundo, California 90245
Main Office: (310) 725-5800
Fax: (310) 643-3013
DVD Website & Blog: dvd.davincischools.org
Da Vinci Schools Website: www.davincischools.org
E-Mail: info@davincischools.org



1. CONTACT INFORMATION

If you have a question about:	You should contact:
Work Permits PowerSchool Access Payments for School Events (prom, overnighter, etc.)	Maria Beltran (Office Manager, ext. 4049) mbeltran@davincischools.org
Attendance Records	Leslie Alonso (Administrative Services Manager, ext. 4050) lalonso@davincischools.org
Instruction / Curriculum / Assessment / Grading Master Calendar & Master Schedule Facilities / LCAP / School Site Council	Samantha Navarro (Principal, ext. 4043) snavarrol@davincischools.org
State Testing / Data & Growth Testing Attendance & Academic Support Services/ Activities and Clubs/ Student Culture/ Discipline	Korina Pailin (Assistant Principal, ext. 4048) kpailin@davincischools.org
College Applications & Financial Aid for College Student Transcripts, Schedules & Credit Recovery Social Emotional Support Services & Referrals Dual Enrollment College Courses	<u>Counseling Team:</u> Pamela Baker (Last names: A-GL, ext. 4320) - pbaker@davincischools.org Nicole Tafoya (Last names: GO-O, ext. 4052) - ntafoya@davincischools.org Omar Sanchez (Last names: P-Z, ext. 4051) - osanchez@davincischools.org
Special Education	Dr. Lynn Rodriguez (Director of Special Education, ext. 1998) lrodriguez@davincischools.org
Health Information, Support, Medications, Immunizations	Dr. Emily Green (Director of Health Services, ext. 1039) egreen@davincischools.org Titsyana Lucero (School Nurse, ext. 1026) tlucero@davincischools.org
Athletics	Nicholas "AD" Davidson (Athletics Office, ext. 1050) WDVAthletics@davincischools.org
Visual and Performing Arts Program	Alexi Paraschos (VAPA Coordinator) aparaschos@davincischools.org
Marketing & External Relations	Carla Levenson (Director of External Relations, ext. 1353) clevenson@davincischools.org
Enrollment & Admissions	Laura Nilsson (Enrollment Coordinator, ext. 1342) lnilsson@davincischools.org
Real World Learning (including Work Experience)	Crissel Rodriguez (Real World Learning Director, ext. 1359) crodriguez@davincischools.org
Mission and Vision of Da Vinci Schools	Dr. Matthew Wunder (CEO of Da Vinci Schools, ext. 1351) mwunder@davincischools.org

[click here for table of contents](#)

2. HOURS & OPERATIONS

Policies

Da Vinci Design adheres to policies shared by all Da Vinci Schools. All policies can be found on the Da Vinci Schools website: <https://www.davincischools.org/people/board-of-trustees/board-policies/>.

DVD Front Office Hours

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

School Hours

All classes start promptly at 8:40 am and end at 3:45 pm. The school floor is closed to students at 5:00 pm unless students are involved in a school-sponsored, calendared activity.

On Fridays, classes start promptly at 8:40 am and end at 2:40 pm. The school floor is closed to students at 4:00 pm unless students are involved in a school-sponsored, calendared activity. Students should leave in a timely manner after 2:40 pm unless they are involved in school-sponsored, calendared events after school, including school clubs and sports.

Closed Campus

All Da Vinci Schools campuses are closed campuses, meaning that once students have arrived on campus, students are not permitted to leave campus during the school day without proper authorization including being signed out by their parent or legal guardian.

Procedure for Picking Up a Student Early

Students will only be released during the school day to their parent/guardian that is listed in PowerSchool for the student. 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 from class or dismissed from school per phone requests by the parent/guardian except in emergency situations which will be assessed on a case-by-case basis. The parent/guardian must sign the student out of 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.

Leaving school early or arriving late often, with or without reason, can be damaging to a student's educational experience and to how their courses are run. If a student often leaves school early or arrives late, a conference will be held with the family to discuss potential consequences, including loss of participation in extracurricular activities, dances, etc.

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

When a student arrives 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 him/her in. Include reason for late arrival and any appropriate documentation of late arrival (i.e. doctor's note).

Notes: Please see list of excused versus unexcused absences/tardies to understand what qualifies as an excused absence/tardy. Please note that frequent excused or unexcused absences or tardies may result in disciplinary consequences or loss of course credit.

[click here for table of contents](#)

Visitors to Campus

All visitors to campus, including alumni, parents, guardians and family members, should have an appointment as approved by a teacher or administration. All visitors must register at the front office by providing proof of identity. The principal or designee or school security officer may revoke or deny the registration of any person if there exists a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. Any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior may be requested to immediately leave school grounds.

For full details regarding visitors on campus, visitor expectations, campus access, and safety procedures, please refer to the [Da Vinci Schools Visitors on Campus Policy](#).

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. Guardians have the option to either (a) leave the items in the drop-off table on the first floor reception area or (b) scan in at the reception desk on the first floor and bring the items up to the floor for pick-up from the floor's front office. 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 by a parent or guardian must only be consumed during lunch, and therefore the food must arrive prior to or during the lunch period. The lunch period can change, 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 guardians are not permitted to order any food to be delivered to the school at any time (Grubhub, Uber Eats, DoorDash, etc.), whether during school hours or before/after school hours. If food ordered for delivery by a student or parent 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 guardian at the end of the school day. If a parent or 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 or guardians do not want their child to be photographed, videotaped, audiotaped, or interviewed during school sponsored activities, please contact the school's main office.

3. 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 request that families schedule vacations or special programs so as not to conflict with school. 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.

For full details regarding attendance, excused and unexcused absences, truancy, and attendance supports, please refer to the [Da Vinci Schools Attendance Policy](#).

[click here for table of contents](#)

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 8:40 am on Mondays-Thursdays and 9:45am 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 3:45 pm on all days. Students are expected to be in school until 3:45 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 laalonso@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 the next section regarding excused versus unexcused absences and tardies.)
 - Student's full name
 - Grade level
 - Date(s) of absence
 - Reason for absence
 - Signature

Excused vs. Unexcused Absences (Truancy) & Tardies

Excused absences or tardies include the following:	Unexcused absences (truancy) or tardies include:
• A medical, dental, optometric, or chiropractic appointment with a doctor's note • Personal illness with a parent/guardian note • Quarantine with a doctor's note • Family emergency with a parent/guardian note • Appearance in court with a note from the court • Attendance at a funeral with a parent/guardian note • Naturalization Ceremony • College visit with parent/guardian note* • Employment conference with a parent/guardian note* • Observation of a religious holiday or ceremony with a parent/guardian note* • Conference with another staff member with a note from that staff member excusing the absence/tardy • Special circumstance approved by administration*	• Any absence or tardy without a note, including being late to a class • Unexpected transportation issues (i.e. traffic issues, flat tire, etc.) – with or without parent note • Oversleeping and/or mismanagement of time • Family vacations • Babysitting/taking care of other family members • Anything not listed under "excused absences or tardies" <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>
*Requires pre-approval by administration. Schedule an appointment. Notes: • 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. • 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.	

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

- Log into PowerSchool to review student attendance data.

[click here for table of contents](#)

- Contact the front office with questions by emailing lalonso@davincischools.org or by calling (310) 725-5800. Unresolved questions regarding attendance/tardies will be addressed by the school administration.

Procedure for Reporting Absences or Tardies

A parent/guardian must notify the school of a student's absence or tardy and provide the reason for the absence. Schools may require verification, such as a note or other documentation, consistent with Board Policy.

Each school site will communicate specific procedures for reporting absences and submitting documentation.

1. Email Leslie Alonzo (lalonso@davincischools.org) or call the school at (310) 725 – 5800 and leave a message notifying the school of the absence. Please include the name of the student, the grade level of the student, and the reason for absence in the email or the message.
2. When the student returns to school, please send the student with a note verifying the absence or tardy. All notes should contain the following information. (Please see the next section regarding excused and unexcused absences and tardies.)
 - Student's full name
 - Grade level
 - Date(s) of absence
 - Reason for absence
 - Signature

Short Term Independent Study

Short-Term Independent Study (STIS) allows students to continue their learning and receive attendance credit when they are absent from school. Any student can participate for any absence as long as the student is completing schoolwork while absent. To participate, students will complete work assigned by their teachers. Attendance is earned based on the completion of that work. Participating in STIS is important because it helps students stay on track academically while also ensuring the school can maintain accurate attendance reporting, which directly impacts school funding and resources. If your child will be absent and you would like to request Short-Term Independent Study, please contact the school's front office in advance so we can support your student's participation.

Excused & Unexcused Absences (Truancy) & Tardies

Excused absences or tardies include the following:	Unexcused absences (truancy) or tardies include:
• A medical, dental, optometric, or chiropractic appointment with a doctor's note • Personal illness with a guardian note • Quarantine with a doctor's note • Family emergency with a guardian note • Appearance in court with a note from the court • Attendance at a funeral with a guardian note • Naturalization Ceremony • College visit with guardian note* • Employment conference with a guardian note* • Observation of a religious holiday or ceremony with a guardian note* • DMV & passport appointments with a guardian note* • Conference with another staff member with a note from that staff member excusing the absence / tardy • Special circumstance approved by administration*	• Any absence or tardy without a note, including being late to a class without a note • Unexpected transportation issues (i.e. traffic issues, flat tire, etc.) – with or without guardian note • Oversleeping and /or mismanagement of time • Family vacations • Babysitting / taking care of other family members • Anything not listed under "excused absences or tardies"
*Requires pre-approval by administration. Please schedule an appointment. Notes: 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.	

2. *If a student is going to be absent for more than three consecutive days for any reason, an appointment with school administration to discuss the absences and plan for completing school work must be held.*

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

- Log into PowerSchool to review student attendance data.
- Contact the front office with questions by emailing lalonso@davincischools.org or by calling (310) 725-5800.

Unresolved questions regarding attendance/tardies will be addressed by the school administration.

Excessive Absences & Chronic Absenteeism

Whenever a student is going to be absent for more than three consecutive days, guardians may be asked to provide a physician's note or may be asked to set up a meeting with the school administration to discuss the absences and a plan for managing academic work during the time away.

Chronic absenteeism is defined as excused or unexcused absences beyond 10% of school days within the academic year. 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.

- After 3 excused or unexcused absences, an attendance letter with resource guide on bridging the barriers to attendance will be sent home
- After 5 excused or unexcused absences, an SST meeting is scheduled to identify barriers to attendance and co-create an Attendance Success plan. If parents are not able to participate in this meeting, a home visit with counselor and site administrator will take place to identify barriers to attendance and allocate additional support.
- After 8 excused or unexcused absences, parents and students are assigned parent/student workshops with counselors and ERMS School Psychologist. Additionally, provide academic, health, and social and emotional support to the student and their family as needed.
- For chronic excused or unexcused absences, parents and students will have a mandatory re-entry meeting with the school counselor before returning to class

Consequences for Unexcused Tardies

If a student is late to school or to a class more than one time during the week, the student may be required to attend detention. Students who check in at the front desk late will not be able to complete their detention that week and will be rescheduled for the following week. If a student does not show up for detention without communicating with the Assistant Principal, the student may be required to report to detention the following school day. If the student does not report to assigned detention, the student may receive additional school service hours as determined by school administration.

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.

4. WEEKLY SCHEDULES

The schedule below is an example of a typical week. This schedule, however, is subject to change. Please note that schedules may vary based on instructional needs and special programming. School hours and schedules for remote (distance) learning, hybrid learning, Presentations of Learning (POLs), and Student-Led Conferences (SLCs) may differ from a typical week. **Each week, the schedule is posted to dvd.davincischools.org; be sure to access this website for the most up-to-date information regarding the weekly schedule.**

Monday Schedule		Tuesday Schedule		Wednesday Schedule		Thursday Schedule		Friday Schedule	
Period 1	8:40-10:15	Period 2	8:40-10:15	Period 1	8:40-10:15	Period 2	8:40-10:15	Staff Meetings	8:00-8:30
Period 3	10:25-12:00	Period 4	10:25-12:00	Period 3	10:25-12:00	Period 4	10:25-12:00	Period 1	8:40-9:20
LUNCH	12:00-12:30	LUNCH	12:00-12:30	LUNCH	12:00-12:30	LUNCH	12:00-12:30	Period 2	9:25-10:05
Advisory	12:40-1:05	Flex Block	12:40-1:05	Advisory	12:40-1:05	Flex Block	12:40-1:05	Period 3	10:10-10:50
Period 5	1:10-2:45	Period 6	1:10-2:45	Period 5	1:10-2:45	Period 6	1:10-2:45	ADV or Flex	10:55-11:50
Seminar Per 7	2:55-3:45	Seminar Per 8	2:55-3:45	Seminar Per 7	2:55-3:45	Seminar Per 8	2:55-3:45	LUNCH	11:50-12:20
								Period 4	12:30-1:10
								Period 5	1:15-1:55
								Period 6	2:00-2:40
								Advisory: 1st + 3rd Fridays	Flex Block: 2nd + 4th Fridays

5. TRANSPORTATION

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

To support safe and flexible transportation options for school-sponsored trips, Da Vinci Schools may authorize the use of private vehicles under specific conditions. All drivers must meet school requirements, including valid licensure, appropriate insurance, and registration with the school. Parent/guardian permission is required for all student passengers, and all transportation must adhere to applicable safety laws and school guidelines. For full details, please refer to the [Da Vinci Schools Transportation by Private Vehicle on School Trips Policy](#).

Pick-Up & Drop-Off Procedures

Students who arrive earlier than 8:00am will wait outside the building or in common spaces until the school floor opens. Once a student arrives on campus, they must remain on campus. DVD's office remains open for inquiries and appointments for both students and parents from 8:00 am-4:15 pm Monday-Friday (when school is in session). Appointments for office hours can be arranged with teachers on a case-by-case basis.

When picking up and dropping off students at school, please enter through the designated parking lot entrance and proceed through the designated pick-up and drop-off lanes. After pick-up or drop-off, parents may then depart through the designated exit. Guardians are permitted to park in any available, designated spaces when dropping off and picking up their students. Guardians are not permitted to move cones or delineators at any point and are required to follow the directions of staff directing traffic. 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 areas assigned for rideshares, 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 designated student parking areas and must display a school issued parking permit.

[click here for table of contents](#)

Students may apply for a parking permit by filling out the required application process (available in the Summer before school starts). 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 lot)
- Follow prescribed traffic patterns in parking lot
- Only use lots designated for student parking, unless directed otherwise by staff
- 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 (not through parking lot)
- Plan enough time to walk from the designated student parking lots to your school to be on time each day
- Never park or drive in parking lots of surrounding businesses
- Never park in staff parking lot
- Parking Permit must be displayed on rear-view mirror or dashboard
- Lost Parking Permits will result in a \$5.00 replacement fee
- Parking Permits are non-transferable

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

Skateboards, Bicycles, E-Bikes, 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, e-bike, 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, e-bikes, scooters, or rollerblades anywhere on campus. 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 up in the designated location once on campus.

If a student brings the wheeled device into the classroom, or is found to be using the 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.

6. COURSE CREDITS, GRADING, CREDIT RECOVERY, & NON-PROMOTION

Grades and Achievement

Da Vinci Schools utilizes a mastery-based approach to grading and achievement to reflect student progress toward clearly defined learning outcomes. For full details, please refer to the [Da Vinci Schools Grades and Achievement Board Policy](#), which includes the following topics:

- Mastery-Based Grading Explained
- Grading Scale
- Honors Courses
- Pass/Fail Grading
- Repeating Courses
- Withdrawal from a Course
- Effect of Absences on Grades
- Challenging a Grade
- Parent Notifications

[click here for table of contents](#)

- Withholding Grades, Diploma, or Transcripts
- Grade Point Average

Student Schedules

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 all students will 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.

Taking Courses Outside of Da Vinci Design

Students are encouraged to complete graduation requirements, including A–G courses, through Da Vinci Schools to ensure alignment with our curriculum and support from our teachers. In some cases, students may take courses outside of Da Vinci, including at community colleges or other accredited institutions.

Before enrolling in any course outside of Da Vinci Design for original credit or to meet graduation requirements, students must meet with their counselor and receive administrator approval. Approval must be documented through an SST, IEP/504, or Residency Exception Request Form (see site counselor or administrator for the form). This process ensures that the course meets graduation and A–G requirements and will be applied appropriately toward the student's transcript.

Da Vinci Schools evaluates all outside coursework for alignment with California standards and graduation requirements. While dual and concurrent enrollment are encouraged, colleges and other institutions are not required to follow California high school standards, so prior approval is necessary to confirm eligibility for credit. Courses taken outside of Da Vinci without prior approval may not be accepted for graduation credit.

Dual Enrollment (Courses Through Da Vinci Partnerships)

This section is aligned with the Da Vinci Schools [Dual Enrollment Board Policy](#).

Dual enrollment refers to college courses offered through a formal partnership between Da Vinci Schools and a college or university, where students enrolled are primarily Da Vinci students. Dual enrollment courses may fulfill high school graduation requirements and earn both high school and college credit.

Upon successful completion, the course will be included on the student's high school transcript and count toward graduation requirements. Students must also submit an official college transcript during the college application process to verify credit.

Concurrent Enrollment (Courses Taken Independently)

Concurrent enrollment refers to college courses taken outside of a formal Da Vinci partnership, typically in addition to the regular high school day. These courses are recorded on the college transcript and do not automatically count toward graduation requirements.

If a concurrent enrollment course is approved in advance by the Principal to meet an A–G requirement, and the course is CSU/UC transferable, the student must submit an official transcript to their Da Vinci counselor. The course will be listed on the second page of the high school transcript as a college course and will not receive additional GPA weighting.

Students may also take concurrent enrollment courses for enrichment without pre-approval; however, these courses will not count toward graduation requirements.

Middle School Coursework

Middle school courses may inform placement but do not count toward Da Vinci graduation requirements, with the exception of Geometry. Students are expected to continue in higher-level coursework (e.g., Algebra 2 following Algebra 1) to demonstrate mastery for graduation. Middle school courses may be included on college applications as taken at the original school.

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 Schools administer 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:

- English Language Proficiency Assessment (ELPAC, all grades, select students)
- Physical Fitness Test (PFT, grade 9, all students)
- Interim Assessment Block (IAB, grades 9, 10, 11)
- California Assessment of Student Performance and Progress (CAASPP, grade 11 Math and English, all students)
- California Science Test (CAST, grade 11 or 12, all students)
- Preliminary SAT (PSAT, grades 9, 10, & 11, all students)
- SAT School Day (grade 11, all students)
- MAP Assessment (English, all students)
- MAP Assessment (Math, all students)

7. GRADUATION REQUIREMENTS

Graduation Requirements

Da Vinci Schools establishes clear graduation requirements to ensure students are prepared for college, career, and life beyond high school. For full details, please refer to the [Da Vinci Schools Graduation Requirements Policy](#).

Graduation Ceremony

The graduation ceremony for seniors at Da Vinci Schools will be held each year in late May or early June. In order to participate in the graduation ceremony, the following qualifications must be met:

- Completed graduation requirements*
- No 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 finals or POLs
- In good standing per senior contract (if applicable)

Failure to meet any of these requirements may result in removal from the graduation ceremony at administrator discretion. For full details please refer to the [High School Graduation Requirements Policy](#).

*Certain exceptions may apply for students with Individualized Education Plans (IEPs). For more information, please contact the Director of Special Education. For full details please refer to the [Differential Graduation and Competency Standards for Students with Disabilities Policy](#).

[click here for table of contents](#)

8. 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 certain school events and highly encourage parents to attend others if possible:

Events parents/guardians are expected to attend...	Events parents/guardians are highly encouraged to attend...
• Back to School Night • Fall Student-Led Conference (SLC) • Fall Exhibition • Spring Student-Led Conference (SLC) • Spring Exhibition	• Presentations of Learning (POLs) • College & Career Planning Meetings

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 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 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 a Presentation of Learning (POL) 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 an 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.

Service Learning: All students are expected to complete service learning hours as a graded component of their participation in Advisory at Da Vinci Design. The number of service learning hours are to be designated by the school at the beginning of each year (typically 10 hours per semester). While the school will provide opportunities for students to participate in service learning with approved non-profit and volunteer organizations; students are also expected to find opportunities outside of school in order to complete service learning.

[click here for table of contents](#)

Sex-ed curriculum: is taught in seminar 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, Journalism, Mock Trial, Mandarin (Chinese), Financial Literacy, Creative Writing, Improvisation, Yoga, CrossFit, Basketball, Tennis, and Volleyball. 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.

9. EXTRACURRICULAR ACTIVITIES

Sports

Da Vinci Design students play on CIF sports teams alongside Da Vinci Communications, Da Vinci Science, Da Vinci RISE and Da Vinci Connect 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. Students must maintain at least a 2.0 unweighted GPA and have no incompletes in order to participate in athletic competitions. Athletic eligibility may also be affected by attendance, behavior, and adherence to team and school expectations, as determined by administration, coaches, and the athletic director. For complete athletic eligibility requirements, including GPA, attendance, and behavior expectations, please refer to the Athletics Eligibility Policy.

Fine and Performing Arts

Da Vinci offers a joint fine and performing arts program across all five 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 per week.

Off Campus Courses

Some courses offered each semester, generally seminar courses, involve significant time off campus. For these courses parents will be informed via 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.

Overnighter

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

School-Sponsored Field Trips

Da Vinci Schools offers school-sponsored field trips to enrich learning through real-world experiences connected to academic and extracurricular programs. Parents/guardians must provide permission for their student to participate, and students are expected to follow all school rules and behavior expectations during the trip. The school takes steps to ensure student safety, including appropriate supervision, but families should be aware that some activities may involve

[click here for table of contents](#)

inherent risks. In some cases, families may be responsible for associated costs, and additional details will be shared prior to each trip. For full details, please refer to the [Da Vinci Schools School-Sponsored Field Trips Policy](#).

Work Experience

Students in the 11th – 12th grades may enroll in the Work Experience Program. Students in the Work Experience Program build foundational workplace skills and learn how to navigate professional spaces to prepare for a job placement, 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.

10. STUDENT SERVICES

Student Privacy

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

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 Schools 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.

For more information, please see the [Da Vinci Schools Section 504 Policy](#).

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 1.800.273.8255 (TALK), www.suicidepreventionlifeline.org
- The Trevor Lifeline – 1.866.488.7386, www.thetrevorproject.org

Students are encouraged to seek help for themselves or others by speaking with any staff member. All reports of suicide risk are taken seriously and will be addressed immediately. While student privacy is respected, confidentiality may be limited when necessary to protect student safety.

For more detailed information, please refer to the full [Suicide Prevention Policy](#).

Immigration Response and Student Privacy

Da Vinci Schools is committed to maintaining safe, inclusive, and welcoming campuses for all students and families, regardless of nationality, citizenship, or immigration status. Da Vinci Schools does not collect or maintain information

[click here for table of contents](#)

about students' or families' immigration status unless required for a specific state or federal program, and student records are protected by federal and state privacy laws. If immigration enforcement officials come to campus, staff must immediately notify the Superintendent or designee, verify credentials, request legal documentation, and follow established protocols before allowing access to students, records, or nonpublic areas, except in exigent circumstances. Families are encouraged to keep emergency contacts updated and review the full [Da Vinci Schools Response to Immigration Issues policy](#) on the Da Vinci Schools website for more information.

Multilanguage Learner Master Plan

Da Vinci Schools outlines a comprehensive approach to supporting Multilanguage Learners, including identification, instruction, reclassification, and ongoing monitoring to ensure access to rigorous academic content and language development. For full details, please refer to the [Da Vinci Schools English Learner Master Plan](#).

Parent Advisory Committee (PAC)

As a public charter school, our Parent Advisory Committee (PAC) serves as the primary stakeholder leadership body, fulfilling the functional requirements of both a Parent Advisory Committee and a School Site Council. The PAC is composed of the school principal, teachers, staff, students, and parents appointed to represent our diverse student body.

The PAC's primary responsibility is to review and provide formal feedback on the Local Control and Accountability Plan (LCAP), which also serves as the school's Single Plan for Student Achievement (SPSA). In this capacity, the PAC ensures that school goals and the Title I budget are aligned with the needs of all students, particularly English Learners, Foster Youth, and socioeconomically disadvantaged families. While the plan is developed by the LEA, the PAC provides the essential stakeholder voice and oversight required to ensure our resources effectively support student success.

Title I Designation

Da Vinci Schools has been designated as a school receiving Title I funds. The Da Vinci 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 qualifications, and any program improvement designations. The Title I program and budget is overseen by the Parent Advisory Committee (PAC).

Meals

Meals are served and managed through an outside vendor. For 2026-2027, all California public schools are providing one free breakfast and one free lunch per school day to any student requesting a meal. Meal applications are not required. Da Vinci Schools operates under CEP (Community Eligibility Provision).

For more information, please visit our [meal program page](#) on the Da Vinci Schools website

Home Hospital

Home Hospital serves students who incur a temporary disability (mental or physical health related absence), which makes attendance in the regular day classes or alternative education program impossible or inadvisable. Home hospital is intended for students with an involuntary period of confinement (home or hospital) due to a medical issue, usually defined as more than 2 weeks, and less than 9 weeks. Supportive documentation from a medical doctor is required. Please contact the Director of Health Services, Emily Green, at egreen@davincischools.org if you believe you or your child are in need of home hospital services. For more details, refer to the [Da Vinci Schools Home Hospital Board Policy](#).

School Health Services

All campuses have access to health supplies and staffing. Health related policies can be found in section "5000 Students" of the [Da Vinci Schools Board Policies](#) website. More specific health related information can be found below.

[click here for table of contents](#)

Injury, Accident, or Illness at School

If a student becomes ill at school, the student should report to the health office on the first floor. In the event that a student is unable to report to the 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 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. Guardians 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. Guardians will be contacted as soon as possible. For more information, please review our [Healthcare Emergencies Policy](#).

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.

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 guardians of the other children in the class to alert them of the possible exposure.

Emergency Contacts

It is the responsibility of the 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 guardians. The emergency contacts should be people who live within 15 minutes’ travel time of the school. It is essential that 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. No smoking or vaping is allowed on campus (indoors or outdoors) at any time. For more information, please review our [Alcohol or Other Drug Policy](#).

Medical Diagnoses

If a student is diagnosed with a medical condition that is impacting them at school and students/guardians 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. For students requiring specialized physical health care services (SPHCS) during the school day in order to attend school, please review the [Specialized Health Care Services Policy](#).

Permission for Student Medication

If a student needs to take medication during school hours, the student may do so, assisted by trained school personnel if needed. Permission to administer both prescription and over the counter medication on campus require an [Authorization for Medication at School form](#) to be completed. This form must be completed by a physician and signed by the guardian and be on file at the school. All medications must come to school in the original pharmacy container. Medications must be kept in the health office unless authorization form completed by a physician indicates the student

[click here for table of contents](#)

may carry and self-administer.

Students are not permitted to bring aspirin, cough drops, cough syrups, vitamins, or other over-the-counter medications to school without authorization. These may constitute a health hazard to other students. Only medications with authorization on file may be on campus. Students found to be carrying medication on campus will have it confiscated and guardians 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. For more information, please review our [Medication Administration Policy](#).

Immunizations

Da Vinci Schools follow all requirements of the California School Immunization Law, Health and Safety Code Sections 120325-120375. 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. For more information, please review our [Immunization Policy](#).

Head Lice

Da Vinci Schools addresses head lice in a manner that prioritizes student health while minimizing unnecessary disruption to learning. Students with head lice may remain in school for the day, with follow-up and treatment expectations in place to support resolution and prevent spread. For more information, please review the [Da Vinci Schools Head Lice Policy](#).

Head Injury

Students who get a head injury at school will be monitored by staff. 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. For more information, please review our [Head and Neck Injury Policy](#).

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. Parent/guardians will receive notification prior to the initiation of any sexual health education programming. Parent/guardians may view the curriculum and other instructional materials by request. Parent/guardians may opt-out from instruction if they so choose by requesting in writing that their student not receive the instruction. For more information, please review our [Sexual Health and HIV /AIDS prevention Policy](#).

11. SPECIAL EDUCATION

Special Education Services at Da Vinci Schools

Da Vinci Schools offers a range of special education supports and placement options to meet the unique needs of students with disabilities. Special education teachers and related service providers support students within general education classrooms, lead resource seminars, provide Specialized Academic Instruction (SAI), and collaborate closely with general education staff in alignment with each student's Individualized Education Program (IEP).

Rights of Students with Disabilities

In California, students with disabilities may be eligible to receive special education services from ages 3 through 22. Federal and state laws safeguard the rights of students and their families throughout the identification, evaluation, and placement process. Parents have the right to participate meaningfully in the development of their child's IEP and to be informed of their child's right to a free appropriate public education (FAPE), as well as all available program options, including public and non-public placements.

Additionally, in the state of California, SELPA's are mandated consortiums of school districts, charter schools and county

[click here for table of contents](#)

offices which ensure comprehensive special education services are being provided at each Local Educational Area (LEA).

Da Vinci Schools (Communications, Connect, Design and Science) are members of the El Dorado County Charter Special Education Local Plan Area ([El Dorado County Charter SELPA](#)).

Da Vinci RISE is a member of the Los Angeles County Charter Special Education Local Plan Area (<https://www.lacountycharterselpa.org/>)

Special Education Procedures

All students have access to Da Vinci Schools, and no student shall be denied admission on the basis of disability. Students with disabilities will receive services in accordance with their most recent agreed-upon and implemented IEP. Referrals for special education assessment may be initiated by parents, general education teachers, Student Success Teams, or other school staff. Upon receipt of a referral, the School Psychologist and Special Education Director will review relevant information to determine whether an assessment is warranted. If so, an assessment plan will be developed within 15 days of the referral. Once the signed assessment plan is returned, the evaluation will be completed within the 60-day legal timeline.

Da Vinci Schools provides a full continuum of supports designed to meet students' needs in the least restrictive environment (LRE). We are committed to including students with disabilities in general education settings to the greatest extent appropriate. In addition to delivering high-quality supports, we strive to provide families with clear and accurate information about the special education process. For more information, please visit:

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

Search and Serve (Child Find)

As a public school network, Da Vinci Schools has an affirmative "Child Find" obligation under the Individuals with Disabilities Education Act (IDEA) to identify, locate, and evaluate all children with suspected disabilities within our boundaries, regardless of the severity of disability or educational setting (public, private, or homeschool). This responsibility requires proactive and ongoing efforts to ensure that students in need of special education and related services are identified and assessed in a timely, comprehensive, and nondiscriminatory manner.

We are committed to working collaboratively with families, staff, and community partners to ensure that no child is overlooked and that every eligible student has access to a free appropriate public education (FAPE) tailored to their individual needs.

If you suspect your child may have a disability or require additional support, please contact your student's teacher, the Special Education Department, or a school administrator.

12. STUDENT CODE OF CONDUCT

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

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

- I will treat everyone with love and respect, including myself.
- I will treat school property and shared spaces with respect.
- I will help co-create and maintain a positive, safe, healthy and inclusive environment for all.
- I will come to school with an open-mind, ready to learn, critically reflect, and share my learning.
- I will act responsibly and accept consequences, including repairing the harm that my actions (intended or not) have caused.

[click here for table of contents](#)

- I will connect and contribute to the community and the world around me.

Respect for Self and Others

Da Vinci students, parents/guardians, and staff are expected to respect others, support teaching and promote a positive learning environment. Prohibited behavior by any member of this community includes using offensive/vulgar language (e.g., racially insensitive language, sexist language, cursing), ignoring a staff request, disrupting the learning process, disrespecting a staff member, employing intimidation, threatening or willfully causing physical or other harm, slander, sexual harassment/misconduct, lying, stealing/theft, and fighting. Making and/or distributing any photos, videos or audio recordings of a student or staff member against their wishes and without their consent 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 will be subject to disciplinary consequences up to and including the possibility of being recommended for expulsion. 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.

PBIS Behavior Expectations Matrix

The following behavior expectations were developed with DVD educational partners and align with principles of Positive Behavior Interventions and Support (PBIS). These universal expectations are intentionally phrased to reflect the positive behaviors that all students should exhibit at all locations on campus. The behaviors listed below will be taught, reinforced, and posted around campus for all students in order to ensure that everyone has a clear understanding of these expectations.

Da Vinci Design	Mindful	Responsible	Respectful
DVD Classrooms	- Follow classroom procedures. - Keep hands and feet to yourself. - Use tech only when allowed. - Stay in areas approved for students. - Make others feel safe expressing themselves.	- Be on time. - Be prepared. - Stay on task. - Use breaks appropriately. - Do your best work.	- Use school appropriate language and volume. - Speak at appropriate times. - Follow directions the first time. - Take care of all belongings. - Clean up after yourself.
Offices	- Enter and exit carefully. - Keep doorway clear. - Keep personal belongings close. - Use chairs appropriately.	- Have a pass or appropriate reason. - Conduct your business. - Enter and exit office quietly.	- Be kind and courteous to others. - Use appropriate language and volume. - Give privacy to others. - Be mindful of visitors.
Bathroom	- Enter and exit bathroom appropriately. - Take care of school and your property. - Keep tech off and/or in appropriate areas.	- Plan your breaks at appropriate times. - Be prompt in returning to class. - Report vandalism or problems.	- Respect privacy. - Use appropriate language and volume. - Dispose of waste properly. - Return to class in a class appropriate way.
Benches/ Lunch area/ Outdoor areas	- Use tech appropriately. - Take care of school and your property. - Keep hands and feet to yourself. - Be aware of your surroundings. - Make others feel safe expressing	- Be on time to class. - Eat food during appropriate times. - Stay in supervised areas. - Use school equipment appropriately. - Share the play areas. - Arrange food delivery by parent	- Follow directions the first time. - Use school appropriate language and volume. - Clean up after yourself. - Take care of your own belongings. - Resolve conflict school appropriately

[click here for table of contents](#)

	themselves.	only.	
Gym/ Auditorium	- Enter and exit carefully. - Be aware of your surroundings. - Stay in designated areas and share space. - Keep hands and feet to self. - Make others feel safe expressing themselves.	- Enter and exit quietly. - Make sure area is left clean. - Wear clothing appropriate for activities.	- Follow directions the first time. - Be attentive during presentations. - Use school appropriate language and volume.
Hallways/ Walkways/ Stairs/ Elevator	- Walk at all times. - Keep hands and feet to self. - Stay in supervised areas. - Make others feel safe expressing themselves.	- Arrive to class on time. - Dispose of food or drink before entering class. - Inform adults of vandalism and spills. - Be aware of your surroundings. - Use elevator with approval.	- Follow directions the first time. - Use appropriate language and volume. - Maintain personal space. - Be courteous to others when passing.
Technology / Electronics	- Use school approved sites. - Keep passwords to self. - Use technology during appropriate times. - Make appropriate decisions while on devices.	- Use two hands to carry a laptop. - Report computer damage. - Return laptops to cart appropriately. - Report online bullying. - Keep liquids away from computers.	- Use approved technology during appropriate times. - Keep personal photos to self. - Return lost devices to adults. - Use school appropriate language and volume.

Dress Code

Da Vinci Schools is committed to fostering a safe, inclusive, and respectful learning environment where students can express their individuality without fear of bias or unnecessary restriction. Dress code expectations are grounded in safety, dignity, and minimizing disruption to learning, not in regulating student bodies. The dress code is in effect during the entire school day, including office hours. The dress code applies to field trips, site visits, internships, and other school-related activities, unless the supervising adult informs the students otherwise.

Students must wear:

- Clothing that includes a top, bottom, and shoes at all times. Close toed shoes may be necessary based on the activities conducted (labs, field trips, athletics etc.)

Students may wear:

- Clothing of their choice, including hats and head coverings (face must remain visible for safety)

Clothing may not include:

- Content that is discriminatory, hateful, or promotes violence or illegal activity
- Content that displays any drug, alcohol, or weapon related images
- Items that pose a clear safety risk in a school setting
- Clothing must provide reasonable coverage of private body areas (e.g., genitals, buttocks, stomach and chest) with opaque (non-see-through) fabric at all times.
- Undergarments should be concealed

Equity Commitment: Dress code enforcement will be:

- Free from bias related to gender, race, body type, or identity
- Handled privately and respectfully
- Designed to minimize loss of instructional time

[click here for table of contents](#)

Students will not be removed from class for dress code violations unless there is a clear and immediate safety concern.

Appropriate Bathroom Use

In order to maintain privacy and safety, only one student per bathroom stall is permitted. If more than one student is in a bathroom stall, an investigation (including the search of student belongings) may be initiated and consequences may be issued.

Public Display of Affection

The only acceptable public display of affection that is permitted 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 or guardians if the students continue to show more public affection than is deemed appropriate for school.

Personal Electronics

Student use of personal electronic devices, including cell phones, tablets, smart glasses, Meta/Ray-Ban Meta glasses, AI-enabled wearables, wearable cameras, smartwatches, wireless earbuds/headphones, and any device with recording, livestreaming, AI, internet, or communication functionality are governed by the [Technology Use Policy, Technology Use Agreement, and Code of Conduct](#) and the [Possession of Cell Phones Policy](#).

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.

Cell Phone Policy

Da Vinci Design High School is committed to maintaining a focused, respectful, and productive learning environment. Students may use their phones before and after school, during passing periods, and at lunch, as long as their use aligns with the DV Student Code of Conduct. During instructional time, phones must be silenced and stored in a designated area in the classroom, and may only be used with explicit teacher permission for academic purposes; personal technology use is strictly prohibited in restrooms. The school is not responsible for lost, stolen or damaged electronic signaling devices or equipment. Consequences for not following the cell phone policy may include but are not limited to phone confiscation, parent conference, technology contract, etc.

Amplified Sound

Amplified sound is only permitted with approval from school administration. Students who bring portable speakers to school are not permitted to use them on school grounds, including before school, after school, and during lunch. If a student is using a device to amplify sound, the device may be confiscated and given to school administration, who will return it only to the student's guardian.

Selling Items 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 may be confiscated and a guardian may be contacted. Students may be subject to disciplinary consequences. For full details, please see the [Da Vinci Schools Drugs and Alcohol Policy](#).

Approval of Flyers

All posted information must be approved by school administration. Posted information must be related to a

[click here for table of contents](#)

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). All posted information should be put up only in areas designated and approved by administration for that purpose. Unapproved, posted information will be removed, and those responsible for the unapproved posted information may be subject to disciplinary consequences.

Unauthorized Photos, Audio Recording, and Videoing

Making and/or distributing photos or audio or video recordings of a student or staff member against their wishes and without their consent is prohibited and may constitute harassment. Live streaming of video or audio is prohibited on campus and at all school-sponsored events.

Academic Honesty

Da Vinci Schools values academic honesty and ethical behavior in the learning environment in order to promote honesty, responsibility, fairness, and integrity.

Academic dishonesty is any attempt to obtain academic credit for work that is not one's own or to provide unauthorized assistance to another student. Academic dishonesty includes cheating, plagiarism, falsification, and the misuse of technology, including Artificial Intelligence (AI).

Cheating is defined as obtaining or attempting to obtain credit for academic work through dishonest or unauthorized means, or assisting another student in doing so. Examples of cheating include, but are not limited to:

- Copying from another student's work or allowing another student to copy your work.
- Using unauthorized notes, websites, devices, or other resources during a test, quiz, or assignment.
- Collaborating with others on work that is intended to be completed independently.
- Submitting work that has already been graded in another course without prior teacher approval.
- Altering grades or academic records.
- Taking an assessment for another student or allowing another person to complete work on your behalf.

Plagiarism is the use of another person's or entity's words, ideas, images, data, or creative work without proper acknowledgment. Examples of plagiarism include, but are not limited to:

- Copying directly from a book, article, website, video, another student's assignment, or any other source without proper citation.
- Paraphrasing another source so closely that the original meaning and structure remain substantially unchanged.
- Combining material from multiple sources and presenting it as original work.
- Submitting work created in whole or in part by another person or entity, including generative AI tools, without appropriate attribution.
- Falsifying or inventing information, data, sources, or citations.

Artificial Intelligence (AI)

Students may use Artificial Intelligence (AI) tools only when explicitly permitted by the teacher. AI may be used to support, but not replace, a student's own thinking and original work. Any ideas, language, or information generated by AI that are incorporated into an assignment must be cited or disclosed as required by the teacher. Submitting AI-generated work as one's own without teacher permission or required attribution constitutes academic dishonesty. Student use of AI tools must also comply with the Da Vinci Schools Technology Use Policy.

Guidelines for Avoiding Plagiarism

To maintain academic integrity, students are expected to:

- Cite all sources used to gather information, including books, articles, websites, interviews, and AI tools.

[click here for table of contents](#)

- Use quotation marks when copying language directly from another source.
- Provide in-text citations and a bibliography or works cited page when required.
- Seek clarification from their teacher whenever they are unsure whether collaboration or outside assistance is permitted.

Determining Whether Academic Dishonesty Has Occurred

Determinations regarding academic dishonesty, including the unauthorized use of Artificial Intelligence (AI), will be based on a review of available evidence and the professional judgment of school staff. Evidence may include, but is not limited to, a student's demonstrated understanding of the submitted work, discrepancies between the work and the student's typical performance, citation omissions, version history, and information from plagiarism detection or other software tools.

No single indicator or software tool will be used as the sole basis for determining that academic dishonesty has occurred. Students will be given an opportunity to discuss the work and provide an explanation before consequences are assigned.

Consequences for Academic Dishonesty

When academic dishonesty is suspected, the teacher will discuss the matter with the student and may consult with school administration.

In determining an appropriate response, the school will consider the nature and severity of the incident, the student's intent, the extent to which the work was misrepresented, the student's prior history of academic dishonesty, and whether the conduct reflects a misunderstanding or a deliberate attempt to gain an unfair academic advantage.

Consequences are intended to be both educational and corrective. In many cases, particularly for a first or minor violation, the school may emphasize instruction and restorative responses designed to help the student understand and correct the behavior.

More significant consequences may be imposed when the violation is substantial, intentional, repeated, involves multiple assignments or courses, or occurs after the student has previously received instruction or intervention regarding academic honesty expectations.

Depending on the circumstances, consequences may include one or more of the following:

- Instruction on proper citation, attribution, and academic practices.
- An opportunity to redo or resubmit the assignment.
- A reduced grade or a zero on the assignment.
- Parent/guardian notification and/or a family meeting.
- A restorative assignment or reflection activity.
- Loss of eligibility for school activities or events.
- Disciplinary action in accordance with school policy.
- Failure of the course for repeated or serious violations.
- Suspension for severe or repeated violations.

Repeated acts of academic dishonesty, including incidents involving multiple classes or teachers, may be considered collectively in determining the appropriate response and may result in increasingly serious consequences.

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

Da Vinci Schools is committed to maintaining a safe and respectful school environment. Bullying, harassment, intimidation, and cyberbullying are prohibited on campus, at school-sponsored activities, and in off-campus conduct (including online behavior) that causes or is reasonably likely to cause a substantial disruption to the school environment or interferes with a student's ability to participate in school.

[click here for table of contents](#)

For purposes of this policy, bullying is generally understood as unwanted, aggressive behavior that involves a real or perceived imbalance of power and is repeated, or has the potential to be repeated, over time. Bullying may be physical, verbal, social/relational, written, or electronic in nature.

Bullying is typically defined by three core components:

1. **Power Imbalance** - The student engaging in bullying uses, or is perceived to use, physical strength, social status, popularity, access to embarrassing information, group influence, or another form of power to control, intimidate, exclude, or harm another student.
2. **Intent to Harm** - The behavior is deliberate and intended, or reasonably likely, to cause physical, emotional, social, or educational harm. Bullying is more than accidental harm or a mutual disagreement.
3. **Repetition or Pattern** - The behavior occurs more than once or has the potential to occur again. This pattern distinguishes bullying from a one-time conflict, disagreement, or peer dispute.

These elements—*power, purpose, and pattern*—help distinguish bullying from typical peer conflict. While all student conflict should be addressed appropriately, bullying requires a targeted school response because of its potential impact on student safety, belonging, and access to education.

Students are encouraged to report incidents of bullying to any staff member or school administrator. Staff who witness such acts will take appropriate steps to intervene when safe to do so. Reports will be addressed promptly, investigated in a manner that is thorough and maintains confidentiality to the extent possible, and followed by appropriate interventions and/or disciplinary action in accordance with Board Policy. Retaliation against any individual who reports or participates in an investigation is strictly prohibited.

If a student or parent/guardian believes a concern has not been adequately addressed, they may contact school administration for further review. Additional complaint procedures may apply depending on the nature of the concern.

For more information, please see the full [Bullying Policy](#).

Bullying Off Campus

Sometimes, events that occur off campus have repercussions on campus, affecting members of the community and learning environment. Any conduct occurring off school grounds, whether bullying or cyberbullying, that causes or threatens to cause a substantial disruption at school, or substantially interferes with the rights of students or employees to be secure and benefit from their school environment, could merit similar consequences as those above. In some cases, if warranted, Da Vinci Schools may need to report incidents to the police.

Conflict Resolution / Mediation

Da Vinci Schools values respectful communication and encourages students to resolve conflicts constructively. When appropriate, the school may offer conflict resolution or restorative practices to support students in addressing disagreements and repairing harm.

Participation in mediation or restorative processes does not limit the school's authority to take appropriate action to maintain safety, prevent harm, and uphold school expectations.

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 Schools 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 Schools 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

[click here for table of contents](#)

directed to Veronica Rodriguez, Chief People Officer / Assistant Superintendent, at (310) 725-5800 or vrodriquez@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 Schools 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 a recommendation for expulsion. The school will make reasonable efforts to keep a report of sexual harassment and the results of investigation confidential.

For more information, please see the full [Sexual Harassment Policy](#) and [Title IX Policy and Grievance Procedures](#).

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 Substances and Prohibited Items

Da Vinci Schools is committed to maintaining a safe, healthy, and drug-free learning environment. The possession, use, sale, distribution, or being under the influence of alcohol, controlled substances, or any intoxicant at school, on school grounds, or at any school-sponsored activity is strictly prohibited.

Students are also prohibited from bringing unsafe or unauthorized items to school or school events, including but not limited to weapons (or items that could reasonably be perceived or used as weapons), drugs or drug paraphernalia, tobacco or nicotine products (including vaporizers), and fireworks.

Violations of these expectations may result in disciplinary action in accordance with Board Policy, which may include intervention, counseling, suspension, or expulsion, depending on the nature and severity of the incident.

For more detailed information, please refer to the full [Alcohol and Other Drugs Policy](#).

Policy to Address Racist, Discriminatory, and Dehumanizing Incidents

Da Vinci Schools is committed to maintaining a safe, inclusive, and respectful learning environment for all students. Racism, discrimination, harassment, intimidation, bullying, and dehumanizing conduct are strictly prohibited. This includes conduct based on actual or perceived protected characteristics, including but not limited to race, ethnicity, nationality, religion, gender, gender identity or expression, sexual orientation, disability, or immigration status, consistent with state and federal law.

[click here for table of contents](#)

Students, families, and staff are encouraged to report incidents to a school administrator or designee. Reports will be addressed promptly and investigated in a manner that is thorough and maintains confidentiality to the extent possible. Retaliation against any individual who reports or participates in an investigation is strictly prohibited.

When appropriate, the school may implement supportive measures, restorative practices, and/or disciplinary action in accordance with Board Policy and applicable law. In certain circumstances, matters may also be addressed through the Uniform Complaint Procedures or referred to law enforcement.

For more detailed information, including definitions, reporting procedures, and potential consequences, please refer to the full [Racist and Dehumanizing Incidents Policy](#).

13. TECHNOLOGY USE POLICY

Student Use of Technology Policy, Code of Conduct, and Acceptable Technology Use Agreement (Including use of Artificial Intelligence)

The Da Vinci Schools ("Da Vinci") Board of Trustees intends that technological resources provided by the schools be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers, administrators, and/or staff are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Chief Executive Officer or designee shall notify students and parents/guardians about authorized uses of Da Vinci Schools technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this Board policy and the Da Vinci Schools Acceptable Technology Use Agreement.

Da Vinci Schools technology includes, but is not limited to, computers, Da Vinci's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through Da Vinci-owned or personally owned equipment or devices.

Before a student is authorized to use Da Vinci Schools technology, the student and his/her parent/guardian shall sign and return the Acceptable Technology Use Agreement. In that agreement, the parent/guardian shall agree not to hold Da Vinci Schools or any Da Vinci staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless Da Vinci Schools and Da Vinci Schools staff for any damages or costs incurred.

Da Vinci Schools reserves the right to monitor student use of its technology without advance notice or consent. Students shall be informed that their use of Da Vinci technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by Da Vinci for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of Da Vinci Schools technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, policy, or school rules.

The Da Vinci Schools Chief Executive Officer or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any Da Vinci student in accordance with Education Code 49073.6 and Board Policy- Student Records. Whenever a student is found to have violated Board policy or Da Vinci's Acceptable Technology Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of Da Vinci's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

The Chief Executive Officer or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using Da Vinci Schools technology and to help ensure that Da Vinci adapts to changing technologies and circumstances.

Internet Safety

[click here for table of contents](#)

The Chief Executive Officer or designee shall ensure that all Da Vinci Schools computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777; 47 USC 254; 47 CFR 54.520)

To reinforce these measures, the Chief Executive Officer or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

Da Vinci Schools Acceptable Technology Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy Da Vinci Schools equipment or materials or manipulate the data of any other user, including so-called "hacking".
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.
4. Using a Virtual Private Network (VPN) while on school premises or for circumventing network security measures, accessing restricted content, or engaging in unauthorized activities.
5. Students may not use or wear devices capable of recording or analyzing audio, video, or images—including AI-enabled glasses—on campus or during school activities. This includes devices with passive or active recording capability. Violations may result in confiscation and disciplinary action.

The Chief Executive Officer or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Da Vinci Schools Code of Conduct for Virtual Learning Opportunities

Da Vinci Schools ("Da Vinci") virtual classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected. To ensure that all of our Da Vinci students understand how to behave in an online environment, we have developed a code of conduct that all students are required to follow. This code of conduct addresses student interaction with Da Vinci staff and other Da Vinci students, as well as their individual actions in any online or virtual setting at Da Vinci.

Interactions with Da Vinci Staff

1. Students should address all Da Vinci staff members as adults with the courtesy expected for education professionals.
2. Students should phrase communications with Da Vinci staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations must be respectful.
3. Since our online environment is a learning environment, students should not use excessive "slang" or language that they might use in other environments. It is recommended that students communicate with teachers in language that is acceptable such as in complete sentences.

4. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with staff. These actions are prohibited as indicated in our Student and Parent/Guardian Handbook and Da Vinci Board policies for student discipline.
5. Students must use the school authorized email address appropriate for the educational environment. Email addresses that use profanity or may otherwise be construed as offensive, shall not be permitted in correspondence with staff. Posting of any profile pictures should be a head-shot of the student only and may not be offensive or inappropriate in any manner. The Da Vinci administration reserves the right to determine if a student email address and/or profile picture is inappropriate. Students using an inappropriate email address and/or profile picture will be required to update their user profiles.

Interactions with Other Da Vinci Student Users

1. All communications with other students enrolled in Da Vinci must be of a course related nature. Any sending of unsolicited email to other Da Vinci classmates that is not course-related is prohibited.
2. All communications with other students in any forum, course related email, discussion post, etc., must be polite, courteous and respectful.
3. The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet could result in removal from our courses. Upon enrollment, Students and families agree to abide by the policies and procedures outlined in the Student and Parent/Guardian Handbook, including the section on Academic Honesty.
4. With the exception of project-based learning activities, do not collaborate with other students (work with) on your Da Vinci assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in our online environment without specific teacher instructions to do so. In addition, parent support for your on-line lessons are indicated through parent communication portals and teacher communications.
5. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other Da Vinci students. These actions are prohibited as indicated in the Student and Parent/Guardian Handbook relating to student discipline and in the Da Vinci Board Policies.

Appropriate Use of the Internet (See Da Vinci Schools Student Use of Technology Policy and Da Vinci Students Acceptable Technology Use Agreement)

1. Da Vinci students are subject to all local, state, and federal laws governing the Internet. Consequently, program administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through Internet access.
2. Any student that violates this Code of Conduct or any Board policy will be subject to disciplinary action that may result in removal from Da Vinci course(s), as well as other disciplinary or legal action.

DA VINCI STUDENT ACCEPTABLE TECHNOLOGY USE AGREEMENT

Da Vinci Schools ("Da Vinci") authorizes students to use technology owned or otherwise provided by Da Vinci Schools as necessary for instructional purposes. The use of Da Vinci Schools technology is a privilege permitted at the Da Vinci Schools discretion and is subject to the conditions and restrictions set forth in applicable Board policies and this Acceptable Use Agreement. Da Vinci Schools reserves the right to suspend access at any time, without notice, for any reason. The Chief Executive Officer or designee shall have sole discretion to determine what constitutes appropriate use of Da Vinci technology.

Da Vinci Schools expects all students to use technology responsibly in order to avoid potential problems and liability. Da Vinci Schools may place reasonable restrictions on the sites, material, and/or information that students may access through the system. Each student who is authorized to use Da Vinci Schools technology and his/her parent/guardian shall sign this Acceptable Technology Use Agreement as an indication that they have read and understand the agreement.

Definitions

Da Vinci Schools technology includes, but is not limited to, computers, Da Vinci Schools computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through Da Vinci-owned or personally owned equipment or devices.

Student Obligations and Responsibilities

Students are expected to use Da Vinci Schools technology safely, responsibly, and for educational purposes only. The student in whose name Da Vinci Schools technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Students are prohibited from using Da Vinci technology for improper purposes, including, but not limited to, use of Da Vinci technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying").
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
5. Intentionally disrupt or harm Da Vinci technology or other Da Vinci operations (such as destroying Da Vinci equipment, placing a virus on Da Vinci computers, adding or removing a computer program without permission from a teacher or authorized personnel, changing settings on shared computers).
6. Install unauthorized software.
7. "Hack" into the system to manipulate data of Da Vinci or other users.
8. Engage in or promote any practice that is unethical or violates any law, Board policy, or Da Vinci practice.

Virtual Private Network (VPN) Usage

The goal of this Acceptable Technology Use Agreement is to maintain a secure and educational online environment and to help ensure the safety and well-being of students, staff, and the schools' digital infrastructure. The Da Vinci network is designed to provide a secure and filtered internet experience for educational purposes. The use of Virtual Private Networks (VPNs) can compromise the overall security and integrity of the network and hinder the effectiveness of content filtering. VPN usage can pose security risks, including, but not limited to, the potential for malware, unauthorized access, and compromising sensitive information.

Students are strictly prohibited from using VPNs while on school premises. The use of VPNs for circumventing network security measures, accessing restricted content, or engaging in unauthorized activities is forbidden.

Artificial Intelligence (AI) Usage

Da Vinci Schools is committed to preparing students for a technology-rich world while upholding academic integrity and responsibility for digital citizenship. This section outlines appropriate student use of Artificial Intelligence (AI) tools in support of learning and ethical behavior. This section will be reviewed annually to reflect changes in AI technology and evolving educational practices at Da Vinci Schools.

Acceptable Use:

Students may use AI tools (such as ChatGPT, Grammarly, Canva AI, PlayLab etc.) when:

- A teacher gives explicit permission for a class assignment or project.
- AI is used to support, not replace, original student work.
- Any AI-generated content is properly cited or disclosed when required.

Unacceptable Use:

The following uses of AI tools are not allowed:

- Submitting AI-generated work as one's own without permission or citation.
- Using AI to complete assessments such as quizzes, tests, or essays unless approved by a teacher.
- Creating or sharing harmful, misleading, or inappropriate content using AI.
- Bypassing school filters or using unapproved AI platforms.

Academic Integrity:

Improper use of AI that results in academic dishonesty—such as plagiarism or cheating—will be addressed under the Da Vinci Schools Academic Honesty guidance, which is found in the “Student Code of Conduct” section of the Student and Parent/Guardian Handbook.

Privacy & Data Guidelines:

Students must protect their own privacy and the privacy of others by:

- Avoiding the entry of personal or identifiable information (names, addresses, student ID numbers) into AI tools.
- Using only those AI platforms approved by the Da Vinci Schools Technology Department.

Digital Citizenship Expectations:

Students are expected to:

- Engage critically and thoughtfully when using AI.
- Use AI tools ethically, responsibly, and respectfully.
- Understand and consider the long-term implications of AI use.

Teachers and administrators may:

- Prohibit or limit AI use on specific assignments.
- Request revisions or resubmissions of work if AI was used inappropriately.
- Provide additional guidance on appropriate AI use.

Violations of this policy may result in:

- Verbal or written warnings.
- Loss of technology access privileges.
- Academic penalties aligned with the Academic Integrity Policy.
- Further disciplinary action, as outlined in the Da Vinci Schools Student Code of Conduct and Da Vinci Student Acceptable Technology Use Agreement.

Privacy

Since the use of Da Vinci Schools technology is intended for educational purposes, students shall not have any expectation of privacy in any use of Da Vinci Schools technology.

Da Vinci Schools reserves the right to monitor and record all use of Da Vinci technology, including, but not limited to, access to the Internet or social media, communications sent or received from Da Vinci Schools technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any Da Vinci Schools technology are the sole property of Da Vinci Schools. The creation or use of a password by a student on Da Vinci Schools technology does not create a reasonable expectation of privacy.

Parents/guardians are responsible for supervising their student's use of Da Vinci technology while at home or outside of school hours.

Personally Owned Devices

To protect the privacy, safety, and security of students, staff, and visitors, the use of smart glasses, wearable cameras, or other wearable devices capable of recording audio, video, photographs, or livestreaming (including Meta/Ray-Ban Smart Glasses and similar devices) is prohibited on campus and at school-sponsored activities unless specifically authorized by school administration for educational or accessibility purposes. Students found using such devices may be required to remove them and may be subject to disciplinary action in accordance with school policies.

If a student uses a personally owned device to access Da Vinci Schools technology, he/she/they shall abide by all applicable Board policies and this Acceptable Technology Use Agreement.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of Da Vinci Schools technology, he/she/they shall immediately report such information to the teacher or other school personnel.

Consequences for Violation

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to Da Vinci Schools technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate. Students/Parents/Guardians may be liable for replacement cost for technology loaned to a student that the student fails to return, or that are willfully defaced or otherwise damaged. The liability of the parent/guardian shall not exceed ten thousand dollars, adjusted annually for inflation. (Education Code 19911 and 48904).

Da Vinci Student Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Technology Use Agreement and other applicable laws and Da Vinci policies governing the use of Da Vinci Schools technology. I understand that there is no expectation of privacy when using Da Vinci Schools technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Name: _____ Grade: _____

(Please print)

School: _____

Signature: _____ Date: _____

Parent or Legal Guardian Acknowledgment

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement. As the parent/guardian of the above-named student, I have read, understand, and agree that my child and I shall comply with the terms of the Acceptable Technology Use Agreement. By signing this Agreement, I give permission for my child to use Da Vinci Schools technology and/or to access the school's computer network and the Internet. I understand that, despite Da Vinci's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless Da Vinci Schools and its directors, officers, and employees against all claims, damages, and costs that may result from my child's use of Da Vinci Schools technology or the failure of any technology protection measures used by Da Vinci Schools. Further, I accept full responsibility for supervision of my child's use of his/her access account when such access is not in the school setting.

Name: _____ Date: _____

(Please print)

Signature: _____

14. CIVILITY POLICY

Members of Da Vinci Schools staff will treat parents 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 and the public. This policy is not intended to deprive any person of his/her 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.

When a disruption occurs that needs to be addressed, the Civility Policy will be enforced according to the procedures outlined in the [Civility Policy](#) found in the Da Vinci Schools Board Policy 1313 (a).

For full details regarding visitors on campus, visitor expectations, campus access, and safety procedures, please refer to the [Da Vinci Schools Visitors on Campus Policy](#).

15. DISCIPLINE

Restorative Practices

Da Vinci Schools will use a restorative practices approach to discipline. Restorative practices focus on addressing the impact of behavior on individuals and the school community, rather than solely on punishment. The most critical function of restorative practices is restoring and building relationships. Students and staff must meet with those they have wronged, explore what happened, and make necessary amends. The restorative practices process can happen in groups as small as three and as large as a whole class.

Suspension, Expulsion and Intervention

[click here for table of contents](#)

Da Vinci Schools is committed to maintaining a safe and supportive learning environment. Student discipline, including suspension and expulsion, is implemented in accordance with the school's Board-approved policies and applicable law.

A student may be suspended or recommended for expulsion for acts identified in the [Da Vinci Schools Suspension and Expulsion Policy](#), when other means of correction, such as restorative justice, are not feasible or have been unsuccessful, or when a student's conduct presents a threat to the safety of others. Suspensions are typically limited in duration and parents/guardians will be notified of the reason for the suspension and the student's due process rights.

Prior to or following a suspension, the school may implement interventions and supports, including restorative practices, counseling, or behavior plans, to assist the student's successful return to school. Schools may require a re-entry meeting to support the transition back to campus.

Student discipline may also involve additional protocols depending on the situation, including:

- Behavioral health referrals (see [Student Behavioral Health Referral Protocol](#))
- Protections and interventions for students in special education (see [Behavioral Interventions for Students in Special Education](#))
- Responses to incidents involving discrimination, harassment, or hate-based behavior (see [Policy to Address Racist, Discriminatory and Dehumanizing Incidents](#))
- Policies related to alcohol and other drugs (see [Alcohol and Other Drugs Policy](#))
- Student use of personal electronic devices (see [Possession of Cell Phones Policy](#))

In limited circumstances, involuntary removal or disenrollment may occur in accordance with the [Involuntary Removals/Disenrollment Policy](#).

All disciplinary actions will be implemented in accordance with due process requirements and applicable laws, including additional protections for students with disabilities under the Individuals with Disabilities Education Act (IDEA).

Appeals Process

Students and families have the right to appeal certain disciplinary decisions in accordance with Board Policy.

Classroom-level consequences may be reviewed by school administration.

- Suspensions may be appealed in accordance with the procedures outlined in the [Da Vinci Schools Suspension and Expulsion Policy](#), including timelines and hearing processes.
- Expulsion appeal proceedings are conducted by an Administrative Hearing Panel as defined in Board Policy.

For full details regarding student discipline procedures, rights, and responsibilities, families should review the complete Board Policies referenced above.

16. 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 an emergency, parents and guardians should expect to receive communications from the school including phone calls, texts, and/or emails and an update posted to the school's website with further information regarding the

[click here for table of contents](#)

emergency and the procedure for retrieving students from school if needed. For more information about safety and emergency procedures for our schools please refer to the [Comprehensive School Safety Plan Board Policy](#).

17. ADMISSIONS & LOTTERY POLICIES

ADMISSIONS POLICY

All California students are eligible to attend charter schools pursuant to state and federal law.

In adherence with the Wiseburn Da Vinci Magna Carta, 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. The Magna Carta does not guarantee at which of the high schools a student will be placed. In order to reserve a spot, Wiseburn Residents must apply and complete the enrollment process.

As required by California law, charter schools maintain open enrollment and, when the number of applicants exceeds available capacity, conduct a public random drawing (“lottery”) to determine enrollment. This process ensures open, fair and equal access for all students (Education Code section 47605(e)).

Prior to the lottery, applicants may be assigned to enrollment preference categories as permitted by law (e.g., siblings of current students, etc.), as outlined in the school’s charter.

If a lottery is necessary, it is conducted by grade level. Within each grade, students are selected through a random drawing in accordance with applicable preferences until all available seats are filled.

Students not selected for enrollment will be placed on a waitlist in the order determined by the lottery.

In accordance with applicable law and as outlined in the Wiseburn Da Vinci Magna Carta, the following student groups receive enrollment preference and are exempt from participation in the lottery process:

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 receive enrollment priority in the order listed below:

3. Children of any Da Vinci or Wiseburn teachers, staff, and Board members, not to exceed 10% of enrollment.
4. Students who are currently attending Wiseburn K-8 schools on permit (entered district in K-5) or currently attending Da Vinci Connect 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 Connect since 6th grade (entered charter in 6th grade).
6. Students who are currently attending Da Vinci Connect 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. Once a spot is accepted, the student will be removed from all other waitlists. Waitlists do not carry over to subsequent years.

Transfer Policy

[click here for table of contents](#)

No Da Vinci school will restrict a parent/guardian's ability to withdraw from a Da Vinci school, apply for admission to another (non-Da Vinci) school, enroll in another school, or remain on a waitlist for another school.

Intra-School Transfer Requests (<https://www.davincischools.org/enroll/transfer-requests>): Da Vinci has a very limited number of seats available for students who wish to transfer from one Da Vinci school to another. Intra-school transfers are not permitted mid-year or within the first year of attendance.

Students requesting a transfer must have parent/guardian consent and submit an online request during the Intra-School Transfer Request Priority window from January 1 through February 28 for the following school year. Transfers will be approved based on the following criteria:

- a) valid reason for the transfer request
- b) space availability at the requested school
- c) the student being in good standing at their current school; and
- d) administrative approval

Submission of a transfer request does not guarantee approval. See the [Student Transfers Between Da Vinci High Schools Policy](#) for additional information.

The enrollment office shall notify the parent/guardian in writing of the approval or denial of the intra-school transfer request no later than July 31. Appeals may be made to Da Vinci's CEO/Superintendent within 14 calendar days of the date of denial. For further information, please see the Student Transfers Between Da Vinci High Schools Policy under "Board Policies" on the Da Vinci Schools website at www.davincischools.org.

18. UNIFORM COMPLAINT PROCEDURE ANNUAL NOTICE

Da Vinci Schools ("School") annually notifies students, employees, parents/guardians, and other interested parties of the Uniform Complaint Procedures (UCP) process. The School is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation, bullying against a protected group, and all programs and activities that are subject to the UCP.

Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content (Grades 9-12)
- Discrimination, Harassment, Intimidation, and/or Bullying against any protected group as identified in Education Code §§ 200 and 220 and Government Code § 11135, including any actual or perceived characteristics set forth in Penal Code § 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 School which is funded directly by, or that received or benefits from, any state financial assistance. Unlawful discrimination further includes noncompliance with Education Code §§ 243(a) and 244(a).

[click here for table of contents](#)

- Education and graduation requirements for Foster Youth, Homeless Youth, Former Juvenile Court School Students, Pupils from Military Families, Pupils who are Migratory, and Pupils Participating in a Newcomer Program
- Every Student Succeeds Act
- Local Control Accountability Plan
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Student
- Regional Occupational Centers and Programs
- School Plan for Student Achievement
- Schoolsite Councils
- State Preschool
- State Preschool Health & Safety Issues in LEAs Exempt from Licensing
- Any other state or federal educational program the State Superintendent of Public Instruction or designee deems appropriate

Filing a UCP Complaint

Generally, a UCP complaint shall be filed no later than one (1) year from the date the alleged violation occurred, except that complaints regarding the educational rights of students experiencing foster care are not subject to the one-year timeline. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation, or bullying occurred, or six (6) months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation, or bullying. For complaints relating to School's LCAP, the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by School. A pupil fee or LCAP complaint may be filed anonymously (without an identifying signature) if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Complaints Concerning Pupil Fees

A pupil enrolled at School shall not be required to pay a pupil fee for participation in an educational activity. A pupil fees complaint may be filed with the Responsible Employee (defined below).

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.

Responsible Employee

The designated official (“Responsible Employee”) responsible for processing UCP complaints is: Veronica Rodriguez, Chief People Officer/Assistant Superintendent, 310-725-5800 ext. 1357, vrodriguez@davincischools.org. Please contact the Responsible Employee if you would like more information on how to file a complaint.

Investigation Report, Right to Appeal, Civil Law Remedies

Complaints will be investigated and a final written decision (Investigation Report) will be sent to the complainant within sixty (60) calendar days from the receipt of the complaint. This time period may be extended by written agreement of the complainant.

The complainant has a right to appeal School’s decision concerning complaints regarding programs and activities within the scope of the UCP to the California Department of Education (“CDE”) by filing a written appeal within thirty (30) calendar days of the date of the Investigation Report. The appeal to the CDE must be accompanied by a copy of the originally filed complaint and a copy of the Investigation Report. As of the date of this notice, an online Appeal Assistance Form is available on the CDE website at Appeal Assistance Form - Complaint Procedures (CA Dept of Education).

The School advises complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. A complainant may pursue available civil law remedies outside of School’s complaint procedures.

Copies of School’s UCP Policy shall be available free of charge.

For UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California Health and Safety Code (HSC)

In order to identify appropriate subjects of state preschool health and safety issues pursuant to section 1596.7925 of the California Health and Safety Code (HSC), a notice shall be posted in each California state preschool program classroom in each school in a local educational agency. The School does not currently operate a preschool program.

The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations that apply to California state preschool programs pursuant to HSC section 1596.7925, and (2) the location at which to obtain a form to file a complaint.