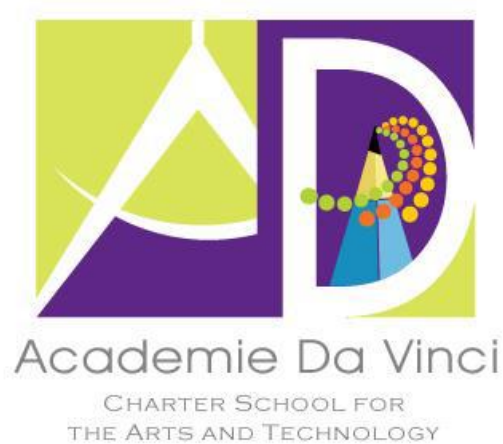


Academie Da Vinci

**Charter School for the Arts and
Technology**



Welcome Handbook

**1060 Keene Road
Dunedin, FL 34698**

Phone: (727) 298.2778

Fax: (727) 502-6065

www.academiedavinci.org

Staff Directory

Principal	Lucy Foran	c.foranl@pcsb.org
Assistant Principal	Michele Morgan	c.morganm@pcsb.org
Office Manager	Joanne Warner	c.warnerj@pcsb.org
Data Management Technician	Christine Arena	c.arenac@pcsb.org
Administrative Assistant	Marie Stamper	c.stamperm@pcsb.org
ESE Coordinator	Andrea Bartelloni	c.bartellonia@pcsb.org
Kindergarten	Marci Deuell	c.deuella@pcsb.org
Kindergarten	Leanne Megesi	c.megesil@pcsb.org
1 st Grade	Melynda Stackhouse	c.stackhousem@pcsb.org
1 st Grade	Jennifer Talkington	c.talkingtonj@pcsb.org
2 nd Grade	Karen Swain	c.swaink@pcsb.org
2 nd Grade	Cayla Cerchie	c.cerchiec@pcsb.org
3 rd Grade	Rebecca Bramblett	c.brambletr@pcsb.org
3 rd Grade	Jennifer Parenti	c.parentij@pcsb.org
4 th Grade	Amber Pitman	c.pitmana@pcsb.org
4 th Grade	Jessica Harkness	c.harknessj@pcsb.org
5 th Grade	Rachael Strand	c.strandr@pcsb.org
5 th Grade	Donna McCormick	c.mccormickd@pcsb.org
6 th Grade	Melissa Donigan	c.doniganm@pcsb.org
6 th Grade	Melanie Micale	c.micalem@pcsb.org
Gifted/Technology	Katie Pacana	c.pacanak@pcsb.org
Art	Wendy Stanziano	c.stanzianow@pcsb.org
Dance	Anna Rose	c.rosea@pcsb.org
Music	Jenny Cox	c.coxjen@pcsb.org
P.E.	Patrick Aument	c.aumentp@pcsb.org

Speech Therapist	Mary Filomarino, CCC, SLP	maryfilo@hotmail.com
Occupational Therapist	Jennifer Spence, OTR/L	
Certified OT Assistant	Anita Storrs, COTA	
Extended Learning Coordinator	Renee Sheremeta	
Extended Learning Assistant	Donna Maloney	
Maintenance	Louis Santini	
Board of Directors Chair	Terri Davis	hlcpalmharbor@aol.com

Mission Statement

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

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

~ Leonardo Da Vinci

About Us

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

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

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

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

In 2016, the school completed an extensive renovation of the north building to include a large library/media center, a science lab, new music room and classrooms for middle school, grades 6-8.

School Hours:

Kindergarten- 2nd Grade 8:30am - 3pm

3rd Grade-5th Grade 8:30 am – 3:15 pm

3:15 dismissal for families with K – 2nd grade child AND an older sibling

6-8th grades 9am-3:50 pm

Lunch

K – 2nd 11:25-11:50

5th and 6th 11:51-12:21 (North Building)

3rd and 4th 12:25- 12:50

Families are invited to join their child for lunch any day in grades K-5; please sign in at the office 5 minutes before the scheduled lunch time.

Daily Routines and Procedures

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

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

- When returning after an absence(s), the student **MUST** bring a signed note or the parent must send an email explaining the cause and date(s) of the absence. Acceptable excuses include: illness, death in the family, family emergency, or religious observation previously discussed with the principal. Excessive absences or tardies will result in disciplinary action.



Elementary School Arrival and Car Circle: (K-5)

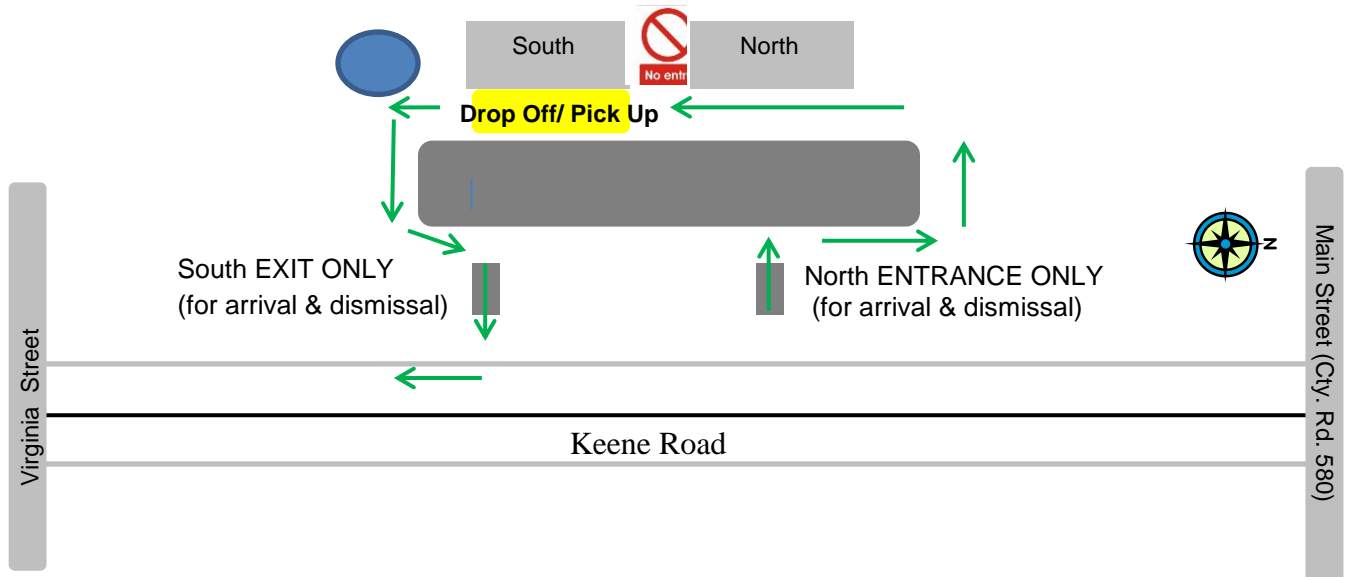
- Daily arrival time is between 8:10 a.m. and 8:29 a.m. **School starts promptly at 8:30.**

- Students arriving before 8:10 must remain in their family car until welcomed in by the staff/safety patrol or volunteer parent at 8:10 or report to the Extended Learning Program and pay for those services.

- When arriving at 8:10 and later, students will be helped from their car by staff/volunteer parent or safety patrol. Only school staff/safety patrol or volunteer parent may open cars doors. As students move from the car they will be closely escorted to the sidewalk. From there, each student will go directly to the school cafeteria or their hallway until they report to their classroom at 8:30.

Car Circle Rules:

- Each student **MUST** wait for a staff person, safety patrol student or a parent who is helping with car duty to open the car door. Parents/children do **NOT** open doors or exit vehicles in the car circle. Each family will receive two car placards at the beginning of the school year. Car placards **MUST** be used. Cars without placards will be asked to park and come into the building to pick up their child.
- Car entering the car circle **MUST** enter from the north entrance and follow the path illustrated below:



Middle school arrival and pick up:

Drop off begins at 8:45am. Car circle will form in front of the north building. Staff will be assigned to supervise drop off. Students will enter the school and go to their locker then their home room class. Class begins promptly at 9am.

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

Late arrival: all middle school students arriving after 9am must be brought in by a parent into the south building and obtain a tardy pass and be escorted to the north building.



Birthdays:

K-5 families may request to celebrate a child's birthday in the classroom by speaking with the classroom teacher. Healthy treats must be store-bought and packaged, and unopened/unaltered. The teacher will confer regarding students with food allergies and suggest treats.

- The teacher **MUST** approve all plans and arrangements at least 1 week in advance. Everyone in the classroom must be included in the celebration.
- If a student wishes to distribute invitations at school for a private party every child in the class must be included.

Communication:

Parent-Teacher communication is always a shared process. Parents are responsible to keep the Academie Da Vinci Administrative Assistant up to date on home addresses, telephone numbers, including cell phone and correct email addresses. Clinic cards must be up to date and every person authorized to pick up your child must be listed. Each teacher's email address is listed on the website and in the front of this parent manual.

Every family is provided the following information:

- **School phone number: (727) 298-2778**
- **Principal's e-mail: c.foranl@pcsb.org**
- **School website: www.academiedavinci.org**
- **Board of Directors Chair (Terri Davis): hlcpalmharbor@aol.com**
- **Assistant Principal's email: c.morganm@pcsb.org**
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- Teachers will send home the Communication folder regularly (a minimum of once a week, more often if needed) in addition to the student agenda that will contain pertinent information, forms to signs, and notices of upcoming events. Parents are responsible for reading and responding to this information.

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

- Academie da Vinci uses an email message system called Constant Contact. All parents/guardians are automatically entered into the Constant Contact ADV list, based on the information on the clinic card. Please update the Administrative Assistant with any changes or additions to your email. Please note that the Family Facebook page often includes great pictures and information; but it's not an official form of school communication. Please direct your questions and concerns to the school by emailing or calling your child's teacher, the Principal, Assistant Principal or other staff person.

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

Conferences:

A minimum of two conferences per year are required. Your child's teacher will call or email parents to schedule conferences in the fall and spring. Parents may also call or email to schedule a conference. Please schedule all teacher and principal conferences in advance by appointment. Because of their busy schedules teachers cannot meet for

conferences except by appointment. Scheduling by appointment allows them to prepare information and grades so that the conference is productive, and ensures they can devote all their attention to the topic of the conference. Please let the principal know in advance if you wish her to attend a conference.



Contagions/Contagious Diseases:

Students sit and play in close proximity to each other; therefore, they are naturally going to share germs and parasites, regardless of the stringent cleaning precautions taken by the school.

If your child has a contagious illness or is running a fever, please make arrangements to keep the child at home. Children cannot return to school until they are fever free for 24 hours prior to their return.

If a child shows any signs of having lice the school will do a head check. If the child has lice, s/he will be sent home and may not return to school until treatment has been administered and all nits have been removed. Upon return to school, the student will be checked again to make sure the treatment has been effective.

If there is a contagious outbreak in school, families will be alerted by the principal.

Discipline:

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

Based on these guidelines, teachers will establish appropriate classroom procedures and expectations. The following expectations are enforced school-wide. - Students must respect school and personal property. We live by the code "Keep it nice. Keep it clean. Leave it better than you found it."

- So that our school remains clean and nice, GUM CHEWING IS NOT ALLOWED anywhere at any time, inside or outside.

- Use indoor voices indoors. Be considerate of others.

- Be polite, helpful, and kind.

CELL PHONES - Students are not allowed to use cell phones while school is in session for any reason. Do not call or text your child during school on their cell phone. Student cell phones must always be in their backpack and turned OFF. Student use of their cell phone to contact a parent or guardian for an emergency before or after school will be

supervised by staff. Academie Da Vinci is not responsible for repair, location or replacement of any cell phone.

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

Dismissal:

No one, including parents, is allowed to enter classrooms or be on campus after school unless their child is enrolled in the Extended Learning Program and they are picking up their student or they have an appointment and sign in through the office.

- Families MUST display the name placard (provided by the school) on the right side of the dashboard or secured to the rear view mirror. Cars not having placards will be asked to park and wait to pick up their child.
- Students will be released only to legal guardians or those individuals listed on the emergency contact form. Families must keep their contact information updated.
- After school activities: Only students supervised by staff in an after-school activity are to be on school grounds after school hours.
- Students scheduled for the afternoon Extended Learning Program MUST report there immediately at dismissal and be counted in roll call.
- If a student is going home with another family, the office MUST BE NOTIFIED IN WRITING no later than the morning of the pick-up day. Be sure to include the name of the pick-up person, and date the permission note.
- Students picked up by a service (karate, other child care, etc.):

Dismissal Assistance:

The school safety patrol (5th grade students) assists with arrival and dismissal for the elementary students. These students and the staff or parent on duty supervising them are the only ones who may help students through the car lines, open their car doors, and assist them. Drivers and family members MUST remain in the car. This ensures both safety and promptness in the car line.



- Dismissal Issues:

- To avoid the school's involvement in family disputes, legal guardians must submit to the school a copy of legal documents indicating who has legal access to the child.
- Without the above documentation, the school will only release the student to those parties listed on the student's data card.

- Friends and strangers will be denied access to a child in the absence of verified parent consent.

- Families going through separation/divorce must provide legal documentation of custody. Until that documentation is secured, the school will only release the student to those names listed on the student data card. In all cases, legal documentation supersedes a parent's personal preference.

- Families who share joint custody rights should request copies of grades and progress reports in writing. We are happy to mail extra copies of reports cards to a second parent.

- Late pick-up or early drop off (before 8:10 or after 3:30 for elementary students; before 8:45 or after 4pm for middle school students): the elementary staff will supervise students starting at 8:10 am and until 3:30 pm. Middle school students are supervised starting at 8:45 am to 4pm. At that time, all remaining students will be moved to and supervised by the Extended Learning Program staff, and the family will be charged a fee. **No cash is accepted. Checks or money orders only.** Fees will be charged each day the family is late. Families who have been early for drop off or late for pick-up more than once must officially sign their child into the Extended Learning Program. This means paying the registration fee and filing the proper registration paperwork.

Early drop off before 8:10 am or late pick after 3:30 pm (elementary) before 8:45 am-after 4pm (middle) \$25 per child per day.



DRESS CODE

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

Standard Student Attire – Dress Code

Bottoms

On non-dance days, every student must wear khaki, denim (blue) or navy bottoms that are clean, ironed, free of holes, with **no sequins, logos or frays**. Bottoms include: Bermuda length shorts (mid-thigh or longer), pants, capris, skorts, skirts with shorts or leggings underneath, and **dresses/jumpers with shorts or leggings underneath**. **Dresses, jumpers and skirts/skorts will be navy or khaki only, no denim. Dresses must be collared with no logo OR** parents may purchase navy jumpers and a white dress shirt from our vendor – **the vendor's jumper will have the logo. Jumpers must be worn with an ADV polo shirt or the white blouse sold by our vendor.** No other blouses or dress shirts are allowed except on special pre-announced dress up days. Pants, shorts, capris, dresses, jumpers and skirts/skorts may be purchased from the school's vendor or at any store. The vendor does not carry capris or dresses.

All skirts/skorts, jumpers and dresses must be knee length and shorts/leggings will be worn underneath. Pants/shorts/capris/skirts/skorts must be worn above the hips, and no underclothes may be visible. Only solid colored (black or white only) shorts or leggings are allowed under clothes. Bottoms may be purchased from the iUniforms site or any other store. No logos are allowed on non-vendor clothing.



TOPS

On non-dance days, students must wear collared golf-style shirts (polo shirts) (unless they are wearing a dress or jumper (see above)). **New polo shirts must be purchased from the school's vendor iUniforms.** Polos are required with the school logo from the iUniforms site in dark blue, red, light blue, pink or purple. Parents order directly from the iUniforms site and clothing is shipped directly to your home. School logo polos are required. **Academie Da Vinci T shirts, also on sale at the iUniforms site, may be worn on Fridays and for other special events (field day, etc. that will be announced).** Academie Da Vinci polos purchased for 2015-2016 are allowed in 5 colors only: pink, dark blue, light blue, red or purple. Academie Da Vinci T shirts purchased in previous years are allowed on Fridays/T shirt days.

Please note: iUniforms has optional clothing – sweatshirts, belts, backpacks etc. for sale. Items for adults are also available. The iUniform jumpers and blouses are not required. The only required purchase from the vendor are polo shirts and (for 6th grade only) PE uniforms. New ADV dolphin logo T shirts are strongly suggested for Fridays, field trips etc. Academie Da Vinci encourages spirit wear but does not earn any funds from iUniforms purchases.

Shoes

Sneakers with socks must be worn at all times (except when on the dance floor). No other shoes or boots are allowed. Sneakers must have laces or Velcro closures, no slip-ons are allowed. Dress shoes are appropriate for a few special occasions which will be announced (field trips, picture day, etc.). **Not allowed: Knee-high sneakers, sandals, flip-flops, boots, boat shoes, “Maryjanes”, and “Heelys”.**

Dance Dress Code

The dance dress code is posted on the front of the school website.

www.academiedavinci.org. If girls wish to wear a T shirt over their leotard they may wear a plain black T shirt or the new Academie Da Vinci dolphin logo T shirt available from iUniforms. Please note students may not come to school in tights and leotard – leggings are required.

Headbands – only plain headbands are allowed, all colors are allowed, No sequins, decorations or “cat” or other headbands with decorations that project above the headband are allowed. These kind of handbands can get caught on classroom, playground or PE equipment and can cause a hazard.



Drills:

All students will be guided by their teachers and school staff through drills to practice for emergency situations. Throughout the entire school year, students will practice fire evacuations (primary and secondary routes), lockdown drills, tornado drills, and various emergency situations.

In the event of a real tornado warning, students will be moved to interior rooms, and directed in assuming the tornado readiness position (on knees, tucked low, head covered by arms).

Early Dismissal:

- Any student leaving school prior to dismissal time will have an early dismissal logged into the attendance record.
- Excused early dismissal is granted for a doctor's appointment and extreme emergencies.
- Instructional time is very valuable. If a student has 5 or more unexcused early dismissals in a semester, a conference will be called by the principal.

Electronics:

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

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

Emergencies:

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

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

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

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

Illness: If a student becomes ill at school, and it is determined the student would be better cared for at home, school personnel will contact the legal guardians. If, after several attempts, there is no answer, emergency contacts will be notified.

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

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

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



Injury:

- Teachers will send students with minor injuries to the office for treatment.
- Teachers will alert the office if a student is injured and unable to move or be moved.
- The family will be called and the injury described. For minor injuries, the parent will decide if the student will be picked up.
- School personnel are not allowed to perform any procedures, including removing a splinter or pulling a loose tooth.

Critical Injury:

The local emergency medical squad will be called for any critical injury that requires the type of care beyond the scope of basic first aid. A parent or emergency contact will be called immediately. If the student must be transported to the hospital and a family member is not yet at school, a school staff member will accompany the student.

Accident Report- will be completed for every accident occurring at school and kept in the office.

Family Rights & Privacy Act:

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



Field Trips:

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

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

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

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

Grading:

Report cards are sent home according to the Pinellas County Schools calendar. Written progress reports are sent home mid-way between report distributions. The grading scale is:

Grades 1 & 2

E = Excellent
 V = Very Good
 S = Satisfactory progress
 N = Needs improvement
 U = Unsatisfactory expectations

Grades 3, 4, 5, 6-8

90 - 100% = A outstanding progress
 80 – 89% = B above average progress
 70 – 79% = C average progress
 60 -- 69% = D lowest acceptable progress
 00 --59% = F failure to meet expectations

Teachers will alert guardians when a student is falling below satisfactory or average progress so that, together, they will plan interventions and strategies for helping the student make acceptable progress. Please note that teachers cannot change grades after report cards have been distributed. There will be 6-10 grades per quarter to constitute each student's term grade and will reflect their academic progress on the Florida Standards. A sampling of corrected work in each subject area will be sent home regularly, as appropriate to the subject- exceptions are dance, PE and the like.

Grievances:

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

- (1) Collect all the facts
- (2) Ascertain that they are ready to discuss the situation in a rational, calm manner
- (3) Seek to resolve the issue in a scheduled meeting with the teacher, principal, assistant principal, etc.

Homework Policy:

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

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



Homework is an assignment or time to work on a project. The time assigned by teachers of older students in grades 3-5 will be about 30 minutes. All teachers expect up to 20 minutes of reading to be completed each evening in addition to homework. Students in grades 6-8 may have up to one hour of homework daily plus additional time for projects on weekends.

If homework is taking an exceptionally long time or is too difficult, contact the teacher for an immediate conference.

Principal's List & Honor Roll:

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

Eligibility Standards:

Principal's List: All A's in ALL subjects and acceptable conduct

Honor Roll: all A's and B's in ALL subjects and acceptable conduct

Students making either of the two honor recognitions will be awarded a certificate and invited (with their family) to attend an awards ceremony mid-way through the year.

Instructional Books, Equipment, & Supplies:

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

Students are expected to provide all the basic supplies for class participation, including a computer flash drive if requested. Parents are encouraged to assist their child with packing homework, and replenishing supplies as needed.

Kindergarten:

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

Naps: During Semester I, kindergarteners will have nap time immediately after lunch. They will each need a towel, favorite stuffed animal in a drawstring bag. However, during Semester II, the nap mats go home.

Labels:

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

Lost & Found:

The Lost and Found is located in the lobby. Students should check with the front desk assistant after checking in the classroom. Periodically, clothing remaining in the Lost & Found box will be donated to a local shelter.

Lunch:

Students have 2 choices for lunch:

- (1) **Bring lunch-** pack a healthy lunch and drink (in addition to the morning snack); or
- (2) **Buy the school district hot lunch-** this lunch includes a hot entrée and sides plus milk and juice. The cost is \$2.75/day, or free for free/reduced lunch qualifiers. Families selecting the school lunch **MUST** pay/and order in advance on Monday mornings so that orders can be submitted to the Food Services Program. If a child requires a lunch that was not paid for ahead of time the family will be charged \$3.50 per meal.

Applications for Free/reduced lunch are available at the school or online at www.applyforlunch.com



Pizza Fridays: The school takes pre-orders twice a year for pizza which is served the fourth Friday of the month. Students must bring their own drinks. Order forms will go out in September and January.

Medication:

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

Medications can be administered by the two designated staff (principal and office manager) only after a legal guardian signs an authorization form. **ALL** medications must be clearly marked with the student's name, and instructions for dosage and frequency.

Medications on Field Trips: Students' medications will be secured in a first aid kit and taken on the trip. In this case, the teacher will be authorized to administer the medication.



Parent Volunteer Hours:

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

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

- assisting at morning car circle;
- afternoon car circle;
- drive /chaperone field trips



- helping at lunchtime;
- helping in the classrooms;
- helping in the Enrichment classes
- assisting with upcoming shows in Music, Dance, and Art;
- preparing or working at PTA events (more than 6 are offered each year)
- completing computer data work for school, teachers, or PTA
- building/constructing items for performances
- more as needed/requested

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

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

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

Policy on posting events/clubs/initiatives:

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

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

Birthday parties and other similar announcements, as always, may be shared individually among students within classrooms as long as all students in a given classroom are invited to the event. Teachers/students and staff may not post these kind of announcements in any ADV building.

Restroom and Hall Passes:

All students must obtain the verbal consent of their teacher to leave class to travel to a restroom. Young (K-1) students must travel with a partner. K-5 grade students should

use a hall pass marked with the class name. The teacher will monitor how long students are out of class and have a sign-out/ sign-in system.

School Hours/ Daily Schedule: Elementary

Morning Extended Learning Program:	7:00 – 8:29
Student Arrival (by car)	8:10 – 8:29
School Starts	8:30 sharp!
Lunches	11:25-12:50
Dismissal (Kdg. & 1 st grades)	3:00 – 3:15
Dismissal (2 nd -5 th grades)	3:15 – 3:30



At 3:30pm, all students not yet picked up go to Extended Care, charges will apply.

Afternoon Extended Learning Program 3:00 – 6:00 p.m.

(students in the P.M. Extended Learning Program report directly from their classroom to the ELP center at 3:00).

School Hours: Middle school

Morning Extended Learning Program:	7:00 – 9:00
Student Arrival (by car)	8:45 – 9:00
School Starts	9am sharp!
Lunch	11:51-12:21
Dismissal	3:50 pm



At 4pm, all students not yet picked up or at a club go to Extended Care, charges will apply.

Afternoon Extended Learning Program 4:00 – 6:00 p.m.

After-school clubs begin at 3:30 or 4pm and conclude at the time predetermined by the instructor. Students NOT picked up on time after a club meeting will be sent to ELP, and the family charged for the services.

Various scout troops use rooms assigned by the principal for after school meetings. The room(s) may change without notice based on school needs.

School Security:

School security is taken very seriously. All visitors **MUST** register and be cleared at the front desk. If the secretary must leave the desk, the front door will be locked and entrance will be accessed when she or office staff open the door. The only public entrance into the school is the front door of the South Building. This entrance is monitored during all open school hours, and all visitors are required to sign in at the reception desk. Here, they will receive and must wear an Identification Badge while on school grounds. All staff are trained and required to look for the Visitor's Badge, and will escort anyone without this identification to the front desk to sign in.

All doors (except the front, south building entrance) remain locked at all times, and can only be accessed by staff members with their keys.

During the school day, all inquiries are made to the south building only. The front door of the north building is used for drop off and pick up only. Students use the side entrances to the north building during the school day for class transitions.

The school has locking doors leading to all the wings. In the event of an emergency, these doors will remain closed and locked. Students moving between the two buildings will **ALWAYS** be escorted by an adult staff member/parent volunteer. Students being sent to the office from the north building will be escorted by an adult. Parents/visitors may not be in this building without permission from the principal.

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

All classrooms have telephones. The principal and office staff monitor the walkie-talkie system and can be accessed through that or through the telephones located in every classroom and in the office.

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

Snacks:

Students will have a snack time each morning with their class. Students should bring a healthy snack and drink. Soda, chips, and dessert type snacks are not permitted.

Students are encouraged to eat breakfast. Our children's brains need 20% of all consumed calories. If a student has not eaten since the night before, the student is "running on empty".



Students' Rights:

Students have the right to a safe and orderly environment.

Students have the right to feel safe from threats or bodily harm.

Students have the right to be treated with respect.

Therefore, the school will not tolerate disruptive behaviors, disrespect to each other or staff, and/or verbal or physical misconduct.

At no time may a parent/guardian approach another student about a conflict. Other adults are not allowed to criticize, discipline, or discuss information about another student.

Suspension:

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

Tardy Policy:

Students are expected to be in their classrooms by 8:30 a.m. sharp! Students who arrive after school starts are required to go to the front desk with their guardian and receive a tardy pass. Please do not drop your child off in the parking lot.

Tardy Policy Enforcement:

5 tardies in a 6 week period: parent conference with the principal to determine future strategies for timeliness;

10 tardies in a grading period (12 weeks): letter to parent; conference with parent; may recommend transfer to zoned school.

Weather Alerts:

We follow Pinellas County Schools' decisions regarding school closings.

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

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



Visitors:

To ensure safety and protection for students and staff, all visitors are required to sign in at the reception desk.

The Visitor's Pass must be worn at all times while on the school campus.



NO visitors, including parents, are allowed to go into the classrooms without the consent of the principal. Classroom volunteers and those having scheduled appointments must sign in and then be cleared for class entry by the teacher after being alerted by the office staff.

Visitors to the school during standardized testing must remain in the front lobby.

No one is allowed in the buildings during emergency drills. If a visitor is in the building during a drill or lockdown, they must follow the directions of the teacher.