



# Da Vinci Charter Academy

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Innovative ♦ Inclusive ♦ Collaborative

## **Junior High Student Handbook 2018-2019**

# General Information

Name	Position	Email	Phone
<b>District Office</b>			
<b>Dr. John Bowes</b>	Superintendent		(530) 757-5300
<b>Da Vinci Jr. High Office</b>			
<b>Tyler Millsap</b>	Principal	tmillsap@djud.net	(530) 757-7154
<b>Annie Nelson</b>	Vice-Principal	annelson@djud.net	(530) 759-1615 ext.181
<b>Kala Ebbe</b>	Counselor	kebbe@djud.net	(530) 759-1615 ext. 183
<b>Nancy Cardinal</b>	Administrative Assistant	ncardinal@djud.net	(530) 759-1615
<b>Cynthia Jimenez</b>	Administrative Assistant	cjimenez@djud.net	(530) 759-1615
<b>DVJHS Fax #</b>			(530) 759-1619
<b>Emerson Office</b>			
<b>Scott Thomsen</b>	Principal	sthomsen@djud.net	(530) 757-5430 x111
<b>John Campbell</b>	Vice-Principal	jcampbell@djud.net	(530) 757-5430 x107
<b>Camica Edwards</b>	Counselor	cedwards@djud.net	(530) 757-5430
<b>Deziree Sutliff</b>	Site Secretary	dsutliff@djud.net	(530) 757-5430

## ONLINE RESOURCES

- Davis Joint Unified Website: [www.djud.net](http://www.djud.net)
- Da Vinci Charter Academy Main Website: [www.davincicharteracademy.net](http://www.davincicharteracademy.net)
- Echo Portal: <https://davinci.echo-ntn.org/student.html#/>
- Da Vinci School Loop (For Da Vinci Health & PE classes): <https://dvca-djud-ca.schoolloop.com>
- Emerson Junior High Webpage and School Loop Access (for Emerson elective classes): <https://eme-djud-ca.schoolloop.com/>
- Davis Senior High School Webpage and School Loop Access: <http://dshs.djud.net/>

## 2018-2019 Daily Bell Schedules

<b>Regular Day</b>		
<b>Period</b>	<b>Start</b>	<b>End</b>
<b>1</b>	<b>8:30am</b>	<b>9:20</b>
<b>HR 2</b>	<b>9:25</b>	<b>10:20</b>
<b>3</b>	<b>10:25</b>	<b>11:15</b>
<b>4</b>	<b>11:20</b>	<b>12:10pm</b>
<b>Lunch</b>	<b>12:10</b>	<b>12:45</b>
<b>5</b>	<b>12:50</b>	<b>1:40</b>
<b>6</b>	<b>1:45</b>	<b>2:35</b>
<b>7</b>	<b>2:40</b>	<b>3:30pm</b>

<b>Collaboration Wednesdays (9/12/17 – 5/29/18)</b>		
<b>Period</b>	<b>Start</b>	<b>End</b>
<b>Collab</b>	<b>8:00am</b>	<b>9:20</b>
<b>1</b>	<b>9:25</b>	<b>10:05</b>
<b>HR 2</b>	<b>10:10</b>	<b>10:50</b>
<b>3</b>	<b>10:55</b>	<b>11:35</b>
<b>4</b>	<b>11:40</b>	<b>12:20pm</b>
<b>Lunch</b>	<b>12:20</b>	<b>1:00</b>
<b>5</b>	<b>1:05</b>	<b>1:45</b>
<b>6</b>	<b>1:50</b>	<b>2:30</b>
<b>7</b>	<b>2:30</b>	<b>3:15pm</b>

<b>Assembly Schedule</b>		
<b>Period</b>	<b>Start</b>	<b>End</b>
<b>1</b>	<b>8:30am</b>	<b>9:15</b>
<b>HR 2</b>	<b>9:20</b>	<b>10:05</b>
<b>3</b>	<b>10:10</b>	<b>10:55</b>
<b>4A</b>	<b>11:00</b>	<b>11:40</b>
<b>4B</b>	<b>11:45</b>	<b>12:25pm</b>
<b>Lunch</b>	<b>12:30</b>	<b>1:00</b>
<b>5</b>	<b>1:05</b>	<b>1:50</b>
<b>6</b>	<b>1:55</b>	<b>2:40</b>
<b>7</b>	<b>2:45</b>	<b>3:30pm</b>

<b>Articulation Day (10/11/16 and 03/14/17)</b>		
<b>Period</b>	<b>Start</b>	<b>End</b>
<b>1</b>	<b>8:30am</b>	<b>9:00</b>
<b>HR 2</b>	<b>9:05</b>	<b>9:35</b>
<b>3</b>	<b>9:40</b>	<b>10:10</b>
<b>4</b>	<b>10:15</b>	<b>10:45</b>
<b>5</b>	<b>10:50</b>	<b>11:20</b>
<b>6</b>	<b>11:25</b>	<b>11:55</b>
<b>7</b>	<b>12:00pm</b>	<b>12:30pm</b>

# DVCA COMMUNITY PLEDGE

## **COLLABORATIVE SPIRIT**

*“NONE of us is as strong as ALL of us”*

Act respectfully and responsibly and be mindful of your impact on others as you consider the expectations of yourself and of your community. Contribute to the collaborative vision of the school by embracing and celebrating the diverse voices and the unique characteristics of each individual.

## **PROFESSIONAL ACTIONS**

*“Your choices and actions matter”*

Dress, speak, and act with conduct and appearance that is appropriate for your given situation. Be truthful and take ownership of the situation and of your actions in order to do the right thing, regardless of circumstances. Create and maintain a culture of trust.

## **INNOVATIVE LEARNING**

*“Ready, Fire, Aim!”*

Create and maintain high expectations for ourselves and our school. Invite and offer feedback to improve ideas and collaborate for innovation. Encourage curiosity, embrace uncertainty and search for the (real/useful) truth by articulating our questions, owning our learning and taking risks. Challenge and build on wild ideas, take risks with your learning and embrace and learn from your failures as well as your successes.

## **COMMUNITY MINDSET**

*“Surrender the ME for the WE”*

Teach, learn and include student voice in every decision and interaction. Recognize and build upon the assets of self and others while practicing and promoting equity of voice. Foster the strength of our community with individual choices and contributions that reflect positive regard for all.

## **RESTORATIVE FOCUS**

*“Assume Positive Intent”*

Address problems respectfully, promptly, and appropriately by taking concerns to the people directly involved. Use “I” statements and positive communication to help others consider the impact of their actions. Provide opportunities for others to restore trust and repair relationships.

## **DJUSD MISSION**

The mission of Davis Joint Unified School District, a leading center of educational innovation, is to ignite a love of learning and equip each student with the knowledge, skills, character, and well-being to thrive and contribute to an evolving and increasingly-connected world, through a system characterized by:

- Optimal conditions and environments for all students to learn
- A team of talented, resourceful, and caring staff
- Transforming teaching, learning, and operations in our continuing pursuit of excellence
- Resourceful, transparent, and responsible fiscal planning, and
- A diverse and inclusive culture

**Adopted by the Board of Education March 6, 2014**

## **WE ALL BELONG: SAFE AND WELCOMING SCHOOLS FOR ALL**

On February 2, 2017, the Davis School Board approved a resolution providing a clear and transparent statement that DJUSD shall be a place where all students, employees and families feel welcome and safe regardless of their immigration status, race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or gender expression.

Specifically, the resolution addresses procedures for responding to federal immigration enforcement action as well as policy changes around data collection on student enrollment. The resolution marked an important, first step to begin the process of examining current policies and procedures, educating school employees, and working closely with community partners to ensure that all students and families, including those that are undocumented or marginalized, are able to receive education in a safe and supportive environment. For more information, see the We All Belong page on the DJUSD website.

## **Gender Identity and Expression**

California law and District policy require that all programs, activities and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with these mandates to create a safe and non-stigmatizing learning environment for all students and to ensure that every student has equal access to all school programs, facilities and activities.

State law requires that all students shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with their gender identity, irrespective of the gender listed on the student's records.

School site administration shall coordinate with the District's Student Support Services Department whenever a student requests or the administration identifies a need to accommodate a student's gender identity and/or gender expression. For more information, see LGBTQIA Supports on the DJUSD website.

## **ATTENDANCE**

The success and wellness of all students in DJUSD is important to us. Students are better able to thrive mentally, socially and emotionally when consistently attending and engaging in the daily learning opportunities provided at school.

Studies have shown that 83% of students who are chronically absent in Kindergarten and first grade cannot read at grade level by the third grade. This statistic illustrates how important and powerful consistent attendance is for all students. It is DJUSD's goal to offer student engagement and learning that promotes academic achievement. This can only be successful if students attend school daily and take full advantage of educational opportunities.

Attendance also has a direct effect on the budget of the district. The State of California funds roughly \$42.92 per student, per day and therefore, the higher the attendance rate, the more funding the district receives. If student attendance increases, there will be increased revenue for employee compensation and improved educational opportunities.

Below are some of the reasons that qualify as an excused absence for the State of California. For a more comprehensive list of reasons, please see Attendance and Engagement on the DJUSD website.

- Student Illness and/or medical, dental, optometry or chiropractic appointments
- Attending the funeral services of a member of the student's immediate family (one day if the service is in California and three days if the service is out of state)
- Observance of a holiday or ceremony of his or her religion, attendance at religious retreats
- Serving as a member of a precinct board of an election
- Spending time with a member of the student's immediate family, who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support position

Having an absence excused allows a student to make up missing work but does not provide funding to the district. The only way the district receives attendance funding is for the student to be in class or a sanctioned school activity, to be receiving home or hospital services as requested by a licensed physician, or to participate in short-term independent study. Short-term independent study is available for students who know in advance that they will be absent for five or more school days and enables the student to stay current with coursework provided by their classroom teachers. For more information, see Short Term Independent Study and Attendance and Engagement on the DJUSD website.

- Attendance and success in school go hand in hand! We want you here every day! When you can't be here, a parent or guardian must report your absence by calling the office (530) 759-1615 or you can bring a note that has been signed by your parent/guardian indicating your name, date of absence, and reason for your absence to the attendance office the very next day you return to school.
- If you need to leave early for an appointment, please bring a signed note at the beginning to the day. We will give you a pass for your release time. Remember, always check out and check back in to our office!
- We ask that parents & guardians not text or call students during the school day. Any emergency messages can be delivered to your student through the office.

Attendance Policies:

- You will receive an unexcused absence if you are absent from class without the permission of your parent or a school official.
- Please check Echo whenever you are absent in order to track agendas in your classes and to e-mail teachers and group members.
- You are expected to be on time for your classes to show respect to your group work time and to model professionalism.
- After the third tardy from any class, a parent/guardian contact will be made and community service or other disciplinary consequences may apply.

## **SCHOOL-ISSUED STUDENT LAPTOP USE**

Every student at Da Vinci Jr. High is issued a Chromebook. These devices are property of Da Vinci Charter Academy, and are considered a privilege that may be revoked due to misuse. All students agree to the following upon being checked out a device:

- the device will remain at school in Da Vinci classrooms only unless specifically granted permission to transport it elsewhere
- the device will be used for school/project work only (no games are allowed at any time)

- the student will not eat or drink around the device.
- the student or their family will be responsible (financially or through community service) for any damage that is done to the device.
- the student will follow all directives and instructions, pertaining to the use of the device in classes (i.e. slanting screens, staying in appropriate programs).
- the student will bring any concerns regarding the device immediately to a Da Vinci staff member.
- the student will report any misuse of software or hardware by any other student to a staff member as soon as possible.
- no programs or files will be loaded on to laptops without consent from a staff member
- no malicious files (malware, hacking software, viruses, or any other programs, real or fake) will be loaded onto any device or transmitted via email.
- the failure to follow the above expectations may result in confiscation anywhere from a single class period to the remainder of the school year.

### **PERSONAL CELL PHONES & ELECTRONIC DEVICES**

- At Da Vinci, technology is used as one of many educational tools. To that end, we allow students to “plug in” and use devices when teachers deem it appropriate. Such devices (including cell phones, MP3 players, iPods, etc.) are used to listen to music, take pictures for projects, or look up information.
- Portable Gaming devices such as the Nintendo DS and the Sony PS2 are not allowed to be used during school hours and should not be brought to school.
- Due to our one-to-one computer ratio, a device or phone (“smart” or otherwise) is NOT REQUIRED at Da Vinci.
- Parents and guardians are encouraged to speak with their student about responsible social media use (i.e. texting, Facebook, Instagram, SnapChat), especially students with mobile data plans.
- Students and their families accept responsibility for these items if they are brought to school.
- Students may have cell phones and/or I-pods on campus but may only use them in designated areas (i.e. classrooms and hallways in the Da Vinci B-wing).
- Outside of the Da Vinci B-wing, inclusive of lunch, passing periods, and Emerson elective classes, technology (including ear buds) should be turned off and put COMPLETELY away and out of sight.
- If technology is seen or used other than described above the following will occur: 1st Time – Warning  
2nd Time – Item stored in the VP’s office for the day  
3rd Time – VP will ask parent/guardian to pick up the item and discuss technology guidelines specific to the student and circumstance (loss of ipod/cell phone on campus may be enforced).

### **NEVER ‘BRING-TO-SCHOOL’ LIST:**

**The following items are illegal to possess on any school campus and may result in suspension and expulsion:**

- **Firearms, knives of any kind (including pocketknives), anything that could be used as a weapon, or any look-alike gun or weapon. (ED Code 48900 b)**
- **Alcohol tobacco or drugs of any kind. (Prescription medicine, as well as over-the-counter medication, must be stored in the Nurse’s Office (ED Code 48900 c,h,j)**
- **Matches, lighters, firecrackers, burning anything, stun guns or other explosives.**
- **IN ADDITION, DO NOT BRING;**
- **Aerosol cans, large sums of money, valuables of any kind, unsafe or disruptive wear.**

### **STUDENT PROTESTS AND DISTURBANCES / EXPRESSIONS OF FREE SPEECH ON CAMPUS**

Knowing there are widely held and differing opinions in our Davis community around controversial topics, DJUSD recognizes the rights of students to express their views in exercise of their First Amendment rights. In the case of on-

campus student protests or expressions of free speech on campus, expectations for student behavior will be maintained in order to ensure safety. We also encourage families to discuss with students their views about controversial events.

Generally, normal instruction will continue during any voluntary, organized activity on campus and students who choose to participate in planned, on-campus activities are expected to return to class following such events.

Students who leave class to participate in off-campus or other unauthorized activities will be considered “unexcused.” An initial unexcused absence will result in a phone call notification of the absence to the parent/guardian. Students who participate in a campus disturbance shall be subject to disciplinary action in accordance with Board Policy and Administrative Regulations (See Board Policy 5131.4 and Administrative Regulation 5131.4).

## **BEHAVIOR INTERVENTIONS**

DJUSD is committed to ensuring that school is a safe learning environment for every student. Beyond academics, school can be a place where students learn valuable life skills that will serve them well as adults and serve our society in beneficial ways. To that end, DJUSD takes a comprehensive approach to matters involving rights, responsibilities, discipline, and restoration.

School staff regard all students as their responsibility to teach, guide, and support. Thus, just as in a home with parents/guardians, all students at school deserve to be treated consistently with care, hope, and positive attitudes. Our goal in responding to harms to others or the community, including breaches of rules or policies, is to have students understand the effects and impacts of their actions, to be accountable for those actions, and to take the opportunity to make things as right as they can be. Clear and appropriate consequences are part of this effort by school staff to educate and to encourage positive, productive student behavior.

DJUSD does not allow corporal punishment at our district under any circumstances. Physical restraint may be used only to prevent imminent serious bodily injury to the student or others.

If the school site administrator determines a violation of education code has occurred, a suspension may be delivered. If the parent/guardian does not agree with the suspension, they may file an appeal. Specific information about the appeal process can be found on the suspension form.

## **DRESS CODE**

**DJUSD RECOGNIZES THAT THE RESPONSIBILITY FOR THE DRESS AND GROOMING OF A STUDENT RESTS PRIMARILY WITH STUDENTS AND THEIR PARENTS OR GUARDIANS.**

The District’s goal is to promote student safety and to create a respectful community that is welcoming to all students. The District Dress Code policy applies to all schools in the district.

Allowable Dress and Grooming:

- Students must wear clothing which includes a shirt with pants, skirt, dress, or the equivalent
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments; however, waistbands and bra straps may show
- Fabric covering all private parts must not be transparent
- Footwear must be worn at all times, and must not limit student participation in school activities
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff (hoodies must allow the student’s face and ears to be visible to staff)
- Clothing must be suitable for all scheduled classroom activities including physical education (PE), science labs,

wood shop, and other activities where unique hazards exist

- Specialized courses may require specialized attire, such as sports uniforms or safety gear

#### Non-Allowable Dress and Grooming:

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances
- Clothing may not depict violence, obscenities, pornography, nudity, or sexual acts
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups
- Clothing must not threaten the health or safety of any other student or staff member

Generally, students who do not follow the dress code will be referred to the school office to correct the issue, which may include changing into PE clothes, wearing a t-shirt provided by the school, or being sent home to change. Every effort will be made by school staff to avoid embarrassing or shaming the student. All corrective actions will be reported to the parent/guardian.

#### **Tobacco**

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles.

The products prohibited include any product containing tobacco or nicotine, including, but not limited to cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

This prohibition applies to all employees, students and visitors at any school sponsored instructional program, activity or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or ground shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

For more information, see Behavior Interventions and Dress Code the DJUSD website.

#### **NONDISCRIMINATION AND BULLYING PREVENTION**

Davis Joint Unified School District is committed to making the schools free from unlawful discrimination and providing equal opportunities for all individuals in education. The District prohibits discriminatory practices whose purpose or effect has a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment. The District promotes programs that ensure that discriminatory practices are eliminated in all district activities, and if a student benefits or receives school accommodations in their coursework, they may also benefit from similar accommodations in extra-curricular or co-curricular activities.

Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal.

In addition, the District strives to ensure that every student experiences a safe and welcoming school environment, free from bullying. When students do experience or witness bullying, schools offer a variety of supports, such as counseling, check-ins, social skills groups, and other programs or services. This is to ensure that students feel safe at school and understand what to do whenever confronted with bullying behavior. Interventions may be offered to the target, aggressor, or bystander.

## **Sexual Harassment**

The District is committed to maintaining a safe school environment that is free from harassment and discrimination. Sexual harassment or sexual violence of students at a school-sponsored or school-related activity is prohibited. In addition, the District prohibits retaliatory behavior or action against any person, who reports, files a complaint or, testifies about, or otherwise supports a complaint or respondent in alleging sexual harassment.

According to California Educational Code, sexual harassment means: unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of these conditions:

- Submitting to the harassment is explicitly or implicitly made a condition of an individual's academic status or progress
- Submitting to, or rejecting, the conduct impacts academic decisions affecting the individual
- The harassment has a negative impact upon the individual's academic performance, or creates an intimidating, hostile, or offensive educational environment
- Submitting to, or rejecting, the conduct impacts decisions affecting the individual regarding benefits and services, honors, programs, or activities made available by the educational institution

The District strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or the Director of Student Support Services.

## **Title IX**

No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. If you have questions or a complaint related to sex discrimination, contact the Department of Student Services.

## **Complaint Process**

When a parent or student has a complaint they are encouraged to talk to the school employee directly involved in the situation. If the issue cannot be resolved there, then the principal will intervene and strive to resolve the issue to the satisfaction of the parent and student. When parent or student complaints cannot be resolved at the site level, the Student Support Services Department conducts an investigation and provides a formal written response. Similarly, when there is complaint regarding a compliance issue, the department investigates and responds to items related to Americans with Disabilities Act, Williams Act, ACLU and Office of Civil Rights, or any other compliance agency.

For more information, see Complaints and Bullying Prevention on the DJUSD website.

## **EMERGENCY PROCEDURES**

- An All-School Safety Week is held in both the Fall and Spring semesters. All teachers and students discuss and practice safety procedures specific to that classroom in all periods of the school day. It is imperative that students know what to do and where to go in an emergency.
- In the event of an emergency the DJUSD central office will post announcements via email, phone, text, and Facebook.
- In an emergency our priority is student safety and allowing emergency personnel to manage a crisis first. We will do our best to inform families of how to get information and to their student without interfering with our first responders (police, fire, etc.).
- Evacuation: Used for fire, bomb threat, gas leak, chemical leak in laboratory.

- Evacuation maps are posted near the door of each room.
- In the event of an evacuation, students will leave their belongings in classroom and move in an orderly and quiet fashion to designated area on the evacuation map.
- Students should stay with your class at all times for roll call.

**Shelter in Place/Duck and Cover, Lock Down:** Used for earthquake, stranger on campus, gunfire. The procedure is as follows:

- Lock Classroom door. Cover window opening on door. Help teacher barricade door if necessary.
- Move away from windows and close room curtains. Seek shelter behind or under whatever is available.
- Allow no one to enter or leave the room once room is secure.
- Remain calm, patient and QUIET.

### **EXCUSE FROM P.E.**

- If you cannot participate in Physical Education, have your parent/guardian write a note.
- After 3 days, you must have a note signed by a doctor detailing activities you may not do and for how long.
- If you need to be excused for more than three days, see your counselor for the PE Exclusion/Limitation form. Please make the teacher and your counselor aware of any on-going medical problems.

### **INSURANCE**

- Insurance is not provided by the school.
- A form for purchasing insurance will be included in a pre-school mailing or will be available on the District website.
- Insurance is required for all students who are competing in school-sponsored athletics.

### **LOCKERS**

- A locker will be assigned and loaned to you for your use.
- Anything assigned to you by the school and kept in your locker is your responsibility.
- Do not give your combination numbers to anyone.
- Report locker problems to the office.
- Do not kick or overstuff your locker. This causes damage to school property and is a form of vandalism.
- Food should not be kept in your locker for more than a morning. Routinely clear out your locker of things that you don't need.
- Lockers are school property and may be opened by school staff for periodic maintenance and/or to maintain a safe school environment.

### **LOST AND FOUND**

- Label anything you bring to school. Items labeled with your name are easily returned if they are lost!
- Lost and found areas are located in the Indoor Commons, PE locker room, and in the Emerson and Da Vinci Offices
- Parents may check "lost and found" areas.
- Items that are not claimed by the end of each semester are given to local charities.

### **LUNCHTIME: DESIGNATED EATING AREAS**

- You may eat in the Indoor Commons, the Outdoor Commons, or in the area where the picnic tables are located.
- Teachers may allow students to eat in their classrooms or inside the "B" wing and courtyard when they are available to supervise.
- You may eat designated areas. Any area where trash is left repeatedly will be closed.
- Da Vinci teachers and staff will collaboratively supervise the campus during the lunch period.
- Clubs and activities are often hosted during lunch and will be announced throughout the year.

### **LUNCHTIME: FOOD INFORMATION**

- You may purchase a variety of food and drinks in the Indoor Commons.
- Free and reduced price lunches are available for students who qualify. Application forms for free and reduced lunches were sent home in the back-to-school packet in August. All forms and information are available here: [http://www.djUSD.net/Applications\\_for\\_Lunch](http://www.djUSD.net/Applications_for_Lunch)
- Parents and guardians may put money into their child's account so that they do not have to bring cash to school. Go to <https://www.myschoolbucks.com> to register.

## **FREE OR LOW-COST MEALS**

Free or low cost meals are available for eligible students. For more information, see Student Nutrition Services on the DJUSD website.

## **MEDICATION**

- Parents/guardians must check with the office to arrange for the dispensing of prescription medicine. We'll be glad to help with the proper forms needed.
- Parents/Guardians must complete a medicine dispensation informational sheet prior to their child taking medicine in the school office or while at any school event.
- The law does not allow a school employee to give an over-the-counter drug to students.
- Non-prescription drugs, e.g. aspirin, are NOT available from staff at the school site.

## **PHOTOGRAPHS – SCHOOL PICTURES**

- All students must have their photograph taken whether or not they purchase a picture packet so that their student body card can also serve as a photo identification card.
- Information will be provided at the beginning of the school year.

## **STUDENT BODY CARDS**

- Every DaVinci student will be issued a student body identification card.
- This identification card will also be used as a library card.
- If you lose your card, go to the library during lunchtime to find out when you can replace your card. A replacement fee of \$5.00 will be charged.
- A current identification card is required to get into any Emerson/DaVinci school dance.

## **TRUANCY**

- California Education Code 48260 states that a student who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year or a combination thereof, is a truant and shall be report to the attendance supervisor or to the superintendent of the school district.
- The daily attendance phone messaging system calls student's homes to report any missed or unverified class periods during the school day. If there is a question or error, please let the specific teacher or office know (ext. 101).
- Your parents will be informed by letter or phone call if their student has excessive absences or truancies.
- If anything (i.e. illness, transportation, etc.) interrupts your ability to get to school please contact the office so that we can work to support you getting to school.

## **VISITORS/PRESENTERS/PANELISTS**

- All visitors should check in with the front office.
- All adults will be required to scan a valid CA Driver's License and wear an ID badge while on campus.

## **VOICE MAIL / E-MAIL**

- Staff members may be contacted by voice mail or e-mail. Parents and guardians who have any variety of questions or concerns related to their child or school are encouraged to discuss it first with their child's teacher and know that support staff (counseling and administration) are available as well.
- Our staff endeavors to respond to calls and emails within 24 hours (non-inclusive of weekends), but some issues may take research or further inquiry prior to response. If you do not receive a response, please contact the Vice-Principal for assistance
- Teachers may check e-mail over weekends but if you have a more pressing need please call prior to a weekend.

## Academic Information

### GRADES

Every Da Vinci class uses Expected School-wide Learning Results (ESLRs):

Curricular Literacy  
Written  
Communication Oral  
Communication  
Critical Thinking  
Learning Mindset  
Professionalism  
Collaboration

- Class grades are categorized and determined by these ESLRs.
- Echo is our online Learning Management System. All students have an account; parents/guardians may request a parent account at any point throughout the year.
- Grades will be mailed to your home at the end of each quarter.
- Progress reports are mailed home halfway through each grading quarter – approximately 4½ weeks between each quarter. If a student’s class work is at average (C grade) or above average, the teacher may not indicate a grade on **the progress report card.**
- **Grades range from “A” for Outstanding to “F” for Not Passing.**
- **Da Vinci classes will take missing work from students for one week after the culmination of the unit or project (e.g. all assignments collected during the Project for “Monumental” will be due one week after Monument night presentations). Late work will receive a 40% in Learning Mindset & Professionalism and be scored in other ESLR’s (Curricular Literacy, Critical Thinking, etc.) according to quality of work.**
- **All Da Vinci classes use 40% as the lowest grade possible, with the exception of academic dishonesty.**

### HOMEWORK AND CLASSWORK

- Any homework assigned will follow the DJUSD Homework Policy (available at [www.djUSD.net](http://www.djUSD.net)).
- Coursework can be gauged by reviewing daily agendas in Echo. On these agendas you should see reading, math practice and practice of presentations for work to be done at home.
- Students will be given time to complete all group work while in class.
- Most work will be submitted through Echo using Google Apps for Education

### INDEPENDENT STUDY

- Contact our office if you are going to be away from school due to personal necessity for more than 5 school days and less than 15 school days. The Da Vinci Independent Study Request form is available on our website: [www.davincicharteracademy.net](http://www.davincicharteracademy.net).
- Staff requests as much notice as possible for anticipated absences so that group work and independent study can be deliberate.
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### MAKE-UP WORK

- If you miss a class for any reason, it is your responsibility to arrange with your teachers to make up missed work.
- Use Echo to keep up with assignments and communicate with team members
- When absences are for illness or other excused reasons, work can be made up without penalty.
- Late work will be accepted in your Da Vinci classes and will be graded in the following way:
- Learning Mindset grade will be 40%.
- Grades in other ESLR categories will be graded in true to the Written Communication shown, Critical thinking displayed, etc.

### QUESTIONS/CONCERNS WITH CLASSES/TEACHERS

- If you are experiencing problems with a class please know that teachers, counselors and principals want to help.
- Please see us if problems are big or small and about anything that impacts how you feel about school or your classes.
- If you need additional support with your classes you can attend After School Study Space or Math Tutorials and get assistance with assignments.
- You may request a Student Study Team, or SST, conference so that our team can help support you. Our counseling staff

will arrange a meeting of all important team members.

## **PROMOTION/RETENTION POLICY**

7th and 8th graders must pass required academic courses: English, Social Studies, Science.

Students who do not pass these courses will be invited to DJUSD summer school in order to ensure readiness for the next grade level.

9th grade students are in high school, and credits are earned for either high school graduation or college admission (a-g requirements).

Our counseling staff will have resources and informational meetings for families throughout the school year.

## **REQUIRED CLASSES – 7<sup>th</sup> GRADE**

World Studies (English 7 & Social Studies

7) Mathematics

Physical Education 7

Science 7

Research and Communication (R&C)

## **REQUIRED CLASSES – 8<sup>th</sup> GRADE**

American Studies (English 8 & U.S. History

8) Mathematics

Physical Education 8

Science 8

## **REQUIRED CLASSES – 9<sup>th</sup> GRADE**

English 9

Mathematics

Physical Education

Geography (1 semester)/ Health (1 semester)

Biology

## **TESTING**

- 7<sup>th</sup> and 8<sup>th</sup> graders will participate in CAASPP testing in the spring. Results will be available to parents/guardians in the fall. Students will be tested in Math and English. Scores are used as only one part of a student's academic profile. For more information, please contact our office.
- 7<sup>th</sup> and 9<sup>th</sup> grade students participate in the CWRA, a New Tech College and Career assessment. For more information, please contact our office.

## **Library Information**

### **LIBRARY HOURS**

The library is open from 7:30 to 4:30 Monday – Thursday, and 7:30 to 3:30 on Fridays.

### **LIBRARY RESOURCES**

#### Online Card Catalog (OPAC)

- The holdings of the library are in a computerized database for easy searching. A modified version is available online on the Emerson JHS school webpage [emerson.djUSD.net](http://emerson.djUSD.net)
- Reference books such as encyclopedias, almanacs, dictionaries and atlases are available to use in the library. You may check out one reference book at a time for overnight use only.
- Fiction books are shelved alphabetically by the author. Nonfiction books are arranged by Dewey Decimal number. These books may be checked out for two weeks. You may have up to four books at one time.
- Magazines are also available. Current issues may be read in the library only. Back issues may be checked out for two weeks.
- Audiovisual materials may only be checked out by staff members.
- Online databases include EBSCO periodicals and Grolier encyclopedias. Passwords can be obtained in the library.

### **COMPUTERS**

- A networked lab of desktop computers and laptops are available for student use in the library. Additional laptops are available for use in classrooms.

- Students must have a signed Acceptable Use Policy (AUP) on file in order to use the computers.
- Programs are available for word processing, spreadsheets, databases, reference, and Internet access.
- Computer use expectations are:
- Abide by the AUP.
- Do NOT share your password with anyone.
- Computers are to be used for schoolwork only.
- Please treat computers with respect at all times by alerting teachers to problems or needs for repair and by following classroom expectations and procedures.
- It is unprofessional and against the AUP to play games on school computers.

## **ACCIDENTS/INJURIES**

- Report any accident immediately to a teacher or office staff (Emerson or Da Vinci)
- First aid will be given as needed. If medical attention is needed, parents will be notified so that they can make arrangements for medical treatment.
- Be sure to let someone in the Attendance Office know if your emergency information (e.g.: home phone number, parent work phone numbers, emergency contact people, etc.) changes during the school year.

## **Student Support Services**

### **COUNSELORS**

- The counseling office is open during the school day as well as before and after school.
- To see a counselor, students fill out a request slip in the counseling office before class, during the passing period or during lunch. Then you will be called out of class as soon as possible. Parents may talk to your counselor in person or by telephone.
- Counselors' conversations with students are confidential unless the student reports any concern that he/she is in danger or is a danger to others.

### **COUNSELORS' ROLES**

- To assist students in personal or social development.
- To monitor students' academic progress
- To provide guidance/resources for future educational planning.
- To facilitate student study teams for assessing student strengths and challenges in order to problem solve.
- To have someone to talk with about whatever is on the student's mind.

### **PEER HELPERS**

- These are students who have been specially trained to help other students deal with problems occurring in or out of school.
- To see a Peer Helper, fill out a Peer Helper request slip in the counseling office.
- A Peer Helper will arrange a time to talk privately with you.

### **COUNTY AND COMMUNITY RESOURCES**

Davis Police Department School Resource Officer ([www.cityofdavis.org/police](http://www.cityofdavis.org/police))

- School Nurse
- Speech and Language Therapist
- School Psychologist
- District Crisis Intervention Manager
- The ASK Teen line is available 24 hours a day, 7 days a week through Yolo County Suicide Prevention and Crisis Services. (530) 753-0797.

### **STUDENT SUPPORT PROGRAMS-AFTER SCHOOL**

- Student Study Space is provided for students who need help with homework or just need a quiet place to study. It is open Monday through Thursday from 3:30 until about 4:30 pm.
- Math tutorial is offered Monday through Thursday 3:35 until 5:00 pm. See daily bulletin for schedule of rooms/teachers.

- Students may use the library for study, research, and/or computer access Monday through Thursday from 3:30 until 5:00 pm.

## **WHERE TO GO FOR HELP**

Every student has a right to live in a safe environment without fear. Child abuse can be physical, emotional or sexual.

Tell your counselor if you or someone you know is being abused.

You or your friend will get the help and support you need.

Students may speak with their counselor, teacher, or administrator in confidentiality unless the person of concern is in any position of personal danger.

## **Campus Conduct**

### **RIGHTS, RULES, and RESPONSIBILITIES**

- We endeavor to maintain Da Vinci Jr. High as a pleasant, well-maintained environment where students learn in a setting that is safe, caring and cooperative.
- Students are expected to honor the community pledge and the rights of others.
- Teachers have the right to teach and students have the right to learn.
- All rules apply while at school, while traveling to and from school, and while attending any school activities.
- Students will be part of a progressive discipline cycle if choices are impacting safety or our culture.
- Consequences are determined based on a variety of factors, including the seriousness of the offense, the frequency of the student's misconduct, the potential effect of the misconduct on others and on the school environment, DJUSD Board Policy and the California Education Code.
- Restorative Practice: The Da Vinci staff has been trained in restorative practice, which provides for equity of voice and fair process in conflicts or discipline matte

### **CLUBS**

Clubs are formed based on student or teacher interest.

If you have an idea for a club, find a teacher to be a sponsor. Clubs meet at lunch, after school, or other times.

### **DANCES**

To enter a school dance, you must present a current student identification card. Several dances are held during the school year.

The dances begin at 7:30 p.m. and end at 9:30 p.m.

There is music and dancing in the Indoor Commons. The gym is open for basketball, volleyball, etc. Refreshments **are sold**. Students must arrive by 8:00 p.m. and stay until 9:30 p.m.

If you plan on attending the dance, you must have attended school that same day. The school dress code must be followed.

These dances are hosted by and are for Emerson and Da Vinci students only. All school rules apply.

Students must be picked up promptly at 9:30pm.

### **SPORTS**

#### **ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES**

The student must earn a grade average of "C" (2.0 GPA) or above during the immediately preceding marking period.

Grades will be averaged without regard to plus or minus signs.

The student must be enrolled in the number and types of courses that will enable him/her to fulfill graduation requirements.

\*\*\* Students who have not cleared their detentions will not be allowed to practice or play until their disciplinary record has been cleared.\*\*\*

Students cannot be excused from physical education and play in an after-school game.

Any student who is suspended from school for disciplinary reasons shall be excluded from all extra-curricular activities and all co-curricular activities, except during regularly scheduled class time, for a period of up to 5 weeks depending on the length of the suspension. The exclusion from extra- and co-curricular activities shall begin on the same day as the suspension from school.

### **7<sup>th</sup>/8<sup>th</sup> GRADE SPORTS**

**August/September**

Cross Country 7/8 Boys / Girls

Volleyball 7/8 Girls

**October/November**

Basketball 7th Boys / Girls

**December/January**

Basketball 8<sup>th</sup> Boys / Girls

**February/March**

Soccer 7/8 Boys / Girls

**April/May**

Track 7/8 Boys / Girls

**9<sup>th</sup> GRADE SPORTS (@ DAVIS SENIOR HIGH SCHOOL)**

Please visit the DSHS Athletic department website







