



DA VINCI TREE ACADEMY

Parent and Student Abridged Handbook

2019-2023

V.9 Last Updated 08/09/22

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Da Vinci Tree Academy

A Public Charter School of STEM Arizona

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STEM Arizona Governing Board

Board President Juan Urbalejo

Vice President Matt Roll

Board Member Shuang "Alec" Chen

Board Member Felicia Chew

Board Member Mark Romero

Da Vinci Tree Academy Administration

Principal Matt Roll

SPED Director Diane Crenshaw

Back Office Administrator Kerri Barbero

Front Office Administrator Jade Marshall

Book Keeper & Technology Coordinator Josh Barbero

Vision and Mission

Vision Statement

Da Vinci Tree Academy empowers students to become productive and successful citizens, well prepared for college, careers, and life in a global economy.

Mission Statement

Da Vinci Tree Academy's mission is to provide students with a challenging, well-rounded learning environment with special emphasis on (STEM) Science, Technology, Engineering, Mathematics, and Literacy to inspire creative, analytical thinking that prepares them for college and improves their opportunities in a global technological economy.

Foundational Beliefs

1. A safe and caring environment paired with a small class size is the best way to grow a student's academic and social well-being.
2. Students with an educational background in the fields of science, technology, engineering, math, and literacy are more competitive in the new, global economy.
3. Teacher effectiveness is directly related to, and should be measured by, student growth and achievement.
4. Inquiry-Based and Hands-On Learning increases higher-order thinking and an understanding of complex topics.

Logistical Basics

Research shows that longer school days and longer school years are beneficial for student achievement. Accordingly, **school starts every morning at 8:00 AM and ends at 3:30 PM**. In a typical year, the school year runs from **the first week in August to the first week in June**.

School Calendar 2022-2023

Da Vinci Tree Academy

2022 – 2023 School Calendar

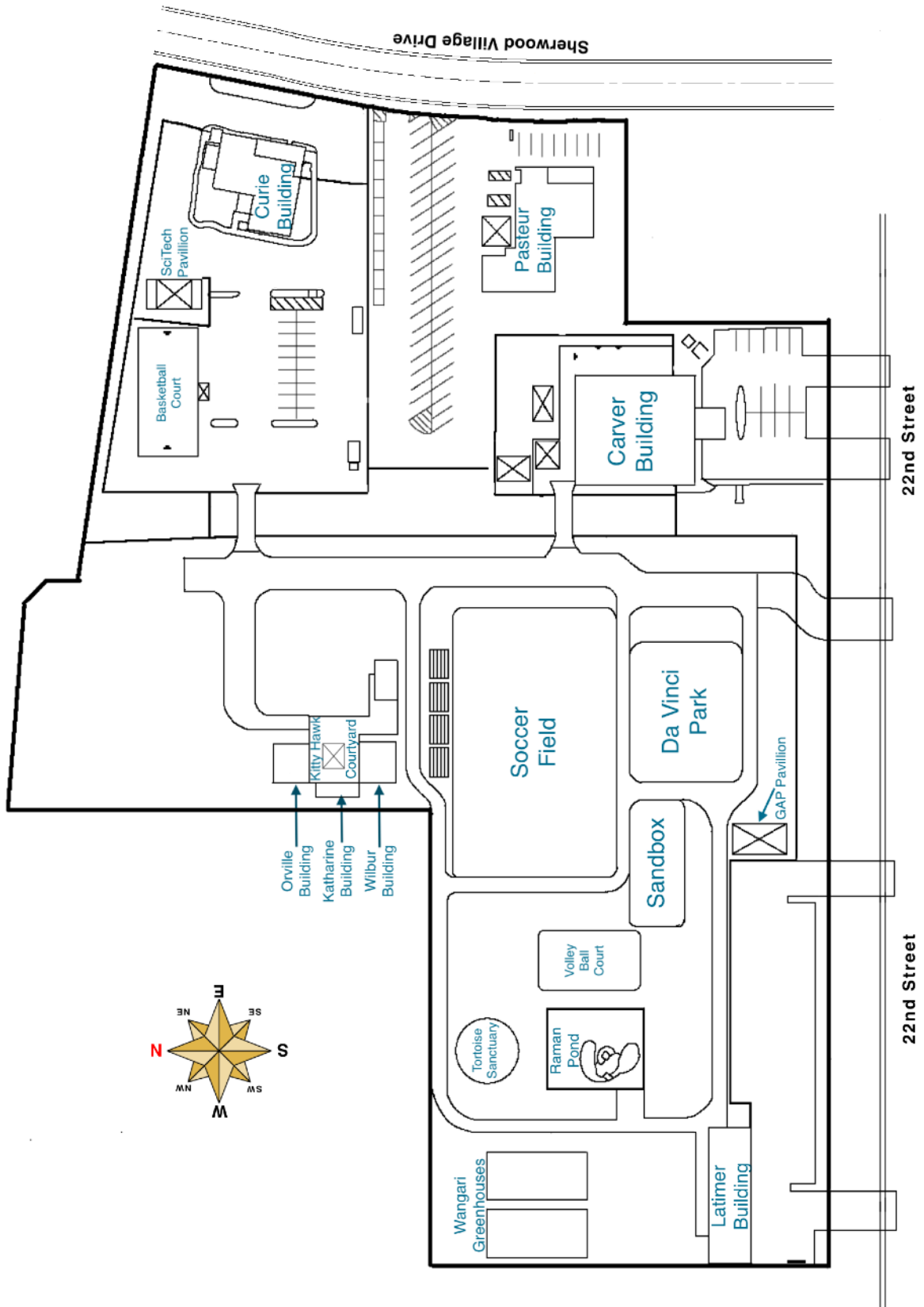
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December 2022							January 2023							February 2023							March 2023						
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April 2023							May 2023							June 2023							July 2023						
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30																				30	31						

Important Dates	
Aug 4 th – First Day of School	Nov 11 th – Veteran’s Day
Sept 5 th – Labor Day	Nov 17 th to 18 th – Parent/Teacher Conf
Oct 10 th – Indigenous Day	Nov 23 rd to 25 th – Thanksgiving Break
November 8 th – End of Trimester	Dec 26 th to Jan 6 th – Winter Break
	Jan 16 th – MLK Day
	Feb 23 rd to 24 th – Rodeo Break
	March 3 rd – End of Trimester
	March 9 th to 10 th – Parent/Teacher Conf
	Apr 10 th to 14 th – Spring Break
	May 29 th Memorial Day
	June 9 th – End of Trimester
	June 14 th – Last Day of School
	Red – First/Last Day of School
	Teal – Half Days (every 3rd Friday of the Month)
	Purple– Parent/Teacher Conferences
	Orange – End of Trimester
	Pink – School Closed

Campus Map



Student Supply List

Da Vinci Tree Academy's student supply list is a voluntary list of items the school recommends students bring both for their own personal use and for use in the class. Teachers may have their own lists of recommended supplies in addition to those recommended by the school. Please let the Office Manager know if you have any questions or concerns about the recommended student supply list.

In grades Kindergarten through 5th, students only need the supplies on the left. Students in 6th through 8th grades are recommended to have all of the supplies on both the left and the right sides of the list.

All Grades

To share with the class:

- Large boxes of Kleenex
- Clorox/Lysol Wipes (to sanitize desks)
- Paper towel rolls
- Lined filler paper (recycled is fine)

For each individual student:

- 1-2 dozen No. 2 Pencils sharpened
- 3 glue sticks
- 2 pencil erasers (pink or white)
- A set of colored markers
- A set of crayons (make sure it contains the eight basic colors)
- A set of colored pencils
- A binder
- Six pocket folders for the binder
- One pair of student scissors
- Red pens for correcting
- Ruler with inches and centimeters
- One highlighter
- One small pencil sharpener with cover
- One zip-up backpack
- Large Pack of index cards for flashcards
- Pencil Box

To share with the class:

- College-ruled lined filler paper (recycled is fine)

For each individual student:

- 1-2 dozen No. 2 pencils (mechanical okay)
- Blue or black ink pens
- A large eraser
- One package of sheet protectors
- Binder dividers for 3-Ring Binder with at least 5 dividers

Additional for Grades 6 and Up

Attendance

Regular attendance and being on time are two things that help students have a good attitude toward school. The parent/guardian is charged with the responsibility for his/her child's attendance at school. (A.R.S. 15-802, policy section 5.1.1)

Absences and tardiness are upsetting for students. Both disrupt their schedules, require readjustment to the class routine, and slow down learning. Boys and girls should be in class every day unless they are ill. It is very important that the school is notified as soon as possible if a student will be absent or tardy. Please call the attendance line if your child is ill and will be absent. Your message should include your name, the child's name, classroom teacher, date(s) of absence, and a reason for the absence. An early call to the school will save time and help protect your child. If the school is not notified before noon of an absence, a call is made to check on student's attendance, and reason he/she is absent.

Students with absences in excess of 10% of the entire year will be reviewed for extenuating circumstances by school administration. If no extenuating circumstances exist, school administration will warn parents that any further unexcused absences will result in the grade level retention of their student. Since the typical school year at Da Vinci Tree Academy consists of 200 school days, this would represent a student missing more than 20 days of school (an entire calendar month).

Attendance -J-0511 JE-R Student Attendance

The right and privilege of attending public schools carries with it certain responsibilities on the part of both the parents and students. Parents and students must recognize the direct relationship which exists between academic success and regular school attendance.

Excessive absences by our definition are 5 days in one quarter/trimester; 10 days in two quarters/trimesters and 15 days in three quarters/trimesters of the school year. School administrators are authorized to excuse students from school for necessary and justifiable reasons. The parent(s) of students with excessive absences may be considered truancy, therefore; communication with school administration staff is important when your student is absent. Failure to meet this standard will lead to a loss of credit unless extenuating circumstances exist. Compliance is ultimately the responsibility of the student and his/her parents or guardians.

Students, ideally, should remain in school. Only when absolutely necessary should they be absent, as much of the classroom activity cannot be duplicated or repeated. Regular attendance is the key to much of the success a student may gain from his/her school program.

Definition of Absences:

A student who is not seated in their assigned seat when a teacher is taking attendance will be considered absent. A student not in his/her assigned class 10 minutes after the tardy bell is considered absent. According to A.R.S. 15-803, absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days as prescribed in A.R.S. 15-802.B.1. After 10 consecutive absences, the student will be withdrawn unless a serious medical condition documented by a medical doctor is filed with the school. Da Vinci Tree Academy Board

Policy specifies that “excused absences are subject to approval by the PRINCIPAL. However, the parent must notify the school concerning the absence.”

Absences shall be considered excused when they result from:

1. Doctor or dental appointment verified with an appointment slip or note.
2. Serious family illness or bereavement verified by parental contact or note.
3. The student is absent due to a prearranged event whereby the parent/guardian notified the school office of the date/time of the absence and school administration approves the absence. An excessive amount of prearranged absences during a school year, however, could result in a student being placed on an attendance contract.
4. Court appearances verified with an appointment slip or note.
5. A phone call or note from a parent excusing the student from school is necessary to inform the school that the student is not ditching.
6. A phone call or note from a parent excusing the student from school is necessary to inform the school that the student is not ditching, but it’s not considered excused according to state law ARS 15-803.

Unexcused Absences:

Absences which do not satisfy items 1-5 above will be considered unexcused. Each ditch/truancy represents an unexcused absence.

Procedure for Reporting Absences:

Documentation must be provided within 24 hours of a student’s return to class. Failure to verify an absence within one school day will result in the absence remaining unexcused. An administrator may accept a documented absence (excused) for an unforeseen circumstance if presented within 72 hours.

Parents/guardians are required to call the school or provide notes to explain absences.

Makeup Work from Absences:

Students returning from an excused absence will have an amount of time equivalent to the number of days absent to make up work assigned during the absence. It will be the student’s/parent’s responsibility to see his/her teachers about arrangements to make up missed work and assignments immediately upon returning to school.

Leaving Early

For the safety and protection of all children, students are not allowed to leave their classrooms before our regular dismissal time without the parent or guardian personally signing the child out. When taking students from school early, please keep disruptions to a minimum since this is instructional time. The adult checking the child out of school must provide a picture ID and be listed as an emergency contact. We are unable to excuse students early on the basis of a note or telephone call from parents.

Tardiness

A student who arrives at school after the school day begins will be considered tardy and must be signed in by a parent or guardian. Tardy students need to report to the front office to receive a tardy pass to class. Repeated instances of tardiness will result in disciplinary action. K-5 students may receive three tardies per quarter without consequences. Students must be present 50% of the school day in order to participate in athletics and extra-curricular activities. Students who arrive to school after the start of the day must be signed in by a parent or authorized adult. Ten minutes after the tardy bell/class begins, a student may be considered absent.

Truancy/School Attendance

Arizona State law (A.R.S. 15-803) states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless there is a valid excuse. Please refer to the following Arizona Revised Statutes for more information:

A.R.S. 15-346 Policies and procedures concerning pupils with chronic health problems; definition
15-802 School instruction; exceptions; violations; classification; definitions
15-804 Attendance officer; appointment; salary
15-805 Attendance officer; powers and duties
15-807 Absence from school; notification of parent or person having custody of pupil; immunity
15-873 Exemptions, nonattendance during outbreak

Absences will affect eligibility for participation in extra-curricular activities. If a child is home ill during the day, they will not be allowed to practice, play in a game, or attend an after school activity that day.

Curriculum and Instruction

Grades/Codes

In all grades, students will be given a percentage grade. These grades can be constantly monitored online with the school's system, Infinite Campus. Each parent/guardian and student has their own login and password. Information can be obtained from the School Registrar starting in September.

Unless specifically directed otherwise by a student's classroom teacher, the grade percentages are cataloged as follows:

- 90% and higher = A
- 80%-89% = B
- 70%-79% = C
- 60%-69% = D (This is the lowest grade that is still considered "passing")
- 59% and below = F

Students must pass more than half (50%) of their "core" subjects in order to be promoted to the next grade level. While Da Vinci Tree Academy has a focus on Science, Technology, Engineering, and Math, we readily agree that there are prerequisites to being successful in those subjects. Accordingly, the following subjects are considered "core:"

- English Language Arts (ELA) - This includes subjects like Spelling, Grammar, Writing, Literature, and Reading. This category may be split out into multiple categories at the teacher's discretion.
- Mathematics (Math) - This includes subjects like Math, Number Sense, Geometry, and Algebra. This category may be split out into multiple categories at the teacher's discretion.
- Science - This subject may not be split into multiple categories, it only counts as one "core" subject.
- Social Studies - This includes subjects like American, Arizona, or World Histories, Current Events, and Cultural Studies. This subject may not be split into multiple categories, it only counts as one "core" subject.

All students will have a minimum of four "core" subjects. This means that students with only four "core" subjects must pass at least three out of those four subjects with a cumulative average of 60% or higher. Since ELA and Math can be split out or subdivided into individual categories, many grades will have more than four "core" subjects at their teacher's discretion.

Homework

Homework is part of our academic program at Da Vinci Tree Academy. It is expected to be completed on time. Homework is assigned to reinforce skills and information that are a part of the daily instructional process. Homework guidelines will be included in each teacher's syllabi or letter to parents.

Honor Roll and Other Student Accolades

Honor Roll (Grades 1-8): Students who have all A's and B's with no grade falling below a B.

High Honor Roll (Grades 1-8): Students who have straight A's.

Student of the Trimester: Every teacher will pick one Student of the Trimester who stood out as having a great Trimester.

Student of the Year: Every teacher will pick one Student of the Year at the end of the year. This student best exemplifies the values of Da Vinci Tree Academy for their class.

Cosmonaut of the Year: Every year, Da Vinci Tree Academy's administration (not the teachers) will pick one student among all of the students nominated for Student of the Year. This student will win the school's highest honor, Cosmonaut of the Year. The Cosmonaut of the Year shall be featured indefinitely on the school's award wall in the Curie Building's front office.

Graduation

Every year the school holds a graduation ceremony for all its graduating kindergarteners and 8th graders. Since this ceremony is the last assembly of the year and all students are in attendance, we also issue all of our other awards to all grades including but not limited to honor roll, high honor roll, perfect attendance, Cosmonaut of the Year, and others.

Da Vinci Tree Academy's Graduation Theme Song is "Time Adventure" by Rebecca Sugar. Students and parents alike will affectionately recognize the song as being from the final episode of the popular cartoon show "Adventure Time."

Parent/Teacher Conferences

Parents are welcome to meet with their child's teacher for a conference at any time during the school year. Conferences may be arranged by calling the school office or contacting your child's teacher directly. Formal conferences between parents and teachers are scheduled during the first and third quarter of the school year. Parent/Teacher Conferences provide an opportunity to review children's progress in all areas of their school experience.

Progress Reports

Formal trimester report cards are issued to students. In addition, a short progress report may be issued at mid-trimester. The Infinite Campus Grade Book is open for all parents to download to monitor the progress of their children, which largely defeats the purpose of a progress report.

Promotion/Retention

The purpose of student promotion and retention is to place students in our school program where their educational needs will be most appropriately served. Parents will be contacted at the end of the first grading period if their child is not meeting the standards. A parent conference will be requested at the end of the second grading period if the student continues to achieve below his/her expected level.

Summer school may or may not be offered depending on the needs of the school year. If summer school is offered, it will generally not be free as the State of Arizona does not fund Da Vinci Tree Academy in the summer. When/if summer school is offered, students with a cumulative academic GPA below 49% are welcome to attend, but will not advance to the next grade level even if they pass the summer school course. Students with a cumulative academic GPA of 50% and above will advance to the next grade level if they attend and pass their summer school courses.

Report Cards

Each child's educational progress is evaluated regularly and reported to parents/ guardians three times each year. Grade report forms vary with the child's grade level, and in most cases, includes a report of the child's effort as well as the grade. Report cards are issued at the end of each trimester.

Students who do not meet the academic criteria must make arrangements for credit recovery with approval from their school Principal. Students, who do not meet the behavior criteria, may be placed on a behavior contract and must follow such interventions in order to attend the promotion ceremony.

Students who do not pass all three trimesters and have not made up the credits through credit recovery will not be eligible to participate in the 8th grade promotion ceremonies.

Summer School

Da Vinci Tree Academy occasionally offers a summer school program. Summer school is not a free program as the state does not fund Da Vinci Tree Academy during the summer. Any and all students are welcome to attend summer school. However any student that failed their grade level but had an overall GPA of at least 50% may attend summer school and pass to the next grade instead of retention if and only if they pass the summer school program. The same also applies to students that have 10% or more absenteeism but less than 20% absenteeism.

The program lasts 5 weeks and will cover 2 weeks worth of standard curriculum per week for a total of 10 weeks. All lessons are pre recorded and have work to accompany them that must be completed. For students in the program to prevent retention attendance is mandatory, missing even 3 days may mean failing the program.

Student Activities

A wide variety of athletics, clubs and activities are available for student involvement. Students who are academically eligible and interested are strongly encouraged to participate in activities.

After School Activities

Procedures/rules include:

1. After school activities are only for students enrolled in the school. Dances are for students in grades six, seven and eight.
2. Students are to treat one another with respect and courtesy. Displays of affection beyond "hug and release," "high fives," and the like are inappropriate.
3. The dress code applies at all student activities.
4. Students who are suspended or absent on the day of an activity, may not participate. Activities are a privilege and students with disciplinary actions may not be allowed to participate.

Field Trips/Walking Field Trips

Da Vinci Tree Academy Governing Board Policy states, "A contract teacher in charge will accompany the group. Teachers will be assigned on a (maximum) thirty (30) to one (1) student/teacher ratio. One additional adult must accompany the group for every ten (10) additional students." Chaperones may not bring additional children on field trips. Chaperones require fingerprinting and background check. Only students who demonstrate responsible behavior in the classroom may go on the field trips. Principal approval and parent permission slips are required for every off-campus trip.

Bus Rules

Procedures/rules include:

1. Students must **remain in their seats and buckled** while the school bus is in motion or preparing to be in motion.
2. Students may not eat on the bus unless given specific permission by a member of staff. In these situations, foods that stain are still strictly prohibited. Example: a hamburger with ketchup would not be allowed but celery could be allowed by the teacher.
3. Students must obey the bus driver while on the bus.

Student Conduct

Da Vinci Tree Academy Board Policy Student Conduct states, "Students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order. Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the school presently dispenses.

Bridge Behavior

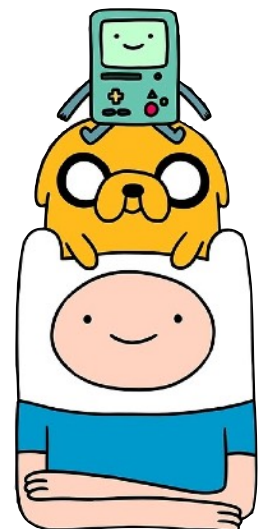
Students must observe the following rules when crossing over a campus bridge.

1. No jumping off the bridge.
2. No racing, rolling, rollerskating, biking, skateboarding or any other activity on the bridge without permission and supervision from staff.
3. No throwing things at animals with the intention of hurting them. Feeding the animals something approved by a teacher or staff member is fine.
4. No sitting on the bridge railing.
5. No throwing trash off the bridge (no littering).
6. When water is flowing under the bridge, no emptying liquids into the stream unless it is water. There may be fish, turtles, or other wildlife that we do not wish to harm.

Dress Code

Our dress code was updated in 2022 to be easier to comply with and more accurately reflect the world around us. Our dress code is put together with the following goals:

1. Promote a modest environment free from carnal distractions to allow a focus on learning.
2. Promote a safe environment for children to be able to access different learning opportunities.
3. Provide a safe place for kids to be able to express themselves while not



interfering with the learning of others.

During the pandemic we did not strictly follow the dress code given all the other challenges our community was facing. We plan on implementing this updated dress code moving forward.

General Rules:

- No attire, or accessories, with lettering or drawings which depict sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol, tobacco, or gang affiliation shall be worn.
- The school reserves the right to restrict clothing if the Administration determines that the clothing promotes violence, is sexually suggestive, or is otherwise harmful and inappropriate for an education environment.
- To facilitate student health and safety, teachers and administration reserve the right to require students to remove sweatshirts or jackets during hot times of the year. Final dress code violations will be determined at an Administrator's discretion.
- Pajamas and "onesies" may be worn at the discretion of the teacher.
- Clothing should not interfere with the learning environment.

Tops:

- Tops that reveal bra straps, cleavage, bare midriffs or backs will not be allowed.
- Tops may not be see-through or torn.
- No tube, halter, or strapless tops. No strapless dresses.
- Straps must be at least 2 inches wide to be worn. No spaghetti straps. Tops must have both shoulder straps.

Pants:

- Garments should always cover the buttocks completely including when the students are sitting or bending.
- Pants must be pulled up, worn at the waist, with no undergarments exposed the entire school day.
- Pants may not be worn low-hung across or below the hips. No excessively baggy or sagging pants.
- Pants may not have holes, rips, or tears above the knee area unless bike shorts or leggings are worn underneath.
- After entering the third grade or higher, leggings and/or yoga pants may not be worn as pants (as the only thing they are wearing). Students in kindergarten, first and second grade may wear leggings as pants.

Shorts:

- Must be fitted at the waist and conceal all undergarments.

- Must be at a reasonable and modest length, at least to the end of the student's mid thigh or middle knuckle when arms are fully extended with shoulders relaxed. Pockets should not be hanging below the hem or end of the shorts.
- If a student is wearing leggings or opaque tights that go to their knees, they may wear shorts over them that come up to their mid thigh or middle knuckles when arms are fully extended with shoulders relaxed.
- Excessively short shorts are not acceptable even if tights or leggings are worn underneath them.
- Bicycle shorts may not be worn as shorts (as the only thing they are wearing).

Skirts/Dresses/Kilts:

- Skirts and kilts must be fitted at the waist and conceal all undergarments.
- Dresses, skirts and kilts must have shorts or leggings underneath.
- Must be at a reasonable and modest length, at least to the end of the student's fingertips when arms are fully extended with shoulders relaxed.
- If a student is wearing leggings or opaque tights that go to their knees, they may wear skirts or kilts over them that come up to their knuckles when arms are fully extended with shoulders relaxed.
- Excessively short skirts or kilts are not acceptable even if tights or leggings are worn underneath them.

Shoes:

- Open toed shoes are strongly discouraged. There are many different rocks and plants on Da Vinci Tree's campus that can cause students injury or discomfort if they wear open toed shoes. Students may also not be able to participate in certain sports and engineering activities with open toed shoes. Students will be informed when open toed shoes are recommended (such as on a water day).
- No bedroom slippers.
- No shoes that could cause injury to another student (such as shoes with spiked heels/toes) or shoes with wheels.
- Footwear must be worn at all times for the school to remain in compliance with health codes. Exceptions can be made on a case by case basis for field trips, lock-ins, and other such special events.
- No flip flops. Exceptions can be made on a case by case basis for water activities and field trips with the explicit permission of a teacher.
- No high-heeled shoes (with exceptions for dances and formal events).

Piercings:

While allowed, piercings are discouraged for safety reasons.

Violations of the dress code will be addressed by the following steps:

1. Verbal warning from staff (there typically are several).
2. Written warning issued to parent guardian letting them know that the clothing violates dress code.
3. Student sent home to change. (Excessive violations may lead to a suspension).

If you or someone you know is having trouble meeting dress code requirements due to financial hardship, please notify the school. We are happy to anonymously assist in these situations.

Dropping Off and Picking Up

Dropping Off

Students may arrive on campus as early as 7:15 AM. Before that time there will be nobody to supervise them. We recommend reaching out to Storybook Cottage if you need to drop off your kids any earlier. They are our sister school and they provide before and after school care from 6AM to 6PM. They are not a public charter school so they do charge a nominal fee for their services.

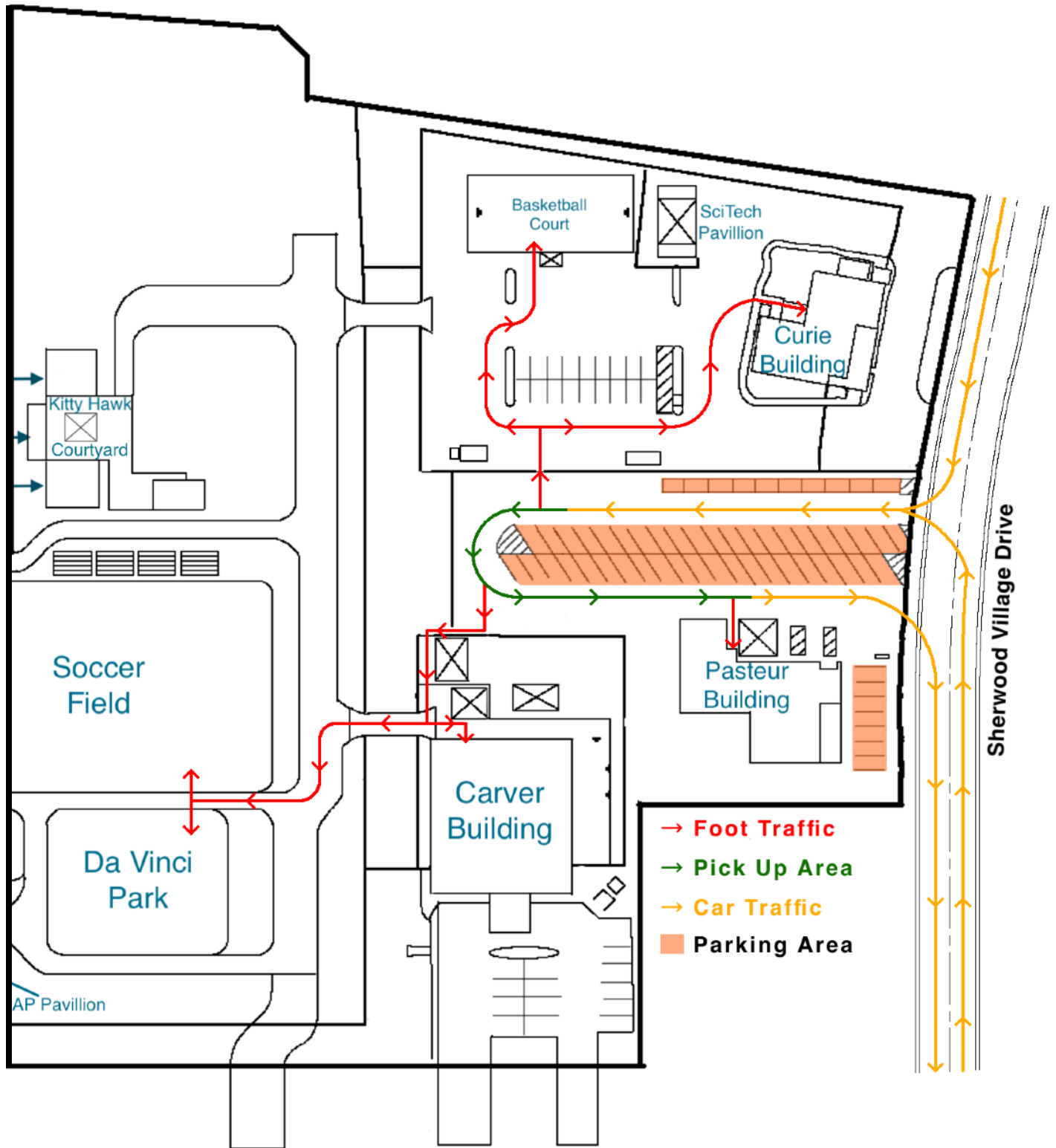
All students who walk to school should enter at their designated "Drop Off" point. This is to make sure that all students are present and accounted for. Students who ride their bicycle to school may lock their bikes either along the east fence of the GWC Building (behind the equipment shed) or on the bike rack on the inside of the fence along the south edge of the Curie Building. After locking their bikes, all students are expected to report to their appropriate building.

When dropping off students in a vehicle, parents and guardians must drive through the drop-off lane. If a parent/guardian needs to meet with a teacher or conduct business in the front office, parking is available by backing into a parking space in the designated parking area.

On most days, students will enter the playground and play outside until it is time to be brought in for class at 8:00 AM. Students arriving after 8:00 must be checked in at the front office (in the Carver Building). They will then need to be dropped to their appropriate building by you, or walked there by a staff member.

On days where weather (such as rain) prohibits students from waiting outside for class, they will enter the appropriate building for their grade level and wait in their designated classroom for school to begin.

Drop Off Map



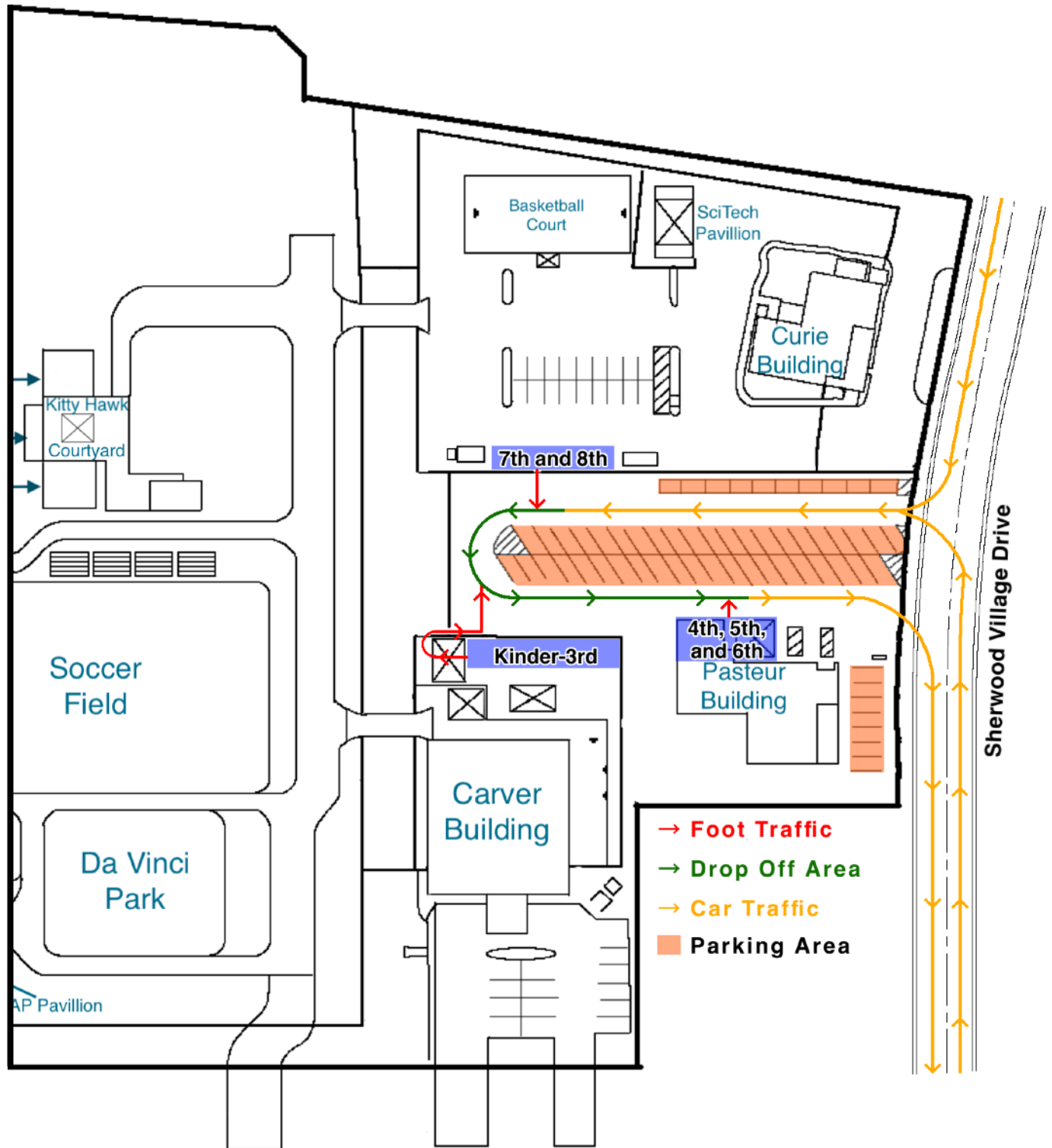
Picking Up

Pickup most days begins at 3:30 on half days pickup begins at 12:30. Students will be playing on the benches, playgrounds, and sports courts at the Carver and Curie buildings. If you arrive early, please park your vehicle in the designated parking area. Parents/Guardians must drive through the pickup line off of Sherwood Village Drive. School staff members will assist students by letting them know when their ride is present and by making sure that they make it safely to their vehicle.

If you are picking up your student from school early they must be signed out at the front office (at the Carver Building) . After signing them out from the front office you can either meet your student outside of their building or have them brought to the Carver building by a staff member.

Students being sent home by the school will be waiting at the front office to be picked up in most cases. If the student will not be at the front office you will be notified of where your student will be waiting to be picked up by whomever calls you.

Pick Up Map



Student Services

Our school provides many services to students to help them be successful throughout the school day. Some of our most utilized services are listed below.

Food Services

Our kitchen provides a nutritionally balanced meal each school day. Pricing is \$3.25 per meal. Students are required to take a fruit or a vegetable and 2 other components. Children who have FOOD ALLERGIES need to bring a signed form from their doctor in order for substitutions to be made.

Students may purchase meals on a weekly or monthly basis. Da Vinci Tree Academy is signing up for the US Federal Government's National School Lunch Program (NSLP). NSLP requires, and we strongly prefer, students eat a balanced lunch with all of the required protein, carbohydrates, vitamins, and minerals necessary to maintain a healthy diet. Accordingly, Da Vinci Tree must contract our lunches with an NSLP certified vendor. Coming into the year, the vendor we have chosen is the Tucson Unified School District Lunch Program (TUSD LP).

TUSD LP requires that we purchase all lunches a minimum of one week in advance. We highly encourage our families to order lunches one month at a time to avoid confusion. Forms for NSLP free and reduced lunches will be available in the front office in the Carver Building.

Da Vinci Tree Academy may change vendors as more NSLP certified vendors come to east Tucson. If we do change vendors, parents and guardians will be immediately notified of any changes to the lunch program.

Meal Charges (Meal Tab)

Meal charges are issued on an emergency basis only. The kitchen allows children to charge only 2 meals. All charges are to be paid promptly to the kitchen. These emergency meals are only available if a student who ordered a meal is absent, thereby giving the kitchen an extra meal to serve. They are not guaranteed to be available.

Lost and Found

Please be sure that students' clothing and other items brought to school are clearly marked with his/her name. Items that are not claimed within 30 days will be donated to a local charitable organization. The school cannot be responsible for personal belongings brought to school by students. Contact the front office for the location of the Lost & Found.

Suspension

“Suspension” means the temporary withdrawal of the privilege of attending school for a specific period of time. The policy of Da Vinci Tree Academy, which relates to student suspension, is in accordance with Arizona Revised Statute 15-843 which reads in part "...the authority to suspend a pupil from school is vested in the superintendent, principal, or other school officials granted this power by the Governing Board of the school. During suspensions, students are not permitted on school property or at school functions.”

Expulsion

“Expulsion” means the permanent withdrawal of the privilege of attending school unless the Governing Board reinstates the privilege. Expulsion of a student from a school is a discretionary power of the Governing Board under the provision of A.R.S. 15-341, 15-342, and 15-843. The Board alone has the authority to exercise the power of expulsion of a student from the schools. The School Hearing Officer has the authority to recommend expulsion to the Board.

Due Process and Going from Suspension to Expulsion

Da Vinci Tree Academy seeks to work with all children to help them reach their maximum potential. While this includes teaching children to have good behavior, sometimes we are unsuccessful.

If a student is misbehaving to the point where standard, in-classroom consequences do not work, they will be given a Detention. A detention is more or less the same as a suspension with the exception that it does not go on a student’s permanent record. Da Vinci Tree Academy’s philosophy is that when conducting detentions and suspensions (whenever possible) we keep students in-school. For many misbehaving youngsters, being sent home on a suspension or detention is like a vacation. We believe that sitting in school bored during a suspension or detention is a more apt punishment.

During suspensions or detentions students may or may not be allowed to do different academic or community service activities. This depends on the discretion of the staff member conducting the suspensions or detention and the infraction that led to the consequence. Additionally, student classwork that is missed during this time may or may not be made up at the discretion of the student’s teacher.

Students who have continual behavior problems go through the following steps before being expelled.

1. A one day suspension, either in-house or out-of-house.
2. A three day suspension, either in-house or out-of-house.
3. A five day suspension, either in-house or out-of-house. If a student has an IEP, this will automatically trigger a manifestation meeting with the student’s educational team.

4. A ten day suspension, either in-house or out-of-house.
5. Expulsion

Students who are expelled from Da Vinci Tree Academy may not re-enroll in the school.

Parent-School Compact

School Contact _____

Parent/Guardian _____

Student _____

This compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the entire academic school year.

School Responsibilities

Because DaVinci Tree Academy (DTA) believes every student can learn and wants to provide every student with a first class education, DTA will:

- Provide high-quality curriculum and instruction, in a supportive and effective learning environment, that enables the participating children to meet the State's student academic achievement standards by employing only highly qualified teachers, by using only research-based methods in the classroom, and by assessing student progress regularly to determine progress toward meeting those standards.
- Hold parent-teacher conferences (twice a year) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held ***during the fall and spring.***
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports when a child's assessments demonstrate need for additional assistance or when a child is in danger of failing a course during a reporting period.
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents after school, by calling the school's office phone number.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.
- Involve parents in the planning, evaluation, and improvement of the school's Parental Involvement Policy, in an organized, ongoing, and timely way.
- Involve parents in the joint development of its Integrated Action Plan, in an organized, ongoing, and timely way.
- Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs, and will encourage them to attend.
- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.

- Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
- Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
- Keep students and staff safe by not allowing outside adults (parents included) into classrooms without an appointment and/or a compelling reason.

Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Parent's, Guardian's, and Visitor's Guidelines

In order to maintain an orderly, respectful and secure educational environment for the students and staff of Da Vinci Tree Academy, it is essential that all parents and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct as set forth in our Parent and Student Handbook.

Parents are expected to communicate at home:

- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the district.
- Help their children deal effectively with peer pressure.
- Provide a place for study, and ensure homework assignments are completed and turned in on time.

Parents are expected to communicate about school:

- Ensure that children bring only items appropriate and related to the instructional program at school.
- Build good relationships with teachers and other parents.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the student dress code and appropriate for the weather.
- Review the Parent and Student Handbook and sign it.

Public Conduct on School Property

Schools are a place to work and learn. Certain limits must be set for parents and legal guardians who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor
- All visitors to the school must report to the front office upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. The visitor must return the badge to the front office and sign out before leaving the building.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- Parents or legal guardians who wish to observe a classroom while school is in session are required to arrange such visits with the classroom teacher(s), so that class disruption is kept to a minimum. No parent observations will be made without a 24 hour notice.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

Conduct Prohibited on School Property

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute or exchange or be under the influence of alcoholic beverages, vape pens, cigarettes (including e-cigarettes), controlled substances, on school property or at school functions.
- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers. Loiter on or about school functions.
- Gamble on school property or at school functions.

- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
- Use profanity or any offensive language (verbal, non-verbal, and/or written).

Persons in violation of the Code of Conduct

The authorization of a visitor, to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection. The district reserves its right to pursue a civil or criminal legal action against any person violating the code.

Legal Notices

Parents/guardians must give the school administration copies of all applicable court/legal documents that govern or relate to custody or parents'/guardians' rights related to the education of their children. Should the terms of any applicable orders be modified, parents/guardians must notify the school administration within a reasonable amount of time. School communications (such as report cards) are given to students to take home. Any additional copies of school communications may be requested by any parent or guardian. **The school will NOT take sides in parental disputes regarding custody or legal decision making arrangements. If a dispute arises between the parents, they are responsible for obtaining clarification from the court.**

Signatures

School-Parent Compact
DaVinci Tree Academy

Student

Date

Parent/Guardian

Date

Teacher or School Representative

Date

“Those who can imagine anything, can create the impossible.”

-Dr. Alan Turing

Mathematician, Logician, Biologist, and Philosopher

Inventor of the Computer

Breaker of the Nazi Enigma Machine

