



DA VINCI TREE ACADEMY

Parent and Student Handbook

2019-2022

V.3 Last Updated 09/18/20

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Da Vinci Tree Academy

A Public Charter School of STEM Arizona

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Da Vinci Tree Academy Administration

Principal Matt Roll

Office Manager/Registrar Kerri Barbero

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COVID-19 Disclaimer

This handbook is the general guide for Parents, Guardians, and Students at Da Vinci Tree Academy. Given the global health pandemic caused by COVID-19 however, the school has had to adopt a completely separate handbook to address all of the details and complications caused by this health crisis.

When in conflict, the COVID-19 Handbook will take precedence over this general handbook. For any items/areas that are not covered in the COVID-19 handbook, this handbook shall be the authoritative school policy.

For any questions or concerns on handbooks or the information found in them, please send an email to info@davincitree.academy.

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**.

Da Vinci Tree Buildings

Carver Building



Many falsely believe that Dr. Carver invented peanut butter. Although Dr. Carver was a peanut expert, peanut butter was invented by Aztecs in the 15th century.

Named for Doctor George Washington Carver, Da Vinci Tree Academy's very first facility is located along the north side of 22nd street at 8055 E 22nd Street, Tucson, Arizona. This is Da Vinci Tree's main building. In the 2019-2020 school year this building houses seven different grade levels.

Doctor George Washington Carver was selected to be the namesake of this building due to his inspirational work in the fields of agricultural science and environmentalism despite unthinkably overwhelming odds.

Born as a slave in the American South during the period of the Civil War, Carver survived

kidnapping, the loss of his parents, and was forced to attend multiple schools in his bid to gain a high school education without becoming the victim of race violence. He was barred from entering Highland University (now Highland Community College) in Kansas due to his race. Years later he was admitted to Iowa State University where he was their first African American student. He earned both a Bachelor's and a Master's degree there and subsequently became their first African American faculty member.

The famous Booker T. Washington convinced Carver to join him as a staff member at the new Tuskegee Institute (now Tuskegee University). Carver taught and did research there for 47 years. Among his notable achievements, Carver:

- Developed the modern techniques of crop rotation leading to significant gains in agricultural output ending hunger for millions of Americans.
- Published definitive scientific works identifying the importance of Nitrogen to agriculture.
- Testified as an expert witness before Congress leading to legislation that protected American agriculture (his boss Booker T. Washington was the first African American invited to dine at the White House).
- Held discussions with Presidents Theodore Roosevelt, Calvin Coolidge, and Franklin Roosevelt on matters of science and race relations.

It is for all of these reasons and more that we wanted to honor Dr. Carver by naming our building for him.



Carver building school photo.

Curie Building

Named for Doctor Marie Curie, Da Vinci Tree Academy's second facility is located along the west side of Sherwood Village Drive which is between Beverly Street and 22nd Street. The address is 1102 Sherwood Village Drive, Tucson, Arizona. Throughout the 1970's, 80's, and 90's, this building served the community as The Department of Motor Vehicle. In the 2019-2020 school year this building houses two grade levels and has outdoor sports courts.

Doctor Marie Curie was selected to be the namesake of Da Vinci Tree's second building as a result of her groundbreaking work in Physics and Chemistry. Also notable was her dignified and altruistic humanitarianism which led to great strides for women. In 1867, Maria Salomea Sklodowska was born in Warsaw, Poland. Both her parents were secondary school teachers involved in Polish independence (Poland was part of Russia at this time). Incredibly intelligent, after graduating from boarding school she was denied entry to the local university because she was a woman. Instead, she would have to work for years in order to save enough money to move to France where women were allowed a higher education. During these years, she worked as a governess and a tutor. She taught Kazimierz Zorawski, who himself soon after earned a Ph.D. and became a famous mathematician.

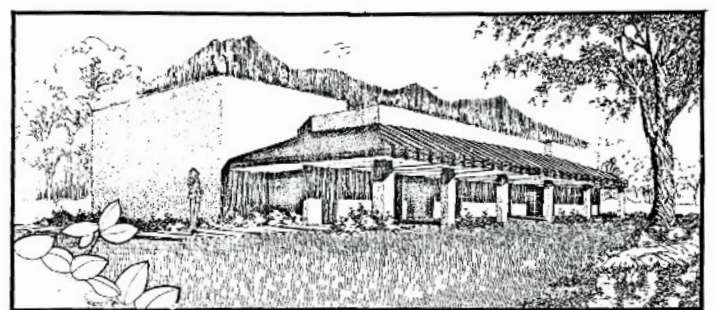
In France, she studied at the University of Paris and became known as Marie. It is there that she met and married Pierre Curie, a physics instructor and researcher. Not only was she a pioneer for women, being the first woman to hold a number of prestigious scientific positions, but she set her family up for tremendous success. As of 2020, the Curie family holds more Nobel Prizes than any other family with a record of five (two for her, one each for her husband, daughter, and son-in-law). Among her many accolades and accomplishments, some of the more notable things Dr. Curie is credited are:

- She discovered two elements, Polonium (named for her native Poland) and Radium.
- She was the first woman to win a Nobel Prize, the first person to win two Nobel Prizes, the only woman to win in two fields, and the only person to win in multiple sciences.
- The curie (Ci), a unit of radioactivity, is named for her along with element 96, Curium.

It is for all of these reasons and more that we wanted to honor Dr. Curie by naming our second building for her.



Dr. Curie's unassuming brilliance was recognized by the entire scientific world including American Presidents Warren Harding and Herbert Hoover.



DRIVERS LICENSE TEST FACILITY
ARIZONA DEPARTMENT OF TRANSPORTATION

An ad for the Curie Building circa 1979.

School Calendar 2020-2021

Da Vinci Tree Calendar

2020 - 2021

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

September 2020						
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October 2020						
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November 2020						
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December 2020						
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January 2021						
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31						

February 2021						
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March 2021						
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April 2021						
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May 2021						
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June 2021						
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July 2021						
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25	26	27	28	29	30	31

Important Dates

August 17th – First Day of School	November 25th to 27th – Thanksgiving Break	March 25th to 26th – Parent/Teacher Conferences
September 7th – Labor Day	December 21st to January 1st – Winter Break	April 12th to 16th – Spring Break
October 12th – Indigenous Day	January 18th – MLK Day	May 31st – Memorial Day
November 18th – End of Trimester	February 25th to 26th – Rodeo Break	June 23rd – End of Trimester
November 9th – Veterans Day	March 15th – End of Trimester	June 25th – Last day of school
December 3rd to 4th – Parent/Teacher Conferences	Red – First/Last Day of School	Teal – Half Days (every 3rd Friday of the Month)
Purple – School Closed	Blue – End of Trimester	Orange – Parent/Teacher Conferences

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

Additional for Grades 6 and Up

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

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

At Da Vinci Tree Academy, standards, curriculum and instruction are purposefully linked to ensure that all students have the opportunity to meet high levels of excellence. Arizona Academic Standards are clearly defined skills and knowledge that all students are expected to learn at each specified grade level in each specified content area. Standards set the focus and essentially define WHAT must be learned by all students. Curriculum and instruction define HOW the standards will be taught and are established at the LEA level. An aligned curriculum ensures that all resources, materials, instructional practice, and assessments reflect the requirements of the state standards. Thoughtful development,

careful oversight, and ongoing evaluation are the hallmarks of an aligned, relevant, and locally responsive curriculum. The delivery of evidence based instructional strategies in the classroom directly reflect the locally adopted curriculum, ensuring that all students have full access to a guaranteed and viable curriculum that prepares them for college and career.

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.

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 will be issued at mid-trimester by each site.

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.

Policy IKE on Promotion and Retention of Students (Grades 1-8)

Students are required to “achieve” all standards in reading, writing, math, science, and social studies. This will be demonstrated by passing all core classes.

In addition to passing all classes, tests scores, grades, teacher and administrators’ recommendation, and other pertinent information will be used to determine promotion.

Students who do not meet the regular promotion requirements (listed previously) must meet the requirements of alternative curriculum derived from the regular curriculum developed by an individualized educational program (IEP) if they have one.

8th Grade Promotion Ceremony Participation Requirements

Students who promote to high school are viewed as examples to the rest of the student body. These students must be in good academic and behavior standing - passing all classes and having few to no discipline referrals. Administrator approval is required for all students promoting.

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.

School Books, Tablets and Other Supplies

Da Vinci Tree Academy will provide students’ technology, textbooks, homework agendas in 4-8 grade, subject matter materials, and supplementary books free of charge. Pupils using school owned texts, technology, supplementary books, or other equipment are responsible for the loss or damage thereof. Students who require additional copies of such materials may be asked to reimburse the school for the price paid by the school.

Educational Programs

The course of study in Da Vinci Tree Academy is designed to develop proficiency in the College, Career Readiness Standards, for content and elective areas. Students in grades 3-8 take the AzMerit Test (or other state approved test) in the spring. The AzMERIT will be given to students in grades 3rd

through 8th and it identifies if students are on track to succeed in college, the workforce or military service. All students are assessed on the State Standards three times per year and report cards will reflect student progress.

English Language Learners (ELL) Student Services

Da Vinci Tree Academy is committed to ensuring ELL students have equal and meaningful access to the school's education services. The goals are for students to gain proficiency in the English language as quickly as possible and achieve success in learning grade-level academic content. For more information on the Program please contact Da Vinci Tree Academy's Special Education Director Mr Medrano at (520) 441-0137 ext. 105.

ELL Parent Communication

Da Vinci Tree Academy is committed to ensuring that ELL Parents are provided with meaningful communication about school related matters, in a language that they understand. Parents/Guardians have the right to an interpreter/translator free of charge within certain limits. To learn more about these services, or to request an interpreter/translator, please contact the Office Manager.

FERPA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that school schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, schools may disclose appropriately designated "directory information" without written consent unless you have advised the school to the contrary in accordance with school procedures.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. If you do not want Da Vinci Tree Academy to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing within two weeks of the start of school or, if transferring into the school, within two weeks of registration.

PBIS

PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS is NOT a packaged curriculum, scripted intervention, or manualized strategy.

PBIS IS a prevention-oriented way for school personnel to [a] organize evidence-based practices, [b] improve their implementation of those practices, and [c] maximize academic and social behavior outcomes for students. PBIS supports the success of ALL students.

Da Vinci Tree Academy uses research-based, scientifically validated interventions to the extent available. The Every Student Succeeds Act (ESSA) requires the use of scientifically based curricula and interventions. The purpose of this requirement is to ensure that students are exposed to curriculum and teaching that has demonstrated effectiveness for the type of student and the setting. Research-based, scientifically validated interventions provide our best opportunity at implementing strategies that will be effective for a large majority of students.

In PBIS, three types of assessments are used: 1) screening of data comparison per day per month for total office discipline referrals, 2) diagnostic determination of data by time of day, problem behavior, and location and 3) progress monitoring to determine if the behavioral interventions are producing the desired effects.

RTI

Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. RTI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data.

For RTI implementation to work well, the following essential components must be implemented with fidelity and in a rigorous manner:

High-quality, scientifically based classroom instruction. All students receive high-quality, research-based instruction in the general education classroom.

Ongoing student assessment. Universal screening and progress monitoring provide information about a student's learning rate and level of achievement, both individually and in comparison with the peer group. These data are then used when determining which students need closer monitoring or intervention. Throughout the RTI process, student progress is monitored frequently to examine student achievement and gauge the effectiveness of the curriculum. Decisions made regarding students' instructional needs are based on multiple data points taken in context over time.

Tiered instruction. A multi-tier approach is used to efficiently differentiate instruction for all students. The model incorporates increasing intensities of instruction offering specific, research-based

interventions matched to student needs.

Rehabilitation Act (504)

For a student to qualify for Section 504 protection, the student must meet three criteria: (1) a mental or physical impairment, (2) which substantially limits, (3) one or more major life activities. If the student has an impairment that substantially limits a major life activity, the impairment is a qualifying disability if it creates a significant barrier to the student's ability to access the same educational opportunities afforded to students without disabilities. It is important to understand that all three criteria must be met before the student is eligible for Section 504 protection. Additional detail on each of the three criteria follows.

Mental or Physical Impairment

This criterion includes any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems. Mental or psychological disorders are also covered. Section 504, in contrast to IDEA, does not limit eligibility to specific diseases or categories of medical conditions. Environmental, cultural, and economic disadvantages are not covered unless the student who has any of these characteristics also has a physical or mental impairment.

Substantially Limits

Section 504 does not specifically define the term "substantially limits." The basis for evaluating this criterion is the impact the impairment has on one or more of a student's major life activities. It is vital to understand that for a student to qualify for 504, the impairment must impose, to a "considerable" or "large degree," a limitation to one or more major life activities.

The 504 Team will consider the nature and severity of the disability as well as how long the disability is expected to last. Simply having a condition or disability does not automatically qualify a student for Section 504 protection. The condition must present a barrier to the student's ability to access the same educational opportunities as that afforded a student without disabilities, or a substantial limitation does not exist.

As of January 1, 2009, school schools, in determining whether a student has a physical or mental impairment that substantially limits that student in a major life activity, must not consider the ameliorating effects of any mitigating measures that student is using. This is a change from prior law. Before January 1, 2009, school schools had to consider a student's use of mitigating measures in determining whether that student had a physical or mental impairment that substantially limited that student in a major life activity. However, Congress has now specified that the ameliorative effects of mitigating measures must not be considered in determining if a person is an individual with a disability.

Congress did not define the term “mitigating measures” but rather provided a non-exhaustive list of “mitigating measures.” The mitigating measures are as follows: medication; medical supplies, equipment or appliances; low-vision devices (which do not include ordinary eyeglasses or contact lenses); prosthesis (including limbs and devices); hearing aids and cochlear implants or other implantable hearing devices; mobility devices; oxygen therapy equipment and supplies; use of assistive technology; reasonable accommodations or auxiliary aids or services; and learned behavioral or adaptive neurological modifications. Congress created one exception to the mitigating measures analysis. The ameliorative effects of the mitigating measures of ordinary eyeglasses or contact lenses must be considered in determining if an impairment substantially limits a major life activity. “Ordinary eyeglasses or contact lenses” are lenses that are intended to fully correct visual acuity or eliminate refractive error, whereas “low vision devices” (listed above) are devices that magnify, enhance, or otherwise augment a visual image.

Major Life Activities

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, walking, hearing, seeing, speaking, breathing, learning and working. Effective January 1, 2009, Congress provided additional examples of general activities that are major life activities: eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and communicating. Determining whether the impairment substantially limits a student’s ability to learn is often critical to the Section 504 eligibility decision. In this regard, the only guidance that the Office of Civil Rights (OCR) has provided is the statement that “by definition, a person who is succeeding in general education does not have a disability which substantially limits the ability to learn.”

Special Services

It is Da Vinci Tree Academy’s responsibility for identifying, locating, and evaluating all children with disabilities including children aged 3 through 21 and for referring children from birth through 2 years of age to the Arizona Early Intervention Program (AzEIP) for evaluation and appropriate services.

We are also responsible for providing a free and appropriate public education (FAPE), which includes special education and related services to children with disabilities at public expense, under public supervision and direction, and without charge to parents.

For all kindergarten students and all new students to the school, the classroom teacher will complete screening activities within 45 days of entry into school. The teacher will look at the child’s ability in the areas of academics, vision, hearing, adaptive behavior, communication, social/emotional, and motor skills. If any concerns are noted, the child may be referred for additional help.

Federal and State Laws

The following are some of the Arizona Revised Statutes (laws) related to public schools.

Abuse of Staff (A.R.S. 13-1204)

Under ARS 13-1204, a person commits aggravated assault if the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is on the grounds of the school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds. This offense is considered a class 6 Felony.

Revocation of Open Enrollment

A student who is on an Open Enrollment variance may lose that privilege if the student receives multiple discipline referrals, violates a behavior contract, or accumulates excessive absences or tardies.

School Property (A.R.S. 13-2911)

Any student who threatens to cut, deface, or otherwise injure any school property is subject to suspension or expulsion and, upon complaint of the Board; the parents of such students shall be liable for the damages. A referral can be made to law enforcement, which could result in a class 6 felony charge under ARS 13-2911.

Sex Offender Notification (A.R.S. 13-3825)

Legislation calling for community notification of sex offenders (A.R.S. 13-3825) took effect June 1, 1996. The legislation requires that law enforcement agencies, not schools, be responsible for notification of the neighborhood when a known sex offender resides in the area. The guidelines provide levels of notification based on the risk a particular sex offender poses to the community; there are three levels as determined by law enforcement officials. Level two and three sex offenders may present a danger to the community. When a level-two sex offender moves into a community, the law enforcement agency may notify the school.

Suspected Child Abuse Notification (A.R.S. 13-3620)

School personnel will comply with laws regarding child abuse and reporting to the Arizona Department of Child Safety.

Teacher's Authority to Remove a Student from Class (A.R.S. 15-841)

A.R.S. 15-841 gives teachers the right to remove disruptive students from their classrooms. A teacher may remove a student from his/her class by documenting abusive, threatening, disruptive, or unruly behavior. The referring teacher must submit supporting documentation within 24 hours of removal. Upon receipt of the teacher's recommendation to remove the student from class, the principal shall

remove the student unless he/she can produce evidence that the basis for the recommendation was arbitrary or discriminatory and/or procedurally incorrect. Upon removal, the following steps will be completed by the principal: (1) Arrange for placement of the student in another class or an alternative setting, (2) Contact the parents to inform them of their child's removal from class and an explanation of procedures, (3) Arrange for appropriate continuation of the student's instructional program by securing individual lesson plans, learning objectives, and activities from the referring teacher, and (4) Arrange for a meeting with the school placement review committee to be conducted within three days of removal.

Custody Dispute & Parenting Orders Policy

It is the school's position that we are an educational facility for children. While the school will require a copy of any current court orders so that legal decision-making is enforced for educational decisions concerning all students, it is not for the school to enforce any parenting time orders and ensure that children only go with a particular parent on a particular day.

If a parent comes to pick up a child, then it is the duty of the school to release the child to the parent (with the exception of extenuating circumstances including but not limited to situations involving criminal acts, restraining orders, etc.). If the other parent has an issue with the school releasing the child to the second parent who has legal access to the child, then the first parent should take the appropriate measures in family court against the second. The school is not an enforcer of court orders, but an educational facility. Therefore, if one parent does not like that the other parent picks up a child on a particular day, then the first parent will have to take it up with family court against the second parent.

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 are inappropriate.
3. The dress code and all school rules apply.
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.

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.

Dress Code

The same high expectations for behavior are included in the dress code standard. The following is a general guide that may be used in helping the student select appropriate clothing. Final dress code violations will be determined at an Administrator's discretion.

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.

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:

- 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 in the buttocks or other private areas.

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 fingertips when arms are fully extended.
- Excessively short shorts are not acceptable even if tights or leggings are worn underneath them.

Shoes:

- No bedroom slippers. No high-heeled shoes (with exceptions for dances and formal events)
- No shoes that could cause injury to another student (such as shoes with spiked heels/toes) or shoes with wheels. No FLIP FLOPS permitted on P.E. days.
- Footwear must be worn at all times.

Piercings:

- The only piercings allowed for students during school hours are ear piercings. Multiple ear piercings are fine. All other piercings must be removed before the start of class.

Harassment

Harassment of any type, whether it is gender based, racial, or in the form of hazing, will not be tolerated. Such behavior disrupts the education process and climate of the school and must be reported to the principal immediately.

School Rules / PBIS

Students are expected to know and follow the rules. The teacher will go over the rules in class and each school's rules are posted throughout the building. Read them over several times so you will remember them. Students will be recognized for following school rules.

Searches

Board Policy states: "School officials may question students regarding matters incident to school without limitation." Desks/cubbies/storage cabinets/lockers provided for student use are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security and content of their lockers or personal property such as purses and back-packs. School administrators have the right to search and seize property when there is reason to believe that "such material detrimental to health, safety, and welfare of the student (s) exists".

Technology

Acceptable Use Policy/Internet Policy

Students are required to acknowledge the school's Acceptable Use Policy each year. Student use of information systems is acknowledged to be a privilege, not a right. Users must adhere to strict guidelines. Administrator(s) will deem what is appropriate and inappropriate use of information systems. Any action by users determined to constitute an inappropriate use will subject the user to disciplinary action. Depending on the seriousness of the user's offense, consequences will be administered as stipulated in the Student Code of Conduct and/or school policy. Student users will also be subject to all applicable state and federal laws. Personal cell phones should be turned off and/or turned in to the teacher during school.

Social Media

Student use of social media is subject to the student code of conduct if it interferes with the educational environment.

Student Safety

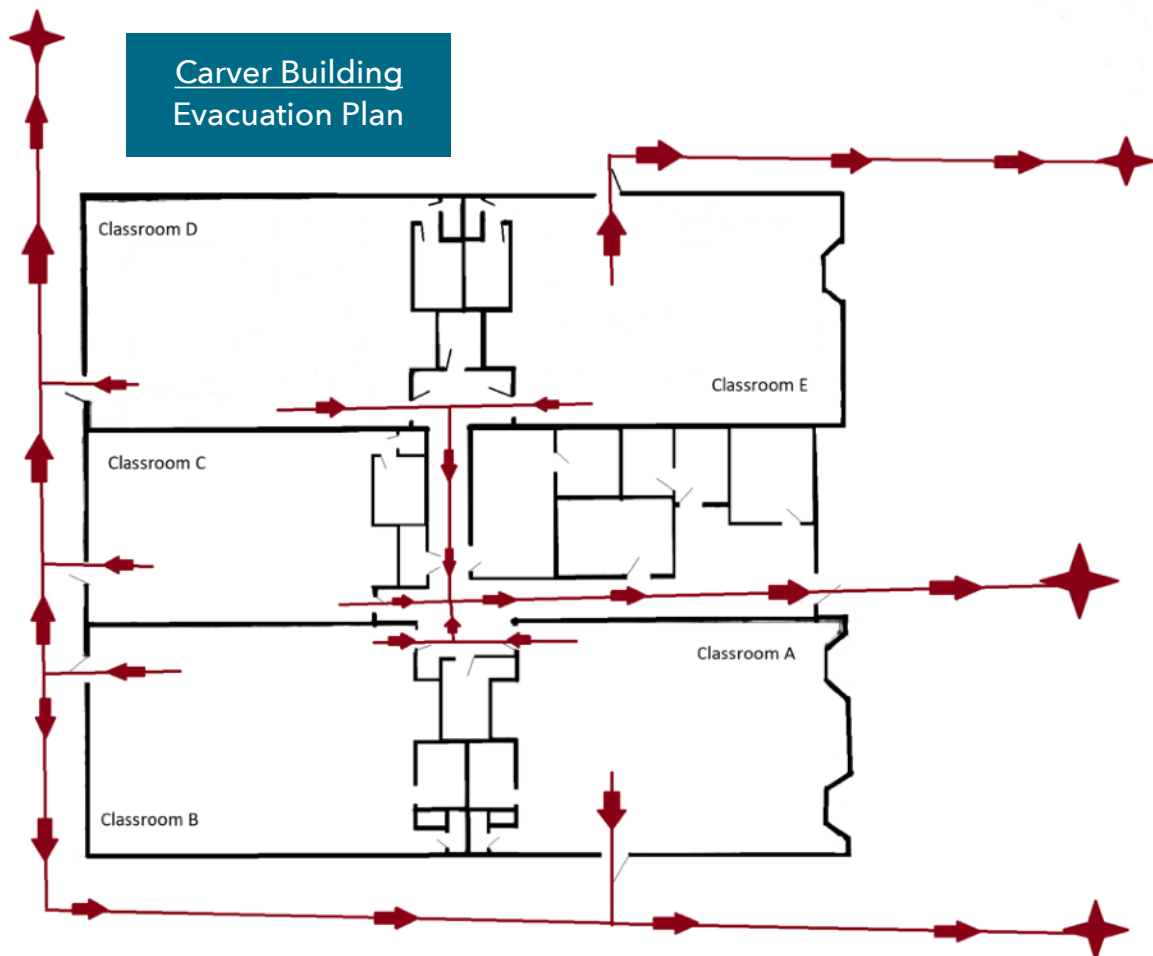
We all have a responsibility to keep our schools safe. Students are to report weapons, drugs, theft, vandalism, graffiti, suicide or abuse at all times. Parents and students need to provide specific details, such as possible students involved, time, and location of the incident.

Community Involvement & Visits

The community is welcome at all Da Vinci Tree Academy K-8. No person may enter onto school premises, including classrooms or school activities, without checking in with the office and receiving a school visitor's pass. Visitors must wear the visitor's pass while visiting schools during school hours. All visitors will be required to leave a picture identification card in the front office while on campus.

Parental involvement is strongly encouraged. Research shows that a child's success in school is directly related to his/her parents' interest and involvement. If you wish to volunteer in your child's classroom, or chaperone field trips, please arrange for child care for any other children under your care.

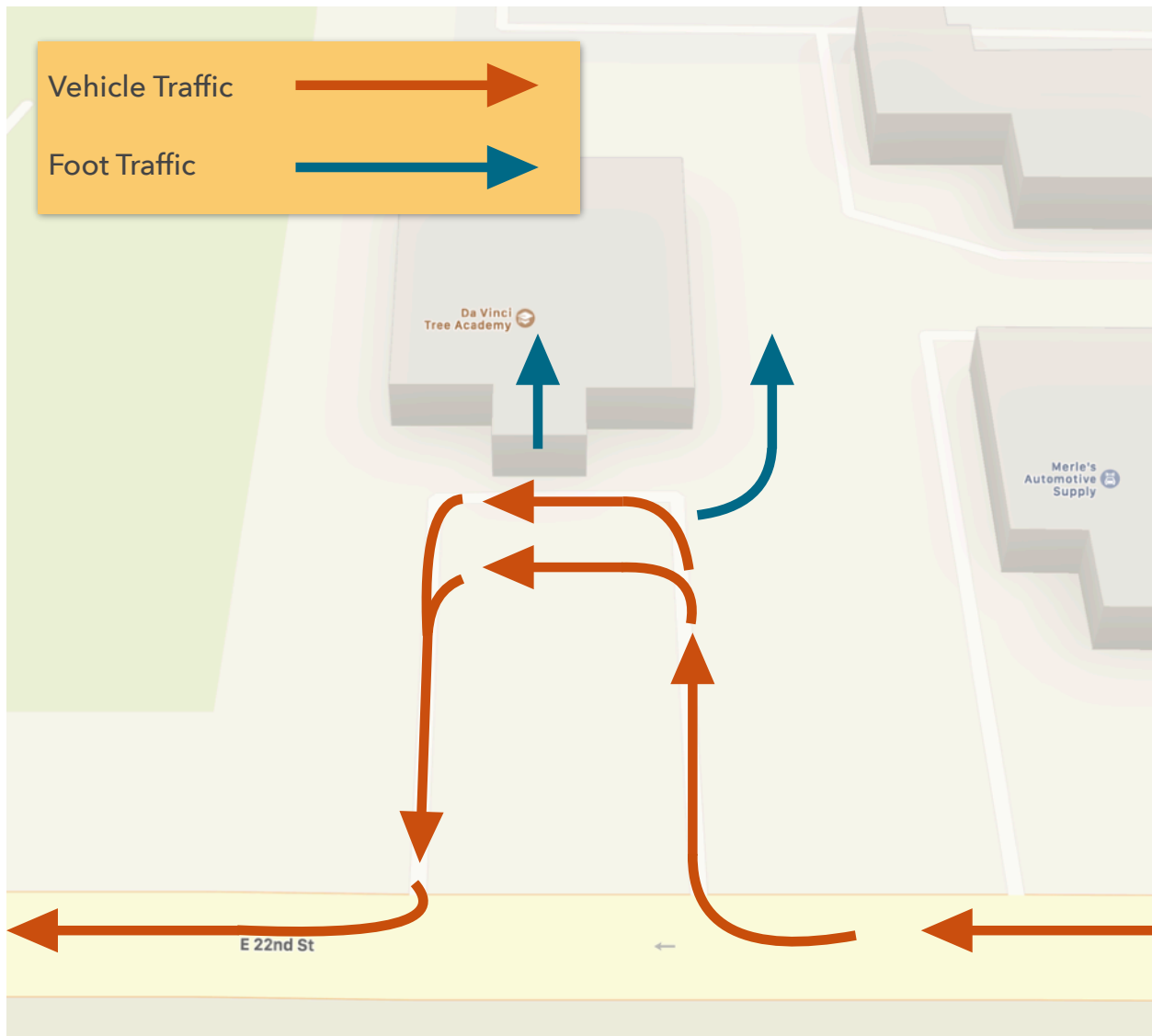
Emergency Drills



Emergency fire, security, and instructional lockdown drills are held monthly and quarterly to ensure the safety of all students and staff. • Students are required to follow all directions given during emergency drills.

- SMS messages will be utilized to inform parents of all practice drills and actual emergencies. In the event of an actual emergency, updates will be sent out via SMS message or Infinite Campus SIS to keep parents informed of the emergency protocol.
- In the event of a drill or an actual emergency always follow the directions of your teacher.
- If it is deemed necessary to exit your room leave all work and line up immediately to exit from your room.
- Know the emergency exit route from each room in which you have a class. See the map on the next page for more information.

- Walk in line until your group has reached its designated area.



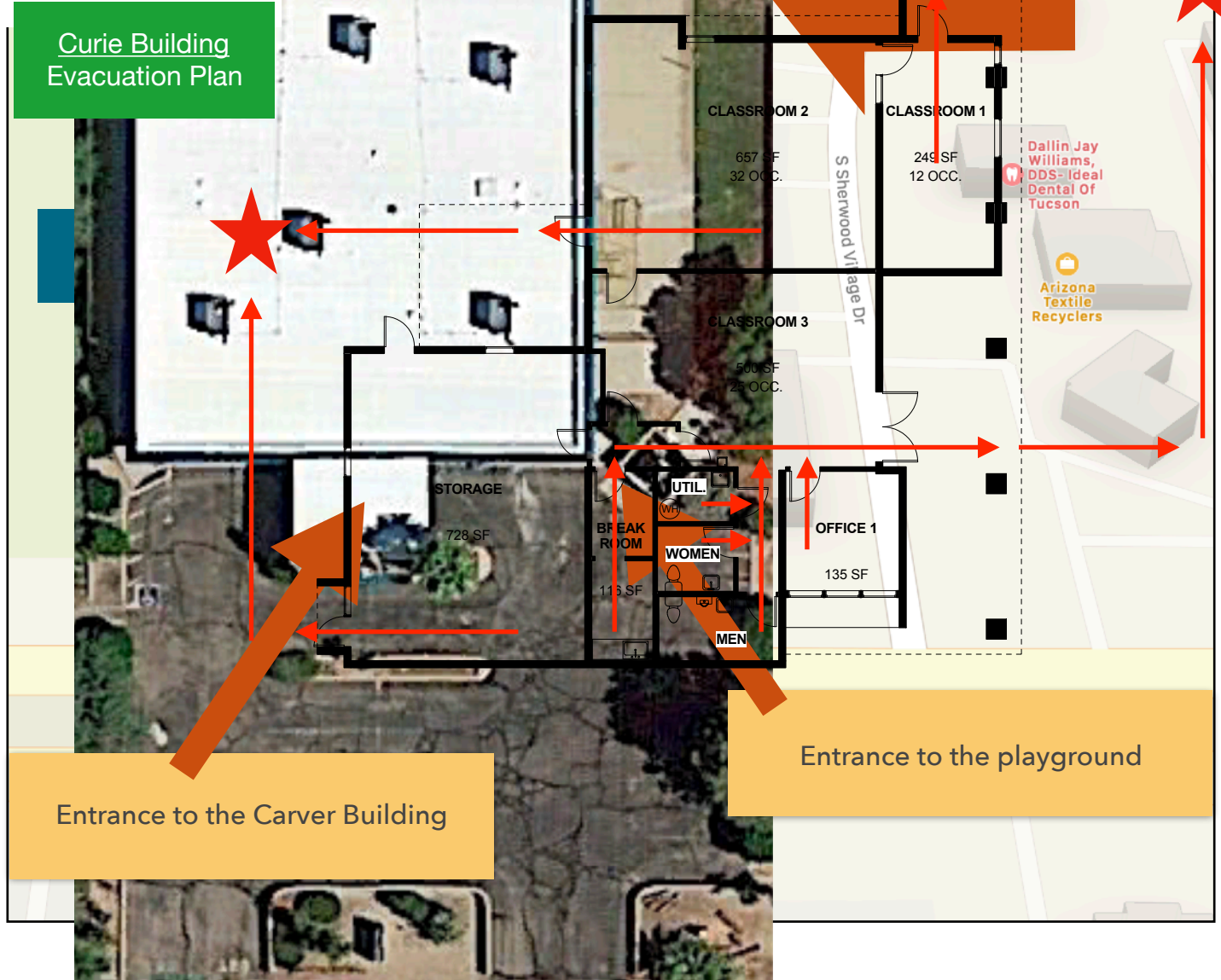
- Remain in line until your teacher directs you to return to the classroom.
- Return to your room in a quiet and orderly fashion.
- If an actual fire or lockdown situation occurs, the fire department and/or police department, in conjunction with the School, will be in control of the situation.
- Practice lockdown procedures are in the school safety procedure manual.

Dropping Off and Picking Up



DA VINCI TREE
ACADEMY

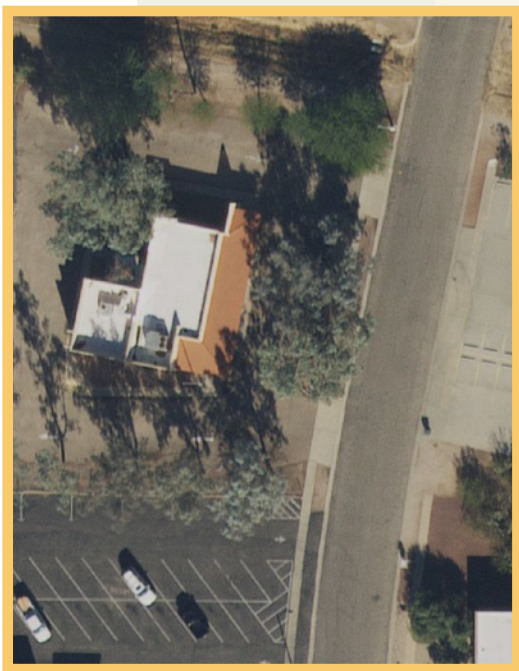
Curie Building
Evacuation Plan



Dropping Off

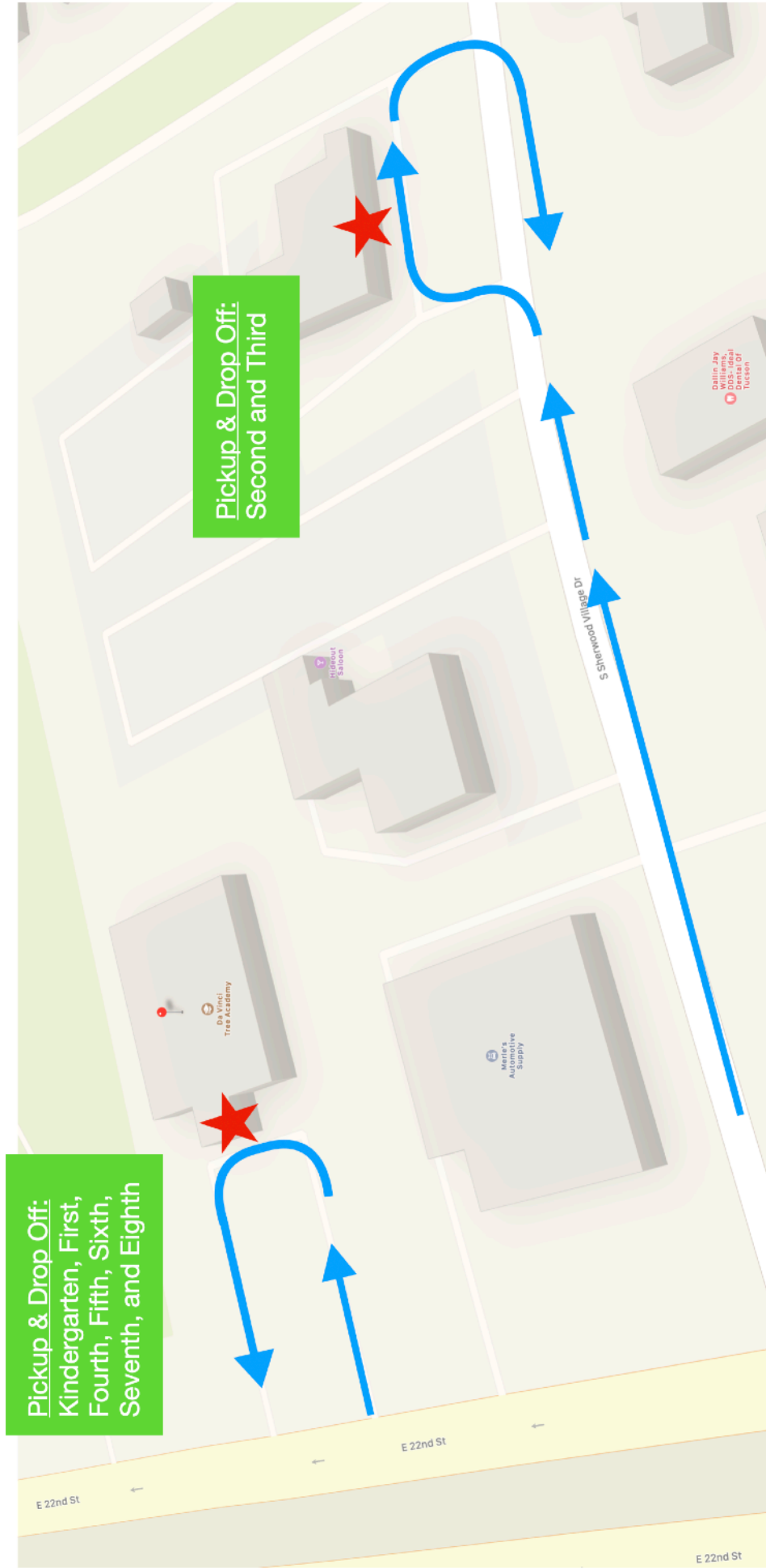
Students may arrive on campus as early as 7:30 AM. Before that time there will be nobody to supervise them. We recommend reaching out to Storybook Cottage

All students who walk to school must enter through the Carver Building. This is to make sure



that all students are present and accounted for, even if

Rainy Day Pickup and Drop Off



their class is held in the Curie Building. Students who ride their bicycle to school may lock their bikes either along the east fence of the Carver Building (behind the equipment shed) or on the bike rack on the patio of the Curie Building. After their bikes, all students are expected to report to the Carver Building.

When dropping off students in a vehicle, parents and guardians must drive through the drop off lanes at the Carver Building. If a parent/guardian needs to meet with a teacher or conduct business in the front office, parking is available in front of the Carver Building.

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).

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

Picking Up

Pickup every day begins at 3:30. Students will be playing on the benches and sports courts at the Curie Building. Parents/Guardians must drive through the pickup line off of Sherwood Village Drive. School staffers will assist students by letting them know when their ride is present and by making sure that they make it safely to their vehicle.

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.

Da Vinci Tree Academy's Non-Discrimination Statement

Da Vinci Tree Academy does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to or treatment or employment in its policies, procedures or practices, in compliance with Title VI, Title VII, Title IX, Section 504 and the Americans with Disabilities Act.

Da Vinci Tree Academy recognizes its obligation to provide overall program accessibility throughout the School for handicapped persons. The school has two ADA compliant restroom facilities readily available for students and visitors.

Definitions, Laws, and Policies

Students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board and instituted by the Principal. 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. Local law enforcement shall be notified by the Principal regarding any suspected crime against a person or property that is a serious offense as defined in ARS 13-604(V)(4), involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

Discipline Policy

Students at Da Vinci Tree Academy K-12 have the right to a quality education free from unnecessary disruptions and distractions. Effective and appropriate learning occurs more readily in a school/campus environment relatively free from behavioral problems. The entire school community (parents, students, school personnel and community members) share in the responsibility for maintenance of a positive campus climate. The administration, teaching staff, and other school personnel have the responsibility to determine when a student's behavior is inappropriate, disruptive, or in violation of school rules/regulations or policy. Pursuant to Policy Student Discipline, "Da Vinci Tree Academy's policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may be imposed if the student's behavior affects the school order."

ARS 15-105 -Seclusion and Restraint- Seclusion means the involuntary confinement of a pupil alone in a room from which egress is prevented. Seclusion does not include the use of a voluntary behavior management technique, including a timeout location, as part of a pupil's education plan, individual safety plan, behavioral plan or individualized education program that involves the pupil's separation

from a larger group for purposes of calming. Da Vinci Tree Academy has chosen not to use "confinement" as a disciplinary method. However, this method is useful for safety or therapeutic reasons when students pose imminent physical harm to themselves or others. If the school is compelled to use this method for the safety of your child or others or for therapeutic reasons, parent (s) will be notified as soon as possible.

ARS 15-117 -Surveys - Requires written informed consent from a parent prior to the administration of surveys that investigate the attitudes, behaviors, beliefs, experiences, opinions or thoughts of a pupil or group of pupils. Written notice will be provided and informed consent obtained for any specific survey that becomes a part of the pupil's permanent education records and solicits personal information.

Due Process

Any student who is involved in disciplinary action is entitled to due process. A student whose behavior is alleged to be in violation of the school's rules may be referred to the administration. In every such incident, a written report/referral specifying the violation must be prepared by the person initiating the referral. The student will be informed of the charges against him/her. He/she will then have the opportunity to respond verbally to these charges. The administration will then waive or assign the appropriate penalty as established by the discipline policy.

Off-Campus Behavior

A.R.S. § 15-843 requires the Governing Board of this school to prescribe rules for the discipline, suspension and expulsion of pupils, and those rules shall include procedures for dealing with pupils who have committed or who are believed to have committed a crime. This statute does not include any limitation that a student's crime need be committed on-campus for the student to be subject to discipline, suspension, or expulsion. See Op. Atty. Gen. No. 189-096. AG Opinion 189-096 on A.R.S 15-843 "makes no distinction as to the location of a crime a pupil committed or is believed to have committed". Thus, our school holds authority to discipline students whose presence in school is considered to be a threat to the moral well-being of other students or such conduct that interferes with the health, well-being, and safety of other students.

Violation of a Local, State, or Federal Law

In addition to school rules/regulations or policy, a student shall not violate any Federal, State, or Local law. A.R.S. 15-341 requires schools and school employees to report to local law enforcement any suspected crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses threat of death or serious physical injury to employees, students or anyone on school property. A.R.S. 13-3620 requires school employees who reasonably believe that a minor has been the victim of child abuse, physical injury, or neglect to immediately make a report to law enforcement or Department of Child Safety.

Interviews, Searches, and Law Enforcement Notification

Pursuant to Policy, "Da Vinci Tree Academy's goals are to protect and observe the legal rights of students, to deal with students in matters of discipline in a just and constructive manner, and to provide for the safety, health, and welfare of students". Pursuant to Policy, "School officials may question students regarding matters incident to school without limitation." Police may be notified for specific infractions that may be in violation of the criminal code. Law enforcement officials or police may interview a student without a school official present and without parent contact if law enforcement deems it necessary.

Pursuant to Policy, "School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from law enforcement.

Items provided by the School for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel."

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.

Freedom of Expression Policy

"Students possess undeniable rights to develop, believe, and follow personal viewpoints and beliefs to the extent their viewpoints and beliefs do not infringe upon nor denigrate the same rights of others". US Supreme Court Decision 1969 Tinker Case: In school settings The First Amendment is applied to protect free speech and keep order at the same time. Students may not be allowed to disrupt or

interfere with other people's rights. The First Amendment does not protect student speech that is disruptive or causes trouble at school. Schools are allowed to prohibit that type of speech or behavior.

Visitors to School

No person may enter onto school premises, including a classroom or other school activity, without checking in with the office and receiving a visitor's pass. During school hours, visitors must wear a visitor's pass which is recognizable by school staff members. All visitors will be required to leave a picture identification card in the front office while on campus.

Arizona Revised State Statutes

ARS 15-105 -Seclusion and Restraint (mentioned previously)

1. "Restraint" means any method or device that immobilizes or reduces the ability of a pupil to move the pupil's torso, arms, legs or head freely, including physical force or mechanical devices. Restraint does not include any of the following:

(a) Methods or devices implemented by trained school personnel or used by a pupil for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.

(b) The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a pupil to comply with a reasonable request or to go to a safe location.

(c) The brief holding of a pupil by one adult for the purpose of calming or comforting the pupil.

(d) Physical force used to take a weapon away from a pupil or to separate and remove a pupil from another person when the pupil is engaged in a physical assault on another person.

2. "School" means a school school, a charter school, a public or private special education school that provides services to pupils placed by a public school, the Arizona state schools for the deaf and the blind and a private school.

3. "Seclusion" means the involuntary confinement of a pupil alone in a room from which egress is prevented. Seclusion does not include the use of a voluntary behavior management technique, including a timeout location, as part of a pupil's education plan, individual safety plan, behavioral plan or individualized education program that involves the pupil's separation from a larger group for purposes of calming.

Da Vinci Tree Academy has chosen not to use "confinement" as a disciplinary method. However, this method is useful for safety or therapeutic reasons when students pose imminent physical harm to themselves or others. If the school is compelled to use this method for the safety of your child or others or for therapeutic reasons, parent (s) will be notified as soon as possible.

ARS 15-117 -Surveys - Requires written informed consent from a parent prior to the administration of surveys that investigate the attitudes, behaviors, beliefs, experiences, opinions or thoughts of a pupil or group of pupils. Written notice will be provided and informed consent obtained for any specific survey that becomes a part of the pupil's permanent education records and solicits personal information.

Disciplinary Actions

Teacher/Student Conference

For appropriate violations, the teacher will talk with the student to try and reach an agreement on how a student should behave. This conference is to be documented in the event that there is further disruption or problems created by the student.

Teacher/Parent Conference

A teacher/parent conference may be held in an effort to improve student behavior. This conference is to be documented in the event that there is further disruption or problems created by the student.

Administrative Referral/Conference

When a student is referred to the administration for disciplinary action, an administrative referral conference will be held. The student will be given the opportunity to tell his/her side of the incident. This conference occurs when the student's conduct interferes with the educational process and the rights of others or is contrary to school policy or regulations. The discipline policy, procedure, and infraction will be reviewed with the student at this time, as well as the assignment of a consequence.

Behavior Contract

A behavior contract is a written set of expectations set forth by a teacher or an administrator. Behavior contracts may be used at many different stages of the progressive discipline process.

Community/School Service

Activities coordinated by the school which will provide opportunities for learning through active involvement in addressing community or school needs or services may be assigned by the administration as alternatives to other disciplinary options.

Lunch Detention

At the discretion of teachers or administrators, students may be assigned to lunch detention. This means that a student will miss the opportunity to go to recess and eat lunch in the cafeteria with his/her class. A designated location with supervision will be provided for students to eat lunch and complete any given assignments.

After School Detention (ASD)

At the discretion of the administration, students may be assigned to ASD for one or more days for specific infractions. ASD will take place for 1.5 hours after school for all K-8 schools. A student assigned to ASD will be provided his/her academic work in order to remain productive during the day. Students are expected to follow rules and procedures that have been established for ASD. Students may be suspended off campus for failing to abide by ASD rules and/or procedures.

Suspension from Extra-Curricular Activities

A student's privilege to participate in or attend any extra-curricular activities and school sponsored events may be suspended for a specified time. This will apply to both on-campus and off-campus activities.

Saturday School

Saturday school may be held on occasion for students who have excessive tardies, are truant, in lieu of suspension, or credit recovery.

In-School-Suspension

Following an administrative conference, a student may be assigned to a monitored suspension room for a length of time designated by the school administrator. Students will be provided assignments from the classes in which they have been removed.

Short-Term Suspension (Off Campus)

Following an administrative conference, a student may be suspended off-campus for up to nine (9) days depending upon the infraction. During suspension, students are not permitted on school property or at school functions. Students will be allowed to make up all class work. The student may also be referred to the Principal for a discipline hearing.

Long-Term Suspension (Off Campus)

A formal hearing will be conducted for suspension exceeding nine (9) days which may be imposed by the Principal in lieu of expulsion. During suspension, students are not permitted on school property or at school functions.

Expulsion

Conduct which requires a formal disciplinary hearing in front of the Principal. The Governing Board has the right to expel a student and will determine such after receiving the Principals recommendation A.R.S. 15-341, 15-342, 15-343. A parent has a right to appeal the Principal's recommendation directly to the Governing Board, as per Board Policy.

Student Conduct Violations

Displayed below is a guide to the probable disciplinary measures that may be taken in the event of student misbehavior. Absence from the list of additional misbehaviors that may occur does not preclude disciplinary action from being taken on those misbehaviors, nor does it imply limitations to the disciplinary action.

The actual discipline determined for a given violation will be based upon consideration of a variety of factors, which will include but are not limited to: the age of the student; the frequency, type, and magnitude of previous misbehaviors by the student; aggravating circumstances associated with the incident; the relative severity of the event; whether the student's behavior violated civil or criminal laws; the degree to which the incident interferes with the educational process; the extent of endangerment to the student, other persons, and property created by the event; special intellectual, psychological, emotional, environmental, and physical characteristics of the student; the student's attitude concerning the event; and the expressed intent concerning the student's own future behavior.

Aggression (JIC-STUDENT CONDUCT & JICK - STUDENT VIOLENCE)**Assaults* ARS 13-1203 (JIC & JICK)**

A person commits assault by:

1. Intentionally, knowingly or recklessly causing any physical injury to another person; or
2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or
3. Knowingly touching another person with the intent to injure, insult or provoke such person.

B. Assault committed intentionally or knowingly pursuant to subsection A, paragraph 1 is a class 1 misdemeanor. Assault committed recklessly pursuant to subsection A, paragraph 1 or assault pursuant to subsection A, paragraph 2 is a class 2 misdemeanor. Assault committed pursuant to subsection A, paragraph 3 is a class 3 misdemeanor.

Aggravated Assault ARS 13-1204 (JIC & JICK)**

A person commits aggravated assault if the person commits assault as prescribed by section 13-1203 under any of the following circumstances:

1. If the person causes serious physical injury to another.
2. If the person uses a deadly weapon or dangerous instrument.
3. If the person commits assault against a teacher or any other school employee.

Disorderly Conduct (JIC)

A.R.S. 13-2904 prohibits conduct where, with intent to disturb peace or quiet, a person (1) engages in fighting, violent or seriously disruptive behavior; (2) makes unreasonable noise, or; (3) uses abusive language or gestures to a person in a manner likely to provoke immediate physical retaliation.

The act of being involved in behavior which disrupts the educational process of other students on the campus, or disregarding the suggestions and corrective efforts of the teacher or other school personnel. This includes swearing and vulgar language/behavior. Law enforcement may be contacted if the disorderly conduct occurs to a degree which violates other students' or school employees' rights to a peaceful environment.

Fighting (JIC & JICK)

Fighting includes mutual participation in an altercation involving physical violence or harm to one another. There is no one main offender.

Recklessness (JIC)

Lack of proper caution: careless of consequences

Minor Aggressive Act (JIC)

A physical act that does not result in serious injury to another person.

Endangerment* ARS 13-1201 (JIC & JICK)

A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury.

Verbal Provocation (JIC)

The act of inducing rage, anger, or resentment in another person that may cause that person to engage in a violation of rules.

Alcohol, Tobacco, and Other Drugs (JICG - Tobacco use by Students & JICH Drug and Alcohol use by Students)

Alcohol, Drugs, and Tobacco (*Indicate violation: Alcohol*, Tobacco* or Drug Violation including Inhalant*, Prescription Drugs** Over the Counter Drugs**, Illicit Drugs **, Drug Paraphernalia or Substance Represented as an Illicit Drug and indicate whether sale/distribution or intent to sell/distribute; use; possession or share*)

Alcohol* (JICH)

The violation of laws or ordinances prohibiting the manufacture, sale, distribution, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol; this would include being intoxicated at school, school- sponsored events and on school-sponsored transportation. See Policies JIC, JICH.

Drugs A.R.S 13-3415 (JICH)**

Includes, but not limited to drug possession, sale, use, distribution, being under the influence, drug paraphernalia, and imitations of illegal drugs. The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug, narcotic substance or imitation drug will be treated as a drug violation. This includes off-campus use and being under the influence at school, on school property, at a school function, and on school- sponsored transportation. "Drugs" shall include but are not limited to: all dangerous controlled substances prohibited by law, imitation drugs, any prescription or over-the-counter drug, hallucinogenic substances and inhalants, except those for which permission to use in school has been granted pursuant to Board policy.

Tobacco* A.R.S. 13-3622 (JICG)

The possession of cigarettes, tobacco products, vapor products, and/or the lighting or smoking of cigarettes or other tobacco products, and the chewing of tobacco is prohibited at school or any school sponsored activity or while on any school sponsored transportation vehicle. See Policy JICG.

Arson* (ECAC - VANDALISM, JKD STUDENT SUSPENSION & JIC STUDENT CONDUCT)

Any attempt to start or promote the continuation of any fire or explosion is prohibited; knowingly and unlawfully damaging school personal structure or property, either occupied* or unoccupied** by fire or explosion.

Attendance Policy Violations (JE STUDENT ATTENDANCE, JE-R STUDENT ATTENDANCE REGULATIONS & JHB TRUANCY)

The right and privilege of attending public schools carries with it certain responsibilities on the part of both 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; 10 days in two quarters and 15 days in three quarters of the school year. The parent(s) of students with excessive absences may be referred to the Pima County Court. 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.

Leaving School Grounds without Permission (JE-R)

All students must sign out under the guidance of a school official and with the permission of a parent or guardian.

Tardy/Attendance Violation (JE-R)

Tardiness is arriving late to class and is viewed as a disruption to the classroom environment. Students are expected to be in their seat and ready to learn by the end of the tardy bell.

Habitual Truancy/Unexcused Absence/Attendance Violation (JHB)

A.R.S. 15-803 defines "truancy" to mean an unexcused absence for at least one class period during the day. "Habitually truant" means a student who is truant for at least five school days in a school year. A student who is habitually truant, who has excessive absences, or other violation as defined by school policy, may be adjudicated incorrigible.

Harassment, Hazing, Threats, and Intimidation (JICK-STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING, JICFA-HAZING, KFA-PUBLIC CONDUCT ON SCHOOL PROPERTY)**Harassment and Bullying* (JICK, KFA)**

Physical or psychological abuse of another person by means of verbal or physical threats, intimidation, insults or other aggressive behavior in any form including electronically, any electronic means including social media, and include abuse based upon race, ethnicity, gender, religion or disability. Harassment may include, but is not limited to, Sexual*, Sexual with contact* or Non-sexual*.

Hazing* (JICK, KFA)

Forcing a person to risk or suffer physical or mental harm or degradation to join or remain in an organization. Also, insults and attacks via e-mail, text messaging or Internet social networks which substantially hinder another student's health, safety, welfare, right to attend school or participate in school activities constitute harassment and bullying. Internet communications that cause problems between students on campus will be dealt with as a serious student discipline matter.

Intimidation* (JICK, KFA)

To frighten, compel, or deter by actual or implied threats. Deliberately intimidating students or staff members by violence, verbal or physical threats. This also includes racial and sexual insults and harassment.

Threatening Act* (Physical or verbal threat or electronic communication or intimidation) **(JICK, KFA)**

To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack.

Lying, Cheating, Forgery, or Plagiarism (JK- STUDENT DISCIPLINE)

Cheating/Plagiarism (JK)

Copying the work of others and submitting it as your own, obtaining unauthorized and undocumented material from the Internet, use of a cell phone for transmitting test items or other secured information, or securing teacher material or work in a dishonest or unauthorized way will render that submitted work/ test invalid.

IF A STUDENT IS CAUGHT CHEATING DURING A STATE TEST OR FINAL EXAM, CONSEQUENCES IN ADDITION TO THOSE LISTED BELOW MAY BE IMPOSED

Lying / Forgery (JK)

Attempt by the student to conceal from school officials or deliberately distort facts in order to mislead or give a false impression.

Other Violations of School Policies (JIC-STUDENT CONDUCT, JICA STUDENT DRESS, JICF SECRET SOCIETIES/GANG ACTIVITY, KFA-PUBLIC CONDUCT ON SCHOOL PROPERTY)

Contraband (JIC)

If a properly conducted search yields illegal or contraband materials, such materials shall be turned over to the proper authorities.

Defiance/Disrespect Towards Authority/Non-Compliance (JIC, KFA)

Refusal to comply with reasonable requests of school personnel or refusal to obey classroom or school rules; more severe than disrespect: Defiance may be verbal, symbolic or physical. Confronting with resistance or challenging the authority of school officials; failure to comply with a reasonable request by school officials constitutes insubordination or unwillingness to submit to the authority of school officials.

Disruption (JIC, KFA)

Intentionally, knowingly, or recklessly interfering with or disrupting the normal operations of an educational institution as stated in ARS-13-2911.

Dress Code [Ref. pg.10 Da Vinci Tree Academy Student Handbook] (JICA)

Dressing in a manner that may result in a distraction or disruption of a safe environment is considered. Attire that suggests involvement in gang activity or any apparel that is suggestive, obscene, lewd, shows vulgar language or symbols, or shows symbols or language relating to or promoting sex, drugs, tobacco, weapons, violence, or alcohol on clothing or accessories are prohibited. Students should realize that brief and revealing clothing are not appropriate in school.

Ultimately, administration/staff will determine the appropriateness of a student's apparel. Dress & Grooming code is detailed in the student handbook.

Gambling (JIC)

Playing games for money or property, or betting on uncertain outcomes is prohibited. The use of dice for such purposes is strictly prohibited.

Gangs (Negative Group Affiliation) * (JICF)

An ongoing loosely or highly organized association of three or more persons, whether formal or informal, has a common name, sign, symbol or color, whose members engage, either individually or collectively, in violent or other forms of illegal behavior.

Public Display of Affection (JIC, KFA)

Any intimate physical contact in school or at any school related activity, on-site or off-site.

Verbal Abuse/Inappropriate Language towards Students or Staff (JIC, KFA)

Profanity, swearing and/or use of vulgar language, either directed or non-directed to an individual. Threats- Verbal/Physical Abuse A.R.S. 15-507. Insult or abuse of a student or any school official, including all teachers, clerical staff, custodians, and bus drivers, is considered a Class 3 misdemeanor.

School Threat (JIC-STUDENT CONDUCT, JICK - STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING, KFA-PUBLIC CONDUCT ON SCHOOL PROPERTY)

Bomb Threat*, Chemical or Biological Threat*, Fire Alarm Misuse*, and False 911 Calls (JIC, JICK, KFA)

The possession of fireworks of any variety or any explosive device is prohibited at school or school activities. Any variety of fireworks or explosive device detonated, or caused to be detonated, on campus or at school activities is prohibited. Any device that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes bombs, firecrackers, grenades, mines, rockets, missiles, pipe bombs, or similar devices that explode and are capable of causing bodily harm or property damage.

Sexual Offenses (JIC-STUDENT CONDUCT, JICK- STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/ BULLYING, JICL-DATING ABUSE)

Pornography (JIC)

Printed or visual material containing the explicit description or display of sexual organs or activity

Sexual Harassment*, Sexual Harassment with Contact* (JIC, JICK, JICL)

Unwelcome sexual advances, requests for sexual favors, and other unwelcome written, sexting, verbal or physical conduct of a sexual nature is prohibited. If a student believes he/she, or another student, has been subjected to sexual harassment, the student should report the behavior to a school administrator immediately.

Sexting (JIC, JICK, JICL) - A.R.S § 8-309 Unlawful transmission or possession of explicit sexual material by minors is illegal: "It is unlawful for a juvenile to intentionally or knowingly use an electronic communication device to transmit or display a visual depiction of a minor that depicts explicit sexual material". Use or possession of a visual depiction of a minor that depicts sexual material and is transmitted to another student(s) may be a CLASS 2 MISDEMEANOR.

Technology, Improper Use of (IJNDB-USE OF TECHNOLOGY RESOURCES IN INSTRUCTION, JIC-STUDENT CONDUCT)

Cell phones and Electronic Devices are to be turned off and given to teachers during education hours. If a cell phone or any other electronic device, without authorization by the administrator, is seen, or heard, by a teacher or staff member during class time, the teacher or staff member will confiscate the phone/device and turn it over to the school office or principal. Confiscated cell phones and electronic devices will be returned according to the guidelines listed below. If students choose to bring a cell phone or electronic device to school, it must be turned off during class times. Parents may call the school office if they need to contact their child during class time. The school/school is not liable for lost, stolen, damaged, cell phones or electronic devices regardless of the nature of damage.

Students' individual rights (Amendment IV) are balanced by administrators' responsibility to protect the health, safety and welfare of all students and staff. Administrators may conduct searches when they have reason to suspect that a law or school rule has been violated or that the health, safety or welfare of students or staff may be in danger, **without first contacting the parent.**

In the event administrators have reasonable suspicion that a school rule or law has been violated, phone searches may be conducted with student and/or parent consent. However, the students' lack of cooperation may result in losing the privilege of having the electronic device on campus for a period of time or the rest of the school year as determined by the administrator.

Computer, Network Infraction, Telecommunication Device (IJNDB, JIC)

Da Vinci Tree Academy network (including but not limited to Internet, computers, laptops, printers, etc.) is to allow students to conduct school business or activities. Tampering or "hacking" any Da Vinci Tree Academy resources is prohibited. Intentional damage or misuse of network will not be tolerated. Sharing passwords or logging in for someone else is prohibited. Intentional creation or spreading of computer viruses will not be tolerated. See Da Vinci Tree Academy Acceptable Use Policy for more information.

Photographs and Video (IJNDB, JIC)

Use of cell phones and electronic devices to photograph, videotape, or digitally record another person **on school property or at school events** without authorization by an administrator is prohibited. If a

student is found taking photographs in violation of this rule, the device used may be confiscated and a disciplinary consequence will follow. Accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, or sexually suggestive is prohibited.

If personal electronic devices belonging to students are lost or stolen, LIMITED school personnel time will be used to conduct searches or investigate the incident. The School/School is not liable for lost, stolen, or damaged cell phones/electronic devices.

Theft (JIC - STUDENT DISCIPLINE, JICK-STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING, JICI WEAPONS IN SCHOOL)

Burglary* (JIC, JICK)

Breaking into and entering a building with the intent to steal.

Theft (JIC, JICK)

The unlawful taking, carrying, leaving or riding away with property of another person *without threat, violence, or bodily harm*. This also includes possession or sale or attempted sale of another's property. Any personal property including instruments (music, electronic, etc.) or other materials for classroom use brought onto campus is at the risk of the owner. The school is not responsible for personal property brought onto Da Vinci Tree Academy K-8 or High School campuses.

If a student loses or reports personal property as stolen, schools/School are not financially responsible. School administrators will make limited attempts to locate students' personal property.

Extortion*(JIC, JICK)

Asking for or demanding money or something of value from another person in return for protection or in connection with a threat.

Robbery*(JIC, JICK)

Taking or attempting to take anything of value that is owned by another person or organization, by force, or threat of force, or by putting the victim in fear.

Armed Robbery(JIC, JICK, JICI)**

Robbery with the use of a weapon.

Trespassing (JIC-STUDENT DISCIPLINE)

Trespassing (JIC)

The unauthorized presence of any student on a campus other than his/her own. If a student is suspended off campus for disciplinary reasons he/she is prohibited from being on his/her campus

during the suspension. If the student refuses to leave upon request, it is a violation of state law and law enforcement may be contacted for assistance.

Loitering/Unauthorized Entry (JIC)

Knowingly and/or willingly being in an area that is prohibited or not authorized by a staff member; any attempt to or entry into any unauthorized fenced area, building, or student locker.

Vandalism or Criminal Damage (JIC-STUDENT

DISCIPLINE, KFA-STUDENT CONDUCT ON SCHOOL

PROPERTY)

The willful or malicious damage or destruction, defacing, or otherwise damaging in any way personal property without consent. This includes bombing, arson, graffiti, computer hacking and other acts that cause property or personal damage.

Weapons and Dangerous Items (JIC-STUDENT DISCIPLINE, JICI-WEAPONS IN SCHOOL)

Guns/Firearms (JICI)

Any weapon or simulated weapon designed to expel a projectile by an explosive used to inflict bodily harm when used on campus or during school sponsored activities in a manner such as to cause injury or to intimidate others. Typical instruments are defined, but not limited to: rifles, pistols, pellet guns, BB guns, "air soft" or any other propelled weapon, or similar weapons. May be real or simulated; may be operable or inoperable, loaded or unloaded.

Knives (JIC, JICI)

Any instrument possessed or used to inflict bodily harm or intimidate a person. May be operable or inoperable.

Other Weapons (JIC, JICI)

Any dangerous instrument possessed or used to inflict harm or intimidate a person. Other Weapons** include Billy Club, Brass Knuckles, Knife with blade length of not more than 2.5 inches, Nunchucks.

Dangerous Items* (JIC, JICI)

Include: Air soft gun, B.B. Gun, Knife with blade less than 2.5 inches, Laser Pointer, Letter Opener, Mace, Razor Blade or Box Cutter, Taser or Stun Gun, Simulated Knife, Simulated firearm, tear gas, matches, lighters etc. May be real or simulated: may be operable or inoperable.

Medications in School

Da Vinci Tree Academy follows all of the rules and regulations regarding medications in schools, including but not limited to:

- The Controlled Substances Act, 21 U.S.C. 801
- The Uniform Controlled Substances Act of 1994, 21 U.S.C. 802
- Title 21 (Food and Drugs) of the Code of Federal Regulations, Chapter II (Drug Enforcement Administration, Section 1300 (21 CFR 1300.01 et seq.)

In general, students who need medication while in school will have to have their parent/guardian give the medication along with instructions for administering the medication to the front office. Medications must be in the original bottle/container and must be labeled with the students name.

For students in 4th grade and older, when dealing with medications only needed on specific occasions (such as emergency asthma inhalers), exceptions to the policy may be made with consultation of a medical professional and the school principal. In these situations, if an exception is made students may also carry the medication on their person.

The school will do its best to inform parents that their student's medication is running low before it completely runs out. Even so, the school does not take responsibility for any students' medications running out as replenishing the supply of medication is a responsibility of the parent or guardian.

"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

