

Morningside Academy

# Student & Family Handbook

2019-2020

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901 Lenora Street

Seattle, WA 98121

206-709-9500

[www.MorningsideAcademy.org](http://www.MorningsideAcademy.org)

This handbook belongs to:



Morningside Academy  
901 Lenora Street  
Seattle, WA 98121  
Phone: (206) 709-9500  
Email: info@morningsideacademy.org  
Fax: (206) 709-4611

Most Morningside Academy e-mail addresses are the person's first name, followed by @morningsideacademy.org.

### **Administration & Staff**

Andrew Kieta, Associate Director  
Blue Lazarou, Director of Development  
Jen Provenzano, Director of Operations  
Jennifer Collins, Accounting  
Joanne Robbins Ph.D., Principal & Associate Director  
Julian Gire, School Psychologist & Vice Principal  
Julianne Campbell, Administrative Coordinator  
Martha Staff, Director of Admissions  
Kent Johnson Ph.D., Founding and Executive Director  
Robert Denton, Director of Technology  
Tim Smith, Facilities Manager

### **Faculty**

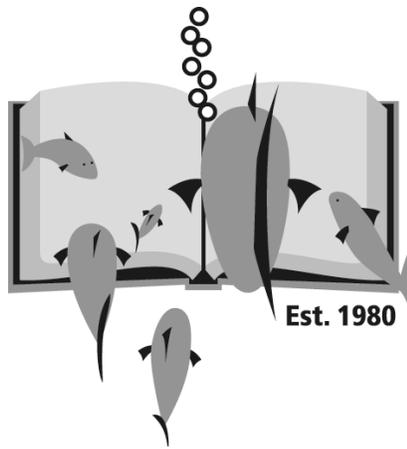
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Marianne Delgado, Faculty  
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## Who to Contact ...

When your child will be late or absent	Julianne Campbell	Please call the front desk before school (206) 709-9500 or email <a href="mailto:absent@morningsideacademy.org">absent@morningsideacademy.org</a>
When you will be late for pick up at dismissal	Julianne Campbell	Please call the front desk before school (206) 709-9500
When you want to pick up your child early	Julianne Campbell	Please call the front desk before school (206) 709-9500 or email <a href="mailto:absent@morningsideacademy.org">absent@morningsideacademy.org</a>
When you or your child has a concern or question	Your child's teacher, and copy Joanne	Email appears on the Support Card – <a href="mailto:firstname@morningsideacademy.org">firstname@morningsideacademy.org</a>
With questions about your child's Support Card	Your child's teacher, and copy Joanne & Joanne	<a href="mailto:joanne@morningsideacademy.org">joanne@morningsideacademy.org</a>
With questions about your bill	Jennifer Collins	<a href="mailto:accountant@morningsideacademy.org">accountant@morningsideacademy.org</a>
For the Extended Day programs	Jen Provenzano	<a href="mailto:jen@morningsideacademy.org">jen@morningsideacademy.org</a>
About the results of testing	Julian Gire	<a href="mailto:julian@morningsideacademy.org">julian@morningsideacademy.org</a>
For student transcripts and records requests	Julian Gire	<a href="mailto:julian@morningsideacademy.org">julian@morningsideacademy.org</a>
With questions about field trips or events	Jen Provenzano	<a href="mailto:jen@morningsideacademy.org">jen@morningsideacademy.org</a>
With questions about Admissions or Summer School	Martha Staff	<a href="mailto:martha@morningsideacademy.org">martha@morningsideacademy.org</a>
To get involved with FOMA (Friends of Morningside)	Jen Provenzano	<a href="mailto:jen@morningsideacademy.org">jen@morningsideacademy.org</a>
To volunteer or get involved with the Gala/Auction	Blue Lazarou	<a href="mailto:blue@morningsideacademy.org">blue@morningsideacademy.org</a>
Schedule my child's speech therapy, etc.	We recommend these are scheduled on Wednesdays After early dismissal	

# Morningside Academy

2019-2020



**MISSION STATEMENT:**

Morningside Academy (MA) seeks to provide learners the opportunity to catch up, build up and get ahead, and to enable them to achieve their greatest potential. Extensive assessments and research-based methods are utilized in our unique program.

## Table of Contents

About Morningside .....	1
Academic Year Program .....	1
Extended Day .....	1
Summer School .....	1
Progress Monitoring .....	2
Conferences .....	2
Support Cards .....	2
Classroom Management .....	2
Homework .....	3
Drop-off and Pick-up Procedures .....	3
Attendance .....	3
Weather and Emergency-Related Closures .....	4
Medication .....	4
Immunization .....	4
Emergencies .....	5
Earthquake Procedures .....	5
Fire Procedures .....	5
Disaster Preparedness Kits .....	5
Birthdays .....	5
Social Climate Issues .....	6
Respect for Our School Community .....	6
Policy on Sexual Harassment .....	7
<u>Definition</u> .....	7
<u>Reporting Procedures</u> .....	8
<u>Reprisal</u> .....	8
Weapons Policy .....	9
Lunch .....	9
Breaks and Snacks .....	9
Recess .....	9
Cell Phones, Electronic Devices, Cameras .....	9
Cell Phone .....	10
Computer Use .....	10
Dress Code .....	10
Single Occupancy Bathrooms .....	10
Friends of Morningside Academy (FOMA) .....	10
Student Leadership .....	11
Field Trips .....	11
Lost and Found .....	11
Transcripts, Records and Applications for Transitioning .....	11
How to Celebrate Your Child's Daily Accomplishments .....	12

## **About Morningside**

Dr. Kent Johnson founded Morningside Academy in Seattle in 1980. Morningside has two programs: a school for children and youth, and Morningside Teachers' Academy that disseminates the Morningside Model of Generative Instruction in schools and learning centers nationally and internationally.

Morningside Academy helps students catch up and get ahead. Many of our students have not previously reached their potential; some may have learning disabilities or ADD/ADHD diagnoses; all have average to well above average intelligence. Many other students who do not have learning or attention problems and who are not behind in school attend Morningside to sharpen their basic skills and develop the necessary foundations for becoming high performers in school. Upon completing the program, students return to public and private schools without the need for extra educational support.

## **Academic Year Program**

The academic year program is for students in grades 2-9. Students are divided among Foundations and Middle School programs. The Foundations program offers a full day of foundation skills: reading, writing, math, thinking, reasoning and problem solving skills, and psychology. Students enrolled in the Middle School program typically enroll for three years of middle school. Their program consists of foundation skills as well as learning how to succeed in content courses. Art and martial arts are also part of the weekly schedule. All students have Recess.

## **Extended Day**

After school offerings include computer coding, Magic: the Gathering, Rubik's Cubing, sailing at the Center for Wooden Boats, art, and outdoor games. Most weekdays a different activity will be offered. Students may sign up for only one day per week or they may choose to participate in a variety of programs. The costs for the extended day program will be paid directly to the sponsor of each activity.

## **Summer School**

We offer a 4-week summer program in reading, writing, and mathematics. Some students attend school year round, focusing in the summer on their skill of greatest deficit.

## **Progress Monitoring**

Students are assessed with standardized tests at the beginning and end of each academic year. Pretesting is completed in the fall, during the first week of school, to determine where students are performing academically so that we may place them in the appropriate curriculum. Additional testing is administered weekly, monthly, and bimonthly to assess progress and ensure that the placement is best serving the student. Post testing is administered at the end of the school year, during the last three weeks, to show the students overall growth over the past school year.

## **Conferences**

We will hold Parent/Guardian/Teacher/Student conferences three times throughout the year: Fall, Winter, and Spring. Student attendance is mandatory. During these conferences, we will review your child's performance and progress in their coursework, and will establish reasonable goals and plans to achieve them.

## **Support Cards**

Your student will receive a Daily Support Card, which must be valued by parents, guardians and students. Success at Morningside Academy requires a conversation about accomplishments each day. We have included additional information about the Support Card at the end of this handbook. This Support Card summarizes student performance in these areas: Academics, Learning Skills, Organization, and Citizenship.

Progress is indicated when the student meets the teacher expectations and must be acknowledged at home in a positive, brief and focused period of time. If points are not earned, a problem solving approach is to be taken. If points are not earned repeatedly, we will request a meeting to design some interventions and ensure support of the Support Card.

To view a video and PowerPoint presentation about our Daily Support Card, visit our website at: <http://www.morningsideacademy.org/academics/the-daily-support-card/>

## **Classroom Management**

Managing classroom behavior is the teacher's responsibility. If a student engages in disturbing behavior, the teacher may design an individual plan for that student. Morningside is not a school for children with significant emotional and social problems. If a student is not earning credit on the Support Card, we will

hold a meeting with the student, teacher, parent or guardian, and vice- principal or principal to design a plan for improvement.

## **Homework**

Initially there is no homework. Our Founding Director says, "Parents should be parents and teachers should be teachers." We do not send homework home until we teach students how to do homework. We regard homework as another skill to learn.

## **Drop-off and Pick-up Procedures**

Drop-off and pick-up procedures at Morningside are designed to ensure each student's safety. Students of all ages exit and enter vehicles from the curbside. This means the seating arrangement will allow for exit to the sidewalk, not into the street. If the drop off spot is across the street, parents and guardians should supervise the walk to the corner for safe crossing. **Students are required to use designated crosswalks.**

In the morning, our doors open at 8:40 a.m. and school begins at 8:55 a.m.

- Students who arrive by car before 8:40 should wait in the car, not on the sidewalk.
- Students who travel by public transportation may stand beside the Lenora Street door if they arrive before 8:40.

We encourage carpools and provide a roster of our families, available the first week of school. We want students to arrive calm and ready to work each morning, and can make suggestions about the ride to school if necessary.

School ends at 3:40 p.m. on Monday, Tuesday, Thursday and Friday. Classes are dismissed at 2:40 p.m. on Wednesday for faculty seminar. Please pick up your student promptly after school.

If your student will leave school without adult supervision (to take the bus, walk, etc.) we require a signed transportation plan on file. We appreciate a telephone call in advance of dismissal if something varies from the routine.

## **Attendance**

We have a strict attendance policy at Morningside because classroom time is extremely valuable. We keep track of the class time that your student misses

including late arrivals and early dismissals. This attendance record will be reported in the Parent/Guardian/Student/Teacher conferences. Class begins promptly at 8:55 a.m. and students earn their first Organization point at 8:55 a.m.

If a student will be late or needs to leave school early, please notify the Front Desk as soon as possible. If you call the front desk 5 minutes before an early pick-up we will bring the student to the Front Desk.

### **Weather and Emergency-Related Closures**

In the event of inclement weather, please tune in to local television and radio stations for school closure. We follow the Seattle Public School system. For example, if the Seattle Public Schools open two hours late, we open two hours late; if the Seattle Public Schools close for the day, we close for the day.

### **Medication**

Please notify us of any prescription and/or nonprescription medication your child's needs to take on a daily basis. We will keep a supply at the Front Desk and administer it as directed. Additionally, if your student has any medication that must be taken occasionally please notify us and submit a supply to the Front Desk. We will need a separate, completed Instruction for Medication form on file for each medication your student takes at Morningside.

All student medication must be in an original prescription container, and must include the student's name, medication name and strength, amount and frequency with which the medication is to be given. You are responsible for providing refills of your child's medication in a timely manner.

We understand that unexpected health problems will occur, so the Front Desk keeps a small supply of pain relievers and antacids. In addition we have ice packs, bandages, and a fully stocked first aid kit. Before we can give your student any medication we must have a signed medical consent form on file.

### **Immunization: Please note new policy**

We must have your student's current immunization records on file by the start of school on day one. In May 2019, the Washington State Legislature passed a bill that removes the personal and philosophical option to exempt children from the MMR (measles, mumps, and rubella) vaccine required for school and child care entry. The bill took effect July 28, 2019 and applies to public and private schools and child cares. The law removes the option for a personal/philosophical exemption to the MMR vaccine requirement for schools and child cares. Please visit [www.doh.wa.gov](http://www.doh.wa.gov) for more information.

## **Emergencies**

We are prepared for a disaster in case of an earthquake, fire, flood, or any other situation. We hold emergency drills throughout the school year to ensure the safety of the students. Morningside Academy has a disaster plan posted outside of each classroom and throughout the building. We have an intercom system that allows us to communicate throughout the school. Students practice fire drills, earthquake drills, and lockdown procedures with their teachers monthly.

## **Earthquake Procedures**

If we are indoors we take cover under the desk or table and hold onto the table with one hand. We turn away from the window, and stay under shelter until the shaking stops. If we are outdoors, we lie down or crouch low to the ground away from any buildings, and look around to be aware of dangers that demand movement.

## **Fire Procedures**

Fire drills are scheduled on a regular basis throughout the school year. The directions for evacuation are posted throughout the building. All exits are labeled. In the event of a fire emergency students evacuate the building through their assigned exit and meet with their designated faculty member. Each class has an assigned meeting place at least 50 feet from the school building. Teachers must account for all students.

## **Disaster Preparedness Kits**

Morningside Academy requests that all students have a Disaster Preparedness Kit that will be stored with us. This is a precautionary measure in case there is an emergency situation during school hours. Disaster kits can either be made or purchased and should include the following in a gallon-sized Ziploc bag: nutrition bars, tissues, list of phone numbers, poncho, emergency/ survival blanket, flashlight, and a body warmer. Specific kit instructions will be sent in the new school year packet.

## **Birthdays**

On your child's birthday they can bring a treat to share. This is optional, of course, but you can send enough for the lunch group (90) or the first class of the day (10 – 14). Some children have allergies to wheat, peanuts and food coloring.

## **Social Climate Issues**

### ➤ **Reporting at School and at Home**

If your child comes home and reports a disturbing social interaction we'd like to encourage you to remind your child of the process listed here. This is reviewed in each of our classes:

- First, the student needs to report to the teacher who is responsible for the group at the time of the occurrence.
- If the issue occurs in-between classes or in the hallway, student should go to the closest available teacher or find Julian, our School Psychologist and Vice Principal or Joanne, our Principal. If they are not readily available, students should go to the front desk and Julianne, Jen, or a Work Study Student will find one of them.
- If the problem is not resolved, go to your Advocate.
- If the problem remains unresolved, go to your parents or guardian.

### ➤ **Directions to the Student**

At each point in our process, the person to whom you are reporting will ask you if you have asked the person in charge for assistance. For example, if something troubling happens at Recess and you return to your Writing teacher with a report, your Writing teacher will ask you what happened when you reported the problem to a Recess Supervisor.

## **Recognizing Good Citizenship**

There are many ways that we build our social community at Morningside Academy. We are encouraging all students to be allies in a possible bullying situation.

Good citizens:

- Are allies when they see unkind or hurtful transactions
- Give genuine positive strokes often
- Welcome and include everyone
- Report disturbances immediately in a genuine way to an adult at Morningside

## **Respect for Our School Community**

All students are responsible for respecting the personal dignity and worth of each person in our Morningside Academy community. We expect respect from faculty, staff, and from students, between faculty, between students, and of course, between faculty and student.

We show respect for each other in what we say, and how we say it.

Continual verbal or written comments that are negative or threatening could be harmful to a person or make them feel unwanted or in danger at our school. This kind of behavior is not allowed.

Students will learn to respect the personal space of all others and must not become physical in any way. Pushing, shoving, hitting, kicking or pulling on another person are examples of being physical with another person. Students are not allowed to be physical with other students even if it is considered *joking around*. This makes our school safer for everyone.

## **Policy on Sexual Harassment**

Sexual harassment is a form of sexual discrimination. It is the policy of Morningside Academy to provide a learning and working environment based on respect for students, employees, and visitors. Sexual harassment by any person, male or female, which creates an intimidating, hostile, or offensive environment will not be tolerated.

Consequences will vary based upon the particular conditions.

Any person who believes that he or she has been a victim of or has knowledge of conduct which may constitute sexual harassment should report it to the principal, any faculty or staff members, and can expect support from these persons.

It is important for parents and guardians, faculty and staff, as well as students, to raise our awareness of what constitutes sexual harassment and to understand that what may be considered horseplay in elementary school, becomes much more serious in middle school.

### **Definition**

Sexual harassment is behavior that is directed at people because of their gender (either boy or girl) or is sexual. Just a few examples of sexual harassment include showing naked pictures to someone, pulling someone's pants down, staring at someone's body, touching someone's private parts or otherwise touching them inappropriately or telling a dirty joke. Sexual harassment makes people feel embarrassed, uncomfortable or upset.

Sexual harassment is not just touching or name-calling. It can be verbal, physical, non-physical or visual in nature. More examples include but are not limited to:

- Verbal harassment and/or abuse of a sexual nature
- Subtle pressure for sexual activity or requests for sexual favors
- Unwelcome sexual advances
- Inappropriate patting or pinching
- Pantsing
- Intentional brushing against a student's body
- Any sexually motivated unwelcome touching
- Obscene gestures
- Excessive flirting
- Leering
- Comments about a person's body or physical appearance
- Repeated requests for dates
- Crude or dirty jokes
- Gossip
- Sexual pictures or graffiti

Whether or not a perpetrator's conduct is considered harassment depends upon how the person to whom the conduct is directed and/or the people standing nearby, feel about what was said or done, and *not* upon whether the harasser intended to hurt or bother anyone. People can harass others of the same sex or the opposite sex. That means boys can harass boys, and girls can harass girls. Also, boys can harass girls, and girls can harass boys.

### **Reporting Procedures**

If another student or an adult in school harasses a student, the student should tell the person who is doing it to stop and that it bothers him or her.

If a student feels uncomfortable telling the person to stop, the student should come forward to ask for help immediately because harassment is wrong and it can be stopped. The school knows how to protect and help students. The school is committed to supporting the students if there is ever a problem.

The administrators at school may talk to a student's parents or guardians and make sure that the student feels safe and protected. They will try to keep the matter as quiet as possible and will make every effort to see that no one bothers or threatens any student for telling someone at the school about harassment.

### **Reprisal**

The school will make every effort to ensure that no student is subject to any form of retaliation or discipline for making a complaint or helping out with an investigation of a complaint.

## **Weapons Policy**

Students and non-students, including all adults and visitors, shall not possess, use or distribute a weapon when in a school location. We will take appropriate action against any student, teacher, administrator, school employee, or volunteer who violates this policy.

Play weapons are not allowed at Morningside Academy, not even with a costume.

## **Lunch**

Each student must bring a lunch or may order from the vendor's school menu. During lunch, students are expected to use the same learning skills, organization, and good citizenship that they use in the classroom. Students should follow directions of the lunch supervisors, and stay in their seats until they are dismissed. After they are finished eating, students clean up their lunch area and dispose of any trash, compost, and recyclables in the proper receptacles. Additionally, students are expected to be respectful of others during the lunch period, and to use their good manners. We may make seating suggestions to facilitate friendships.

## **Breaks and Snacks**

Throughout the day teachers will offer breaks to the students. Playing games at home like UNO, Mastermind, and Guess Who can familiarize your student with some of the games available during break. If your student has suggestions for other games, please encourage those ideas to be shared. You may pack a healthy morning and afternoon snack for your child to eat during these times. Please do not send energy drinks to school. We have a "no sharing" policy unless a planned party is scheduled.

## **Recess**

Recess is held at Denny Playfield or Denny Park. Recess is designed to be a fun, active time. We encourage everyone to get exercise and go outside for recess, but we do offer indoor recess as well. Students have a choice of organized games like volleyball, soccer or kickball. Having a conversation while walking is also an option.

## **Cell Phones, Electronic Devices, Cameras**

Games and personal electronics may be used during class break *only with the teacher's permission*. Cell phones are not to be used during school for music streaming, watching videos, etc. Cameras are not to be used because some children are not to be photographed.

## **Cell Phones**

If your child needs to bring a cell phone to school for use before or after school, the phone must remain off from the start of school in the morning until after dismissal. Teachers will collect the phones first thing in the morning and return them at Checkout. Phones will always be available in case of emergency.

If you need to contact your student during school hours, please call Julianne at the Front Desk (206-709-9500) and we will have the student come to the desk to receive your call. Please do not call or text your child's cellphone during the school day.

We urge parents and guardians to monitor students' cell phone use at home, including social media.

Students who share phones, digital messages or images with anything inappropriate could result in disciplinary action, such as suspension.

## **Computer Use**

Each student is supplied their own password to access school computers. It is their responsibility to keep their password private and not share it with other students. If they forget their password, they can ask their teacher. The Internet is for *school-related use only*. It is not for personal use.

We urge parents and guardians to monitor students' online use at home, including social media.

## **Dress Code**

Although we do not have a formal dress code, we expect students to dress appropriately for a school setting. Occasionally we will talk privately with a student about what is appropriate if the need arises. We request that students do not wear perfume, cologne, or other body fragrances.

## **Single Occupancy Bathrooms**

One of the bathrooms in the front lobby is designated for single occupancy use.

## **Friends of Morningside Academy (FOMA)**

Friends of Morningside Academy (FOMA) is our parent and guardian organization that sponsors family game night in the fall, as well as our family dance in the spring. FOMA members also serve as room parents, party planners, yearbook editors, newsletter writers, and snack providers. There is an annual activity fee of \$40 each family pays to help with the cost of these events.

## **Student Leadership**

Volunteers from each classroom participate in the Student Ambassador leadership program. When student visitors come to Morningside, the ambassador serves as a partner and host. Student leaders also serve as event planners for activities such as field trips and the school dance.

## **Field Trips**

Throughout the school year we offer students several opportunities to go on field trips. Students may offer input on where we might go on field trips. Our annual trips include a trip to the mountains for tubing, skiing or snowboarding and the end of year trip to Wild Waves. We also visit local spots such as the Urban Rest Stop, The Seattle Braille Library, and Mad Art, individual classes may go to a bookstore together, to an exhibit at Path Seattle, or KEXP. Prior to a trip we send home permission slips with the details as well as any information regarding cost. Sometimes we will seek parent and guardian volunteers to chaperone these events.

Field trips serve an important function at Morningside. Because our students work hard throughout their day, the trips are a way for friendships to build and bonds to form within the classroom group between students and teacher, and between classrooms to create a strong school spirit. Some of our trips are scheduled as celebrations of accomplishments. For example, your student's writing class may walk to the Seattle Center to celebrate the goal of having mastered several types of writing genres in a set period of time. We expect all of our students to participate in field trips. Scholarships are available for any field trip costs.

## **Lost and Found**

There is a box at the front desk for lost and found items. Please be sure to regularly peruse this for personal items you may have misplaced. Twice per year any unclaimed items will be donated.

## **Transcripts, Records and Applications for Transitioning**

Please submit your requests for transcripts in writing to Julian, our School Psychologist, and he will distribute any necessary forms to the appropriate faculty members. Please do not give the forms to your child's teacher or other administrators. We will send completed paperwork to the schools you specify. Please note that it can take up to 10 business days for the processing of these forms, so please plan accordingly and submit to Julian at least two weeks in advance.

## How to Celebrate Your Child's Daily Accomplishments

Learn how to read the Daily Support Card: teacher sets the Aim and students earn the tally marks while the lesson is taught. Focus on the positive: spend more time talking about points earned than those not earned. Look at the positive comments in the remarks column and read them aloud with your child. If a point is not earned, have a conversation about how tomorrow can be a better day. Let's take a problem solving approach.

Communicate with your child's teacher. Ask the teacher if there is anything more that you can do to support your child's effort. Email and handwritten notes are welcome.

Show your child that you value the Daily Support Card:

- Keep a notebook and save the Daily Support Card
- Post exceptional Support Cards on your refrigerator
- Talk about the Support Card when the focus is only the Support Card.

Celebrate when your child meets a goal. Goals can be based upon improvement in terms of number of "equals" per day or based upon a particular category on the Support Card. A long list of celebration choices generated from our families is attached. We recommend activity-based celebrations. We do not want students to work for costly presents.

- Spend extra time with your child on something of his/her choice (reading an extra bedtime story, playing a board game, watching a cartoon together, sharing an internet activity)
- Allow your child to do something of choice for additional time (extra access to internet, more time for bike riding)
- Let your child participate in simple activities usually reserved for special occasions (helping with dinner, selecting menu items, getting a ride to visit a friend)
- Go out for breakfast, go out for lunch