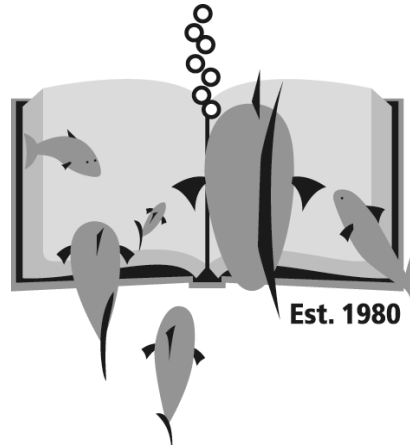


Morningside Academy



2020-2021 Student and Family Handbook

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
Kent Johnson Ph.D., Founding and Executive Director
Martha Staff, Director of Admissions
Robert Denton, Director of Technology
Tim Smith, Facilities Manager & Morningside Press

Faculty

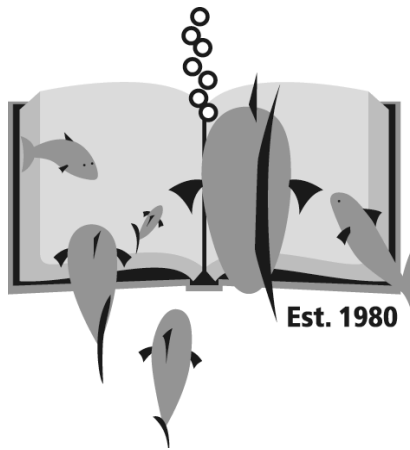
Adam Stretz, Faculty
Bailee Scheuffele, Faculty
Chris Topham, Faculty
Geoff Martin, Faculty
Hannah Jenkins, Faculty
Jessica Turnansky, Faculty
Kelsia King, Faculty
Leah Herzog, Faculty
Nicole Erickson, Faculty
Paul Conrad, Art
Restita DeJesus, Physical Education
Shiloh Isbell, Faculty
Tyler Grant, Faculty

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

Morningside Academy

2020-2021



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
Summer School.....	1
Progress Monitoring.....	2
Conferences.....	2
Daily Support Cards.....	2
Classroom Management.....	2
Homework.....	3
Drop-off and Pick-up Procedures.....	4
Attendance.....	4
Weather and Emergency-Related Closures.....	4
Medication.....	5
Immunization: Please note new policy.....	5
Emergencies.....	6
Earthquake Procedures.....	6
Fire Procedures.....	6
Disaster Preparedness Kits.....	6
Birthdays.....	6
➤ <u>Reporting at School and at Home</u>	7
Respect for Our School Community.....	7
Policy on Sexual Harassment.....	8
<i>Definition</i>	8
<i>Reporting Procedures</i>	9
<i>Reprisal</i>	9
Weapons Policy.....	9
Lunch.....	10
Breaks and Snacks.....	10
Recess.....	10
Cell Phones, Electronic Devices, Cameras.....	10
Cell Phones and Texting.....	11
Computer Use.....	11
Dress Code.....	11
Friends of Morningside Academy (FOMA).....	12
Student Leadership.....	12
Field Trips.....	12
Lost and Found.....	12
Transcripts, Records and Applications for Transitioning.....	12
How to Celebrate Your Child's Daily Accomplishments.....	14

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. Online classes will include physical education rather than online martial arts.

Extended Day

When instruction is onsite, after-school offerings may 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 typically are assessed with standardized tests at the beginning and end of each academic year. This year our assessments will begin online. Pretesting is completed in the fall during the first 8 days of school to determine where students are performing academically, and then students will be placed 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 measure the students' overall growth over the 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.

Daily 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 Daily Support Card at the end of this handbook. This Support Card summarizes student performance in these areas: Academics, Learning Skills, Organization, and Citizenship. Our online Daily Support Card will vary somewhat from teacher to teacher. Orientation to the Daily Support Card will be led by each child's Advocate once academic classes begin.

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.

To view a video and PowerPoint presentation about how our Daily Support Card was used for onsite learning, visit our website at:

<http://www.morningsideacademy.org/academics/the-daily-support-card/> More information about the Daily Support Card [here](#).

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 Daily 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.

Public Health Safety in the Building

Safety is Morningside's #1 priority for our students, faculty, staff, and our visitors. This is critical during this time of public health concerns as we attend to the reduction of the spread of Covid-19. The return to onsite instruction will be determined with the advisement of local health officials. We have many building procedures in place for everyone's safety. As we get closer to a firm onsite date, we will provide more information as to what to expect.

No one should come to the building if experiencing flu-like symptoms, including but not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If entering the Morningside Academy building:

- Temperature checks are required at entry. If a person has a fever of 100.4 or above, we require them to exit the building
- Masks are required
- Regular hand-washing schedules and assigned restrooms to reduce potential exposure are in place
- Regular sanitizing schedules are in place
- Supplies assigned and labeled for each individual

Homework

With remote learning, our school work is at home, but it is not "homework." The work to be completed through the course of the day happens with the teachers' guidance and supervision. Our philosophy about homework is that homework is another skill to learn. We do not send students off to do homework until we teach students how to do homework.

Drop-off and Pick-up Procedures

When instruction is onsite, 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. 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 will open at 8:40 a.m. and school begins at 8:55 a.m.

- Students who arrive by car before 8:40 must 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 are likely to need to continue with 6' physical distancing and use marked waiting spots.

We want students to arrive calm and ready to work each morning, and can make suggestions about the ride to school. We encourage carpools if this can be safely managed.

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.

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 9 a.m. With potential challenges getting signed on, teachers will note Tardy at 9:05,

If a student will be late or needs to leave class early, please notify the Front Desk or Julianne@morningsideacademy.org. We will contact you if your student is missing class, late for class or doesn't return to remote learning as soon as we see a pattern.

Weather and Emergency-Related Closures

We will notify families in the event of full school closures if there is a Covid-19 related closure. These notifications will come by email. 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 when we return to onsite instruction. 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. Families are responsible for providing refills of their 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. We have set up an isolation tent in the event that a student has a fever or other symptoms during this period of the epidemic.

Immunization: Please note new policy

We must have your student's current immunization records on file by the start of school on day one. As of August 1, 2020, The State Board of Health (SBOH) has approved changes to Chapter 246-105 of the Washington Administrative Code (WAC) concerning school and child care immunization policy. These rules apply to all public and private schools and licensed child care centers in Washington State. The update to Chapter 246-105 WAC has three major focuses:

- It now requires medically verified immunization records for school and child care entry.
- It clarifies conditional status in regards to school and child care immunization requirements and implementation.
- It changes the Tdap immunization requirement to 7th through 12th grades.

Please visit 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. We will send a reminder prior to onsite learning.

Birthdays

As we start the year online, we will recognize birthdays during our Virtual Lunch, We want to celebrate everyone's birthday with song and good wishes. When we are back in the building, birthdays can be celebrated with a treat to share. This is optional, of course, but families 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 reports a disturbing social interaction, we 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 a Break Out room online and the teacher is unable to resolve the situation due to timing constraints, the student should send an email to Julian or Joanne. Once we return to school onsite and a situation occurs (in-between classes or in the hallway), students should go to the closest available teacher or go to the Front Desk and ask for Julian, our School Psychologist and Vice Principal or Joanne, our Principal.
- 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 Lunch and you return to your Math teacher with a report, your Math teacher will ask you what happened when you reported the problem to a Lunch Supervisor.

Recognizing Good Citizenship

There are many ways that we build our social community at Morningside Academy.

Good citizens:

- Give genuine positive strokes often
- Welcome and include everyone
- Are allies if they hear or see unkind or hurtful transactions or biased or prejudicial or racist comments
- 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. This is not acceptable online or in person.

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 they have 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. 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. 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
- Any of the above in texting, emailing, chat-features, etc.

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 them.

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

Virtual lunch is optional and can be a great way to visit with friends who are not in the student's class. The lunch period is one hour. When we return to our school onsite, 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. All of our routines, including lunch, are likely to take a different form if we need to abide by physical distancing.

Recess

When we return to the building, Recess is held at Denny Playfield, Denny Park or the Urban Triangle Park. Recess is designed to be a fun, active time. We encourage everyone to get exercise and go outside for Recess, Students have a choice of organized games such as basketball, soccer, kickball, Capture the Flag. Having a conversation while walking is also an option. We do offer indoor recess as well.

Cell Phones, Electronic Devices, Cameras

When we return to school onsite, 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 and Texting

During remote instruction, it is expected students are to have their cell phones off and in another room. Texting or using a chat app is not to occur privately between students during the school day, We encourage discussions and use of group chat during class time.

Once we return to in person classes, 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 their email and when onsite 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

All restrooms have been updated to single-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, and snack providers and volunteers for our Gala/Auction.

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 have included 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 Vice-Principal. 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. Focus on the positive. If expectations are not met 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:

Celebrate when your child meets a goal.

- 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)
- Let your child participate in simple activities usually reserved for special occasions (helping with dinner, selecting menu items, getting a ride to safely visit a friend)