



Morningside Academy

2023-2024 Student and Family Handbook

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.

Morningside Academy

1605 17th Ave

Seattle, WA 98122

Phone: (206) 709-9500

Email: info@morningsideacademy.org

Fax: (206) 709-4611

If your child will be late, absent, or needs to leave early, please email:
absent@morningsideacademy.org or call the front desk at 206-709-9500

Table of Contents

About Morningside	3
Academic Year Program	3
Extended Day	4
Summer School	4
Progress Monitoring	4
Conferences	4
Daily Support Cards	4
How to Celebrate Your Child's Daily Accomplishments	5
Show your child that you value the Daily Support Card	5
When is a good time to review the Daily Support Card?	5
How do I comment on the Kind of Day?	6
How do I contact my child's teacher?	6
Advocate Responsibilities	6
Classroom Management	6
Homework	6
Drop-off and Pick-up Procedures	6
Attendance	7
Lunch	7
Breaks and Snacks	8
Recess	8
Birthdays	8
Cell Phones, Electronic Devices, Cameras	8
Computer Use	8
Dress Code	9
Single Occupancy Bathrooms	9
Friends of Morningside Academy (FOMA)	9
Student Leadership	9
Field Trips	9
Lost and Found	10
Transcripts, Records and Applications for Transitioning	10
Weather and Emergency-Related Closures	10
Student Health and Safety	10
Public Health Safety in the Building	10
Keeping Healthy	11
Mask Policy	11
COVID-19 Quarantining Safety and Policies	11
Positive Test Result	12
Medication	12
Immunization	13
Social Climate Issues	13

Reporting at School and at Home	13
Recognizing Good Citizenship	14
Respect for Our School Community	14
Policy on Sexual Harassment	14
Definition	15
Reporting Procedures	16
Reprisal	16
Weapons Policy	16
Emergencies	16
Earthquake Procedures	16
Fire Procedures	17
Disaster Preparedness Kits	17

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 to become 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/physical education are also part of the weekly schedule.

Extended Day

After school offerings may include computer coding, drama, music, art, and outdoor games. 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 Morningside Academy.

Summer School

We offer a 4-week summer program in reading, writing, and mathematics and study skills. For new full year students, Summer School functions like an Orientation. Full year students often continue in summer and focus on their skill of greatest deficit.

Progress Monitoring

Students typically are assessed with standardized tests at the beginning and end of each academic year. 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 required and they often take the leadership role. 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

Students 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. 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 expectations across those four categories. Acknowledgement at home needs to come in a positive, brief and focused period of time. If points are not earned, families take a problem solving approach. If points are not earned repeatedly, a meeting to design interventions will be scheduled with student, family, teacher and administrator. These are not punitive sessions; they are problem solving sessions.

To learn more about how our Daily Support Card is used, visit our website at: <http://www.morningsideacademy.org/academics/the-daily-support-card/>

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. A problem solving approach, rather than a punishment- focused approach, is more conducive to long-term success.

Communicate with your child's teacher. Ask the teacher if there is anything more that you can do to support your child's effort. We welcome communication.

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 their 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)
- Post exceptional Support Cards on your refrigerator
- Create a menu of ways to celebrate

When is a good time to review the Daily Support Card?

Please find a quiet time when you can spend a few minutes reviewing your child's day. To make the most out of the program, review the Support Card every day. Often students are eager to show off their day upon being dismissed. When they jump in the car, this is not the time for review! You want to sit without distractions and look at the Kind of Day and comment on all the credit (points) earned.

How do I comment on the Kind of Day?

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. We all try to take a problem solving approach.

How do I contact my child's teacher?

The teacher's email address is at the top of the Support Card. You may copy our principal, Kathy, in your email: Kathy@morningsideacademy.org.

Advocate Responsibilities

Each faculty member serves as an Advocate for a group of Morningside students. An Advocate:

- Looks out for the welfare and best interest of the student
- Monitors progress and changing needs of the student
- Communicates with other faculty and staff about the student
- Assists students with social needs
- Guides partnering during free time/recess opportunities
- Conducts Daily Support Card training for parents/guardians of Reading/LA students

Classroom Management

Managing classroom behavior is the teacher's responsibility. If a student engages in undesirable behavior, the teacher may design an individual plan for that student. Morningside is not a school for children with significant emotional and social problems. We have many ways to motivate and incentivize engagement with instruction and becoming a valued member of the community.

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

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, an administrator will be outside at 8:40 a.m. and school begins at 8:55 a.m.

- Students who arrive by car before 8:40 must wait with a parent/guardian, not on the sidewalk unsupervised.
- Students who travel by public transportation may stand beside the front gate if they arrive before 8:40.

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 or email 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.

If a student will be late or needs to leave class early, please notify the Front Desk or absent@morningsideacademy.org.

Per [House Bill 1834](#) absences for mental health reasons will be considered excused absences.

Lunch

Each student must bring a lunch or may order from the lunch menu provided by Green Sprouts. 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. 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 within school grounds or at a nearby community park. Recess is designed to be a fun, active time. We strive to get everyone outside for recess and exercise. Students have a choice of organized games, leisure activities, and/or social interactions.

Birthdays

We want to celebrate everyone’s birthday in a way that makes them feel comfortable. If your child would like to bring in treats to share, we ask that families are mindful of student allergies such as nuts and artificial colors.

Cell Phones, Electronic Devices, Cameras

Cell phones and other electronic devices are not to be used during school for music streaming, watching videos, playing games, etc. We collect the phones at the beginning of each school day.

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 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 cell phone during the school day.

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

Computer Use

Each student is supplied their own password to access particular programs. 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 at Morningside Academy are gender neutral and single use.

Friends of Morningside Academy (FOMA)

Friends of Morningside Academy (FOMA) is our parent and guardian organization. FOMA helps us strengthen our community. FOMA sponsors family events such as our family dance in the spring. FOMA members also serve as room parents, party planners, 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 may also serve as event planners for activities such as field trips and the school dance.

Field Trips

Throughout the school year, we typically offer students several opportunities to go on field trips. Students may offer input on where we might go on field trips. We do local walking trips as well as trips requiring additional transportation. 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 for 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 a local park 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. Please contact the Front Desk if you have concerns about field trip costs.

Lost and Found

We will collect lost and found items and bring them outside to peruse when you pick up your child from school. Please be sure to regularly check for personal items that may have been misplaced. If you are missing something specific feel free to email the Front Desk to see if we've found it. Unclaimed items will be donated on a monthly basis.

Transcripts, Records and Applications for Transitioning

Please submit your requests for transcripts in writing to Julian, our School Psychologist and Associate Director. 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.

Weather and Emergency-Related Closures

We will notify families in the event of full school closures if there is a Covid-19 related closure, or weather closure. These notifications will come by email and posted on our website. 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.

Student Health and Safety

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. We have many building procedures in place for everyone's safety, subject to change as we monitor the CDC and local health mandates.

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

Keeping Healthy

To ensure everyone's safety and wellbeing, and to ensure classes continue to run in full, we ask that these instances and ailments are reported in an honest and timely manner to absent@morningsideacademy.org.

Mask Policy

Based on current CDC recommendation masks are one of the easiest and best ways to prevent the spread of COVID-19. Morningside continues to support the use of medical grade masks while indoors.

Individuals who enter the building will be able to choose to wear a mask, or not, while in public spaces (eg. lunch room, bathroom, etc.). However, mask use within individual classrooms will be decided upon by that classroom's teacher. Similarly, mask use in private office spaces will be up to that individual. Thus, anyone who enters the building will be required to carry a mask while on campus.

Individuals do not need to wear masks while outside during breaks or recess.

We have a supply of surgical masks and KN95 masks available, should you or your child need one when they enter the building.

Morningside will update and/or make changes to this policy based on CDC and Washington State Health Department recommendations.

COVID-19 Safety Policies

Morningside Academy follows CDC recommendations and the following policy is subject to change based on new information. Masks are one of the best ways to reduce the spread of COVID-19, and we have a supply on hand if you wish to wear one.

Positive Test Result

All students, faculty, and staff (with or without symptoms) need to isolate for at least 5 days. Day 0 is the date of the rapid test, or the date the positive PCR sample is taken, and day 1 is the first full day afterward.

For example, if I test positive on Wednesday the first day I am eligible to return is the following Tuesday.

Anyone who tests positive for COVID-19 and never develop symptoms:

- Isolate for 5 days.
- If they continue to have no symptoms, they can end isolation and return to school.
- Upon return, they must wear a mask in all public spaces until the end of day 10.

Anyone who tests positive for COVID-19 and have or had symptoms:

- Isolate for at least 5 days and are fever free for 24 hours without the use of fever-reducing medication and are symptom free.
- If above bullet is met, they can end isolation and return to school
- If they continue to have a fever or other symptoms that have not improved after 5 days of isolation, they must wait to end isolation until they are fever free for 24 hours without the use of fever-reducing medication.

COVID Exposure

Students, faculty, and staff who have been exposed to someone who has tested positive for COVID-19 need to wear a well-fitting mask for a full 10 days after exposure and take a COVID test 5 days after exposure. They do not need to isolate unless they test positive. If they test positive, follow the procedure for a positive test result.

Medication

Morningside Academy personnel will not administer prescription, nonprescription, or herbal medications to students unless a Medication Administration Form is on file and signed by a licensed healthcare professional. Only school staff trained in this area will administer medication. Medication Administration Forms will be valid for only the current school year.

Parents or legal guardians are responsible for providing all medication to be administered to the student. It is the responsibility of the parent to obtain all unused medication from the school when the medication is discontinued or the school year ends. No medication will be provided by Morningside Academy.

School personnel will maintain a written record of all prescription medications administered to students. The record will include the student's name, medication, route, dosage, date, and time taken, and the initials of the school personnel assisting the student. All medications administered by the school will be stored in a secure, locked container.

Medication - Prescription and Nonprescription

Prescription medication will be administered to students at school only by the specific written request of the student's parent or legal guardian and with the written authorization of the student's physician.

Prescription medication must be provided in an individual pharmacy labeled container. The label must state the student's name, name of the medication, route, dosage, how often or times to be given, when the medication is to be stopped (where appropriate), and the name of the prescribing physician. Without all of the aforementioned information, we cannot administer medication.

Nonprescription medication must be provided in a pharmaceutical company labeled container and will be administered only in accordance with specific written instructions from the student's parent or legal guardian.

The Front Desk keeps ice packs, bandages, and a fully stocked first aid kit for minor cuts, scrapes, and bruises.

Immunization

We require that we have each student's current immunization records on file by the start of school on day one. We require all applicable students to be vaccinated against Covid-19, age currently 6+ months.

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.

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.
- Students should go to the closest available teacher or go to the Front Desk and ask for Julian, our School Psychologist.

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.

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. COVID policies require physical distance between students. We need to maintain space for health reasons as well.

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 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 and 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

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 wrongly harass others of the same sex or the opposite sex.

Reporting Procedures

If a student experiences harassment and feels uncomfortable telling the person to stop or is not sure what to do, the student should find a trusted adult to ask for help as soon as possible 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.

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 regularly.

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 provides Disaster Preparedness Kits that will be stored on campus. This is a precautionary measure in case there is an emergency situation during school hours. Disaster kits include: poncho, emergency/survival blanket, flashlight, tissues, water, and a body warmer.