



## ***Mission Statement***

***The staff at Morgridge Academy is committed to providing a unique environment that nurtures the individual medical, physical, emotional and educational needs of the child with rigorous, innovative, and authentic experiences. We provide a short-term placement where students and parents learn to manage the child's chronic illness. Upon meeting medical goals, Morgridge Academy staff helps students transition smoothly to their local school.***

## General Information

### School Day

- School begins at 7:45 a.m. each day.
- School ends at 3:20 p.m. Monday through Thursday.
- On Fridays, school begins at 7:45 a.m. and ends at noon.
- Students may arrive between 7:30 a.m. and 7:50 a.m. during which time the top priority is to see the nurse and get breakfast.
- Students should not report to school before 7:15 a.m.
- Students will report to their OWN homeroom class each morning and will not visit other homerooms unless their homeroom teacher and the visited classroom teacher have both given permission.
- If students need to leave the school grounds before the end of the day, a parent or guardian must notify the school office and pick them up in the main office. Children must be signed out through the school office before leaving.
- Children MUST be picked up by 3:30 p.m. at the end of the day.

### Late Arrivals

All students arriving after 7:50 a.m. need to come to the school office to obtain a late slip. If your child will be arriving after 9:00 a.m. and plans to have a school lunch, you must notify the office by 9:00 a.m. so we can order him/her a lunch: (303) 398-1103. There is no guarantee that breakfast will be available for late arrivals.

### Late Pick-ups/Early Arrivals

- If your child's transportation is going to be late, the school office should be notified.
- Children arriving before 7:15 a.m. will not have supervision.
- Children consistently arriving too early and/or not being picked up in a timely manner will result in a conference between the parent and the principal to find a solution to the problem.
- Please make sure we always have your current phone numbers so we may reach you AT ALL TIMES.
- It is the responsibility of the parent/guardian to notify the transportation provider of any changes in pick-up and/or drop off routine.
- At the end of the school day, students riding RTD buses will be escorted by a teacher off of school property.
- It will be the responsibility of the student to catch the correct bus home.
- Students who regularly ride the RTD buses, but are being picked up by a parent, will wait for their ride outside the main entrance to National Jewish Health. These RTD students will not be supervised by a teacher.

### Emergency Information

- **State law requires that parents keep their child's emergency information correct and always up-to-date.**
- If there is a change/update in home, cell, or work numbers and/or emergency contacts that are listed, please call the school at 303.398.1103.
- In the event of an emergency, you and/or the emergency contacts we have on file at the time of the emergency will be contacted via a phone call.
- If we cannot reach you and/or the persons listed on the emergency contact list, we will continue calling the people on the emergency list in the numerical order given to us.

- If you need to change/update phone numbers and/or people listed on this sheet, please do so by calling the main school office.
- Our web-based school management software, RenWeb, includes a mass notification system that Morgridge Academy will utilize in the event of an emergency.

#### Absences/Attendance/Tardy Policy

When a child is absent/tardy from school, the parent/guardian should call the school attendance line at 303.398.1119 by 9:00 a.m. or speak directly to the school nurses at 303.398.1488. Absences will be categorized as:

- Suspended
- Excused for illness and other reasons (appointments, family deaths); or
- Unexcused

Parents will be contacted after an unexcused absence in order for school staff to help families solve problems preventing school attendance.

#### An excused absence includes:

- Illness
  - If your child needs to miss school due to illness, please call the school nurses @ 303-398-1488.
  - A doctor's note must be provided if the student has missed 3 or more days in a row.
- Official school-sponsored activities
- Court appearances
- Medical appointments
- Serious illness/death in the immediate family
- Other extenuating circumstances not covered that the school determines are excused.

Absences for reason other than the issues listed above will be deemed unexcused. The school nurse(s) will make the decision about participation in physical education, swimming and recess, unless a child has a doctor's order indicating he/she should not participate in any of these activities.

#### **Your child should only be kept home if the following conditions are present:**

- Temperature over 101
- Persistent vomiting
- Diarrhea
- If your child's physician says the child is contagious

We are a school for chronically ill children and are staffed to care for those that have missed a large number of school days in their previous placement due to health. If your child is experiencing any other health related symptoms, send them to school and they will be monitored by the nurses.

A pattern of absenteeism or tardiness will require a parent conference and may jeopardize a child's placement in Morgridge Academy. Excessive absences may demand legal action as required by the Colorado Compulsory School Attendance Act.

The Colorado Compulsory School Attendance Act requires students to attend school for 95% of the school year. Excessive absences may demand legal action as required by this law. The following will occur based on the number of unexcused absences a child may have.

If a child misses or is tardy to school:

- 4 unexcused absences- The parent will receive a phone call from staff to help families solve problems preventing school attendance or tardiness.
- 8 unexcused absences- A letter will be sent home reminding parents of the state laws and school guidelines for attendance and tardiness.
- 10 unexcused absences- The parent will be required to meet with Morgridge Academy staff to discuss issues that may be contributing to the child missing school or being tardy.
- 12+ unexcused absences- Morgridge Academy is required to take action in the case of excessive absences as stated by the Colorado Compulsory School Attendance Act. The steps taken could include a call to social services with concerns of educational neglect, possible truancy court, or other consequences determined by Colorado State Law.

If your child is having mild wheezing, please send him/her to school and notify the nurse. The nurse will carefully monitor the child's respiratory status and treat as necessary. If a clinic visit is necessary, the school nurse will notify you.

It is **very important for children to be at school every day**. The structure and education they receive here at Morgridge Academy will help make them successful in the future. For children, a consistent routine is crucial to helping them develop and excel at school. It is very difficult for children to come in late because it is a disruption to the classroom and the student. Children have a difficult time when routines are changed or altered.

Any questions related to a contagious illness should be directed to our school nurses @ 303-398-1488.

## **School Program and Policies**

### Snow Days/School Closures

If Denver Public Schools are closed due to weather, Morgridge Academy also will be closed. Please listen to the radio or TV in the event of weather-related schedule changes including closure, late opening or early dismissal.

### Backpacks

Backpacks should be dropped off in the child's homeroom and will remain there throughout the day. Backpacks should not be worn and/or carried throughout the building.

### Lost and Found

The lost and found area is located outside the school office. Unclaimed lost and found items will be disposed of periodically.

### Cell Phones & Other Electronic Devices

Student cell phones must be turned into the school office or to the child's homeroom teacher upon arriving at school. These devices may be picked up at the end of the school day. Morgridge Academy is not responsible for lost or stolen devices that have not been turned into either the office or teacher. It is strongly advised that devices other than cell phones be left at home.

### Special Education Services

Morgridge Academy provides special education programs. These education services are available to students with an Individual Education Plan (IEP). Any concerns regarding your child's eligibility for special education or their IEP should be directed to the classroom teacher or the special education team. Your child may qualify for other programs, which are fee-based, including occupational, physical or speech/language therapies, psychotherapy or medical services/supplies.

### Counseling Services

Our school counselor and child advocate are available to assist students and their families with any concerns related to behavior, mental health services, transportation and a family or personal crisis. The school counselor can be reached at 303.398.1021 and the child advocate can be reached at 303.398.1802.

### Physical Education

All students need to have proper shoes for P.E. classes in the gym on Tuesdays, Thursdays, and alternating Fridays. These should be non-marking tennis shoes (sneakers, etc.) that allow them to run without risk of injury. When students wear dress shoes, hiking boots, or thick-bottom/platform-type shoes, they're not allowed to participate (which affects their grade). Students are always welcome to leave an extra pair of gym shoes at school (in their classroom, locker or in the P.E. office) so they'll be prepared.

**Swimsuits are needed for swim classes on Mondays and Wednesdays.** In both locker rooms there are class lockers with combinations known only to the P.E. teacher. These lockers are unlocked and then locked again at the end of each swimming day. Cosmetic concerns regarding hair will not excuse a child from swim classes. Please refer all questions/concerns regarding this policy to school nurses. If your child takes their swimsuit home for laundering or safekeeping, please remind them to return with it on the next swim day.

### Breakfast/Lunch Policies

If your child will be arriving late and plans to have a school lunch, you must notify the office before 9:00 a.m. at 303.398.1103. Otherwise, parents are responsible for providing lunch for their child.

Our school participates in the USDA Free and Reduced Lunch Program. It is the parent's responsibility to complete and return the lunch form to qualify. If there are changes in your child's eligibility for this program, you must contact the school immediately to complete a new form.

Students who bring a lunch from home are allowed to use the refrigerator in the lunchroom. We discourage students from bringing foods that require heating. Students' lunch break will be a combined 40-minute recess and lunch period. Only 100% juice or juice approved by the nurses is allowed. Breakfast is served free to all students desiring breakfast

during the designated breakfast hour (7:30 a.m. – 7:50 a.m.). There is no guarantee that breakfast will be available for late arrivals.

It is up to classroom teachers to permit a snack time or class party. Only healthy snacks will be allowed, for example: fruit, vegetables, yogurt, muffin, or bagel.

**NOTE: NUTS, SEEDS, CANDY, COOKIES, SODA, ENERGY DRINKS, CHIPS, CAKE, AND GUM ARE NOT PERMITTED UNLESS APPROVED BY THE CLASSROOM TEACHER.**

#### Free and Reduced Lunch

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. Not all prohibited bases apply to all programs.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue S.W., Washington, D.C., 20250-9410 or call 800.795.3272 (voice) or 202.720.6382 (TTY). USDA is an equal opportunity provider and employer.

### **School Guidelines**

Behavioral expectations for students are based on the values of respect, participation and safety. Behaviors not in keeping with these values will be dealt with according to their degree of severity. Unacceptable behaviors include those that affect student safety, respect for the property of others or interfere with our goals of providing an appropriate educational environment for all students. Drugs, alcohol, tobacco or weapons and gang-related behaviors are unacceptable at school. All behavioral concerns will be evaluated and dealt with accordingly by staff. Parents will be notified of any behavioral concerns by their child's homeroom teacher or other school staff.

Students are discouraged from bringing large amounts of cash, cell phones, electronic equipment (including hand-held games), trading cards or pagers to school. If students and parents choose to use music players on their ride into school, it is the student's responsibility to put it in his/her backpack and not to remove it until his/her ride arrives to pick him/her up. In addition, Morgridge Academy cannot be responsible for the safety of electronic equipment or other toys. Shoes with wheels are not allowed at school.

Students may only use the homeroom telephone with permission of the homeroom teacher. Students will not use personal cell phones to send or receive messages without the permission of the classroom teacher. If cell phone use is abused the cell phone may be confiscated, sent home and not allowed back at school.

Additional rules within each classroom may differ: Please call your child's classroom teacher with any questions you may have. Each teacher will decide if and when music players and headphones are permissible in their room and at what

times. Students will not change classes or walk the halls with headphones on or in their ears. If music player use is abused, the music player will be confiscated, sent home and not allowed back at school.

#### Prohibition of Harassment, Intimidation and Bullying

Morgridge Academy is committed to a safe and civil educational environment; free from harassment, intimidation or bullying, for all students, employees, volunteers and patrons. “Harassment, intimidation or bullying” means any **intentional** written, verbal or physical act, when the **intentional** written, verbal, or physical act:

- Physically harms a student or damages the student’s property
- Has the effect of substantially interfering with a student’s education
- Is severe, persistent or constant so that it creates an intimidating or threatening educational environment
- Has the effect of substantially disrupting the orderly operation of the school

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, bullying or other distinguishing characteristic.

**Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s intention to harm the other person.**

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

Counseling, restorative practices and corrective discipline will be used to change the behavior of the perpetrator and to remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The principal is authorized to implement and develop procedures that address these policies, consistent with the complaint and investigation components of procedure.

#### Obligation to Report Abuse or Neglect

In order to more effectively help protect children from child abuse and neglect, Colorado law has determined that individuals working within all public or private schools, including Morgridge Academy, are required by law to report *suspected* child abuse and/or neglect. These individuals are called *Mandatory Reporters*. CRS 19-3-304(2) gives a list of these mandatory reporters, including, (but not limited to):

- Public or private school officials/employees
- Licensed professional counselor
- Physicians
- RN or LPN
- Mental health professionals
- Psychologist



- Physical therapist
- Pharmacist
- Victim's advocate
- Registered psychotherapist

CRS 19-3-304(1) states that when a mandatory reporter has *reasonable cause* to know or suspect that a child has been *subjected to abuse or neglect*, or has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect, he or she is to immediately report the information to local Child Protective Services or law enforcement. The mandatory reporter is to follow the verbal report promptly with a written report.

CRS 19-3-304(4) states that any person who is a mandatory reporter and *does not* report child abuse and/or neglect to Child Protective Services or law enforcement can be charged with a Class 3 misdemeanor which is punishable by law.

### **Morgridge Academy Acceptable Use Policy: Student Use of Computers, the Internet and Electronic Communications**

#### Educational Purposes

Morgridge Academy supports the use of the Internet and electronic communications as a learning resource to educate and inform students. While many opportunities offered by the Internet are exciting and appropriate, others are unsuitable for school use. Consequently, use of the computer and Internet is for educational purposes only while attending school.

#### Morgridge Academy Responsibility

The Internet is a fluid environment in which information is constantly changing. Morgridge Academy will make every reasonable effort to ensure that this educational resource is used appropriately and responsibly. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills needed to evaluate and choose information sources, identify information appropriate to their age and developmental levels, create effective and appropriate information, as well as evaluate and use information to meet their educational goals.

#### Student Responsibility

Students shall take responsibility for their own use of Morgridge Academy computers and computer systems. Students shall use Morgridge Academy computers and computer systems in a responsible, efficient, ethical and legal manner. Students are responsible for exercising good judgment when using Morgridge Academy resources and should be wary of unknown email solicitations, pop-up boxes or writing anything in an email message that is inappropriate to say face-to-face to others.

#### Student Use is a Privilege

Use of Morgridge Academy computers, the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of Morgridge Academy computers, the Internet and electronic communications is a privilege not a right. Violations of this policy may result in the loss of the privilege to use these tools, as well as disciplinary action up to and including dismissal and/or legal action. Morgridge Academy may deny, revoke or suspend access to Morgridge Academy technology or close accounts at any time with or without notice.



Students and their parents/legal guardians are required to complete and sign Morgridge Academy's "Computer, Internet and Electronic Communication Agreement" prior to students being permitted to access the Internet at school. The completed and signed Agreement must be renewed annually and will be kept on file with the school.

#### No Expectation of Privacy

Morgridge Academy computers and computer systems are owned by Morgridge Academy and are intended for educational purposes and school business at all times. Students shall have no expectation of privacy when using Morgridge Academy computers, the Internet or electronic communications. Morgridge Academy reserves the right to monitor, inspect, copy, review and store all usage of Morgridge Academy computers and computer systems, including all Internet, electronic communications access, and transmission/receipt of materials and information at any time and without prior notice. Electronic messages sent or received by Morgridge Academy employees or students; including electronic mail on Morgridge Academy-owned equipment, as well as other documents generated through use of Morgridge Academy's system, may be considered a public record subject to disclosure or inspection under the Colorado Open Records Act.

#### Prohibited Uses

Because technology and methods of using technology are constantly evolving, every unacceptable use of Morgridge Academy computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

- No student shall access, create, transmit, retransmit, or forward material or information that:
- Promotes violence or advocates destruction of property, including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
- Is not related to Morgridge Academy education objectives, except as provided in other Morgridge Academy policies.
- Contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, or material that is harmful to minors.
- Harasses, bullies, intimidates, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, age, religion, creed, national origin, ancestry, genetic information, marital status, sexual orientation, gender identity or disability.
- Plagiarizes the work of another.
- Uses inappropriate or profane language or depictions.
- Is knowingly false or could be construed as intending to purposely damage another person's reputation.
- Violates any federal or state law, including but not limited to copyright or material that contains personal information, including information protected by confidentiality laws.
- Impersonates another person.

The following activities are also prohibited:

- Using information systems or resources, at any time, for personal use or gain not related to the educational curriculum.
- Attempting to gain unauthorized access to any other computer, network or security account including attempts to log in as a system administrator.

- Any malicious attempt to harm or destroy Morgridge Academy data, data of another user, or other Morgridge Academy computing facilities.
- Using or attempting to use proxy servers, or otherwise evade, disable, or "crack" passwords or other security provisions of the systems on the network, or intercepting or altering network packets.
- Downloading, installing, storing or using malicious software, viruses, "cracking" or keystroke monitoring software.
- Interfering with or disrupting another information technology user's work, as well as the proper function of information processing and network services or equipment.
- Leaving an active system unattended, thereby allowing an unauthorized person to gain access to Morgridge Academy resources through the user's login session. The individual assigned a computer/security account is accountable for any and all transactions entered under that computer/security account login.
- Altering technology equipment (hardware or software).
- Using Morgridge Academy electronic communication resources to participate in activities, including, but not limited to, news groups, wikis, blog discussions and social networking, except for bona fide educational purposes.
- Accessing, viewing or altering any official record or file belonging to Morgridge Academy.
- Using another individual's Internet or electronic communications account, or sharing or loaning accounts: all computer/security accounts are for the use of the single individual, the person for whom the account was approved. Sharing or loaning accounts is prohibited.

#### Electronic Communications

Morgridge Academy may provide electronic communication services for students. Morgridge Academy reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all electronic communication content composed, sent over, by/or through Morgridge Academy computers, computer systems, or with a Morgridge Academy-provided account. This includes material composed and sent during non-work/school hours or from a non-Morgridge Academy site, and to disclose the information to law enforcement or other third parties, as appropriate.

#### Collaborative Technologies

Students may use blogs, wikis and other forms of collaborative technologies as long as such use is consistent with this policy and provided that a staff member is assigned to a moderator role ensuring that inappropriate material is removed in a timely fashion. Morgridge Academy is not responsible for inappropriate content posted by participants acting outside of the identified educational purposes.

The use of collaborative technologies with student participation will be restricted to an environment that includes staff supervision and does not allow anonymous participation. It is acceptable for participants to use screen names as long as the staff supervisor knows the true identity of each student using a pseudonym.

#### Protection of Private Information

Because Internet publications are available to the entire world, special care should be taken to protect the privacy of students and staff. No personal information about students and staff such as home addresses and telephone numbers shall be included on a Morgridge Academy hosted or supported Internet resource. Pictures of students and other directory information may be included unless the parent or eligible student has refused in writing to permit such information to be designated as directory information.

Morgridge Academy Makes No Warranties

Morgridge Academy makes no warranties of any kind, whether expressed/implied, related to the use of Morgridge Academy computers, handheld electronics and computer systems; including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by Morgridge Academy of the content, nor does Morgridge Academy make any guarantee as to the accuracy or quality of information received. Morgridge Academy shall not be responsible for any damages, losses or costs a student suffers in using the Internet, hardware and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Morgridge Academy supports the use of technology, including, computer hardware and software, the Internet and Internet services, as well as email and social media accounts as learning resources to educate and inform students. Students are responsible for their use of technology. Student use is a privilege that may be limited or revoked at any time for any reason without notice. Use of technology may involve uploading or sharing of content or work that may contain a description, image, or audio or video recording of students. Students should have no expectation of privacy when utilizing Morgridge Academy technology, even outside of school. All use of technology is subject to Morgridge Academy Acceptable Use Policy as well as state and federal laws.

Photography and videography by students in any means (camera, cell phone or other electronic device) must be approved by Morgridge Academy staff and used for school and educational purposes only.

Damage and/or destruction of school property may result in administrative action and/or request for compensation.

## Positive Behavior Intervention Support (PBIS)

Morgridge Academy is a Colorado Department of Education-approved Positive Behavior Intervention Support site (PBIS). Research has shown that PBIS helps alleviate many of the day-to-day behavior problems that schools deal with on a regular basis. We are focusing on three positively stated behavioral expectations: Respect, Always be safe and Participate (RAP). Students have been taught these expectations for the various areas of the building – classrooms, hallways, bathrooms, cafeteria, etc. Children are awarded RAP slips for positive behavior throughout the day.

### Our RAP Behavioral Infractions are:

All minors are filed with the classroom teacher. Three minors equal one major. All majors require administrator action and may include a discipline report, parent contact, parent signatures or a behavior plan.

#### **Minors:**

- Inappropriate language
- Physical contact
- Defiance
- Disruption
- Dress code
- Property misuse
- Tardiness
- Electronic violation

#### **Majors:**

- Abusive language
- Fighting/physical aggression
- Overt defiance
- Harassment/bullying
- Extreme Dress code
- Excessive tardiness
- Inappropriate display of affection
- Electronic violation
- Lying/cheating
- Skipping class

**Morgridge Academy RAP Behavioral Expectations are:**

	<b>Hallways (0-1 Voice Level)</b>	<b>Bathrooms (1-2 Voice Level)</b>	<b>Assembly (0-1 Voice Level)</b>	<b>Playground (3 Voice Level)</b>	<b>Cafeteria (0-2 Voice Level)</b>	<b>Parking Lot/ Walkway to the School</b>	<b>Technology Usage</b>
<b>R - Respect</b>	Be quiet  Stay in line	Give others privacy  Take care of business  Flush  Throw paper towels in the trash	Stay quiet  Look at the person talking	Take turns  Use equipment correctly	Use manners	Talk with quiet voices  Leave the flowers and plants alone	Use good manners Be helpful  Be kind  Be a responsible digital citizen  Ask for help  Act responsibly
<b>A – Always Be Safe</b>	Walk	Wash hands – 2 pumps of soap	Sit on your bottom  Keep your hands in your lap	Slide on your bottom, feet first, one at a time  Swing on your bottom, front to back  Stay on one side of the climbing wall	Stay seated	Walk  Stay on the sidewalks	Protect the Equipment  Use equipment correctly  Practice safe behavior  Ask for help

<b>P - Participation</b>	Hands to your sides	Tuck in your shirt	Pay attention	Little kids only on the little kid's equipment	Use the restroom before entering	Tuck in your shirt before you get in the building	Be kind to others
	Go where you need to be going	Get back to class quickly	Raise your hand and wait to be called on if you have something to say	Stay where adults can see you	Talk with quiet voices		Ask for help  Be a contributor  Use it as a learning tool

	<b>Gym</b>	<b>Pool</b>	<b>Library (1-2 Voice Level)</b>	<b>Nurses Office (0-1 Voice Level)</b>	<b>Art Room (1-2 Voice Level)</b>	<b>Music Room (1-2 Voice Level)</b>
<b>R - Respect</b>	Show good sportsmanship – get along while playing  Follow directions  Speak politely to each other	Locker Room – Get dressed quickly  Talk with quiet voices	Talk in quiet voices  Use classroom manners  Take care of books and computers  Keep shelves neat	Wait to be invited in  Talk in quiet voices	Listen to the directions  Share Supplies  Touch your work only  Only share constructive criticism	Handle instruments carefully  Listen to directions
<b>A – Always Be Safe</b>	Stay on your feet while playing  Keep your hands to yourself	Walk in pool area  Keep your hands to yourself  Swim only in “approved” depth	Sit safely  Always walk	Keep your hands on your own belongings  Take medicines correctly	Pass supplies politely  Sit on assigned benches  Kiln is for adults ONLY	Sit on chairs/floor as assigned

<b>P - Participation</b>	When cleared by the nurses, always give your best efforts in gym class	When cleared by the nurses, give your best effort in lap swim and all swim classes  All excuses must be discussed and approved by the nurses	Follow directions the first time  Return or renew books on time  Pay attention  Raise your hand and wait to be called on if you have something to say	Follow directions the first time they are given	Do your own artwork  Raise your hand and wait for the teacher to call on you	Raise your hand and wait for the teacher to call on you
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Morgridge Academy has a “hands to yourself” policy. Public Displays of Affection (PDA) are not acceptable at Morgridge Academy and will be subject to disciplinary action.



<b>Minor Problem Behavior</b>	<b>Definition</b>
Defiance/ Insubordination/ Non-Compliance	Student engages in brief or low-intensity failure to follow directions.
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students.
Disruption	Student engages in low-intensity behavior causing an interruption in a class or activity. Disruption includes sustained long talking, yelling or screaming, and/or making noises with body or materials.
Dress Code Violation	Student wears clothing that is not within the dress code guidelines defined by the school. This behavior occurs repeatedly (3 times or more) over the course of 4 weeks.
Inappropriate Language	Student engages in low-intensity instance of inappropriate language that may include swearing, name calling, or use of words in an inappropriate way.
Physical Contact/ Physical Aggression	Student engages in non-serious, but inappropriate physical contact. (i.e., horseplay, rough-housing or extended display of affection).
Property Misuse	Student engages in low-intensity misuse of property.
Tardy	Student arrives at class after the bell or signal that class has started.
Technology Violation	Student engages in non-serious, but inappropriate electronic devices; as defined by the school.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.

<b>Major Problem Behavior</b>	<b>Definition</b>
Abusive Language/ Inappropriate Language/ Profanity	Student delivers high-intensity verbal messages that include swearing, name calling or use of words in an inappropriate way.
Arson	Student plans and/or participates in cruel, intentional burning of property.
Bomb Threat/ False Alarm	Student delivers a message of possible explosive materials being on campus, near campus and/or a pending explosion.
Bullying	As stated in CO HB11-1254- any written or verbal expression, or physical or electronic act or gesture, or pattern, that is intended to force, intimidate, or cause any physical, emotional or mental harm to any student.
Defiance/ Insubordination/	Student engages in repeated refusal to follow directions or talks back after multiple attempted teacher interventions.

Non-Compliance	
Disrespect	Student delivers high-intensity, socially rude or dismissive messages to adults or students.
Disruption	Student engages in high-intensity behavior causing an interruption in a class or activity. Disruption includes long talking, yelling or screaming, and/or making noises with body or materials.
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school after three minor referrals.
Fighting	Student is involved in mutual participation in an incident involving physical violence.
Forgery/ Theft/Plagiarism	Student is involved by being in possession of passing on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.
Gang Affiliation Display	Student uses gestures, dress and/or speech to display affiliation with a gang.
Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features or other protected class.
Inappropriate Display of Affection	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
Inappropriate Location/ Out of Bounds Area	Student is in an area that is outside of school boundaries (as defined by school).
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (i.e., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Skipping class	Student leaves or misses class without permission.
Technology Violation	Student engages high-intensity inappropriate (as defined in handbook) use of electronic devices.
Truancy	Student receives an "unexcused absence" for ½ day or more.
Use/Possession of Alcohol	Student is in possession of or is using alcohol.
Use/Possession of Combustibles	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (e.g., matches, lighters, firecrackers, gasoline, lighter fluid, etc.).
Use/Possession of Drugs	Student is in possession of or is using illegal drugs/substances or imitations.
Use/Possession of Tobacco	Student is in possession of or is using tobacco.
Use/Possession of Weapons	Student is in possession of knives any length) and guns (real or look alike), or other objects readily capable of causing bodily harm.
Other Behavior	Student engages in problem behavior not listed.

**Motivation Definitions for Office Referrals**

<b>Perceived Motivation</b>	<b>Definition</b>
Avoid Adult	Student engages in problem behavior(s) to get away from adult(s).
Avoid Peer(s)	Student engages in problem behavior(s) to get away from/escape peer(s).
Avoid Tasks/Activities	Student engages in problem behaviors(s) to get away/escape from tasks and/or activities.
Obtain Adult Attention	Student engages in problem behavior(s) to gain attention of adult(s).
Obtain Items/Activities	Student engages in problem behavior(s) to gain items and/or activities that is not made available to them.
Obtain Peer Attention	Student engages in problem behavior(s) to gain attention of peer(s).
Unknown Motivation	Student engages in problem behavior(s) for unclear reasons.
Other	Possible motivation is not listed above. Staff using this area will specify the possible motivation for this student's problem behavior.

**Location Definitions for Office Referrals**

<b>Locations</b>	<b>Definition</b>
Bathroom/Restroom	Areas used by students for taking care of personal needs.
Cafeteria	The area used for breakfast and lunch.
Classroom	Areas used for instructional purposes.
Computer Lab	Area used for group computer classes and activities.
Gym	Areas used for physical education activities.
Hallway/Breezeway	Areas designated for passing from one activity/class to another.
Library	The area designated for research and study.
Locker Room	The area used by students to prepare for and complete physical education classes and/or sporting events.
Off-Campus	An area beyond the property boundary of the school and not affiliated with a school activity.
Office	The area used by school staff for primary school business and management.
Parking Lot	Areas used for parking vehicles during school hours.
Playground	The outside area used for recess breaks.
Special Event/ Assembly/Field Trip	Areas used for infrequent activities that occur in and/or out of school.

Other Location	The location for problem/behavior/event occurs in a location that is not listed
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### Definition of Involvement Resulting in Office Referrals

Others Involved	Definition
None	Student engages in problem behavior incident alone.
Peers	Student engages in problem behavior incident with peer(s).
Staff	Student engages in problem behavior incident with staff.
Substitute	Student engages in problem behavior incident with substitute.
Teacher	Student engages in problem behavior incident with teacher.
Unknown	It is unclear if any others were involved in incident.
Other	Student engages in problem behavior with person not listed above.

### Glossary of Restraint/Seclusion Actions that may Occur

Restraint/Seclusion	Definition
None	(Default) No restraint or seclusion was used.
Restraint	Any measure or condition used to immobilize or reduce the ability of a student to move his or her torso, arms, legs or head freely.
Seclusion	The involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving.
Restraint & Seclusion	The use of both restraint and seclusion.

Definitions based on documentation from the *U.S. Department of Education on Restraint and Seclusion*.

Action Taken	Definition
Alternative Placement	Consequence for referral results in student being placed in a different educational setting.
Conference with Student	Consequence for referral results in student meeting with teacher, and/or parent - in any combination.
Expulsion	Consequence for referral results in student being dismissed from school permanently.
Individualized Instruction	Consequence for referral results in student receiving individualized instruction specifically related to the student's problem behaviors.

In-School Suspension	Consequence for referral results in a period of time spent away from scheduled activities/classes during the school day.
Loss of Privilege	Consequence for referral results in student being unable to participate in some type of privilege.
Out-of-School Suspension	Consequence for referral results in a 1-3 day period when student is not allowed on campus.
Parent Contact	Consequence for referral results in parent communication by phone, email, or person-to-person about the problem.
Time-in-Office	Consequence for referral results in student spending time in the office away from scheduled activities/classes.
Time Out/Detention	Consequence for referral results in student spending time in a specified area away from scheduled activities/classes.

**Additional Information**

Dress Code

- Children who are wearing clothing deemed inappropriate by staff will be asked to change their clothing.
- Clothing must adequately cover the body and undergarments.
- Straps on sleeveless tops should be at least one inch wide and tops should cover the midriff.
- No drug, alcohol, tobacco or gang related clothing is allowed.

Since our building is air conditioned, it is not necessary for students to prepare for extended periods in hot temperatures. If necessary, parents may be called to bring in appropriate clothing.

Why do we wear uniforms?

We wear uniforms at Morgridge Academy to help promote school unity. Uniforms help students focus on learning instead of how they look. As visitors come to our school we show them the pride we have in ourselves by following the uniform code and dressing appropriately.

What is the uniform for students?

<p><u>Shirts</u></p> <ul style="list-style-type: none"> <li>- Must be collared shirts (polo shirts, button down collared shirts, and turtlenecks are ok)</li> <li>- Shirt colors must be white, baby blue, navy blue or maroon.</li> <li>- No t-shirts are to be worn as a uniform shirt (unless it is a Morgridge Academy t-shirt)</li> <li>- Shirts must be worn appropriately and tucked in at all times.</li> <li>- Shoulders and stomachs must be covered at all times.</li> </ul>	<p><u>Pants, Shorts or Skirts</u></p> <ul style="list-style-type: none"> <li>- Must be navy blue, tan or khaki.</li> <li>- Pants may not be sagging.</li> <li>- Skirts or shorts must be knee-length and cannot be skin tight.</li> <li>- Jeans are not acceptable uniform pants.</li> </ul>
<p><u>Shoes</u></p> <ul style="list-style-type: none"> <li>- Tennis shoes or sneakers are preferred, as students attend PE and recess every day.</li> <li>- No Flip-Flops.</li> </ul>	<p><u>Head Gear</u></p> <ul style="list-style-type: none"> <li>- Can only be worn outside (including bandanas).</li> </ul>
<p><u>Outer Gear</u></p> <ul style="list-style-type: none"> <li>- Sweatshirts or sweaters worn inside the building must be the uniform color or the child will be asked to remove the covering.</li> <li>- The uniform colors are maroon, navy blue, baby blue and white</li> <li>- Hoodies are not to be worn in the building.</li> </ul>	

Are there any days that students are not required to wear uniforms?

The principal, Jennifer McCullough, is the only person that can designate a day without uniforms. At this time, Fridays are designated to be the only non-uniform day.

What happens when a student does not wear his/her uniform?

Students are expected to wear their uniforms at all times while at school. If a student does not wear a uniform, the parent will be notified to provide the uniform. If the parent cannot be reached, the student will wear a uniform borrowed from the school or will be asked to go home. Continued non-compliance will be addressed and consequences decided by the principal.

Wearing of Scented Products

Wearing perfume, cologne or strong smelling lotions or hair products can cause students to experience breathing difficulties and is not allowed in the school or on National Jewish Health Campus. We ask all visitors, parents, family members, students and staff not to wear scented products in the school building.

### Visiting the School

Parents are welcome to visit their child's classroom or school at any time. When parents arrive at the school, they must check in and identify themselves with the school secretary in the school office and get a visitor's pass. Parents need to notify the school ahead of time if other family members will be visiting. All visitors are required to sign in and sign out through the office. Please do not be offended if you are asked to sign in - this is for the safety of students as well as staff.

### Field Trips

During the course of the school year, students may participate in several field trips. These may involve walking to nearby events, using public transportation or school buses from Denver Public Schools. All parents have been asked to complete a general consent for their child's participation in these off-campus activities. Families will be notified and asked to sign another consent for each event as our way of keeping you updated about all school activities. Our school nurse(s) always travel with students and are available to all students during all field trips. Occasionally we will request assistance from parents in helping supervise field trips or special school activities.

## **Medical Information**

### School Clinic

Our school clinic is staffed daily with registered nurses. Colorado law requires that every child in a Colorado school system have a certified record of immunization on file with the school or be denied admission.

### Over-the-Counter Medications

The school policy allows the school nurse to administer some over the counter medications with signed authorization from the student's health care provider.

### Medication Policy

The school nurse must administer all medications except for special circumstances. All student medications must be checked in with the school nurses.

Prescription medications require a physician's authorization, as well as the pharmacy-labeled medication instructions. Parents will be notified by the clinic staff when their child's medications are either out or running low. It is the parents' responsibility to send in the replacement medications as soon as they receive a request.

## **Behavior Not Covered or Addressed**

Morgridge Academy reserves the right to pursue disciplinary action for behavior that is contrary to good order and discipline in the school, even though such behavior is not specified in this handbook.