



## ***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.***

**Contact Information  
Front Office 303-398-1102  
Nurses 303-398-1488**

## General Information

### School Day

- School begins at 8:00 a.m. each day.
- School ends at 3:00 p.m. Monday through Thursday.
- On Fridays, school begins at 8:00 a.m. and ends at 1:15.
- Students may arrive between 7:45 a.m. and 8:00 a.m. during which time the top priority is to see the nurse and get breakfast.
- **Students should not report to school before 7:45 a.m. as there is no adult supervision until that time.**
- 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 family 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 3:15 p.m. at the end of the day.**

### Late Arrivals

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) 398-1102. 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 7:45 a.m. will not have supervision.
- It is the responsibility of the family/guardian to notify the transportation provider of any changes in pick-up and/or drop-off routine.

### Emergency Information

- **State law requires that families 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 303.398.1102.
- Please make sure the school has an updated email address that is checked regularly.
- 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, FACTS, includes a mass notification system that Morgridge Academy will utilize in the event of an emergency.

**Snow Days/School Closures**

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

**Cell Phones & Other Electronic Devices**

Student cell phones must be turned off and put away during school hours unless explicitly allowed by a staff member for educational purposes. Morgridge Academy is not responsible for lost or stolen devices. 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. 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 303.398.1102. Otherwise, families are responsible for providing lunch for their child.

Our school participates in the USDA Free Lunch Program.

Students who bring lunch from home are allowed to use the refrigerator in the lunchroom. Please do not send Cup-o-Noodles, ramen, or similar products as they take too long to heat up. 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 time (7:45-8:15 a.m.).

Healthy snacks are encouraged.

**NOTE: NUTS and SEEDS are prohibited due to the prevalence of severe allergies.**

### **Free and Reduced Lunch**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete the USDA Program Discrimination Complaint Form which can be obtained online at: [AD-3027, USDA Program Discrimination Complaint Form \(ENG\)](#), [AD-3027, Formulario de quejas por discriminación en los programas del USDA \(ESP\)](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, DC 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## School Guidelines

Behavioral expectations for students are based on the values of caring for self, others, and the environment. Behaviors not in keeping with these values will be dealt with according to their degree of severity.

Drugs, alcohol, tobacco or weapons are unacceptable at school. All behavioral concerns will be evaluated and dealt with accordingly by staff. Families will be notified of any behavioral concerns by their child's homeroom teacher or other school staff.

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 but will be co-created with the students and teacher based on the principles of caring for self, others and the environment.

### **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.

**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, family members, students and staff not to wear scented products in the school building.

**Visiting the School**

Families are welcome to visit their child's classroom or school at any time. When families arrive at the school, they must check in and identify themselves in the school office and get a visitor's pass. Families 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. Please do not go straight to a child's classroom as this can be disruptive to the learning environment. Also, please do not walk into the classroom with your child if they are late to school.

**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 buses. All families 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 families 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. Morgridge Academy only provides medical exemptions for required vaccinations.

**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. Families will be notified by the clinic staff when their child's medications are either out or running low. It is the family's responsibility to send in the replacement medications as soon as they receive a request.

## School Policies

### **Absences/Attendance/Tardy Policy**

When a child is absent/tardy from school, the family/guardian should speak directly to the school nurses at 303-398-1488 or the office at 303-398-1102. Absences will be categorized as:

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

#### 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. If no doctor's note is provided, the absences will be unexcused.
- Official school-sponsored activities
- Court appearances
- Medical appointments
- Serious illness/death in the immediate family
- Family trips IF cleared with the principal or head nurse in advance
- Transportation issues
- Mental Health issues

Absences for reasons 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 100.4
- 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 family 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 School Attendance Law of 1963 (revised 1986) states that every child who has attained the age of six years and is under the age of seventeen shall attend public schools for at least one thousand eighty hours if a secondary school pupil or nine hundred sixty eight hours if an elementary school pupil during the year. The habit of regular attendance and punctuality is important for successful school achievement.

Our goal is to help families avoid habitual truancy. In Colorado law "child who is habitually truant" means a child who has attained the age of six years on or before August 1 of the year in question and is under the age of seventeen years and who has four unexcused absences from public school in any one month or ten unexcused absences from public school during any school year.

### Attendance Intervention Process

Morgridge Academy will follow the following process to ensure interventions for students whose attendance and/or tardiness is interfering with their education.

Annually: The attendance process will be sent home to families annually in the handbook and during the online enrollment process.

### FACTS:

An automated voicemail and email will be sent to families when a student has missed multiple unexcused and excused days (and in 5-day increments after that) as well as when a student has been tardy multiple days (and in 5 days increments after that).

- 5 unexcused in a year
- 10 excused in a year
- 7th tardy in a year

Step 1: When students miss 5 unexcused days of school or have 6 tardies the school nurse will contact the family by phone or face-to-face to communicate the need for the student to improve their attendance.

Step 2: When students miss 9 unexcused days of school or have 11 tardies, the school Mental Health Coordinator will send an attendance letter home to families. An attendance plan is written with the classroom teacher, principal, school nurse, mental health coordinator, and SPED coordinator if the student is on a specialized plan.

Step 3: If students miss 11 unexcused days of school or 13 tardies, the school Mental Health Coordinator will set up a Student Attendance Review Board (SARB). The SARB team may include:

- family/Guardian
- Director of Education
- PBIS Consultant
- Mental Health Coordinator
- Special Education Coordinator
- Teacher
- Child Advocate
- Head Nurse

Step 4: If a student misses more than 15 unexcused days of school, they will be referred to their home district truancy office per the School Mental Health Coordinator's discretion.



### SARB Meeting

At the SARB meeting, the written plan/ contract will be discussed and modifications may be made. At that time, the SARB committee may discharge the student for lack of attendance or continue to work on a plan. The SARB committee may also consider requiring the student to repeat a grade for lack of attendance.

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.

I want my child to be a successful student at Morgridge Academy and in life. I will continue to support my child's education and well-being by bringing them to school on time and prepared every day possible.

- **I am aware that school begins at 8:00 am and ends at 3:00 pm. I understand that excessive absences or tardiness could jeopardize my child's placement at Morgridge Academy.**
- **I am aware that my student will be deemed tardy after 8:05 am. Excessive tardiness will result in the same consequences as listed above.**
- **All calls concerning your child's attendance must be called in to the School Nurse Clinic by 9am at 303-398-1488 or the office at 303-398-1102.**

### **Procedures for the Investigation of Student Complaints of Discrimination or Harassment**

Morgridge Academy will provide a learning environment that is free from unlawful discrimination and harassment. The school shall promptly respond to concerns and complaints of unlawful discrimination and/or harassment; take action in response when unlawful discrimination and/or harassment is discovered; impose appropriate sanctions on offenders in a case-by-case manner; and protect the privacy of all involved in unlawful discrimination and/or harassment complaints as required by state and federal law. When appropriate, the complaint shall be referred to law enforcement for investigation. The school has adopted the following procedures to promptly and fairly address concerns and complaints about unlawful discrimination and/or harassment. Complaints may be submitted orally or in writing.

### Definitions

1. “Aggrieved Individual” shall mean a student or the family of a student under the age of 18 acting on behalf of a student who is directly affected by and/or is witness to an alleged violation of policies prohibiting unlawful discrimination or harassment.
2. “Harassment” is any unwelcome, hostile, and offensive verbal, written, or physical conduct based on or directed at a person’s Protected Class status that: (1) results in physical, emotional, or mental harm or damage to property; (2) is sufficiently severe, persistent, or pervasive that it interferes with an individual’s ability to participate in or benefit from an educational program or activity or creates an intimidating, hostile, or threatening environment; or (3) substantially disrupts the orderly operation of the school.

Harassing conduct may take many forms, including but not limited to:

- Verbal acts and name-calling;
- Graphic depictions and written statements, which may include use of cell phones or the Internet; and/or
- Other conduct that may be physically threatening, harmful, or humiliating.
- Bullying based on a student’s protected class.

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment under federal and state law. The following groups are examples of protected classes:

- Race and color
- National origin
- Religion and creed
- Sex
- Disability
- Sexual orientation
- Gender expression
- Gender identity

### Hostile Environment

Harassment creates a hostile environment when the conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities. A hostile environment could impact a student's school life in many ways. Physical illness, anxiety about going to school, or a decline in grades or attendance could signal a hostile environment.

### Sexual Harassment

Prohibited unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity;
2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student; or
3. Such conduct is sufficiently severe, persistent, or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment.

For a one-time incident to rise to the level of harassment, it must be severe. Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment. Acts of verbal or physical aggression, intimidation, or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment. Sexual harassment as defined above may include, but is not limited to:

1. Sex-oriented verbal "kidding," abuse, or harassment;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual implications;
4. Unwelcome touching, such as patting, pinching, or constant brushing against the body of another;
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns; or
6. Sexual violence.

### Director of Education's Duties

The Director of Education shall be responsible for conducting an investigation and coordinating all complaint procedures and processes for any alleged violation of federal or state statute or Board policy prohibiting unlawful discrimination or harassment.

### Complaint Procedure

An Aggrieved Individual is encouraged to promptly report the incident to an administrator, counselor, teacher, or the Director of Education in writing. All reports received by teachers, counselors, principals, or other District employees shall be promptly forwarded to the Director of Education. If the Director of Education is the individual alleged to have engaged in the prohibited conduct, the complaint shall be forwarded to the Director of Education's Supervisor, and the Director of Education's Supervisor shall designate an alternate person to investigate the matter. Any Aggrieved Individual may file with the Director of Education a complaint charging the school, another student or any school employee with unlawful discrimination or harassment. Complaints may be made orally and written by the person taking the complaint. All complaints shall include a detailed description of the alleged events, the dates the alleged events occurred, and names of the parties involved, including any witnesses. The complaint shall be made as soon as possible after the incident. The Director of Education shall confer with the aggrieved individual and/or the alleged victim of the unlawful discrimination or harassment as soon as is reasonably possible, but no later than 15 school days following the school's receipt of the complaint in order to obtain a clear understanding of the basis of the complaint. Within 5 school days following the initial meeting with the aggrieved individual and/or alleged victim, the Director of Education shall attempt to meet with the individual alleged to have engaged in the prohibited conduct and, if a student, his or her family in order to obtain a response to the complaint. Such person(s) shall be informed of all allegations that, in the Director of Education's judgment, are necessary to achieve a full and accurate disclosure of material information or to otherwise resolve the complaint.

At the initial meetings, the Director of Education shall explain the avenues for informal and formal action, provide a description of the complaint process, and explain that both the victim and the individual alleged to have engaged in prohibited conduct have the right to exit the informal process and request a formal resolution of the matter at any time. The Director of Education shall also explain that whether or not the individual files a written complaint or otherwise requests action, the school is required by law to take steps to correct the unlawful discrimination or harassment and to prevent recurring unlawful discrimination, harassment, or retaliation against anyone who makes a report or participates in an investigation. The Director of Education shall also explain that any request for confidentiality shall be honored so long as doing so does not preclude the school from responding effectively to prohibited conduct and preventing future prohibited conduct.

### Informal Action

If the Aggrieved Individual and/or the individual alleged to have engaged in the prohibited conduct requests that the matter be resolved in an informal manner and/or the Director of Education believes that the matter is suitable to such resolution, the Director of Education may attempt to

resolve the matter informally through mediation, counseling, or other non-disciplinary means. If both parties feel a resolution has been achieved through the informal process, then no further compliance action must be taken. No party shall be compelled to resolve a complaint of unlawful discrimination or harassment informally and either party may request an end to an informal process at any time. Informal resolution shall not be used to process complaints against a school employee and shall not be used between students where the underlying offense involves sexual assault or other act of violence.

### Formal Action

If informal resolution is inappropriate, unavailable, or unsuccessful, the Director of Education shall promptly investigate the allegations to determine whether and/or to what extent, unlawful discrimination or harassment has occurred. The Director of Education may consider the following types of information in determining whether unlawful discrimination or harassment occurred:

1. Statements by any witness to the alleged incident;
2. Evidence about the relative credibility of the parties involved;
3. Evidence relative to whether the individual alleged to have engaged in prohibited conduct has been found to have engaged in prohibited conduct against others;
4. Evidence of the Aggrieved Individual and/or alleged victim's reaction or change in behavior following the alleged prohibited conduct;
5. Evidence about whether the alleged victim and/or aggrieved individual took action to protest the conduct;
6. Evidence and witness statements or testimony presented by the parties involved;
7. Other contemporaneous evidence, and/or
8. Any other evidence deemed relevant by the Director of Education.

In deciding whether conduct is a violation of law or policy, all relevant circumstances shall be considered by the Director of Education, including:

1. The degree to which the conduct affected one or more student's education;
2. The type, frequency, and duration of the conduct;
3. The identity of and relationship between the individual alleged to have engaged in the prohibited conduct and the Aggrieved Individual and/or alleged victim;
4. The number of individuals alleged to have engaged in the prohibited conduct and number of

victims of the prohibited conduct;

5. The age of the individual alleged to have engaged in the prohibited conduct and the Aggrieved individual and/or alleged victim;
6. The size of the school, location of the incident, and context in which it occurred; and/or
7. Other incidents at the school.

The Director of Education shall prepare a written report containing findings and recommendations, including but not limited to proposed disciplinary action for students and/or employees as appropriate and supports for the Aggrieved Individual, and submit the report to the Director of Education's Supervisor within 15 school days following the Director of Education's initial meeting with the complainant or 15 school days following the termination of the informal resolution process.

Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with applicable law policy.

To the extent permitted by federal and state law, the Director of Education shall notify all parties, including the family of all students involved, in writing of the final outcome of the investigation and all steps taken by the school within 5 days following the Director of Education's determination. The school shall implement the recommendations found in the Director of Education's report.

Should the Aggrieved Individual and/or alleged victim disagree with the Director of Education's findings and recommendations, the Aggrieved Individual and/or alleged victim may appeal the Director of Education's decision by submitting a written appeal to the Director of Education's Supervisor within 10 calendar days of receipt of the notification of the final outcome of the investigation. The written appeal shall include any additional evidence to be considered and shall state with specificity the appellant's disagreements with the Director of Education's decision. The Director of Education's Supervisor or designee shall review the evidence and submit a final written report affirming or reversing the Director of Education's determination and proposing additional recommendations as appropriate. The Director of Education's Supervisor or designee's decision shall be final.

## **Bullying Policy**

### **Statement of Purpose**

Morgridge Academy supports a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying and other behaviors as defined below are prohibited on MA property, at

school-sanctioned activities and events, when students are being transported in any vehicle dispatched by MA, or off school property when such conduct has a nexus to school curricular or non-curricular activity or event.

### Prohibited Behavior

- Bullying
- Aggression towards peer(s)
- Cyberbullying
- Retaliation against those reporting bullying and/or other behaviors prohibited by this policy
- Making knowingly false accusations of bullying behavior

### Definitions

**Bullying** is defined as the use of coercion or intimidation to obtain control over another person, to cause physical, mental, or emotional harm to another person, and/or to intentionally create an imbalance of power among a group of two or more individuals. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture one or more times. Bullying includes one or more individuals who are being impacted by these behaviors and engaging in these behaviors. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including, but not limited to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

**Aggression towards peers** is defined as any instance of unwanted physical contact or violence towards an individual or group of individuals. This can include one or more instances of hitting with an open or closed palm, kicking, pushing, poking, biting, pinching, and/or inappropriate touching.

**Cyberbullying** is defined as any instance of social exclusion towards one or more individuals which could include sending emotionally harmful texts, photos, and/or posts on any social media platform.

**Retaliation** is defined as any instance of an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can include making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

**False accusations** is defined as any instance when one or more individuals spreads information to one or more individuals with the intent of causing emotional or physical harm or creating an imbalance of power among another individual or group of individuals. This information spread can be knowingly false, but it does not have to be known to be false.

### Prevention and Intervention

- Bullying and retaliation against a student who reports bullying will not be tolerated.

- Schoolwide staff training will occur on an annual basis to refresh adults on proactive steps in preventing bullying from occurring, the school wide bullying prevention curriculum (Bully Proofing Your School both elementary and middle school editions), and positive school climate practices.
- Clear procedures are in place for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
- School staff share bullying prevention curriculum work with families and the wider community to help maintain a bullying-free environment across settings.
- School PBIS program supports positive school climate efforts that clearly define, teach, and reinforce prosocial behavior. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students. The PBIS committee advises school administration on severity and frequency of bullying.
- School wide annual climate survey includes students' impressions of the severity and frequency of bullying behaviors in their school.
- School wide social emotional instruction happens on a weekly basis which includes direct and explicit instruction of the school wide anti bullying curriculum, Bully Proofing Your School.

### Reporting

- Any student, parent, or staff member who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor or teacher.

### Investigating and Responding Procedures

- Director of Education is the designated investigator for reports of bullying and other behaviors prohibited by this policy. The school mental health team will support her in gathering facts.
- To the best of their abilities the investigating team will complete interviews on the same day that the reports are received.
- Investigator will make decisions after all parties involved have been interviewed.
- Investigator will automatically contact families of all parties involved once interviews are completed.
- Investigator will not use peer mediation as an option to solve the problem.
- Investigator will keep students apart.
- Investigator will use the list of graduated consequences to determine appropriate level of intervention for student engaging in bullying behaviors.

### Supports and Referrals

- When a student is found to engage in bullying behaviors they will have mental health referrals sent to families upon contact regarding the bullying behavior, whether for outside support or to weekly counseling with someone on the school mental health team.
- Peer mediation will not be an intervention to protect and support targets of bullying.
- A student who engages in any act of bullying, retaliation and/or other behaviors prohibited by



this policy is subject to appropriate disciplinary action including but not limited to suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made.

- Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

### **GRADUATED CONSEQUENCES FOR BULLYING**

- School personnel and parent communication
- Social skills instruction
- Increased check-in and feedback opportunities with adults
- Supports focused on increasing empathy, communication skills, and the impact of bullying
- Additional adult supervision
- Implementation of a safety plan that does not increase the likelihood of the targeted student receiving discipline and is jointly developed and agreed upon by the school, the student who was targeted, and their family
- Behavioral contracts: a written statement listing expected behavior of the student and how school staff and/or families will provide support
- Reassignment of seat in class, lunch, or on the bus
- Daily behavior report cards: adherence to expected behaviors is scored for each school period
- Referral to school counselor, social worker, school psychologist, or other support staff
- School/community service
- Removal of desired activities
- Detention: detainment of a student for disciplinary reasons before, during, or after school
- Saturday/evening school: detention programs on Saturday or other non-school hours
- In-school suspension for one-half day or more with a family member contacted
- Prohibition from entering certain areas of school
- Reassignment of classes
- Out-of-school suspension including a conference with the family and re-entry plan
- Referral to law enforcement
- Reassignment to another school or mode of transportation
- Other alternatives to suspension and expulsion where the school, student, and family agree to a set of requirements that, while in good standing, prevent removal.

### **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, hyperlinks, 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 families are required to complete and sign Morgridge Academy's Acceptable Use Policy, FERPA Approved Apps, and Google Workspace for Education prior to students being permitted to access the Internet at school. The completed and signed Agreement must be renewed annually as part of the enrollment process and will be kept on file with the school.

### No Expectation of Privacy

Morgridge Academy devices, network, and accounts 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 (at any time and without prior notice) all usage of National Jewish Health/Morgridge Academy technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. 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

National Jewish Health/Morgridge Academy reserves the right to take immediate action regarding any activity that may create security and/or safety issues for National Jewish Health/Morgridge Academy and its students, employees, schools, or system; or device as defined in this policy, or expend National Jewish Health/Morgridge Academy resources on content if National Jewish Health/Morgridge Academy, in its sole and absolute discretion, determines to lack legitimate educational content/purpose, or other activities deemed inappropriate.

The following activities are expressly prohibited:

- Using National Jewish Health/Morgridge Academy network for any or in support of an illegal or obscene activity, and/or inappropriate use.
- Using National Jewish Health/Morgridge Academy network for any inappropriate non-school-related business and/or commercial purpose, product advertising, or support of any political or lobbying activity.
- Providing access to National Jewish Health/Morgridge Academy network to unauthorized users.
- Sharing electronic mail account passwords, leaving passwords available in obvious locations, or leaving "signed on" computers unattended.
- Allowing minors to access inappropriate material on the Internet.
- Disclosure, use, and dissemination of personal information regarding minors.
- Communication conducted over National Jewish Health/Morgridge Academy network is not private and staff may, in conducting network supervision and maintenance, anything done on the network can be monitored, inspected, copied, reviewed and stored by school staff and administration.

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.

### 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. Behavioral expectations for students are based on the values of caring for self, others, and the environment. Students have been taught these expectations for the various areas of the building – classrooms, hallways, bathrooms, cafeteria, etc. Children are awarded points in our PBIS Rewards system for positive behavior throughout the day.

#### Our Behavioral Infractions are:

All moderates are filed with the classroom teacher. Three moderates equal one severe. All severe violations require administrator action and may include a discipline report, family contact, family signatures or a behavior plan.

<b>Moderate Problem Behavior</b>	<b>Definition</b>
Non-Compliance	Student intentionally engages in brief or low-intensity failure to follow directions.
Inappropriate Language	Student engages in low-frequency and duration instance of inappropriate language that may include swearing, name calling, or use of words in an inappropriate way.
Physical Contact	Student engages in non-serious, but inappropriate physical contact. i.e. horseplay or rough-housing or extended display of affection
Plagiarism	Claims someone else's work as their own.
Property Misuse	Student engages in low-intensity misuse of property.
Technology Violation	Student engages in non-serious, but inappropriate (as defined by school) electronic devices.

<b>Severe Problem Behavior</b>	<b>Definition</b>
Abusive Language	Student delivers high-intensity verbal messages that include swearing, name calling, or use of words in an inappropriate way not based on a protected class (harassment).

Arson	Student plans and/or participates in malicious burning of property.
Bomb Threat/ False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Bullying	As stated in CO HB11-1254- any written or verbal expression, or physical or electronic act or gesture, or pattern thereof, that is intended to coerce, intimidate, or cause any physical, emotional, or mental harm to any student. Generally to establish intent, there need to be a pattern of behavior.
Defiance	Student engages in overt or repeated refusal to follow directions or talks back after multiple attempted teacher interventions that causes disruption to the entire classroom.
Forgery/ Theft	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission.
Gang Affiliation Display	Student uses gesture, 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.
Elopement	Student has intentionally left the adult in charge of them with the intent to avoid or obtain something.
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., 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.
Technology Violation	Student engages high-intensity inappropriate (as defined by in handbook) use of electronic devices.
Threat	Verbal, written, or physical indication of intent to inflict harm on others in retribution for something done or not done.
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 (matches, lighters, firecrackers, gasoline, lighter fluid).

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 and guns (real or look alike), or other objects readily capable of causing bodily harm.

Morgridge Academy CARE Behavioral Expectations are:

	<b>Assembly</b>	<b>Bathroom</b>	<b>Cafeteria</b>	<b>Dismissal</b>	<b>Hallway</b>	<b>Media Center</b>
<b>Care for Self</b>	Listen  Stay in your bubble	Wash hands  Get back to class as quickly as possible	Stay seated  Focus on eating before conversations  Eat only your own food	Be listening and ready for your ride  Gather all belongings before you leave school	Walk  Go where you are supposed to be	Follow directions  Raise your hand  Be an active listener  Return or renew books on time
<b>Care for Others</b>	Look at the person talking  Keep hands to self	Give others privacy  Dry hands  Leave lights on	Be kind  Talk with normal voices	Keep food put away  Keep hands to self  Walk	Stay on right side  Let others have their space	Listen to others  Take turns  Keep hands and feet to ourselves
<b>Care for Environment</b>	Raise your hand for a chance to talk  Leave belongings in classroom	Keep the restroom clean  Throw paper in trash	Clean up when finished  Keep food on tray	Put trash away  Stay on the sidewalks  Stay at dismissal until your ride comes  Keep the area clean	Keep area clean	Use furniture the right way  Be organized  Robots stay on floor



	<b>Nurse</b>	<b>Playground</b>	<b>Stairs</b>	<b>Technology</b>	<b>Fine Arts</b>
<b>Care for Self</b>	Ask questions about your health  Advocate for health needs	Stay where adults can see you  Ask for help to solve problems  Maintain your bubble	Allow space in front of you  Walk	Ask for help  Use technology as a learning tool  Be a responsible digital citizen  Tell staff right away if there is a problem	Listen  Use your talents and explore your interests
<b>Care for Others</b>	Give others privacy  Maintain your bubble  Talk in quiet voices	Take Turns  Be kind	Stay on the right side  Use quiet voices	Be a contributor	Be kind  Contribute to successful projects
<b>Care for Environment</b>	Keep area clean  Touch only your own medications and equipment	Use equipment correctly and safely  Keep the playground clean	Walk on right side  Keep area clean	Use equipment correctly	Clean up when finished

	<b>PE</b>	<b>Swimming</b>	<b>Community Breakfast</b>
<b>Care for Self</b>	Listen to and follow directions  Be cleared by the nurse	Listen to and follow directions  Walk in pool area  Swim only where you are allowed  Diving (head first or bell) in deep end only	Eat only your own food  Choose a place and stay there

<b>Care for Others</b>	Use indoor voices Show good sportsmanship Keep hands to yourself	Use indoor voices Show good sportsmanship	Take one of each item to leave food for others
<b>Care for Environment</b>	Stay on your feet	Walk in pool area	Keep the area clean

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.

### **Dress Code**

- Children who are wearing clothing deemed inappropriate by staff will be asked to change their clothing.
- No drug, alcohol, tobacco or gang related clothing is allowed.

### **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><b><u>Shirts</u></b></p> <p>Must be collared shirts (polo shirts, button down collared shirts, and turtlenecks are ok) on uniform days</p> <p>No T-Shirts are to be worn as a uniform shirt (unless it is a Morgridge T-Shirt)</p> <p>Can be any color.</p>	<p><b><u>Dresses. Jumpers. Pants. Shorts or Skirts</u></b></p> <p>Must be navy blue, black, tan, or khaki.</p> <p>Pants may not be sagging.</p> <p><b>Jeans are not acceptable uniform pants.</b></p>
<p><b><u>Shoes</u></b></p> <p>Tennis shoes or sneakers are preferred, as students attend PE and recess every day.</p>	<p><b><u>Head Gear</u></b></p> <p>Can only be worn outside. This includes bandanas. Bonnets are ok.</p>

No heeleys.	Hats can be worn if purchased from the school store.
<p><b><u>Outerwear</u></b> Students may wear sweatshirts and/ or hoodies in the building.</p>	

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 uniform 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. Continued non-compliance will be addressed and consequences decided by the principal.

**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.