

Mackintosh Academy

Family Handbook

2024-25

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Purpose: Mission & History

Mission Statement

Keen Minds. Compassionate Hearts. Global Action

Mackintosh Academy nurtures the keen minds and compassionate hearts of the gifted child in a responsive and caring community of learners. Our students mature into confident, healthy human beings inspired to contribute to a world that needs them.

History

Eve Mackintosh founded Mackintosh Academy in 1977, as the first school in our state to focus on gifted and talented students. Eve developed a curriculum based in holistic, well-rounded educational programs to nurture children's academic, social, emotional, physical, and creative needs.

Our founder believed students thrive with opportunities to explore and learn in all disciplines – especially the ones often cut first from school programs, such as world languages, visual and performing arts, and physical education – and we continue to honor this philosophy today.

More information on our school's history can be found on [our website](#).

Philosophy

Mackintosh Academy maximizes learning potential and promotes the development of the whole child: cognitively, socially, emotionally, creatively, and physically. Our rich curriculum incorporates challenging academics with the arts, physical education, languages, and technology.

A child who is academically prepared, however, is only partially equipped to make a meaningful contribution to society. We deeply care and are responsive to the variety of factors influencing a gifted child's social-emotional and interpersonal development. Students need to respect themselves and others, listen actively, think critically, negotiate conflict, build resiliency, take responsibility, and understand that other people, with their differences, can also be right.

Students in the 21st century are faced with the challenges and opportunities of learning about an interconnected world where knowledge is constantly developing. We prepare students to be active participants in a lifelong journey of learning through inquiry and reflection. We cultivate strong and trusting relationships among students and faculty to support and tend to the optimal growth of each child's unique potential.

Nondiscrimination Policy

Mackintosh Academy is a 501(c)3 nonprofit corporation and abides by all federal, state, and local laws and regulations. Mackintosh Academy admits students of any race, color, national and ethnic origin, sex, sexual orientation, gender identity, gender expression, ability or religious affiliation to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Mackintosh Academy does not discriminate on the basis of these factors in the administration of its educational policies, admissions policies, tuition assistance programs, or athletic and other school-administered programs.

School Hours, Attendance Policy, and Aftercare

Front Office Hours

8:00 am-4:00 pm, August 14 through June 11. Office hours may be limited between June 11 and August 14.

Student Hours

All classes start promptly at 8:30 am. Please ensure your child arrives at school between 8:00 am and 8:20 am so they can successfully and calmly start their day. Students may not be dropped off prior to 8:00 am except under express permission from a teacher or staff member.

Staff will be positioned in Zone 3, near the north building patio, (first through eighth-grade students) and Zone 1, near the kindergarten entrance, (pre-kindergarten and kindergarten students) from 8:00 am until 8:30 am to assist students in exiting safely from vehicles.

Regular Dismissal Schedule

- Pre-kindergarten (AM) 11:45 am (from Zone 1)
- Pre-kindergarten (PM) 2:55 pm (from Zone 1)
- Kindergarten 2:55 pm (from Zone 1)
- First/second grade 3:10 pm
- Third/fourth grade 3:20 pm
- Fifth/sixth grade 3:30 pm
- Seventh/eighth grade 3:45 pm

Early Dismissal Schedule

- Pre-kindergarten (all) 11 am (from Zone 1)
- Kindergarten 11 am (from Zone 1)
- First/second grade 11:10 am
- Third/fourth grade 11:20 am
- Fifth/sixth grade 11:30 am
- Seventh/eighth grade 11:35 am

Please be sure to pick up your child on time. Younger siblings or members of a carpool may be picked up during the oldest child's pick-up window.

Classes begin promptly at 8:30 am each day. Students are expected to be in the classroom by 8:20 am. Student arrivals after 8:30 am will be designated as tardy and noted on the student record.

Leaving Campus with Authorized Persons

Mackintosh Academy will only allow a student to leave campus with individuals authorized by the parent/guardian to transport the student. Pick-up authorization is set through FACTS during the annual enrollment process and may be updated by contacting the main office. Authorization may be provided via written (email) or verbal consent from the parent/guardian. This policy extends to relatives of the student. Parents/guardians must notify the school if the student will be picked up by a party unknown to the staff. When the party arrives at Mackintosh Academy, staff will require a picture ID.

Absences

Parents/guardians should email attendance@mackintoshacademy.com or leave a message on the attendance line 303-794-6222 Ext 606 before 8:30 am if their child will be absent for any part of the day. The front office will let all teachers know. Parents/guardians are expected to provide the reason for the absence, as the school is required by the State of Colorado to maintain a list of absences and explanations.

Discretionary Absences & Make-up Work

Mackintosh Academy encourages families to plan trips and family events during school-scheduled holidays. Parents/guardians are required to give a minimum of one week's notice in writing or email for any discretionary absence to both the front office and classroom teacher(s).

Students are ultimately responsible for all content and assignments missed during absences. Teachers will determine the appropriate makeup work and due dates according to individual circumstances. Teachers may, at their discretion, excuse certain assignments or extend the due dates for absences due to illness.

Extended Absences

We recognize that certain situations may require an extended absence. Because our programming is contingent on student participation, collaboration, and inquiry, make-up materials will not fully replicate in-classroom learning experiences. A student who is absent 20% of the time or more during any Unit of Inquiry block (U of I blocks are typically six weeks long), Middle Years unit of study, or specials class may be ineligible for receiving a grade in that class. A note will be made on the student report indicating the reason for the absence of a grade.

Continued or chronic absenteeism, extending to two or more Units of Inquiry, will necessitate a meeting with the Parents/guardians and the Head of School to develop an appropriate plan of action that may involve outside tutoring, alternate assignments, and discussion of continued placement.

Student Late Arrival and Early Departure

Late arrival: Parents/guardians are required to email attendance@mackintoshacademy.com or leave a message on the attendance line 303-794-6222 Ext 606 if a child will be arriving late. The Parents/guardians must come to the main office to sign in a child arriving late for school.

Early departure: Parents/guardians are required to email attendance@mackintoshacademy.com or leave a message on the attendance line 303-794-6222 Ext 606 if a child will be leaving early. Parents/guardians must come to the front office to sign the student out.

Snow Days

Mackintosh Academy typically, but not always, closes school in accordance with the closing of schools by the Littleton Public School District. The Head of School makes the final decision regarding the closing of the school. When the decision to close the school has been made, the Head of School or her/his designee will contact television stations 4 and 9 by 6:00 am. A community email will be sent to Parents/guardians by 6:30 am using FACTS. School closings will also be posted on ParentSquare.

Parents/guardians are encouraged to check their emails and watch the TV for school closing information. We recognize that families come from a wide area and snow amounts vary considerably. We ask parents/guardians to use their best discretion under adverse weather conditions. Parents/guardians are asked to notify the main office and the classroom teacher through email before 9:00 am if their child will be absent.

Inclement Weather Pickup

When inclement weather makes outdoor pickup unsafe, parents/guardians will be notified by ParentSquare that we are implementing a controlled release. Students will be kept inside and staff members will be in the parking lot communicating with indoor staff as to which students to bring out as cars arrive. Please arrive at the pickup time for your oldest child, not before, to ensure the flow of cars through the lot.

Parking Lot and Carline Guidelines

For everyone's safety, we ask that you pay careful attention to the following guidelines:

The carline procedure at drop-off in the morning and pick-up in the afternoon:

- **First through eighth grade:** Please enter the parking lot and circle until you reach the entrance to the north building (Zone 3) where staff will assist your student.
- **Pre-Kindergarten and Kindergarten:** Enter the parking lot and stop in front of the kindergarten entrance (Zone 1). Staff will assist your student out of their car seat and the car. Pre-K students will be walked by staff to the pre-K playground, and kindergarten students will walk to their classroom.

Please DO:

- Enter and exit the parking lot slowly and cautiously.
- Turn off your engine if you leave the vehicle.
- Come to a complete stop and stay within the vehicle while staff assists your student in entering or leaving the vehicle.

- Be sure that your student is ready to leave the car with backpacks and other items in easily accessible locations to minimize waiting time.
- Help your student (if age-appropriate) learn to properly buckle and unbuckle their own seat belts.
- Circle the lot if your student is not 100% ready to exit, to keep the carline moving.
- If you park behind another car (tandem spaces) please leave your keys in the car or with the main office. You may also place a note on your window with your name, location on campus, and cell phone number in case the vehicle needs to be moved.

Please DO NOT:

- Use your cell phone during the carline.
- Leave children unattended in a vehicle at any time.
- Stop in front of the sidewalk leading to the north building (Zone 3) unless you are dropping off or picking up a student.
- Discuss questions or concerns with your student's teachers during carline.
- Park or wait in the area immediately north of the south (pre-K) building as this blocks the fire lane and impedes the flow of the carline.

If you need to park during the carline, please remain parked until there is a break in the carline traffic or wait until the end of the carline to allow the process to move forward without interruption. Vehicles backing into the carline create hazardous situations for other drivers and students; therefore, staff will strictly maintain this policy.

In addition, The City of Littleton has clear restrictions on parking for parents/guardians and visitors of Mackintosh Academy. All visitors are asked to comply with the following restrictions at all times:

The flow of traffic on Prince Street may not be halted for prolonged periods due to traffic congestion within our carline (unless an emergency situation exists). The City of Littleton can and will fine our school if traffic is backed up on Prince Street due to the carline.

There must be a clear pathway for emergency vehicles to enter and exit the parking lot at all times, which limits the number of vehicles that may be parked in the lot at any given time. This is particularly relevant during special school functions and assemblies.

Please be considerate of our neighbors when parking on neighborhood streets.

Communication at Mackintosh

We know that students are most successful when there is a strong and mutually respectful partnership between school and home. We welcome constructive feedback motivated by a sincere desire to improve the quality of the programming and experiences within our school. To support that partnership and model respect to our students, members of the Mack community who have a question or concern should first communicate directly, respectfully, and with a lens of curiosity with the person at Mackintosh Academy (teacher, parent, guardian, administrator, etc.) who is closest to the situation and best positioned to solve the problem.

In the great majority of cases, communication should start with your child's classroom teacher. They work with your child every day and are usually the person best situated to address your concern. When you reach out to an administrator, their first question will likely be, "Have you discussed this issue with the classroom teacher?" The administration has the utmost confidence in our staff and is committed to supporting their partnership with families and prioritizing their focus on students.

If the classroom teacher is not able to address your concern or if the issue persists after multiple conversations, please invite the Assistant Head of School - Academics into the conversation.

If attempts at problem-solving with the classroom teacher and the Assistant Head of School - Academics do not result in a solution, please bring your concerns to the Head of School.

If you have questions or concerns while your child is away on an overnight trip, please contact the Assistant Head of School - Academics who will help coordinate communication with the trip chaperones as needed.

Communication Expectations:

- Caregiver communications will be responded to within a reasonable time (24 hours during the work week).
- Requests for meetings will be responded to within a reasonable time.
- Teachers and staff will notify families in a timely manner about student growth and accomplishments as well as academic, social-emotional, or behavioral concerns.
- Two formal conferences will be scheduled each year. Teachers are available for additional meetings and calls during work hours as needed and appropriate. Please make an appointment to meet with a teacher. Unplanned conferences pull our teachers' attention from the important work of the classroom and do not allow them to prepare for a thoughtful conversation.
- To support student independence, parents/guardians will encourage their children to talk to the teacher about problems with homework or other issues at school. Consider sending an email or note to the teacher to make them aware (e.g. "Joe had a problem on the playground yesterday that he needs to talk to you about"). Let the teacher take it from there.
- Teachers will return calls and answer emails within a reasonable amount of time. If your issue is urgent and requires an immediate response, please call the school office.

Parents/guardians are an integral part of the educational process for their children. We are committed to responding to inquiries on a timely basis. To respect our staff's home and family lives, teachers may not be

contacted at home or on their personal cell phones. Please do not expect teachers to reply to emails after 6:00 pm. Teacher contact information can also be accessed through FACTS and ParentSquare.

A positive and constructive working relationship between Mackintosh Academy and all of the parents/guardians of its students is essential to the fulfillment of the school's mission. Thus, the retention of any student is conditional upon the entire family's compliance with the policies, guidelines, expectations, and procedures of Mackintosh Academy as set forth in its Family Handbook, the Enrollment Agreement, and any subsequent policies and/or communications from the school. Mackintosh Academy reserves the right to dismiss or require the withdrawal of any student whose parents/guardians fail to support or comply with the policies of the school, makes a positive and constructive relationship impracticable, or otherwise seriously interferes with Mackintosh Academy's accomplishment of its educational purposes and its mission, as Mackintosh Academy may determine in its sole and absolute discretion. In addition, Mackintosh Academy regards any behavior prejudicial to the best interests of the school, whether at the school or elsewhere, by a student or their parents/guardians, as sufficient grounds to dismiss or not re-enroll a student.

Please note the Student Enrollment and Tuition Payment Agreement Document signed by parents/guardians upon admission of the student to Mackintosh Academy and upon re-enrollment, states the following in section 2b: Conditions of Enrollment: "Mackintosh Academy sets high standards for open, direct and respectful communication. We acknowledge and agree to comply with the communication policies outlined in the Family Handbook as a condition of placement."

Dual Household Policy

Mackintosh Academy encourages multiple household families to work together as closely as possible regarding their student and their interactions with the school community. Mackintosh Academy provides legal guardians equal access to all school and student information; thus, information about a student is shared openly and consistently with both families. Unless absolutely necessary, Mackintosh Academy does not provide separate family-teacher conferences or special meetings for separate households.

All legal guardians must sign all required forms and the enrollment agreement to assure that there is agreement with regards to emergency contacts, health information, and financial commitment to the school.

Although Mackintosh Academy values the important people in a student's life, the school communicates formally only with legal guardians. It is the legal guardian's responsibility to communicate information to other interested parties.

Mackintosh Academy will abide by all court orders on file.

School-Family Communication Platforms

Mackintosh Academy uses several web-based platforms for communicating with parents/guardians and storing information. Mackintosh Academy follows the recommendations of the Family Education Rights and Privacy Act (FERPA). For more information, please see the Technology Use Agreement at the end of this document.

If you have any questions regarding any of our communications platforms or systems, please email help@mackintoshacademy.com for assistance or use the provided help resources on that platform. Classroom teachers are not able to help with issues using or accessing these systems.

Google Calendar

All-school events, school holidays, and teacher work days are listed on this publicly accessible calendar. Please subscribe to the calendar via [this link](#) or scan the QR code below. Print calendars are not provided. This calendar can also be viewed on [our website](#) and on ParentSquare. Reminders and updates will be provided in the Bite newsletter and on ParentSquare.

Classroom events, such as field trips or performances, will be shared by your child's teacher and posted to the classroom calendar on ParentSquare.



FACTS Student Information System

[FACTS](#) is our main school database. Please ensure that your contact information is up-to-date in FACTS at all times, as this database is the source of information for our other systems. *If you change your email address in FACTS during the school year please email frontoffice@mackintoshacademy.com and cc the [Director of Communications and Marketing](#) and let us know so that other systems can be updated accordingly.*

FACTS is used for:

- Urgent alerts
- Medical information
- Emergency contacts
- Authorized pick-ups
- Administrative communications
- Admissions
- Enrollment and re-enrollment
- Report cards
- Progress reports
- Attendance
- Tuition payments
- Incidental billing
- Tuition assistance applications
- Family and staff directory

ParentSquare

[ParentSquare](#) is our primary school/family and family/family communication system. It is used for messages, signups, announcements, classroom updates, parent council communication, and urgent alerts. We

encourage all parents/guardians to activate their ParentSquare account, to ensure that you do not miss any critical information.

Vidigami

[Vidigami](#) is a secure photo sharing platform for the school community. You can find photos from your student's classroom, field trips, plays and performances, and community events here.

Toddle

New this year! [Toddle](#) is a curriculum platform specially designed for International Baccalaureate schools. It is the academic hub for class assignments, assessments, and progress reports.

Weekly Updates

Homeroom teachers send weekly updates to parents/guardians. Updates include upcoming class events, Unit of Inquiry information, and other important communications.

The Bite Newsletter

The Bite is sent via email twice monthly and contains all-school information and updates.

School Websites and Social Media

Mackintosh Academy has a presence on several social media platforms including [Facebook](#), [Instagram](#), [LinkedIn](#), and [Threads](#). You can find our website at www.mackintoshacademy.com. We encourage you to follow us on social media, and engage with our posts!

We love to share photos of our campus activities, and examples of our students' work on our social media profiles or website, in our school newsletter, or in print publications. We might share student-created stories, poetry, research projects, multimedia presentations, artwork, videos, or photographs. If needed, only first names will be used to identify student photos or student work (we do not share last names). Most social media posts do not include any names or any other identifying information.

Upon enrollment, you were asked to sign a Permission to Publish release via FACTS. If you're not comfortable with your student's photo or work being shared, you can refuse permission. In that case, we will take care not to publish photos of your child or will blur their face in group shots. If you have any questions or concerns, our [Director of Communications and Marketing](#) is happy to help!

As a member of our community, please be respectful of the privacy of others. We ask that you do not publish photos or student work of any child other than your own. We ask that students follow the same guidelines for their own work and photos. For more information on social media and other technology guidelines, please see the Technology Use Agreement located at the end of this handbook.

Conferences and Report Cards

Unit Binders

Key student work will be part of the Unit Binder either digitally or in physical form. Students will maintain a Unit Binder during each unit of study. The Binder keeps the student's work together as a foundation for ongoing student and teacher reflection.

Conferences

Conferences are an important component of your child's educational experience, serving as a vital bridge between home and school. These meetings provide an opportunity for teachers and parents/guardians to collaborate on a student's progress, address any concerns, and set goals for future development. By engaging in open dialogue, parents/guardians gain insight into their child's academic strengths and areas needing improvement, while teachers receive valuable feedback from home. This partnership helps to create a more supportive learning environment, ultimately contributing to the student's success and well-being.

Teachers will hold initial back-to-school conferences before the start of the school year. These meetings offer an opportunity to get acquainted with families, discuss expectations, and prepare for the upcoming classes. Additionally, staff will conduct conferences in October and March to review student progress and address any ongoing concerns.

Please do not schedule family holidays during these times as conferences will only be rescheduled for family emergencies.

Parents/guardians are invited to request meetings to address specific needs or questions at any time during the school year by emailing their child's teachers. These meetings are in addition to and separate from required conferences.

Report Cards

Both the PYP and MYP programs will be using a trimester grading and reporting system. Report cards will be shared with parents/guardians three times per year.

Lunch, Snacks, Celebrations

Lunch, Snacks, Celebrations

Weather permitting, students will eat on the patio, picnic tables, or grass area on the west side of the field. Students may not eat food while playing on playground equipment or the field. Students may not share or trade food. We highly discourage families from having outside services deliver lunches/food as we do not have available staff to deliver them.

We encourage our students to consume healthy foods and snacks and to minimize waste. Soda-pop and junk food (candy, chips, etc.) are strongly discouraged. Utensils are not provided. Students will be required to take home all food-related trash.

The school does not provide methods for heating lunches due to time and space constraints. Students are encouraged to use a Thermos for warm lunches. Students also will not have access to refrigeration.

Our Parent Council organizes Pizza Fridays (a longtime Mack tradition!) and works with a third-party vendor, Wholesome Foods, to provide lunches for purchase on Mondays and Wednesdays. Please watch ParentSquare for more information on costs and how to sign up.

Individual classrooms may have different policies regarding snacks for classroom celebrations. These policies are based on the age and sensitivities of the classroom as determined by the classroom teacher. If celebration snacks are permitted by the classroom teacher, we ask that treats served in our classrooms be moderate in size and maintain sensitivity to healthy selections. Parents/guardians providing food items for community events are asked to clearly label foods noting any possible allergens including nuts, dairy, wheat, and eggs.

To ensure the medical safety and inclusivity of all students, we have a no-food policy for birthday celebrations. Birthdays are important, and each student will be recognized by their teacher, along with any specific classroom traditions, such as a birthday read-aloud or student spotlight.

Student Health

Mackintosh Academy contracts with a Nurse Consultant assigned to the campus and meets monthly with the campus Nurse Delegate(s) to provide protocols.

Air Quality Monitoring

Air quality is extremely important in a healthy school. We have installed high-efficiency HEPA air purifiers in each room and also use an interior air quality monitoring system that registers temperature, humidity, CO₂, volatile organic compounds, and particulate matter in real-time in each building. This allows us to locate trouble areas immediately and address problems. Additionally, we monitor external air quality to help us determine if students should be outdoors.

Allergies

We are an allergen-aware school, not an allergen-free school. We work closely with our Nurse Consultant and parents/guardians to support individual student needs to the best of our ability. Parents/guardians must clearly identify food sensitivities and allergies in FACTS, so that our teachers are aware of individual needs.

Students with a severe or life-threatening allergy must have a Severe Allergy Plan submitted prior to the start of each academic year. ([See Student Medication Policy](#))

Fragrance

We recognize that many people are sensitive to fragrance, and may experience physical effects from fragrances. We encourage students, faculty, and staff to use care with personal fragrances so they do not impact others, and to avoid room fragrances such as diffusers, wall fragrance dispensers, and fragrant candles.

Illnesses

Sick children are not to come to school under any circumstances. Students absent from school due to a fever (100.4 or higher) or illness accompanied by a fever may not return to class until the student has been fever-free without medication for a minimum of 24-hours. Prolonged absences should be discussed with the student's teacher so that the school can make arrangements to provide a means of support to continue the student's progress (see Absences, p.8).

Parents/guardians will be notified of illnesses in their child's classroom according to State guidelines. These include notification if two or more students in their child's classroom have a confirmed communicable disease such as streptococcus or enterovirus or if a pattern of illness across classrooms involving four or more students is identified. Notice will not be given for regular illnesses such as the common cold unless these are particularly severe or prevalent across a large portion of the student body. All student illnesses are tracked and reported to the Nurse Consultant for identification of trends and necessary Department of Health reporting. Please note that according to State Law, certain illnesses must be reported directly to the Department of Health.

Immunization Records

Colorado law requires each student to provide a “Certificate of Immunization” or exemption prior to attending an institution of learning. In addition, pre-kindergarten and kindergarten students must have a medical examination prior to enrollment and must provide documentation of the examination to the school.

In April 2015, the Colorado Board of Health amended The Infant Immunization Program and Immunization of Students Attending School rule. The amendments require parents/guardians to submit non-medical exemptions more frequently. Non-medical exemptions include religious or personal belief exemptions.

Starting in July 2016, parents/guardians seeking non-medical exemptions for:

- Pre-kindergarten children will submit exemption forms at each age when vaccines are due.
- Kindergarten through twelfth grade students will submit exemption forms each year.

Medical exemptions only need to be submitted once. New medical and non-medical exemption forms will be available online on the State of Colorado's website.

When a child turns five or twelve, he or she will need new documentation of updated immunizations within six weeks of their birthday. Students without proper documentation, as noted in this section, will not be allowed to attend class until the forms are received by the front office.

State law permits school employees who have completed a training module to access state immunization records for children under the age of 18. Mackintosh may access such records for our reporting purposes. Individual information about vaccination status is kept confidential.

Student Emergency Information

Student Emergency Information must be submitted and updated through FACTS during the online enrollment process. Pre-K families will also be asked to provide paper copies included in back-to-school packets. Students without updated, complete information will not be allowed to attend school until the information has been received.

Emergency information sheets will be generated through FACTS and distributed to teaching staff for use on field trips. Student emergency health and contact information will be placed in a closed envelope and carried by supervising volunteer drivers and staff for all off-campus activities and events.

Student Medication Policy

Mackintosh Academy is not a medical facility, and the staff is not trained beyond simple first aid. The school cannot provide medical care for our students; however, with a written request and instructions from the student's physician, authorized staff will administer special medications during the school day. All prescription and nonprescription medication given in the school setting requires written authorization from the student's health care provider as well as written consent from parents/guardians. This is a licensing requirement.

Medication Authorization Forms, one completed for each medication, are available from the main office, on our [website](#), and on the FACTS resource page.

Parents/guardians of students requiring epinephrine injectors for allergic reactions or inhalers for asthma are required to complete a Colorado Asthma Care Plan and/or An Allergy and Anaphylaxis Action Plan. These forms are available from the front office or your healthcare provider. The forms must be completed before the first day of school for us to safely meet your child's needs. If an epinephrine injector is brought to the school without the proper instructions and signed forms, staff members are not authorized to administer it and will be instructed to call 911 in the event of a reaction until the completed authorization forms are received by the school.

Instructions from the student's healthcare provider must include the following:

- Information regarding the medication;
- The reason for the medication;
- The specific time of administration; and
- The length of time the medication will be given.

All medications must be brought in the original labeled container. Each medication, including all over-the-counter medication, must be accompanied by a separate permission form, signed by the parents/guardians and the child's physician.

Homeopathic medication and herbal preparations are not included in medical administration training; therefore, no school personnel may administer these medications. These medications will not be permitted on campus without written approval from the Nurse Consultant.

Authorized medical staff persons are not certified to determine when an "as needed" medication is to be given. Specific instructions are necessary. For children with chronic health conditions, the "as needed" instructions can be determined in collaboration with the consulting registered nurse.

Absent instruction to the contrary, Mackintosh will administer Band-Aids for simple cuts and abrasions.

A Registered Nurse Consultant (Nurse Consultant) will delegate and supervise the task of medication administration only to those staff members who have completed and passed the state-approved Medication Administration Training class. The Nurse Consultant will be available once a month for parents/guardians and staff consultation at Mackintosh Academy.

We are committed to following the most current guidelines provided by the Colorado Department of Human Services, Colorado Department of Public Health, and the Colorado State Board of Nursing to ensure the safe and accurate administration of routine medications to the students at Mackintosh Academy. We appreciate your support with these requirements.

Injuries

Student injuries will be attended to by the supervising staff member. Mackintosh staff have specific injury protocols for dealing with student injuries occurring at school. Parents/guardians will be informed by email, phone call, or personal message according to the severity of the injury. A written incident report will also be prepared and may require a parent/guardian's signature in the case of severe injuries.

Head Injuries

Mackintosh Academy follows specific protocols for all injuries involving the head or reasonably believed to have involved the head. Students will be observed by a school nurse delegate for a specific period of time and will continue to be observed in the classroom for the remainder of the day, or sent home at the discretion of the nurse delegate. Parents/guardians will be notified and a form sent home detailing appropriate ongoing monitoring of the child.

Concussion Protocols

Parents/guardians are required to notify Mackintosh of any diagnosed concussion in order for the school to follow appropriate concussion protocols. These may include a reduction in workload, increased breaks, removal from physical activities, and elimination of testing as indicated by the child's physician. Parents/guardians must provide a written release signed by the student's doctor in order for the student to resume regular activities.

Parents/guardians are required to notify the school if a child has a history of one or more concussions, including the dates and severity of these injuries, as these students will be monitored more closely in the case of a head injury on campus.

School and Child Safety

We strive to foster a cooperative, participatory learning community and want to impart to our children that communities and nations, as well as people, are interdependent and can only co-exist successfully if they learn to cooperate with each other. Through supportive and respectful methods, we teach cooperation, mutual respect, responsibility, and self-discipline to our children. All members of the Mackintosh community are involved in ensuring a safe and productive learning environment.

Neutrality Policy

Mackintosh Academy's teachers, administrators, and staff are instructed to remain neutral in all situations involving family law matters, such as custody arrangements between parents/guardians and divorce proceedings, except in cases of child abuse or neglect as demonstrated to the school's satisfaction. Faculty, administrators, and staff will not provide voluntary statements or take a position in non-child-abuse matters. Any requests or discussions related to such matters should be communicated directly with the Head of School.

Child Protection Policy

In order to facilitate a safe environment for all members of the Mackintosh community, Mackintosh Academy undertakes the following:

- Background checks for all full-time and part-time employees through the Colorado Department of Human Services.
- Background checks on all enrichment providers (independent businesses offering programs at Mackintosh) through a volunteer screening service.
- Clear staff and student guidelines for appropriate internet use and safety (see Technology Use Agreement).
- Clear chaperone and volunteer guidelines for field trips including overnight trips (see Chaperone and/or Volunteer Driver Non-Staff Volunteer Support Guidelines).
- A reporting procedure for staff dealing with suspected cases of child abuse or neglect.
- Annual consultation with law enforcement concerning campus safety, drills, and procedures.
- Implementation of periodic campus safety drills based on [Standard Response Protocols](#) including hold, secure, lockdown, evacuate, and shelter.

Emergency & Crisis Management

The school maintains and updates annually a Crisis Response Plan. In case of an emergency, a decision will be made by the Head of School, in consultation with local authorities, to evacuate the school buildings or to contain students in their classrooms. The Head of School and administrative staff will triage and notify all staff of the necessary actions. Please note that during emergency procedures, parents/guardians may also be subject to protocols such as remaining in a restricted area or being denied access to a building in lockdown mode.

If the crisis requires immediate evacuation away from the Mackintosh Academy campus, an evacuation arrangement has been made with St. Mary's Academy to utilize their facilities to keep Mackintosh students safe until parents/guardians are able to pick them up. St. Mary's Academy is located four blocks north of Mackintosh Academy on Prince Street. Mackintosh Academy students, supervised by Mackintosh staff, will be walked over to the St. Mary's campus and kept on the campus until a parent/guardian or other individual designated by the parents/guardian has come to pick up the student. Mackintosh Academy staff will remain with students until an authorized party arrives to take responsibility for every student.

Administrative personnel will review the Crisis Response Plan each fall with input and direction from appropriate local resources. Emergency drills are scheduled throughout the school year to familiarize students with appropriate emergency procedures based on [Standard Response Protocols](#) including hold, secure, lockdown, evacuate, and shelter.

Emergency Communication & Notification

In the event of an emergency, staff will notify parents/guardians and provide pick-up procedures using the emergency contact information listed in FACTS. Notifications will be sent via text and/or email through the ParentSquare Emergency Alert. Additionally, a designated staff member will post updates on ParentSquare when possible.

If feasible, signs with evacuation location details will be posted on the doors of Mackintosh Academy.

Mandatory Reporting of Child Abuse or Neglect

Under the “Child Protection Act of 1987” (C.R.S. § 19-3-301) in the Colorado Children’s Code, school employees are required to report suspected child abuse or neglect. The law at C.R.S. § 19-3-304 states that if a child care worker has “reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency.”

“Abuse” or “child abuse or neglect” is defined by the Child Protection Act as an act or omission in one of the following categories which threatens the health or welfare of a child: skin bruising, bleeding, malnutrition, failure to thrive, burns, fractures, subdural hematoma, tissue swelling, or death; any case in which a child is subjected to unlawful sexual behavior; any case in which a child is in need of services because the child’s parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take; or any case in which a child is subject to emotional abuse.

If at any time a staff member reasonably suspects that child abuse or neglect has occurred, it is the responsibility of that staff member to report or cause a report to be made of this suspicion to the county department of social or human services or the police department where the incident is believed to have occurred. It is not the staff’s role to investigate suspected abuse – only to report it. Persons who make a good faith report are immune from civil and criminal liability. Additionally, the law provides for the protection of the identity of the reporting party.

A child care worker who fails to report suspected child abuse or neglect commits a class 3 misdemeanor and will be punished as provided in C.R.S. § 18-1-106. The staff person could also be liable for damages “proximately caused thereby.”

If at any time a staff member makes a report of child abuse or neglect, the staff member must also immediately report the suspected child abuse or neglect to the Head of School. However, reporting to the Head of School does not relieve the employee of their legal obligation to report the suspected child abuse to the appropriate county department or police department.

Student Services and Support

Overview

As a school for gifted students, we serve students with multi-exceptionalities who require additional support. The gifted profile also includes a high frequency of students who have intensities and overexcitabilities (sensory, psychomotor, emotional, imaginal, intellectual, and social). While Mackintosh refers families for outside support services as part of meeting the students' needs, Mackintosh is committed to offering substantial support through learning and social-emotional support.

Learning Support

We sometimes partner with outside professionals and experts to support your child's development. In order to best meet the needs of your child, we ask that you share all pertinent testing with the school. This testing will remain confidential but will support us in developing Classroom Accommodation Plans (CAP) when appropriate. A copy of a child's test results should be given to the school, either at the beginning of the school year or as soon as parents/guardians get a copy if done during the school year. Parents/guardians should give a copy of the testing to the front office and not to the classroom teacher. Testing will be date stamped, placed in the student's confidential file, and shared with the child's teachers and the Learning Specialist, as appropriate.

In consultation with the Learning Specialist, teachers will review all testing and recommendations within two weeks of receipt and annually at the beginning of each school year. To the extent possible, recommended classroom accommodations will be put into effect immediately. If testing results include a diagnosis of a learning difference, the Learning Specialist will work with the teachers, parents/guardians, and outside professionals as needed to develop a formal Classroom Accommodation Plan (CAP). The CAP will provide a written record of specific accommodations needed within the learning environment required to best serve the student's unique needs. Once the parents/guardians sign and return the Classroom Accommodation Plan, accommodations will formally go into effect, with the Learning Specialist supporting classroom teachers in its implementation. Classroom accommodations will automatically transfer from one year to the next. Review of the CAP will occur annually to determine if there are any necessary changes based on new information, past experiences, or normal child development. If a CAP is modified in any way, a new copy will be provided to parents/guardians for review and signature.

Social-Emotional Learning and Support

Social-emotional learning (SEL) and support are integrated into all our classrooms at Mackintosh Academy through the intentional and ongoing use of the framework of the International Baccalaureate (IB) Learner Profile. The Learner Profile attributes of communicator, principled, open-minded, caring, risk-taker, balanced, and reflective are particularly relevant to helping our students respect themselves and others in their school community, resolve differences in a responsible way, and develop the growth mindset necessary for social-emotional health as well as academic success.

Mackintosh Academy's commitment to social-emotional learning and support is enhanced further by the services of our school counselor. The Mackintosh Academy school counselor designs and implements SEL classes for all students; runs issue-specific small student groups; and provides short-term, one-on-one counseling and crisis intervention, as needed. The school counselor works closely with classroom teachers

and learning specialists in developing plans to address the social-emotional needs of students. The school counselor also serves as a liaison with a student's outside mental health professionals, offers advice and recommendations to parents/guardians, and makes referrals for outside mental health services when necessary. The Mackintosh school counselor does not provide mental health therapy to our students.

Student Behavior Policies

Student Code of Conduct

Mackintosh Academy students take ownership and pride in upholding the Code of Conduct, which is based on the IB Learner Profile. Helping students understand the Code of Conduct and making it a part of everyday practice at Mackintosh is a critical piece of our social-emotional curriculum. During community meetings and other learning activities, we model, discuss, and practice each aspect of the Code of Conduct. The Student Code of Conduct is as follows:

Principled: I will hold myself to high standards of thought and action. I will not use power, physically or with my words, to control or hurt others. I will take responsibility for my own actions and the consequences that accompany them. I will practice academic integrity and uphold the Academic Honesty Policy. I will uphold school policies, including the Technology Use Agreement and Dress Code.

Thinker: I will think before I act. I will apply thinking skills critically and creatively to recognize and approach complex problems and make reasoned, ethical decisions. I will consider the consequences of my actions.

Open-minded: I will be respectful of others and consider other perspectives. I will be open to the possibility that others, with their differences, may also be right.

Knowledgeable: I will respect the sanctity of the learning environment. I will use my knowledge to support my learning and explore a broad and balanced range of global and local issues.

Caring: I will respect and show compassion to others and myself. I will respect the natural environment and physical property. I will develop a personal commitment to the Action Cycle and service and use my learning to make a positive difference in the lives of others and to the environment.

Communicator: I will communicate my needs with peers and teachers. I will practice direct, open and respectful communication. I will strive to work effectively and willingly in collaboration with others.

Risk-Taker/ Courageous: I will be willing to try new roles, ideas, and strategies and take safe risks to advance my abilities as a learner, communicator, and citizen. I will stand up for what is right and protect the rights of others.

Inquirer: I will ask questions and actively engage in classroom learning. I will find new ways to explore our world. I will use my natural curiosity and show independence in my learning.

Reflective: I will take time to reflect on my learning and actions. I will try to learn from my mistakes and from my successes.

Balanced: I will recognize the need to take care of body, mind, and emotions for myself and others.

Resilient: I will accept that the best learning often comes from making mistakes and will work at accepting life's challenges as a way of making me stronger. I will strive to bounce back, be flexible, and adopt a problem-solving attitude.

The Code of Conduct includes adherence to school policies such as the Academic Integrity and Technology Use Agreements, respectful behavior toward peers, adults, self, learning, and property, and use of appropriate communication and problem-solving techniques. The Student Code of Conduct applies to all on- and off-campus school-sanctioned events including field trips, community service activities, performances, and overnight trips.

At Mackintosh Academy, as a school for gifted students, we understand that our students often exhibit intensities and overexcitabilities that may require additional social-emotional support. We nurture the whole child and recognize that making mistakes and learning from them is a natural and important part of growing up. By prioritizing strong relationships between students and teachers, we ensure that students feel supported no matter their abilities. Our responses to student behavior are educational and restorative, acknowledging that mistakes provide opportunities for growth. Our approach to discipline focuses on learning from and repairing harm in authentic and meaningful ways, including students in problem-solving whenever appropriate.

Whether the behavior stems from a poor choice or a developing social/emotional skill, our goal is to help students learn from their mistakes and build new skills. We achieve this by considering each child and context individually, tailoring accountability to maximize the learning opportunity for each student, and taking into account factors such as age, maturity, and learning profile.

Support for Student Behavior

When the need arises, the Mackintosh staff will support students needing social-emotional support via support services (school counselor, learning specialists, administration). Such support may include, but not be limited to meetings with identified students and their parents/guardians, in-school meetings between appropriate school administration and support team member(s), and outside student support personnel when appropriate. While teachers and support staff will assuredly implement accommodations and provide some behavioral and emotional support and guidance, Mackintosh Academy does not offer therapy or specific interventions during the school day. Parents/guardians are responsible for arranging any necessary therapies to help improve their child's behavior at school.

When applicable, a Behavior Support Plan may be written to identify specific behavioral goals and the necessary steps to be taken for all involved parties, including parents/guardians, students and teachers. Included in a Behavioral Support Planning may be referrals to appropriate outside evaluation and/or counseling services. Parents/guardians are responsible for arranging these services and for sharing the results and recommendations with the school within an agreed upon timeframe. The Behavior Support Plan will include a timeline for follow up analysis as well as consequences for infractions occurring within this time period. Increased classroom monitoring and increased communication between school and home will occur during this time.

Depending on the severity and frequency of the incidents and the support needed by the student, administrators may meet with the family to discuss whether or not continued enrollment at Mackintosh Academy is appropriate.

We use the following guidelines for our responses to challenging behavior:

Discrimination

Mackintosh Academy admits students of any race, color, national and ethnic origin, gender, sexual orientation, physical ability, or religious affiliation to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Mackintosh Academy does not discriminate on the basis of these factors in the administration of its educational policies, admissions policies, tuition assistance programs, or athletic and other school-administered programs.

Physical or verbal misconduct that is determined to be based on race, color, national and ethnic origin, gender, sexual orientation, religious affiliation, physical abilities, or any other legally protected class, whether such characteristic is actual or perceived, is considered discrimination and be addressed through our Anti-Discrimination Procedures.

Harassment

Harassment (including sexual harassment) is one type of discrimination often thought of as repeated or persistent conduct, including any unwelcome, hostile, and offensive verbal, written, or physical conduct. Discriminatory conduct 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 school will be addressed through our Anti-Harassment Procedures.

Anti-Bullying, Anti-Discrimination and Anti-Harassment Procedures

Bullying is repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be defined by any written or oral expression,

physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to someone else.

Cyberbullying is the use of digital technologies to send, post, or share negative, harmful, false, or mean content about someone else.

Mackintosh Academy recognizes that bullying and discrimination are community issues and community responsibilities. Mackintosh addresses both the issues and the responsibilities through the following:

Level of Behavior	Examples	School Response
Exemplification of the IB Learner Profile Attributes (Caring, Risk-Taking, Balance, Knowledgeable, Principled, Communicator, Reflective, Thinker, Open-minded, Inquirer)	Kindness, Respect, Curiosity, Resilience, Hard work, Encouraging others, Listening, Including others, Self-management, Flexible thinking, Using calm-down strategies, Embracing differences, Problem-solving, Growth mindset, Commitment to learning, Self-advocacy, Following the rules,	<ul style="list-style-type: none"> • Compliment or praise the student directly - verbally or in writing • Write a note home • Email caregivers and copy the student • Provide opportunities for the student to mentor or support other students • Share a celebration at morning meeting • Offer a leadership role extra responsibilities
Inappropriate Behaviors	Distracting others Making negative comments or gestures to others Laughing at others' mistakes or weaknesses Pushing/roughhousing Poor sportsmanship Talking back/arguing with adults	Homeroom Teacher Intervenes: (Specialists report issues to homeroom teachers) <ul style="list-style-type: none"> • Clarify expectations • Ask student to reflect on behavior • Engage in restorative conversations and practices • Offer, encourage, and praise positive choices • Seek to understand precipitating factors • Positively reinforce positive efforts and behaviors • Utilize natural consequences that are timely and appropriate for the behavior • Consult with School Counselor and learning specialists • Teacher documents behaviors in FACTS and notifies caregivers
Inappropriate Behaviors - Intense	Swearing Inappropriate use of technology during school hours*	<ul style="list-style-type: none"> • Teacher notifies caregivers and documents in FACTS • If a significant pattern emerges of behaviors that negatively impact the learning environment, the

	Disruptive classroom outbursts (emotional/behavioral dysregulation)	support team will develop a Behavior Support Plan	
Harmful Behaviors	<p>Mistreating material or property</p> <p>Physical aggression</p> <p>Excluding others</p> <p>Name-calling</p> <p>Starting or spreading rumors</p> <p>Making unkind/inappropriate comments or gestures to others</p> <p>Highly inappropriate use of technology and/or cyberbullying*</p> <p>Bias incidents</p> <p>Continued pattern of inappropriate behaviors despite interventions</p> <p>Habitually disruptive classroom outbursts (emotional/behavioral dysregulation requiring support response team)</p>	<p>Homeroom teacher <i>may</i> intervene: (Specialists report issues to homeroom teachers)</p> <ul style="list-style-type: none"> • Clarify expectations • Ask student to reflect on behavior • Engage in restorative conversations and practices • Utilize natural consequences that are timely and appropriate for the behavior • Inform student of consequences if the behavior continues • Teacher notifies caregivers and documents occurrences in FACTS • Teacher notifies administrator when a pattern of behavior emerges that is not responding to classroom intervention 	<p>Administrator intervenes:</p> <ul style="list-style-type: none"> • Classroom teacher notifies administrator of repeated behaviors not responding to classroom interventions • Utilize natural consequences that are timely and appropriate for the behavior • Determine what additional internal supports can be provided • Schedules meeting and follow-up meetings with caregivers • Response / Support team meets to develop a Behavior Support Plan with timelines to share with all teachers • If appropriate a team to investigate bullying will be implemented per Bullying Policies • <i>Per the timeline in the Behavior Support Plan, team may meet with the family to discuss whether or not continued enrollment at Mackintosh is appropriate.</i>
Very Harmful Behaviors: Dangerous, Destructive, Discriminatory, Bullying	<p>Threatening or intending to harm others</p> <p>Severe and intentional hitting/shoving/kicking/punching /kicking/spitting</p> <p>Touching others' private parts</p> <p>Discriminatory language or behavior</p>	<p>Homeroom teachers: Teachers inform administrators.</p>	<p>Administrator intervenes:</p> <ul style="list-style-type: none"> • Notify caregivers • Utilize natural consequences that are timely and appropriate for the behavior, including potential in-school suspension, out-of-school suspension, or expulsion • Administrator determines what additional internal

	<p>Highly unkind/inappropriate language or gestures</p> <p>Harassment/bullying</p> <p>Bias incidents</p> <p>Stealing</p> <p>Possession of weapons, drugs, or alcohol</p> <p>Continued pattern of harmful behaviors despite interventions</p>		<p>supports can be provided</p> <ul style="list-style-type: none"> • When appropriate, administrator will initiate a threat assessment with support team • Support Team meets to develop an intervention and/or re-entry plan and informs all teachers • If appropriate a team to investigate bullying will be implemented per Bullying Policies • Administrator schedules regular check-ins with caregivers • Outside resources or supports may be required <p><i>Administrators will meet with the family to discuss whether or not continued enrollment at Mackintosh is appropriate.</i></p>
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Education: Cultivating a culture of international-mindedness through the IB Learner Profile is central to our daily activities and Units of Inquiry. Students are encouraged to appreciate that “others, with their differences, may also be right.” Our social-emotional curriculum focuses on teaching and modeling effective communication, conflict resolution, and open-mindedness.

Bullying awareness and prevention are integral to this curriculum, addressed in age-appropriate ways during community meetings throughout the school year. Activities might include stories, group role plays, discussions, and direct teaching. Specific incidents of bullying or discrimination are seen as opportunities for learning, allowing students to reflect on their actions and grow as positive community members. Any reports or allegations of such behaviors will prompt an increased emphasis on the social-emotional curriculum in the involved classes, in addition to any necessary disciplinary actions.

Identification and Reporting: At Mackintosh Academy, teachers and faculty who witness acts of discrimination, harassment, intimidation, or bullying towards students will take immediate action to intervene when it is safe. All incidents of bullying, whether reported or observed by students, parents/guardians, teachers, or other school personnel, will be documented. This documentation helps identify emerging patterns and potential areas of concern so that they can be addressed promptly.

Students, teachers, and parents/guardians are encouraged to submit written reports of discrimination or harassment directly to the school administration. These reports will be processed through the appropriate channels. Please be aware that anonymous reports may present challenges for investigation.

Investigation: When a behavior or pattern of behaviors is identified as bullying, discrimination, or harassment, the incident(s) will be promptly referred to a Review Committee. This committee consists of staff members who have received specialized training to handle such reports.

The Review Committee will reach out to the relevant parties to understand the specifics of the incident(s) and will inform the parents/guardians of the students involved that the incident(s) is(are) under review. An investigation will then be initiated immediately, led by members of the administration, the Review Committee, or designated outside personnel.

The investigation will consider various factors, including:

- History and relationship between parties
- Age and maturity of students involved
- Positions and roles of parties
- Frequency and severity of incident(s)
- Past patterns of behavior or related incidents or reports
- Current behavior action plans, if any

The Investigation will be completed promptly and confidentially. During an Investigation, increased classroom monitoring will be in place. If at any time there is a concern as to the safety of an individual, appropriate actions will take place to provide for safety until such time as the Investigation is complete.

The Review Committee will compile a written report detailing whether the allegations were substantiated and if they constitute violations of Mackintosh policies. In consultation with the Head of School and, if necessary, outside professionals, the Committee will develop a recommended plan of action in accordance with the Discipline Policy. Possible actions may include the creation of a Behavior Action Plan, suspension, expulsion, or notice of dis-enrollment for the following school year. The plan will also specify what documentation should be added to the student's permanent record.

For allegations involving Mackintosh Academy personnel, interventions and responses will be handled according to the Academy's Employee Policies and Procedures. All involved parties will be informed of the plan of action. While specific details of the consequences may not be disclosed to everyone to maintain confidentiality, all parties will be notified that actions are being taken.

Retaliation Protection

Submission of a good faith complaint or report of bullying or discrimination including sexual harassment or other forms of harassment will not affect the complainant or reporter's academic standing, learning environment, or opportunities at Mackintosh Academy. The school will discipline or take appropriate action against any student, teacher, or staff member who retaliates against someone who reports an incident of alleged bullying, discrimination, or harassment, or any person who participates in an investigation relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Gender Identity

Mackintosh Academy recognizes that gender identity is a core aspect of personal identity. Students have the right to express themselves and live authentically according to their identity. Discrimination, bullying, and harassment on the basis of gender identity or expression are prohibited and are included in our Anti-Bullying, Anti-Discrimination, and Anti-Harassment Policy.

All personally identifiable information relating to transgender and gender non-conforming students shall be kept confidential. Transgender and gender nonconforming students have the right to discuss and express their gender identity openly and to decide when, with whom, and how much to share private information. Every student has a right to be addressed by a name and pronouns that correspond to the student's gender identity. Where possible, student records will reflect the student's chosen name and appropriate gender markers.

All students shall have access to facilities (restrooms, changing areas) that correspond to their gender identity. Any student who is uncomfortable using a shared gender-segregated facility, shall, upon student request, be provided with a safe and non-stigmatizing alternative. All facilities at Mackintosh designed to be used by only one person at a time shall be accessible to all students regardless of gender.

Alcohol and Drugs

Drug and alcohol use or possession by any student is strictly prohibited except for medications prescribed by a licensed physician and with appropriate documentation on file with the campus Nurse Delegate. Students found to be in violation of this policy will be subject to immediate disciplinary actions including possible suspension or expulsion and involvement of law enforcement personnel. According to State Law, no use of Tobacco or Marijuana, in any form, is permitted on school property.

Weapons

Weapons are defined as any device, instrument, or substance intended to inflict bodily injury and are not permitted on campus, on field trips, or in any school-sanctioned off-site event. Weapons include but are not limited to firearms, pellet or BB guns, and knives. Possession of such a device will involve immediate suspension and possible expulsion from Mackintosh Academy as well as involvement of law enforcement personnel.

Dress Code Policy

- Shoes will be worn at all times unless shoes are excessively muddy/wet (and then may be removed only at the teacher's discretion). To avoid injury, shoes with an enclosed toe and heel will be worn at all times during physical education. Teachers may also request appropriate safe shoes for certain science, design, or arts classes.
- Student backs and midribs will be covered by clothing. Mesh shirts, half-shirts, tube tops, or halter tops will not be worn.
- Undergarments will be covered by clothing.

- Hats (including hoods from hoodies) are permitted as long as the child can appropriately see, hear, and communicate effectively with others. Students may be asked to remove hats or hoods where appropriate for events or field trips.
- Sunglasses will not be worn inside the buildings.
- Clothing that depicts or promotes tobacco, alcohol, and/or other drugs will not be worn.
- Clothing with sexual or violent messaging will not be worn.
- Clothing that makes suggestive or profane statements, or that is disrespectful to and intolerant of others will not be worn.

If a child does not follow the above guidelines, they will be asked by teachers or the administration to change to appropriate clothing, if possible, while on campus. This might involve requesting that parents/guardians bring appropriate clothing to school so that their child can change. Parents/guardians will be notified regarding the dress code violation and encouraged to have a discussion with their child to modify their clothing. Students will be sent home if the violation is deemed highly inappropriate by the teacher and the Head of School. Chronic violation of the dress code policy will result in a meeting with the student, their parents/guardians, the student's teachers, and the Head of School.

Student Records

Under the Family Educational Rights and Privacy Act (FERPA), a federal law, and corresponding Colorado State law, a student's education records are protected from disclosure to third parties without consent unless they come under an exception to FERPA. All student files will be kept in a locked file cabinet in a secure administrative area. Staff will only share the contents of the student's file with the student's parents/guardians, other appropriate staff members, and the Head of School.

Transcript Requests

Transcript requests for students under the age of 18 must be made in writing by a parents/guardians and submitted to the Mackintosh Academy main office. Transcript requests will be handled in a timely manner; however, a minimum two-week advance notice (from the mailing date) is required to allow adequate time for transcripts to be taken from the files, copied, and mailed. Mackintosh Academy reserves the right to withhold transcripts from students whose tuition payments are not up to date. If a student is transferring to another school, a written request must be sent to Mackintosh Academy by the student's parents/guardians prior to Mackintosh staff sending a copy of the student transcripts and file materials to the new school.

Open Enrollment and Records Requests for High Schools

Mackintosh Academy teachers and administration will, upon written request, provide records, letters of recommendation, and other forms necessary for students applying to high school or transferring to other schools. In order to facilitate the process, we ask that parents/guardians pay attention to the following:

Request records to frontoffice@mackintoshacademy.com. The Front Office will ensure complete, formal records are sent to the appropriate schools.

Any individual teacher recommendations should be directly asked of the teacher.

Dates and Deadlines: Mackintosh requires a two-week notice for records release and recommendations. Thoughtful recommendation letters take time as we reflect on the unique qualities of each student.

Records: The admissions office will prepare a file for the student containing immunization records, prior year final report card, current year fall progress report, two years of MAPS testing results, Classroom Accommodation Plans (CAPs) if applicable, and an attendance and discipline letter.

Cognitive/Psychological Testing: Upon parent/guardian request, the file may also include psychological and cognitive testing reports. As these have been provided by outside professionals, it is at the parent/guardian discretion if these records are to be included. Parents/guardians are required to advise the office of any additional files to be included in the student's permanent record.

Birth Certificates: Mackintosh does not require birth certificates as part of our student file. Parents/guardians are responsible for providing copies of the certificate directly to the school to which they are applying.

Tuition Fees: Mackintosh Academy will not release records or provide recommendation letters if accounts are past due, as per our standard enrollment agreement.

Follow-up: Upon receipt of a records request from the student's chosen high school or other new school, Mackintosh will provide a copy of the student's final report within two weeks of release of final reports to parents/guardians (typically late June).

Development - Fundraising

There are two primary sources of revenue at Mackintosh Academy: tuition and philanthropic support. We rely on the generosity of our community to further enhance the educational experience at Mack and provide the extra margin of excellence not afforded by tuition. This essential support is received from donors including our Board of Trustees, parents/guardians, grandparents, faculty, staff, alumni, and friends.

[The Mack Fund](#), formerly called the Annual Fund, supports our strategic initiatives focusing on four areas: People, Program, Prosperity, and Place. Mackintosh Academy's annual giving program, The Mack Fund, is a way to unite the entire school community behind the common goal of supporting our students. Funds raised through our Mack Day of Giving in the fall and our Mack Event in the spring help meet this annual fundraising goal.

100% of our Board of Trustees, Faculty, and Staff support the Mack Fund each year! We strive for 100% participation in the Mack Fund by our families at a level that is meaningful for them. High participation inspires others to give and showcases the strength of our community.

Support of the Mack Fund demonstrates an understanding of Mackintosh Academy's culture of philanthropy and community of giving. As modeled by school leadership and our faculty and staff, giving back is a community-wide call to action. Strong participation positively influences prospective families interested in sending their children to Mackintosh Academy and likewise inspires major donors and charitable foundations to support Mackintosh.

Every gift of every size makes an important difference at our school and counts towards our participation rate. Donations of all sizes can make a greater collective impact and inspire larger gifts. Gifts to the Mack Fund range from \$5 to \$25,000. We ask that families make gifts at a level that is thoughtfully considered and personally significant.

We rely on our families and community for this support, just as our families rely on us to maintain the high standards and expectations for which Mackintosh is known.

Informational and Educational Events

We encourage you to attend these events for parents/guardians, as they are a great opportunity to learn and connect with our community! Event dates and times will be published in newsletters and on our [master calendar](#).

New Family Orientation

The Head of School, Director of Enrollment Management, and Director of Curriculum will conduct a mandatory New Family Orientation on August 19 at 3:00 pm. All new parents/guardians should plan to attend.

Back to Mack Social

The Back to Mack Social is happening on August 19 from 4:00 - 5:30 pm. Please plan to attend and bring your students for socializing and classroom visits.

Back-to-School Night

A mandatory Back-To-School Night will be held on the school campus on August 28 at 6:00 pm. Back to school night is for parents/guardians only.

IB MYP Information Session for Rising Lower School Families

The Director of Curriculum and Director of Enrollment Management will host a middle school information event on November 13, 6:00-8:00 pm, to provide parents/guardians and students in grades five and six important information about the IB Middle Years Program. Middle Years staff and current Middle Years students will be available to answer questions.

High School Fair

Mackintosh eighth graders will attend a high school fair at Aspen Academy on September 25 at 2:00 pm. Area high school representatives (independent, public, and parochial) will attend to share information about their schools with students.

Taste of the Apple

"The Taste of the Apple: A Sampling of the Mackintosh Experience for Parents" is your chance to get a deeper understanding of how we educate the "whole child" at Mackintosh, nurturing the compassionate hearts as well as the keen minds of our gifted students. In interactive sessions, you'll have the opportunity to get a "taste" of how our program contributes to the development of resilient, persistent, well-rounded, and joyful learners. Mark your calendars for September 25, 6:00-8:00 pm, focusing on "Keen Minds," and January 22, 6:00-8:00 pm, focusing on "Compassionate Hearts." You don't want to miss this award-winning event!

Educational Events

We organize parent/guardian education events during the school year to provide information on a wide range of topics of interest to parents/guardians of gifted elementary and middle school children. Our events for 2024-25 will be held on October 9 and March 12, from 6:00-8:00 pm.

Parent Council and Volunteer Hours

Volunteer Hours

The quality of the school experience for our children is directly related to the assistance provided by parent/guardian volunteers. Field trips, unique classroom activities, and special performances enhance our children's learning. With this in mind, Mackintosh Academy expects each family to volunteer a minimum of 20 hours assisting in school activities. Support can be provided in a myriad of ways: serving as a Room Parent or on another committee within Parent Council, driving on a field trip, helping with a performance, supporting our lunch programs, or in many other ways. Any family members, from grandparents to nannies, can help provide this support. We ask all volunteers to document their hours in ParentSquare.

Participation in Parent Council

The Mackintosh Academy Parent Council is a vibrant and active group whose goal is to build community at Mackintosh and promote inclusivity through fun activities. The Parent Council provides numerous opportunities for families to engage with and volunteer at the school. In addition, the Parent Council supports teacher appreciation throughout the year.

The Parent Council:

- Encourages involvement and engagement by organizing social and community service events;
- Raises funds to benefit Mackintosh Academy; and
- Sponsors educational events to support the continual learning of parents/guardians.

All parents/guardians of children attending Mackintosh Academy are members of the Parent Council and are encouraged to attend the meetings and events. There are no dues or fees. Meetings are held monthly with an agenda developed collaboratively between the Parent Council Chairperson(s), the Head of School, and the Director of Development and Engagement. Each class is represented by one or more Parent Council Reps (Room Parents).

Each homeroom class has at least one Room Parent. These are selected by those who volunteer. Room Parents organize class events such as before-school picnics, get-togethers, class celebrations, and teacher appreciation events. They also attend the monthly Parent Council meetings and disseminate information to the homeroom parents regarding community events.

In addition to monthly meetings, the Parent Council also hosts coffee gatherings throughout the year typically after morning drop-off. These are a great opportunity to get to know other parents and build engagement.

Parent Council 2024-2025 Roster

- **Chair** - Marg Collins
- **Vice Chair** - Lara Slack
- **Staff Liaison** - Tami Vinson, Director of Development and Engagement

Room Parents

- **Pre-K** - TBD
 - **Kindergarten** - Patrick Shwartz and Karen Mortonson
 - **First Grade** - Jennifer Crisp and Alison Lee
 - **Second Grade** - Dawn Lems and Patrick Shwartz
 - **Third Grade** - Cathy Connelly
 - **Fourth Grade** - TBD: Tami Vinson and Lara Slack (temporarily)
 - **Fifth Grade** - Susan Brion and Dawn Lems
 - **Sixth Grade** - Lisa McNair and Susan Brion
 - **Seventh Grade** - Ana Krumholz
 - **Eighth Grade** - Jenn Greiving
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- **Pizza Friday Coordinator** - Ana Krumholz
 - **Wholesome Foods Lunch Coordinator and Lunch Volunteer Coordinator** - Stefanie Rauen

Selection of Parent Council Leadership

Parent Council Chair and Vice-Chair

Parent Council Chairs typically serve a two-year term. Ideally, we have a Chair and a Vice Chair, with the Vice-Chair rolling into the Chair position after the Chair's term has ended.

The Chair and Vice Chair are identified and selected by the Head of School in collaboration with the Director of Development and Engagement and the current Chair and Vice Chair. Candidates are typically selected from the pool of Room Parents or other deeply engaged volunteers.

Throughout the given year, parents/guardians are encouraged to reach out to leadership if they are interested in Parent Council leadership roles.

Room Parents

At the end of the school year, Parent Council leadership puts out a call for volunteers to serve as Room Parents for the next school year. Oftentimes the current Room Parents continue in their role, but we also encourage additional parents/guardians to become engaged. This opportunity is also open to new parents/guardians for the upcoming school year. We try our best to match a new Room Parent with another Room Parent who has been at the school for at least a year and has served in the role.

Other Parent Council Leadership Roles

Other roles such as Pizza Coordinator and Wholesome Foods Coordinator are selected after a request for volunteers has been shared with the community.

Parent Council Orientation, Training, and Managing Support

Parent Council Chairs provide an orientation and training to Room Parents at the start of the school year.

During this training, volunteers share the roles and responsibilities of a Room Parent; demonstrate how to use the ParentSquare platform for communication with parents/guardians and teachers; answer questions; and provide time for Room Parents who have served in the past to share their experience and tips with other Room Parents.

Parent Council plans quarterly Room Parent meetings separate from the monthly Parent Council meetings which all parents/guardians are invited to attend. These quarterly meetings allow for Room Parents to share ideas and learn from one another as well as plan for the future.

The Parent Council Chairs meet monthly with the Head of School and the Director of Development and Engagement. These meetings are held the week of the monthly Parent Council meeting to discuss the agenda, ideas for discussion, calendar items, and guest speakers. Depending on the time of year and needs, Parent Council succession planning is also discussed in depth.

In addition, the Director of Development and Engagement provides ongoing support to the Parent Council Chairs throughout the year and acts as a liaison between the Parent Council and the faculty and staff.

Field Trips

Mackintosh Academy organizes educational field trips throughout the academic year. As part of the re-enrollment process, parents/guardians sign a release granting permission for their child to participate in all scheduled classroom field trips, approved by the Head of School. Parents/guardians will be informed in writing about the dates and locations of these trips in advance. If parents/guardians do not wish their child to participate in a scheduled trip, they must notify the school in writing at least 24 hours before the trip. Please note that the school cannot supervise a child on campus during a field trip, so other arrangements must be made if a child is not attending.

The school reserves the right to require parent/guardian attendance on field trips based on staff recommendations.

Separate release forms are required for any overnight activities. Additionally, parents/guardians of children aged eight and under must provide an approved car seat for all field trips. Children without a car seat will not be allowed to attend.

Conduct During Activities

Participation in field trip activities is a privilege and not a right. Mackintosh Academy rules and policies apply to all students during the course of a field trip.

Overnight Trips

Overnight trips are an integral part of the Mackintosh Academy learning experience. All fourth through eighth-grade students are expected to participate in these trips, except under extreme circumstances. If a child is not attending a scheduled overnight trip, the school cannot provide supervision on campus, so other arrangements must be made. Additionally, students may be required to complete an alternate academic project or experience to compensate for the missed opportunity.

The cost of overnight trips is not included in tuition and is outlined in the Student Enrollment and Tuition Payment Agreement. Parents/guardians should anticipate an annual overnight trip for middle school students, with estimated costs detailed below. Parents/guardians are strongly encouraged to involve their children in fundraising efforts for these trips, as Mackintosh will not organize fundraising activities. Families experiencing significant financial hardship are encouraged to contact the Head of School early in the school year to discuss possible financial assistance opportunities.

- Fourth Grade: up to \$250
- Fifth Grade: up to \$500
- Sixth through Eighth Grade: up to \$2,000

Volunteer Drivers at Mackintosh Academy

Parents/guardians, other volunteers, faculty, and staff may offer transportation services for a child in their private vehicles or a vehicle rented by the school for the purposes of the field trip. Parents/guardians must sign a Transportation Release as part of the online enrollment process.

Volunteer drivers are required to submit a photocopy of their driver's license and insurance information to the main office prior to driving on a field trip. New copies are required annually.

Volunteer drivers are required to provide certified copies of their driving record to the school prior to driving on any field trip. Volunteer drivers may complete form DR 2559 and return it to the school for processing, or may choose to obtain the record independently. A minimum seven (7) year record is required. New copies are required every two years.

Parents/guardians are responsible for providing their own car seat or booster for all children under the age of eight, and any children over the age of eight who weigh less than forty pounds. There are no exceptions to this rule. Children under age eight without an appropriate car seat or booster will not be permitted to attend a field trip.

Parents/guardians are responsible for the installation of their own child's car seat if that car seat requires installation beyond the use of a regular seatbelt. Parents/guardians should arrange a convenient installation time with their child's driver.

Volunteer drivers are responsible for ensuring that children are placed in carseats appropriately and that children under the age of twelve are not placed in the front seats of any vehicle.

Chaperone/Non-Staff Volunteer Support and Safety Guidelines

Mackintosh Academy Littleton relies on parent/guardian and community volunteers to act as chaperones and drivers for field trips and some on-campus activities. Volunteers must review and adhere to the following chaperone guidelines:

1. Eligibility and Expectations:

- Chaperones must be at least 18 years of age and known to the school.
- Many trips are physically demanding. Chaperones should expect to be on their feet and walking most of the time.
- The chaperone's role is to assist in the overall safety of children in their care.

2. Responsibilities:

- Ensure students are on time for activities and have the appropriate materials.
- Help students keep track of personal belongings and supervise meals and clean-up.
- Assist students in maintaining appropriate behavior
- Accept responsibility for the safety of children under Mackintosh staff guidance.

3. Supervision and Safety:

- Chaperones must always be present with their assigned students. If they need to leave, even for a moment, they must explicitly transfer the students to the direct supervision of a Mackintosh staff member or another chaperone as directed by a staff member.
- Immediate communication with a Mackintosh staff member is required for any special discipline problems. Staff members will take appropriate actions, as chaperones may not discipline children unless there is an immediate safety concern.
- Chaperones must never be alone with a child other than their own.
- Ensure children using public restrooms are in groups of three.
- Maintain appropriate physical boundaries with children.
- In case of illness or injury, contact a Mackintosh staff member immediately, who will take appropriate steps.
- Stay with a child or group of children who cannot participate in an activity due to illness or other special circumstances if directed by a Mackintosh staff member. Document and share these instances with the child's parents/guardians if it requires being alone with a child.

4. Communication and Documentation:

- Keep a charged cell phone on your person at all times and share cell phone numbers with responsible staff members.
- Do not post any pictures from the trip on social media. Share photos to the class page on Vidigami or with staff members who may share them through Vidigami.

5. Review Guidelines:

- Chaperones must review the social media guidelines and field trip driver guidelines published in the Family Handbook.

Overnight Chaperones

In addition to the above guidelines, the following rules apply to chaperones on overnight field trips:

1. **Mandatory Requirements:**
 - All chaperones must undergo a mandatory background check.
 - All chaperones must participate in mandatory training on boundaries.
 2. **Responsibilities:**
 - Chaperones are directly responsible for an assigned group of students during off-times and night times.
 3. **Privacy and Recording:**
 - Chaperones may not use any recording devices or participate in video conferencing in areas reasonably considered to be private, such as dorm rooms or hotel rooms.
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Technology Use Agreement

Please read and sign the following agreement as instructed by the school upon enrollment or at the beginning of the school year.

[Mackintosh Technology Use Agreement 2024-25](#)

Academic Integrity Agreement

Please read and sign the following agreement as instructed by the school upon enrollment or at the beginning of the school year.

[Academic Integrity Agreement 2024-25](#)