

TEMPORARY LOCATION

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www.themidschool.org

Maryland International Day School

Parent Handbook



Preparing Tomorrow's Ambassadors...Today

WELCOME



Preparing Tomorrow's Ambassadors... Today.

Notes

For individual issues, personal, face-to-face communication is most desirable, supplemented by e-mail and hard copy mail as necessary.

For mass communication to all MIDS families, the MIDS website and E-Updates will be the primary methods. These will be supplemented by one weekly e-mail reminding parents about new information up on the web site.

For student or class-specific communication, teacher, families and room parents will communicate in person or via e-mail. Parents may not attempt to communicate with teacher on student-specific issues during regular school hours unless a prior appointment has been made.

For specific group communication, depending on the topics and number of participants, face-to-face meetings, handouts, and US mail will supplement electronic communication as appropriate.

All currently enrolled families are encouraged to attend PSN meetings.

***Please note: The 2023-2024 year is a transitional year with changes to aspects of school life which are unknown at the publishing of this year's handbook. Please contact the Head of School for clarification of any policy or procedure if not included in this handbook.
(202)297-3509***

Our Mission

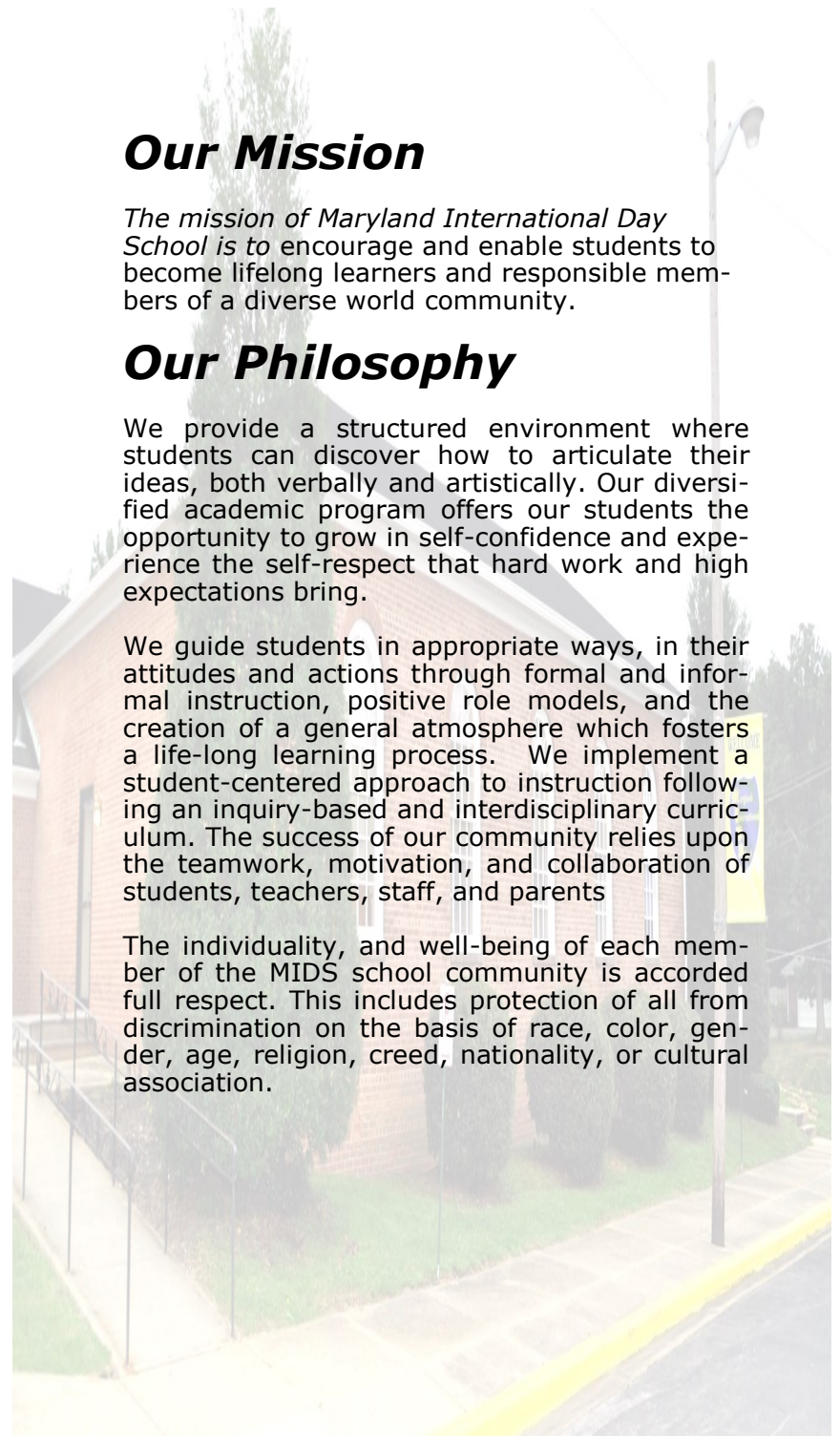
The mission of Maryland International Day School is to encourage and enable students to become lifelong learners and responsible members of a diverse world community.

Our Philosophy

We provide a structured environment where students can discover how to articulate their ideas, both verbally and artistically. Our diversified academic program offers our students the opportunity to grow in self-confidence and experience the self-respect that hard work and high expectations bring.

We guide students in appropriate ways, in their attitudes and actions through formal and informal instruction, positive role models, and the creation of a general atmosphere which fosters a life-long learning process. We implement a student-centered approach to instruction following an inquiry-based and interdisciplinary curriculum. The success of our community relies upon the teamwork, motivation, and collaboration of students, teachers, staff, and parents

The individuality, and well-being of each member of the MIDS school community is accorded full respect. This includes protection of all from discrimination on the basis of race, color, gender, age, religion, creed, nationality, or cultural association.



Guiding Principles

We believe that students:

- are able to learn;
- are entitled to an education that stresses the dignity and worth of each child;
- should be challenged to become responsible for their own learning;
- must learn to apply the tools of technology;
- should be provided with the opportunities for multicultural learning within the international community;
- should be guided to develop attitudes of acceptance and cooperation with others;
- are responsible for their actions. The school and community must promote the development of responsible behavior; and
- must be the focus of our educational efforts and the allocation of all human and fiscal resources.

Our goal is to encourage and enable critical thinkers, responsible global citizens, and students who are prepared to achieve the highest standards, and become life-long learners. both in their subsequent education and throughout their careers.

The PSN Officers

The PSN works through the Head of School and school's office in support of the school. PSN officers communicate directly with administration and current parents about school events and fundraising; periodically with the faculty about supporting school events and fundraising; and periodically with board committee members about fundraising and appropriate long-range and strategic issues.

Parents

for MIDS parents and other family members with currently enrolled students communicate frequently with their child's teacher about their own child's performance, discipline and participation in class activities; Appropriate administration members about class activities, school policies, appropriate long-range and strategic issues, facilities, admissions, marketing, billing and financials, fundraising, and school events; and with PSN officers about school events and fundraising.

If any child-centered issue is not resolved after talking to their child's teacher, parents should communicate directly with the Head of School.

The nature of appropriate communications for current parents also include periodic communications to the board through the Head of School or board committees regarding appropriate long-range and strategic issues; with prospective and applicant families about their MIDS experience; with donors and prospective donors about their MIDS experience and fundraising needs; and with current students in their child's class when helping with classroom activities.

Preferred Methods Communication

The methods for communication are chosen to maximize and balance effectiveness and efficiency.

Introductory Information

The administration

The administration includes the Head of School, Business Manager, Facilities Manager, Administrative Assistant and Receptionists and other office personnel involves communicating with co. the nature of appropriate communications for administrative community members about school policies, appropriate long-range and strategic issues, student performance, discipline, facilities, admissions, marketing, billing and financials, fundraising, school activities and events. The Principal and Head of School also communicate with the faculty about personnel matters. All communication with external media must be directed through The Head of School.

The faculty

The faculty includes all teachers and teaching assistants, and curriculum coordinators. This also includes the Head of School. The nature of appropriate communications for faculty includes communicating

- Directly with current parents and students about individual student performance and class activities;
- Directly with parent volunteers about class events;
- With appropriate members of the administration on personnel matters, student achievement, school activities, school policies, and school and classroom resources.

Faculty members also communicate periodically with PSN officers about school events; to the board through the Head of School or board committees regarding appropriate long-range and strategic issues; with applicant families to explain classroom activities; and with former students about those students' educational experiences.

Organization of the School

The Maryland International Day School is a non-profit corporation established in 2001 with a 501 (c)(3) tax-exempt status. The school is the vision of Esther Donawa, who along with group of parents and educators established the school to provide quality education for children in the community where they live. As a non-sectarian, independent school it is intended to meet the educational needs of those seeking an academically rigorous independent education in a motivating and enriching environment. Students completing the program will be proficient in at least two languages and many will be functionally or fully bilingual.

The school is registered with the State of Maryland's, Department of Education.

Governance

MIDS is governed by a volunteer Board of eight Directors comprised of members with expertise in areas needed oversee the educational and operational aspects of the school. As the guardian of the school's mission, the Board established broad policies consistent with the mission of the school and develops strategic plans that ensure the long-term health and growth of the school. The board supports the Head of School who is responsible for the daily operations of the school.

Parent Support Network

MIDS is strengthened by the contribution of a very active PSN. Its activities are numerous and contribute greatly to the spirit and sense of community at the school. MIDS encourages all parents to become a part of the Parent Support Network (PSN) which provide a strong chain of

communication with school faculty and staff for the exchange of ideas to improve school administration. There are innumerable opportunities to put skills and interests to use in a manner that will enrich the quality of MIDS and the family's time with the school.

MIDS Hours

(My Involvement Deems Success)

All MIDS parents are expected to contribute M-I-D-S hours to the school. The school views this program as an opportunity for our parents to become intimately involved in the success and future of our school. The life and success of MIDS is directly impacted and affected by the involvement of its parents. More importantly, what a wonderful example our parents will continue to be for our students...their children!

An obligation of each MIDS family is to contribute to the school a minimum 30 volunteer hours for one child and 5 hours extra per each additional child. 15 of those hours must be devoted to fundraising events described below. The remaining 15 hours can be in a variety of school opportunities including playground supervision, driving and chaperoning for school events, classroom help, etc. A fee of \$20 per hour will be charged for any hours that are not completed.

You may opt for paying for the work hours \$600 and thereby be released from the work hour obligation. Your time is preferred to money and this school tries to make it as easy as possible for you to complete your work hours. You can help with office duties, school projects or classroom jobs throughout the year. Periodically workdays are scheduled for specific projects and notices are sent to all families.

MIDS committees

The MIDS Board of Trustees has established a

Communication Guidelines

A successful school community thrives in an atmosphere that includes effective communications between and among its many constituent groups. These include school faculty, members of the administration, students, parents, board members, and others. Following are some of the major principles and guidance in the realm of appropriate and effective communications within our school community as we continue to develop and grow.

The goal for all MIDS communication is to be:

- Direct - from the person who has the information to the person/people who needs the information
- Regular - so that people know what kind of information to expect and when
- Accessible - making information easy to find and refer to
- Contextual - providing background & explanation for those who are new to any particular issue
- Appropriate - using methods (i.e. in person, web, e-mail, US mail) that make sense for the audience and type of communication
- Responsive - providing means & encouragement for communication to be multi-directional, for people to ask questions, make comments, etc.
- Timely - presented with as much notice as practical for the information and circumstances
- Respectful - with tone and presentation that acknowledge everyone's desire for a good outcome.

It falls to each MIDS community member to apply these principles to all communications. The paths and nature of appropriate communications within the community are outlined below:

the return deadline or a fine will be applied to the student's account. Damaged or lost textbooks are to be replaced by the family. Failure to replace damaged/lost books or remit late fines will result in balance to be added on to the student's account.

Photographs

MIDS students may be photographed during school-related activities. These pictures may be used in school publications, i.e. the website, brochures, new student information, etc. Parents have the opportunity to "opt out" or request that your child's picture not be used in school publications.

Please notify the Head-of-School if you do not wish to have your child's picture used.

number of committees to support the mission and objectives of the school. Families are encouraged to select and join a committee where their time and particular skills can be useful to the ongoing development of the school. Committees are a part of the schools Parent Support Network and meet a number of times during the school year.

Community Involvement

MIDS will continue its efforts to initiate community outreach projects designed to increase community awareness, support and interest in school activities and programs. Our goal is to promote community interest and goodwill and, to develop within the school a sense of community service. We will provide opportunities for our students to undertake efforts that portray a lifelong passion for learning, accomplishment and contribution to their community.

Students, families, faculty, and staff will be expected to put their best into the school and support MIDS initiatives to establish and maintain a legacy of tradition and innovation to help our youngsters succeed in school and to build a caring community.

Emergencies

MIDS emergency procedures include fire drills, safe room routes, lock down and emergency closing procedures. The procedures were developed based on guidelines established by the Federal and Maryland State departments of Homeland Security for schools. The following general guidelines should be kept in mind:

Before an emergency occurs, parents should:

- Ensure that the school has up-to-date contact information (including cell phone numbers and emergency contact numbers)

- Ensure that the school has current medical history on your children.
- Establish emergency procedures for home and outside of school (that is, how your children should react or behave if an emergency occurs off campus) and review these on a regular basis (if appropriate, review and reinforce employer-related procedures for emergencies).
- Follow carefully any school-issued information updates during potential emergencies.
- Keep as current as possible on the local situation (demonstrations, etc.).

During an emergency, parents should:

- Understand that the safety of MIDS children is the first priority in any emergency.
- Be alert to school communication, including the MIDS website, messages on cell phones, parent phone trees, answering machine, etc.
- Contact and share any accurate and useful information with the Head of school who is the school's official spokesperson.
- Help dispel rumors or unsubstantiated information.

After an emergency, parents should:

- Report back to the school on the effectiveness of the emergency procedures so that these can be reviewed for modification.
- Watch for stress and possible counseling needs in your children.

Website:

MIDS is working towards maintaining a very detailed and informative website. This internet site will be used to post important timely announce-

of parents.

Birthday Party Policy

The school asks that invitations for birthday parties be distributed at school **only** if one of the 2 following guidelines is followed:

1. Invitations are given to all students in the class.
2. Invitations are given to all the boys in the class (for a boy's party) or all of the girls in the class (for a girl's party).

A pleasant custom at MIDS is for the "birthday boy or girl" to provide a little treat for the class on their birthday. Students are welcome to adopt this tradition if they wish.

Electronic Games/CD Players/Mobile Phones

MIDS school staff recommends that any electronic games portable music players be left at home. The faculty does not consider it educationally sound for these items to be brought to school. If a child brings one of these items to school, it will be held by the teacher and given to the child at the end of the day to be taken home. Students are also requested not to use cell phones during school hours.

Lost Items

Parents can help reduce the level of lost and found items by labeling all children's belongings. Each classroom has a lost and found area, and there is a general area in the school's office. If students mistakenly take the property of others to their homes, parents are reminded to return them to the classroom or the school's office

Books

As with any MIDS property, textbooks and materials are to be treated with utmost respect. Borrowed books are to be returned to school per

Computer Vandalism ("hacking"). This is a deliberate attempt to circumvent protection measures, gain access to unauthorized files or computers or any attempt to alter or disrupt the proper functioning of a computer system. Such behavior will be treated very seriously, even if the intent was not malicious, or if the system was not compromised.

Lockers

At the beginning of the school year, students in Jr. Kindergarten through 2nd grade are assigned cubbies in the classroom. MIDS assigns lockers to students in grades 3 through 8. Lockers are located on the 3rd floor next to the office and are free for MIDS students. A combination lock must be used to secure personal belongings and MIDS assumes no responsibility for lost or stolen items. The maintenance of these lockers is the responsibility of the student, and students are advised to keep their locker combination to themselves. Loss of lock, or damage to the locker, results in families being billed appropriately. Lockers are the property of the school and MIDS reserves the right inspect their contents.

Visitors

Students not enrolled at MIDS must have special permission to be in school during school hours. Permission to bring a guest to school may be obtained from the appropriate teacher at least one day in advance and passes must be obtained from the school's office.

Parents of MIDS students are welcome to visit and observe our school at any time during normal school hours. In order to not disrupt student instruction, siblings may not be brought to classrooms during parent observations. A feedback form is available in the school's office so that classroom teachers as well as school administration may benefit from the observations

ments for all parents and students. In the event of any such emergency, parents are advised to visit the school's website for up-to-date information.

School Closing Policy

In the unusual event of a school closure due to an emergency, we will attempt to notify you early; from 5:00 a.m. via email, and public broadcasts. Additionally, a taped message will be placed on the school's main telephone line indicating the closure. At times, emergencies such as inclement weather, may develop during the school day and an early dismissal or cancellation of after-school activities may be required in order to safely return students to their homes

As a general guideline, we follow decisions regarding closures as they are made by the Superintendent of Schools for Prince George's County in the event of *impending* inclement weather conditions and national and local disasters. During inclement weather conditions, parents are advised to do the following:

- Tune into WTOP 107.7 FM; WTOP 820 AM; WTOP 1500 AM.
- Tune into News Channel 8 and other local TV channels.
- Call the school's main number to receive a recorded message regarding the status of closures. This should confirm that which was reported on the aforementioned radio and/or television stations

MIDS reserves the right to depart from the decisions made by the county's Superintendent of Schools as deemed appropriate. Therefore there may be occasions when the Prince George's County schools are closed due the emergencies that MIDS will reopen or remain open for students. On those days, we will conduct reduced

operations and/or a light class schedule to avoid the possibility of students missing important work.

During times of emergencies or inclement weather, parents are advised to consider first the safety of their children in transporting and picking them up from school in determining their attendance at school.

Computers

MIDS classrooms are equipped with several computers to be used as directed by the teachers. As with any shared resource, certain guidelines and rules are required to ensure that users are considerate to others. Computers at MIDS are the property of the school and should always be treated as such. They are provided for the educational benefit and instruction of students. As such common sense and courtesy to other users should always be exercised.

Games: School computers are provided for educational use, computer games are not permitted unless specifically allowed by the supervising teacher.

Internet: Access from the classrooms to the internet must be under direct supervision of the classroom teacher. Students may not visit unauthorized websites or send and receive personal email messages. The Internet also contains sites that are pornographic or otherwise offensive. *Deliberate* attempts to access such sites will be treated as a disciplinary issue. MIDS electronically monitors internet usage and employs blocking software which denies access to many unsuitable sites.

Installing Software or System Changes. Students may not install software of any kind on classroom computers. The school has equipped classroom computers with appropriate software which function according to the anticipated requirements of the students. Since computers are a shared resource, students should not individualize these machines including system setting - backgrounds, color schemes etc.

Yellow polo shirts with logo on left side are worn under sweatshirt. In warmer temperatures, a sweatshirt is not necessary and short sweats are also available.

Boys:

Monday through Thursday - navy pants, yellow shirts and plaid ties. Boys in grades 3 through 6 may wear solid blue ties. Ties must be worn on Mondays but may be omitted on subsequent school days except on special days when formal attire is required. Parents will be advised in advance of special days and the nature of these activities. Dark shoes and socks must be worn with formal uniform.

Fridays – navy sweats with the school’s logo on the upper and lower left side. Yellow polo shirts with logo on left side are worn under sweatshirt. In warmer temperatures, a sweatshirt is not necessary and short sweats are also available.

Occasionally, students are permitted to wear clothing other than uniforms. On those days, students are expected to be dressed in a way which does not cause distraction from the academic process. Clothing with offensive language, slogans, ripped, or ill fitting clothing, are not allowed. Appropriate footwear should be worn at all times.

Ultimately uniform policy compliance is determined at the discretion of the school principal. This policy is not all-inclusive, in general, any uniform standard that is not mentioned, as in-compliance, should be assumed to be out-of-compliance. The school principal or designee will make final determination of the appropriateness of any student’s dress.

Admissions

Children are admitted to the Maryland International Day School based on availability of space and their ability to meet the MIDS criteria. Admissions decisions are guided by our commitment to ensure that the students who enroll will be well served by the academic program and will be happy and productive in the MIDS environment. Therefore, admission to MIDS is selective, with different criteria used depending upon the age of the applicant. Results of independent tests such as the McCarthy Scales, WISC-III, or WPPSI should be submitted along with teacher evaluations and transcripts. Children entering Junior-kindergarten should be four years old by September 1 of their entering year and children entering kindergarten should be five years old by September 1 of their entering year. All students will be evaluated by MIDS prior to admission.

Observation and School Tour

Parents are required to take a formal tour of the school and are encouraged to observe in a classroom before enrolling their child. School tours are scheduled throughout the year and appointments for classroom observations can be made with the school's office. The teaching staff is also available to answer any questions you may have.

Applications

All applications will be processed upon receipt of a completed application form and a \$100.00 non-refundable application fee.

Waiting List

If there is no space in the program selected,

candidates will be placed on a waiting list. Families will be contacted as space becomes available.

Provisional Acceptance

All children enrolled at MIDS are accepted into the program with the understanding that if teachers feel that the program cannot meet the child's needs, the staff and parents will explore alternatives together.

wear official school uniform while attending classes at MIDS. Hats may not be worn in the classroom except for religious reasons. In addition, students are expected to be well groomed and hairstyles must be conservative in nature and meet the standards of good grooming. MIDS students should not have extremely faddish styles that draw undue attention or conclusions. No exotic hairstyles including but not limited to spikes, mohawks, punks or other manipulated hair cuts. Boys hair should not be more than two inches high nor include the use of rubber bands or the twisting of hair. Students should not have hair unnaturally colored.

All clothing and other belongings, which are brought to school, should be clearly labeled. With so many children it is very difficult to keep track of clothing and other belongings. Children in the Junior and Kindergarten class should have a supply of clothes for changes, which should be sent at the beginning of the year and checked regularly to insure the supply.

Official school attire may be obtained from the Carousel Store in Waldorf, Maryland or through the school.

Girls:

Monday through Thursday - plaid jumpers with yellow peter pan blouses and plaid ties. Blouses must contain the school's logo on the left collar. Girls in grades 3 through 8 may wear skirts or skorts instead of jumpers. Ties are optional except on Mondays and special days when formal attire is required. Dark socks or tights and dark shoes (black or navy) must be worn with uniform. Biker shorts must be worn under jumpers unless tights are worn.

Fridays – navy sweats with the school's logo on the upper and lower left side.

cation is required to be administered to a child while they are at school. Forms are available in the school's office and medication along with instructions for dispensing should be brought directly to the school's office. Medication must be prescribed by a physician and, provided in original packaging with the name of the medicine and other pertinent information clearly visible. Parents may not give medicine to their children for self- dispensing.

Parents may sign a Medical Treatment Waiver form if they wish to have non-prescription medicines (cough syrup, aspirin, motrin, etc.) administered to their children in an urgent situation. Parents are contacted before non-prescription medicines are given to children.

Outdoor Play

Outside time is an important part of a child's day. Not only does it provide for the development of social and gross motor skills but also it provides the fresh air needed to insure good health. It is very important that each child be dressed appropriately layering with a light jacket or sweater in the spring and the fall; warm coat, snow pants, boots, and mittens in the winter: and a raincoat with hood and boots in wet weather. Juniors and Kindergarteners should also have a complete change of seasonally appropriate clothing which, will be kept in their cubbies in the classroom.

MIDS students play outdoors daily, except in cases of extreme temperatures. Parents are asked not to send children to school if they are recovering from an illness and unable to play outside.

Dress Code

The MIDS administration respects each parent's right to be responsible for the attire and grooming of their children. Students are expected to

Tuition

We believe that tuition payments are an investment in your child's education and future. Parents are required to execute an enrollment contract accepting responsibility for their children's tuition each school year. At that time parents may decide which of the payment options would be best for the family.

Tuition Plans

Parents may choose one of 3 payment plans to cover their children's tuition costs. MIDS uses the services of a third party provider to collect monthly tuition payments electronically.

Books and Materials

A \$350 fee for each child is charged for textbooks and other educational materials. This fee does not cover the entire cost of educational material afforded to each child. Therefore, MIDS recycles its books in order to keep this cost reasonable and students are required to return their textbooks to the classroom teacher at the end of each school year.

Collection Policy

MIDS makes every effort to work with families whose accounts become delinquent. Parents have ten days to make payment in full or make arrangements with the school's Business Manager to do so. Accounts that are more than one month late are subject to referral for collection. If tuition becomes over 45 days late, students may not be admitted to class. When payment is made, children may return to class. When necessary, and with thirty days written notice from the Board of Directors spaces of students with delinquent accounts may be filled by the school.

The school will undertake any legal steps deemed necessary to enforce collection. In addi-

tion, continued outstanding balances will result in non-renewal of enrollment contract for the following school year, and non-release of student's records.

There is a \$25.00 charge for all checks returned by the bank for insufficient funds. Only cash, cashiers checks or money orders will be accepted to replace returned checks.

Tuition Credits

There is no credit given for absence (such as, but not limited to illness, death in the family, family vacations) while school is in session. There are no tuition credits for school closings. Special circumstances must be brought to the Head of School for discussion.

Receipts

Receipts are provided at no charge upon request. Parents may contact the office for a receipt or statement of amounts paid for tuition.

admitted to the class. Please remember that when illness is accompanied by a fever, your child may not return to school until their temperature has been normal for 24 hours. (97.7-99.1°F)

Health Policy

At the beginning of every school year, parents/guardians must ensure their respective child's medical file is current and accurate. It is imperative that parents update their children's records at the beginning of every school year in order to ensure that pertinent information regarding current telephone numbers, addresses, and person(s) to contact in the event of an emergency are on file. Maryland State law requires that all new students complete and provide MIDS with the following forms:

- School Health Certificate
- Immunization Certification

Parents/guardians will be expected to ensure that these forms are submitted by the beginning of every school year and remain current, accurate, and complete throughout the school year.

Communicable Disease Policy

It is the responsibility of every member of the MIDS family - parents, students, and faculty - to report any situations in which the health of others may be deemed at risk due to a known communicable disease. Contagious conditions such as strep throat, chicken pox, measles, lice, conjunctivitis, ringworm, etc. must be reported to the teacher or the school's office immediately. Children with a contagious condition may not remain in the school. Return to school will be permitted once a certified medical physician has approved the child's return in writing.

Medication Policy

A Medication Release Form is required if medi-

- est medical clinic or hospital.
- Where it is deemed unsafe to move the child, staff will call 911 for emergency assistance and child will be transported to the nearest medical clinic or hospital by ambulance.
- Parent(s) will be contacted immediately.

Illness Policy

Parents are encouraged to take the time to observe your child's health each day. The school takes its responsibility of safeguarding the welfare of our students seriously and, parents are asked to support us with this task. To help prevent the spread of contagious diseases, do not send your children to school if she or he has:

- symptoms of a fresh cold
- had a fever during the previous 24 hours
- vomited or had diarrhea during the previous 24 hours
- behavior that indicates illness such as lack of energy, sleeplessness, loss of appetite, or severe congestion.

In addition to these guidelines, parents are asked to be aware that an un-well child may be uncomfortable participating in the daily activities of school. This can affect everyone's day, and often requires the constant attention of a teacher. If a child is not well enough to play outside, he or she is not well enough to attend school. It is in everyone's best interest to keep a child with questionable health at home. MIDS is not equipped to care for ill children.

If a child becomes ill while at school, he or she will be isolated from the other students and parents will be called to arrange for the child to be picked up. If a child is considered to be too ill to attend school at drop off, he or she will not be

Withdrawal

Parent Initiated: In the event that parents initiate the withdrawal of their child before the end of the school year, written notice, 30 days in advance, must be given to the school. If advanced notice of thirty days is not given, the enrollment fee will be forfeited to the school. The school will make every effort to fill the space vacated by the child. The parents will however remain financially responsible for the tuition for the remainder of the school year or until the school is able to replace the income represented by that tuition, whichever comes first.

School Initiated due to academic deficiencies: MIDS offers a challenging learning environment. The program requires students to apply themselves and contribute to this learning environment. MIDS's program is designed for students who are able to be largely successful in the regular classroom instructional setting and who do not require major staffing, curricular, behavioral or assessment modifications. If it becomes apparent through review and documentation, that a child demonstrates a significant learning or behavioral need beyond the scope of MIDS's resources, or extreme difficulty in being successful in the program, the child may be recommended for withdrawal from the school. It is our intent to give the fullest possible support to any family in this circumstance, including assistance with locating future school settings that may offer a broader range of support services. In this case, parents are absolved of any further financial responsibility.

School Initiated due to behavior: MIDS reserves the right to suspend, expel or refuse enrollment to children for consistent inappropriate behavior and practices. The school will make every effort to work with parents to improve be-

havior and eradicate inappropriate conduct. Depending on the situation, students may be suspended for inappropriate practices. After three written notices, students are subject to expulsion. If a student is suspended or expelled for inappropriate behavior, the parents may remain financially responsible for the tuition for the remainder of the school year or until the school is able to replace the income represented by that tuition, whichever comes first. Ultimately, parents are held responsible for the actions of their minor children

Withdrawal for Financial Reasons: Families who continue to be delinquent in their tuition payments and who fail to comply with MIDS's Collection Policy, will be asked to withdraw their children from the school.

Accident Policy

The school holds an accident insurance policy for its students. This insurance covers all injuries sustained during school hours, when supervised by an MIDS staff. It pays for emergency medical treatment only. MIDS requires each student to be covered by their family's medical insurance and to supply the school with their medical insurance information.

Every conceivable effort is made, to prevent the occurrence of accidents. All MIDS teachers and administrative staff are certified CPR and first aid providers. In the event of accident resulting in injury to a child, attention is given as follows

In the case of injuries include surface scraps, cuts, bruises, bumps, etc:

- Subject area is to be disinfected with antibacterial soap then, covered with a band-aid if necessary.
- Ice packs will be used for bumps/bruises, or Neosporin antibiotic cream.
- An incident report form will be sent home explaining the incident.

In the case of accidents resulting in more serious bleeding, damaged teeth, sprained or broken bones, head injury etc.

- Appropriate CPR procedures will be administered.
- If blood is involved, staff will wear gloves.
- Office will determine if student should be taken to a medical treatment facility.
- Parent(s) will be contacted by phone.

Accidents deemed severe/emergency would be handled in the following manner:

- If the child can be moved, MIDS staff will transport the student to the Fort Washington Hospital. If accident occurs on a field trip, the student will be transported to the near-

ents will be called in for a conference with the teachers and/or Head of School.

- Future incidences of negative behavior will necessitate the student going home that day and possibly remaining suspended for several more days.
- If the pattern of behavior is not corrected, the student will be permanently dismissed from school.

Misbehavior – resulting in safety issues:

- Minor issues will result in a “time-out” either in the student’s class, or adjacent class.
- More serious safety issues or repeated action will result in a “time-out” in the office.
- Serious safety incidents will result in student being suspended, or depending on the severity, will result in permanent dismissal from the school.

If a child seriously misbehaves, interferes with the learning process, or is an unsafe companion for his/her classmates, the parents will be called to take the child home immediately. A conference will be held with the parents, and school administration to discuss the situation. The Head of School will inform parents regarding when and if the child will be allowed to return to school.

Examples of misbehavior that are not tolerated at MIDS include, but are not limited to: biting, hitting, scratching, kicking, pushing, throwing objects, foul language, and verbal abuse.

Parents will be notified of a discipline action by either the teacher or office personnel. It is expected that parents will cooperate with the school in working toward improving and/or correcting the student’s behavior.

Academic Life

MIDS strives to offer an integrated program from Pre-Kindergarten to eighth grade, and we aim to be consistent in our educational philosophy, teaching strategies, and learning objectives throughout. We strive to stimulate the highest possible level of motivation; we help students to avoid limiting their personal goals according to rough classifications (“average”, “gifted”). As a result, our students very often accomplish more than they thought they could, and most find at least one area in which they perform particularly well.

This puts major responsibility on the shoulders of the faculty and administration; we must be able to understand our students and their potential especially well, and we strive to make our program flexible enough to meet their individual needs more successfully than more rigidly structured schools can.

Our students are expected to adhere to codes of safety and personal conduct as follows:

1. I will be safe at all times by:
 - Walking in the building
 - Using the stairs one step at a time
 - Keeping hallways and doors free to traffic
2. I will show respect for all others and myself in the school by:
 - Always being courteous
 - Following the directions given by any staff member
 - Using a normal voice inside the building
3. I will show respect for my surroundings by:
 - Taking care of my property

- Treating school property and the property of others as if it were my own
- Giving consideration to the environment in and around the building.

4. I will strive to do my best work

Parents Role

Ultimately, the discipline of the child is the responsibility of their parents. MIDS families and teachers agree that discipline is important for learning. When teachers spend time correcting behavior, they have less time to teach. We suggest the following to maintain and improve conduct and discipline of your child(ren):

- Know and support the school rules
- Show your child you are interested in what he / she does in school. Ask about school activities.
- Talk to teachers about your child's behavior in school.
- Stress the importance of good discipline with your child.
- Be a good role model for your children.
- Show your children you respect them. Encourage them to respect others.
- Give your children a chance to take part in making decisions about things that affect them.
- Be sure your child eats properly. Poor nutrition can cause discipline problems.
- Watch your child's behavior at home.
- If discipline problems occur, talk with your child. Ask why she / he is misbehaving and **listen** to the answer.

School hours

MIDS Official school hours for students in grades Junior kindergarten are 8:30 a.m. to 2:30 p.m. Students in Kindergarten through eighth grade attend school from 8:30 a.m. until 4:00 p.m. (Jr. Kindergarten students may remain on campus until 4:00pm at no additional cost)

The school's office is open daily from 8:00 A.M. until 4:30 P.M. If there is no one available in the office

quirement as well.

During the school day, discipline is handled through positive reinforcement and redirection but ultimately, *discipline is the responsibility of parents.*

The school's conflict resolution procedure is one of problem solving, wherein students learn the conflict resolution skills:

- identify the problem,
- express the problem clearly and confidently to those with whom they have the problem,
- listen to the other's response,
- dialog for mutual understanding,
- and mutual development of resolution

Teachers facilitate this process by first helping the students put their feelings into words. They also provide a "taking-turns" structure for the discussion, where the teacher progressively takes a less active role. The goal of this approach is to develop an independent, problem solving environment among our students as they grow and mature socially.

If a student does not respond to this approach and seems to be developing a negative pattern of behavior, the following procedure will be followed:

Misbehavior (not considered a serious safety issue):

- Verbal warning from teacher/assistant, unless misconduct is deemed necessary of a "time-out" in the student's class, or in an adjacent class.
- Repeat misconduct or a more serious issue will be handled by a "time-out" in the office, or student being suspended.
- If the behavior does not improve, par-

- Show Spanish videos at home.
- Acquire and play Spanish records and tapes.
- Borrow books or videos in Spanish from the library.
- Cook Spanish food and learn about Spanish customs.
- Certain classes often arrange a pen pal correspondence with another class. If your child is involved in this activity, please encourage him or her to write often in Spanish.
- Travel to Spanish-speaking countries during vacation time.
- Enroll in a Conversational Spanish Language course.
- Invite Spanish children to your home.

Student Life

MIDS has established guidelines and procedures to maintain an environment that is dedicated to developing the whole child and, a well-rounded student.

Behavior Guidelines

The entire staff of MIDS has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure, happy and in addition, have maximum opportunity to learn. The classroom environment is set up to teach children how to work cooperatively and to give them plenty of opportunities to learn social skills. Clear expectations of behavior along with consistent limits will be presented frequently to the children. At all times, MIDS students are expected to be courteous in their dealings with all members of the community, including faculty, other students, staff and family members. Parents are strongly urged to support their children's education by being consistent in this re-

when you visit, please leave a message in the mailbox located near the parent mailboxes. Phone calls will be returned promptly.

Arrival and Dismissal

Students need to be accompanied by a parent/guardian to their classroom and greeted by a teacher every day. Students may not leave school premises unaccompanied and parents may not leave their children in the school's parking lot unattended.

Lunch Hours

One hour is allocated for lunch and recess for all students. Jr. and kindergarten students may bring a snack to eat during their mid-afternoon snack break. We remind parents to provide healthy snacks for their children to eat such as; fruit, granola bars, or carrot sticks.

Absences

For reasons other than illness, absences are strongly discouraged since they may disrupt the student's academic progress. Parents contemplating a vacation should try to arrange the time to coincide with the vacation period of the school calendar. Please make every attempt not to remove your child out of school unless it is absolutely necessary. Parents should contact the school between 8:00a.m. and 9:00a.m. if a student is going to be absent on that day. If a parent is unable to call, then a signed excuse must be sent with the student on the day of return to school. While teachers will provide assignments to students absent from their class, parents and students must realize that some experiences - laboratories, discussions, demonstrations, lectures - are difficult, if not impossible, to make up.

Tardiness

We encourage parents to allow their children to begin each day on a positive note. Coming to school late is both embarrassing for your child and

inconvenient for everyone involved. Students who are tardy for classes in the morning on a regular basis are usually late as a result of parents not understanding the consequences. Students arriving late interrupt the class, frustrate the teachers, bother other students and cause an inconvenience to the office staff as they try to account for absent students.

If after several attempts to encourage parents to deliver their children on time the problem is not resolved, we will contact the parents to arrange an appointment during which we can resolve the problem with the school administration.

It is our hope that these policies will preserve the positive climate in which students are able to grow and learn in a manner which best suits their individual personalities and also enables them to learn the importance of responsible habits and attitudes.

Student Progress

Throughout the year, teachers determine progress in all subject areas through assessments that are both written and oral, formal and informal. Report cards are issued three times a year: December, March and June. Parent conferences will be held at the same time the report cards are issued for the first and last report periods. In March the report card will be placed in parent's mailboxes. In addition to the progress reports, parents have the opportunity to discuss their child's progress at any time by making an appointment with their child's teacher.

Evaluation and Assessment

Students and parents both need regular feedback on academic and social progress. Report cards are a source of future goal-setting and celebration of effort and success. Standardized achievement tests are also used from the Kin-

knowledge level of student.

Because Spanish is usually more challenging for primary English-speakers, we urge children to complete all Spanish homework before beginning English. Homework is not usually given on the weekends, although in grades three through eight, long-term projects may need to be completed at home on the weekends.

Parents are urged to speak with the teachers or schedule a conference if they believe that homework assignments are unreasonable or consistently difficult for their child(ren). This type of feedback is valuable in determining whether your child is mastering classroom concepts.

Study Hall

After school Study Hall is offered through the After School Program for a fee and provides support for children who need structured help in doing their homework. This program takes place Monday through Thursday, from 4:30 to 5:15 p.m. Study Hall takes place in a classroom setting where students may complete their homework in groups with supervision. We ask that students work diligently, as they have limited time to complete their assignments. Repeated misbehavior will necessitate immediate removal from study hall so as not to disturb others. Jr. and Kindergarten children are not permitted in the study hall program and must complete their homework at home.

Spanish Immersion

The majority of our children come from homes where English is the primary language of communication. MIDS teachers will continue to advise parents on various activities that require their students to practice speaking Spanish. A few suggestions on how to encourage children's interest in Spanish are listed below:

3. Model reading to your child by reading: books, magazines, newspapers, etc.
4. Know precisely what the teachers expect on a daily basis.
5. Provide your child with good space, "protected time" and lots of encouragement.
6. Resist the urge to correct, or worse yet, to do your child's homework.
7. Review and verify that daily assignments are completed and placed in the proper folder or exercise book in your child's backpack. For third through fifth grades, this should be the responsibility of the student.

The Child's Role: Accomplish the Assigned Task

Beginning in Jr. Kindergarten, children are given homework tasks. Teachers use different methods of assigning homework including:

- A routine plan outlined at the beginning of the term.
- Daily assignments written in a special notebook starting in third grade.
- Assignment sheets issued on a regular basis.
- Some special project assignments (communicated via classroom handouts)

The following is a guideline of the amount of time your child may need to work on homework assignments:

- Jr. and Kindergarten: No more than 15 minutes
- Grade 1: No more than 15 minutes
- Grade 2: 10 to 15 minutes in each language
- Grade 3: Up to 20 minutes in each language
- Grade 4: Up to 30 minutes in each language
- Grade:5 – 8: Varies based on skill and

dergarten level as a supplement to classroom achievement information. This information, shared later in the spring, is useful in monitoring the academic profile of our student body and charting the individual growth of students.

Parent-Teacher Conferences

Parent – teacher conferences are scheduled for all parents after the first marking period in December as well as the third and final marking period in June. During these conferences, work samples that illustrate the child's progress will be discussed. The school considers these conferences very important. Parents can bring to the conference invaluable information concerning their child's physical, social and emotional development which will help our teachers better understand each student. Conferences after the second marking period, which ends in March/April are held by appointment only. We strongly suggest that parents contact us immediately with any suggestions or concerns they may have. The school will attempt to resolve all issues. We understand that not every issue can be resolved to the satisfaction of all parents, but we will always inform them of the reasons why a particular decision was made. To make an appointment, simply call the office or speak with your child's teacher.

Testing

We are a small school where our student body and our academic goals are quite concentrated. The relatively small size of our classes, ensures fairly individualized teaching methods that give each student plenty of stimulation and academic challenge. There is no need for "honors courses", because students with stronger motivation and/or ability in a given subject area can progress earlier or more quickly in that area, reaching the most demanding material.

Furthermore, we recognize the individual differ-

in keeping with the school's mission, vision and direction, parents will be informed of their options in that case.

After School Activities

Enrichment activities are offered to the students during the school year. Parents will be notified of activities and sign-up procedures soon after the start of school. Students may not remain on the school grounds after school dismissal, unless they are participating in an after-school activity or accompanied by parent or designated adult or enrolled in the Aftercare Program.

Curriculum

Students at MIDS are exposed to a variety of activities and insights not just in the classroom but also through excursions and field studies. The international mix of staff provides students with perspectives that are not available to them elsewhere. MIDS follows the PYP curriculum of the IBO. Information on the curriculum can be found on their website at www.ibo.com.

At the core of learning is the basic curriculum – reading and language arts, maths, science, and social studies. The basic skill areas of reading / language arts, maths, science and social studies are taught using MIDS School objectives. Each teacher has a copy of the objectives and uses textbooks and supplementary materials to support those objectives. The textbook **does not** define what is taught in the school; the objectives do. At the beginning of the school year parents receive content areas as well as objectives for the class. A Syllabus for each unit of study is provided throughout the year.

Homework

Homework is meant to reinforce the day's lesson and to expand learning. Children love to excel and homework is another opportunity to do just that! Keep your child's spirits up by voicing

more suitable program.

Field Trips

Fieldtrips are organized for each class level throughout the school year. The school provides bus transportation for fieldtrips. If parents volunteer to drive, drivers must have a current driver's license, carry liability and medical insurance, have properly functioning restraint seat belts and only place students in the back seats of their vehicles. As part of the registration packet, parents are asked to sign a form allowing their child(ren) to participate in the fieldtrips. The school welcomes parents to participate as chaperones. For security and insurance purposes, chaperones may not come on a fieldtrip accompanied by other children. Students will be assigned to chaperones by the teacher(s) and must remain the chaperones' responsibility for the entirety of the fieldtrip.

MIDS students are provided opportunities to participate in foreign travel as a part of our language immersion program. On these trips, parents or another adult designated by parents must accompany the student.

Parent Concerns

When a student is having difficulty, we wish to correct the problem as soon as possible. We have found that correction is most easily effected at the lowest level possible. Thus, if a parent has a concern about a student, the parent should *first* take that concern to the classroom teacher. If after consultation at this level, the concern is not alleviated, the parent should make an appointment to see the Head of School to discuss the concern. A meeting can be scheduled by contacting the school's office.

The Head of School will work with the parents to resolve all outstanding issues. If the Head of School feels that a situation cannot be resolved

ences of our students; those of regular ability in some academic areas may be especially strong in others, and our program emphasizes these individualized needs.

The school administers standardized and individual tests to aid in individualizing instruction, evaluating the educational development of students, identifying those needing special help or, program and curriculum development. These tests are interpreted with national norms, which gives the school a basis for curriculum realignment. Results of these tests are sent to parents. These achievement tests will in no way influence a student's grade in any subject.

In cases where the school staff suggests the need for psychological or specific diagnostic testing, the cost of such tests will be the responsibility of the parents. Results and recommendation of such testing will be discussed with parents and the school to determine the best course of action for the child

Student Retention/Referral

All possible efforts will be made by the school to ensure that students are properly placed. When academic or developmental issues arise, the school will inform parents of these problems and work with the parents in developing an action plan for their child.

There may be cases when the school questions the appropriateness of a student moving on to the next grade. If this occurs the homeroom teacher will refer the student's case to the administration for review. A series of tests will be conducted and the student may be referred for additional testing outside of the school. Parents are responsible for making arrangements and paying for those tests. In most cases, MIDS refers children who are having a high level of difficulty progressing through the program to

the school's belief that success comes from the combination of natural ability plus appropriate effort in a context of high expectations and confidence. The basic tasks in elementary school are gaining literacy and numeracy. An effective partnership between home and school affects the academic achievement and personal success of your child. We believe that homework should be designed to reinforce the lessons learned in school and to teach responsible study habits and the ability to work independently. Teachers in each grade often give parents suggestions on how to help with math concepts and computation. Because the task of becoming literate (especially in two languages) is complex, about twice as much time is spent in language acquisition as in mathematics. The following will give you some important considerations to help your child become an independent Reader, perhaps the most powerful intellectual skill of all.

The Parent's Role: Creating the Environment

In elementary school, children are primarily learning how to read, understand, and analyze the content, for classroom assignments, or for their own pleasure. We cannot emphasize enough the importance of providing your young child, with a language-rich environment. A few suggestions follow:

1. Spend 20 to 30 minutes daily with your child and an open book--a picture book for preliterate children, and more complex books with older children.
2. Discuss what you are reading with your child in a natural way. Encourage him/her to guess the meaning of new words, to predict what might happen next, to recall what happened the day before, to express the feelings touched by the notes to your child: notes in lunch boxes, on a pillow, notes of appreciation for successes.