



SCHOOL HANDBOOK

Revised July 2010

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INFORMATION AT-A-GLANCE

Address: 206 Red Cross Way, Denver, CO 80230

Phone: 303-340-DMIS (3647)

Fax: 303-360-9426

E-mail Address: info@dmischool.com

Website: www.dmischool.com

School Hours: Drop-off: 8:15-8:30 a.m., Pick-up: 3:30-3:45 p.m.

Office Hours: Monday – Friday, 8 a.m. – 4:00 p.m.

Extended Day Program Phone: 303-340-DMIS (3647)

Extended Day Program Hours:

Mornings: Mon. – Fri. 7:15 a.m. – 8:15 a.m.

Afternoons: Mon. – Fri. 3:45 p.m. – 6:00p.m.

CHAPTER 1 -OVERVIEW

1.1 OUR MISSION STATEMENT

Denver Montclair International School, Inc. ("DMIS" or the "Corporation"), is an independent school that fulfills the highest educational standards of the United States, France, Spain, and other countries by offering early immersion, bilingual international education, accredited by participating Governments, in order to prepare its students to thrive in a diverse and competitive global society.

1.2 HISTORY OF DMIS

Denver International School (DIS) was founded in 1977 by French and American parents and educators whose objective was to establish a French immersion program for elementary and middle school children. Opened with 11 students on a small, southeast Denver campus, DIS enjoyed substantial growth through the early '80s. In 1987, DIS signed a covenant with *l'Agence pour l'Enseignement Français à l'Etranger*. DIS opened a Spanish program in 2001 and a Mandarin Chinese program in 2003. Like our French program, these new sections combine total immersion education at the pre-K and Kindergarten levels with a bilingual elementary curriculum.

In 2005, Denver International School moved to 1958 Elm Street, a building that afforded us further opportunities for growth. In 2009, Denver International School merged with Montclair Academy, another premier private school in Denver that was founded in 1980. In June of 2010, the two schools physically merged on the Lowry campus. Our 6.4 acre campus has an elementary building equipped with a computer lab and an art room, an early childhood education building with a library, and a full-sized gym which houses our music room and performing arts stage/cafeteria. Between 10 and 20 nationalities are represented by our families depending on the year. Our teachers hail from France, Spain, Colombia, Mexico, China, Canada and the United States. Our administrative staff includes an Executive Director, Academic Director, Early Childhood Education Director, Finance Manager, Business and Development Manger, Marketing and Communications Manager, an Admissions Coordinator, and an After-School Programs and Summer Camp Director.

1.3 ACCREDITATIONS AND MEMBERSHIPS

1.3.2 *L'Agence pour l'Enseignement Français à l'Etranger* - A.E.F.E.

(The Agency for French Education Abroad)

This agency is placed under the authority of the French Ministry of Foreign Affairs and has as its mission the oversight of the network of educational institutions where French programs outside of France are in operation. This network comprises more than 400 schools distributed across 127 countries, all of which are linked with l'A.E.F.E. DIS has a formal covenant with l'A.E.F.E, which means that the school not only is fully accredited by the French Ministry of Education, but

also that it receives significant financial support from the agency, including: partial financing of resident French teacher salaries; and financial assistance for the school project (ongoing education/training of personnel; financial assistance for the library, new technology, educational exchanges, etc.). The Agency assures the uniformity and the continuity of the educational programs in French schools in North America through an Inspector and a French Cultural Attaché based in Washington, D.C.

1.3.3 The Association of French Schools of North America - A.F.S.A.

This organization brings together French educational institutions from the United States, Canada and Mexico with the objective of promoting interaction among them in the development of educational technology. A.F.S.A., with its 46-school membership, carries significant influence with *l'Agence pour l'Enseignement Français à l'Étranger* (A.E.F.E.), especially with regard to specific problems encountered in French schools in North America. Each year, it organizes an educational seminar that represents a privileged opportunity to assemble the primary figures involved with the network of French schools: the Director of the A.E.F.E.; the French Embassy Cultural Counselor; Senators representing French citizens residing in North America; Representatives of the French Ministry of Education and of the Ministry of Foreign Affairs, Heads of schools, etc.

1.3.4 Pedagogical Connections with China

The Chinese program has a growing relationship with Kunming, a Denver Sister City. In 2005, the Mandarin program was accredited by the Education Department of Guangzhou, China. The Chinese immersion program (CIP) at DMIS has a common core curriculum that is accepted as fulfilling the general studies requirements at most elementary schools in China. CIP students will gain credit by passing the biannual examinations administered by DMIS. DMIS has also established a sister-school relationship with Lanbridge International School in Baotou, Inner Mongolia, China.

We are working with the Confucius Institute and Hanban, the Office of Chinese Language International, an arm of the Chinese Ministry of Education. As we work to have a Confucius Classroom within DMIS, the Confucius Institute is supporting us with materials, Chinese teaching assistants, technology and additional resources.

1.3.5 Pedagogical Connections with Spain

The Spanish curriculum was implemented at DIS in 2001 and in 2008, a core of teachers arrived from Spain, each an experienced educator, passionate about teaching Spanish in DMIS's immersion program. Currently, we are working under the highest level of recognition with the government of Spain to implement their national curriculum at DMIS.

1.4 NON-DISCRIMINATION

The Denver Montclair International School admits students of any race, color, national and ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to students at any school. The Denver Montclair International School does not

discriminate on the basis of race, color, national and ethnic origin in administration of education policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs. Denver Montclair International School is committed to providing a work environment that is free of discrimination. DMIS does not tolerate behavior that is unlawful, improper or intimidating. DMIS regards sexual harassment as a very serious matter and prohibits it in the workplace by any person and in any form.

1.4.1 Compliance with ADA Title III

Denver Montclair International School will provide children and parents with disabilities with an equal opportunity to participate in our child care center’s programs and services. DMIS must make an *individualized assessment* about whether it can meet the particular needs of the child without fundamentally altering its program.

CHAPTER 2 - EDUCATIONAL PHILOSOPHY

2.1 DMIS EDUCATIONAL PHILOSOPHY

DMIS aims to provide its students a bilingual education in a multicultural context, placing an emphasis on academics in the Spanish, French and Chinese, as well as the English sections of its curriculum, and offering a methodology adapted to individual needs as much as to those of the group.

2.1.1 Bilingualism

At DMIS, the linguistic approach for the learning of the language selected is based on the method of language instruction known as immersion. In immersion programs, the language selected is not taught as a foreign language; rather, it is the primary language of instruction. The children learn it through bringing the selected language into play and through different activities.

Classes in the 3-Year-Old, Pre-K sections are conducted almost entirely in the Program language, except for several periods in a week in English (approximately 2 hours total). In Kindergarten we add 2 periods more in English to prepare the process of writing and reading as well as in the program language. This is due to a linguistic research indicating that both languages must have the same status for children even if English is dramatically less in time.

The structure of curriculum instruction by grade level is as follows:

1 st Grade:	80% Program Language – 20% English
2 nd and 3 rd Grades:	70% Program Language – 30% English
4 th and 5 th Grades:	50% Program Language – 50% English

These percentages are approximate and may vary depending on semester and scheduling of other subjects such as art, music and PE. Research surrounding bilingualism guides us in improving our program and we constantly reevaluate the structure. The final goal is always to find the balance between the full immersion target language and the academic excellence in English as well.

New students are accepted into the 3-Year-Old, Pre-K and Kindergarten sections regardless of their prior language training. Beginning with 1st Grade, new students must be evaluated for language proficiency in the selected program language or be coming from another full-immersion program in order to enroll at DMIS. This policy helps maintain a certain homogeneity in student language level in each grade and enables classes to advance, to the extent possible, at a rate that is appropriate for all of their students.

2.1.2 Multiculturalism

The value of bilingual education at DMIS extends far beyond the mere learning of a second language. At DMIS, students become friends with students from a variety of other nationalities. In so doing, our students not only learn a new language, but also learn how to function in a different culture.

The DMIS student population currently comprises about 20% French, French-speaking or dual-nationality students; 65% American students; and 15% students of other nationalities. This population, whose diversity DMIS works to maintain, promotes a broad range of both linguistic and cultural interactions among students.

DMIS students are capable of switching from one language to another, depending on whom they are addressing. But more importantly, students learn that there is more than one way of looking at the world. They expect differences and adapt quickly to them. They leave DMIS not only with the ability to continue their education in either an International or American educational system, but also with an enriched appreciation of the world.

2.1.3 Emphasis on Academics

In each DMIS program, two highly academic curricula are taught: The program-language curriculum and the English one. As detailed in sections 2.3 --2.6, below, the program-language curricula are based on a French, Chinese or Spanish national curriculum developed by the respective Ministry of Education and used by all the schools, as well as by the network of participating schools worldwide. These standard curricula ensure common educational objectives across institutions. The American curriculum is designed and developed according to the Colorado Model Content Standards.

DMIS teachers hold meetings frequently in order to harmonize the contents of these curricula and to offer the best of two worlds to their students. Teachers also instill sound learning strategies and study habits in their students by assigning homework on a daily basis, starting in 1st grade.

2.1.4 Learner-Centered Education

Centered on the learner, the education provided at DMIS sets in motion various learning situations that make sense to the child. Thus, the formal learning process is activated as often as possible through projects: school correspondence, displays, field trips, exchange programs, scientific projects, class publications, and participation in competitions.

DMIS teachers focus on the group as a unit, as well as the individual as a member of the group. The school considers its primary function to be teaching children to solve problems rationally and to develop in them the ability to adjust to their environment regardless of their location or living conditions. The role of DMIS teachers is to nurture their students' own inherent motivation and enthusiasm for learning and to challenge them intellectually.

2.2 CURRICULUM ENRICHMENT PROGRAMS

2.2.1 Art Program

The DMIS art program is designed to teach art history and elements of art to everyone. Students are encouraged to work through challenges that arise while creating, and to create 'outside-the-box' in order to become confident artists. Multi-cultural art projects are fundamental at DMIS.

2.2.1 Comprehensive Music Program

DMIS provides a comprehensive music program which fosters the development of the musical potentials of children. Through performance, analysis and creative music activities, children gain knowledge and understanding of the basic musical elements. Music literacy is also emphasized, not only through familiarity with music notations but also through exposure to music of other cultures.

2.2.1 Physical Education Program

All classes at DMIS participate in a sports program as part of their regular physical education classes. These programs are taught by a specialized physical education teacher and can vary from year to year according to the availability of certain facilities. (Swimming, biking, sailing, mountain climbing, roller skating, in-line skating, skiing, basketball, soccer and baseball are some of the activities in which a DMIS student might participate).

2.2.2 Computer Instruction

The school has set up computers in every class, as well as in the computer lab. This information technology is used at all levels in age-appropriate activities designed to reinforce fundamental learning and to support the acquisition of communication skills. The technology also serves as an educational and informational resource, with multimedia capacity and Internet access.

2.2.3 The DMIS Library

DMIS houses a multilingual library (French, English, Spanish and Chinese). This collection of books is expanded and enriched regularly with the addition of new volumes and resource materials. Each class participates once a week in one of various activities conducted in the

library (e.g., library skills, storytelling, research, arts and crafts related to a book or book character, etc.). Students are strongly encouraged as well to borrow books for their own independent reading activities. Book fairs are held to reinforce independent reading in students and to introduce them to new publications. DMIS employs a staff member who oversees and coordinates library activities and parent volunteer participation.

2.2.4 Field Trips and Outings

Age-appropriate destinations are selected so as to provide opportunities for student enrichment beyond the confines of the classroom. Field trips are planned according to the availability of the agencies that direct them, and scheduled with an eye to seasonal and weather constraints. Younger students have visited Miller Farms, the National Center for Atmospheric Research in Boulder, the Denver Zoo, the Butterfly Pavilion, Chatfield Reservoir, Red Rocks Amphitheater and other destinations. Children must be enrolled at DMIS to participate in field trips and outings.

In order to promote class unity around a shared experience, elementary classes often take overnight field trips. Typically, these field trips are two days in length for 1st Grade students and three days for students in 2nd through the upper grades. Although several destinations have become regular student favorites, DMIS always welcomes new suggestions for possible field trip destinations and activities. Field trip destinations have included Estes Park, Snow Mountain Ranch, Keystone Science School, and Trailhead Wilderness School. Fifth graders in the French program have traditionally spent two weeks in France. Fifth grade Spanish students will be making their first annual trip to Spain, to become a tradition for years to come.

2.2.6 Study Abroad Program

In the past, DMIS has had the good fortune of partnering with French Schools. DMIS students in 4th Grade initiate correspondence with students in a chosen French School. This correspondence continues and culminates with a trip abroad to France. The Spanish and Chinese Programs will also be initiating study abroad programs as the students in those classes get older. The students in the English-only classes might also have a trip abroad to England.

2.2.7 Visiting Professionals and Performers

DMIS recognizes the value of visiting professionals and makes an ongoing effort to invite professionals in all fields to perform and conduct workshops for students. DMIS regularly invites Denver-area performers, artists and other professionals to the school, especially when their work has particular relevance to a class module.

2.3 HOMEWORK AND ASSIGNMENT BOOKS

DMIS recognizes the role of homework in both an academic sense and as a means of developing solid work habits and encouraging independence. Daily homework assignments are given to students beginning in 1st Grade. Homework assignments for children who have missed school are available from the classroom teacher or in the office, upon request. Email requests to teachers to prepare (TeacherFirstName@dmischool.com).

2.4 EVALUATIONS

Student progress in all programs' curricula is monitored closely and evaluated regularly via first, second and third term report cards. These report cards have been designed to address both the demands of the Program's requirements for skills evaluation, as well as the expectations of the

American education system and contain a grid evaluating the skills to be acquired during the course of the academic cycle. This grid is a detailed instrument of educational measurement and communication among teachers, as well as between the school and the student families.

2.4.1 Test of Basic Skills

Each year, all students 4th Grade and up are given ERB tests of Basic Skills as part of their evaluation of progress in the American curriculum.

2.4.2 National French Evaluations

In the French program, each year, all students in 3rd and 5^h grades are given a National Standardized test. Individual results are communicated to each family and class results are posted.

2.5 PARENT-TEACHER COMMUNICATION

DMIS recognizes the importance of teacher-parent communication, and provides several avenues for parents to pursue according to their need.

- **E-mail communication**
- **Telephone**
- **By appointment**

Teachers are available by appointment to address concerns.

- **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled during the first and second trimesters during the week after report cards are distributed. These conferences allow parents to meet with teachers in 15-minute scheduled blocks of time to discuss their children's progress. Online sign-up instructions are emailed to parents at least a week prior to conferences.

CHAPTER 3 - SCHOOL OPERATIONS

3.1 SCHOOL OFFICE

Hours of Operation

The DMIS school office is open from 8:15 a.m. to 4:00 p.m., Monday through Friday. It is closed on weekends and all school holidays and maintains reduced hours during vacations over the course of the school year.

Parents who need to contact the school or a particular staff member are encouraged to call or visit the office during regular office hours or send an email to the general mailbox (info@dmischool.com). For inquiries or correspondence, parents may leave a message on the school's voice mail, send an email or leave a message with the Extended Day personnel. Messages and correspondence are returned within 24 hours or one business day.

Summer Office Hours

During the summer, the office is staffed part-time, with hours of operation being more flexible and scheduled according to demand. Parents who need to contact the school during the summer are encouraged to leave a message on the school's voice mail or via the school's e-mail, info@dmischool.com. The office staff will return all messages expeditiously.

Appointments

Although the school administration holds an "open door policy" it is advised that all appointments with the Director, administrators and teachers should be arranged directly with those persons, so that their schedules may be consulted and they may be advised in advance.

Communication

The school office functions in part as an information center and communication hub. Parents needing to notify the school regarding student absences or late arrivals should contact the office, and leave a message if the contact is made after regular office hours. Parents can also inform the classroom teacher of an absence or an early departure. Parents wishing to request homework assignments for absent students should direct their inquiry to the appropriate teacher's school email address (TeacherFirstName@dmischool.com). Parents who have questions about school operations or extra-curricular programs and activities should initiate their inquiries in the office if the information was not available in the Friday Folder. A message can be relayed to the appropriate staff member or Extended Day Program Director.

Inquiries regarding sports, clubs, and other after-school activities, as well as vacation day camps, should be directed through to the After School Program Director at 303.340.DMIS or asp@dmischool.com.

The office also is the administrative center of the school as an organization. Parents should be aware that while the office is a resource with personnel to consult when they need assistance, it is also an administrative headquarters whose personnel are responsible for the school's operation. Parent inquiries and correspondence are always welcome, but parents are likewise encouraged to be mindful of the equally important demands on administrative personnel in the day-to-day operation of the school.

3.2 EXTENDED DAY PROGRAM (Before and After School Club)

DMIS offers two options: extended daycare and after school programs. Extended daycare operates primarily out of the school's cafeteria and includes outdoor activities as weather permits. The service is available to all students on a drop-in basis and requires no registration or advance notification from parents; however, pre-registration helps us staff appropriately. After school clubs for require pre-registration and meet once weekly from 3:45-4:45pm. The program offerings are available in the Friday folder prior to the start of that session.

3.2.1 Procedures for Use and Hours of Operation

The extended-day program at DMIS allows families additional flexibility in drop-off and pick-up times. It is managed by the DMIS After School Program Director, and all inquiries concerning the program should be directed to the After School Program Director (asp@dmischool.com).

Parents may drop off their children at the school beginning at 7:15 a.m. and pick up their children from school as late as 6 p.m. Parents dropping off children in the morning must sign their child(ren) in with a DMIS extended care staff member.

The after-school care operates in much the same manner, except that parents need not be present to sign in their children at 3:45 p.m. All students remaining at the school at 3:30 p.m. and not registered for another after-school club activity are automatically signed into the after-school care. Parents who pick up their children after 3:45 p.m. must come into the cafeteria to sign the register before taking their children from the school. There is a flat fee for the 1st hour, from 3:45 p.m. until 4:45 p.m., then the activity is billed in 30 minutes increments.

For billing purposes, the Extended Day Program is treated like all other extra-curricular activities. Families will receive a monthly bill for all extra-curricular activities with their statement from Smart Tuition.

Note: Any children remaining in school after an after-school activity or club will automatically be signed in to after-school care. Families will be billed at the half-hourly rate for any time spent after the conclusion of the activity.

3.2.2 Extended Day Closure Time

After-school club care is available only until 6 p.m.

The 6 p.m. closure time is strictly observed. **If any children have not been picked up at 6pm, the extended day staff will take the following steps:**

- A. STAFF WILL ATTEMPT TO CONTACT BOTH PARENTS AT WORK / HOME / CELL PHONES.
- B. STAFF WILL ATTEMPT TO REACH ALL PERSONS LISTED BY PARENTS AS EMERGENCY CONTACTS.
- C. IF NEITHER PARENTS NOR EMERGENCY CONTACT PERSONS CAN BE REACHED, THE LOCAL POLICE WILL BE CONTACTED.

In all cases, parents arriving late are billed a \$15 flat fee and an additional late charge of \$5 **per minute** for any time after 6 p.m.

3.2.3 Extended Day Services during School Holidays

Day camps will be offered during most school holidays during the school year. Specific information will be distributed ahead of time in Friday Folders, or may be obtained from the office of the After School Program Coordinator. Also, refer to the school calendar.

3.2.4 Extended Day Attendance Verification

Parents who need proof of their children's fees in the DMIS Extended Day Program for tax purposes or for their employers may request an attendance certificate from the accounting office.

3.3 SCHOOL SECURITY

DMIS holds as paramount the maintenance of a safe and secure learning environment for its students. Students are under constant adult supervision while in the school and during recess times. Adult visits to the school are arranged by appointment, and closely monitored when they take place. Parents also play an important role in student safety by completing and updating all emergency contact documentation on file at the school. This documentation includes the "Authorization for Outings," "Consent to Treatment of a Minor" and "Authorization to Release Student" forms, as well as all home and work address and telephone information. The school can maintain contact with parents only to the extent that parents can be located. Parents must inform the school immediately of any change in address, telephone number (home, cell or work), e-mail, emergency contact persons, physician or insurance. Likewise, they must keep the school informed about any changes in their children's general health, so that DMIS personnel can monitor any medical conditions.

Students, for their part, receive training on risk evaluation and risk taking as part of the physical education curriculum, and learn to set limits for their own behavior as well as others' behavior in interactions with them. They learn how to respond to various emergencies and potentially dangerous environments. Fire and severe-weather safety is part of this training, and school-wide fire drills are held on a regular basis. Tornado drills also are part of the safety agenda.

DMIS' commitment to safety extends as well to extra-curricular activities and field trips. Groups of students who depart the school for a trip to the park or an overnight excursion to the mountains are always within reach via cellular phones that accompany outings. DMIS also maintains a mobile file of student emergency contact information that is taken on every field trip, so that parents may be reached easily and immediately in the event of an emergency. DMIS personnel are first-aid and CPR-trained as well, and are capable of evaluating students' needs and taking appropriate action should an accident occur.

3.3.1 Building and Facility Access

Before 8:15 a.m., the doors are closed and locked. From 8:15 a.m. to 8:30 p.m., parents of 3-Year-Old, Pre-K and Kindergarten students are asked to drop off their children in their classrooms. 1st grade and above children should be dropped off in the supervised area outside. During regular school hours, access to the building is possible through the main doors and the security buzzer system.

3.3.2 Parent and Visitor Passes

As a security measure, DMIS uses a system of passes for all parents and visitors entering the main school building. Parents and visitors are required to sign-in in the school office and obtain a pass before entering the school building. They must wear these passes for the duration of their stay at the school, and sign out in the front office when they leave. In addition to

providing security for the school, this system allows us to keep track of all persons who may need to be accounted for in case of a fire or other emergencies requiring evacuation of the building. Thus, it is essential that even regular visitors sign in and receive a visitor pass.

3.4 RELEASE OF STUDENTS

As part of its ongoing effort to provide a safe and secure educational environment, DMIS maintains a strict policy regarding the release of its students into adult custody. DMIS releases its students to adults other than parents or legal guardians only when such a release has been approved and communicated in advance to the administration by the student's parent or legal guardian. This authorization pertains to all students under all circumstances, including students who car pool, and must be communicated to the administration by one of the following means:

3.4.1 The "Emergency Contacts/Pick-up Authorization" form

This information is required as part of the DMIS emergency forms for each student, and is completed by each family to finalize enrollment/re-enrollment. This section contains a list of all adults other than a student's parents or legal guardian who are authorized by the student's parents/guardian to take custody of their children. It also contains a list of adults into whose custody a child may not be released under any conditions. If a person not authorized to pick-up is a biological parent, a court order must be supplied supporting this request. A copy of this file is kept in the Front Office.

Note: Parents/legal guardians may at any time amend this list by informing the administration of names that need either to be permanently added to it or deleted from it. It is the parents/guardian's responsibility to ensure that this form is current, and includes especially the names of all adults with whom a child car pools.

3.4.2 Other Oral/Written Authorization in Advance

In the event of a sudden change in plans that involves the release of a student into the custody of an adult not presently specified on the "Pick-up Authorization," parents or legal guardians must contact the administration in advance either by telephone or in writing (or email) to inform the school of a change in transportation arrangements for their children. Information given to the administration must include the name of the child, the adult(s) authorized for custody of the child, and the dates for which the release is applicable.

This procedure applies even if the change in transportation plans is only for a single occasion/event. DMIS personnel will demand identification from all unfamiliar adults before releasing a child into adult custody. No student will be released to a non-custodial adult under any circumstances without prior authorization of this release by the student's parent/ legal guardian.

3.4.3 Early Student Departure

Parents or other authorized adults arriving to pick up a student for any reason before classes end for the day must come to the office and sign the Early Student Departure Authorization form

prior to leaving the premises with the student(s) in their custody. In return, the authorized adult will receive a "Student Release" slip to provide to the student's teacher. This documentation enables the administration to more closely monitor student departures from the standpoint of security, and to maintain a more accurate record of student attendance.

3.5 LUNCHES AND SNACKS

3.5.1 Lunch Periods

The lunch/recess period is divided into shifts according to the student's grade level. It has been developed in order to keep congestion in the cafeteria to a minimum.

3.5.2 Lunches from Home

It is the parents' responsibility to ensure that an appropriate lunch is brought to the school. Students should bring all necessary containers, utensils and beverages along with their food. Beverages should be packed in plastic containers, since glass bottles pose a serious risk of breakage. Microwaves are not available in the student cafeteria. If you want your child to have a hot meal for lunch you can pack it in a thermos or insulated container or order catered lunch through Love-a-Lunch (section 3.5.3).

Forgotten Lunches

Parents of any child without a lunch are called. Parents must bring a lunch to school – there is no extra hot lunch. Parents who routinely forget lunches will be required to have a conference with the Executive Director.

3.5.3 Catered Lunches

Catered lunch is available for families to order through Love-a-Lunch. A hot, cold and vegetarian meal are offered daily. Ordering must be completed online during the prior month, commencing the 11th and closing the 20th. Lunches are delivered on a daily basis and distributed to children on that day's lunch list. Love-a-Lunch is a Denver based company that provides healthy meals for students that are appealing specifically to the palates and eyes of young children. More information about Love-a-Lunch is available at www.lovealunch.com and complete ordering instructions will be available before the end of July at www.dmischool.com under "Resources."

3.5.4 Snacks

Students have morning and afternoon breaks in their class schedules during which time they may have a snack. Classes in the 3-Year-Old, Pre-K and Kindergarten sections may have a snack calendar or may require children to bring individual snacks each day. Students who remain in the after-school program should bring an additional snack or two, depending on the time parents anticipate picking them up).

Students in 1st Grade and up have a morning snack on the playground, and are asked to wait until they are dismissed from class at 3:30 pm to have their afternoon snacks.

3.6 BUS TRANSPORTATION FOR STUDENTS

DMIS offers limited bus transportation for students in the morning and/or afternoon on all days that classes are in session (with exception if the bus driver is unavoidably, unexpectedly absent or the bus malfunctions). The service adheres to a route that was established in an effort to accommodate the greatest number of families who expressed a serious interest in the utilization of this service. The current route map is available upon request at the Front Office or on the DMIS website under "Resources."

Parents of all students using the service must complete an authorization giving their children permission to ride the bus. This form is available in the front office. Cost for use of the service is billed monthly through Smart Tuition.

3.6.1 Procedures for Use

Parents of students using bus service must accompany their children (or make sure they are accompanied by an authorized adult in a carpool) to their chosen bus stop and must wait with their children at the bus stop until the bus arrives. Under no circumstances should a child be left alone at a bus stop.

The bus adheres to its established route according to its designated time schedule. It does not vary from this route for special transportation arrangements, nor does it wait for any students who are late to their bus stop.

The bus driver has complete authority over all student riders, and students are expected to cooperate by following the Rules of Ridership found at www.dmischool.com under "Resources." The school reserves the right to revoke bus service privileges of any student who violates the Rules of Ridership.

The school reserves the right to interrupt bus service in case of low ridership that creates a financial hardship to DMIS .

3.6.2 Disruption of Service and the Parent Contact Network

The morning bus transportation service at DMIS is typically very reliable, and operates on schedule with little variation in departure times from bus stops and final arrival time at the school. However, DMIS maintains a network of "contact parents" (one parent for each bus stop) who help disseminate information to families in the event of a bus driver illness, bus malfunction, or other circumstance that affects the morning transportation service. This network is used as well to transmit information should the bus experience an unanticipated delay due to traffic or inclement weather. The school makes a solid effort to keep all families who regularly use the service informed of any changes or delays as early as possible so that they may make alternate transportation arrangements.

3.6.3 Storm Delay Schedule

There is one level of response in the case of inclement weather:

School Closing – In case of school closing, all after-school activities for that day are automatically cancelled.

Closings will be announced in several ways (we will do our best to do all four, but it could be one or the other):

Automated Call: DMIS utilizes an automated calling tree that will notify parents of school closures and defaults to using the cell phone numbers for each parent (if provided). To switch from this default, please contact the front office.

Local media: DMIS closings and delays will be announced directly on local news media: TV Channel 9 and/or 7, WB2 Fox31 and/or KOA Radio 850.

School's voice mail: If school is closed, a special message conveying such will be placed on school's answering machine. If you call and get the regular message, it means school starts as usual.

Web site: a message will be posted on the home page of our Web site www.DMISchool.com.

3.7 LOST AND FOUND

Any unclaimed belongings that are found on the school premises are placed in the school's lost and found cabinet. Parents are encouraged to put their children's names on all backpacks, lunch boxes, and jackets so that misplaced items can be more easily reunited with their owners. Parents also are encouraged to check the lost and found cabinet regularly for missing items. The lost and found cabinet is emptied once per month and all unclaimed contents given to a local charity.

3.8 STUDENT HEALTH, INCIDENTS AND ACCIDENTS

If a student sustains a minor injury requiring medical attention, or becomes ill while at school, DMIS contacts the student's parents immediately (the school does not have a staff nurse, but a nurse consultant on-call). If a parent cannot be reached, the school contacts the families listed on the child's Emergency Contact Information form. If a child sustains a serious injury, DMIS contacts emergency medical personnel (i.e., nurse consultant, 911) immediately, and proceeds according to parent specifications contained on the "Consent to Treatment" portion of the emergency forms. Accident reports are prepared by DMIS personnel on duty and a copy is forwarded to parents of all students involved.

In the case of an injury or illness, parents need to make arrangements for their children to be picked up from school. Students who have been ill should return to school only when they have recovered (in accordance with the DMIS Illness Policy) and can participate in school activities.

3.8.1 Medication

The State of Colorado requires a signed note from the physician for any medication (both prescription and non-prescription). Please give all medication directly to the front office to review medication and accompanying paperwork. The medication must be in its original container with the pharmacy label, accompanied by a completed DMIS "Medication Administration" form signed by both a parent and the child's physician. Only those authorized to administer medication will do so. Orders are valid for one year from the date they are signed by a physician.

Children will not be allowed to attend school if emergency medication has expired or if emergency medication administration paperwork has expired. If your child no longer requires emergency medication, parents must provide a signed physician's statement confirming such.

Under no circumstances will any staff member administer medication that is not provided and authorized by a student's parents and physician. The school does not stock any type of medication for dispensing to students.

3.8.2 Allergies

In order for our staff to better serve your child, it is imperative that parents inform staff of any allergies that the child may have or had (e.g. food, medication, sunscreen or other substance). If your child has an allergy or a special diet, it must be documented by your child's physician unless it is for religious reasons.

If your child's allergies require emergency medication (e.g. Epi Pen, Benadryl, etc.) parents must turn in the "Severe Allergy Emergency Treatment Plan", which must be signed by a physician as well. Our 3 Year-Old and Pre-Kindergarten classrooms are nut free and we appreciate your cooperation in making sure that ANY NUTS and NUT PRODUCTS be kept at home. Older children with nut allergies will be accommodated with a nut-free table in the cafeteria.

3.8.3 General Health Appraisal & Immunizations

All children are to have a "General Health Appraisal" form from a physician prior to starting at DMIS. These must be updated annually when you complete your re-enrollment contract.

The State of Colorado requires a "Certificate of Immunization" signed by the physician for every child. Your doctor may complete the shot record on the physician's report, or you may provide us with a copy of your child's immunization card. This must be on file before your child may begin the program as mandated by the State.

3.8.4 Illness

Please notify the school when your child is ill (via phone call or email to the front office or your child's teacher). Watch your child for signs of illness and **DO NOT** send her/him to school if s/he appears to be sick. According to State licensing requirements and for the protection of all

children, DMIS cannot accept children with any of the following symptoms (please see the DMIS “Illness Policy” for complete information):

- Elevated temperature (fever of 101° or higher)
- Severe diarrhea or vomiting (twice within an hour or three times within a 24 hour period)
- Undiagnosed rash
- Sore or discharging eyes or ears, or a profuse nasal discharge
- Diagnosed contagious disease such as strep throat or chicken pox

If a child becomes sick during the day, s/he will be provided a comfortable place to rest until your child is picked up. Parents will be notified and must pick up their ill child within the hour. Your child can return to school once s/he has been symptom free without medication for 24 hours, on antibiotic treatment for 24 hours, or with a physician’s note.

Please notify DMIS if your child contacts a contagious disease, such as whooping cough, strep throat, measles, or chicken pox. It is a licensing requirement that an anonymous sign be posted to notify other families that their child has been exposed. The Health Department may also be notified in the case of communicable diseases.

3.8.5 Missed Assignments

Parents of students who are absent due to illness may ask for class assignments to be prepared and either sent home with a classmate, sibling or placed in the front office for the parents to pick up after 3:45 pm. It is advised that parents pick up assignments on a regular basis if illness keeps a student home for an extended period.

3.9 COMMUNICATION IN THE SCHOOL COMMUNITY

As a small independent school, DMIS has the advantage of being able to communicate with members of the school community in a direct and efficient manner:

- Interior Bulletin Boards
- “Friday Folder” Emails
- Memos put in the assignment books
- E-mail

3.9.1 Friday Folders

A tradition at DMIS, the Friday folders are the primary source of weekly information from the school to all members of the school community. Instead of hard copies, the Friday folder is distributed electronically with important documents linked. Hard copies are always available in the front office. Registration forms, etc. can be returned to teachers or to the front office.

3.9.2 Use of Parent Directory/Email Etiquette

Parent directories are a great way for parents to contact other families within our community; however, information contained within the directory is proprietary to Denver Montclair International School. Email lists and addresses should therefore only be used for DMIS school

related communications. Under no circumstance should these lists be given out to parties outside of DMIS or used for other marketing or business purposes. We ask that all parents use discretion in the use of email. Personal communications with teachers and administration should be kept private and not distributed to broader audiences.

CHAPTER 4 - SCHOOL POLICIES

4.1 ATTENDANCE POLICY

DMIS recognizes the importance of student attendance and punctuality in the development of good work habits as well as in the effective operation of the school and its classes, and this recognition is reflected in the school's attendance policy. In addition, a significant portion of the DMIS curricula at all grade levels involves the development of personal responsibility for actions, and a respect for others as members of a common and shared environment. These objectives also are supported by an attendance policy that establishes a set of clear and reasonable expectations with regard to attendance, as well as clear and reasonable consequences for not meeting them. With this understood, DMIS has developed the following attendance policy.

Absenteeism

- “Excused” absences will be given to all students whose parents/legal guardians have contacted the school either by telephone or in writing regarding the absence.
- Parents/legal guardians of students who accumulate more than 5 “excused” absences or 1 “unexcused” absence in a single trimester will be contacted by the Director. The Director will decide if formal sanctions are necessary. Exception to this stipulation is made for absences related to illness.
- Absences will be allocated in full-day and half-day increments (i.e. leaving one hour early for an appointment is counted as a half-day).
- Homework assignments for students having missed school can be picked up in the school office at 3:30 on the day of the student’s absence, upon parent request.

Tardiness

- Students arriving late MUST have a *green slip* from the office. If they do not, the parent/authorized person back to the office to pick one up. This is for safety purposes.
- “Excused” tardies will be given to students who arrive late for the following reasons: illness, medical appointments, emergency family trips, and visits to other schools. “Unexcused tardies will be given to students arriving late for all other reasons.”
- Parents of students who accumulate more than 5 “excused” tardies or 3 “unexcused” tardies in a single trimester will be required to justify these tardies to the Director.
- *Exceptions* will be made for all students in the event of a “Storm Delay Schedule.” Tardies will not be counted until after 10a.m.

3-year-old half-day program pick up procedure

Parents picking their children up from the half-day program will pick up from the classroom at 11:30am.

Early pick up and regular 3:30 pick up procedure

- If you need to pick your child up from school before 3:30 pm, please notify the child's teacher at least 24 hours ahead of time. You must fill out the "Early Departure" sheet and receive a release slip (and key if applicable) from the front office.
- If we notify you by phone during the day that your child is ill and needs to be picked up, the same procedure is applied. **Teachers are instructed not to release a student from class directly to a parent.**
- If someone other than the persons listed on the "Pick-up Authorization" form is picking up your child, you must inform the administration so that the staff member releasing the children from school can be informed.

Student Adjustment

DMIS recognizes that new students entering the school at age 3 or 4 may experience difficulty in adjusting to the rigors of school life, and the school is committed to working through these adjustment issues in a manner that is in the student's best interest. DMIS encourages families of students who may be experiencing adjustment difficulties to communicate their concerns to their children's teachers and/or the administration so that the issue can be addressed in a timely and positive manner.

Parent Absences

If parents plan to be out of town while their children remain in school, these parents must notify the school, and provide departure and return dates as well as emergency contact information for the adult who will be in charge of the child in the parent's absence.

4.2 STUDENT DRESS

Students should come to school dressed cleanly and neatly in clothing appropriate for the season. Torn clothing is unacceptable. Parents should take care to ensure that students are dressed appropriately for all school activities and any outings that are scheduled. It is the School expectation that special care will be taken by parents during changes of season when weather patterns are active so that students are prepared with adequate clothing in the event of a sudden storm. Appropriate shoes are to be worn at all times. Parents as well should ensure that students wear or bring all necessary athletic clothing and shoes for physical education classes.

4.3 DMIS COMMUNITY VALUES

DMIS is implementing a character development program that whereby core values are to be modeled by each individual in the learning community – students, faculty, staff and families. Students will be given positive reinforcement to demonstrate these values. A student's character development should be an integral part of his/her education. These lessons will equip them for years to come.

DMIS learners strive to be:

Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers, Balanced, Reflective

DMIS learners strive to show:

Appreciation, Tolerance, Respect, Integrity, Independence, Enthusiasm, Empathy, Curiosity, Creativity, Cooperation, Confidence, Commitment

4.3.1 Student Behavior

In the hallway

Students should walk to their lockers quietly and retrieve their belongings as quickly as possible so as not to disturb other classes in session. Socializing should be kept to a minimum, and a low, soft voice used at all times. Students should not open other students' lockers or take items from cubbies without the prior authorization of a staff member. Students are not permitted to use the telephone without prior permission from a DMIS staff member.

In the lunchroom

During the lunch period, students should keep their voices low and use good table manners. They should also respect both DMIS personnel and volunteer lunch servers while in the cafeteria. Meal sharing is discouraged among students, since some students may be allergic to substances contained in lunches that aren't their own. Once they have finished eating, students should properly dispose of any trash items from the area where they sat, as well as under the table. Before leaving the cafeteria, students must first be excused by the staff member on duty.

If a student does not follow the lunchroom etiquette, s/he will lose recess privilege for that day. If the student's recess took place before the lunch hour, s/he will bring a note home (copied to teacher) explaining the loss of recess privilege for the following day. If a child standing in line displays unacceptable behavior, s/he will be sent to the back of the line or be given a 5 minute time out. If a student does not respond to the disciplinary process, s/he will be sent to the Director and her/his parents will be called.

On the playground

During recess times and during before and after school care activities, students are required to remain inside the playground boundaries. Students are not permitted on the playground or outside of the school building without supervision, even if their parents are at the school.

At recess, students who need to re-enter the building must ask permission from the supervising staff. When on the playground, students are expected to behave in a cooperative and respectful manner. They should share the playground facilities, and allow equal access to structures and games. Games and athletic equipment belonging to the school should be handled with care, and returned at the end of recess periods. Students who misuse school equipment or destroy school property will face disciplinary measures. Students also are encouraged to resolve conflicts among themselves, and to stop and help should an accident occur. However, if a conflict cannot be resolved among the students involved, then these students should bring their issue to the attention of a staff member on supervision duty. Likewise, if a student is injured in an accident or witnesses an accident that was not seen by a staff member, he or she should immediately contact one of the staff members on supervision duty. The staff member(s) on duty contact(s) the child's teacher or the director and fills out an accident report for a child who may be injured and contacts the parents/legal guardians as soon as possible if the incident is

serious. Otherwise the parents will be informed of the incident through a note in the homework assignment book. (See "Consequences for Infractions" in section 4.4)

Personal belongings

Students are not permitted to bring toys, unnecessary money or personal items, or any potentially dangerous items to school. Exceptions are made for students in the 3 Year-Olds and Pre-K Sections, who may bring a "comfort" item such as a blanket or a special toy for nap-time.

4.3.2 Parent Code of Conduct

DMIS strives to create a safe, nurturing environment for every student. Parental involvement is a key element of the normal functioning of the school. An increasing number of parents are involved with students and, along with all members of the community, they are expected to behave courteously. The school does not tolerate language or behavior which is abusive, vulgar or threatening at any time during its hours of operation or during school functions. Any parent who uses such language or engages in such behavior shall be asked to leave, and if necessary, shall be escorted out of the premises. Abusive, vulgar or threatening language or behavior by a parent may lead to termination of the Student Enrollment Agreement for that parent's child under the school-established policy and procedure for such decisions. Teachers and administration should not allow a student to leave their supervision for a private meeting with anyone other than the student's own parent unless specifically authorized to do so by that student's parents through the administration or the teacher.

4.4 STUDENT DISCIPLINE POLICY

The DMIS discipline policy has been developed with the objective of providing structure and limits with respect to student conduct, while encouraging personal responsibility for behavior and respect for person and property. The policy establishes a basic set of behavioral expectations for all students, as well as a set of clear, reasonable and fair consequences for not meeting those expectations. These expectations are identified to students as choices, and students are encouraged to recognize that their compliance with school regulations is a matter of choice that is within their control. The connection between behaviors and consequences is reinforced as part of this equation, so that students can understand and appreciate their ability to affect outcomes. This approach ultimately aims to cultivate in students a sense of self-discipline that will guide them in all of their interactions. **DMIS does not under any circumstances use, or tolerate the use of, corporal punishment as a means of disciplining its students.**

Behavioral Guidelines

As part of this discipline policy, the following behaviors have been determined unacceptable under any circumstances at the school or while attending school-related activities or functions:

- fighting or any form of aggressive physical behavior
- throwing inappropriate objects (e.g., rocks, snow, food, books, etc.)
- violent or vulgar language, including any form of verbal harassment or intimidation
- inappropriate behavior on playground structures
- climbing structures to which access is restricted for safety reasons
- any inappropriate behavior that disrupts classes or other school activities

- all forms of bullying (racketeering, reprisals, intimidation in any form)
- lack of respect towards adults
- chewing gum

Consequences for infractions

The following disciplinary measures will be applied to all DMIS students. These rules are to be administered by all teaching staff and supervising staff and are applicable to all areas of the school (classroom, gymnasium, playground, lunch room, school bus, etc.)

Step 1: Any incident, fight, voluntary physical aggression, offending someone's sense of decency, throwing inappropriate objects, any form of verbal harassment or intimidation, swearing and foul language, or any deviation from the rules of good conduct will be reported to the student's teacher who will make a written note of the incident. The teacher will inform the parents by sending a written note home in the child's homework assignment book. A time-out of no more than 10 minutes will be immediately administered to a student in the Kindergarten classes, which could be enforced by a written punishment to a student in the elementary grades.*

Step 2: At the third incident, a report will be brought to the attention of the Director who will then meet with the teacher and the student. The Director will inform the parents that same day by a telephone call or by sending a written note home in the homework assignment book. A time-out will be immediately given to a student in the Kindergarten classes, which could be enforced by a written punishment to a student in the elementary grades.*

Step 3: At the fourth incident, the Director will summon the parents of the student to a meeting and will give a written warning to the student.

Step 4: At the fifth incident, the Director will give a second written warning to the student followed by one day of suspension from school.

Step 5: At the sixth incident, the Director will give a third written warning to the student followed by a three day suspension from school.

Step 6: After the sixth incident, the student will be expelled from DMIS.

If the incident is considered serious enough by the teaching team (e.g. retaliation, extortion or racketeering, violent aggression, verbal intimidation and threats, lack of respect towards an adult), the disciplinary measures will begin with Step 3. However it is at the Director's discretion to initiate the steps sooner if the behavior is considered serious enough.

After a period of three consecutive months with no incidents reported, the student's file will be considered clean. However, the warnings given in Steps 4 and 5 will remain in the student's disciplinary file and will be passed on to subsequent schools who may want a copy of the student's files.

*Based on their training, individual teachers incorporate a variety of disciplinary styles and age-appropriate techniques in the management of their classes and in responding to the behavioral needs of specific situations.

Suspensions and Expulsions

Students with ongoing discipline problems or who are involved in a serious incident with respect to their conduct are subject to suspension and expulsion. Students who have been suspended two (2) times are automatically expelled. Prior to readmitting a suspended or expelled student to school, the student's parents are required to attend a conference with the Executive Director. Re-admittance decisions may be subject to review by the DMIS Board of Trustees.

4.5 DRIVING & PARKING AT SCHOOL & IN THE NEIGHBORHOOD

The DMIS Neighborhood

DMIS is located in a residential neighborhood. DMIS parents are expected to exercise safe driving practices and roadway courtesy when they come to the school, especially during periods of peak traffic circulation when students are dropped off and picked up. Please remember that the speed limit on neighborhood streets is 20 M.P.H. DMIS is committed to minimizing school-related traffic congestion as part of its ongoing effort to be a good neighbor. DMIS parents are encouraged to contribute to this effort by recognizing and respecting the school neighborhood as they travel through it.

Drop-off and Pick-up Procedures

DMIS has established a set of procedures to ensure the safety of all students in transit, while minimizing vehicle congestion on Red Cross Way and adjoining streets. These procedures apply from 8:15 to 8:30 a.m. (morning drop-off) and from 3:30 p.m. to 3:45 p.m. (afternoon pick-up). They are as follows:

1st-5th graders will be dropped-off and picked-up on the SOUTH SIDE of the campus, SOUTH of the elementary building. We will have a car line for drop-off, entering from 1st Place, going past the medical offices to the east, running along the south side of the property near the ECE playground and exiting onto Red Cross Way. PLEASE DO NOT ENTER FROM RED CROSS WAY. The same procedure will be in effect for afternoon pick-up. (We will have access to Colorado Free University's parking from 8:00-8:45pm and from 3:00pm-3:45pm. Please do not park here outside of these times.

For parents with children in 3-years-old, Pre-K or Kindergarten, this will not impact your morning drop-off or afternoon pick-up routine, except to hopefully make for a smoother and more pleasant experience.

For parents with a child in both buildings, please park in our parking lot, and drop-off/pick-up your 3-year-old, Pre-K or K student in the classroom. In the morning, your elementary student may enter Kimak Hall with you, and exit from the south end of the building, onto the playground where 1st through 5th drop-off will occur. In the afternoon, you may pick your elementary child up directly on the playground after picking up your 3-year-old/Pre-K/Kindergartener. Please use the south door of Kimak to access the playground.

Car pooling

DMIS highly recommends that families living near each other share the transportation of their children to the school via car pools. Car pooling not only eases the individual transportation burden for families, but also reduces vehicle congestion in the DMIS neighborhood, during peak times of circulation. To assist in the car pooling effort, at the beginning of each school year, DMIS collaborates with Ride Arrangers, a free service from the Colorado Regional Council of Governments, to provide parents a list of the 20 families living closest to them, regardless of zip code. This list identifies potential families for car pools based exclusively on geographic

location, and thus circumvents the confusion often associated with zip code assignment. This list usually comes out in August.

4.6 CHILD CARE LICENSING

DMIS is a child care program licensed by the Colorado Department of Human Services and by the Department of Excise and Licenses. These licenses indicate that at the time of inspection the provider has met standards needed to operate as a licensed Child Care Center and School-Age Child Care program. These standards include:

- Written policies and procedures
- Communications, emergency and security procedures
- Personnel requirements for education, experience, training and supervision
- Requirements including procedures for admissions, health care, personal hygiene, physical care, food and nutrition, discipline, overnight care, field trips and transportation, holiday schedules and fee policies
- Activities
- Equipment and materials
- Facility requirements
- Fire and other safety requirements
- Maintaining children's records
- Administrative reports and records

In addition to the above standards, all licensed child care providers are required to report suspected physical, emotional or sexual abuse of any children in their care.

As a parent of a child/children in licensed child care, you may report any suspected abuse by calling: Child Abuse Hotline at 720.944.3000.

If you wish to make a complaint or have a concern regarding your provider, you may call:
Colorado Division of Child Care at 303.866.5958
Denver Public Health Inspection Division at 720.865.5485

DMIS's State Child Care License and Denver Department of Business and Excise License should be posted and available for you to see at your request. You may also review inspection reports upon request.

CHAPTER 5 - PARENT PARTICIPATION

The best schools are not necessarily the schools with the most money. They are the schools that have the right resources: dedicated teachers and staff, the right students, a focused mission, and high levels of parent dedication to the well being and development of all people within the school. All these things lead to an effective Learning Community.

DMIS is a Learning Community in which we are all learning each and every day, not just the children. This DMIS Learning Community houses a school, After School Care and Summer Day Camps that are supported by the parents and staff in this community. In order for DMIS to be most effective, we need at least 80% of the parental body of DMIS to be 100% actively engaged in supporting the mission as well as the programs and activities that DMIS offers.

DMIS recognizes parents as resources whose talents and initiative play a vital role in the operation of the school. As such, the school strongly urges parent involvement in various school activities and parent committees throughout the year, as well as classes subject to the teacher's approval.

5.1 THE WORK BOND PROGRAM

The work bond program is another DMIS tradition developed to promote parent participation in school life, thus fostering an "esprit de corps" in the DMIS community. This parent commitment to school involvement enables the school to benefit from parents' abilities and initiative, and in so doing reduce the school's operational costs.

Procedure

The Work Bond Program encourages each family represented at the school to volunteer 20 hours of their time (per school year) in the school working on a variety of school projects. These can include helping in the lunchroom (5 hours minimum per family), cleaning, gardening, doing odd jobs, helping classes get ready for Christmas or year-end shows, assisting teachers on class trips, working on parent committees, etc.

Each family starting from Sept. through Dec., regardless of the number of children enrolled at DMIS, is assessed a minimum of 20 hours of volunteer service per school year. At the end of the year, once the twenty hours are accounted for, the work bond monies will stay in the work bond account for the following year and as long as the student remains at DMIS.

Each family starting after Jan. and single-parent families will owe 10 hours (of which 2 hrs must be in the lunchroom) of volunteer service. Staff, teachers, board members and DMISPO executive committee members are exempt from the work bond hours.

Please note that you may choose not to do your Work Bond hours. In this case, the \$400 paid at the beginning of the year is not rolled over to the next year and the family will need to pay another \$400 for the following school year. Note also that we do not give partial credit for

Work Bond hours. A minimum total of 20 tallied hours of volunteer service is required in order to receive credit for the \$400.

Recording Work Bond Hours

A work bond log book is kept in the school office for families to complete after each volunteer activity. Families are responsible for updating this log book with all hours worked throughout the year. At the end of the school year, all log sheets are retrieved and totaled for each family. Work Bond hours must be accomplished between the start of the school year and the last day of school.

Return of Work Bond Funds

At the time of disenrollment, families having contributed a minimum of 20 hours of volunteer service for the current school year may obtain a refund of the \$400 work bond payment. Refund requests must be made in writing to the school and submitted no later than the final day of school of each year. Refunds will be sent to families no later than September 1st of that following fall. After September 1st the \$400 will be recorded in our books as a donation. A donation letter will then be sent to you for tax purposes. There will be no refund for partial hours accomplished and disenrollment before the end of the school year.

Who Coordinates Work Bond Activities?

Parents should direct their inquiries to the Administration for all non-class activities available as work bond volunteer projects, or for any non-class projects that they would like to propose for work bond hours. In accordance with the Executive Director and the DMISPTO, the work is organized for group work bond days, such as school clean-up days, or project days, and a list of tasks available specifically on those days. To determine the possibility of volunteering for specific class activities to fulfill of their work bond hours, parents should ask the appropriate classroom teacher. Work bond opportunities are posted in the Friday Folder and email blasts are typically used to request volunteers for large events.

5.2 THE DMIS PARENT-TEACHER ORGANIZATION

The DMIS Parents-Teacher Organization (DMISPTO) handles a majority of the school's fund-raising activities and contributes significant financial support to various relevant school programs and equipment. During recent school years, the DMISPTO funded wholly or in part various curriculum enrichment activities such as the DMIS 5th grade trip to France, raising money for a school playground and adding a comprehensive music program. It also allocated substantial funds for the acquisition of the book collections for the school library and to provide new furnishings for the library room. The DMISPO holds at least five meetings per academic year, which are open to any parent to attend. Each spring as well, the DMISPTO elects its officers, (president, vice president, secretary, treasurer and parent-at-large). Parents elected to these positions serve one-year terms. The elected president, vice president and parent-at-large also serve as members of the Board of Trustees for the duration of their terms. DMIS encourages parents to attend DMISPO meetings and to participate in DMISPTO fundraisers and other parent-directed school activities, some of which can contribute toward the fulfillment of parents' work bond commitment.

5.2.1 List of Activities and Fund-raisers

The major school activities and fund-raisers are listed below—most are held in conjunction with the DMISPTO. In addition, parents are welcome to present their ideas for activities, projects or fund-raisers for consideration and/or funding at Parents Association meetings.

- **Community Gathering.** This event is traditionally held at the weekend prior to school beginning and provides families with an excellent opportunity to meet each other and get to know DMIS staff. Volunteers are needed to help with set-up and clean-up.
- **Gala.** Held annually, the DMIS Gala dinner, silent and live auctions have traditionally been the largest fundraising activity organized by the Parents/Teachers Association. The celebration includes a formal dinner and musical entertainment and a silent and live auction. Volunteers are needed to solicit donations for the silent auction, to coordinate the production of announcements, invitations, brochures, and other correspondence, to plan meals and decorations, and to set up for the evening.
- **World Tea Fair.** Held every January, this event showcases tea—the world’s drink. Different kinds of tea, food, and tea culture from different countries from around the world are put on display at this community event. Volunteers are needed to help with set-up, registration and check-in, pouring and serving tea, and clean-up.
- **International BASH.** Held annually at the end of the spring, this event is the school's end-of-the-year production, and includes student performances, games, booths and food. Volunteers are needed to help with games and booths, to prepare food, and to help with setup and cleanup.
- **Book Fairs.** These fairs are held regularly and are fundraisers for the school library.
- **The Lunch Program.** Volunteers are needed for the lunch committee that directs the program and to serve the lunches to the students.
- **Library.** Volunteers are needed for various tasks in coordination with the teacher in charge.
- **Room Parents.** Volunteers are needed in each class to assist teachers when requested in the coordination of class activities.

5.3 THE DMIS BOARD OF DIRECTORS

The Board gives priority consideration to the DMIS parent population in filling both its short-term and long-term director vacancies. Parents with experience in planning, finance, fundraising, or any other aspect of nonprofit organization management, as well as an availability and commitment to invest their energies toward the advancement of the school, are encouraged to pursue nomination for Board positions. Any parent in good financial standing with the school who is interested in serving on the Board of Directors should contact a current Board member about Board vacancies in advance of the June elections. Parents also may volunteer to serve on Board committees. Board meetings are open to any parent to attend. Additional information on how the Board of Directors operates is contained in Section 8.1. All parents who serve on the DMIS Board of Directors either as officers of the Parent/Teacher Organization or in their individual capacity are always available to provide guidance, discuss issues and questions, and receive input from other parents, particularly those new to the school. The Board urges all parents with questions to first approach their child's teacher, the Director of their program, and the Executive Director.

5.4 THE FRENCH SECTION DMIS CONSEIL D'ECOLE

The French Section Conseil d'Ecole is an organization that groups together parents and teachers from the French Section in a forum for the discussion of school life issues, the improvement of education, and extra-curricular activities. It is a permanent standing committee of the DMIS Board of Directors. The Conseil meets a minimum of once per trimester during the academic year. Conseil d'Ecole meetings are open to elected parents and parent substitutes for the current school year. Additional information on how the Conseil d'Ecole operates is found in Section 8.3.

CHAPTER 6 - ADMISSIONS AND ENROLLMENT POLICIES

6.1 ENROLLMENT

6.1.1 Admission of new students (Please see section 2.1.1)

6.1.2 Enrollment

Parents interested in enrolling their children at DMIS must submit the following information to the school for review:

- A completed DMIS application form
- A recommendation from a preschool or child-care provider (for students entering the ECE & Kindergarten sections); or academic transcripts from all schools previously attended (for students entering 1st through 5th grades)
- A letter of interest from parents explaining why they would like to enroll their child at DMIS
- An application fee to accompany the application made out to DMIS.

6.1.3 Visiting the school

Families interested in enrolling their children are welcome to visit the school during its hours of operation. Parents are encouraged to schedule appointments to meet with Admissions and to observe classes as part of the application process. We encourage families to bring their children on these visits to the school.

6.1.4 The selection process

New student applications and supporting documentation are reviewed by the Admissions Coordinator and Academic Director, who makes decisions based on the following criteria:

For ECE and Kindergarten sections:

- Space availability
- Interest from parents in long-term enrollment in the DMIS program
- Level of student's social development and ability to function as part of a group

For 1st through 5th grade:

- Space availability
- Proficiency in the French/Mandarin/Spanish languages
- Academic merit

Parents are informed by mail once a decision has been made with respect to their application. An enrollment packet and contract are sent to those parents whose children have been accepted for enrollment. Once parents have returned their signed student contracts and accompanying enrollment documentation, their children are considered officially enrolled in the school for the period for which they applied, and are added to the enrollment roster.

6.2 RE-ENROLLMENT

Re-enrollment of current students for the following year typically begins in late January, when enrollment contracts and letters of invitation to re-enroll are sent out to parents. Parents are encouraged to return this completed documentation to the school as quickly as possible, so that class lists and waiting lists can be compiled, and so that the school can make staffing decisions based on reliable information.

CHAPTER 7 - FINANCES AND ACCOUNTING

With the enrollment of their children at DMIS, parents accept certain financial obligations associated with the cost of their children's education. When they sign their enrollment contracts, parents indicate their acceptance of the school's financial terms and conditions for payment of tuition and fees. Payments will be made to Smart Tuition according to the plan selected on the Smart Tuition form, returned with the enrollment contract. For all financial inquiries or to schedule an appointment, parents should contact the Finance Manager at 303.340.3647.

7.1 TUITION COSTS

Siblings of enrolled DMIS students receive a tuition discount. While tuition fees include costs of the books and of most activities taking place at school during class hours, a minimal contribution from the families is required for small supplies and field trips. Please contact the Financial Aid Committee if need be. Families may pay tuition in one or nine installments. The tuition insurance fee is mandatory with a nine installments plan.

7.2 FRENCH GOVERNMENT SCHOLARSHIPS (BOURSES)

French families may apply for these scholarships on an annual basis. In order to be eligible for a French government scholarship, the following conditions must be met:

- the student must be a French citizen, or a dual/multi-citizen with one of the nationalities being French
- the family must be registered at the French Consulate in Los Angeles, CA
- the student must either be currently enrolled at DMIS, or must have a complete and current enrollment documentation on file at the school

The amount of the scholarships awarded to families is based on the total amount of available funds allocated by the French government for scholarships, and on an assessment of individual families' financial needs as demonstrated in their supporting documentation.

Procedure

For families applying for French government scholarships, two application periods are scheduled every year. Dates of each application period as well as their accompanying deadlines are established for every year by the French Consulate. Upon receiving this information, DMIS announces the scholarship information to French families in an email announcement to French program families. Historically, these application periods have been scheduled according to the following calendar:

- The "Normal" Application Period. This period is for families who meet the prerequisite conditions for application before the application deadline. Typically, this application period begins in February, with an application deadline during March. The general scholarship meeting at the French Consulate in Los Angeles is then held sometime in April.
- The "Late" Application Period. This period is for families new to the Denver area who do not meet the prerequisite conditions for application in time for the first deadline, or who enroll at the school after the first application period. Families wishing to appeal decisions from the first application process must submit their appeals at this time. Typically, this application period begins in September, with an application deadline at the end of September. The general scholarship meeting at the French Consulate in Los Angeles then is held at the end of October.

Note: These application periods and deadlines are approximate, based on past schedules established by the French Consulate. The schedules can change, and DMIS will update all families should the application process or period be modified.

The Application Process

Once the application periods are scheduled, families are informed (by DMIS, the French Consulate and/or the Consulate Agency in Denver) of pertinent dates and deadlines, as well as the procedure for obtaining all the necessary forms to complete. Forms and all supporting financial documentation must be submitted to the Academic Director for review before the scholarship deadline. Once the Academic Director has reviewed all of the scholarship applications, he will forward them on behalf of the school to the French Consulate in Los Angeles.

Scholarship Decisions

Scholarship amounts can vary from a percentage of tuition costs to full sponsorship. All final scholarship decisions are made by the National Scholarship Commission, based on the

decisions proposed by the Local Commission in Los Angeles. The Local Commission is headed by the General Consul, and comprises the heads of the scholarship divisions, the elected French representatives, and the directors of accredited schools. All deliberations regarding scholarships and amounts are confidential.

Informing Families

Families are contacted directly by the Consul General or by the school Academic Director concerning scholarship decisions once the National Scholarship Commission has communicated its decision. Families therefore should not contact the school concerning scholarship decisions or announcements.

Payment of Scholarship Funds

All scholarships are paid directly to the school once the scholarship decisions have been made. While awaiting scholarship decisions and awards, families are responsible for all tuition costs at DMIS. Once preliminary results are communicated from the Local Commission to the school, these results are used as the basis for the calculation of families' remaining tuition costs. Families consequently are billed according to their preferred payment schedule for remaining tuition costs once the preliminary scholarship monies have been deducted. Once the final results are approved and announced by the National Scholarship Commission, any changes from the preliminary results are immediately corrected, and families' tuition bills adjusted accordingly. Families are responsible for payment of all tuition and additional costs not covered by their scholarships.

7.3 FINANCIAL AID FROM DMIS

A limited amount of financial assistance is voted each year by the Board of Directors and is available to qualifying families. Priority is given to families whose children have completed at least one full year at the school. French families interested in applying for this assistance must first apply for the French Government Scholarship.

Procedure

All families seeking DMIS Educational Assistance must provide the following, in order:

- 1) **To the admissions office:** Prior to applying for tuition assistance, a completed DMIS admissions application, including the \$150 application fee, must be filed with the school (for new families).
- 2) **To our on-line application system:** A School and Student Service form must be completed on-line (SSS charges a \$35 fee); go to <https://sss.nais.org/parents/> to apply, and click on "Complete a PFS On-line". Our school code number is **3574**.

NOTE: No application will be processed without steps 1) and 2) being completed first.

3) To the financial aid office:

- A written statement in English explaining the family's current financial situation that justifies consideration for tuition assistance;
- One copy of each parent/guardian's last 3 paychecks;
- Copies of supporting documentation verifying the information included in Section C of the SSS on-line application, including a copy of each parent/guardian's complete

United States federal income tax and applicable state tax returns for the most recent tax year, including W2 forms and all applicable "Schedules" and "Itemizations," and any other supporting documentation;

- If applicable, a copy of each parent/guardian's last "Declaration d'Impots Français" (for French families only);
- For divorced or separated parents in which both parents maintain legal responsibility, a copy of the legal decision specifying custody of, and legal responsibility for, the children; alimony and/or child support payment information should also be included;
- A copy of the mortgage agreement or rental lease agreement for the primary residence, and a copy of the check for the most recent payment; and
- Copies of supporting documentation verifying the information included in Section D of the SSS on-line application, including valuation of non-retirement assets and other non-primary residence real estate – (for financial assets or other property, you may submit insurance policy statements or other valuation and/or transaction documents; for real estate, you may use property tax statements or other valuation documents).

Families must provide copies, no originals please!

NOTE: A Parent's Financial Statement instruction guide and application are available in the front office or copy this link into your browser and download the worksheet <https://www8.student-1.com/SSS/application/pfs-new.asp>. You must, however, complete your application on-line and not through the mail.

Interested families should obtain instructions from the front office, and should submit them along with the supporting financial documentation indicated on the application. (Note: Tax information must be provided for the most recent tax year). French families must submit French Tax information. In addition to the application form, families should submit a letter explaining their request for the scholarship, including any changes in family financial status that merit special consideration. Deadlines for applications typically are in March for the following school year. Incomplete files will not be considered, and applications submitted after the deadline may be refused.

Financial Aid Decisions

Financial aid awarded to families varies in amount based on total resources available for distribution. Typically, the school awards two-thirds of the financial aid resource pool to applicants in May, and reserves the remaining third for any family emergencies that occur during the course of the following year. Financial aid decisions are made by the Financial Aid Committee, which comprises the Business and Development Manager, the Director and a representative of the Board of Directors. All financial aid decisions are strictly confidential.

Informing Families

Families will be notified of the decision of the financial aid committee. Acceptance of awards for educational assistance must be submitted to the financial aid office by each family in writing within seven days of notification. Families who choose not to accept educational assistance awards may either withdraw their DMIS admission/enrollment documentation within the seven days, or without further written notice to DMIS, accept full responsibility for all tuition and fees as contracted.

Payment of Financial Aid

DMIS financial assistance does not represent cash available to families. It appears as a credit toward tuition monies owed for the year. Families receiving assistance will notice this credit on the first billing statement. The remaining balance will be divided in monthly payments as indicated in the financial aid letter sent to the families. Families who accept the amount of financial assistance proposed to them, and thus remain enrolled for the following year are responsible for payment of all tuition fees not covered by their assistance, as well as all activities and study hall costs.

Conditions

Distribution of financial assistance is contingent upon families' timely payment of remaining tuition costs according to the payment schedule they selected at the time of enrollment. Families who are late with their payments, or who do not pay the full balance of their remaining tuition costs according to their payment schedule may risk losing their financial assistance. Families receiving financial assistance are asked to notify the Financial Aid Committee if their financial situation improves to the extent that they can resume full, regular payment of their school accounts.

7.3.1 Financial Hardship

While DMIS maintains a financial structure and set of regulations for families regarding payment of their children's tuition and fees, the school also recognizes that families may experience a sudden change in life situation or family finances that affect their ability to fulfill their financial obligations at the school. Families who experience a significant hardship are encouraged to contact the Business and Development Manager and, if necessary, the Executive Committee with supporting financial documentation. The school is committed to working with families who experience periods of financial difficulty, so that a solution can be reached that enables their children to remain enrolled. The application must be complete to be considered. The date the application is complete is the date at which the assistance will start.

CHAPTER 8 - SCHOOL GOVERNANCE

DMIS is a registered Colorado 501. c-3 non-profit corporation and is governed by a Board of Directors. The Parents/Teacher Organization was created under The Board of Directors to address different needs in the school community.

8.1 THE DMIS BOARD OF DIRECTORS

The DMIS Board of Directors is the school's governing body. It comprises non-voting elected representatives including but not limited to the Director, two staff representatives, parent representatives serving in various capacities and elected representatives from the school community and the Denver metropolitan community. The Board is governed by a set of bylaws and by the DMIS Articles of Incorporation. The Board oversees the school's operation in general, and is responsible for long-term strategic planning.

The Board may create several committees responsible for overseeing specific school functions, such as:

- **The Executive Committee:** composed of the Board's officers and such additional members chosen by the Board from the Directors and employees of the School. The Executive Committee is a small group that can effectively meet on short notice to assist the Executive Director with the day-to-day operations of the School and of the Board. Subject to the provisions of Section 7.1, the Executive Committee shall have the power and authority of the Board between meetings of the Board. The Executive Committee must report to the Board and, where necessary, obtain the ratification of its decisions by the Board. Only Board Directors can serve as voting members on the Executive Committee.
- **The Finance Committee:** responsible for preparing the budget, handle the financial affairs of the School as needed and study and make recommendations regarding accounting procedures, audits, internal budget, governmental reporting requirements, cash-flow management, debt structure, taxes, tuition review, incentive and compensation proposals for financial assistance and scholarships, and to provide financial reporting for various fund raising and grant programs.
- **The Planning Committee:** responsible for reviewing and summarizing the long term goals as defined by the Board of Directors, to review and make recommendations regarding the adequacy of School facilities and organizational structure, finances and marketing requirements, to review the legal requirements of possible expansions, to review and propose alternative short and long term plans for the School, and to define the strategy and organization of the School.
- **The Grants and Fund Raising Committee:** responsible for setting goals, to endeavor to maintain the current level of governmental financial support, to develop relationships with existing grant donors, to develop a methodology and submit new grant requests, to search for contacts and support in the community, and to organize the on-going fund raising activities.
- **The Committee on Trustees:** responsible for ensuring that the role of the Board of Directors, its duties, its structure, responsibilities and method of operation are in conformity with the law, DMIS' By-laws and the Articles of Incorporation; to recommend a structure and composition for the Board, to advise DMIS committees when a Board vacancy occurs, to develop a profile of possible new Directors and establish a list of candidates with priority given to encouraging the representation of parents/legal guardians in good standing on the Board, to develop a screening process to select new Directors and an evaluation process to review existing Board Directors, and to maintain the Corporation's By-laws and the Articles of Incorporation and make recommendations when appropriate. Members of the Committee on Trustees must be Board Directors or professional advisors approved by the Board.
- **The Human Resources Committee:** responsible for studying and making recommendations on human resources matters at the School and to organize an appellate procedure for DMIS' employees with work-related complaints, allowing the Committee to meet affected parties and relevant witnesses when necessary, to evaluate the appeal and to present a recommendation to the Board.
- **School Life Committee:** responsible to provide a forum for discussion and resolution of School life issues between parents/legal guardians, teachers and administration, including, but not limited to, School Policies, curriculum, and the pedagogical functioning of the School.

Parents who would like to serve in an official capacity on the Board should make this interest known to a member of the Committee on Trustees. Participation on the Board's Finance, Planning, and Fund-raising committees is open year-round to interested parents who have expertise in the committees' particular area of focus. Parents can communicate this interest in committee service to any board member at any time. A current roster of all Board members is provided in the Appendices.

8.2 THE PARENT-TEACHER ORGANIZATION

For detailed information on the DMIS Parent-Teacher Organization, please refer back to Section 5.2 on Parent Involvement.

8.3 THE SCHOOL LIFE COMMITTEE

8.3.1 THE FRENCH SECTION CONSEIL D'ECOLE

The French Section Conseil d'Ecole is a mandatory body for all schools sanctioned by the French Agency. It is the only consulting authority that associates in the same manner parents, teachers and school administration. The French Section Conseil comprises equal numbers of teachers and parents, as well as members of the school's administration. In addition, other members of the school community may be invited to participate at meetings in an advisory capacity or upon request from the Academic Director. The French Section Conseil d'Ecole is a permanent standing committee of the DMIS Board of Directors. The Conseil meets a minimum of once per trimester during the school year, and addresses the following domains of the school's operation:

8.3.1.1 Election process

Persons interested in standing for election may stand as individuals or as part of a constituted list. The DMIS parents association will nominate one such list, but any other group of parents wishing to do so may put together a list of its own.

All lists of candidates must be submitted to the director at least 15 days prior to the date of election. All lists will be posted in public view at the entrance of the school so that all parents may see them. Each family has one vote. It is possible to vote by correspondence or in person. A detailed electoral calendar will be posted on the school bulletin board after the elections.

8.3.1.2 Functions and duties of the French Section Conseil d'Ecole

The "Conseil" meets three times a year. It is made up of the Academic Director, all teachers, and the parents' elected representatives. The Academic Director may invite any additional persons whose presence he deems useful in light of the agenda.

8.3.1.3 The French Section Conseil d'Ecole makes recommendations to the Board of Trustees on the following matters:

- Internal rules of the school
- All suggestions concerning the functioning or life of the school
- Pedagogic activities carried out within the framework of the school's annual planning document (the "project d'école") aimed at achieving official requirements.
- Use of the school's physical or financial resources
- Extra-curricular activities
- Hygiene in the school
- Safety and protection of children

In addition, the Academic Director informs the Conseil on the following matters:

- Enrollment
- Choice of class books and other teaching materials
- Protocol for parent-teacher conferences

On these last points, the French Section Conseil does not make binding decisions. Minutes of Conseil meetings will be sent to French Section families.

WHO DOES WHAT?

Executive Director – Adam Sexton, adam@dmischool.com

- Contact for disciplinary concerns, school policies, security questions

Academic Director – François Penalver, francois@dmischool.com

- Contact for all curriculum and teacher issues
- French government scholarships and official communications
- Student academic performance and records

Director of Early Childhood Education – Carrie Joe, carrie@dmischool.com

- Contact for early childhood classroom, teacher, or student related issues

Business & Development Manager – Lori Pacheco, lori@dmischool.com

- Request DMIS financial aid information
- Organizing fundraising and development efforts
- Liaison between school staff and PTO

Finance Manager – Laura Shulda, lauras@dmischool.com

- Contact about DMIS financial account

Admissions Coordinator – Mieke Bushhouse, mieke@dmischool.com

- Contact for school visits and enrollment
- Questions regarding school programs, community, lunches and bus service
- To report a change of address, work, phone, e-mail, etc.
- School newsletter (including announcements) and Friday folder information

- Work bond projects and volunteering at the school
- Student administrative files (including medical records, authorizations for field trips, and emergency contact information)

Marketing and Communications Manager – Kate Paquette, kate@dmischool.com

- Contact with any questions regarding school events, internal or external communications, website updates, community outreach, or master calendar revisions.

English Program Coordinator/Middle School IB Coordinator – Hope Forgey, hope@dmischool.com

- Contact with any questions regarding the English program curriculum, English teachers, or the middle school opening in the fall of 2011.

Mandarin Program Coordinator – Yun Doyle, yun@dmischool.com

- Contact with any questions regarding the Mandarin program curriculum or questions/concerns with the Mandarin program teachers.

After school Program Coordinator – asp@dmischool.com

- Extended Day program operations
- Clubs, Camps and Study Hall

Individual Classroom Teachers

- a student's class work or homework
- a class-related discipline issue
- a class outing, field trip or activity
- a classroom work bond volunteer project
- class and activity schedule

Q. What is required of me for the Mandatory Registration Day?

A. On Registration Day, please come prepared with updated Emergency Forms, a General Health Appraisal, a Certificate of Immunizations, and a Signed Agreement Page from the DMIS School Handbook. Also, if your child requires medication to be administered at school or emergency medication for severe allergies, please bring the medication and accompanying administration form/plan. All items will be reviewed for completion. Thank you in advance for your cooperation.

Q. What kind of information will I receive at Back-to-School Night?

A. You will receive a copy of the curriculum at your child's grade level, as well as any other information pertinent to your child's class that your child's teacher would like to distribute. Teachers will be available to discuss the curricula, and answer questions about how they envision their classes will progress during course of the year.

Q. Will my child adjust to full immersion in another language? What if he or she experiences difficulty in the adjustment process?

A. The school recognizes that every child adjusts at his or her own pace, and acknowledges that the first year of immersion will be quite demanding for most children. However, the majority of children adjust and learn to function in the immersion environment. Parents who have concerns about their children's adjustment should contact the teacher and/or the Executive Director so that these concerns can be addressed in a manner that is supportive and in the child's best interest.

Q. I would like to volunteer to help with a particular event. Whom do I contact?

A. You can ask the President of the Parent-Teacher Organization for a list of activity/event committees and their members.

Q. It's 3:44 p.m. and I am stuck on I-25 in a traffic jam. I always pick up my child at 3:45p.m. What will happen if I'm not there? What do I need to do?

A. If for whatever reason you do not arrive by 3:45 p.m., your child will automatically be signed in to the extended day program and taken care of by DMIS extended day personnel until you arrive. You do not need to call the school to inform personnel, nor do you need to pre-register. When you do arrive, you need to come into the lunch room and sign the register. You will be charged an hourly fee for this service.

Q. Does the school offer any extended day services during school-year vacations or on holidays?

A. The school currently provides day camps with different themes and emphases during the school vacations and holidays. You can contact the After School Program Coordinator for information regarding these camps.

Q. I just changed residences and/or jobs. Should I inform the school?

A. Yes. It is your responsibility to keep your demographic information current with the school so that you receive all school correspondences, and more importantly, so that you can be contacted in an emergency. Call the school and inform the administration of any changes in address or telephone number at home or at work.

Denver Montclair International School

Parent Handbook Acknowledgement

I have viewed a copy of the DMIS School Handbook through accessing it online or a paper copy provided by the front office. I understand am responsible for becoming familiar with its content.

Parent Signature: _____ Date: _____

Parent Name (print please): _____

Student Name(s): _____

****Parent Handbook Acknowledgements MUST be turned into the Front Office BEFORE the first day of school.**