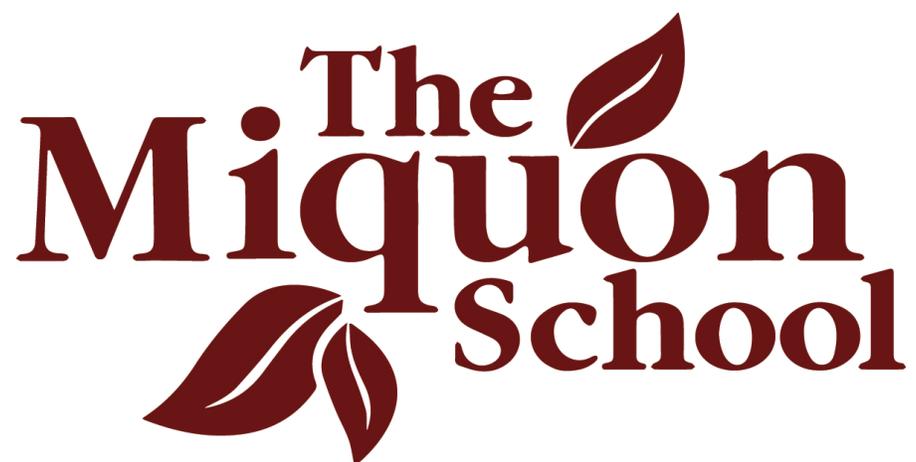


The Miquon School

The logo for The Miquon School features the text "The Miquon School" in a dark red, serif font. The word "The" is positioned above "Miquon". A stylized leaf graphic is placed to the right of "The" and above the "i" in "Miquon". Another stylized leaf graphic is positioned below the "i" in "Miquon" and to the left of "School".

PARENT HANDBOOK
REVISED AUGUST 2018

Miquon Parent Handbook

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PROGRAM AND CLASSROOM ACTIVITIES

Curriculum

Curricular information can be found on Program and Curriculum area of the Miquon website, which includes a scope and sequence for each academic subject as well as the annual classroom and specialist curriculum reports that detail specific work completed the previous year. Classroom emails and blogs are also a great source of curricular information. A printed copy of the Miquon Program and Curriculum Guide is available upon request.

In addition, parents also invited to several curriculum events throughout the year, such as Look Ahead Night, Specialists Night, Learning to Read Night, and/or Math Night. These events are designed to share program and curriculum highlights by grade level, and demonstrate how we meet learning goals by our students' ages and developmental stages.

Assemblies

An all-school assembly is held once a week. Groups may perform, staff may share a talent or an interest, or we may spend the time singing or dancing as a whole school. When budget permits, outside groups may make special presentations. Once a month we hold a Good of the School (GOS) assembly. Moderated by sixth graders, it is a time for students to voice opinions and the community to consider problems and solutions. All children come to assembly, with the exception of GOS (which the Nursery does not attend). Parents are always welcome.

Back to School Night

Held in late September, this meeting is important for all parents to attend. Parents gather for remarks from the Principal before meeting with teachers in their classrooms to hear about the program for the year.

Book Fair

Once a year, the Clisby Library hosts the Miquon Book Fair. There, you will find a large selection of children's books designed to please all ages on display. Children preview the selection and with the librarian's help and create wish lists for their parents, who stop by to shop while they are at Miquon for their parent conference in the fall or spring. This popular event directly benefits the Library.

Buddies

Each year, the children in an older group are partnered with children in a younger group to become buddies. This is an informal arrangement greatly enjoyed by the children, which frequently includes reading together and may extend to other activities such as field trips or service projects. Children usually sit with their buddies at assembly.

Field Trips

All groups take occasional trips off campus to visit sites that are related to their classroom or specialist programs. The teachers will alert you to these trips in advance, and often parents are invited to come along as chaperones and drivers. There is no additional charge to parents for field trips, except when older groups plan an overnight trip, in which case some fundraising may be necessary and is organized within the classroom. Parents wishing to attend field trips should review the "Volunteers" section under "Parent Participation" in this handbook.

Morning Meeting

Miquon utilizes Morning Meeting (developed by Responsive Classroom) as an engaging way to start each day, build a strong sense of community, and set children up for success socially and academically.

Each morning, students and teachers gather together in a circle at 8:45 am and interact with one another during four purposeful components:

- Greeting: Students and teachers greet one another by name and practice offering hospitality.
- Sharing: Students share information about important events in their lives. Listeners often offer empathetic comments or ask clarifying questions.
- Group Activity: Everyone participates in a brief, lively activity that fosters group cohesion and helps students practice social and academic skills (for example, reciting a poem, dancing, singing, or playing a game that reinforces social or academic skills).
- Morning Message: Students read and interact with a short message written by their teacher. The message is crafted to help students focus on the work they'll do in school that day.

Mini-courses

Mini-courses are "electives" offered to first graders and above. Children make choices from the available list of courses, so a group is usually mixed ages. Topics can vary from cooking to flag football to origami to woodworking to computer games. Mini-courses happen for an hour one morning a week, and are arranged in three sessions of approximately eight to 10 weeks. Older children participate in mini-courses for the full year, while the

Miquon Parent Handbook

younger children join in the winter and spring sessions. Parents who wish to offer a mini-course are encouraged to do so, and should contact the Office to make arrangements.

Diversity, Equity, and Action

For many years, Miquon has had a diversity committee including members of the staff, parents, and the Principal. It is a group that has worked to help the school in raising awareness and facilitating conversation. Presently the Diversity, Equity, and Action (DEA) Committee—comprising staff, board members, and parents—is working to chart an overall program strategy for diversity work at Miquon.

Miquon Grass

This is an annual publication for which every child in the School submits a piece of writing. Teachers work with their groups in the spring to identify or produce a writing piece for *Miquon Grass*. A print copy goes home to each family. Children love to go to the Library and look at their work in earlier editions.

Thematic Studies and Spring Celebrations

Many classes host some sort of afternoon or evening event to culminate a unit of study sometime in the spring. Delicious food is a typical feature, as is a dramatic or musical presentation. Parents are invited and may get a call from the group teacher or class parents to lend a hand.

YOUR CHILD'S PROGRESS

Narrative Reports

Group teachers write a narrative report for each student following each parent-teacher conference and at the end of the school year. The reports contain a description of the child as a member of the group, as a learner, his/her major strengths and weaknesses in each academic subject, any recommendations for summer work, and references when appropriate to prior agreements about supporting the child over the year.

Specialists put together their own report twice a year, which include information about the specialist subject and a brief comment about each child.

Parent-Teacher Conferences

Parent Conference Week is a time for parents to check in with their child's teacher and hear about progress. Conferences happen twice a year, in November and March. Parents are asked to sign up for afternoon or evening conference slots (40 minutes) during each Conference Week. Additional parent conferences may be held at other times, by request of a child's parents or teachers.

During Conference Week, the group teachers stay home to prepare for their afternoon and evening conference meetings while assistant and specialist teachers co-teach the groups. Often they plan a special unit or project, so the classroom schedule may be different but the basic daily routine is the same.

Professional Services and Resources

Learning Support Team (LST)

The Learning and Curriculum Support Coordinators work with children in the classrooms and act as an advisory resource to teachers at all levels. They may assist teachers in assessing children's literacy skills and conferring with parents about their child's progress.

Sometimes children require outside educational assessment or additional classroom support of one kind or another. The Learning Support Team – which can include classroom teachers, specialist teachers, the Learning and Curriculum Support Coordinators, the school psychologist, and/or the Principal – will gather to address the specific learning needs to children. The child's parents are invited to meetings with the LST when needed, and informed of special recommendations or strategies that are being implemented.

School Social Worker

A licensed school social worker serves Miquon throughout the year and is found on campus on Tuesdays, Wednesdays, and Thursdays. This person is an essential participant in LST meetings with teachers, families, and outside educational evaluators. During the school day, the social worker works with children, parents, and teachers -- either together or individually. Information shared with the school social worker is kept in complete confidence. Appointments may be made by calling the Office.

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Speech Therapy

A speech therapist from the Montgomery County Intermediate Unit is assigned to Miquon on a consultation basis. The therapist sees children who have been recommended for speech therapy by their teachers or other professionals.

Tutoring

Tutors are contracted to work at Miquon to assist some children who need to spend some one-on-one time on specific aspects of their learning at the parents' expense. Children are referred to tutoring through the Learning Support Team and always in consultation with parents. We may also recommend after school tutoring arrangements. Parents may inquire further through the Learning and Curriculum Support Coordinators.

PARENT PARTICIPATION

Class Parents

Each group has volunteer Class Parents, who are listed in the printed directory. They will introduce themselves at Back to School Night, if not before. They have some specific organizational responsibilities, such as arranging the annual class potluck dinner or picnic, and scheduling volunteers at the Spring Fair. They also work with the teachers to share classroom-specific information and find volunteer help as needed. Class Parents help to welcome and include new parents, by arranging summer play dates for example, and are a resource for other parents in the group. If you are feeling bewildered, uninformed, or just out of the loop, call your class parent.

Work Parties

Parent work parties have been a tradition at Miquon since our founding in 1932, making possible projects of all sizes that the school staff could not complete alone. The timing and specific projects vary year to year, but typically Nursery and Kindergarten parents attend a classroom work party the weekend before school opens. There are outdoor campus work parties for all parents in the fall and the spring.

We ask that all parents make plans to attend work parties. They are generally festive in atmosphere, and include children who help as they are able. Work parties are great community-building events with a barbeque and bring-your-own picnic lunch together at the end of the work. In some cases, parents stay on until 2:00 or 3:00pm to complete longer projects.

Parents may also be invited to help out with specific indoor or outdoor projects by their child's teacher or by the School maintenance staff.

Volunteers

Miquon relies heavily on parents for support and actively welcomes volunteers. Parents who have ideas, particular skills to offer, or who just want to help in some way, should contact the Board Community Committee, class parents, and your child's teachers. There are opportunities to help with class projects and field trips -- as well as school-wide special events, such as the Spring Fair. Sometimes requests for help with particular activities such as campus planting, open house tours, or Grandparents Day will go out in *Miquon Matters*, or parents may be contacted individually.

Volunteer Clearances

All Miquon School volunteers who will have independent responsibility for children must complete child clearances. Independent responsibility entails direct independent supervision of children (other than your own) without a Miquon staff member present. Examples of independent responsibility include but are not limited to: attending a field trip, driving children for school-related trips, running a minicourse, etc. Occasions when clearances are not required include: the Halloween parade, Winter Assembly, Spring Fair, Graduation, Friday assemblies, classroom presentations, assembly, or sharing in the classroom with a Miquon staff member present.

Those wishing to drive children other than his/her own children must complete the requirements for driving form and submit a copy of their license to Office.

Miquon Parent Handbook

HOLIDAYS AND SPECIAL EVENTS

Holidays

School is closed for most federal holidays. As a non-sectarian school, we do not close for religious holidays, but we support families who choose to keep their children at home for religious observance. Sometimes classes discuss religious beliefs and traditions in connection with holidays, and parents may be invited to participate in related activities in the classroom or at assembly.

We urge parents not to plan extended vacations that keep their children out of school for a day or two before or after holidays. These can be the hardest days for children to miss school as they often include introductory or culminating activities for a curriculum unit.

In-Service Days

There are usually three in-service days for staff professional development each year. School is closed but Vacation Day Care is available.

Grandparents and Grandfriends Day

Grandparents are invited to spend one morning during the year visiting the children's classrooms. It's a great way for grandparents to experience Miquon first hand. If there is no grandparent in your family or if grandparents live far away, another older adult or "grandfriend" is encouraged to come. Children without a special visitor will buddy up with a classmate and his or her grandfriend.

Photo Day

Arrangements are made for a photographer to come to school one day in the fall. S/he takes individual portraits, group pictures, and an all-school picture. You will receive an order form to use if you wish to order pictures. Most children do not dress formally for their pictures.

Halloween Parade

This is a big event for the community! Children and staff change into costumes after lunch, when many parents come for a parade ending at the Play Barn. While it is a tradition for all the teachers to deny that it is going to happen, the staff does perform a play for everyone, usually a silly take-off of some well-known story. Many parents take their children home afterwards; vans and school buses also run as usual at the normal dismissal time.

Winter Assembly

The Winter Assembly is typically held the morning of the day Winter Break begins. It is a time for each class to share some kind of musical or theatrical offering. Most parents attend if they possibly can, as well as many grandparents. It is a festive event, typically held at an off-campus location to accommodate the crowd. Miquon classrooms and the After Care Program are closed.

Martin Luther King, Jr. Day

School is closed to celebrate Dr. King's birthday on the Monday of the federal celebration. Sometimes a service opportunity is planned for all parents and children who wish to participate, either at school or elsewhere, on that Monday. Other years we schedule a service project in Dr. King's honor on a regular school day so that all children can participate.

Spring Fair

Spring Fair is a parent-run fundraiser. There is much need for parent help, and there is a strong expectation that all parents will work at the Spring Fair. Class parents organize people to work at either a class booth or at some other booth (food, prizes, etc.). Parents may be asked to get supplies, set up, supervise, and take down the booths. Proceeds contribute to the School's operating budget. There is often an informal alumni reunion component to the event as well.

Last Day for Nursery and Kindergarten

The day before Graduation is the last day of school for the little ones. Usually the two groups host a "goodbye" family picnic at their classroom building. Children in these groups are not expected to attend Graduation.

End-of-Year Picnic and Skits

The evening before Graduation, the community holds a bring-your-own picnic. Many current families and some recent alumni families attend. The fifth graders perform skits to highlight an amusing story from each sixth grader's past.

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Graduation

All Miquon staff, students in Grades 1-6, and the families and friends of the graduates attend graduation. All current parents are always welcome, as are alumni and their families. The ceremony is held the morning of the last day of school, and entails several speeches and presentations. Refreshments follow for graduates and their families.

Dismissal for everyone is at 12:30pm; pick-up and bus and van departure happen at that time. Please make appropriate arrangements for your child arriving home early.

COMMUNITY CUSTOMS AND EXPECTATIONS

After School Use of Campus

One of the wonderful things about the Miquon community is that many parents and families congregate at the Play Barn during and after pick-up. We are delighted to have you gather and converse while your children play outside. On these occasions, parents must supervise their children as teachers are tied up in meetings and other commitments.

After dismissal and outside of regular school hours, we expect children to follow all of the Miquon rules and adhere to their regular boundaries -- unless a supervising adult is along with them. Miquon staff will give parents verbal reminders that children must be within their grade level boundaries or within parent/caregiver's line of sight at all times.

Children are not allowed to visit the Bamboo Forest independently at night.

Birthday Traditions

Customarily a child will celebrate his or her birthday at school with the group; parents should please check in with your child's teacher about specifics. It is traditional – but certainly not mandatory – for families to give a book to the Library on the occasion of a child's birthday. Children enjoy finding each other's gifts in the Library. The librarian is glad to help with suggestions.

We ask families to remind their children to keep selective celebrations out of school time discussions, birthday parties are often a topic of open discussion at school and on the bus. We ask parents to make sure that invitation lists do not exclude just a few members of the group; making the party larger or smaller usually solves the problem. Gifts may be the source of invidious comparisons; we respectfully suggest limiting gifts to inexpensive or handmade items and cards. Please seek guidance from other parents or your child's teacher if you have concerns in this area.

Gifts to Teachers

Families sometimes like to show their appreciation for their children's teachers with a gift, either for the holidays or at the end of the year. What teachers like best is a sincere note of thanks and a hug. Expensive gifts are not appropriate or expected, and can be a source of embarrassing distinction to children in the classroom.

School Store

Several items of clothing – T-shirts, sweatshirts, fleece vests and jackets, etc. – and other items with the Miquon logo are available for purchase. Contact the Office to inquire how and when to purchase.

Service Projects

We believe that service is a learned response to perceived need, that service learning happens best when it is actively modeled by others at home and at school, and when there is an authentic relationship and reciprocity between "server" and "served." Miquon kids have a long tradition of campus grounds stewardship ("we take care of our environment") and of older/younger class buddies ("we take care of each other"). Each classroom group has a campus job, an area or task for which they are responsible on behalf of the whole school. In addition, some individual classes have established long-term connections with outside organizations. Sometimes individual classes or the entire school take on a particular project.

Renting Miquon Facilities

Our campus grounds, pool, and Moore Building are available to rent for events such as weddings, birthday parties, or bar mitzvahs. We have a rental policy that includes a required fee, security deposit, and certificate of insurance. Please contact the Director of Development for details. Groups may not use the campus for any event without a signed Rental Agreement from the Director of Development.

Miquon Parent Handbook

DAILY ROUTINE

School Hours

The school day for all children begins promptly when the buzzer rings at 8:25am for classes to begin at 8:30am. The school day ends with a buzzer at 2:55pm. Lunch choice begins at 12:15, and the buzzer rings again at 12:45 to call children back to their classrooms to eat their lunch. You can normally expect to find someone in the Office between 7:45am and 4:30pm.

Student Attendance and Absence Procedures

Attendance procedures take place both in the classrooms and in the Office, and it is our goal to compile a comprehensive list of who is present on campus by 9:00am. After that time, the Office will start calling families whose children are absent without explanation.

- You should always contact the Office to let us know that a child will be absent or late. The phone is attended from 7:45am onwards; speak to someone in the Office or leave a message on voicemail. You may also email us or use the Miquon mobile app to let us know that your child will be absent.
- You may choose to notify your child's teacher of an absence (although the Office will always do that), but you should call the Office as well.
- Children are considered late if arriving after 8:25am. Late arrivals are tallied on your child's permanent record that is a part of middle school applications. Chronic tardiness also causes your child to miss valuable learning and social opportunities.
- Remind your child who does arrive late to check in at the Office before going to class.
- Miquon will call your primary emergency contact number if your child is absent from school without explanation after 9:00am.

Driving on Campus

A lot of cars and buses move through our very small driveway and parking lot, especially at arrival and dismissal times. Safety of children and adults is our first concern. Please review these guidelines and adhere to them at all times.

- Drive very slowly on the campus, keeping to the right and observing the one-way circles (counterclockwise) in the parking lot and at the bottom of the drive.
- Never drive around or in front of school buses or vans unless directed by a Miquon staff person.
- Do not use the Extended Day Building or Art Room driveways except during evening meetings.

Parking on Campus

Parking on campus is very limited. The driveway is narrow, so be extra vigilant when parking there.

There are a few short-term (15-minute) parking spaces along the stone wall in the main parking lot available for quick drop-offs. If you plan to stay longer please find a spot near the lower field or along the driveway. For some special events, we park on the lower field, while for others we use a nearby off-campus parking lot, and run shuttle vans to and from Miquon. You will be guided to the appropriate area in these circumstances.

See additional references available in the Appendix:

- Parking Map

Arrival

Children may be dropped off from 7:45am onwards – they may not be left on campus without a supervising adult before that time.

Nursery and Kindergarten children must be escorted to Morning Care in the Extended Day Building if arriving on campus before 8:15am. If arriving after 8:15, please bring your child directly to her/his classroom and check in with your child's teacher.

Children in Grades 1-6 may be dropped off at the corner of the parking lot nearest the Office and check in at the office. Children may *never* cross the parking lot alone. Please send a note with any special arrangements or changes in regular transportation plans. Children play outside (above the parking lot), drop in at Morning Care, or go to the Library (if it is open). Classroom doors open at 8:15. The buzzer rings at 8:25am, at which point they are expected to go directly to their classrooms.

All children grades N-6 who arrive late (after 8:25) must check in at the Office.

Miquon Parent Handbook

Dismissal Routine

Each fall, parents are asked to use a form on the Parent Portal to inform the school how your child will return home on a regular basis. Changes to the regular routine are communicated by sending a handwritten note indicating the change in the schedule for the day. In cases of emergency, call the school and indicate the need to change your child's dismissal routine no later than 12:15 pm. Please do not send changes via email.

If your child comes to school with the understanding that dismissal plans vary from what is indicated on the Portal form and we are unable to verify the change with the handwritten note or a phone call from a parent, the child will be sent to After Care (open 3:00 - 6:00 pm) and you will be billed accordingly.

We do not allow children to call parents during the day to make play-dates or change their plans.

Dismissal Procedure

At dismissal, children wait for buses on the wood chip field. Children in grades 1-6 waiting for parent pick-up will wait by the big rock at the end of the office path. Parents picking up children in Grades 1-6 may join the line of cars and buses in the parking lot. The office staff person on dismissal duty will call your child to come to the car when you get to the corner of the parking lot nearest the Office path. Children may never cross the parking lot alone. All children signed up for Parent Pickup need to be checked out personally with the Principal.

Nursery and Kindergarten children stay with their teacher on the Play Barn benches, where a parent or other supervising adult picks them up. During pick up, please park on the right side of the driveway, using the dirt path to walk up. Please avoid walking in the driveway or parking lot. Keep children close to you while walking back to your car. Hold hands.

Please be prompt to pick up your child and let us know if you are unavoidably delayed. If dismissal has finished and you have not arrived by 3:10pm, your child(ren) will be sent to the After Care Program, and you will be charged accordingly. Dismissal happens outside during all weather conditions except thunderstorms, torrential rain, and very high winds; please make sure your child is prepared with outdoor clothing.

Transportation

Over the summer, we ask parents to register for the form of transportation that they plan to use for the following year – school bus, Miquon van, or parent carpool. Questions about transportation should be directed to the Office.

Carpools

Some parents are able to put together car pools from their neighborhood. You can call for a list of families living near you or wait until the Directory is available.

School Buses

Your school district will notify you of the location of your stop and time of pick-up. Unfortunately, Miquon has no influence over these decisions. If your child is not at the designated stop, the driver will not wait beyond the pick-up time. Please be aware that some variation in timing is to be expected in the morning and afternoon. If you are concerned about non-arrival of a bus, you should call the bus company directly.

Most school districts have policies that forbid other children to ride on their buses. Call the School if you have a specific question about this.

Miquon Vans

Families contract to have their child ride a van, and the exact routes are put together late in the summer. A consistent weekly schedule must be indicated in the van contract.

Van drivers escort Nursery and Kindergarten children from the van to their classrooms. An adult from home must assist young children on and off the van in the morning and afternoon. All children must use seat belts, parent-provided booster seats, and parent-provided car seats in compliance with Pennsylvania state law.

Behavior on Buses and Vans

There are clear expectations for responsible behavior on buses and vans. Drivers have the authority to report children who misbehave, and offenders may be suspended from riding the bus/van for a period of time. The School's concern is always to support the driver in maintaining safety in the vehicle.

See additional references available in the Appendix:

- Bus Riders' Bill of Rights

Miquon Parent Handbook

Lunch and Snacks

Parents should pack a lunch for their child every day. Limited refrigerator space is available and some classrooms have a microwave; teachers will advise if they have special requests concerning use of these appliances. On Fridays, the 5th and 6th grade groups organize optional lunch sales to benefit their class budget (as well as social action causes selected by the students). Families place orders no later than 9:00 am on Thursdays, if your wish. Mid-morning snacks are provided for all children.

Miquon is not a nut-free campus. Parents will be advised if there are children in the group who are severely allergic to a certain food, and, if necessary, asked to refrain from including that food in their child's lunch and from any special snacks they may volunteer to bring, such as birthday treats.

Clothing

Comfortable and practical play clothes are the rule at Miquon. Sometimes parents have to help children make good clothing choices. Children play outside in all weather and engage in many indoor activities that may leave marks or mess on their clothing. Please ensure that your child has:

- Warm and weatherproof outdoor clothing, including sturdy shoes to run around in;
- A pair of waterproof creek boots (2nd grade and below);
- A complete change of season-appropriate clothes to keep in the classroom, including socks and underwear; and
- Name or initials clearly marked on every piece of clothing that might possibly be taken off.

Lost and Found

Clothing and other items that are marked with a name will be returned to the child's classroom. Unmarked clothing will find its way to the lost and found box. You can check there for missing items. At Good of the School assemblies we ask children to examine lost clothing; anything unclaimed is donated. Small found items such as watches are usually brought to the Office.

What Not to Bring to School

The following items are not allowed on campus:

- Drugs, medications and herbal remedies.
- Alcohol or tobacco.
- Guns, knives, or any weapon, including toy guns. In the older grades teachers may permit pocket knives on camping trips.
- Electronic devices.
- Skateboards, roller skates and bicycles, except with permission for a special activity.
- Toys from home including electronic games. Younger children may bring one small stuffed animal; older children may bring certain games to school – their teachers will advise you.
- Money, except small amounts for lunch and pretzel sales.
- Candy or gum in more than daily portions.
- Your family dog.

Unless specifically authorized by the child's teacher, we do not permit children to use the following personal electronic devices while they are at school or attending any of the Extended Day Programs:

- Cell phones or other portable communication devices;
- Personal cameras or video cameras;
- Personal computers or iPads; and
- Personal music players such as iPods.

We strongly prefer that these devices do not come to school at all, as we have equivalent equipment at school for children's use. If it is necessary for a child to carry any of them for use after the school day, please support us in our requirement that the devices remain switched off, in the backpack, until your child has left school.

If it is possible for your child to use a device responsibly, s/he may be permitted to listen to music or read a book on the bus only. Any equipment used inappropriately will be confiscated by the bus driver and returned directly to a parent.

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PARENT-SCHOOL COMMUNICATION

Bulletin

Miquon Matters is a weekly email bulletin that contains important news, updates, reminders, and requests. Parents are responsible for reading this and responding where necessary in a timely way to remain apprised of required action items and what's happening at school.

Directory

A printed parent directory is made available to each family at the beginning of each school year. Throughout the year, parents can also access directory information for families on the Parent Portal and the Miquon mobile app; staff and board member lists are also published on the school website. Please keep directory information confidential. Parents and staff may never use the directory to send or distribute non-school-related information.

Directory updates are made throughout the year; please inform the School of any changes to your family's contact information using the Parent Portal -- including address, phone number(s), and email addresses.

Parent Portal

Families are required to update their household information, individual student information, and emergency contact information annually using the online Parent Portal, which is accessible online via the Miquon website. It is essential that your family keep your information up-to-date as your mailing address, email address(es), and telephone numbers change throughout the year. All families will be given instructions for making updates on an annual basis.

Parents are given access to the Parent Portal at their time of enrollment. If you need assistance with your login, contact Andrea Myers.

Website

Helpful information including the school calendar, curriculum scope and sequence, and classroom blogs are all found on the Miquon website, www.miquon.org. The "Current Parents" section houses the calendar, newsletters, important forms, and school policies. Other areas of the website feature robust curriculum information from the classrooms and specialists.

When to Call School

We want to hear from you if your child will be absent from school by 9:00am, or if you must make changes in dismissal plans. The Office is staffed from 7:45am to 4:30pm. If we do not pick up the phone promptly, it is because we are taking care of children, and you can leave a message on the voicemail system.

You can ask the Office to leave a message for any member of staff; we will not redirect calls into classrooms unless teachers have specifically asked us to do so. Teachers' phone numbers and email addresses are published in the Miquon Directory. They will advise you about the hours and method through which they prefer to be contacted.

Phone Calls to and from Children

All parent-child communication during the day must be facilitated through the Office or child's teacher. We do not allow children to call parents, friends, or anyone else during the day except with permission. If you need to get a message to your child during the day, call the Office or the direct line to the Extended Day Building, (610) 828-3675 after 3:00pm.

Children are not permitted to use cell phones on campus.

Teacher Communication

All classroom groups provide email updates and classroom news on a regular basis. Teachers will let you know whether they prefer to communicate with you by phone or email. Teachers do not check email while classes are in session; therefore, parent-teacher phone calls and emails typically occur outside of school hours. School policy asks that parents allow 24 hours for a response to email.

Individual Emergencies

Every child must have a up-to-date emergency phone numbers on file in the Parent Portal. *It is essential that this information is submitted each school year and kept up to date* – it is the only way we have to contact you if your child has an emergency during the school day.

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School Closings

There are several ways for you to learn if school is to be closed for weather or other emergencies. We will broadcast text, email and phone messages to the contact points you provided for that purpose. You can also check the School website, KYW radio, CBS channel 3 TV, or call the School and listen for a recorded announcement. The Miquon School closing number is 377 in Montgomery County.

Miquon will always close if Philadelphia school district is closed, because so many of our students use their buses. Sometimes Miquon must close because of local conditions, even if Philadelphia is open.

When there is an emergency early school closing, children will be sent home according to the way they checked in that morning – either by bus, van, or parent pick up. Those planning to attend After Care must be picked up no later than 3:00 unless contacted by the school. Stay informed of the weather reports and make arrangements for your child to be home early. If you are picking up your child, please come to school as soon as possible, so that staff may also leave before conditions become dangerous.

Parents should assume that Extended Day Programs (including After Care and Vacation Care) close if the School has closed for an emergency.

Other Emergencies

If regular communications are disrupted we will use any available means to contact parents. You can check phones, your email, and the School website for up-to-date information.

Emergency Mobile Phone

In the event of an emergency, if you cannot reach the school landline, you can contact the school mobile phone number: 610-564-8232.

HEALTH AND SAFETY

Emergency Information and Health Records

The details you provide in the Parent Portal and the paper-based forms you complete annually provide the information we need to treat your child in case of illness or injury, and to contact you if necessary. We are required by law to have health records on file for every child, with information provided by the child's doctor and dentist. Children may not attend school without these records. If your child transfers from another school, the records must be released to us. Specifically, you will be asked to submit:

- Physician Report of Medical Exam (All students)
- Medication Permission Form (All students)
- Dentist Report (Required for all students entering Kindergarten, entering 3rd grade, and all new students, except Nursery.)
- Allergy and/or Asthma Action Plan (If your child has a serious medical condition that may require immediate treatment and/or daily management at school, you must submit a physician-approved action plan in order for your child to attend school.)
- Release of Records (For all new students in 1st grade and above.)

Medications, Chronic Conditions, and Allergies

If your child has any serious medical condition(s), including diabetes, asthma, allergic reaction to food or stings, please provide as much detail as possible annually when you and your child's physician complete the Physician Report of Medical Exam form and the Allergy and/or Asthma Action Plan. We will expect to talk with you about how to handle emergencies and any special classroom protocols.

Children who must take medication on a daily or occasional basis must submit a Medication Permission Form and bring a supply to school in a clearly labeled container with complete written directions for its storage and administration. The Office will be responsible for dispensing it, and the classroom teacher should also be informed. Children may not keep medications in their cubby or backpack, even when they are older children who are independent and responsible about taking medication at home.

Inhalers and EpiPens, which may be kept and administered in the child's home classroom, are the exception to this rule. If special training is needed, please be sure to call the Office to schedule it, if possible before the opening of school. It is your responsibility to check that medications have not passed their expiration date.

From time to time, we may have children with serious allergies to foods such as gluten, eggs, peanuts, and/or tree nuts. While Miquon is not a nut-free school, teachers and staff work closely with parents of the children involved to implement classroom routines and protocols that are safe for

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each particular child. The entire school community is reminded of the need for awareness and vigilance. Please label potluck menu items at all-school functions.

Immunizations

Miquon follows Pennsylvania School Immunization Requirements. Each student must present an immunization record on or before the fifth day of school to be officially registered. Under PA School Code, children can be admitted to school without immunizations with a:

- Medical Exemption (such as allergy to vaccine components)
- Religious Exemption
- Moral/Ethical Exemption

Parents must send a written notice to school indicating why they are refusing immunizations or a note from the doctor for a medical exemption.

In an outbreak of a vaccine-preventable disease (as designated by the Montgomery County Health Department), unvaccinated children may be excluded from attending school. We follow the recommendation of the health department for when and how long to exclude a student. If we are aware of an outbreak of a vaccine-preventable disease, and there is a student who is immunocompromised, our nurse will notify that family.

School Nurse

The Montgomery County Health Department visiting nurse is responsible for checking and maintaining the health records (see above). S/he also conducts screenings of children for height and weight, vision, and hearing. You will not hear from the nurse unless the screenings indicate a need for follow-up by the child's own doctor.

Sick or Injured Child at School

Sick or injured children are brought to the Office for assessment. Minor ailments are treated appropriately with remedies such as Band-Aids and ice. We cannot dispense any medications, including Tylenol, Advil or Benadryl, without a signed note from a doctor. We contact parents immediately if the injury/illness appears to be serious, or if the child's particular medical history warrants it. If necessary we will call 911.

You will hear promptly about the possibility of a concussion, if we have removed a tick, or if we have discovered head lice.

Infectious Illness

Please tell us if your child is diagnosed with an infectious illness. Strep throat and conjunctivitis (pink eye) are conditions that can spread rapidly. Please keep your sick child home for 24 hours after fever or vomiting. Contact us if you are not sure whether to send your child to school or not.

Head Lice

As is the case at any school or camp, Miquon children may be afflicted with head lice from time to time. However, per The Montgomery County Health Department guidelines, we do not check children for lice at school. Therefore we encourage parents to check their children and look for signs of lice on a regular basis.

Call school immediately if you have found nits or lice on your child. We will notify the class that same day that a case of nits/lice has been found, and refer to the Centers for Disease Control instructions on how to treat your child's head and what you need to do at home to prevent re-infestation. We do require parents to initiate treatment immediately; we do not require that children with lice stay home from school.

Outdoor Safety and Boundaries

Children thrive and develop values of independence, common sense, and responsibility by being allowed to play freely outside. Teachers do not conduct "playground duty," but there are constantly adults present and visible throughout the campus. Children are encouraged to seek out adults for help when needed, and adults will intervene when necessary.

All children are restricted to the physical boundaries set by their teachers, which are different for each age group. There are a few outdoor safety rules that are taught and reinforced, listed in our Expectations for Independent Play policy in the handbook appendix and on our website.

See additional references available in the Appendix:

- Expectations for Independent Play

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Safety Drills

Miquon regularly practices fire drills and other drills for evacuation and shelter in place. These and other emergency procedures are carefully reviewed on an annual basis.

Internet (Online) Safety

Teachers closely supervise children's use of school-issued tablets, Chromebooks, and computers. Blocking software is installed where appropriate and children are instructed in safe online habits. Teachers work with families to maintain a virus-free environment as work is transferred between home and school computers.

Portable electronic devices are not allowed at school, because it is so hard to maintain oversight.

See additional references available on the school website:

- Let's Be Safe in Cyberspace

Use of Photos, Videos, Writing, Audio Recordings, and Artwork

School staff may use photos and videos of students; text, images, and audio recordings of their work – including examples and extracts of collaborative student work – for a variety of purposes related to teaching, the curriculum, professional development, communication with parents, publicity, and promotion. Community members will find representation of our students' work on websites, blogs, e-newsletters, photo galleries, and social media.

Staff members are required to adhere to guidelines that protect the safety of students and adults in the community, and we expect parents to abide by the same guidelines. In doing so, we model caution and the responsibility to be good digital citizens that we are trying to develop in our students. Specifically our guidelines include:

- Online photos or videos of students will not be accompanied by their names (first or last).
- Online student work and staff communications will generally avoid using student names. Limited use of initials or first names, at the staff member's discretion, is acceptable providing that there is no related identifying information.
- Parents may withhold permission to use their child's photo by completing the appropriate rider on the enrollment contract.

EXTENDED DAY PROGRAMS

The various options available to parents for childcare outside the regular school day are known collectively as Extended Day Programs (EDP). All the programs are managed by the Director of EDP. Parents may register their child for any of these programs by contacting the Miquon Office. The Business Office sends monthly bills October through June for use of After Care and Vacation Day Care. The current rates are published on the website. All EDP programs are located in the small Extended Day Building, located near the Play Barn.

Morning Care

Every school day a staff member provides a quiet supervised space for children to go before school begins, from 7:45-8:15am. Children of any age may drop in to Morning Care; Nursery and Kindergarten children must be taken there if they arrive at school before their classrooms open at 8:15am. No registration is necessary and the program is free of charge.

After Care

After Care is offered each school day from 3:00-6:00pm. To make sure that staffing is sufficient for the number of children attending, we request that parents register in advance contacting the Office. There is a single daily rate for attendance, and a late fee is charged for parents who arrive after 6:00pm. Parents who expect to use the program regularly should complete an After Care Contract with the Business Office to receive a full-year discount rate. Registering ahead of time allows us to best plan our staffing and activities.

Evening Care

We offer evening childcare or designated programs and meetings. If evening childcare is offered during the dinner hour, pizza may be provided for a rate of \$10 per child. All children must be picked up promptly at the end of the evening's program. Younger children may attend with their older Miquon student siblings. However, we cannot accommodate children in diapers at childcare.

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Vacation Day Care (VDC)

Vacation Day Care is offered from 8:00am to 6:00pm on some school vacation days. VDC open and closed dates are posted on the Miquon calendar and website. Children must be registered ahead of time for each day or half-day that they will attend. The program may close on days when no children or not enough children have pre-registered. Advance registration is required for VDC. Parents must cancel at least 48 hours prior to the scheduled date of attendance or they will be billed.

Transportation is not provided to Vacation Day Care, and parents must send a lunch in with their child.

EDP Boundaries and Behavior

Children registered for any EDP program are directly under the supervision of the EDP staff, who demonstrates and reinforces the physical boundaries, behavioral expectations, and routine of the program.

EDP staff are closely in touch with daytime staff and aware of school events and specific daily experiences that may affect your child's well being after the School day. Consistent attendance is the best way for the EDP staff to build a satisfying program for every child. Advance communication with staff about any changes to the routine is requested.

Communication with EDP staff

Parents whose children use the programs will receive information about activities, schedule, and pick-up routines from EDP staff and in *Miquon Matters*. EDP may be reached at extendeddayprogram@miquon.org. The direct phone line to the EDP building is (610) 828-3675.

FINANCIAL MATTERS

Payment of Bills

The Business Manager handles all inquiries regarding payment of bills for tuition, tutoring, van transportation and After Care and Vacation Day Care programs. Detailed information about payment plans and our policy on late payment of tuition and fees is sent to parents with the first tuition bill in July, and is also included as an appendix to this handbook.

Parents can pay Miquon invoices for tuition, tutoring, After Care, and van services using SMART Tuition. To have this capability, families must enroll with SMART Tuition. Upon receiving invoices from Miquon, families should login to SMART to make payments. Families will receive a notice from SMART 10 days from the due date that payment is due. Late payments will be subject to a late fee administered from SMART tuition.

Invoice payment in the form of checks are also accepted. Late payments will be subject to a late fee.

Re-Enrollment

Current families are invited to re-enroll their children in late January, with a February deadline as posted. A non-refundable re-enrollment deposit of \$750 is required. Families applying for financial aid may instead make a required deposit of \$150, which is refundable if parents decide to decline the financial aid award by the due date. Timely re-enrollment helps us to plan program and budget for the next year.

Applying for Financial Aid

Applications for financial aid must be renewed every year. Families may apply each year, even if they did not receive aid in previous years. The financial aid process begins each year in December; about application procedures and deadlines are posted on the Miquon website. Questions may be directed to the Director of Admissions and Financial Aid.

Annual Giving and Capital Fundraising

Like all other independent schools, Miquon is unable to meet its budgeted needs from tuition income alone. The annual giving program makes an essential contribution to the School's operating budget. Every year, all members of the School community receive a request to contribute. Everyone is strongly encouraged to make a donation and every gift counts, however modest in size.

Annual and capital fundraising campaigns are both essential to the financial health of the School. For more information, contact the Director of Development.

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Classroom Fundraising

It is expected that tuition includes all trips and school expenses, but classes may occasionally hold bake sales or other fundraisers to make a special project possible. Friday lunch sales are a long-term fundraising effort organized by the 5th and 6th grade groups that benefit their classroom trips (as well as social action causes selected by the students).

Miquon Bond

Each family is required to purchase a \$200 Miquon School Corporate Bond as a condition of enrolling their first child in Kindergarten or above. The Bond is redeemable upon request when the family no longer has a child enrolled in the School. If applicable, parents will be billed in July for the bond.

BOARD OF DIRECTORS

Bylaws of the Corporation

The Bylaws of the Miquon School Corporation are posted on the school website and made available in print upon request.

Board Meetings

Board meetings are usually held on the third Wednesday of every month at Miquon at 7:00pm, September through June. The agenda and minutes are made available on the website and in *Miquon Matters*. All parents are members of the Corporation and encouraged to attend Board meetings.

Board Members

The composition of the Board is described in the Bylaws, but the majority of Board members are current parents. Miquon was founded by parents and continues to rely heavily on parents for their expertise, energy, and participation in a multitude of activities. The Board Nomination Committee welcomes nominees to the Board each spring. Members are elected at the annual meeting of the Corporation held each May. Board members and officers are listed in the Miquon Directory and on the website.

Board Committees

Joining one of the Board committees -- which are open to all parents -- may be a good way to give time to the School. Some committees are permanent and some are constituted on an as-needed basis. The best way to follow their activity is to read the Board minutes. It is always acceptable to call a committee chairperson, or any Board member, to ask about serving on a committee.

COMMUNITY POLICIES

Admissions Policy for Siblings, Legacies, and Staff

Special consideration is given to qualified applicants who are siblings of currently enrolled students, children of Miquon alumni (legacies), and children of full-time faculty/staff members. Siblings, legacies and staff children are expected to complete the steps in the admissions process and follow the same admissions timeline as other applicants.

Building Community

One of Miquon's greatest strengths is the close community that is created for students, staff, and parents. We strive to create an atmosphere in which each person feels included and valued, and we are proud that our students graduate from Miquon knowing how to be responsible and contributing members of a community.

See additional references available in the Appendix:

- Creating a Cooperative Community

Discrimination

Respect for differences among people is modeled and actively taught to children. As stated in our publications and practiced in all aspects of its program and administration, the School is opposed to any kind of discrimination. A community member who perceives that the School is not adhering to this policy is encouraged to take the matter up with the Principal.

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Harassment and Bullying

Miquon maintains a logical consequences policy against any form of harassment by or to any members of the community – parents, staff, children, friends, or visitors to the School. Direct or indirect harassment – physical, sexual, verbal, visual, electronic – is not tolerated at all. Bullying is a form of harassment. Harassment may also include more subtle actions that are derogatory or intimidating.

Miquon staff members have a responsibility to keep the School free from harassment. If any community member believes that they or some other community member are the victim of harassment, they should contact the Principal immediately. The Principal keeps a detailed description of the School's sexual harassment policy, including the procedure for officially reporting a grievance.

Educating children to take responsibility for the consequences of their behavior, not just the intent, and to work to restore the relationship when trust has been broken is an integral part of our program.

See additional references available in the Appendix:

- Harassment Policy and Grievance Procedure
- Student Behavior and Discipline

Child Abuse

All staff and volunteers, including substitute teachers and van drivers, must obtain their child clearances according to Pennsylvania state law. As a matter of professional responsibility, all teachers and staff who work with children are legally mandated to report to the authorities if they receive information or have suspicions concerning any form of child abuse, whether at home or at school. Staff members receive periodic training from the Montgomery County agency responsible for abuse prevention. The County provides the Miquon administration with detailed policies, legal information, and instructions about the correct procedures to follow.

Confidentiality

All members of the Miquon community are charged with respecting and maintaining the confidentiality of sensitive information that may come to them by any means, including word of mouth. Parents can expect that specific information about their child and family will not be shared. Likewise, parents should refrain from spreading information that is private and sensitive to them or another family. Parents who are the targets or recipients of gossip or rumors should always approach the Principal for assistance.

Parents and School Working Together

Even when everything is running smoothly and communications are clear, disagreement and conflict can sometimes arise. See additional references available in the Appendix or the school website:

- Bus Riders' Bill of Rights
- Bylaws of the Miquon Corporation
- Creating a Cooperative Community
- Expectations for Independent Play
- Harassment Policy and Grievance Procedure
- Homework Policy
- Student Behavior and Discipline
- Requirements for Driving
- Volunteer Clearances

APPENDIX 1: BUS RIDER'S BILL OF RIGHTS

You can sit in any empty seat.

No one can save a seat for someone else. You get your choice of seats in the order you boarded the bus. No one can make you give up your seat to someone else unless you want to.

- If the bus is so full that students have to share seats, no one may keep a single seat to themselves if that means other students must crowd in three to a seat.
- Three to a seat is fine if those students agree OR if the bus driver instructs riders to do so.
- The bus company does NOT ask older students to sit in the back rows to help in case of emergency exit. This is not a child's responsibility.

You can count on being physically safe.

No one may hit, push, or otherwise hurt you. No one can sit or stand in a way that puts you in danger if the bus hits a bump or has an accident.

You are entitled to your own space.

No one may reach over the seat and touch you or your clothing, squash you, take your belongings, or crowd you with their backpack.

You can have a quiet conversation.

People around you may not scream or sing so loudly that you can't talk in a normal voice.

You have a right to enjoy your bus ride.

No one may tease or bully you. No one may do things that make your ride unpleasant. If you ask someone to stop annoying you, you can expect that they will stop.

Electronic Devices

If it is possible for your child to use a device responsibly, s/he may be permitted to listen to music or read a book on the bus only. Any equipment used inappropriately will be confiscated by the bus driver and returned directly to a parent.

Additional information

No one may eat on the bus.

The bus driver is the adult in charge. It is their responsibility to drive the bus safely, therefore riders may not do anything that interferes with the driver's concentration. The bus driver has the authority to assign seats or ask you to be quiet. Student riders and the drivers are asked to report dangerous or disruptive bus behavior to the Principal.

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APPENDIX: CREATING A COOPERATIVE COMMUNITY

One of Miquon's greatest strengths is the close community that is created for students, staff, and parents. We strive to create a community in which each person feels included and valued, and we are proud our students graduate from Miquon knowing how to be responsible and contributing members of a community.

Educating children to take responsibility for the consequences of their behavior, not just the intent, and to work to restore the relationship when trust has been broken is an integral part of our program. The purpose of this document is to identify the behaviors and skills we wish to instill in the students under our care.

Assumptions

- *Our behavior is powerful.* What we do shows children what matters. Thus, we need to model behavior we wish to nurture, affirm behavior we value, and demonstrate flexibility and gentleness when responding to frustrations.
- When adults ignore inappropriate behavior they may send a tacit message that it is acceptable.
- We need to consistently communicate to children that they matter and their behavior matters and that it is healthier and better for all in the community to strive to do the right thing.
- The media, especially that of popular culture and the Internet, is a much more powerful influence on our children than we can imagine and our role is to protect our children from inappropriate content. At Miquon we closely monitor the kinds of external influences our children face. For example, we do not allow children to listen privately to music using ear buds, and we ban any music with offensive or violent content. We strongly suggest that parents do the same by *significantly limiting television/video viewing and closely monitoring the television, video, and music their children watch and listen to and their children's interactions on the Internet, social media sites and through email.*

Goals For Our Community

Our commitment is to educate each child in developmentally appropriate ways. What is expected of a three year-old may be different from what is expected of a 12 year-old. We see the education of our students to be an ongoing process that will continue well beyond their years with us.

- We want everyone to feel safe, valued, and free to grow and change.
- We want the campus and all of its elements to be cared for, explored, and treasured.
- We want our classrooms to be places of learning, excitement, and purpose.
- We want our children to develop the behaviors that will make them contributing, trusted members of any community.

Behaviors We Expect

In the classroom, we expect children will learn to:

- come to class prepared and on time, ready to work and eager to learn
- follow the classroom rules
- respect, and not interfere with or demean, the work of the teachers or other children
- seek help by asking for it directly
- work cooperatively with others
- take responsibility for completing assignments
- bring their best effort to their work

At play, we expect children will learn to:

- include others in their play
- settle disputes in nonviolent ways
- seek an adult for help when a conflict cannot be resolved or when dangerous or abusive behavior arises
- not use offensive language or verbal intimidation
- be good sports and play fair
- stay within the boundaries of their play area
- treat the environment with care

Within the larger community, we expect children will learn to:

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- treat others with care and respect
- volunteer for special projects
- help maintain the environs
- mentor others, especially younger children
- intervene when dangerous or inappropriate behavior occurs

Skills We Hope To Develop In Children

At Miquon we provide a structure for children to develop and practice these skills in a variety of contexts throughout the entire day. We use literature, creative arts, role-play, small and large group discussions, monthly Good of the School assemblies, and community-wide events to reinforce our values and build skills in and outside the classrooms.

- Self-awareness
- Awareness of others including differences in their perspectives
- Negotiation, problem-solving, and conflict resolution
- Good sportsmanship
- Stewardship of the environment
- Desire to look deeper – below the superficial, think critically, and not settle for easy answers
- Willingness to delay gratification, accept disappointments, and make the best of a situation
- Ability to make oneself heard and understood verbally

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APPENDIX: EXPECTATIONS FOR INDEPENDENT PLAY

Expectations are to be followed anytime children are on Miquon's campus or under the auspices of The Miquon School.

1. Play must be safe and fun for all involved.
2. Kids must stay within outdoor boundaries according to classroom group.
3. Kids may not play with sticks longer than their arm (shoulder to wrist), except when building forts. When using longer sticks to build, one end of the stick must be down on the ground.
4. Throwing snowballs is only allowed on the lower field, or when supervised, and aimed between the shoulders and the knees.
5. Throwing rocks or other hard objects is not allowed anywhere.
6. Shoes must always be worn outside, including in the creek and sandboxes.
7. No lifting others.
8. No tackling.
9. Regarding trees
 - a. No climbing trees when they are wet
 - b. Kids can't climb on a tree limb thinner than his/her own (thigh) limb
 - c. Kids must climb unassisted; if assistance is required to get up into or down from a tree, then that child should not be climbing that tree
10. Playbarn rule - no one is permitted on the top beam; the second highest beams may only be straddled.
11. Let living things be (No picking plants except with staff)
12. Things at Miquon stay at Miquon, unless it is something a child made (like artwork) to take home.

Whenever children are on campus, we expect them to follow all our Miquon rules. Children must adhere to their regular boundaries, unless in the presence of a supervising adult. This is true at the After School Program, at Vacation Day Care, at school sponsored special events, for families who stay after dismissal, and when families visit outside of the regular school day. No one is allowed to go to the Bamboo Forest at night unless accompanied by an adult.

APPENDIX: HARASSMENT POLICY AND GRIEVANCE PROCEDURE

1. Policy Statement

It is the policy of The Miquon School to provide and maintain a facility that is free of sexual harassment. Sexual harassment is a violation of the School's policy and it is unlawful. This policy applies to all employees, students, family members, board members, volunteers, contractors, and visitors at all levels of the School. Prohibited sexual harassment includes sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, humiliating or sexually offensive environment.

In addition, no school administrator or supervisor, male or female, may sexually harass any employee by making submission to or rejection of sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature either explicitly or implicitly a term or condition of employment or a basis for employment decisions. Any administrator, faculty or staff member who engages in sexual harassment is subject to disciplinary action, up to and including termination of employment. It is also a violation of the School's policy and it is unlawful to retaliate against any administrator, faculty or staff member for making or filing a complaint of sexual harassment or for cooperating in an investigation of a complaint of sexual harassment. Any such retaliation will also result in disciplinary action, up to and including termination of employment.

The following are examples of sexual harassment:

- A faculty member refuses to have an affair with a senior member of her Department and, in retaliation, the senior member of the Department gives the faculty member a poor performance evaluation.
- A faculty or staff member engages in a pattern of unwelcome sexual language and conduct that is sufficiently severe and pervasive that it interferes with the job performance of subordinate employees.

2. Complaint (Grievance) Procedure

If a person believes that she or he has been subjected to sexual harassment in connection with the School, that person should report the incident immediately to the Principal, including a complaint against a supervisor or someone in a higher position in the School.

The following is an outline of the procedure that is pursued once a complaint has been brought to the attention of the School:

- A prompt and impartial investigation of the complaint is conducted by the administrator receiving the complaint or by another specifically designated representative of the School. That investigation may include (but will not necessarily be limited to) interviews with the employee who made the complaint, with the person or persons against whom the complaint was made and with other employees who may have witnessed the reported incident or incidents.
- Upon completion of the investigation, the administrator who conducted that investigation will meet individually with the person (or, in the case of a minor, the family of the person) who made the complaint and the person or persons (or, in the case of a minor, the family of the person or persons) against whom the complaint was made, to report the results of the investigation and, where an action is determined to be appropriate, to inform the parties of the steps that will be taken to correct the situation.

The School strives to release information arising out of a complaint or investigation of sexual harassment only on a need-to-know basis. All community members should be aware, however, that information must be shared in order for an effective investigation to be conducted and, also, that any school administrator who receives a complaint of sexual harassment from a person or who otherwise knows or has reason to believe that a person is or has been subjected to sexual harassment is expected to investigate the matter promptly.

APPENDIX: STUDENT BEHAVIOR AND DISCIPLINE

Student behavior and expectations

We are committed to teaching students to be responsible and caring members of inclusive and peaceful communities. Such things as handling emotions, manners, and appropriate social behavior are proactively modeled and taught.

Approach to misbehavior

Miquon staff looks at students and situations individually. In matters of misbehavior, teachers try to focus on the reasons why a child might be misbehaving and implement strategies to help children overcome their need to misbehave. Teachers try to ascertain the student's motivation, which may, for example, be to get attention. Teachers attempt to react in a calm and consistent way that will discourage misbehavior and support the child's underlying needs.

Children are given the language and treated in ways that teach them that they are in control of their behavior – they can choose to change, and if they do not, they must experience the natural consequences.

Discipline

Matters of discipline need to be handled consistently throughout the school.

We emphasize the child's responsibility to:

- Take responsibility for his/ her behavior
- Initiate a change in his/her behavior
- Participate in creation of consequences

MINOR INCIDENTS

With the exception of Nursery and Kindergarten, protocols for minor incidents brought to or observed by a staff member (e.g.; a purposeful push, first time bite, name calling, naïve teasing about gender, race, personal appearance, inappropriate language, drawing on walls, tearing up another's art) include:

1. Child talks with a staff member
2. Conversation with both parties involved

Protocols for repeated or multiple minor incidents include parent/guardian notification by a Miquon staff member and may be asked to come in for a meeting with teachers, administrators, and/or school social worker.

Protocols for repeated or multiple minor incidents may also include:

- Other possible additional consequences include: reduction in choices, boundary change, enforced proximity to teacher
- Possible extended removal from the group (child may be kept in the Office for a period of time, or rest of day, sent home, or asked to stay home for a day or two)

SERIOUS INCIDENTS

Protocols for serious incidents (acts of violence or verbal abuse in which serious harm was or could have been done: rock throwing, pushing a child from a height, serious fight, bite, deliberate and cruel teasing, harassment, intimidation, intentional destruction of property/environment) include:

1. Immediate removal from the group
2. Conversation with the Principal
3. Further investigation and review by the Principal
4. Notification of Parents

Protocols for serious incidents may also include:

- Possible extended removal from the group
- Possible additional consequences

Repeated or multiple serious incidents

Review by Learning Support Team and possible exclusion from school

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A Process to Deal with Profound Behavior Issues

The following procedure can be used when a child begins to exhibit repeated destructive behaviors where the teachers responsible for the child's care feel they can no longer effectively handle them.

1. The teachers involved meet with Principal to report on and explain what steps have been taken with the child.
2. The Principal calls together the Learning Support Team (LST), which meets with the teachers involved within ten (10) school days. The LST informed of the issues, possible solutions are discussed and recorded.
3. The LST schedules a meeting with the parents/guardians within ten (10) school days. The LST, teachers, and parents/guardians meet to list the behavior issues, hear parent information regarding the issues, and discuss the possible solutions alleviate the behavior issues. Teachers will implement the solutions described by the LST.
4. Before parents/guardians leave, schedule a follow up meeting to happen within thirty (30) school days. Monitor the behaviors to see the effectiveness of the solutions over the thirty (30) days. Meet with the parents/guardians to review the results.
5. If no significant improvement in behavior has been achieved, parents/guardians will be required to seek outside help from a psychologist/therapist and will have thirty (30) school days to begin that therapy. The psychologist will also be required to make contact with the school to discuss the behaviors and solutions to those behaviors.
6. Monitor the behaviors to see the effectiveness of the meetings with the psychologist over the thirty (30) days. Meet with the parents/guardians at the end of thirty (30) days to review progress.
7. If significant progress has been made, continue to monitor the child's behavior, and meet each thirty (30) school days with the parents/guardians. Remain in regular contact with psychologist. If no significant progress has been made, begin the process for counseling out the child.

This process would take no more than one hundred ten (110) school days if no progress has been made in improving the negative behaviors. However, the hope is that significant progress will be made and all involved will benefit from it.

The most important advantage of this process is that all parties - administration, teachers, LST, and parents/guardians - will be in constant conversation about the child throughout the process. Further, the teachers involved with the child will feel that they are being heard and supported throughout with the child, and that they are not left to manage an increasingly difficult situation on their own.

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APPENDIX : TUITION PAYMENT PLANS & LATE PAYMENT POLICIES

The following summarizes Miquon’s current policies and requirements concerning the payment of tuition, transportation and childcare charges.

I. Tuition Plans

Miquon offers three options for tuition payment during the School year. Parents indicate on the enrollment contract the option they wish to use.

Tuition Plan Option	Description of Payments (percent due per month)	Payment Schedule (percentage due by date)
A. Single Payment Plan Administered by Miquon	Tuition paid in full Discount of 1% of net tuition	100% due July 15
B. Semester Payment Plan Administered by Miquon	One payment of 60% One payment of 40%	60% due on July 15 40% due on January 15
C. Installment Payment Plan Administered by Smart Tuition, enrollment required	10% due each month Families are charged a 2.5% finance charge on the balance owed as of July 1. This finance charge will be paid over the ten-month billing period.	10% due on July 31 10% due on August 31 10% due on September 30 10% due on October 31 10% due on November 30 10% due on December 31 10% due on January 31 10% due on February 28 10% due on March 31 10% due on April 30

II. Tuition Payment Policy and Late Fees

Plans A and B: Invoices will be mailed by Miquon to your family on or about the first day of July and January. Miquon will send invoices separately to parents for non-tuition charges such as transportation and After Care/Vacation Day Care.

Plan C: Parents enroll in the Smart Tuition Plan and select from one of the available payment options that it offers (invoicing, direct debit, credit card). Miquon will send invoices directly to parents for non-tuition charges such as transportation and After Care/Vacation Day Care.

Each family is responsible for ensuring that payments are made (whether to Miquon or to Smart) in a timely manner. For Plan C, although each installment of tuition and other fees are payable as of the first of the month, families have until the *last day of each month* for Miquon to receive payment before it will be considered late. If payment has not been received by the last day of month, a late payment charge of 1.5% of the unpaid amount will be added to the balance due. Late payment fees will apply equally to all unpaid charges as well as to any previous balance.

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III. Past Due Accounts Policy

While there is a clear expectation that all families will make every effort to pay all invoices (tuition, tutoring, van services, After Care, Vacation Day Care) agreed to in the enrollment contract, there is also an understanding that, for any number of reasons, a family may fall behind in payment. Accordingly, Miquon has established a schedule of minimum payment milestones that every family must maintain throughout the year in order to keep their child(ren) enrolled. These milestones are as follows:

Milestone Date	Minimum Payment Milestone (% due)	Comparison: Extended Plan (cumulative percentage due)
September 1	10%	30%
October 15	20%	40%
December 15	40%	60%
February 15	60%	80%
April 15	80%	100%
June 1	100%	

These payment milestones represent the *minimum amount* that must be paid before the following policies take effect:

- If a family fails to make a milestone payment, *the student will not be allowed to continue in school*. The student will be allowed to return to school once payment has been made in accordance with the milestone.
- Any family who is in arrears by the January 15th payment will not receive confirmation of re-enrollment for the following school year until payment in accordance with the milestone has been met. Additionally, every student's re-enrollment is contingent upon continued and timely payment of all charges.
- Miquon will not release the academic records of any student who has left Miquon and failed to make a milestone payment.

No student will be permitted to graduate or participate in the graduation ceremony unless all tuition and other charges are paid in full by June 1.

Miquon will not release the year-end curriculum report or narrative report of any student who has an outstanding balance as of June 1. Additionally, no student will be permitted to begin a school year if a balance is due from the prior year.

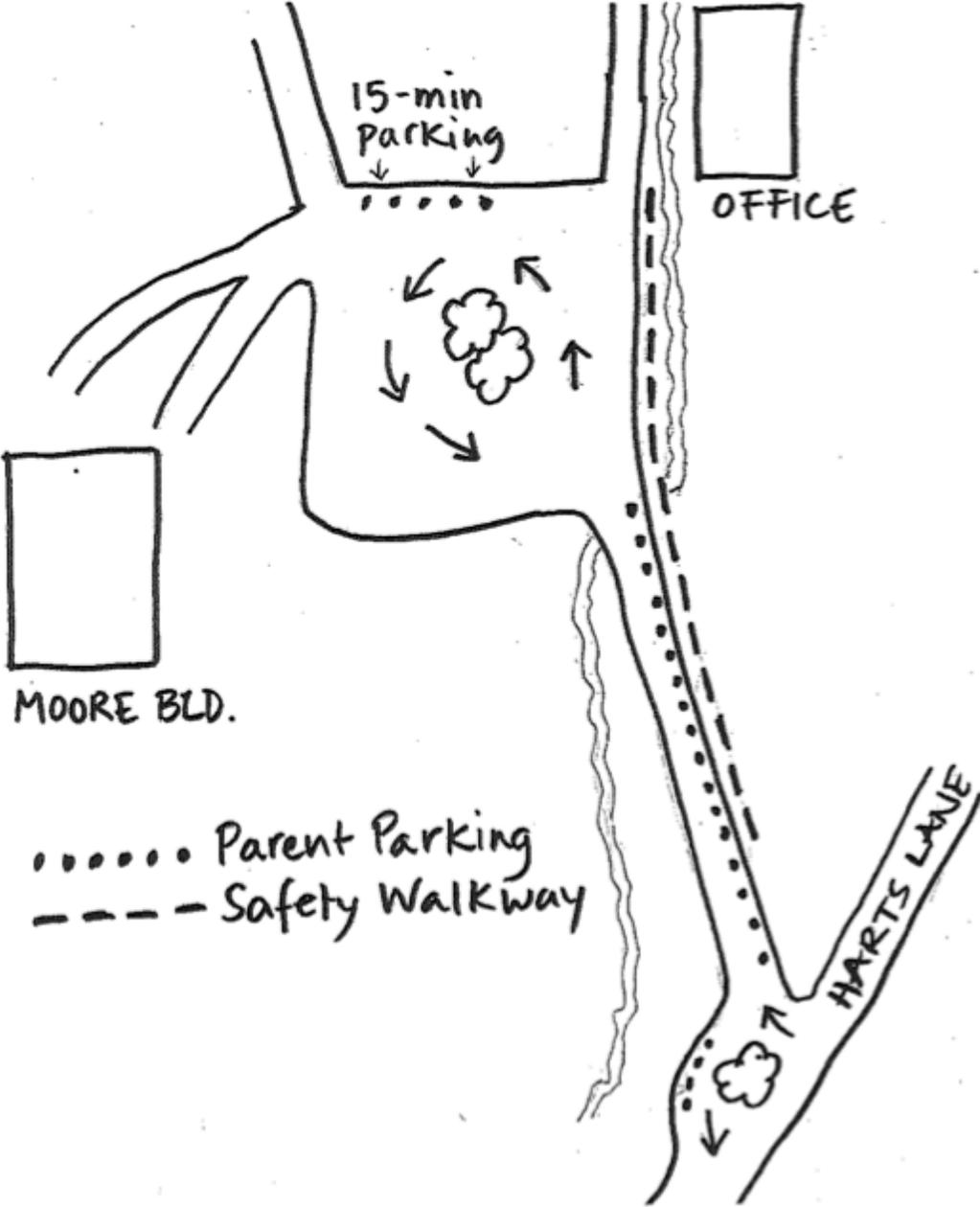
- A child will not be permitted to enroll in Miquon's Summer Camp if any charges remain unpaid at the end of the School year.

IV. Exceptions

Any deviation from these policies must be approved by the Business Office. Accordingly, families who anticipate that they will be unable to pay tuition and other charges in accordance with the payment plan because of an emergency or other extraordinary circumstance must submit a letter to the Business Office ***in advance of the milestone due date***, explaining the reason for further delayed payment and proposing a payment schedule.

Despite a growing endowment, Miquon is still largely a tuition-driven school and depends on tuition payments to meet its financial commitments. It is therefore important for all families to adhere to the payment schedule, or to address the Business Office when circumstances prevent timely payment. Thank you for your assistance.

APPENDIX : PARKING MAP



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APPENDIX : REQUIREMENTS FOR DRIVING

The school is dedicated to the safety of not only the students but the adults of the school community as well. These parameters will help ensure the safety of everyone riding in school vans or personal vehicles with passengers (other than one's own family members).

To drive our students, individuals must:

- Be 21 years of age or older
- Have a thorough knowledge of the state and local traffic laws
- Demonstrate the ability to drive a school van
- Be reliable, dependable and able to transport students in a safe, courteous manner
- Supply criminal record, child abuse clearance reports, and FBI background check (FBI check is required only if you have not lived in Pennsylvania the past 10 years; requires fingerprinting)
- Produce a 10 year motor vehicle record (MVR)
- Have no record of serious motor vehicle violations, including but not limited to DUI, reckless driving or any vehicular felony
- Have no record of motor vehicle crashes or traffic violations within 12 months
- Notify the school of any adverse change to driving record
- Alert the school within 72 hours of any arrests or convictions as required by law

While driving, individuals will:

- Operate a school van in a safe and proper manner
- Not drive if taking any prescription or OTC medication that may impair driving
- Not drive while under the influence of drugs or alcohol
- Know limitations and adjust driving procedures and habits accordingly
- Not text or use phone while driving
- To drive a personal vehicle, individuals must:
- Maintain a safe vehicle with operating seatbelts for each passenger
- Demonstrate liability coverage of \$100,000

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APPENDIX : VOLUNTEER CLEARANCES

As a result of updated Pennsylvania laws (starting July 1, 2015), all Miquon School volunteers who will have independent responsibility for children must complete child clearances. Independent responsibility entails direct independent supervision of children (other than your own) without a Miquon staff member present. Examples of independent responsibility include but are not limited to: attending a field trip, driving children for school-related trips, running a minicourse, etc. Occasions when clearances are not required include: the Halloween parade, Winter Assembly, Spring Fair, Graduation, Friday assemblies, classroom presentations, assembly, or sharing in the classroom with a Miquon staff member present.

Eligibility Requirements

In order to be eligible to be a volunteer at Miquon, you must meet the following requirements:

1. You have never been a perpetrator of a founded or indicated report of child abuse;
2. You have never been convicted of any of the enumerated offenses listed on the [Affidavit](#); and
3. You have never been convicted of a felony drug offense.

Volunteers who do not already have clearances must obtain them or provide evidence of obtaining clearances in-progress prior to becoming a volunteer.

Required Clearances:

1. [Child Abuse History Clearance](#) (free)
2. [Criminal Background Check](#) (free)
3. FBI Background Check (\$25.75*) or [Affidavit](#)**

**Should this cost create a barrier to your ability to volunteer, Miquon will cover the fee.*

***FBI Background Check via fingerprinting is required only if the volunteer has NOT lived in Pennsylvania continually for the past 10 years. If you have lived in Pennsylvania for the past 10 years, please complete the affidavit in lieu of fingerprinting. Instructions for obtaining fingerprints are listed on the reverse side of this page.*

Instructions

If you already have any clearances dated January 1, 2015-present, you will not need to complete them again. Please provide documentation to Tia Mathisen in the front office at Miquon.

If you DO NOT have your clearances completed, you may either complete these clearances online, or you may request paper forms, which school staff will submit to the appropriate agency on your behalf.

Your results should be submitted to Tia Mathisen, The Miquon School, 2025 Harts Ln, Conshohocken, PA 19428. Please direct questions about the volunteer process to Katie Rosenberg in the Miquon Business Office by emailing businessoffice@miquon.org or by calling 610-828-1231. Information provided to The Miquon School surrounding background information is confidential.

Obtaining Child Abuse History and Criminal Record

A volunteer is an adult serving in an unpaid position in service to The Miquon School. Every volunteer must complete and submit Child Abuse and Criminal Record clearance documentation every sixty (60) months and meet the requirements set forth in Miquon's policy and regulations as well as Pennsylvania law.

Please go online to complete your child abuse history record and your criminal record check.

1. [Child Abuse History Clearance](#) (free)
2. [Criminal Background Check](#) (free)

When completing the requestor information, please indicate school contact information: The Miquon School, 2025 Harts Lane, Conshohocken, PA 19428

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Please also check the “Volunteer” box on each form.

Please submit a copy of your results to Tia Mathisen at Miquon, and keep a copy for your records.

Obtaining Fingerprints (Only required if you have not lived in PA for 10 or more years.)

1. Go to the website: <https://uenroll.identogo.com>
2. Enter service code: 1KG6Y3
3. Fill in all of your information, then print your registration and ID# (UEID#).

**You may choose to submit your proof of payment along with a reimbursement request to Tia Mathisen, and Miquon will reimburse you.*

4. After registering, follow the prompts to select a fingerprint location site. Appointments are not required, however you may schedule an appointment to avoid wait time.

5. Go to your selected fingerprint site with your driver’s license, ** registration, and ID# (UEID#). You will be asked to pay a fee of \$22.60 when you arrive to get fingerprints done.

***If you do not have a driver’s license, contact the Miquon Business Office for a list of other acceptable forms of identification.*

6. Submit your UEID# and a copy of your results to Tia Mathisen at Miquon, and keep a copy for your records.