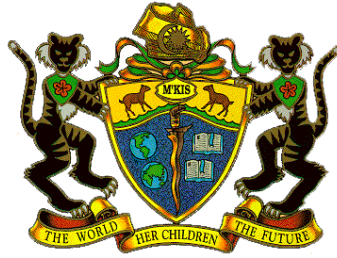


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Letter from the Principal

Dear Parents,

Welcome to Mont'Kiara International School, a dynamic learning organization composed of students, parents, teachers, administrators, and community members. Situated in the capital of Malaysia, Mont'Kiara International School is as vibrant as the city of its location, Kuala Lumpur. We are pleased that your family has chosen to become members of our school. We very much look forward to working with you as a team to educate your child or children.

The spirited and vigorous school program at M'KIS is the result of families, teachers, administrators and community members working closely together as a learning community. The combined efforts of our creative and dedicated teaching staff, and the continuously active Parent Association compliment our academic and extracurricular program to the benefit of every child.

We are aware of the importance of you being well informed about your child's school. This handbook was created to answer many of the questions you might have about the Elementary School, and how the school program supports the school mission and Expected Schoolwide Learning Results (ESLRS). Should you have any other questions or concerns beyond these pages, please ask your child's teacher as they are your first point of contact for information. The faculty and staff are always eager to assist you.

Your support, interest, and involvement in your child's educational program are welcomed and encouraged. As we work together as members of the M'KIS learning community, I am confident that your child will have a memorable and dynamic school year filled with rewarding learning experiences.

We look forward to working with you.

Sincerely,

Paul B. Sicard, Ed. S.
Elementary School Principal and the
M'KIS Faculty and Staff

SCHOOL MISSION STATEMENT

The Mont'Kiara International School community is committed to enhancing the creative, social, emotional, and academic talents of the individual child by providing a world-class education within a compassionate environment. As life-long learners, our students will acquire the skills and attitudes necessary to be caring, independent, productive, and responsible citizens ready to meet the challenges of a rapidly changing world.

M'KIS BELIEF STATEMENT

We Believe that ...

- Learning is a life-long process
- Learning best occurs in context and when connected to previous experiences
- Individuals are responsible and accountable for their choices and actions
- Individual and cultural diversity enriches life
- Appreciation of diversity of ideas, culture, gender and age contributes to a strong society
- Honesty, integrity and mutual respect are essential character traits
- Open, honest and respectful communication is essential to mutual understanding

EXPECTED SCHOOLWIDE LEARNING RESULTS

Upon graduation, M'KIS students will be

Critical thinkers who ...

- Identify, evaluate and use resources effectively for the purpose of problem solving
- Apply problem-solving skills to facilitate learning
- Gather, analyze and process information from a variety of sources
- Solve problems using a variety of strategies

Academic Achievers who ...

- Demonstrate progress in all curricular areas
- Demonstrate personal responsibility for self-assessment in their learning
- Access information from a variety of sources
- Demonstrate technological literacy and the use of technology as a tool for the efficient and creative completion of a project

Involved Citizens who ...

- Seek to improve the lives of others in their community
- Demonstrate care and concern for their environment
- Demonstrate responsibility in active decision-making
- Interact respectfully with people of diverse cultures
- Demonstrate awareness and respect for the rights of others

Effective Communicators who ...

- Demonstrate their creative talents to convey ideas
- Incorporate/Utilize technology as a tool for communication
- Listen respectfully and ask questions to facilitate understanding and achieve insight
- Demonstrate the skills of effective collaboration
- Collaborate with others in appropriate learning situations to achieve group goals
- Understand and convey written, oral and visual information using appropriate mediums
- Demonstrate awareness of the role of audience

Self-Directed Learners who ...

- Value learning and the many benefits derived from the skills, information and knowledge they acquire
- Participate in a wide variety of co-curricular programs and activities which develop social, emotional and physical talents
- Take creative risks in developing untried ideas
- Demonstrate competency in goal setting, time management, and organizational skills
- Develop, prioritize and continually revise personal goals
- Apply practices that promote and support the safety and health of self and others

Academics and Communication with Parents

At M'KIS we utilize various teaching, assessing and reporting methods to achieve our educational goals, which include but are not limited to:

- teaching to individual student learning styles
- using a collaborative approach to learning within the classroom
- using a developmentally appropriate curriculum
- integrating subjects to help students understand relationships of disciplines
- using differentiation strategies
- portfolio assessment
- performance assessments
- writing process
- variety of rubrics
- exploring and using technology
- issuing report cards three times a year
- holding parent conferences
- organizing student led conferences
- fostering open partnerships between school and home

Early Childhood Education Department: Grades KP-Kindergarten

M'KIS provides a developmentally appropriate educational program for children from ages three through five. At all levels we stress skills of independence and autonomy, encouraging the child to develop self control, pride in accomplishments and enjoyment of learning. We recognize all students are unique with varying learning modality, skills, and intelligences which develop along continuously. Please see the Early Childhood Education Department (ECE) Parent Handbook for further information.

Grades 1-5 Program

Students in grades one through five receive developmentally appropriate instruction. The Language Arts program utilizes a balanced literacy approach and students receive extensive exposure to a variety of writing processes and skills. The Mathematics program is problem solving based and progresses from concrete to abstract concepts. The Science program integrates science, technology and health; it involves active, hands-on science experiences for students. The Social Studies program utilizes international themes and topics. Each grade level studies topics surrounding the themes of geography, history and society while taking advantage of the cultural richness of Malaysia.

Parent/Student/Teacher Conferences (PTC's)

There are scheduled conference times after the first and second terms. The students present their portfolio of work to their parents during the student led conference that occurs in the latter part of the year. Parent participation in each conference is extremely important. The most important people at M'KIS are our students and we encourage parent involvement in all parts of their education.

Parents are welcomed and encouraged to schedule any other conference appointments they may need with the teacher. Please schedule conferences instead of having an impromptu conference in the hall before a teacher goes into the class. This allows the teacher to answer any questions you have about your child's learning. Conferences are a time for parents only to meet with the teacher and therefore we appreciate efforts to make arrangements in advance so the students do not attend.

Student-Led Conferences

In May, we will hold our highly successful student-led conferences. This opportunity provides children with an active and meaningful role in reviewing and reflecting on their learning as they share their work with their parents. These conferences are led by each student where he/she shares his/her successes and challenges of the school year.

Reporting Student Progress

Throughout the year parents will receive three report cards, from the school, regarding the progress of each child in grades KP-5. Students in our ECE department have daily communication books which travel between home and school. Because M'KIS is in partnership with parents in educating the child, progress is reported orally or in written form at many times during the year. Please note that there is a mid trimester "checkpoint" scheduled three times a year. The purpose of this checkpoint is to ensure that by the designated dates, teachers and parents are in communication regarding any identified learning issues or concerns. Report cards should not be a surprise to parents. This may be achieved by

1. Parents requesting to meet with the teacher.
2. Teacher requesting to meet with the parents.
3. Through regular communication with parents i.e. phone, email.

Please schedule an appointment with your child's teacher when you would like to discuss his/her progress or you have a concern to share.

Back to School Night

In the first few weeks of school, parents will be invited to attend Mont'Kiara International School's "Back to School Night". Parents will hear from their child's teachers concerning their respective programs and procedures. Please understand that "Back to School Night" is not an appropriate time to hold a conference with teachers about a child's educational progress. If a conference is needed with a specific teacher, please make an appointment with him/her. Back to school night is for parents only and therefore we appreciate efforts to make arrangements in advance so students do not attend.

Transition of Students

Students must exhibit developmental readiness and emotional maturity to move to the next grade level of their education. M'KIS believes that for the most successful social and emotional development, each child needs to progress one grade a year. Criteria for movement decisions between grades shall include age, achievement, social adjustment, attendance record, parent support, the availability of alternative programs, and teacher recommendations.

Communication Hierarchy

When questions or concerns arise we ask parents to follow the communication hierarchy (below):

1. Parent meets with faculty and staff that the question or concern is related to. (If not resolved then move to step 2)
2. Parent meets with faculty/staff and school counselor (If not resolved then move to step 3)
3. Parent meets with teacher and elementary level administrator (this meeting may also include the school counselor if need be determined by administrator).

We are confident that most or all questions and concerns can be answered in step 1 and appreciate parent efforts to meet with the school faculty/staff directly related to the situation first.

Attendance

The school day begins at 8:30 a.m. and the academic day concludes at 1:30 p.m. for KP and KPA students and at 3:00 p.m. for kindergarten through grade five students. Being on time and attending school consistently sends a message that school is important to students.

The classroom environment cannot be duplicated. Academic success requires regular attendance in school. A school calendar is given to each M'KIS family before the commencement of a new school year to ensure that each student will be in class each scheduled school day. Students need to be in school unless an illness or other emergency prevents their attendance. We strongly encourage parents to plan their vacations and medical/dental visits carefully so students do not miss school.

After 12 absences in any school year, a student may be required to present a doctors certificate for each successive absence.

Excessive absences may jeopardize a student's promotion to the next grade.

Late to School

All students are required to be in attendance at the beginning of each school day at 8:30 a.m. It is disruptive to the classroom routine to have students arrive late to class. Students who are late to school must report to the elementary office for an admit slip before reporting to class.

Leaving School During the Day

Students who need to leave school for part of a day need to give a note signed by a parent to the teacher. The student needs to have a parent, guardian or designee come to the elementary office **first** to sign the student out before they leave campus. The parent must obtain a signed pass from the elementary office which will be given to the gate guards at the time of leaving campus. Then the parent may go to the classroom to pick up the student. The classroom teacher must also sign the student pass.

Leaving before the End of a Term

It is in the students' best interests to remain in school throughout the entire term. If unusual circumstances require a student to leave before the last day of the term the student report card will be issued upon his/her return.

Students leaving M'KIS permanently need to bring a letter stating this fact to the elementary office at least **two weeks** prior to departure so the office personnel may compile the available student records.

Homework and Make-up Assignments

Homework is a necessary part of every student's educational program. Homework is one of the many activities that is a part of being a student at M'KIS. Homework is given when assignments cannot be completed at school and/or for concept reinforcement. We believe in giving students relevant homework that they understand.

When an absence occurs during the school calendar, a parent should notify teachers in advance of the proposed absence that is not due to illness. The student should collect any homework to be done during the absence or should arrange to complete the work upon his or her return to school. It is the parents responsibility to notify teachers if possible before the absence and to turn in all work when due.

Extended weekends/holidays/vacations are highly discouraged. Teacher's are not required to provide make up work for them, but, they will work with the student to provide as much of the work as they are able to complete if they know well in advance. Requests for homework should be made by contacting the homeroom teacher well in advance.

Any/all make-up/homework not completed and turned in (due date determined by the teachers) will receive a grade of zero.

School Uniform and Student Supplies

School Uniform

M'KIS students are required to wear the school's regular uniform everyday to school. On scheduled PE days, students need to bring their PE uniform to change into at the appropriate time. After PE, they must change back into their regular uniform. These two sets of uniforms should not be mixed. Students who consistently do not wear the proper uniform will be referred to the office. Students are required to wear a hat of their choice when outside for recess or in an outdoor physical education class. All parts of the uniform should have the students name and grade in permanent marker written on the inside.

Footwear

Students should wear proper footwear to school. For their own safety, footwear should cover toes (front) and have a back restraint. Sneakers or tennis shoes are required for physical education, recreation and athletic activities. Flip-flops are not acceptable at anytime. The wearing of footwear termed "Crocs" is acceptable for school although it has been deemed unsafe for field trips and cannot be worn on school trips off campus or for P.E. classes. Any other deviation from the school uniform must be given approval by the principal.

Hat Wear

M'KIS students are required to wear a hat during outdoor recess and outdoor physical education. An area out of the sun will be designated for students not wearing a hat outside. **No hat, no play** is the policy. Students are encouraged to wear sun block as well when playing outdoors.

Student Store

The student store located next to the café sells school supplies, school uniforms and other non-compulsory items. The hours the student store will be open are posted outside the store. Students are not allowed to go to the store during eating/lunch time.

Student Supplies

Classroom teachers have determined specific instructional materials and school supplies for individual grade levels. Our school store maintains these supplies throughout the year but supplies may be purchased at any bookstore in the area. Paper items for each grade level will be packaged and available for purchase in the store. Please label all items with the student's name after purchasing supplies. If students start school after Dec 31, please contact the teacher prior to purchasing supplies to determine what is needed for classroom use till the end of the school year.

The M'KIS Code of Conduct

All communities have policies and procedures to help ensure a safe environment. In the M'KIS elementary community, we have student SMART Goals. All expectations for positive student behavior stem from our SMART Goals (below):

S.M.A.R.T. goals

Share and cooperate with other people – practice teamwork

Manage yourself – be responsible.

Always try to do your best.

Respect the rights and property of others.

Treat others with respect and use manners.

Consequences of Misbehavior

A simple formula that addresses minor infractions is as follows:

- 1) STEP 1 – Warning
- 2) STEP 2 – Student Conference and Consequence
- 3) STEP 3 – Parent Contact and Consequence
- 4) STEP 4 – Office Referral

Please note that all consequences are subject to administrative discretion and may be adjusted or modified on a case by case basis.

All expectations also apply to school-sponsored trips and activities. Students who misbehave on trips may not be allowed to attend other such trips in addition to receiving appropriate consequences. In serious incidents, parents will be called and the student will be sent home from the trip immediately.

Guidelines for Safety at M'KIS

Movement in Hallways:

- Students must walk in the hallways.
- Students in the hallways should be quiet and orderly.
- Please stay to the left when walking up and down the stairs.
- Students should decide where they want to play, go directly there, and stay in that area for the entire recess.

Playground/Fields:

- Soccer goals are to be used for soccer, not for climbing.
- Hillsides are for animals and not M'KIS students.
- Food should stay in the café.
- Snack time is confined to the classroom area.
- Students must wear a hat when playing on the playground/ in the courtyard.
- When recess is over all games should stop, then students line up and are dismissed to walk to class.

Courtyard:

- Exit and enter the courtyard using the staircase in the courtyard or the staircase by the high school.
- All running games will be played on the grass field except for basketball.
- Bushes and planted areas should be left alone and rocks should be left on the ground.
- Students must wear a hat when playing in the courtyard.
- When recess is over all games should stop, then students line up and are dismissed to walk to class.

Library:

- The library is for reading, researching and working.
- People using the library must stay there for the entire recess.

Café :

- Talk to only those at your table.
- Get out of your seat only to throw away trash.
- You are excused only when the adult on duty excuses you.
- Do not take any food or drink out of the café (other than water).

Students must always play or be in an area or classroom supervised by an adult.

Emergency Procedures

M'KIS has developed a set of procedures to be followed in the case of an emergency. Since emergencies can occur without warning, students, parents, and teachers are asked to become familiar with these procedures. Fire/evacuation drills are conducted periodically throughout the year. When there is an evacuation drill, the students need to evacuate the buildings as soon as possible and report to designated areas on the upper grass field.

Fire

A fire alarm is sounded in the case of a fire or fire drill. Any time the alarm is sounded, all students must immediately leave the building in an orderly fashion. Students should follow the procedures outlined below:

1. Students should line up single file and quickly walk outside to their assembly point on the upper grass field, following the exit directions found in each classroom. Teachers will turn off lights, air-conditioners and close classroom doors.
2. File outside quietly — talking is not allowed as announcements may be made.
3. After the class is at their assembly point outside the building, teachers will take roll to make certain all students have safely exited the building. If a student who was in the class is missing, the teacher will notify one of the administrators or counselors immediately.
4. Students in the Library Media Center are to accompany the librarian.
5. Students who are away from their classroom should follow the directions of the adult in charge, leave the building through the most direct route and rejoin their classes in the assembly area on the upper field.
6. Only an administrator should give the signal to reenter the building.
7. The elevator is not to be used during emergency evacuations.

Bomb Threat

In the event of a bomb threat at M'KIS, the procedure is similar to a fire drill.

- Evacuate the building quickly, orderly, and quietly.
- Roll is taken in the assembly area on the upper grass field.
- Once you exit the building, do not reenter the building for any reason until told by the principal or his designee to do so.
- On the way to your assembly point, if you notice any bags in hallways that should not be there, report it to the administration.
- **Do not touch anything. Follow all teachers' and administrators' instructions.**

IT/Computer Curriculum Integration and Guidelines

The aim of the computer (IT) department at M'KIS is to increase students' familiarity with computers so that they will see computers as necessary learning tools, and will learn to appreciate and use technology during the school day in all disciplines. To accomplish this, the computer curriculum is integrated into the M'KIS grade level curriculum. Computer skills are taught in the context of projects which support or extend the learning going on in the homerooms.

Users of all M'KIS computers are expected to be courteous and ethical. Deliberately disrupting computer systems, tampering with computer files, misrepresenting yourself as someone else, or indicating that you are communicating officially for M'KIS is prohibited.

The use of the Internet is a privilege and requires personal responsibility. Since the Internet is public, M'KIS has no control over materials which are available through it. There is information found on the Internet which may violate the moral standards, educational aims, and ethical sensibilities of the M'KIS community. Though these materials are not likely to be found while doing normal research, any questionable site can be intentionally viewed. Students are expected to use good judgment, avoid objectionable Internet sites, and only use the Internet for school-related projects and research. Student/parent permission forms must be signed for Internet use and kept on file at M'KIS.

Because of the risk of 'virus' contamination, M'KIS discourages anyone from bringing in personal diskettes from home to be used on any of the school's machines. One virus could cripple the entire system. M'KIS only uses licensed software in compliance with the licensing terms of the respective software publishers. Likewise, M'KIS will not loan out any software for students to load on their home computers.

Please note the Elementary Student Acceptable Use Policy (following page) which all students in grade 3 to 5 are required to follow.



Mont'Kiara International School Elementary Student Acceptable Use Policy (AUP)

MKISnet, MKIS's school-wide computer network, connects computers to the school Intranet and to the Internet. Network connectivity has many advantages that you will discover as you explore the MKISnet and the Internet beyond. But being able to use the internet also requires that users of the network understand their responsibilities in order to protect the integrity of the system and the privacy of other users.

MKISnet and other computing resources at MKIS are shared among MKIS community members. The MKISnet Rules of Use are intended to help members of the MKIS community use MKIS's computing and network facilities responsibly, safely, and efficiently, thereby making these facilities to community members. Complying with these rules will help maximize access to these facilities, and assure that all use of them is responsible, legal, and respectful of privacy.

The following are MKISnet's SIX GOLDEN RULES:

1. *Use the MKISnet ONLY for the intended purpose.*
2. *Keep your password safe and SECRET.*
3. *Respect the privacy of other users.*
4. *Do not copy or misuse copyrighted material (including software, printed material, audio and visual material or any material taken from the World Wide Web).*
5. *Do not use the MKISnet to harass anyone in any way or send abusive messages or inappropriate material.*
6. *Any unauthorised, deliberate action that damages or disrupts a computing system, alters its normal performance or causes it to malfunction is a violation regardless of where or when it occurs.*

Violation of MKISnet rules:

All users are expected to follow these rules. Violations of the rules can subject the offender to a loss of network privileges and in some cases disciplinary actions being taken.

A violation of the MKISnet rules may result in the following action being taken:

1. A warning followed by re-clarification of the appropriate use guidelines.
2. Notification of parents and/or MKIS administrators e.g. Elementary/Middle/High School Principal.
3. A loss of computer/MKISnet access privileges.
4. Suspension/exclusion.

* Please note that this is a condensed version of the M'KIS AUP for Elementary Students. A full version of the M'KIS AUP can be found on the M'KIS website.

Student Expectations

Physical Education Class Expectations

1. A written excuse from a parent or the school nurse must be presented to the physical education teacher in order for a student to be excused from physical education class. Otherwise, participation is mandatory. If a student is to be excused for more than one day; a medical doctor's excuse is required which should state alternative forms of activity for the student for the duration of the medical excuse.
2. Students must wear the proper physical education uniform including sport/tennis shoes, PE shirt, and a hat when playing outside and attending physical education classes. The use of sunscreen is also highly recommended.
3. During swimming, students must participate as in any other PE class activity. A note is mandatory to be excused from swimming. Female students in grades 3, 4 and 5 must wear one piece suits and bring a hair tie if hair is longer than chin length.

Gymnasium Expectations

1. Gum chewing, eating or drinking in the gym is prohibited.
2. All trash must be put in a trash can.
3. Students are only allowed in the gym with adult/teacher supervision.
4. Only sport shoes are allowed on gym floor.
5. Inappropriate behavior is not allowed, e.g. rough play, foul language, poor sportsmanship.
6. Treat equipment with care and return equipment to its proper place.
7. Report all injuries to an adult/teacher/supervisor.

Climbing Wall Expectations

1. Climbing or rappelling on the climbing wall must be done when accompanied by M'KIS staff only.
2. Only authorized and trained personnel may bring students into the wall area.
3. Climbing or traversing without safety equipment is not permitted above the red line for elementary students.
4. Only the climber, the belayer and the next person to climb are permitted in the area in front of the climbing wall.
5. Food or drink in the climbing area (other than water) are prohibited.
6. All accidents or injuries must be reported immediately to the teacher.

After School Sports Expectations

Parent permission must be given before participation is allowed.

1. All participants must adhere to gym rules.
2. Students are expected to finish the sporting season they start.
3. Good sportsmanship is expected by all: players, coaches, fans, and parents.
4. All participants must dress appropriately for the activity.
5. Team uniforms are to be promptly returned after completion of the season.

Field Trip/Team Travel Expectations

1. Students must have a permission slip, obtained from a coach or teacher and signed by a parent or guardian, in order to travel off campus with their class or sports team.
2. Students must exhibit good behavior and good sportsmanship while enroute to, during and enroute home from off-campus events.
3. Students are expected to wear the proper school or sporting uniform in order to participate in an off campus activity or designated sporting event.

Theater Expectations

1. Gum chewing, eating, or drinking in the theater is prohibited.
2. Students may be in the theater only with adult/teacher supervision.
3. Feet should be on the floor and not on the back of the theater seats.
4. Appropriate theater etiquette is expected from students when attending an event.
5. Young children must sit with their parents during a performance.

Vandalism

We expect all students to respect the property of other people and of the school at all times. Students will be held accountable for any damage to books, desks, tables, or any other school property and may be suspended or expelled.

School Services

Health Office

The Health Office is located next to the Administration Office in the Administration building. It is open from 8.00 a.m. to 4.45 p.m. Monday to Friday. A professional school nurse is available to offer first aid, appropriate medical assistance to students, health guidance and referrals to parents.

The administration of medication to students is monitored through the Health Office by the school nurse. If your child requires medication during school hours, please inform the school nurse personally in writing. This should note the students name and grade, name of medication, time to give the medication and dosage of same. This ensures that your child will receive the medication as per your request. Parents need to purchase medicine for dispensing to their child. No students should be taking medicine to school without the nurse and teacher being fully informed.

If your child is asthmatic or has allergic reactions requiring medication, it is requested that you provide spare medication to be stored in the Health Office for emergencies. Be reassured that their medication will be kept specifically for them and administered only by the school nurse as necessary. Students are not allowed to carry medication with them or in school bags during the day: harmful consequences could result.

Students who fall ill during school hours should report to the nurse for assistance. If the school nurse feels that the student should return home to recover and rest from illness or if the child is suffering from some condition that poses a health problem to others, parents will then be notified to collect their child. In instances when parents/emergency contacts cannot be reached, M'KIS will take all necessary and appropriate medical action on behalf of the student.

If your child needs to leave campus before 3.00 p.m., an Early Dismissal Form is required from the Elementary Office. If your child is sick and needs to go home this slip will be issued from the Health Office. The slip is to be given to the guards at the security gates when departing from the school grounds.

If your child is absent from school, please inform the Elementary Office by 9:00 a.m. daily.

In consideration of other children, please **DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE IS SICK.** Your child should be kept at home if any of the following symptoms are present:

- Fever (your child should have a normal temperature for 24 hours after a high fever)
- Diarrhea, Vomiting, Stomach Cramps
- A rash
- Nasal discharge. Green / Yellowish
- Eyes reddened, itchy or swollen
- Sore throat, cough
- Excessive tiredness

If your child has been exposed to a contagious illnesses he/she should be kept at home and the fact of his/her condition should be reported to the class teacher.

- Viral infections
- Pin/Tape worms
- Measles, Mumps, Chicken Pox
- Conjunctivitis or 'Pink Eye'
- Scarlet Fever
- Hand, Foot Mouth Disease
- Head Lice

Please notify the school nurse if your child has any of the above. Appropriate action will be necessary before your child returns to school.

Medical Health Forms.

In the admissions packet there is a School Health Form. A completed form including proof of immunization (in accordance with the home country schedule) and doctor's report of a recent physical exam, is required prior to the students first day of school.

Please complete the form requirements on the front and back pages and return to the Administrative Main Office promptly. In the event of a medical emergency this file will be used as a reference should both parents and nominated emergency contact be absent. Your signature for 'authorization for medical treatment' is deemed necessary in this instance.

This form is part of the admission process to Mont'Kiara International School, and will be considered incomplete until all information and above requirements have been signed and submitted to the Admissions Officer.

An updated Health File is to be completed every two (2) years for all returning students.

Parent(s) Traveling Outstation (form)

If either or both parents are traveling out of the country for any period of time, it is requested that you complete the above form prior to departure. Special medical instructions should be provided as well as your contact numbers and preferred alternative emergency contacts/guardians.

Forms are available in the Elementary Office.

English Language Learners (ELL) Student Support Services

The ELL program at M'KIS offers English language instruction to non-native speakers of English beginning at grade one and is designed to accommodate students of widely varying levels of language proficiency.

In KP, KPA, and Kindergarten, ELL students are immersed in English and participate fully in the mainstream program. Kindergarten students are screened according to ELL Admission Criteria at the end of the academic year in order to determine the need for direct ELL services in grade one.

ELL students are instructed according to the mainstream curriculum with additional support with English language arts from the ELL teacher. A small-group, pull-out strategy is utilized for ELL support. ELL teachers develop and deliver a planned program of support in collaboration with the regular classroom teacher, and utilize a variety of instructional strategies based on research and experience with second language learners.

In order to allow an adequate proficiency level for promotion to grade six, students admitted into grade five should typically demonstrate at least limited reading, writing, and speaking skills as a minimum entry requirement.

Elementary Learning Assistance

The M'KIS Learning Assistance Program serves students in grades 1 through 5 who present diverse learning needs. Consultative support is provided for students enrolled in the Early Childhood Education Programs. M'KIS does not provide a full special education program; however, we are usually able to support elementary students with mild learning differences. Students may require additional academic support outside of school to successfully meet the demands of the grade level curriculum, or they may require services that enrich their educational program.

M'KIS has a referral process for the identification of students who may require learning support. Parents who are concerned about their child's progress can discuss the need to complete a referral with their child's classroom teacher. An analysis, which will include assessment of varying types, will assist in determining ways the student could be supported. Students who present very specific learning needs may require an Individual Student Support Plan (ISSP) to document qualifying data, specific goals, strategies, and accommodations that could support achievement.

The type of intervention and the level of support from Learning Assistance personnel are dependent on the needs of the student and the available resources. When students present moderate to severe learning challenges that may require more than one year of direct support from a Learning Assistance teacher, parents may be requested to have their child evaluated by an Educational Psychologist from an outside agency to ensure support and instruction is adequate at MKIS, and is fully focused on using an individual student's strengths to support areas of weakness.

The school personnel at M'KIS work diligently to assist students who present diverse learning needs. Parents need to be active partners in providing home support for their child, and work in partnership with the school to ensure a successful educational experience.

Library/Media Center

The M'KIS Library/Media Center (LMC) is located on the top floor of the elementary building and is open to parents and students from 7:30 a.m. to 4:45 p.m.

We encourage active use of our LMC facility by students and parents.

The LMC offers opportunities to locate information through use of computers and traditional resources, as well as to read and relax with magazines, newspapers or books. The library subscribes to a variety of educational databases that students and parents may access at school or from home; please see the library for access information. Patrons may use the color printer. A photocopier is available for a small charge per page.

Patrons may check out books for two weeks at a time with an opportunity to renew. The number of items allowed varies by grade level. Overdue notices are sent home every two weeks. Students with overdue books are not able to check out any other books until the overdue books are paid for or returned. Students (parents) are responsible for lost or damaged books.

Parents are welcome to spend time in the library and to use our many resources. Parents may request a personal account for borrowing library books. We also have an adult fiction section that operates on a "give and take" basis and we welcome all new donations.

The LMC at M'KIS supports reading for pleasure as well as the acquisition of authentic information literacy skills that will enable our students to be ethical, life-long learners. The "Information Age" of the 21st Century overwhelms all of us with the vast quantity and quality of information available; the library staff works with faculty to help our students to acquire the essential skills that they require to handle this information with integrity, dexterity and discrimination.

M'KIS Café/Lunch and Snacks

A variety of lunch items, milk, juice, fruits, etc. are available before and after school for elementary students in the M'KIS Café. Hot and cold lunches may be purchased from our Café. Pre-paid lunch selection forms for all grade levels are available in the Café. Students may, of course, bring their own lunches and eat in the Café. Students must throw away their own trash. Students may use the a la carte section of the menu after school. Elementary students are not allowed to purchase ice cream/sweets during the school day. We ask parents to wait until after school to purchase treats for their children instead of at lunch time.

Parents are asked to ensure that students bring **nutritious** snacks and lunches to school. Each student should clearly label the outside of the lunch box or bag with his/her name. Students will eat their snacks in the classroom area with their teachers. Students in grades 1-5 will eat their lunch in the Café. We encourage good eating habits. Please do not send soda pop or candy as these are unacceptable as school snacks.

Some of our students have severe allergies to peanuts and other food items. Therefore, there may be some areas of the school designated as "peanut free" zones. We ask that all parents be respectful of this due to the medical conditions of others.

Assessment and Placement of New Students

New students may be assessed in order to establish the best placement for the student academically, socially and emotionally. He/She is then placed in the appropriate grade and class. Please keep in mind that a one-to-one assessment is not the same as being in the classroom. Therefore, we reserve the right to change the placement of a student after an initial two week period to provide a more appropriate grade placement. Students entering the ECE program need to participate in a group assessment process prior to placement.

Counseling Office

The Elementary School Counselor is available to assist students in all aspects of their personal and academic growth. The counselor in collaboration with the classroom teacher provides guidance programs through regularly scheduled instructional times and class meetings. A transition program for incoming and exiting students' is also provided by the counselor. The counselor is available for individual counseling to students and consultation with parents.

Testing Programs

The Iowa Tests of Basic Skills™ (ITBS) are given to M'KIS elementary students in grades 3-5. This standardized achievement test in Language Arts and Math is used throughout North America and in many international schools. Results of these tests are used by teachers to plan a program of instruction.

Textbooks

Textbooks are loaned to students and must be returned once the class finishes. Students must pay for textbooks which are not returned or are damaged. Since most of the materials used at M'KIS are purchased overseas, textbooks are difficult to replace. Please take care not to damage or misplace these texts. The cost to replace a lost textbook varies; the charges for handling and shipping are factored into the replacement cost.

School records and reports may be withheld if textbook charges are not paid.

Lost and Found

Students who find items are asked to take them to the "Lost and Found" cabinet near the main breezeway. Items of higher value are returned to the Administration Office. These items will then be locked in a safe place until claimed by the owner.

Items not claimed will be given to a charitable organization.

Nuisance Items

Students should not bring knives, swords, toy guns, squirt guns, or sharp objects to school. We discourage students from bringing cell phones, MP3 players, computer/electronic games or motorized cars, etc. Bringing other toys such as dolls, cars or action figures can cause complications for the teachers at recess and/or in the classroom and should be left at home. Should a student bring the above items to school and they get lost, broken or go missing, the school assumes no responsibility or liability in the matter.

Birthday Invitations/Treats

Invitations to parties may only be distributed in the classroom if each classmate is invited to the party. Otherwise, invitations should be distributed outside of school. Snacks and/or treats are allowed on birthdays as long as there are enough for the entire class and they can only be given at snack or lunch time, not during academic time or in the classroom.

Telephones

Students may use the public telephones located on the school grounds. Students should not make phone calls during class time unless it is an emergency. School personnel should be aware of all calls home during the day and therefore cell phones should not be used for this purpose. If an emergency call needs to be made, students should report to the office. If students are ill, they must go to the nurse to call home.

Transportation

School Busing

A busing service to and from school is provided in the morning and in the afternoon to **most** localities (excluding most areas of Petaling Jaya). A service is provided in the afternoon for KP/KPA students who leave school at 1:30 p.m. and also for students who remain after school until 3:45 p.m. for special activities on Mondays, Tuesdays, and Thursdays. A fee schedule for each service is available in the Administration Office, along with application forms, rules, and additional information regarding parental responsibility, supervision and breakdown policy, routing, and instructions concerning problems that may arise.

Busing agreements are contracted between parents and the bus contractor. The school serves as a coordinator of the program for the parents and the bus company. The bus contractor is responsible for providing licensed buses and drivers for maintaining a pickup/delivery schedule that best meets the needs of all parties concerned. Seat belts are installed in all buses. **Please emphasize with your child the importance of always wearing a seat belt.** The agreement form provides contract specifics and is available in the Administration Office. The ASA/Bus Coordinator of M'KIS acts as a liaison with the bus company and the parent community. To cancel the bus service for your child, you should complete the cancellation form found in the Administration Office.

M'KIS BUS RULES

1. **For insurance reasons, only students who have contracted for busing service are permitted to ride the bus. No other persons are permitted to ride the bus.**
2. Students must go directly to the bus assigned at the end of the school day as buses depart **promptly** at 3:10 p.m. Students missing the bus must find alternative means home.
3. All students must sit in any seat **assigned** by the bus driver or school. All buses are equipped with seat belts. **It is recommended that parents instruct their children to use seat belts.** It is not the responsibility of the school nor bus company to demand their use, but it is strongly recommended. Backpacks should be placed on the floor, in racks above the seats, or held.
4. Students will be dropped off only at their designated drop-off points. A written request from a parent, handed to their regular bus driver, will be required for any change in drop-off point.
5. Children wishing to ride on a different bus than assigned must have a note from a parent or guardian, and the ride is subject to space availability on the requested bus. It is the student's or parent's responsibility to insure that the child is on the proper bus, not the bus driver, teacher, or school.
6. Students will be held responsible for any damage they cause to the bus.
7. Instructions given by the bus driver must be followed.
8. Students must keep arms and head inside the bus at all times. Responsible behavior is expected from all students.
9. No items may be thrown from the bus.
10. Students may not consume food, drink (other than water), or chew gum on the bus.
11. Use of cassette players or radios without head or ear sets is prohibited.

Failure to follow these rules may result in the following actions:

1. First offense: the student receives a warning and the parents are notified.
2. Second offense: the student will be suspended from riding the bus for a period of time commensurate to the offense as determined by the school.
3. Third offense: the student may be permanently suspended.

Parking and Driving on Campus

Any vehicle to be driven or parked on campus must have a M'KIS parking sticker on the front right window. Applications for parking stickers may be obtained from the Administration Office. Never leave the car running unattended while on school property. We ask all drivers to drive slowly and cautiously while on school property. Family drivers/hired drivers are not allowed to park on campus.

Students Pick-up

Students should be picked up by parents or designated driver in the breezeway area, entering through the first gate. If, for any reason, a parent or guardian is late arriving to collect the student after school, or if the

student misses the bus, the student should go directly to the Elementary Office and the parent or guardian can be contacted while the student waits for a ride in a supervised area. Students should not be in the courtyard, on the field or in the café after school unless they are in a supervised activity.

Parent Association

The M'KIS Parent Association (PA) is an organization of parent volunteers who work in support of the administration, faculty and students of M'KIS. As stated in the constitution, the main aims of the PA include:

- To support the ideals and goals of the school and to maintain high standards of cooperation with the administration and faculty.
- To enhance and enrich the students' education by promoting academic and co-curricular programs.
- To assist teachers and to emphasize intercultural awareness.
- To coordinate PA committees for special activities and services, for the benefit of students, parents, and staff.
- To raise funds for use within school programs and to publish and distribute the school magazine.

As a parent of a student at M'KIS, you automatically qualify as a member. No formal introduction is needed, and there is no charge to join the PA.

Parent Association Board

The PA Board consists of the executive officers - President, Vice-President, Secretary and Treasurer, and members at large. The PA board meets monthly with administrators while school is in session. There are two general meetings a year, one being the Annual General Meeting (AGM) with elections for the new executive officers and board members. The PA Board meets monthly with administrators to discuss areas of concerns and give committee reports. The AGM is held in the last month of the school year. PA Board minutes are posted on the school website.

Parent Association Activities

Parent Association activities include:

School Directory Publishing	Newcomers Hospitality Committee
M'KIS Berita (PA Magazine) 4 times/year	Welcome Get-Together
School Photos (Twice a Year)	Book Club and Book Fair
Learning Differences Support Group	Annual Dinner Dance
Fun Fair	Halloween
Madeleine Children's Fund	Mari Makan (International Food Night)
Little League Soccer, Basketball, Baseball, Class/homeroom Parents (Liaisons for activities)	

Parent volunteers are needed to organize and run these events; all parents are invited to volunteer at any time. Notices of events are published in the school newsletter and individuals interested in volunteering may contact the PA or the school administration.

M'KIS Directory

A M'KIS Directory is printed and distributed to all M'KIS families each fall. Students who have a change of address, phone number, or parents' work information are asked to notify the Administration Office. Changes to the directory are included in the Link.

Request for Funds from the Parent Association

Any parent, staff, faculty or student may request funds from the PA. Requests from staff, faculty and students must be approved by the administration. The request must be in writing to the PA, detailing the project, its purpose and the approximate cost. Requests should be placed in the PA box in the Administration Office. The Executive Council and PA Board will review and vote on the request at the next meeting. If the request is supported by the Executive Council, the recipient will be required to complete the necessary paperwork and provide quotations or invoices for the project. All requests for funds need to be approved by an administrator.

USEFUL TERMS AND ACRONYMS

AIMS	Activities Integrating Mathematics and Science
AP	Advanced Placement
ASA	After School Activities
AUP	Acceptable Use Policy
AV	Audio-Visual
Berita	Periodical Produced by Parental Association
EARCOS	East Asia Regional Council of Overseas Schools
ESLR's	Expected Schoolwide Learning Results
ETC	EARCOS Teachers' Conference
ELL	English Language Learners
I S A K L	International Schools Association of Kuala Lumpur
ISSP	Individual Student Support Plan
ITBS	Iowa Tests of Basic Skills
Link	School Weekly Newsletter sent out by email or given to youngest or only student in the family
LMC	Library/Media Center
PA	Parent Association
PJ	Petaling Jaya
PTC's	Parent Teacher Conferences
RM	Ringgit Malaysia
SEASAC	Southeast Asia Student Activity Conference
SSS	Student Support Services
WASC	Western Association of Schools and Colleges

Mont'Kiara International School Administration Resources

With whom do you speak when you have questions concerning programs at Mont'Kiara? This listing should help you reach the person who can answer your questions.

Headmaster

Questions related to safety, school policies, school regulations, school planning, school calendar, school mission, strategic plan, annual goals, public relations, communication office.

Elementary Principal

Questions relating to the elementary school program, student related questions concerning day to day operation of the classroom and school.

Elementary Assistant Principal

Same as Elementary Principal and management of student behavior.

Elementary Counselor

Counseling concerns, student behavior, guidance and transition.

Curriculum Coordinator

Questions relating to the school's curriculum and programs.

Athletic Director

Questions related to school sports and sports-related activities.

Activities/Bus Coordinator

Questions related to extra-curricular activities, After School Activities, booking of facilities and busing.

Communication Officer

Questions concerning child safety, e-mail newsletter, calendar events and other community/school concerns.

Café Manager

Questions related to cafeteria food and services.

Health Office

Questions related to health, medications, allergies, etc.,.

Student Support Services Coordinator

Questions related to ELL, Learning Assistance or Counseling Support Services.

