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**DIS Mission and Culture**

**Mission Statement**

Dallas International School educates students of all backgrounds to contribute to a dynamic world with its internationally renowned curriculum, multiple language instruction, and exposure to diverse cultural views.

**Core Principles**

Dallas International School’s rigorous academic program, administered in multiple languages, successfully integrates the renowned French National Curriculum, the best practices of American education, and the comprehensive International Baccalaureate Program with its unique Advanced Bilingual Diploma. This intellectual experience involves the entire Dallas International School family of students, teachers, staff and parents/caregivers and creates a unique learning environment that upholds our Core Principles:

We believe that academic immersion in more than one language, combined with a multicultural environment, cultivates:

- Respect for others and their ideas
- Flexibility and adaptability
- Appreciation of one’s cultural identity
- Excitement for and openness to other cultures

We believe that a challenging and innovative academic program cultivates:

- Critical and creative thinking
- Intellectual curiosity and love of learning
- Solid learning methods and a sound work ethic
- Balance of intellectual, emotional and physical development

We believe that an encouraging and positive environment cultivates:

- Integrity and fairness
- Confidence and leadership
- Compassion and generosity
- Civic and social responsibility
Core Values

Academic performance is very important. It can open the door to opportunity and pave the way for future success, both in higher education and professionally. We also believe a values-based, international education is of equal importance. An international, multilingual education emphasizing critical thinking, creativity, collaboration, cross-cultural communication, and an appreciation of differences is essential in the world we live in today.

Our values-driven international education is expressed through our Core Principles and Core Values, which are woven into every academic and extracurricular activity at DIS. From our Core Principles, we live and breathe five Core Values. They embody our mission statement and are the base of our character education program.

Character education teaches the habits of thought and deeds that help people live and work together as families, friends, neighbors, communities, and nations. Character education is a learning process that enables students in a school community to understand, care about, and to act on core ethical values.

**DIS Core Values**

<table>
<thead>
<tr>
<th>Empathy</th>
<th>Integrity</th>
<th>Resilience</th>
<th>Respect</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>The ability to move beyond ourselves, to identify with others, to walk a mile in another's shoes</td>
<td>An extension of honesty; it is doing the right thing even if no one is watching</td>
<td>An extension of courage. It's the ability to recover quickly and to not give up when beset by setbacks and disappointments</td>
<td>Feeling regards for you and for others; it is being thoughtful and considerate of others</td>
<td>Being accountable, doing our best to meet our commitments and to keep our word</td>
</tr>
</tbody>
</table>
Affiliations and Accreditations

Mission Laïque Française
DIS is a member of the network of schools of the Mission Laïque Française (MLF). As a partner of the French state, the MLF forms an interdependent part of the French teaching network in the world.

French Ministry of Education
The accreditation by the French Ministry of Education, a seal of quality in the world's largest educational network, certifies that the teaching provided by DIS complies with the demands, curricula, teaching objectives, and organizational rules of the French education system. All students from accredited schools can pursue their education in another French school without having to take an entrance examination.

International Baccalaureate Organization
The International Baccalaureate Organization aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. DIS is one of few IB schools in the world offering the Advanced Bilingual Diploma.

Independent Schools Association of the Southwest
DIS is accredited by the Independent Schools Association of the Southwest (ISAS).

Texas Association of Private and Parochial Schools
DIS is a member of the Texas Association of Private and Parochial Schools, which commits to building leadership, fellowship, fair play, and sportsmanship of students enrolled in the organization's member schools in the areas of academics, athletics, and fine arts by providing wholesome competition for young men and women.

The University of Texas at Dallas
DIS and The University of Texas at Dallas have enjoyed close and cooperative relations for more than ten years, being united by our respective synergistic educational missions and close proximity to our Waterview Campus.
Campus Organization

Calendar

The current school calendar is available on the DIS website.

School Hours and Supervision

- Waterview Campus is open from 7:30AM to 6:00PM
- School begins at 8:15 AM
- Classes end between 3:25 PM and 5:30 PM, depending on the student’s schedule
- Between 7:30 AM to 8:10 AM and 3:25 PM to 4:00 PM, Student Affairs provides before and after-school student supervision in the multi-purpose room (MPR) for carpool purposes only.
- From 4:00 PM to 6:00 PM, homework help is available in the library or room 207 for $15 per hour per student. Students who need to wait in the MPR for an after-school activity or for a DIS sibling will not be charged.
- Library after-school hours are from 3:25PM to 6:00PM. Students who are in the library between 4:00 PM and 6:00 PM will be charged $15 per hour unless they are waiting for an after-school activity or sibling.
- At 6:00 PM, campus is closed and there will be no staff. Parents/guardians need to make sure they pick up their child(ren) before 6:00 PM.
- Recess: students have a mid-morning recess of 20 minutes and a lunch/recess break of 55 minutes.
- After-hours events on campus: students attending events on campus that take place outside of regular school hours are their parents’ responsibility.

Absences

Classroom attendance is an essential part of the student's course of study. Regular and punctual attendance for all classes and scheduled activities is required of all students. Given the importance of class time for a student’s academic success, DIS requests that, whenever possible, appointments be made outside of regular school hours.

- Excused absences: absences are excused in cases of illness, medical appointments, and family emergencies.
  - For absences due to medical appointments, the parent must notify Student Affairs on the day of absence.
A student who misses three consecutive days of school due to illness must have an original medical professional's note to have their absence excused.

Participating in DIS-sponsored activities and competitions, taking the driving test, visiting another school or university will also be excused if the Student Affairs is notified in advance. The Head of Secondary may excuse absences in other circumstances.

- Reporting absences: parents/guardians are responsible for reporting absences to Student Affairs by email (wpattendance@dallasinternationalschool.org) before 8:30AM with the reason for the absence. All absences are considered unexcused if a call or an email is not received within 24 hours. Families are encouraged to check myDIS to ensure accuracy, as absences and tardies will be noted in the student's permanent record.

- Absences (excused PLUS unexcused) totaling more than 10 hours in any subject per semester are cause for concern and may jeopardize a student's ability to successfully complete the class. Excessive absences may result in a student having to make up seat hours for that class after school, on Saturdays.

- DIS may deny “credit” or “passing” for any subject and/or school year for students who miss 10% or more of the school year. The 90 percent rule applies to all absences, including excused absences. If the student doesn't meet this requirement, the Class Council may not grant the student credit or a final grade, depending on the circumstances. If this occurs, the administration will meet with parents to determine if the student may continue, if a remedial program is required, or if school withdrawal is warranted.

- Chronic illness: if a student has a chronic illness that may affect attendance, the parent should communicate with the Nurse or Student Affairs by email (wpattendance@dallasinternationalschool.org) or phone (469.250.0001) to determine the next steps.

- Class trips: students are encouraged to participate in all class trips. However, if a student is unable to participate in a class trip either locally or abroad, the student is required to be in attendance at DIS on the day(s) of the class trip; exceptions may be made on a case-by-case basis.
Tardies and Late Arrival

- At 8:15AM the carpool entrance closes and students must then enter through the Reception. Students have a 5-minute grace period until 8:20 and can proceed to class. After 8:20AM, students must obtain a signed attendance slip from the receptionist or Student Affairs staff, and they will be marked tardy.
- A student who arrives late due to a medical (or similar type) appointment must sign in at Reception and bring an official note from the medical practitioner to the receptionist to receive an attendance slip to enter class.
- Students must have a tardy slip to enter class, which can be obtained from a Student Affairs representative.

Early Dismissal

Early dismissal is highly discouraged as it disrupts the class and the school organization.

- Students who feel ill or have an injury during the day should see the nurse located on the second floor.
  - If the student returns to school that day, the student should report to the receptionist upon arrival to obtain a signed attendance slip to return to class and not be marked absent.
- If a student needs to leave early, the parent/guardian must contact Student Affairs by email (wpattendance@dallasinternationalschool.org) or phone (469.250.0001) with the date, time, and reason for dismissal. Parents must enter through the Reception to sign the student out.

Make-Up Work

Making up work is the responsibility of the student and parents. It is the student’s responsibility to request make-up work for the classes missed and complete it within the timeline granted by the teacher. A student may be requested to complete make-up work outside of regular school hours. Students must be on track to participate in all school activities (e.g. sporting events, ISAS festival, pep rallies, etc.). Students cannot make-up test(s) after the Class Council.

Inclement Weather

In the event of inclement weather, DIS will update the school website and social media platforms.
Transportation:

- **Carpool:** in order to facilitate morning drop-off and afternoon pick-up for parents and students, DIS uses specific carpool procedures. Please note the altered traffic direction in the covered parking.
  - Between 7:30AM and 8:15AM, parents are not allowed to drop their student(s) off at Reception.
  - Pickups are on the ground level (lower level of the garage). After 3:00PM, parents are not allowed to pick up their students at Reception.

- **Bus:** this handbook applies to all DIS transportation. Transportation procedures are established for the safety of all students. When riding the bus, the student should:
  - Immediately alert the school personnel of any issues that may arise
  - Follow instructions of bus monitor(s) or drivers while riding DIS school buses
  - Remain seated at all times with the seat belt fastened
  - Maintain all gear and personal items in their possession, out of the aisle
  - No food or drink allowed on the bus
  - Immediately report any vandalism that occurs in their assigned seat area
  - Avoid carrying prohibited items, including sharp objects, weapons or animals.

- **Student drivers:**
  - 5MPH speed and no communication device usage rules should be followed when driving on the campus.
  - Parked cars will turn off their ignition. No idling will be allowed.
  - Provide a completed form with valid driver's license and proof of automobile insurance in the student's name to Student Affairs. This form can be found on myDIS.
  - Park in the designated areas. Parking is a first-come first-served basis except for spots rented by the seniors. Designated spots are the covered parking and parking lot on the north side of the campus. Student drivers will follow the traffic rules when they have to cross the recess area. The student drivers will not be allowed to come in or out during recess hours.
  - Drive responsibly on school property and follow all State rules and regulations. This includes regulations regarding the number of unrelated passengers that may ride in a vehicle.
  - Student drivers may also arrive and leave campus with students who are siblings.
  - Vehicles on the school property may be searched if reasonable suspicion exists to do so, and students are subject to consequences if any prohibited items are found in the vehicle.
Students and parents have full responsibility for the security of their vehicles, including theft or damage.

Violation of any of these regulations and rules will result in suspension of driving privileges. The suspension for the first time will be 3 school days, for the second time it will be 10 school days and for the third time it will be the remainder of the school year.

Library
The library is open from 8AM to 6:00PM. Students cannot stay in the library without adult supervision. Borrowed books that are lost or returned in poor condition will require compensation to DIS for replacement. All textbooks lent to the students should be covered.

Lockers
Lockers are provided for middle and high school students. Each student is responsible for the neatness and care of the assigned locker. Any issues with lockers should be reported to Student Affairs. Personal locks may be used on the lockers to secure the student's belongings. Lockers are DIS property and may be searched by the School at any time. If a student does not provide the School access to the locker, the School will forcibly remove any lock. At the end of the school year, students must clean out their lockers. Parents will be charged a $50 cleaning fee for any locker that's not cleaned out. Items left in lockers at the end of the school year will be discarded.

Lost and Found
DIS is not responsible for lost items. Items found on campus should be turned in to Student Affairs. All books, uniforms, lunch boxes, and other personal items should be labeled with the student's name. Unclaimed articles will be donated at the end of each semester. Students should not carry excessive amounts of money or valuables. Each morning, Student Affairs will remove any class-related items (books, binders, etc.) found on the floor or in the student lounge and keep them in their office.

Lunch
DIS contracts with a catering company to provide lunch for the students. Lunch fees are included in the yearly tuition. The lunch schedule and menus are available on myDIS. All students eat lunch in the cafeteria, with the exception of the ones that have meetings with staff/teachers. Students must clean tables before leaving, and place all trash in the trash cans.
• Off-campus lunch privilege: juniors and seniors have the privilege of leaving campus for lunch. Parent/guardian authorization is required before students may leave campus for lunch. Without a signed Off-Campus Permission Form on file, students must remain on campus. DIS is not responsible for students while they are off-campus. A student’s off-campus lunch privilege will be revoked if a student does not comply with DIS’ rules governing this privilege, including:
  o Students must sign out at Reception when leaving campus for lunch and sign in upon their return,
  o Students must be on time to their classes after lunch; after one tardy, students will lose the privilege for one week (5 school days). Repeated offenses will result in suspension of the privilege for the remainder of the school year.

Academics

2021/2022 Semester Organization

2021/2022 school year periods:

Semester 1  weeks 1–17 (17 weeks)  08/23/2021-10/22/2021
Semester 1a weeks 1–8 (8 weeks)  10/25/2021-01/13/2022
Semester 1b weeks 9–17 (9 weeks)  10/25/2021-01/13/2022

Semester 2  weeks 18–35 (18 weeks)  01/18/2022-03/25/2022
Semester 2a weeks 18–26 (9 weeks)  03/28/2022-06/03/2022
Semester 2b weeks 27–35 (9 weeks)  03/28/2022-06/03/2022

School year Wrap up week 36 (1 week)  06/06/2022-06/10/2022*  
(*06/10 & 06/11 for teachers only)
**Midterm/End of term meetings:**

<table>
<thead>
<tr>
<th>Meetings</th>
<th>Week</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st semester Midterm meetings</td>
<td>9</td>
<td>10/25/2021 - 10/29/2021</td>
</tr>
<tr>
<td>1st semester End of Term meetings</td>
<td>18</td>
<td>01/18/2022 - 01/21/2022</td>
</tr>
<tr>
<td>2nd semester Midterm meetings</td>
<td>27</td>
<td>03/29/2022 - 04/01/2022</td>
</tr>
<tr>
<td>2nd semester End of Term meetings**</td>
<td>36</td>
<td>06/06/2022 - 06/08/2022</td>
</tr>
</tbody>
</table>

**Dates might vary for High School students depending on official tests dates.**

**Parent-Teacher conferences:**

<table>
<thead>
<tr>
<th>Conference</th>
<th>Week</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>10</td>
<td>11/01/2021 - 11/05/2021</td>
</tr>
<tr>
<td>#2</td>
<td>19</td>
<td>01/24/2022 - 01/28/2022</td>
</tr>
<tr>
<td>#3</td>
<td>28 (selected families only)</td>
<td>04/04/2022 - 04/08/2022</td>
</tr>
</tbody>
</table>

**Evaluations and Examinations**

- MAP: The Measures of Academic Progress test is administered to students from 5th to 7th grade up to three times per year covering reading, math and language to assess student progress.
- PSAT 8/9: The PSAT 8/9 is given to all 8th and 9th grade students.
- PSAT/NMSQT: The PSAT/NMSQT is given to all 10th grade and 11th grade students. NMSQT stands for National Merit Scholarship Qualifying Test in 11th grade.
- AP: Advanced Placement exams in various subjects are available to students in 9th – 12th grades.
- Diplôme National du Brevet: The French Diplôme National du Brevet is administered at the end of 9th grade for FB students: At the end of 9th grade, FB students sit for an exam to obtain the DNB, which assesses the knowledge and skills learned in lower secondary and certifies the command of the Common Core of Knowledge and Skills (Livret de Compétences). It takes continuous assessment of the coursework into account and includes written and oral tests.
Students who wish to continue in the French Track must sit for the exam. However, all DIS students are encouraged to do so.

- French Baccalaureate: The French Baccalaureate Diploma Program (FB-DP) is administered at the end of 11th and 12th grades for FB students. See page 13.
- International Baccalaureate: The International Baccalaureate Diploma Program (IB-DP) (or the IB Certificates) is administered at the end of 12th grade for IB students. Some assessments which count towards the final grade are administered in 11th grade. See page 13.

Class Council and Distinctions (6th-12th grades)

The class council monitors the continued academic and behavioral growth and success of each student. Administrators, Counselors, Teachers, and Student Affairs are permanent members, and Room Parents and Student Delegates are invited members who attend parts of Class Council Meetings. The Class Council meets twice per year, at the end of each semester. The work of the Class Council (teachers, administrators, room parents, and student delegates) is held in strict confidence and discretion.

Promotion to the Next Grade

Grade-level advancement is based on the mastery of the curriculum and attendance. Expectations and standards for promotion are established for each grade level, content area, and course.

Skipping a grade is based on the mastery of the curriculum and attendance. Expectations and standards for promotion are established for each grade level, content area and course. The recommendation, assessment, and final decisions are made by the Class Council after careful evaluation and consideration.

DIS does not offer summer school to make up for a failed course. DIS may allow a student to retake a failed course as an elective course the following school year. Students with an accommodation plan may benefit from summer school provided by other public or private schools.

Categories of Distinction

Three categories of distinctions or notifications may be awarded for academic achievement and school citizenship. The Headmaster or Head of Secondary may withhold a recommended distinction if the student’s behavior does not meet DIS expectations.
The class council follows the following criteria in recommending distinctions:

<table>
<thead>
<tr>
<th>Distinction</th>
<th>Recognition</th>
<th>6th to 9 Grade General Grade Average</th>
<th>10th to 12th Grade General Grade Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encouragements</td>
<td>Recognition of Efforts</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Compliments</td>
<td>Quality Work and Behavior</td>
<td>FB Track: 15.00/20-16.99/20</td>
<td>FB Track: 14.00/20-15.99/20</td>
</tr>
<tr>
<td>Félicitations</td>
<td>Excellence in Academics and Behavior</td>
<td>FB Track: 17.00/20 and above</td>
<td>FB Track: 16.00/20 and above</td>
</tr>
</tbody>
</table>

Students who have received Encouragements, Compliments, or Félicitations during the semester will receive a specific mention on the report card. Students who have received Félicitations during the semester will receive a personal letter from the Head of Secondary honoring the student.

### Academic Dishonesty

Behaviors defined as cheating (not limited to):

- Giving or receiving information, looking on someone else's paper, or allowing someone else to see one's paper during an exam, test or quiz,
- Unauthorized receipt or distribution of exam, test or quiz contents, materials, or answer key,
- Use of unauthorized resources such as notes during an exam,
- Taking an exam, producing a project, paper or assignment for another student or asking someone to take an exam or produce a project, paper or assignment in the student's place,
- Copying work assigned to be done independently or letting others copy one's work,
- Any suspicious behavior will be considered cheating.
Behaviors Defined as Plagiarism

Any misinterpretation of another’s work as one’s own including copying of sentences, phrases, images, entire essays, passages from an undocumented source, musical scores, and other similar works.

Consequences for Academic Dishonesty

Academic Dishonesty will result in academic and/or behavioral consequences:

- A grade of zero will be given on the work involved, and the grade of zero will be averaged with the other grades. The Head of Secondary and the College Counselor will be notified of all incidents of academic dishonesty in High School.
- Other actions might be determined by the Head of Secondary such as assignment to in-school suspension (ISS). Conferences could be organized with the student's parents, the teacher, the counselor and the Head of Secondary.
- No academic distinctions (encouragement, compliments or felicitations) will be given at the Class Council.
- Any additional misconduct could result in additional consequences, including OSS or expulsion.

Parents will be contacted by students' teachers if students obtain a grade below or equal to a C- and a 7/20.

Report Cards and Grade Equivalency Charts

After the midterm meetings, students performing below C- in one or more subjects will be notified, and a progress report will be posted on both student and parent portals on myDIS. Report cards are posted on myDIS student's and parents' portal at the end of each semester. The DIS grade equivalency charts are used for grade conversion. It is important to point out a very significant conceptual difference in terms of grades between the French, International Baccalaureate, and U.S. educational systems.
Primary

<table>
<thead>
<tr>
<th>Exceeds Expectations</th>
<th>EE Passing</th>
<th>Demonstrates consistent mastery of objectives typically expected at higher grade levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mastered</td>
<td>M+ Passing</td>
<td>Demonstrates strong mastery of grade-level objectives</td>
</tr>
<tr>
<td></td>
<td>M</td>
<td>Demonstrates mastery of grade-level objectives</td>
</tr>
<tr>
<td></td>
<td>BA</td>
<td>In the process of being acquired</td>
</tr>
<tr>
<td>Not Mastered</td>
<td>N</td>
<td>Failing</td>
</tr>
<tr>
<td></td>
<td>M</td>
<td>Mastery of grade-level objectives not achieved</td>
</tr>
</tbody>
</table>

Middle School

<table>
<thead>
<tr>
<th>French</th>
<th>American</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-20</td>
<td>A+ (97-100%)</td>
</tr>
<tr>
<td>15-16.99</td>
<td>A (94-96%)</td>
</tr>
<tr>
<td>14-14.99</td>
<td>A- (90-93%)</td>
</tr>
<tr>
<td>13-13.99</td>
<td>B+ (87-89%)</td>
</tr>
<tr>
<td>12-12.99</td>
<td>B (84-86%)</td>
</tr>
<tr>
<td>11-11.99</td>
<td>B- (80-83%)</td>
</tr>
<tr>
<td>10-10.99</td>
<td>C+ (77-79%)</td>
</tr>
<tr>
<td>9-9.99</td>
<td>C (74-76%)</td>
</tr>
<tr>
<td>8-8.99</td>
<td>C- (70-73%)</td>
</tr>
<tr>
<td>7-7.99</td>
<td>D+ (67-69%)</td>
</tr>
<tr>
<td>6-6.99</td>
<td>D (64-66%)</td>
</tr>
<tr>
<td>5-5.99</td>
<td>D- (60-63%)</td>
</tr>
<tr>
<td>0-4.99</td>
<td>F (below 60%)</td>
</tr>
</tbody>
</table>

High School

<table>
<thead>
<tr>
<th>French Baccalaureate Grading Scale</th>
<th>American</th>
<th>International Baccalaureate Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>Letter</td>
<td>Grade Points</td>
</tr>
<tr>
<td>16-20</td>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>14-15.99</td>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>Grade</td>
<td>Average</td>
<td>Letter</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>--------</td>
</tr>
<tr>
<td>12-12.99</td>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>11-11.99</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>10-10.99</td>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>9-9.99</td>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>8-8.99</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>7-7.99</td>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>6-6.99</td>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>5-5.99</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>4-4.99</td>
<td>D-</td>
<td>0.50</td>
</tr>
<tr>
<td>1-3.99</td>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>&gt;1</td>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Parents will be informed if the student is at risk of repeating a class as early as the first semester and DIS will work with the student and parents on a plan to improve performance throughout the remainder of the school year. The Class Council will make the final decision as to whether a student must repeat a class.

Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit and final exams or may be administered separately (such as mock exams). In high school, mastery of at least 70% (C- and 7/20) of the course objectives is required.

**DIS Graduation Requirements**

Graduating from high school is an achievement and an honor. Students must complete all academic requirements to be eligible for the diploma and to participate in the graduation ceremony. The following policy outlines the graduation requirements and honor designations. Note that behavior and disciplinary issues during high school may disqualify a student from the honor designation.
## French Baccalaureate

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Minimum Requirement &amp; Courses</th>
<th>Credits</th>
</tr>
</thead>
</table>
| **English Language Arts** | * English Language & Literature 9 (1)  
* English Language & Literature 10 (1)  
* English Literature 11 (1)  
* English Literature 12 (1)  
(or)  
* IB English A (SL/SL) 11 (1)  
* IB English A (SL/SL) 12 (1)  
(and)  
* English FB exam prep 11 (0.5)  
* English FB exam prep 12 (0.5) | 5       |
| **French Language Arts** | * French Literature 9  
* French Literature 10  
* French Literature 11 | 3       |
| **3rd Language Arts** | * Spanish, Mandarin or German I  
* Spanish, Mandarin or German II  
* Spanish, Mandarin or German III  
* Spanish, Mandarin or German IV | 4       |
| **Mathematics**        | * Mathematics 9 (1)  
* Mathematics 10 (1)  
* Mathematics 11 (1) - Specialty  
* Mathematics 12 (1) - Specialty | 2       |
|                        | (with specialty courses: 3 or 4)                                                             |         |
| **Science**            | * Biology 9 (0.5)  
* Biology 10 (1)  
* Biology 11 (1) - Specialty  
* Biology 12 (1) - Specialty  
* Chemistry/Physics 9 (0.5)  
* Chemistry/Physics 10 (1)  
* Chemistry/Physics 11 (1) - Specialty  
* Chemistry/Physics 12 (1) - Specialty  
* Sciences 11 (0.5)  
* Sciences 12 (0.5)  
* Technology 9 (0.5)  
* Technology 10 (0.5) | 5       |
|                        | (with specialty courses: 6, 7, 8 or 9)                                                        |         |
| **Social Sciences**    | * World History/Geography 9 (1)  
* World History/Geography 10 (1)  
* World History/Geography 11 (1)  
* World History/Geography 12 (1)  
* U.S. History 9 (0.5)  
* Economics 10 (0.5)  
* Economics 11 (1) - Specialty  
* Economics 12 (1) - Specialty  
* Philosophy 12 (1)  
* Global Politics/Political Sciences 11 (1) - Specialty  
* Global Politics/Political Sciences 12 (1) - Specialty | 6       |
|                        | (with specialty courses: 7, 8 or 10)                                                          |         |
| **Physical Education** | * PE 9 (0.5)  
* PE 10 (0.5)  
* PE 11 (0.5)  
* PE 12 (0.5) | 2       |
<p>| <strong>Fine Arts</strong>          | * Visual Arts 9 (0.5)                                                                          | 1       |</p>
<table>
<thead>
<tr>
<th>Electives</th>
<th>NOT REQUIRED (students can earn credits for academic electives)</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL Credits</td>
<td></td>
<td>33</td>
</tr>
</tbody>
</table>
### International Baccalaureate

<table>
<thead>
<tr>
<th>Discipline</th>
<th>IB Diploma Minimum Requirement (according to selected courses)</th>
<th>Credits</th>
<th>IB Certification Minimum Requirement (according to selected courses)</th>
<th>Credits</th>
</tr>
</thead>
</table>
| **English Language Arts** | * English Language & Literature 9 (1)  
* English Literature 10 (1)  
* English Literature 11 (A SL/HL) (1.5)  
  English Literature 12 (A SL/HL) (1.5) | 5       | * English Language & Literature 9 (1)  
* English Literature 10 (1)  
* English Literature 11 (A SL/HL) (1.5)  
  English Literature 12 (A SL/HL) (1.5) | 5       |
| **Language Arts**   | * French, German, Mandarin or Spanish, Language & Literature I 9 (1)  
* French, German, Mandarin or Spanish, Language & Literature II 10 (1)  
* French Language & Literature 11 (A SL/HL) (1)  
  (or)  
* French, German or Spanish 11 Ab initio or B (SL/HL) (1)  
* French Language & Literature 12 (A SL/HL) (1)  
  (or)  
  French, German or Spanish 12 Ab initio or B (SL/HL) (1) | 4       | * French, German, Mandarin or Spanish Language & Literature II 9 (1)  
* French Language & Literature 11 (A SL/HL) (1)  
  (or)  
* French, German or Spanish 11 Ab initio or B (SL/HL) (1)  
* French Language & Literature 12 (A SL/HL) (1)  
  (or)  
  French, German or Spanish 12 Ab initio or B (SL/HL) (1) | 4       |
| **Mathematics**     | * Mathematics 9 (1)  
* Mathematics 10 (1)  
* Mathematics 11 (AA SL/HL) or Mathematics 11 (AI SL/HL) (1)  
  Mathematics 12 (AA SL/HL) or  
  Mathematics 12 (AI SL/HL) (1) | 4       | * Mathematics 9 (1)  
* Mathematics 10 (1)  
* Mathematics 11 (AA SL/HL) or  
  Mathematics 11 (AI SL/HL) (1)  
  Mathematics 12 (AA SL/HL) or  
  Mathematics 12 (AI SL/HL) (1) | 4       |
| **Science**         | * Biology 9 (0.5)  
* Chemistry 9 (0.5)  
* Physics 9 (0.5)  
* Biology 10 (0.5)  
* Chemistry 10 (0.5)  
* Physics 10 (0.5)  
* Biology 11 (SL/HL) (1)  
* Chemistry 11 (SL/HL) (1)  
* Physics 11 (SL/HL) (1)  
* Biology 12 (SL/HL) (1)  
* Chemistry 12 (SL/HL) (1)  
  Physics 12 (SL/HL) (1) | 5 or 7  | * Biology 9 (0.5)  
* Chemistry 9 (0.5)  
* Physics 9 (0.5)  
* Biology 10 (0.5)  
* Chemistry 10 (0.5)  
* Physics 10 (0.5)  
* Biology 11 (SL/HL) (1)  
* Chemistry 11 (SL/HL) (1)  
* Physics 11 (SL/HL) (1)  
* Biology 12 (SL/HL) (1)  
* Chemistry 12 (SL/HL) (1)  
  Physics 12 (SL/HL) (1) | 5 or 7  |
| **Social Sciences** | * US History 9 (1)  
* World History/Geography 10 (1)  
* Economics 10 (0.5)  
* Economics 11 (SL/HL) (1)  
* Global Politics in French 11 (SL/HL) (1)  
* History 11 (SL/HL) (1)  
* Economics 12 (SL/HL) (1)  
* Global Politics in French 12 (SL/HL) (1)  
  History 12 (SL/HL) (1) | 4,5 or 6.5 | * US History 9 (1)  
* World History/Geography 10 (1)  
* Economics 10 (0.5)  
* Economics 11 (SL/HL) (1)  
* Global Politics in French 11 (SL/HL) (1)  
* History 11 (SL/HL) (1)  
* Economics 12 (SL/HL) (1)  
* Global Politics in French 12 (SL/HL) (1)  
  History 12 (SL/HL) (1) | 4,5 or 6.5 |
<table>
<thead>
<tr>
<th>Independent Research Requirement</th>
<th>2</th>
<th>Not required or</th>
<th>0 or 1 or 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Extended Essay (EE) 11 (0.5)</td>
<td></td>
<td>* Extended Essay (EE) 11 (0.5)</td>
<td></td>
</tr>
<tr>
<td>* Extended Essay (EE) 12 (0.5)</td>
<td></td>
<td>* Extended Essay (EE) 12 (0.5)</td>
<td></td>
</tr>
<tr>
<td>* Theory of Knowledge (TOK) 11 (0.5)</td>
<td></td>
<td>* Theory of Knowledge (TOK) 11 (0.5)</td>
<td></td>
</tr>
<tr>
<td>Theory of Knowledge (TOK) 12 (0.5)</td>
<td></td>
<td>Theory of Knowledge (TOK) 12 (0.5)</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>0</td>
<td>Not required or</td>
<td>0</td>
</tr>
<tr>
<td>Not required</td>
<td></td>
<td>Not required</td>
<td></td>
</tr>
<tr>
<td>(students can earn credits for academic electives)</td>
<td></td>
<td>(students can earn credits for academic electives)</td>
<td></td>
</tr>
<tr>
<td>Community Service</td>
<td>0</td>
<td>Not required or</td>
<td>0</td>
</tr>
<tr>
<td>Creativity, Activity, Service (CAS)</td>
<td></td>
<td>Creativity, Activity, Service (CAS)</td>
<td></td>
</tr>
<tr>
<td>TOTAL Credits</td>
<td>26.5 or 32.5</td>
<td></td>
<td>24.5 or 25.5 or 26.5 or 30.5</td>
</tr>
</tbody>
</table>
Valedictorian/Salutatorian Requirements

Graduating seniors with the top two cumulative GPAs, calculated from grade 9 through grade 12, will be recognized. Student ranking will be determined at the end of the senior year. The student's diploma and transcript will reflect the appropriate recognition.

Valedictorian/Salutatorian Nomination

- The valedictorian is the graduating senior who has attained the highest cumulative GPA.
- The salutatorian is the graduating senior who has attained the second highest cumulative GPA.
- The GPA is calculated up to the fourth digit.

The Head of School or his/her designated representative may deem a student ineligible if they are in violation of DIS’s handbook and requirements.

Tie Candidates

In the event of a tie for valedictorian, the students will share the honor, and no salutatorian will be designated.

Attendance

A student must have attended DIS for all four years of high school for valedictorian or salutatorian eligibility.

High School Diploma: 11th and 12th Grades

Students fulfill the DIS requirements for graduation by following the curriculum set forth in either the IB track or the FB track course of study. In order to obtain the Texas High School Diploma, students must pass with a C- or above in every subject.

IB Diploma Program

DIS International Baccalaureate track starts in 9th and 10th pre-IB classes. Those two grades are the foundation to prepare for the rigor of the IB Diploma Program.

The International Baccalaureate Diploma Program is a comprehensive two-year curriculum that promotes students’ autonomy, independent research and a rich educational environment. The diploma model is designed as a microcosmic version of a university degree program. To
earn the IB diploma, students complete and test in six IB subjects, write an extended essay of independent research guided by a faculty member, complete CAS experiences in Creativity, Activity, and Service as well as a project and participate in a critical thinking course called Theory of Knowledge. DIS offers the IB Regular Diploma, IB Bilingual Diploma, and the IB Advanced Bilingual Diploma. Students who take IB courses without completing the entire program may earn IB certificated by testing in selected IB courses.

In order to obtain the IB diploma, students must take written examinations at the end of the program in 12th grade, which are graded by external examiners. Students also complete assessment tasks in the school, which are either initially graded by teachers and then moderated by external moderators or sent directly to external examiners. The diploma is awarded to students who gain at least 24 points, subject to certain minimum levels of performance across the whole program and to satisfactory participation in the Creativity, Activity, and Service requirement. The highest total that a diploma student can be awarded is 45 points.

FB Diploma Program

The French Baccalaureate (FB) Program covers the last three years of secondary education; 10th, 11th and 12th grades. The French Ministry of National Education issues the final FB diploma. The majority of FB classes are taught in French.

The Baccalauréat is developed by the French Ministry of National Education, which also appoints the examiners. Each examination contains a series of essays or problem-solving questions requiring significant in-depth analysis of course content learned in the final two years. Certain examinations for the Baccalauréat are taken during the 11th grade and the 12th grade. The comprehensive final exams are given over a two-week period at the end of junior and senior year.

The diploma is awarded to students who gain an average of 10/20 points, subject to certain minimum levels of performance across the whole program.

Transcripts and Student Records

A transcript is an official copy of a student's high school (9-12th) academic record that contains the student's cumulative unweighted grade point average (GPA)*. Transcripts are posted at the end of the year on MyDis under students' portal. The GPA is the means by which total performance in school, from 9th (3eme) – 12th (Terminale), is calculated. Only DIS coursework is reflected on the official transcript. Transcripts reflecting the official academic record from other institutions must be ordered from the original institution.
*Cumulative GPA = Sum of End of the Year GPA / Sum of # of Classes

Student Records are available for parents on myDIS. Both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. Parents are entitled to access all written records of the school concerning the child, including attendance, test scores, grades, disciplinary records, health and immunization information, and teacher evaluations. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

Parental consent is required before DIS will release student records. However, when the student reaches 18 years of age, the right consent for release of records transfers to the student. Parents may no longer request the student's records.

The Registrar's Office handles all report card and transcript records, grades, VOE/TEA for the purposes of obtaining or renewing a Texas Driver's License and insurance discounts, as well as verifying enrollment for Social Security and graduation history for employment purposes. For more information regarding driver's licenses in Texas, refer to the Texas Department of Public Safety/Drivers License Division. The Registrar's Office is located in the Administrative wing on the first floor. Official report cards or transcripts must be sent from Dallas International School to an educational facility. Parents will be billed for Transcripts or official reports that need to be sent by FedEx or certified mail. An official report card or transcript will not be processed unless all outstanding obligations, including past financial balances, to DIS are cleared. Parents may contact the Registrar, Karine Afopa, at kafopa@dallasinternationalschool.org or 469-250-0001 extension 1110 with questions.

**Changing/Dropping Courses**

No change in core courses is allowed.

High School students may request a change in their course(s) level (HL/SL) before the first mid-term meeting (October 25-29, 2021). Upon approval of the pedagogical team, neither the grade nor the initial subject level will appear on the report card or transcript.

High school students may withdraw from a language course before the first mid-term meeting (October 25-29, 2021) or at any time before. Upon approval of the pedagogical team, neither the grade nor the initial subject level will appear on the report card or transcript. During the mid-term meetings, the teachers will review the grades and inform students and their parents of low grades. Note: After the deadline, the student's grade will be recorded on the report card and transcript.
Students may withdraw from an elective before the first mid-term meeting (October 25-29, 2021). If a student withdraws from an elective before the mid-term meetings, neither the grade nor the subject will appear on the report card or transcript. During the mid-term meetings, the teachers will review the grades and inform the students of any low grades. Note: After the deadline, the student’s grade will be recorded on the report card and transcript. Once a student has withdrawn from an elective, the student may transfer to another elective based on availability and teacher approval. Parents must send a written request to drop or change a course/elective. The change will be approved based on the student schedule.

Predicted Grade Policy – for University Application Purposes

A predicted grade is the teacher’s estimation of the grade the candidate is expected to achieve in the subject. A predicted grade should be based on all the evidence of the student’s work and the teacher’s knowledge of International Baccalaureate (IB) and French Baccalaureate (FB) standards.

Teachers predict the grade they believe each student will attain in the forthcoming IB and FB examination session for a subject, level (International Baccalaureate), or specialty (French Baccalaureate). DIS upholds the integrity of predicted grades by supporting the teachers in their efforts to predict grades that are realistic and achievable. Students and their parents should know that DIS does everything in its power to advocate for its students and in no way deliberately creates obstacles to their future plans. Instead, the school and its staff attempt at all times to be as supportive as possible on behalf of the students.

Predicted grades for French Baccalaureate and IB Diploma results can be used in the university application process. Predicted grades are required for applications to UK and Canadian universities. Students can also request that predicted grades be used as additional documentation in their applications. If the predicted grades are requested prior to Bac Blanc/Mock Exams, the College Counselor will request predictions from teachers. The College Counselor will request that teachers submit predicted grades for university applications as close to the deadline for submission as possible to ensure they most accurately reflect the ongoing academic performance of the student in a particular subject. If the request is made after the Bac Blanc/Mock Exams, the results will be used with predictions from teachers as predicted grades. The mock exam results can be adjusted in the predicted grade report with teacher approval only.

The IB coordinator and FB main teachers review the results of the Bac Blanc/Mock Exams. If the results of the exams are questionable based on the student’s prior grades or teacher report, the IB coordinator, FB main teachers and Head of Secondary will evaluate the score with the College Counselor to adjust the predicted grade and will only report it to a university.
Students and parents are not permitted to request predicted grades from their teachers. DIS does not disclose predicted grades to parents or students.

Community Values and Expectations

Respect and Tolerance

As stated in the DIS Core Principles and Core Values, DIS strives to maintain an environment where all cultures and all individuals are accepted and respected. Staff, students, and parents are expected to address each other in a courteous, kind, and respectful manner at all times. DIS encourages positive behavior that promotes a healthy and friendly environment.

DIS students will refrain from excessive displays of affection and/or affection of a sexual nature while on campus or during school activities.

As a secular school, staff and students dress and accessorize in a manner that does not excessively promote religious or philosophical beliefs. With the understanding that our community consists of many different religious and philosophical beliefs, we do not attempt to persuade anyone to abide by our own personal doctrines.

Parent Responsibilities

Everyone involved in a student's progress, including each parent, has responsibility for student success.

Parents have the responsibility to:

- Make every effort to provide for the physical needs of the child, and ensure the child attends school regularly and arrives at school on time wearing the proper uniform.
- Encourage and teach the child to pay attention, obey rules, develop proper study habits, and discuss report cards and school assignments with the child.
- Stay informed of DIS policies of academic requirements and routinely review myDIS.
- Conduct outside medical reports as requested by the school.
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
- Establish and maintain an effective working relationship with faculty and staff, including keeping in contact with the child's MainTeacher, participating in
teacher conferences, and notifying DIS of any learning differences or conditions that may impact the child’s education.

**Dress Code**

**Uniform:**

- The DIS uniform is mandatory during school hours and certain school events and activities, unless otherwise noted. The Uniform Guideline is on myDIS. DIS personnel reserve the right to decide what’s acceptable and unacceptable at all times.
- Students who arrive at school without proper uniforms:
  - First violation: an email will be sent out to the parents/guardians, informing that the next violation will result in an infraction.
  - Second violation: an infraction will be given and recorded on myDIS, informing that the next violation will result in an in-school suspension until the violation has been fixed.
  - Third violation: the student will be placed in in-school suspension (working alone in the conference room with administrative supervision) until the parent/guardian brings the appropriate clothing. This consequence will be repeated every time the student violates the dress code.
- Middle school students are not allowed to wear any type of jewelry other than ear studs. Medical identification bracelets or pendants are allowed.
- High school students are allowed to wear jewelry unless they pose any risks; such as long earrings that may be risky during P.E. classes or recess activities.

On Fridays, students may show their school spirit by wearing tops that are provided by the school; i.e. t-shirts or hoodies. The remaining pieces should be school uniforms, including shoes.

Senior Privilege: On Fridays, seniors may wear a college t-shirt or hoodie with black or blue jeans (no holes or rips) with closed-toe shoes (no flip flops, crocs, etc.)

**Grooming**

Hair: Hair color and style must be discreet. Only natural colors will be allowed. DIS personnel reserve the right to decide what’s acceptable and not acceptable. If in violation:

- First violation: an email will be sent out to the parents/guardians, informing that the next violation will result in an infraction.
- Second violation: an infraction will be given and recorded on myDIS, informing that the next violation will result in an in-school suspension until the violation has been fixed.
- Third violation: the student will be placed in in-school suspension until the parent/guardian picks up the student. Students will only be allowed back to campus when the situation is resolved.

Cosmetics: CM2/middle school students are not allowed to wear any makeup, including nail polishes. For high school students, makeup is allowed as long as it is considered “discreet” and of natural appearance. DIS staff has every right to object to any kinds of grooming or cosmetic choices as violations. In this case, the above sanctions will be imposed.

Campus Cleanliness
Students are expected to keep the campus clean. Graffiti, vandalism, or misuse of any school property will not be tolerated. Parents will be held liable for any damage to school property caused by their student(s).

No candy or gum is allowed at DIS. Students who violate this policy will be given an infraction and will serve community service during recess.

Publications, Signs and Posters
Students are allowed to display signs or posters to show their clubs and organizations on the cork boards in the stairwells after approval by the adult in charge of the said club or organization or a member of Student Affairs. Posters or signs displayed in other areas will be removed.

Student Life

Athletics and Extracurricular Activities
Athletics and Extracurricular activities complement the core curriculum and are designed to supplement students’ learning opportunities. These activities include sporting events, public performances, contests, demonstrations, displays, club activities, practices, and rehearsals.

Comprehensive information on these activities (after-school classes and athletics) is available before the start of every school year. Enrollment is held from June to August for the fall semester and from December to January for the spring semester. The athletics handbook is available on myDIS.
Procedures for Athletics Communications

The coaches for each sport will have an informational parent meeting at the beginning of the season. Coaches will communicate regularly with parents and student-athletes in person, via email (TeamSnap) or by phone. The coach will provide a contact number for parents and student-athletes to use in case of an emergency only. Information about DIS’s athletic programs, including sports schedules, DIS Athletic Forms, TAPPS Athletic Forms, Coaches Information will be posted on the Athletics page of the DIS website.

Student Clubs (Grades 5-12)

Students in grades 5 through 12 are eligible to participate in student clubs. Students must start a club with an advisor who is either faculty, staff or a member of the Class Council. Please refer to the Student Life Coordinator for more details on starting a club.

School facilities are available for use by student groups before and after-school hours. Student groups and clubs desiring to utilize any school facility must seek prior approval for such usage from the group’s faculty advisor and the school administration. Student life should be notified of the event, times and students attending. Student groups are not permitted to remain on the school campus after 4:30 pm without an advisor.

Eligibility for Participation: Athletics/Extracurricular Activities

Academics take priority over participation in extracurricular activities, including athletics. Students who participate in athletics, extracurricular activities, or student clubs must maintain passing grades of C or higher in all courses at all times. Teachers will communicate to the Athletics Department and other activities advisors when the grades drop below a C. Students may not participate in athletics, extracurricular activities, or student clubs if they have excessive absences or tardies. Students who participate in these activities must conform with the rules stipulated in the Handbook, whether these activities are on or off campus.

Honor Societies (9th-12th)

DIS students may apply for membership in several honor societies, including the English Honor Society, the French Honor Society, and the Spanish Honor Society. Students in grades 10th through 12th may be eligible for membership in the National Honor Society. Membership in DIS Chapters of these honor societies is subject to the criteria and requirements for selection established by the National Honor Societies. The requirements and criteria for selection can be found in the bylaws of each Society Chapter, which are located on myDIS Resources.

Full membership in the Math Honor Society: High school students in grades 10th through 12th, who have completed at least the equivalent of 1.5 years of DIS high school mathematics (IB or
FB) or Algebra 1 and up, and in addition have completed or are enrolled in a still more advanced course, are eligible for full membership providing their mathematical work was done with distinction: FB track -> 17 or above and IB track -> 90 or above.

Volunteer Activities
Although not mandatory, DIS encourages students to participate in volunteering activities on and off campus to enhance and promote the community, school experience, culture, and spirit. Please refer to the Student Life Coordinator for opportunities. Students may be granted house points for their services if verified and validated by a teacher/staff.

Field Trips
DIS offers field trips to complement classroom teaching. While on field trips, students represent DIS and convey the school’s image. Therefore, students must comply with the dress code unless notified otherwise. As field trips are selected for unique educational benefits, all students are encouraged to participate unless their parents feel there is a moral or religious reason not to. In this case, provisions will be made for the child to work with another class.

Class Trips
DIS offers class trips to further complement the international curriculum. These class trips involve a sleepover at a remote location and some require an additional financial cost to participate. As these class trips are selected for their unique educational benefits, all students are encouraged to participate unless their parents feel there is a moral or religious reason not to. In this case, provisions will be made for the child to work with another class. DIS will provide additional communication regarding trip details, authorization forms and financial arrangements during the academic year.

Student Government Association (SGA)
The goal of the SGA is to promote school traditions and rules, as well as enhance spirit on campus. The SGA serves as the student representative in addressing school issues and student concerns, and it organizes activities to promote student involvement. The SGA includes the following positions: president, vice president, secretary, treasurer, public relations liaison, historian and class delegates. For more information on the powers and duties of the officers and the election procedures please view the Student Government Association Constitution.

All students are voters in school elections and are eligible to run for Class Delegate. Each class will elect a Class Delegate, who serves as a communication channel among their classmates,
the main teacher, and SGA officers. Elections for Class Delegates take place during the first month of school. For more information on the power and duties of the officers and the election procedures, please view the Class Delegate Bylaws.

Student Life Coordinator
Sophie Damour – WP Student Life Coordinator
(sdamour@dallasinternationalschool.org)
The Student Life Coordinator coordinates student clubs and volunteer opportunities on and off campus, serves as the SGA advisor, and serves as the hub for all school-related activities on the Waterview Campus.

The Student Life Coordinator’s role is to boost the school spirit and coordinate CM2, middle school and high school student life and activities. Some of her missions are as follows:

- coordinates class delegate and SGA elections and meetings
- serves as the SGA advisor
- coordinate student clubs and volunteer opportunities on and off campus
- plans and implements House activities and keeps track of the House points
- coordinates Junior and Senior Retreat with the Director of College Counseling
- coordinates cm2 graduation with the cm2 teachers
- coordinates the DNB diploma ceremony
- coordinates 12th grade graduation with the Director of College Counseling
- serves as the referent for the middle school bongs

Counseling Services
DIS has two full-time counselors on staff available to all members of the school community. The counseling department provides a comprehensive school counseling program for all students, grades 5 through 12, to help enhance the school environment by supporting students’ academic, career, and personal/social development through guidance from the American School Counseling Association (ASCA) by facilitating a Core Curriculum, Individual Student Planning, Responsive Services, and Indirect Services.

Waterview Campus Counselors:
Casey Gendason – Director of College Counseling
(cgendason@dallasinternationalschool.org)
● Provides highly individualized and personalized college counseling to identify “best fit” colleges for the students’ personalities, interests, goals and needs.
● Assists each student with building an accurate list of colleges completing college applications, writing college essays, and shaping a resume.
● Meets with DIS students and parents interested in learning about the college application process
● Represents, interacts with, and advocates for DIS students to college admission officers worldwide.
● Coordinates College Board and ACT accommodations for students in need of accommodation.
● Provides referrals for psycho-educational assessment.

Kym Brinkley – School Counselor
(kbrinkley@dallasinternationalschool.org)
● Provides short-term individual and small group counseling for students
● Provides crisis intervention and response services
● Facilitates and oversees Social Emotional Learning (SEL) education curriculum in cooperation with classroom teachers
● Helps students evaluate their own interests, abilities, and skills and develop SEL skills
● Collaborates with parents, faculty, and staff to find effective strategies to support students
● Provides consultation for finding community resources for outside counseling or assistance
● Oversees process for classroom accommodations (Learning Profiles) for eligible students

Confidentiality Policy
DIS counseling policy seeks to respect the privacy and confidentiality of all students.

The School Counselor and Confidentiality

“Confidentiality is the ethical and legal term ascribed to the information communicated within the counseling relationship, and it must be maintained unless keeping that information confidential leads to foreseeable harm. “Serious and foreseeable harm is different for each minor in the school setting and is determined by students’ developmental and chronological age, the setting, parental rights and the nature of harm” (ASCA, 2016, A.2.e).
Exceptions to confidentiality exist, and students should be informed when situations arise in which school counselors have a responsibility to disclose information obtained in counseling relationships to others to protect students, themselves or other individuals.

Examples of “serious or foreseeable harm”:

- When a student indicates s/he is going to physically harm self or another person or has knowledge that another person may be harmed.
- When a student indicates s/he is being physically, sexually, and/or emotionally abused.
- When a student indicates s/he has committed a crime punishable by incarceration.

**Legal & Ethical Standards for School Counselors | American School Counselor Association (ASCA)**

**Reporting abuse or neglect for children | TX Dept of Family and Protective Services (DFPS)**

**Family Educational Rights and Privacy Act (FERPA) | U.S. Dept of Education**

School counselors have a legal obligation to disclose information obtained in counseling relationships to others to protect students, themselves or other individuals.

**College Counseling**

College counseling is provided to all students on the Waterview Campus. All DIS families are welcome to contact the college counseling office.

**Casey Gendason – Director of College Counseling**

( cgengason@dallasinternationalshool.org)

**Alix Laforest – Librarian/PARCOURSUP**

(alaforest@dallasinternationalschool.org)

Services the college counselors provide include:

- Advise students in forming realistic college choices and provides information concerning standardized testing, deadlines, scholarships and financial aid
- Act as a facilitator to students in all aspects of the college admissions process for universities in the U.S., Canada and Europe
- Assist with all components of the application process including completing applications, writing college essays, shaping a resume, selecting recommenders, and choosing the “best fit” school
● Meet with students and parents to educate them about the application process and to serve as a resource to all families throughout high school and the college application process
● Coordinate and facilitate Cambridge and Oxford admissions testing per request
● Provide college guidance lessons to high school students
● Organize college fairs and college admission counselor visits

Formal individual conferences with parents and students begin in 11th grade and continue until choices are finalized in the fall of 12th grade. All DIS students and parents are encouraged to meet with college admissions representatives who visit the high school campus. High school students are encouraged to visit college campuses during school holidays and vacations.

Letters of recommendation in support of the student written by the college counseling office, teachers, other administrators, faculty, and staff, and other adults outside of DIS are confidential and are released only to offices of admission and scholarship organizations.

At the conclusion of each academic year, DIS publishes the colleges and universities where DIS students are admitted and matriculated. We are proud of the institutions our students select to attend after graduation from DIS and the potential that colleges and universities around the world see in DIS students.

Technology

Technological resources refer to computers, printers, tablets, cell phones, smart phones, scanners and other peripherals, email, internet services, servers, network files and folders and all other technology-related equipment and services owned or leased by or licensed to DIS as well as personal iPads, laptops, phones, and electronic devices.

DIS expects technological resources (as defined above) to be used in ways that promote unity and mutual respect within our learning community. The DIS network is to be used for educational purposes only. Access to the DIS network and other equipment is a privileged component of the learning process and is not private. DIS monitors use of the school’s technological resources and will restrict or revoke access to them and apply other disciplinary actions when a student violates the standards of responsible use and etiquette or other technological resource guidelines.

Given the rapidly changing natures of information technology systems and devices, the policies stated in this document cannot cover every possible situation. Therefore, students and adults are expected to use good judgment when working in gray areas not covered by these policies; when in doubt, users should consult with members of the administration or tech staff to determine whether a given usage is permitted.
Responsible Use

DIS students are encouraged to use technology to support their learning in ways consistent with the DIS mission. However, all users are required to use the technological resources responsibly.

- **Handbook for Students and Parents** – Upper School rules apply to the use of technologies within or beyond the immediate DIS community.
- **Students must treat with trust and respect the integrity of passwords, personal/confidential information, and an individual's identity. Attempts to defeat system protections or to violate an individual's privacy violate the trust that should exist among students, faculty and staff.
- **The use of electronic devices on campus will vary according to teacher/staff requirements. It is the teacher's responsibility to create policies in the classroom to ensure an appropriate learning atmosphere. It is the student's responsibility to use electronic devices appropriately, maintaining the standards of behavior expected of DIS students.**
- **If a student's use of a personal device distracts or disrupts a class or activity or affects the user's ability to comport himself/herself appropriately in or out of class, the student will be held accountable and will meet appropriate disciplinary actions.**
- **Students must comply with copyright laws and the provisions for license agreements that apply to software, printed and electronic materials, graphics, multimedia, and all other technology resources licensed to and purchased by DIS or accessible over network resources provided by the school.**
- **Students must respect and safeguard the integrity of the network, computer systems, and hardware. Only designated IT personnel may install, download, or authorize downloading software on DIS computers and equipment. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening email messages from unknown senders and loading data from unprotected computers.**
- **DIS filters all internet access on computers, including Wi-Fi, for material considered inappropriate. Any attempt to access these sites or other inappropriate sites maliciously will be subject to discipline.**
- **Any malicious attempt to harm or destroy DIS equipment or data of another user of the DIS system or of any of the agencies or other networks that are connected to the Internet is prohibited and may constitute criminal activity under applicable state and federal laws. Such prohibited activities include, but are not limited to, the uploading or creating of computer viruses which will result in the cancellation of privileges and will
require restitution for costs associated with system restoration, as well as other appropriate consequences.

- Electronic equipment is subject to search in the event school administrators believe reasonable suspicion of inappropriate use exists to support the search.
- System users and parents of students with access to the DIS system should be aware that, despite DIS’s use of technology protection measures required by law, use of the system may provide access to other electronic systems in the global electronic network that may contain inaccurate and/or objectionable material. A student who gains access to such material is expected to discontinue the access as quickly as possible and report the incident to the supervising teacher.

Computer and Network Etiquette

- Access to the DIS electronic communications system will be governed as follows:
  o DIS grants students access to the system and assigns individual accounts as appropriate.
  o DIS requires all passwords be changed when prompted by the system.
  o Any system user identified as a security risk or as having violated DIS use and etiquette guidelines may be denied access to the system.
- System users are expected to observe the following network etiquette:
  o Be polite. Messages typed in capital letters are the computer equivalent of shouting and are considered rude.
  o Proofread messages carefully prior to sending.
  o Be considerate when sending attachments by email. Files may be too large or in an unreadable format to accommodate the recipient's system.
  o Use appropriate language. Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition can apply to conduct off school property as well if it disrupts the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd or otherwise illegal images or photographs will be disciplined according to the Handbook and may, in certain circumstances, be reported to law enforcement authorities.
  o Pretending to be someone else (forgery) when sending/receiving messages is considered inappropriate and is a violation of law (https://statelaws.findlaw.com/texas-law/texas-forgery-laws.html).
  o Do not use the network in such a way that would disrupt the use of the network by other users.
● Personal Information
  o Students shall not distribute personal information about themselves or others by means of the electronic communication system; this includes, but is not limited to, personal addresses and telephone numbers. High school students are exempt from this guideline while completing online registrations in association with the college counseling office.
  o No personally identifiable information about a DIS student will be posted on a web page under DIS control unless DIS has received written consent from that student's parents. The federal Family Educational Rights and Privacy Act and DIS policy may allow for exceptions.
  o Public events, such as dramatic performances, athletic events and assemblies may be captured and shared. Members of the DIS community should use sensitivity and good judgment and should not share any materials that harm, denigrate or deprecate any other member of DIS, including faculty and staff.

● Social Media
  o When using social media, all are expected to follow the Responsible Use and Etiquette guidelines and the general values of DIS.
  o Use of social media in a school setting must be in the service of educational or school-related purposes. This includes selfies, pictures or other video recordings, etc. Inappropriate use of social media that distracts or detracts from instruction time will be disciplined according to this Handbook.
  o Participation in chat rooms and newsgroups accessed on the Internet is permissible for employees and students, under appropriate supervision, for educational purposes only. DIS computers should not be used for non-school related social networking and communication.
  o There is no expectation of privacy when using social media; everyone should be mindful of what they post online. Students should be aware that their digital footprints are very frequently public. Students and staff should never post anything online that they would not want their peers, friends, parents, teachers, administrators or other members of the DIS community to see and/or read. Every person must understand that her/his online identity is an extension of herself/himself and know that what is inappropriate in the real world is also inappropriate in virtual communities. Anyone who uses either DIS or personal resources to post, create, send, access, download or upload material which is abusive, unlawful, harmful, hateful, crude, harassing or sexually explicit will face disciplinary action.
Prohibited Items

Drones, cameras, laser pointers and other types of sound/video equipment are not permitted on school property unless authorized by administration or a teacher for use in an assignment. This equipment is subject to confiscation. The equipment will be returned to a parent/guardian. DIS is not responsible for missing or lost equipment.

Personal Electronic Devices Policy

For safety purposes, the district permits students to possess personal cellular phones or smart watches. However, for middle school students, these devices must remain turned off and kept in the student's backpack or locker during school hours; for high school students, the only exception is the privilege of using them in their respective lounges (3rd and 4th floor lounges); otherwise they will be turned off and kept in backpack or locker. Students will be allowed to use their cell phones after instruction hours; i.e. carpool hours.

The use of cellular phones, smart watches or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. If a student uses a cellular phone during the school day, the device will be confiscated.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel.

DIS is not liable for lost or stolen cell phones. All confiscated phones must be turned in to the Student Affairs office immediately. Once the cell phone is confiscated, the following procedure will be used to return the device:

1. The first time a cell phone is confiscated, parents/guardians may pick it up with no fee assessed.
2. The second time a cell phone is confiscated, an administrative fee of $5 will be charged before the device can be returned. Parents/guardians will be notified that the student's device has been confiscated for the second time.
3. If a cell phone is confiscated a third time, an administrative fee of $10 will be charged before the device can be returned.
4. If a cell phone is confiscated a fourth time (or more), an administrative fee of $15 will be charged before the device can be returned.
5. Any student refusing to give the device to school personnel will be subject to Level I disciplinary consequences.
Communication During the School Day

A telephone is available at reception for students to use only in case of an emergency. Classroom and office telephones may also be used with permission. If a parent/guardian needs to contact their student during the school day, they can call the reception at 469-250-0001. A telephone is also available at the Churchill Campus 972-991-6379 for those students who take the shuttle after school.

Classroom Technology Contract and Acceptable Use Policies

Classroom Technology Rules

The use of computers and other technology at DIS is a privilege with responsibility. To protect all students and classroom technology, students need to follow some important rules and procedures. Failure to abide by these requirements may result in revoking the privilege, or other disciplinary actions.

- Students must wash/sanitize their hands prior to using any classroom technology.
- No food/drinks should be near classroom technology at any time.
- Mobile devices, such as iPads or Chromebooks, should remain on a desk or table at all times. Students should not carry these devices around without permission.
- All technology in the classroom should be treated with respect. Students should use devices with care and for educational purposes only. Tampering with or vandalizing hardware, software, or data will not be tolerated.
- It is each student’s responsibility to report problems to the teacher immediately.
- Students must not change the “settings” or attempt to modify the appearance of a technological device, unless specifically asked by their teacher. This includes, but is not limited to; adding/removing any apps from any devices, copying/installing software, setting passcode locks. Each one should remain in its original or teacher-set configuration.
- Students must respect the files of others by refraining from using, altering, reading, or deleting another student’s file(s). If a file is left open on any device, the students should alert the teacher.
- Students must only use apps or websites which the teacher has instructed them to use.
- Students are not to check personal email or browse the internet freely for personal entertainment purposes.
● The use of the camera or video on any device must only be utilized for educational purposes, such as recording learning results. This may occur only when instructed by a teacher.

● All technology should be properly turned off and put away safely prior to class dismissal.

● Students may use personal devices with teacher permission for educational purposes only. Any device used on school premises must follow all DIS guidelines.

● In no circumstance may a student or any other user intentionally access or communicate offensive or inappropriate material by way of DIS technology or on DIS premises or through its systems.

If a student violates any of the rules stated above or performs any other disruptive technology-related actions, the student will be subject to loss of technology privileges, will receive a documented infraction, and may be subject to further discipline up to and including dismissal from DIS. Parents may be financially responsible for the repair or replacement of stolen or damaged hardware or materials.

General Network Use

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or any other school area. Access is a privilege – not a right – and entails responsibility. As such, general school rules for behavior and communications apply and users must comply with DIS expectations. Beyond the clarification of such standards, DIS is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

School staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers will be private.

Internet/Email Access

Access to the internet and Google Suite for Education will enable the students to use thousands of libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Content filtering is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from
access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

**Unacceptable network use includes but is not limited to:**

- Sending, storing or displaying offensive messages or pictures,
- Using obscene language,
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian,
- Cyberbullying, hate mail, harassing, insulting or attacking others, discriminatory jokes and remarks,
- Damaging or modifying computers, computer systems or computer networks: downloading, installing and playing games, audio files, video files or other applications including shareware or freeware,
- Violating copyright laws,
- Sharing or using others' logins or passwords or other confidential information,
- Trespassing in others' folders, work or files,
- Intentionally wasting limited resources,
- Posting information, sent or stored, online that could endanger others,
- Employing the network for nonacademic, personal, commercial, political purposes, financial gain, or fraud,
- Attaching unauthorized equipment to the school network. Violations may result in a loss of access. Additional disciplinary action may be determined if necessary. When applicable, law enforcement agencies may be involved.

**Health and Wellness**

Waterview Campus has a full-time nurse to take care of all daily medical requests and to ensure health policies are in place to support student learning by maximizing health and wellness. Parents are encouraged to call or email the school nurse any time they have questions, concerns, or want to share important information such as a change in health status, a new medical diagnosis, a report of a contagious disease or condition. Additional information regarding health requirements, health forms, and health resources can be accessed through myDIS on the Resource page.
Medical Resources and Immunizations

DIS complies with the Texas Department of Health Regulations, including regulations regarding immunizations. Students must be current with immunizations in order to attend school unless an exemption has been filed with the school in accordance with Texas Education Code, Health and Safety. These laws may be seen in their entirety at: http://www.dshs.state.tx.us/immunize/school/default.shtm. DIS reserves the right to exclude any child from attending school if the medical records are not up to date; provisional enrollment and exemptions may be discussed with the nurse.

Hearing and vision tests are required by the State of Texas for all new students and students entering grades pre-K, K, 1, 3, 5 and 7.

Physical exams may be required to participate in a particular sport and all students must comply with the health regulations provided in order to play.

Medication

Parents are encouraged to administer regular and temporary medicines outside of school hours. For dispensing medicine during school hours on a regular or temporary basis, parents may come to the school to administer medication or provide a doctor's prescription detailing when and how the medicine is to be administered. Parents should alert Student Affairs of all medical conditions and allergies by completing Allergies, Medical Condition and Medications (WV) form. Forms can be found on myDIS under Resources.

All medications to be administered by the school must be in the original pharmacy containers with the pharmacy label. Non-prescription medication must be clearly marked with the student's name and the dosage. Allergies, Medical Condition and Medications (WV) form must be filled out and be on file with the school nurse at the Waterview Campus in order to dispense any over-the-counter medications (Advil, Benadryl, etc.). It is required to renew the form at the beginning of each school year.

Students may carry medication or self-medicate with consultation with the school nurse or Student Affairs. Such conditions include but are not limited to:

- Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
- Students with life-threatening allergies may possess and administer epinephrine by auto-injector.
- Students with diabetes may possess and administer a glucose-monitoring test and insulin delivery.
Disease and Illness

- Students who are ill should remain at home to minimize the spread of illness. A student should stay home if the student has:
  - A fever of greater than 100F (about 38C) until symptom free for 24 hours without the use of pain relieving medication.
  - Nausea, vomiting, or diarrhea until the infection is gone.
  - Untreated head lice. Parents should consult with the school nurse or Student Affairs regarding returning to school after treatment.
  - Undiagnosed rash or skin eruptions.
  - A communicable disease, strep throat, or conjunctivitis (pink eye), etc. until no longer infectious.
- Parents must immediately notify the school nurse or Student Affairs of any diseases.
- If a student becomes sick at school, the student will be taken to the school nurse or Student Affairs, and the school will call the parent/guardian to pick up the child.
- Students should not call parents for dismissal before seeing the school nurse or Student Affairs.

Accidents and Treatment

- In case of an injury to a student, the student will be taken to the school nurse or Student Affairs for aid. First aid boxes are available in the office of Student Affairs, WP reception and P.E. office.
- In case of serious injury and any bumps to the head, parents/guardians will be contacted by phone immediately.
- DIS teachers and assistants are trained in CPR. In the event of anything serious, DIS personnel will contact 911.
- There is an AED (Automated External Defibrillator) at reception.
- Parents must ensure their contact information is updated in myDIS and inform the Student Affairs office if the parents are out of town and someone else is caring for the student.

Special Circumstances

- If questions arise about a student’s emotional or mental health, parents, the student, members of the administration, and the counselors will meet to discuss appropriate steps necessary to ensure the student’s continued enrollment at DIS or to devise a plan of medical leave and re-entry (if appropriate).
• Students with a substance abuse problem, eating disorder, or any other emotional problem that affects their ability to succeed and thrive at DIS are encouraged to participate in a treatment program or course of therapy. DIS will work with the student and family to determine when and if the student should remain at and/or return to school, taking into account the wellbeing of both the student and the entire student body.

Food Allergies and Nut Policy
DIS has students who are allergic to peanuts/tree nuts. Reactions range from mild to life-threatening. DIS has several practices in place to help prevent allergic reactions;

• Students will wash/sanitize their hands upon arrival in the classroom and again before and after lunch.
• There will be no classroom project with peanut or peanut shells.
• Parents who will send snacks from home should not pack any foods containing nuts or nut products; i.e. Nutella, cashew butter spread, etc.
• Parents should talk to their child about not sharing food with other students.

Safety and Security

Building Access for Parents and Visitors
Any person who is not a DIS employee must enter through the Reception, sign in, leave a form of identification with the reception, note the reason for the visit, take a visitor’s badge, and, as needed, wait to be escorted through the reception by a DIS employee. Upon leaving the premises, visitors must sign out. DIS reserves the right to perform a background check on all visitors. Parents and other visitors are not allowed access to classrooms unless volunteering under the supervision of the teacher.

Parents volunteering on campus must be cleared at the reception, by the security guards and head of campus.

Classroom Supervision
CM2 and middle school students are not allowed to remain in a classroom unsupervised, including during recess.
Evacuation

Evacuation, emergency lockdown, and weather-related safety plans are in place and periodic safety drills are conducted for the students’ safety. Emergency guides are located in the red binder in each room of the campus building.

Illegal Substances

In accordance with Texas Law, alcohol, e-cigarettes, tobacco, and illegal drugs are prohibited on DIS property, including DIS vehicles, and during all DIS events and activities, including field and class trips. DIS reserves the right to search DIS property, including by law enforcement trained canines.

Firearms and Prohibited Weapons Policy

In accordance with Texas Penal Code Section 46.03 and 46.035, DIS prohibits the carrying of a firearm, illegal knife, razor, box cutter, club or prohibited weapon listed in Texas Penal Code Section 46.05(a) on school property, including school buildings, the building or grounds where a school-sponsored activity is taking place, a passenger vehicle or bus used for school transportation. DIS furthermore prohibits the carrying of any item that could reasonably be understood as being able to be used as a weapon. Any individual violating this policy may be subject to criminal and/or DIS discipline.

Student Affairs

The Handbook provides guidelines for expectations of students and student discipline problems. This section is not exhaustive, as it is at the sole discretion of DIS to determine whether conduct violates DIS standards of student behavior and any disciplinary consequences.

School Authority and Jurisdiction

School rules and the authority to administer discipline apply whenever the interest of the school is involved, on school grounds, in conjunction with or independent of classes and school-sponsored activities. The school has disciplinary authority over a student:

- During the regular school day and while the student is going to and from school on school transportation including field and class trips.
- When attending any school-related activity, regardless of time or location.
• When visiting UTD campus and facilities for classes or other uses. Students must follow student conduct rules of both UTD and DIS. DIS students are guests of the university and should conduct themselves in an appropriate manner.
• Video/audio equipment may be used for safety purposes to monitor student behavior in common areas on school grounds.

**Discipline Management Techniques**

The following guidelines are intended as a guide to disciplinary action and are not exclusive. DIS may implement other disciplinary actions it deems necessary or productive. DIS will determine in its sole discretion the level of discipline applicable for each infraction given the elements and information as its disposal.

Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be in relation to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, the effect of the misconduct on the school environment, whether the student acted in self-defense, intent or lack of intent at the time the student engaged in the conduct, a student's disciplinary history, or a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

DIS reserves the sole right to conduct all investigations and evaluations regarding infractions without time limit and reserves the right to use all resources available including video camera surveillance.

**School Policy on School's Right to Decide Disciplinary Management Techniques**

DIS reserves the right to uphold standards of behavior stricter than those listed in the Handbook as a violation. DIS may respond to inappropriate behavior prior to it reaching the level of a violation as listed. In the case where a repeated offense is a violation, DIS reserves the right to apply disciplinary or remedial action where a single act or behavior is determined by DIS to be sufficiently severe to warrant disciplinary or remedial action or that the repetition of the behavior might reasonably result in a violation of the Handbook policies.

**Discipline Policy**

Students and parents are expected to be considerate and respectful toward other students, parents, faculty, guests and visitors. Students should respect School property and the personal property of other people. Students and parents, whether as participants or spectators, are required to show good sportsmanship and courtesy at all School-sponsored events (on and off
campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to attend future events.

Honesty and Dishonesty

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty, is inconsistent with School standards. Dishonesty is considered a fundamental breach of our community’s expectations. A student’s dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

Language

Students and parents are prohibited from using profane, obscene, vulgar, and bigoted, hate speech, or other types of offensive language or gestures on campus or at School-sponsored events.

Lockers and Cubbies

Students are to keep their locker or cubby clean. Personal items should be taken home each evening. Students are to respect the privacy of other students’ lockers and cubbies. Lockers may be inspected periodically by school staff without prior notice or consent.

Food and Drink

Food and beverages will be consumed only in designated areas and at designated times. Non-compliance with this policy will result in the disciplinary tiers as stated in this Handbook being followed.

Items Inappropriate for School

Some children like to take something from their home environment to school, a part of themselves to place in the new environment. The school wants to honor this desire and, at the same time, be sure that what the child brings leads to a positive experience. Flowers, things found in nature and small plants are welcome. Some children like to bring something that will remain in the classroom. Your child’s guide/faculty member can make suggestions of small things needed by that classroom. Leave all toys, personal entertainment electronics, and other inappropriate items at home.
Prohibited Items

Students are prohibited from possessing or having in their possession (locker, backpack, purse, etc.), tobacco products, e-cigs, drugs/alcohol, matches, pagers, laser pointers, electronic games, CD players, prescription medication or weapons. Any such item may be confiscated and, if appropriate, turned over to law enforcement.

Destructive Acts

Students should govern their actions by the values of respect for self, person and property. Thus, any destructive actions, including setting fires, causing damage to property, harming others, or similar conduct are prohibited.

Harm to Self and/or Others

If a student threatens to harm himself/herself or others, the Dean of Students, the School Counselor, and/or Head of School will be notified. The student's parent(s) or guardian(s) will be contacted in order to discuss the next immediate steps. The family may be asked to have the student evaluated by a school-approved outside professional in order to determine whether or not the student is safe to remain in school, both for the protection of that student as well as the school community as a whole.

Displays of Affection

Students are prohibited from inappropriate displays of affection, such as kissing, groping, or other acts of physical intimacy.

DIS is committed to creating caring and compassionate communities. Our ongoing approach to promote tolerance and cooperation includes:

- Maintaining an environment in which all students believe they have worth, are capable human beings, are expected to serve and can resolve conflicts nonviolently;
- Developing a spirit of devotion and enthusiasm among members of a group for one another, their group, and their purpose;
- Going beyond values clarification and/or moral reasoning to teach character education;
- Encouraging awareness and respect for differences among people;
- Training staff to recognize and respond to harassment and bullying consistently and sensitively.
**Harassment/Bullying/Discrimination/Hate Speech**

DIS supports students learning the processes of conflict resolution so they are prepared to solve their own problems; however, we also recognize that these types of actions falling under the category of harassment are rooted in larger issues of discrimination and subjugation and require a responsive approach. To protect the safety of the community and provide equality of opportunity for all, each situation must be addressed individually to achieve reconciliatory justice, healing people and relationships. Our approach includes age and circumstance-appropriate constructive alternatives and defined consequences.

Harassment, including hate speech, includes conduct (oral, written, graphic, or physical) against any person or persons because of their race, religion, color, gender, gender identity, sexual orientation, national origin, citizenship, or disability that has the effect of creating a demeaning, threatening or hostile environment.

Bullying occurs when there are repeated incidents of a student using his or her verbal, social or physical power to control or hurt another. Bullying includes actions such as teasing, name-calling, excluding someone from a group, spreading rumors, hitting, or taking someone’s things. Cyber-bullying is bullying that takes place through online communication tools like social media sites, websites, texting and chat. Examples include posting false or embarrassing information and sending threats or taunts.

Sexual harassment includes unwelcome advances, making remarks or spreading rumors of a sexual nature, and sexually-suggestive jokes or images.

All concerns relating to harassment or bullying should be reported immediately to the Dean of Students. When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, which may include dismissal from school. No adverse action will be taken against any person who makes a good faith report of harassment or bullying.

Steps that are taken when an infraction has occurred:

- All members of the DIS community are expected to discourage, prevent, intervene, report and otherwise appropriately address any harassment or bullying behaviors.
- All possible occurrences of harassment or bullying are to be recorded by the staff member who observes or becomes aware of the behavior and reports to the Dean of Students.
- Information about any incidents will be gathered at school from those directly involved.
- In cases of bullying, intervention will follow the tiered disciplinary response outlined in the Disciplinary Procedures section of this handbook.
Drugs and Alcohol

Our students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances on or near School property or at School-related activities. Off-premises possession, use, sale or purchase of mind altering substances and off-premise alcohol abuse is also prohibited.

Consequences: In addition to determining the appropriate disciplinary action, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the School; required drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration.

Weapons and Threats

The School always takes most seriously any threats, even when students make comments in jest, on email, or away from School, toward or about another student, staff member, or the School. Students are prohibited from bringing any type of weapon to School or School-sponsored events, including knives, guns, fireworks, etc. Any such item may be confiscated and, if appropriate, turned over to law enforcement.

Disciplinary Procedures

DIS's educational philosophy is centered on self-motivated learning and exploration. Therefore, the environment is designed for children's experiences to be engaging, yet offer appropriate developmental challenges. Every effort is made to teach students to use good judgment at each developmental level through practical life experiences, interactions and experiences. The following factors contribute to the child's absorbing good standards of behavior:

- Modeling by adults: The adults at DIS and our families must consistently model the type of behavior they wish to instill in the child.
- Classroom environment: Children who are challenged by an exciting and creative environment are stimulated to create their own inner discipline. This program encourages intellectual, emotional, social and behavioral growth. Characteristics of such an environment include: setting clear limits, consistency, warm and open communication, support and encouragement of positive behavior and fair application of rules and consequences.
- Self-esteem: Children who feel good about themselves and others rarely become discipline problems. The staff must be firm in consistently setting limits while, at the same time, being respectful of each child.
- Parents' Role: If there is a serious infraction, parents will be called.

The guide/faculty member of each class is in charge of the ordinary discipline in the classroom. The student is expected to comply with classroom rules, school policies, guidelines, and the General Conduct section of this handbook. Each situation will be handled at the School's discretion in accordance with the School's rules, policies, and practices.

Disciplinary matters, or incidents in violation of School rules and regulations, will be handled initially at the most immediate level possible. Violations will subject the student to disciplinary consequences. The level of disciplinary response for any violation of School rules will depend on a variety of circumstances, including but not limited to:
- Whether any person was harmed;
- Whether there was property damage or other loss of property
- The level of any class or School disruption caused by the student's behavior;
- The number, if any, of prior infractions of School rules and regulations;
- Whether the student has been previously disciplined;
- Whether there were illegal substances (for example, drugs, alcohol, cigarettes, etc.);
- Whether the student had been earlier warned about the same or similar conduct;
- Whether there was a weapon or other dangerous item involved; and/or
- Whether the conduct is of the kind also prohibited by criminal law.

**Disciplinary Responses**

Certain disciplinary responses may be necessary, depending on the circumstances of each occurrence. The following disciplinary responses may be used, not necessarily in order of priority, at the discretion of the Dean of Students. Consequences are in proportion to the offense and the developmental level of the student(s). The following tiers of response may be used:

**Tier 1 response** – Generally handled within the classroom by the faculty member through verbal and non-verbal communications with the student, and logical consequences within the environment. The School will communicate with the students and will inform parents as needed.

**Tier 2 response** – Students will be referred to the Dean of Students. The School will communicate with the students and will inform parents as needed.
Tier 3 response – The Dean of Students in consultation with the Head of Secondary might implement a behavioral probation once a student reaches Tier 3. The School will communicate with the students and will inform parents as needed.

Class Removal: Students removed from class are required to be on campus at a designated area but are not allowed to attend class or events. Students still have the responsibility to complete and timely submit all class work and to arrange to make up examinations. The School will inform parents.

In-school Suspension (ISS): Some situations may require in-school suspension. Students still have the responsibility to complete and timely submit all class work. Campus Suspension becomes a permanent part of a student's record. The School will inform parents.

Out-of-school Suspension (OSS): Some situations may require a student being placed on OSS. The student is banned from all school activities, including classes, as well as off campus school events, and is to remain at home. It is the student's responsibility to complete and timely submit all class work but he/she cannot make up any tests or exams. Any meetings with teachers may be held through video conferencing. OSS becomes a part of a student's record. It is the Head of School's discretion to determine if or when the student may return to school.

Expulsion: Students may be expelled for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment, not meeting academic requirements; or not meeting attendance requirements. Expulsion becomes a part of a student's record.

In addition, families may be asked to leave the school or may not be permitted to re-register if a parent or family member causes disruption to the School or the School's educational mission or in the case of non-payment of tuition or fees. The school may also place a contractual hold on students with major infractions, repeated offenses, and unsatisfactory academic performance.

The School may report to the appropriate governmental authorities any actions that appear to violate law.