I. Mission and Culture

_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 and creates a unique learning environment that upholds our Core Principles:

We believe that academic immersion in more than one language, combined with a multi-cultural 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 deed 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>The ability to recover quickly and to not give up when beset by setbacks and disappointments</td>
<td>Feeling regard 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. 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.

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.

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.

II. Campus Organization

School Calendar
The current school calendar is available on the DIS website. The school week runs from Monday through Friday. In accordance with the French standards, the academic year consists of no less than 174 school days. The school calendar is discussed at the School Council the prior spring and is finalized by the administration. In general, the academic year consists of five sets of six to eight weeks of study, each followed by a one-week break (two weeks in December). The school year generally begins the last week in August and ends in mid-June. The year is divided into trimesters: late August – late November; early December – early March; mid-March – mid-June. DIS reserves the right to add hours to the annual calendar in the event of a temporary closing, such as in the event of inclement weather.
**School Hours**

- The Churchill campus is open to students from 7:30 a.m. to 6:00 p.m.
- Before-school care is available beginning at 7:30 a.m. in the cafeteria under the supervision of assistants. There is no charge for before care.
- After-school care is available in designated classrooms through the after-school program. Parents will be billed $10 per hour, and proration is not provided. Parents must pick up their children by 6:00 p.m., and parents who leave their children after 6:00 p.m. will be charged $1 per minute up to 3 late times, on the 4th time parents will be charged a flat $50 fee and the fee will double up to $200. Parents will be notified of each occurrence.

The chart below details the school hours for each grade level. All students are expected to be in the classroom and ready to start class at the specified school start time (8:15 for CM2; 8:30 for GS – CM1; 8:45 for TPS, PS and MS). The teachers are in the classroom and ready to welcome students 15 minutes before the scheduled class start time.

<table>
<thead>
<tr>
<th>Grades</th>
<th>US Grades</th>
<th>Age</th>
<th>Teaching Start/End</th>
<th>Recess Start/End</th>
<th>Lunch Time</th>
<th>Recess</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maternelle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toute Petite Section</td>
<td>Preschool</td>
<td>2</td>
<td>8:45am/3:00pm</td>
<td>2 x 25 min</td>
<td>30 min</td>
<td>30 min</td>
</tr>
<tr>
<td>Petite Section</td>
<td>Preschool</td>
<td>3</td>
<td>8:45am/3:00pm</td>
<td>2 x 25 min</td>
<td>30 min</td>
<td>30 min</td>
</tr>
<tr>
<td>Moyenne Section</td>
<td>PreK</td>
<td>4</td>
<td>8:45am/3:00pm</td>
<td>2 x 25 min</td>
<td>30 min</td>
<td>30 min</td>
</tr>
<tr>
<td>Grande Section</td>
<td>K</td>
<td>5</td>
<td>8:30am/3:30pm</td>
<td>2 x 25 min</td>
<td>30 min</td>
<td>30 min</td>
</tr>
<tr>
<td>Primary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Gr. (CP)</td>
<td>1</td>
<td>6</td>
<td>8:30am/3:30pm</td>
<td>2 x 15 min</td>
<td>30 min</td>
<td>30 min</td>
</tr>
<tr>
<td>2nd Gr. (CE1)</td>
<td>2</td>
<td>7</td>
<td>8:30am/3:30pm</td>
<td>2 x 15 min</td>
<td>30 min</td>
<td>30 min</td>
</tr>
<tr>
<td>3rd Gr. (CE2)</td>
<td>3</td>
<td>8</td>
<td>8:30am/3:30pm</td>
<td>1 x 20 min</td>
<td>30 min</td>
<td>30 min</td>
</tr>
<tr>
<td>4th Gr. (CM1)</td>
<td>4</td>
<td>9</td>
<td>8:30am/3:30pm</td>
<td>1 x 20 min</td>
<td>30 min</td>
<td>30 min</td>
</tr>
<tr>
<td>5th Gr. (CM2)</td>
<td>5</td>
<td>10</td>
<td>8:15am</td>
<td>3:15pm</td>
<td>1 x 20 min</td>
<td>30 min</td>
</tr>
</tbody>
</table>

### DIS Childcare
Pre School-2 (TPS) and Pre-School-3 (PS) meet the requirements outlined by the Department of Family and Protective Services (DFPS) and the Health and Human Services (HHS) divisions of the State of Texas.

DIS has designated a Childcare Director to oversee the operations of the DIS Childcare. Families who have students enrolled in DIS Childcare receive a Parent Handbook specific to the Pre School-2 (TPS) and Pre-School-3 (PS) classrooms.

### Carpool
DIS uses specific procedures for morning arrival and afternoon departure through the carpool. Information about these procedures is provided at the beginning of each school year. In addition to these procedures, drivers must obey the following carpool rules:

- Drivers should observe all entry and exit signs.
- Drivers should observe all parking signs, especially those denoting fire lanes and handicapped spaces.
- For safety purposes, parents are not allowed to park in the carpool lanes.
- Carpool numbers must be prominently displayed.
- Morning carpool begins at 7:30a.m and ends at 8:45a.m. Parents are encouraged to arrive early to ensure students arrive at class on time. If you arrive after 8:45, you must park and walk your child to the reception area.
- Parents should release children on the passenger side only.
- No cell phones or texting is allowed in carpools.

### Students' Arrival
During carpool hours, all students must enter the campus through the designated entrances. All students should be dropped off through the carpool. Children in first grade (CP) and older walk to their classrooms independently. Maternelle students enter the cafeteria and are escorted by an assistant to their classrooms each morning.

An exception can be made in cases if a child requires physical assistance, but such exceptions must be cleared through the Head of Primary or the school nurse.

### Students' Departure
Parents should follow the carpool system when picking up students after school.
Students enrolled in the basic after-school care program and students who take after-school classes, must wait in the designated areas until called for departure. Parents or authorized drivers should proceed to Reception and show the carpool number and sign other identification to pick up a student.

If a student has an appointment during the school day and needs to be picked up from school, the parent must come to reception and complete an Early Departure form. Such a procedure must remain exceptional and should be limited to occasions when the child is ill or must attend an important appointment that cannot be scheduled outside of school hours.

**Absences and Tardies**

Parents need to provide written notification via email to Student Affairs attendance@dallasinternationalschool.org and the student’s teacher in the event of absence or tardy. Verbal notification is not considered proper notification.

Excused Absences: Absences due to illness for three days or less will be excused with written notification from a parent to Student Affairs and the student’s teacher. If a student is absent due to illness for more than three days or any 10 days within an 8-week period (half-semester), a doctor’s note is required for the absences to be excused.

Unexcused Absences:

- Vacation, even when requested in advance, is not considered an excused absence.

- Level I: When a student has seven unexcused absences within an 8-week period (half-semester), parents will be contacted via the school database system or by Student Affairs.

- Level II: After ten unexcused absences within an 8-week period (half-semester), parents will be notified by the Director of Student Affairs of attendance violation.

- Level III: If an excessive absence continues, parents will be requested to meet with the Director of Student Affairs and or Head of Primary for further review.

Absences and tardies are tracked by the Student Affairs’ office. Families are encouraged to check the school database to ensure accuracy, as absences and tardies will be noted.
in the student’s permanent record. Making up homework assignments is the responsibility of the student and parents. Teachers are not obligated to re-teach, give homework assignments, or administer missed tests due to unexcused absences. DIS reserves the right to consider any absence as unexcused. GS (Kindergarten) and elementary students must attend 90% of the school days within the school year or risk not being passed to the next grade. Parents will be contacted in the event of this occurrence.

Tardies: GS (Kindergarten) and elementary students will receive a tardy if they arrive after 8:30 a.m. Maternelle students will receive a tardy if they arrive after 8:45 a.m. Students must enter through Reception if they arrive after the start of class. Tardies are tracked as follows:

- **Level I:** If a student has seven unexcused tardies within an 8-week period (half-semester), the tardies will be converted to 1 unexcused absence. Parents will be notified via the student database (Attendance Infraction).

- **Level II:** If a student has ten unexcused tardies within an 8-week period (half-semester), the student’s parents will be contacted by the Director of Student Affairs.

- **Level III:** If excessive unexcused tardies (over 10) continue, parents will be requested to meet with the Head of Primary for further review.

**Parking**

Traffic and parking signs posted on the DIS campus, as well as any additional information distributed to parents regarding these rules, are to be strictly observed to ensure the safety of the DIS community and to ensure good relations with DIS’ neighbors.

Parents are not allowed to park at The Alcuin School’s parking lot or The Cooper Center parking lots without permission.

Parents are asked to respect the fire lane on our property and will be asked to move if blocking these spaces are reserved for emergency vehicles.

**Access for Parents (and Others Authorized to Pick Up Students)**

As vital elements of the school community, parents are welcome in the school during organized events. However, for the safety and well being of our students, parents are
required to adhere to the school's rules for entering the campus and only allowed for certain events. Check-in at reception is required for all parents and requires signing in, noting the reason for the visit, and wearing a parent's badge. Upon leaving the premises, parents must sign out. As a general rule, parents are not allowed to accompany children to the classrooms during the school day and are not allowed to visit classrooms during normal class time.

Parents are welcome on campus during after-school programs. No visits are allowed during homework help or tutoring.

Parents volunteering on campus must complete the Volunteer Form in the section “Helping DIS,” on the school's website and subject to approval from Administration. It is strongly encouraged for all parents to submit this form at the beginning of the year, in case they are needed at the last minute to help with a party, chaperone a field trip, or assist with a class project.

Visitors’ Access
Any person who is not a member of the DIS community must enter through reception, sign in (notating the reason for the visit), take a visitor's badge, and wait to be escorted through reception by a DIS employee. Upon leaving the premises, the visitor must sign out.

Non-DIS Students’ Access
Any non-DIS students (including former students) wishing to visit DIS or stay for lunch must have permission from the Director of Student Affairs and/or Head of Primary.

Classroom and Campus Supervision
Students are not allowed to remain in a classroom or in any other school location unsupervised at any time. Students must be under the direct visual observation of supervising adults and in close proximity. This also applies to parents and/or guardians once the child has been checked out.

III. Student Life
DIS offers a rigorous academic program based on the use of several languages, and the effort expected by the students during and outside of class is therefore more intensive than in other schools. Attendance, punctuality, organization, intellectual curiosity, attentiveness, perseverance, respect of DIS rules, and personnel are required for success at DIS.

Through the curriculum and after-school activities offered at DIS, students are expected to acquire fluency in at least two languages, as well as an understanding of global issues
and an awareness of other cultures. Respect for other people and other cultures, development of a critical and analytical mind, and respect of jointly approved rules and fundamental social values are all integral parts of the teaching at DIS.

**Dress Code**
DIS requires that all students wear a uniform. The uniform must be worn in full, in good condition, and in accordance with the uniform guidelines. Students may be excluded from class unless they are in the proper uniform. Students are not allowed to wear head coverings of any kind in the classroom. Students should keep their hair clean and of reasonable length, color, style.

Primary students are not allowed to wear makeup. Jewelry and hairstyles should not be excessive. Chains, disruptive accessories, medallions, tattoos, and piercings (other than one on each ear) should not be visible. Earrings may not dangle off the ear lobe. Shoe heels should be flat in style.

During events organized by DIS when the school uniform is not required (e.g., off-campus fundraisers, community service events or PTO events), students must dress modestly and in good taste. Extremely short shorts or skirts, inappropriate logos, or shirts displaying the midriff area are not permitted. Parents will be called to bring appropriate attire, or the student will be asked to leave.

Spirit days are typically every Friday unless announced otherwise. On Spirit Days, students may wear a shirt with the school name or logo. Other aspects of guidelines of the dress code should be followed.

Decency and modesty must be observed at all times. Students shall not display any expression of affection on the school grounds or during school activities.

During physical education classes, students must wear the required navy shorts and shirt with the DIS logo or navy sweatpants in the winter. Proper athletic shoes are also required and follow PE dress code uniforms.

**Respect and Tolerance**
DIS strives to maintain an environment where all cultures and all individuals are accepted and respected. While on campus, staff and students must refrain from wearing anything that promotes a religious or philosophical belief and from proselytizing a religious or philosophical belief.
Students and staff must address each other in a courteous, kind, and respectful manner in all circumstances. Aggressive or violent behavior, profanity, cursing, bullying, shouting, excessive teasing, name-calling, or fighting of any kind will not be tolerated.

Students must comply with basic rules of cleanliness on the school campus. Students are expected to clean up after themselves. Graffiti and vandalism of any kind will not be tolerated.

**Lunch, Snack & Food Allergies**
DIS contracts with a catering company to provide a well-balanced, nutritional lunch for its students. Parents may enroll students in the hot lunch program on an annual or monthly basis, and parents will be billed at the beginning of the year or monthly. Students who bring their lunches are requested to use a lunch box, pack food in appropriate containers, and provide their own plastic silverware. No glass of any kind is allowed.

In order to avoid any food allergies, students are not allowed to share food. To prevent serious and life-threatening allergic reactions, no nuts or any product containing nuts, including peanut butter, are allowed on campus.

During lunch, students are expected to follow basic rules of courtesy and etiquette by sitting properly, talking in moderate tones, eating politely, and cleaning up after themselves.

Students are permitted to bring a morning or afternoon snack from home. Morning snacks must be healthy and light so that they do not diminish the student’s appetite at lunch. Soda and candy are not permitted. Snacks should not be packed in cans or containers with sharp edges.

**After School Activities**
DIS offers various after-school programs from 3:00–6:00 p.m. each day. Comprehensive information on the after-school program (activities, schedules, fees) is available before the start of every school year. Enrollment may begin in August for the Fall semester and in January for the Spring semester.
The Maternell program for after school and after care is a package program. Each day all students in grades PS and MS will have a different activity from 3:00-4:00pm. Students enrolled in this program are allowed to stay until 6pm.

The after care cost for this program is $30 drop in rate for unenrolled and $130 per week with pre-pay billing.

The after school athletics program will come as a package of 2 sports for 16 weeks (Fall and Spring season). The kids will have the choice between Soccer and Basketball (Fall) or Soccer and Volleyball (Spring).

Students in grades GS-CMI will be allowed to select different activities (for individual class pricing, see after school program on DIS website, https://dallasinternationalschool.myschoolapp.com/page/dis-life/after-school-programs

After care fees are assessed at $10/hour.

Outreach Programs and Field Trips

DIS offers students a variety of learning and discovery opportunities through outreach programs and field trips. Field trips are limited to students in Kindergarten (GS) and above. Traveling by bus is the only means of transportation on field trips. Parents must complete and return an “Authorization Form” for each field trip. If an authorization form is not completed, the student will not be allowed to attend. In the event that parents feel there is a moral or religious reason not to participate in a field trip, provisions will be made for the student to remain on campus.

While on the field trip, students and chaperones represent DIS and convey the school's image. It is therefore required that the students’ dress and behavior be impeccable. Unless the activity precludes it, students will always wear the school uniform.

Any field trip involving a sleepover will require additional communication with the parents regarding special procedures and financial arrangements.

Students who do not participate in a class trip (either locally or abroad) will be required to be in attendance at DIS on the day(s) of the class trip. Students may not be allowed to participate in outreach programs and field trips due to behavior issues, injury, or for other reasons.
Valuables and Electronic Devices
Students’ uniforms and belongings should be labeled to reduce the risk of loss. Students are not permitted to bring valuables or money to school except in specific instances, such as sales organized for the profit of an activity authorized by DIS. The school is not responsible for any theft or damage to personal belongings. Students may not bring any electronic devices to the Churchill campus.

Toys, Pets and Candy
Students are not allowed to bring toys, candy, gum, or soda to school. DIS may confiscate any item considered noisy, dangerous, or inappropriate to the school environment, and such items will be released to the student’s parents. For grades that have a naptime, students are allowed to bring one comfort item.

Unless used to assist a person with a disability or as part of an educational program scheduled by DIS, no pet of any kind will be allowed on campus, including the parking lot, where pets must remain in the car.

Photos and filming
Parents are not allowed to film or take pictures of any other students without authorization from the school. During special events, DIS will provide a school photographer to cover the event.

IV. Academics
The diversity and breadth of the international experience (our students are citizens of over 25 different countries and their parents are from over 50 different countries), and the diversity and training of our highly qualified staff place DIS in a unique and prestigious position among other private schools in Dallas. DIS takes the high standards of the French education system and blends them with the needs of our community. In Pre School 2 and Pre School 3, 50% of the teaching is done in French and 50% in English. In Pre K-4 and Kindergarten, 45% of the teaching is done in French, 45% in English, and 10% in Spanish or Mandarin. In the Primary grades, approximately 60% of the teaching is done in French, 30% in English, and 10% in Spanish or Mandarin. Beginning in 5th grade, instruction of all subjects is in French, with English taught 3-5 hours per week and either Spanish, German, or Chinese taught 3 hours per week.

Entering 9th grade, students choose to stay in the French track or enter an English track. High school students can choose between the English-based International Baccalaureate (IB) program or the French-based French Baccalauréat (FB) program. Both the FB and the IB are prestigious diplomas and well respected in Europe and North America.
The education provided at DIS extends over a period of 16 years from TPS to 12th grade. It is organized in cycles of one to three years.

<table>
<thead>
<tr>
<th>Education</th>
<th>Schools</th>
<th>Grades</th>
<th>Cycles</th>
<th>Grades</th>
<th>Years</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Maternelle</td>
<td>Toute Petite Section</td>
<td>Cycle 1</td>
<td>Pre School 2</td>
<td>Primary</td>
<td>2</td>
</tr>
<tr>
<td>Primary</td>
<td>Maternelle</td>
<td>Petite Section</td>
<td>Cycle 1</td>
<td>Pre School 3</td>
<td>Primary</td>
<td>3</td>
</tr>
<tr>
<td>Primary</td>
<td>Maternelle</td>
<td>Moyenne Section</td>
<td>Cycle 1</td>
<td>Pre K-4</td>
<td>Primary</td>
<td>4</td>
</tr>
<tr>
<td>Primary</td>
<td>Maternelle</td>
<td>Grande Section</td>
<td>Cycle 1</td>
<td>K</td>
<td>Primary</td>
<td>5</td>
</tr>
<tr>
<td>Primary</td>
<td>Elementary</td>
<td>Cours Préparatoire</td>
<td>Cycle 2</td>
<td>1</td>
<td>Primary</td>
<td>6</td>
</tr>
<tr>
<td>Primary</td>
<td>Elementary</td>
<td>Cours Elémentaire 1</td>
<td>Cycle 2</td>
<td>2</td>
<td>Primary</td>
<td>7</td>
</tr>
<tr>
<td>Primary</td>
<td>Elementary</td>
<td>Cours Elémentaire 2</td>
<td>Cycle 2</td>
<td>3</td>
<td>Primary</td>
<td>8</td>
</tr>
<tr>
<td>Primary</td>
<td>Elementary</td>
<td>Cours Moyen 1</td>
<td>Cycle 3</td>
<td>4</td>
<td>Primary</td>
<td>9</td>
</tr>
<tr>
<td>Primary</td>
<td>Elementary</td>
<td>Cours Moyen 2</td>
<td>Cycle 3</td>
<td>5</td>
<td>Primary</td>
<td>10</td>
</tr>
<tr>
<td>Secondary</td>
<td>College</td>
<td>Sixième</td>
<td>Cycle 3</td>
<td>6</td>
<td>Middle</td>
<td>11</td>
</tr>
<tr>
<td>Secondary</td>
<td>College</td>
<td>Cinquième</td>
<td>Cycle 4</td>
<td>7</td>
<td>Middle</td>
<td>12</td>
</tr>
<tr>
<td>Secondary</td>
<td>College</td>
<td>Quatrième</td>
<td>Cycle 4</td>
<td>8</td>
<td>Middle</td>
<td>13</td>
</tr>
<tr>
<td>Secondary</td>
<td>College</td>
<td>Troisième</td>
<td>Cycle 4</td>
<td>9</td>
<td>Middle</td>
<td>14</td>
</tr>
<tr>
<td>Secondary</td>
<td>Lycée</td>
<td>Seconde</td>
<td>Determination</td>
<td>10</td>
<td>Middle</td>
<td>15</td>
</tr>
<tr>
<td>Secondary</td>
<td>Lycée</td>
<td>Première</td>
<td>Terminal</td>
<td>11</td>
<td>Diploma (*)</td>
<td>16</td>
</tr>
<tr>
<td>Secondary</td>
<td>Lycée</td>
<td>Terminale</td>
<td>Terminal</td>
<td>12</td>
<td>Diploma (*)</td>
<td>17</td>
</tr>
</tbody>
</table>

(*) DIS is accredited for the Diploma Program Years

**Evaluations and Examinations**
The Measures of Academic Progress (MAP) test is administered to all students from 1st-8th grades. Depending on the grade level, students take the MAP tests in Reading, Math, and Language Usage up to three times per year to monitor their progress in acquiring academic skills in English.

**Homework**
Homework assignments are indispensable to the learning process. Homework is given in reasonable quantity and at a reasonable pace in relation to the age of the student. Students are expected to complete homework assignments on time, to the best of the student’s ability. Work sent home to be signed should be returned on time.
Students in CP may have up to 20 minutes of homework per night, Monday – Thursday.
Students in CE1 and CE2 may have up to 2 hours of homework per week, Monday – Thursday.
Students in CM1 and CM2 may have up to 3 hours of homework per week, Monday – Thursday.

Students in Maternelle grades do not have homework but will often bring home math enrichment activities, reading books, or a list of newly mastered letters and sounds to share with their parents. This is a good opportunity to lay the foundation for later study habits by establishing a positive evening routine for sharing these take-home activities.

**Evaluations and Grades**
In Maternelle and elementary classes, parents will receive their student’s report card at the end of each semester, with separate notations for French, English and Spanish. The report card details the acquisition of skills using the notations below:

- **Maternelle**
  - **M (Mastered / Acquis):** Demonstrates mastery of grade-level objectives (studied during this Semester); meets or exceeds required standard of performance.
  - **BA (Being acquired / En cours d'acquisition):** Mastery of grade-level objectives is still in progress.
  - **NA (Not Applicable / Non Évalué):** This objective was not studied during the current semester.

- **Elementary**
  - **EE (Exceeded Expectations):** Demonstrates consistent mastery of objectives typically expected at higher grade levels.
  - **M+ (Mastered):** Demonstrates strong mastery of grade-level objectives.
  - **M (Mastered):** Demonstrates mastery of grade-level objectives.
  - **BA (Being Acquired):** Demonstrates inconsistent mastery of grade-level objectives.
  - **NM (Not Mastered):** Mastery of grade-level objectives not achieved.
  - **NA (Not Applicable)**

**Promotion to the Next Grade**
Students are promoted or maintained in accordance with the decision of the pedagogical team made up of teachers, counselors, and the Head of Primary. DIS may
advance or assign a student to a lower grade if it is determined that the current grade is not appropriate for the student’s abilities or knowledge.

**Policy for Grade Skipping/Acceleration of Curriculum**

Dallas International School is committed to academic and personal success for every student. This includes providing education with high academic standards and rigor which will promote the maximum academic, social-emotional, and physical development of each student.

It is recognized that some students may need to move more quickly through the curriculum, and it becomes necessary to accelerate them one grade level higher. This policy addresses the acceleration of students by using similar criteria and requirements as when retaining students, with the final decision made jointly by the teacher, promotion committee, and the parents. Students may be considered for acceleration at the request of the parent/legal guardian or the French/main teacher, beginning in grade GS and above.

The following procedure should be followed to complete a grade promotion request:

1. A “Request for Whole-Grade Skipping” form must be completed by either the parent/guardian or the main teacher for the student and submitted to Wendy DeSpain by **March 1st** of the current school year.
2. After receiving the request, the current French and English teachers will complete a Teacher Guidance form, evaluating the student’s classroom performance.
3. A formative evaluation in French and English will be completed by a teacher at the subsequent grade level. If available, the student’s MAP scores may also be considered when assessing the student’s level in English.
4. If the Formative Evaluation indicates that the student is capable of maintaining performance if moved to the following grade, then a social-emotional evaluation will be ordered and completed by the school counselor.
5. All documentation will be completed and available for review by the committee by the **second week of April**.
6. Whether the decision is made to maintain the student’s current placement at grade level, or if it is determined that the student would be better suited by accelerating their academic placement, both parents and teachers will be notified of the decision by **May 1st** of the current school year. Parents will be invited to discuss the results of the testing and observations, after a decision has been made regarding their child.
Class Materials
Students must always bring with them to each class their required materials and school supplies. DIS will lend students certain supplies (textbooks and other collective supplies such as scissors, markers, etc.) with the understanding that such supplies are returned in good condition. Parents may be asked to pay for lost or damaged supplies. Intentional misuse of equipment and supplies will not be tolerated.

Library
The library is accessible to the students during normal school hours and under the supervision of the school's staff. Classes in Kindergarten (GS) - Fourth Grade (CM1) are assigned specific times to visit the library. Students may borrow books from the library, as long as they return them timely and in good condition. Parents are responsible for lost or damaged items.

V. Student Responsibilities and Consequences
DIS recognizes and respects the rights of students. All students will exercise their rights responsibly, with due regard for the equal rights of others in compliance with the rules and regulations established for the orderly conduct of the school.

Student Responsibilities
Each student must respect the rights and privileges of classmates, teachers, and other school personnel. Students who violate the rights of others, or who violate rules and regulations of DIS, are subject to appropriate disciplinary measures, designed to correct their misconduct and to promote adherence.

Student responsibilities for achieving a positive learning environment at school or school-sponsored activities include:

- Attending all classes daily and on time.
- Being prepared for each class with appropriate materials and assignments.
- Meeting DIS standards of grooming and dress.
- Exhibiting an attitude of respect toward others.
- Conducting one's self in a responsible manner, always exercising self discipline.
- Obeying all campus and classroom rules.
- Respecting the rights and privileges of others, including DIS property and facilities.
- Cooperating with and assisting the school staff in maintaining safety, order and discipline.
• Reporting to school officials and/or proper authorities’ threats to safety and security.

**Student Violations**

**Assaults** - Students are prohibited from committing assault of any type on a person or school property or at any school-related event. Assault is defined as:

- Intentionally, knowingly, or recklessly causing bodily injury to another
- Intentionally or knowingly threatening another
- Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative

**Offenses to Property** - Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by DIS. In addition to disciplinary sanctions, parents or guardians of students who damage school property may be liable for damages in accordance with DIS policy and state law. Students shall be responsible for the care and return of DIS-owned textbooks and may be charged for lost and/or damaged textbooks and other resources.

**Harassment** - DIS prohibits harassment based upon a person’s race, color, gender, national origin, disability or religion. Sexual harassment and/or bullying on school premises, or off school premises, at a school-sponsored activity, are forbidden. Harassment may include, but is not limited to:

- Offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, or need for accommodation
- Threatening or intimidating conduct
- Offensive jokes, name calling, slurs, or rumors
- Physical aggression or assault
- Display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes
- Theft or damage to property

**Sexual harassment** is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to:

- Unwanted body contact
- Verbal comments of a sexual nature

**Bullying** is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be
repeated, over time. Both children who are bullied and who bully others may have serious, lasting problems. The behavior must be unwanted and aggressive and include:

- An imbalance of power: children who bully use their power - such as physical strength, access to embarrassing information, or popularity - to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: bullying behaviors happen more than once or have the potential to happen more than once.

Bullying and cyberbullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Please see the DIS Bullying Prevention Plan for additional information.

**Cyberbullying** is repeatedly sending hurtful text messages or images, posting cruel comments or personal attacks on electronic devices, including email, social networking sites, instant messaging, etc. The statutory definition of bullying applies to cyberbullying that occurs off school property or outside of a school-sponsored/related event, if the conduct interferes with the student’s educational opportunities or substantially disrupts the operations of a school, classroom, or school-related event. [https://www.tasb.org/services/legal_services/tasb_school_law_esource/students/documents/bullying-cyberbullying-and-hazing.pdf](https://www.tasb.org/services/legal_services/tasb_school_law_esource/students/documents/bullying-cyberbullying-and-hazing.pdf)

Any student who believes that he or she has experienced harassment or bullying should immediately report the alleged acts to a teacher, counselor, Head of Primary, or other school employee. Students engaging in prohibited harassment or bullying will be subject to appropriate disciplinary action, including but not limited to suspension or expulsion.

**Other Prohibitions** - In addition to the actions outlined in this Handbook, students at DIS, or school-sponsored or school-related activities, are prohibited from:

- Cheating or copying the work of another student; plagiarizing
- Throwing objects, with the exception of objects approved as part of supervised school activities, that can cause bodily injury or property damage
- Leaving school grounds or school-sponsored activities when not permitted to do so
- Using profanity: vulgar language, name calling, religious, ethnic or racial slurs, hate language, obscene gestures or derogatory statements
● Committing robbery or theft
● Disobeying school rules while on DIS school buses

This is not an exhaustive list of prohibited conduct. Other conduct may be subject to disciplinary intervention, at the discretion of school personnel.

**Discipline Guidelines**

The following discipline guidelines apply anytime a student is on campus, or at any school-related function. DIS will adhere to the following general guidelines:

● Students will be treated fairly and equitably.
● Discipline will be administered when necessary to protect students, school employees, or property or to maintain essential order.
● Disciplines are entered into the student profile by DIS staff and are accessible to parents on MyDIS.
● Discipline will be based on a careful assessment of the circumstances of each case. Factors to consider will include the seriousness of the offense, self defense, intent or lack of intent at the time the student engaged in the conduct, the student’s age, the frequency of misconduct, the student’s attitude, and the potential effect of the misconduct on the school environment.
● Parents will be notified in the event of excessive discipline issues.
● DIS reserves the right to assign consequences for discipline at the appropriate levels, based on the severity of the offense and some, or all, listed below:

**Level 1 (can include first time offense, bad language, low-level misbehavior, classroom disruption, negative attitude or disobedience, first time hitting, misuse of DIS technology resources or failure to abide by DIS Technology Policy for internet use/online learning, etc.):**

- Verbal correction
- Cooling off or time-out
- Seating changes
- Temporary confiscation of items that disrupt the educational process

**Level 2 (all of the above and/or more than one offense):**

- Withdrawal of privileges, including participation in extracurricular activities
- Immediate dismissal from class
- Detention
- In-school suspension
- Filed in student records
Level 3 (repetitive misbehavior, bullying, cyber-bullying, fighting and physical harm and/or repetitive behavior of all the above):
· Out of school suspension
· Filed in student records

Level 4 (very serious offenses, case by case):
· Denial of re-enrollment
· Expulsion
· Filed in student records

DIS reserves the right to dismiss any student for failure to follow school policies or who has violated the standards of behavior or learning espoused by DIS, or they or their parents have failed to follow school policy.

VI. Communication
A student’s successful experience at DIS depends on open communication between the parents and the school. To that end, DIS strives to maintain an environment that fosters and encourages timely, succinct, and transparent communication. Parents should consult the DIS website for contact information for particular staff.

All information regarding DIS students is kept confidential. DIS employees will not discuss or disclose information to parents regarding other students enrolled at DIS.

Withdrawal
To ensure a smooth transition, parents who wish to withdraw their student from DIS during the school year must notify the Accounting Office as soon as possible, before removing their child, as a withdrawal form must be completed. All students are considered enrolled for the entire academic year. No tuition or fees, either paid or outstanding, will be refunded, cancelled, or transferred for any reason, including a student’s absence, failure to matriculate, withdrawal, or dismissal.

If a student will not return to DIS after the summer break, parents must submit an official withdrawal form to the Accounting Office.

Conferences
Parent conferences are scheduled two times a year to discuss the student’s progress and overall assessment of their academic life. All parents are strongly encouraged to attend. Communication between teachers and parents is considered essential.
**Communication Protocol**

Teachers are a parent’s first point of contact at DIS for all issues related to their child’s academic progress.

- Parents may contact a teacher at any time if they have concerns about their student’s class work, the class curriculum, behavioral, or social issues.
- Parents may then contact the Pedagogical Advisors regarding academic or curriculum concerns, and the Director of Student Affairs for discipline-related questions.
- If any issue remains unresolved, the parent may request a meeting with the Head of Primary.
- A meeting with the Headmaster may also be requested if further assistance is needed.

For other concerns, such as carpool, cafeteria, after school care, and afterschool activities, parents may contact Student Affairs.

**Announcements**

Administrative announcements, such as upcoming events at the school, are generally distributed by email. All parents are included in this email distribution list unless they request otherwise.

The DIS newsletter, *The Globe*, is published weekly.

Periodically, DIS parents are invited to meetings with the Headmaster to hear the latest news about activities, academics and programs currently underway at DIS. These sessions also give the parents an opportunity to ask questions, raise concerns or give comments on any aspect of the school.

**Parent Teacher Organization (PTO)**

The PTO is open to all parents and DIS faculty and staff. The PTO has a board of 10–12 members and several committees that meet monthly to organize social, educational, and fundraising events to support the school. General assemblies are held three times per year. Attendance at the general assemblies is open to all.

Room parents and parent volunteers play an important role at DIS. Typically, there are two room parents in each class who communicate information to class families, organize volunteers for special projects, organize parties, etc. Room parents are selected at the beginning of each school year by the teachers and work under the umbrella of the PTO, in conjunction with the administration.
School Council
The School Council is a consulting body, in place in most French schools, which meets at least three times a year to address issues related to student affairs, pedagogy, and the operation of the school (cafeteria, uniforms, field trips, curriculum, school regulations, etc.) The School Council is not a substitute for the Board of Directors, which oversees the school’s financial operation and advises on major decisions and helps determine the school’s direction.

Parent representatives are elected in the spring to serve on the School Council during the next school year. These representatives serve a 2-year term, with one parent elected as the designate for the parents of maternelle, elementary, and secondary. These parents provide input from parents to teachers and administration on a variety of issues. The School Council’s parent representatives are elected to voice concerns of all parents and are open to discussing any issue related to the school.

To allow each group in the school community to be represented and to be a part of the decision-making process, elections are held for parent, student, and staff representatives. It is the duty of each group to take part in these elections to guarantee the best representation possible. The composition of the Council is the following:

- 4 parents (3 elected by all parents and 1 appointed by the PTO);
- 1 student (elected by the secondary students);
- 5 staff representatives (4 teaching and 1 non-teaching, all elected by the staff);
- 5 representatives of the administration (typically the Headmaster, Head of Primary, Head of Secondary, Student Affairs Director, and Finance Manager).

VII. Health and Safety

Toilet Training
It can be common for young children to have an occasional bladder or bowel accident at the beginning of the year. Children who are enrolled in maternelle - except in TPS - must be toilet trained and must be able to take care of all personal bathroom needs (including wiping) independently. If a child is not fully toilet trained and the problem persists, the child’s placement will be reviewed.

Accidents and Treatment
In case of injury, students will be taken to the School Nurse for aid. First aid boxes are available on the playground and in each classroom.
In the case of a more serious injury and any bumps to the head, parents will be contacted immediately via phone or email. All DIS teachers and assistants are trained in CPR and informed how to use the epi pen. In the event of anything serious, DIS personnel will contact 911. Parents must ensure that their contact information on file with DIS remains updated. Moreover, parents must inform Student Affairs if the parents will be out of town and someone else is caring for the children.

Parents should notify the School Nurse of any injuries that occur outside of the school.

**Medical Records and Vaccinations**
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 the Texas Education Code, Health and Safety. These laws may be reviewed at: [http://www.dshs.state.tx.us/immunize/school/default.shtm](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 School Nurse.

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

All immunization records should be uploaded into the Magnus Health program by the second week of school in August. Please contact the School Nurse with questions or to obtain a Magnus Health login.

**Medications**
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 the School Nurse of all medical conditions and allergies. Please see the reference guide on the school website, under resources for administering medications at school.
DIS will not dispense any medication (including over the counter) without a doctor's note or prescription, and the medication must be supplied by the parent or physician's office. **NO MEDICINE is to be kept in the backpack or sent with the child to school.**
**Disease and Illness**

Any child with a communicable disease or illness, including strep throat, lice, conjunctivitis (pink eye), pinworms, or scabies, must not attend school until the danger of contagion has passed, and parents must immediately notify the School Nurse of any such illness or disease. In the event a student becomes sick at school, the student will be taken to the School Nurse, and a parent or other authorized person will be called and requested to pick up the student.

A student who has a fever of 100°F (about 38°C) or more must be kept at home for at least 24 hours after the temperature is back to normal. Please do not give your child medication to reduce fever before sending them to school without verifying they have been 24hr fever free. **Students who have a cough/cold or nausea/vomiting must stay home until the infection is gone.**

**Food Allergies and Nut Policy**

To create the safest, healthiest and most inclusive environment for all students, DIS attempts to maintain an environment free of all peanuts and tree nuts. (Tree nuts include nuts such as cashews, almonds, pecans, walnuts, pistachios.) Foods containing these items are not allowed on campus, including for snack, lunch or celebrations. The list of prohibited food items includes peanuts and peanut butter, Nutella, granola bars that contain peanuts or tree nuts, granola that contains peanuts or tree nuts, cakes, cookies, or other baked goods with peanuts, peanut oil, and peanut or nut-tree flour.

Parents of children who possibly could require an epi pen should provide the School Nurse with a valid epi-pen prescription. Epi pens are strategically placed around campus in case of emergency.

**Head Lice**

- While Lice are very common among school aged children, we want to do everything in our power to prevent the spread of Lice on our campus. We ask parents to help us in this effort and to do your part to help prevent any more cases. Information for parents and caregivers:
  - Please check your child's hair daily when wet, as well as behind their ears, and the neck for any signs of lice or nits.
  - If you see lice on your child, please contact your child's pediatrician for advice. As with illness, please notify the school office immediately. If your child does show signs of lice, we ask for you to have them professionally treated before returning to campus to prevent the risk of passing along to classmates. The Nurse will ask for documentation of treatment before returning to school.
• There are a number of preventative products on the market including shampoos and sprays as well as over-the-counter oils. Please also talk to your child about good prevention practices including avoiding head-to-head contact with other children and not sharing hats, combs, and pillows.

• To learn more about lice, lice prevention, and treatments, visit:healthline.com/health/lice/head-lice-prevention or webmd.com/skin-problems-and-treatments/understanding-lice-prevention.

Illegal Substances
The use, possession, and being under the influence of alcohol or any other drugs on school grounds or any school-sponsored event will result in disciplinary sanctions that may include suspension, disciplinary probation, or exclusion from school.

Tobacco and Weapons
It is strictly forbidden for any student to bring to campus, possess, or use any toxic, illegal, or dangerous item, including electronic cigarettes, tobacco, lighters, matches, sharp objects (unless there is specific authorization), and weapons of any kind.

Inclement Weather
In the event of inclement weather, DIS will update the school website and broadcast any school closings on local television stations and their websites. DIS will also send alerts to parents’ cell phones (to be set up on Parents’ MyDIS Profile) in the event of late starts, early pick up, or delayed pick up due to inclement weather.

In the event of a tornado alert during school hours, students and staff will immediately move to designated tornado shelter locations within the school. If parents arrive on campus during an alert, the lower cafeteria will be opened for them to take shelter in the kitchen. Parents will not be allowed to pick up their student until the alert is lifted. Staff will not be available during the alert to assist parents in locating and dismissing students. Parents not already on campus should not attempt to come to school and pick up their student during a tornado alert. Communication during tornado alerts will be limited due to staff seeking shelters and placing the priority on students’ safety.

If temperatures are 98 degrees (F) or above, or 40 degrees (F) or below (depending on wind chill), the school may refrain from having outside activities. The school may also refrain from having outdoor activities on rainy days. Children not properly dressed in extreme weather may not be allowed to participate in outdoor activities. Please see the reference guide for recommended guidelines for cold weather conditions.
Access for Parents (and Others Authorized to Pick Up Students)

As vital elements of the school community, parents are welcome in the school. However, for the safety and well being of our students, parents are required to adhere to the school’s rules for entering the campus. Check-in at Reception is required for all parents and requires signing in, noting the reason for the visit, and wearing a parent’s badge. Upon leaving the premises, parents must sign out. As a general rule, parents are not allowed to accompany students to the classrooms.

Although parents are welcome on campus during after-school programs, no visits are allowed during homework help or tutoring.

Parents volunteering on campus must complete the Volunteer Form in the “Helping DIS” section of the school’s website and are subject to approval from Administration. Parents are strongly encouraged to submit this form at the beginning of the school year.

Any non-DIS students (including former students) who wish to visit DIS or stay for lunch must have permission from the Director of Student Affairs and/or Head of Primary.

Visitors’ Access

Any person who is not a member of the DIS community must enter through reception, sign in (notating the reason for the visit), take a visitor’s badge, and wait to be escorted through Reception by a DIS employee. Upon leaving the premises, the visitor must sign out.

Classroom and Campus Supervision

Students are not allowed to remain in a classroom or in any other school location unsupervised at any time. Students must be under the direct visual observation of supervising adults and in close proximity. This also applies to parents and/or guardians once the student has been checked out.

Students who attend events outside of regular school hours are the sole responsibility of the adults who accompany them. Under no circumstances are students to be on campus after hours without an adult chaperone.

Child Abuse and Neglect: Reporting Responsibility

Child abuse can be defined as any form of intentional or malicious infliction of injury to the detriment of a child’s physical, emotional, and mental well-being. Child abuse and neglect will not be tolerated at DIS. By law, the school staff is obligated to report any reasonable suspicion of physical abuse, sexual abuse, or child neglect to Child Protective Services or to legal authorities. In very serious and legally defined instances,
there may be situations in which the school will not contact parents or guardians in advance of making a report to authorities.

**Insurance**

DIS subscribes to an insurance plan covering students' activities. Parents are strongly advised to subscribe to an insurance plan covering their children for occurrences involving their child's civil liability.

**VIII. Technology**

**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 a school hallway. 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 DIS servers will be private.

**Internet/E-mail Access**

Access to the Internet and Google Suite for Education will enable students to use thousands of libraries and databases. Some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the school’s 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. The school believes 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 Technology and Network Use**

Unacceptable technology 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 using 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; and
- Attaching unauthorized equipment to the district 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.

**G Suite Notification**

At Dallas International School, we use G Suite for Education, and we request your acknowledgement that DIS will provide and manage a G Suite for Education account for your child from 2nd grade (CE1) and above. G Suite for Education is a set of education productivity tools from Google including Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Dallas International School, students will use their G Suite accounts in their homeroom and STEM classes to complete assignments, communicate with their teachers through Google Classroom, sign into their Chromebooks, work collaboratively with classmates and learn 21st century digital citizenship skills.
The notice below provides answers to common questions about what Google can and cannot do with your child’s personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign the acknowledgement form below to indicate that you’ve read the notice.

**G Suite for Education Notice to Parents and Guardians**

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail – not applicable until 6th grade for DIS students
- Meet
- Chrome Sync
- Classroom
- Docs, Sheets, Slides, Forms
- Drive
- Keep

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services” and Marketplace apps, or websites that use SSO (single sign on) with Google accounts:

- SketchUp for Schools
- Voicethread
Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html

You should review this information in its entirety, but below are answers to some common questions:

**What personal information does Google collect?**

When creating a student account, Dallas International School may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.
How does Google use this information?
In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?
No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?
We allow students to access Google services such as Google Docs, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?
Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents’ consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

With Dallas International School. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

**What if I have more questions or would like to read further?**

If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, you may review the following:

- G Suite for Education Privacy Center
  - [https://www.google.com/edu/trust/](https://www.google.com/edu/trust/)
- G Suite for Education Privacy Notice
  - [https://gsuite.google.com/terms/education_privacy.html](https://gsuite.google.com/terms/education_privacy.html)
- Google Privacy Policy
- Core G Suite for Education services are provided to us under Google's Apps for Education agreement
Classroom Technology Responsibilities

The use of computers and other technology at DIS is a privilege with responsibility. To protect all students and classroom technology, students must adhere to the following important rules and procedures.

- Students must wash their hands prior to using any classroom technology.
- No food/drinks should be near our classroom technology at any time.
- Mobile technology devices, such as iPads, should remain on a desk or table at all times. Students should not carry these devices around without permission.
- All technology in our classroom should be treated with respect. Students should use them gently 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 any technology equipment, unless specifically asked to 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 in 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. To use a personal device, the student must have a signed copy of this contract on file with the teacher(s) in whose class(s) the device will be used.
In no circumstance may a student or any other user intentionally access or communicate offensive or other inappropriate material by way of DIS technology or on DIS premises or through its systems.

If the 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 (minor or major) and may be subject to further administrative discipline actions up to and including dismissal from DIS.

Parents may be financially responsible for the repair or replacement of stolen or abused hardware or materials.

IX. Counseling and Special Needs

DIS provides a full range of counseling services to support the social and emotional development of students following the American School Counselor Association standards, which are available at: https://www.schoolcounselor.org/school-counselors-members/legal-ethical. These services include character education lessons in the classroom, individual and group counseling, anti-bullying programs, and social skills classes. In addition, the counselor is available for parent and teacher consultations to discuss issues of concern at home or school (friendship issues, behavioral concerns, learning difficulties, etc.).

Social / Emotional Learning and Character Education
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 practice ethical core values. Our character education lessons revolve around our DIS Core Values of respect, responsibility, integrity, resilience, and empathy. The school counselor visits the GS-CMI classrooms each 6 weeks to conduct these lessons.

Intervention and Support
The school counselor is a resource for students, teachers, and parents. Academic and behavioral support can be provided based on a student's need. The school counselor is available to conduct classroom observations in order to assist with behavioral and academic strategies. Individual plans are created by teacher and counselor collaboration if needed.
A psycho-educational assessment, current within three years, from a licensed professional documenting a diagnosable learning difference or disability must be on record at the school in order for a student to be considered for classroom accommodations. A medical statement alone is not sufficient for a diagnosis: it must be accompanied by a full evaluation. Accommodation plans are available for any student with an evaluation that concludes a specific diagnosis and/or individualized needs in the school setting.

If a student is receiving private therapy, parents are asked to inform the school counselor. If a student consistently misses class or is tardy due to a recurring appointment/session, formal documentation must be provided from the therapist or physician’s office.

**Conflict Resolution Management Program: Kelso’s Choices**

DIS has adopted Kelso's Choices conflict management skills program. This conflict management curriculum for elementary students is based on the premise that every child is capable of becoming a peacemaker. Designed around Kelso the Frog, this program offers nine options students can choose from to resolve minor conflicts on their own. Students will be able to determine the difference between minor problems they can handle and serious problems that require an adult’s help. Kelso’s Choice for Families is also available for use at home. [http://kelsoschoice.com/](http://kelsoschoice.com/)

**X. Fundraising Opportunities**

DIS, like other private schools in the United States, does not receive financial support from local, state, or federal governments. It must therefore supplement its resources through fundraising. While fundraising is not a part of the culture of a French school, it is nonetheless an indispensable and vital tool for the development of the school. Funds raised not only provide money to help the school expand in the short term and increase amenities to our students and staff in the areas of technological improvements, laboratories, library facilities and such, but also allow us to develop long term goals, expand our facilities, and offer increasingly better programs to our students and our staff.

All foundations and most corporations look first to see the level of parental commitment to a school before determining whether to extend their support. To that end, DIS highly encourages 100% participation by its parents to the level and extent possible in the Annual Fund Campaign. Full parental participation will increase the school's success in obtaining support from corporations, foundations, and the community at large.
Therefore, parental participation in fundraising activities is crucial to helping support DIS procure funding from outside sources. Each fall an Annual Report of Giving is sent to all parents outlining the fundraising outcome of the previous school year. Following is a list of the major fundraising events and activities at DIS:

**The Annual Fund Campaign:** This event reaches out to the parent community for donations that support the operating costs of the school, such as teacher development, books and materials, technology support, financial aid and more. Starting in the fall, campaign brochures and pledge forms are sent to all of the DIS community soliciting contributions to the fund with a final payment date being in May of that school year.

**The Gala Auction:** Held in the spring, this extravagant event features a dinner, dancing, live and silent auctions, raffles and community sponsorships; to raise funds for different programs and projects at the school.

**The Valentine Sale:** Through this program, handmade valentine cards can be purchased for every student in the school on Valentine's Day, and funds raised support the Arts and Extracurricular programs.

In addition to DIS fundraising activities, the Parent Teacher Organization also holds an annual golf tournament and runs a percentage-back program from area grocery stores, as well as collects 'Box Tops for Education'.
