

DRESDEN INTERNATIONAL SCHOOL
PARENT HANDBOOK



WORLD CITIZENS
MADE IN DRESDEN

Mission Statement

The goal of the Dresden International School is to provide an excellent education to students of all nationalities, based on the International Baccalaureate program and philosophy. The school is dedicated to intercultural understanding and the development of the individual talents of young people.

The Parent Handbook is intended to be a comprehensive introduction and guide to life at Dresden International School. It reflects the experience of the school in anticipating the most important and pressing questions of our community.

This handbook is updated every year to reflect changes in policy and routine at DIS. Should you have comments or additions, please direct these to marketing@dresden-is.de.

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Primary Principal (1 year - Grade 5):	Anne Beveridge
Dept. Director/Secondary Principal (Gr. 6 - 9):	Steve Ellis
Secondary Principal (Grades 10 - 12):	Darren Acomb
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Introduction

Philosophy and Objectives

DIS strives to offer its students an academically challenging and supportive education by providing:

- a program of instruction in English leading to nationally and internationally recognized qualifications.
- learning experiences that are meaningful, challenging and relevant to the world in which we live.
- learning support to meet the intellectual needs of our students including acquiring the English language.
- a focus on creative and critical thinking, problem solving, and effective communication skills.
- sufficient access to appropriate facilities and resources.
- guidance and counseling.

DIS supports its students in becoming responsible, globally-minded citizens by:

- teaching technical and communication skills that will enable them to participate and thrive in a modern, changing world.
- developing in our students a genuine commitment to international understanding and action.
- fostering an understanding and appreciation of human achievement.

DIS is committed to a close relationship with the local community by:

- fostering an appreciation of German life and culture.
- developing links with the Dresden community.

DIS seeks to maintain a caring and secure environment where:

- students are encouraged to develop a love of learning and to internalize learning as a lifelong process.
- everyone feels valued and respected.
- courtesy is practiced.
- learning is meaningful, enjoyable, and motivating.
- risk-taking and successes are celebrated.
- social, personal, physical and intellectual needs are nurtured.
- cultural diversity is valued.
- communication is open, honest, and effective.

DIS is a multi-national network of learners including students, teachers, and parents, who strive to:

- support the philosophy and objectives of the school.
- be caring and compassionate.
- act ethically.
- be self-disciplined.
- work collaboratively.
- be open-minded.
- serve the community.

(The Philosophy and Objectives were developed by the 2007-08 DIS staff and approved by the Board of Trustees.)

Director's Welcome

Welcome to the Dresden International School! Whether you are here for a short time or with no end in sight, we hope you and your family enjoy your time in Dresden and you find DIS to be your home away from home.

Research has shown that the home-school relationship is the single most important variable in predicting a child's success in school. This handbook has been written to provide you with key school information. It can help you and your children have a successful school experience and to facilitate a healthy open relationship between faculty and parents. Please read it through carefully and keep it as a handy reference.

John F. Nelson

About DIS

Dresden International School (DIS) provides childcare and an international education from one year olds up to grade 12. DIS operates as a non-profit organization and is financed through school fees, donations, and public subsidies, and was founded in 1996 by government and community leaders from Dresden and from Saxony at large. The main reasons for starting DIS were to further the economic development and international investment in the Dresden region, as well as to contribute to intercultural understanding in Saxony.

Our student body has grown from 13 to over 500 students representing 38 different nationalities. Students from the age of 1 up to grade 12 are being taught. DIS qualified as an IB World School in 2002. In June 2009 we received full accredited status from CIS (Council of International Schools) and NEASC (New England Association of Schools and Colleges). This recognizes DIS' high standards of professional performance in international education and our commitment to continuing improvement.

In Preschool students follow the Early Years Programme (the EYP), in kindergarten (K5) and Grades 1 through Grade 5 the Primary Years Programme (the PYP), in Grades 6-10 students follow the IB Middle Years Programme (the MYP) and in Grades 11 and 12, the IB Diploma Programme (the DP). The first International Baccalaureate Diplomas were awarded to DIS students in July 2004. The IB Diploma is recognized for university entrance worldwide, including in Germany. Students can also receive the DIS High School Diploma at the end of Grade 12.

Contacts and Structure

The governance of DIS is vested in the **Board of Trustees** with community leaders and parents as members. The main responsibilities of the Board are to adopt basic policies, ensure the financial viability of the school and hire the Director.

The Board of Trustees for the 2014-2015 school year are:

Chairman	Prof. Dr. Wolfgang Donsbach
Vice Chair	Prof. Dr. Heribert Heckschen
Treasurer	Angelika Perret
Board members	Jarek Budny
	Prof. Dr. Anthony Hyman
	Daphne Myers
	Prof. Dr. Elly Tanaka
	Bernd Vollmer

More information about the function and responsibilities of the Board can be found on the school website www.dresden-is.de. Current information from the Board is posted in our newsletter. If you wish to contact the Board members please email board@dresden-is.de.

The Board is supported in their work by the **Fundraising Association** (Förderverein - FöV). The DIS Fundraising Association promotes and supports the school in both material and non-material terms. The members organize fundraising events and develop creative projects to ensure the financing of important school projects. In addition, the Fundraising Association identifies donors and sponsors. Of course the association relies on parents' active support. The FöV Board is comprised of parents and representatives of the Dresden business and science communities. We encourage all parents to become members of the FöV. The board members are elected every three years by the general membership. The FöV board for 2014-2015 school year are:

Chairman	Prof. Dr. Kai Simons
Vice Chair	Frank Lepschy
Treasurer	Ralf Stölzel
Board members	Dirk Burghardt Prof. Dr. Clemens Kirschbaum Antje Schönberg

More information is posted in our weekly online newsletter or online in the school's website. If you wish to contact the FÖV members please email foerderverein@dresden-is.de.

The **DIS administration** is responsible for the day-to-day operation of the school and supports the work of the teaching staff. As with teaching faculty, these members of the school staff can be contacted directly via email.

Position	Name	Email address and telephone number
Director	John F. Nelson	jnelson@dresden-is.de 44007 0
Business Manager	Andrea Harnisch	aharnisch@dresden-is.de 44007 14
Facilities Manager HR Assistant	Luise Heyne	lheyne@dresden-is.de 44007 29
Admissions Coordinator Asst. to Director	Katrin Schreiber	kschreiber@dresden-is.de 44007 16
Marketing & Public Relations	Kathleen Proppé	kprophe@dresden-is.de 44007 28
Development & Fundraising	Konstanze Gensmann	kgensmann@dresden-is.de 44007 24
IT Director	Thorsten Krüger	tkrueger@dresden-is.de 44007 255
Reception Annen Campus	Grit Stasik	reception@dresden-is.de 44007 0
Accountant	Manuela Stephan	mstephan@dresden-is.de 44007 13

Preschool

Position	Name	Email address and telephone number
Preschool Principal	Anne Beveridge	abeveridge@dresden-is.de 44007 20
EYP Coordinator Assistant Principal	Joyce Larson	jl Larson@dresden-is.de 3125 416
Office Assistant	Alexandra von Hessen	officeg18@dresden-is.de 3125 416

Primary School

Position	Name	Email address and telephone number
Primary School Principal	Anne Beveridge	abeveridge@dresden-is.de 44007 20
Primary School Principal Assistant	Evelyn Kuntzsch	ekuntzsch@dresden-is.de 44007 20
PYP Director of Studies Assistant Principal	Matthew Robinson	mrobinson@dresden-is.de 44007 21
Primary School Counselor	Lilach Valfer	lvalfer@dresden-is.de 44007 66

Secondary School

Position	Name	Email address and telephone number
Deputy Director Secondary Principal, Grades 6-9	Steve Ellis	sellis@dresden-is.de 44007 27
Secondary Principal, Grades 10-12	Darren Acomb	dacomb@dresden-is.de 44007 27
Secondary School Principals Assistant Purchasing Officer	Darija Hays	dhays@dresden-is.de 44007 27
MYP Director of Studies Assistant Principal	Sarah Gifford	sgifford@dresden-is.de 44007 12
DP Director of Studies Assistant Principal	Wendy Bassam-Coles	wbassam-coles@dresden-is.de 44007 12
Asst. to DP Director of Studies Student Services Technician	Antje Kratina	akratina@dresden-is.de 44007 26
Athletic Director MYP/DP Co-Curricular Coordinator	Tesha Harry	tharry@dresden-is.de 44007 0
Secondary School Counselor	Kerri Janota	kjanota@dresden-is.de 44007 22

All School

School Locations

Students in Grades 1 to 12 and the K5 students attend school at the Annen Campus (Annenstr. 9) in Dresden-Altstadt. At our Annen Campus (AC) you will find a renovated school building, a second purpose-built building and a sports hall. The Annen Campus site may be reached by a five-minute walk from the Postplatz tram and bus stop area. Younger students should be brought to school and picked up by their parents or guardian. Many parents arrange to car-pool to the Annen Campus as parking is limited. Please park outside of the school property. Written permission from parents is required for all students Grade 5 and younger, who use public transportation to and from school without an accompanying adult. Students may also ride their bikes to school. Bicycle stands are available on the school grounds. The school has a brochure with detailed information about the transportation to the Annen Campus. This brochure is available at the reception.

The Early Primary Students (age 1-5) are housed in villa at Goetheallee 18 (G18) in Dresden-Blasewitz. It is possible to reach the Goetheallee site by taking tram numbers 12 or 6, exiting at Lene-Glatzer-Strasse, then taking a five-minute walk through the Waldpark.

Parking at Annen Campus

The parking area close to AC is very limited. We recommend using public transportation if possible. The stops closest to the school are "Postplatz" or "Alfred-Althus-Straße". If you drive your child to school, use the DIS *drop-off zone* in front of the school to stop and drop off your child. Please be aware that this is a **drive-through lane, not a parking zone**. Make sure to pull forward so other cars can pull in behind you and off the street. The parking spots clearly marked with 'DIS' on the left in the drop-off zone may be used for brief parking whilst dropping off or picking up your child.

To avoid excessive parking tickets in front of the AC, the school has printed a special parking shield. The parking shield needs to be set with the *time of arrival* to inform the parking attendant. Parents can get their parking shield at the AC Reception for a € 2 nominal charge. The parking shield does not allow you to park for an unlimited period of time and will not prevent you from getting a parking ticket if you have been parked for more than 15 minutes which is sufficient time to drop your child off at school or to pick them up. DIS will not reimburse parking penalties.

Admissions

All **enrolment and application** materials may be obtained in the school office and are available on the school website under Admissions. Please contact the Admissions Coordinator at admissions@dresden-is.de regarding the application process. It is important to note that prior to the formal offer of admittance to the school, parents and children meet with an administrator to discuss the likelihood of the child enjoying success in his/her academic studies at DIS. At these meetings:

- All previous school records are reviewed in order to agree upon the most suitable placement for your child.
- Any specific assessments, support programs or enrichment deemed necessary are planned.

A trial period is agreed upon if needed and then a date for admission is set. Students may be admitted on a probationary status.

Parents must submit report cards from at least the last two years of the student's education, plus reports from the current school. No applications will be decided upon until an analysis of the marks has been completed. Grade 6-12 applicants take a placement test in Math, English and German. A trial period of at least 10 days may be determined. The final decision on admittance and placement rests with the Director.

Re-enrolment begins with a re-enrolment survey in February; families are requested to advise the school whether or not they plan on returning the following school year. A € 500 re-enrolment fee will be assessed and places will then be held for their children. This fee is deducted from the next year's tuition. Families who do not reply by the requested date may forfeit their child's place.

When a student plans to leave DIS during an academic year, parents should inform the **Admissions Coordinator in writing** at least three months prior to the withdrawal of the student.

In addition, key/locks, sports uniforms, musical instruments and books must be returned in order to receive records, report cards and certificates.

Daily Routine

Students of all ages are expected to be in school on time and be prepared for their school day by having all the books, equipment and homework necessary for their lessons.

EYP A morning sing-a-long begins at 8:45am with classes beginning at 9:00am and ending at 3:15pm, except Tuesdays at 2:20pm, at G18.

PYP For Grade K5 (kindergarten) classes begin at 8:30am and end daily at 2:20pm.

In the PYP program classes begin at 8:30am and end at 3:30pm and on Tuesdays at 2:20pm. On Wednesdays classes begin at 8:45am at the AC.

PYP students enrolled in "Early Bird ESL" attend these classes Monday, Tuesday, Thursday, and Friday from 8:00 to 8:30am.

Supervision is provided for younger children, age 1 to 5 years, from 7:30 to 8:45am at G18 and for all PYP students from 7:00 to 8:30/8:45am at the AC. An after school program is offered until 6:00pm for EYP and PYP students. Parents wishing their Grade 1 through 5 children to remain at school past 4:00pm must request these fee-based, After School Care (ASC) services.

In **MYP** and **DP** (Grades 6-12), school operates on a six-day cycle rather than a Monday through Friday schedule. Beginning with the first full day of school, all days throughout the year will be numbered consecutively from DAY 1 through DAY 6 in a repeating pattern. Regardless of the day of the week, students will have classes based on whether it is "DAY 1, 2, 3" etc. This type of schedule provides a more balanced and even distribution of classes throughout the year. Just for clarification, there is no school on Saturday. The timetables for each grade are posted on the school's website, as is the calendar for 2014-2015.

In the **Secondary School**, each school day begins at 8:30am, with a 5-minute Advisory Period where attendance is taken. All Secondary School lessons are 50-minutes in length. On DAY 6, Period 3, there will be an Extended Advisory Period for all MYP and DP students.

MYP Classes for MYP students (Grade 6-10) finish at 3:10pm, with the exception of DAY 2 where students are released at 2:20pm.

Academic Labs for MYP students (extra support in all subject areas) are scheduled from 3:15 to 4:05pm.

DP Classes for DP students (Grade 11 and 12) finish at 4:05pm, with the exception of DAY 2 and DAY 5, where classes finish at 3:10pm. DP students may leave from 12:30pm on any day if they do not have scheduled classes after that time.

Attendance

Regular and punctual attendance is essential for students from the early primary level to Grade 12. The school keeps detailed records of attendance. Requests for leave of absence outside the normal holiday time should be obtained from the appropriate principal 5 days in advance. Forms to apply for student leave are available in the school offices and online (www.dresden-is.de). Students who are absent because of illness or other unplanned reasons must have their parents telephone the school or use the online form and notify the office of their absence by 9:00 am.

Parents should not plan holidays during school time. For parents of MYP and DP students, please refer to your child's student planner (page 18/19), for more detailed information regarding the issues of missed assessments due to absence.

EYP and PYP students who arrive late to school must first check in at the EYP/PYP office before reporting to class. The teachers record attendance electronically, but only the Secretary may change the note from "absent" to "late." When a parent picks up a child early from school, they must check the student out at the appropriate office.

Sign-out procedure for PYP students

At 3:30pm (2:20pm on Tuesdays) school finishes and the PYP students are dismissed to go home or to join ASC. Children join ASC either on the playground or at one of the activities.

All children who are leaving need to sign-out in the foyer of Building A. Children who do not have permission to leave alone must be checked out by their parent or guardian, or a designated pick-up person previously given to the school in a written permission.

At 4:00pm ASC fees start to accrue. Students are not allowed to independently check themselves out to go to Konsum or the city, and then check back in. Once they have checked out, they need to continue on home.

Report Cards and Parent-Teacher-Student Conferences

It is important that students are aware that to receive report cards all books and supplies (e.g. sport uniforms) must be returned to school.

EYP For PK 3 and PK4, written report cards are issued twice per year: in January and June.

The first Parent-Teacher-Student conference in EYP is scheduled before the first day of school in August.

EYP Parent Conferences are held in the late fall and early spring, and Student-Led Portfolio Conferences are held in late spring.

PYP For K5 through Grade 5, written report cards are issued two times per year: in February and June.

The first Parent-Teacher-Student conference in PYP is scheduled before the first day of school in August.

PYP Parent Conferences are scheduled in October, right before the fall break. Students and parents also participate mid-year in Student-Led Portfolio-based conferences. If you need to meet with your child's teacher at other times, please make an appointment.

MYP/DP In the secondary school, report cards are issued four times per year, one at the end of each of the 2 semesters, and in October and April students also receive progress reports. Opportunities for Parent-Teacher conferences are formally scheduled after the first report card is issued. Students and parents are also expected to participate in Student-Led Portfolio-based conferences with their child's advisory teacher at the end of each semester.

Information Resources

There are many formal and informal ways for members of the DIS community to communicate with one another. In all communications, parties are asked to use existing and appropriate channels.

Website	<p>This is the most important source of information for anyone involved or interested in the Dresden International School. The website, www.dresden-is.de, is an overview of the school for the general public. It answers basic questions about DIS and contains program and admissions information as well as community news.</p> <p>Parents will also find information for families, including a calendar of events and holidays, menus, parent handbook, and detailed information about co-curricular activities and events.</p>
Newsletter	<p>The weekly newsletter is emailed home on Fridays (except in the holidays) to all families, who have signed up for it. The DIS News & Notes gives an overview of the past week's happenings and information about upcoming events and areas of interest. Content may be submitted by all faculty, staff and DIS community members to the Marketing Department (disnewsletter@dresden-is.de) for approval and inclusion by Wednesday noon for that week's publication.</p>
Facebook	<p>Are you following us on Facebook? If not, here's what you could be missing: In addition to school news and updates, you too can be a part of the conversation. Add your voice on various topics. Tell us what topics you'd like us to cover in the future. Head on over to our Facebook page and click the "like" button. Share your thoughts and experiences with other people. Stay informed.</p> <p>While we welcome your comments through our social media channels, for your safety and security please do not post confidential or sensitive information.</p>
DIS Directory	<p>This digital publication, distributed to all families and staff in each school year, contains contact information for all DIS families and lists of staff titles, email addresses, individual class lists and the names of Board members. Families are asked to submit any changes in their contact information to Admission Office (admissions@dresden-is.de) to keep the school database current.</p>

School Monitors	The DIS Annen Campus has monitors on each floor of both school buildings, and the sports hall, where upcoming events, projects, news and information can be found.
Assemblies	<p>Whole school, primary and secondary assemblies occur periodically throughout the school year. Assemblies serve a number of purposes including building school spirit, showcase talents, educate students, celebrate holidays, and distribute awards, just to name a few.</p> <p>Primary assemblies take place approximately once a month throughout the school year.</p> <p>Secondary assemblies take place on Day 6, during extended advisories. Each grade level is responsible for one assembly per academic year, focusing on themes chosen by the students. In addition awards assemblies are held once a semester.</p>

Parents are asked to keep DIS informed of any changes to family contact information by contacting the Admissions Office at admissions@dresden-is.de. **It is necessary for the functioning of the school and for emergencies to have up-to-date contact and address information.**

Communication at DIS

'Direct Communication' is the most effective way for parents to handle a concern about their child's academic program. The process of Direct Communication requires that parents approach the person most closely connected to resolving the concern, which, with most academic issues, is the teacher.

All DIS staff naturally welcomes feedback from parents, and teachers regularly make themselves available to deal with parental concerns and questions. It is helpful for parents to schedule an appointment by contacting the teacher directly and requesting an appointment by email. The address is their first initial and last name followed by @dresden-is.de. For example, John Nelson can be emailed using jnelson@dresden-is.de. Appointments may also be scheduled by contacting the Personal Assistant to the Principals. See the DIS Directory for individual staff email addresses.

It is essential that parents speak directly with teachers, especially the appropriate teacher advisor and class teacher, if there are concerns about the progress of their children. If the parent and the teacher cannot agree upon a resolution, or if the agreed-upon actions are not effective, parents should then bring the issue to the attention of the division Principal, then if necessary, to the Director. This process not only provides the most direct route to resolving a problem, it also opens up the all-important communication channel between parent and teacher.

Emergency and/or crisis communication plans are in place at DIS as, during times of crisis, it is natural to want information as quickly as possible. DIS provides its community with the maximum amount of information that is possible and appropriate depending upon the kind of emergency and other constraints (i.e. legal dictates, security, emotional well-being of those involved). The safety and security of all children at DIS is the school's top priority and all actions taken will reflect this.

The school has an Emergency Procedure Manual that is distributed to all staff members. This has been developed with expert advice and using best practices. It outlines both the actions to be taken during a crisis and the communications plan to be followed during an emergency and the evaluation to occur afterwards. Anytime an emergency occurs, these procedures will be followed.

Should such an event take place, parents will be informed via one of the following methods:

- SMS:** when immediate action is necessary
- Email:** when families need to be informed within one day's notice
- Newsletter:** regarding an issue, which involves security, but does not directly influence the running of the school

Rights and Responsibilities

Each student, parent, staff member, and Board of Directors member in our school community has the right to be treated with respect, courtesy, and consideration by all other students, parents, staff, and Board of Directors members. As an IB World School, our community members are compelled to act towards others as internationally-minded citizens.

This means that students, parents, teachers, staff, and Board members demonstrate the attributes of the **IB Learner Profile**:

Inquirer – We ask questions, research ideas and try to be independent. We actively enjoy learning and develop our natural curiosity.

Thinker – We creatively and critically think great ideas through and make sensible, ethical decisions.

Caring – We are friendly, kind and thoughtful towards everyone and everything. We have a personal commitment to service and act to make a difference to the lives of others and to the environment.

Knowledgeable – We seek and share ideas, information and experiences to understand our changing world.

Reflective – We understand our strengths and weaknesses and decide how best to move forward.

Open-minded – We understand and appreciate our own cultures and personal histories and are open to the perspectives, values, and traditions of other individuals and communities. We are willing to grow from the experience of seeking and evaluating a range of points of view.

Risk-taker – We approach new ideas and uncertainty with forethought and courage. We have the independence of spirit to explore new roles, ideas, and strategies. We are brave and articulate in defending our beliefs.

Principled – We act with integrity and honesty and are always fair. We take responsibility for our own actions and the consequences that accompany them.

Communicator – We understand and express ideas and information confidently and creatively in more than one language. We work effectively and willingly in collaboration with others.

Balanced – We understand the importance of intellectual, physical, and emotional balance to achieve well-being for ourselves and others.

Parent Complaints and Grievances

A parent or guardian with a concern, complaint or grievance about any school matter should always first approach the staff member(s) directly involved or concerned in order to solve the matter. If an acceptable solution cannot be found, the next level, e.g. Principal, should be presented with all the facts in an open manner, continuing up to the Director if necessary. If the Director deems it necessary, s/he will request a written statement.

If, at the end of the time necessary for review and action by the Director the result is unsatisfactory to the parent/guardian, s/he may take the issue to the Board. This request should be made in writing, stating the details of the complaint or grievance.

After this meeting, and upon consultation with the Director, the Board will forward a written recommendation, directly to the parent/guardian and the Director. The decision of the Board shall be final.

Code of Conduct

All students are expected to adhere to the DIS Student Code of Conduct. It is based on the principle of respecting the rights of other students to be able to learn without interference. Students are expected to interact in a respectful and friendly way with their fellow students, their teachers, and all other school staff and visitors to the school. When outside on the school grounds, students are expected to show respect and care for their surroundings.

Students are not to leave the school grounds without parental permission and the agreement of the school office. Only grade 11 and 12 students can leave the school grounds during lunch breaks and must sign out.

Parents of MYP and DP students are referred to the appropriate section in their child's Student Planner where the details of the Student Code of Conduct are written, as well as the consequences when a student does not meet the expectations as listed.

DIS Student Discipline Plan

The goal of school discipline is to guide a student to resolve his/her problems effectively. Staff shall enforce disciplinary rules and procedures fairly and consistently amongst all students.

Each teacher will deal with general classroom management by taking in-class disciplinary action. This action includes but is not limited to: counseling the student, loss of recess/community service, the use of alternative educational environments, detention during and after school hours, making calls to parents or guardians when necessary, and scheduling conferences with parents or guardians.

When a student continues to act inappropriately and the classroom teacher has exhausted classroom management options, or when a single action by a student is sufficiently severe, the student will be referred to the Administrator for disciplinary action (Stage I, II, or III of the Disciplinary Plan).

Administrative Discipline Referrals

<p style="text-align: center;"><u>Stage I</u></p> <ul style="list-style-type: none"> ■ Chronic Disruptive Behavior: Any behavior that disrupts the education process, including but not limited to the following: <ul style="list-style-type: none"> ● Rudeness/Lack of Respect ● Lack of Compliance ● Vandalism ● Obscenity/Profanity ● Inappropriate bathroom behavior 	<p style="text-align: center;">Possible Actions:</p> <ul style="list-style-type: none"> ■ Administrative Referral ■ In School Community Service ■ In School Suspension ■ A conference with the student and his or her parent(s) shall be scheduled
<p style="text-align: center;"><u>Stage II</u></p> <ul style="list-style-type: none"> ■ Repeated and/or Chronic Stage I Issues: Including excessive tardiness or absences which must be addressed with a conference ■ Defiance of School Personnel's Authority: Refusal to comply with reasonable request from school personnel ■ Hostile Teasing ■ Inappropriate Physical Behavior: Hitting, choking, biting, pinching, pushing, spitting or any other physical behavior that is harmful to another person 	<ul style="list-style-type: none"> ■ Sent home for remainder of school day ■ A conference with the student and his or her parent(s) shall be scheduled
<p style="text-align: center;"><u>Stage III</u></p> <ul style="list-style-type: none"> ■ Repeated and/or Chronic Stage II Issues ■ Harassment: Severe or repeated hostile treatment or violence against a student because of his/her gender, race, color, religion, ethnic or national origin, beliefs, age, social or family background ■ Assault: Intentional verbal or physical threat to do violence to someone ■ Bullying: Repeatedly using hostile, intimidating, domineering or threatening behavior with the deliberate aim or purpose of physically or mentally hurting another individual ■ Stealing: Taking of property that belongs to another ■ Fighting: Mutual altercation with physical violence ■ Use of Provocative Language: Obscene language, profanity, threats and/or inflammatory statements ■ Plagiarism: Any act or attempted act of cheating, including plagiarism ■ Sexual Harassment: Unwelcome conduct of a sexual nature; sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. ■ Vandalism: The willful or malicious destruction and/or damage of school property or the property of another ■ Possession and/or Concealment of Weapons ■ Possession of Alcohol/Tobacco/Drugs ■ Failure to comply with disciplinary consequences 	<ul style="list-style-type: none"> ■ Suspension 1 day ■ Suspension 3-5 days ■ Beyond 5 referrals, Administration may recommend student for expulsion. ■ A conference with the student and his or her parent(s) shall be scheduled

Exclusion from Program or School

For repeated or severe infractions against school rules, a student may be excluded from the school. Decisions on expulsion will be made at the discretion of the Director, in consultation with appropriate teachers and administrators.

Identity Cards

Access to Annen Campus is only possible with a valid ID Card. All students, parents and staff are issued with DIS identity card with photo. Parents, grandparents, siblings or nannies need to apply for a card (photo, first name, family name). The ID card costs € 7. You can send a photo (jpg, tif) via email to the Facilities Manager, Ms. Luise Heyne, (lheyne@dresden-is.de) throughout the school year.

Languages

The main language of instruction and the language of conversation in classrooms is English. There are classes for German as a first or second language from age 6 onwards. Spanish or French instruction is normally required for Grades 6 to 10. Mother-tongue language classes are also coordinated for those choosing to prepare for IB Diploma examinations in their first language. Students whose first language is not English are usually supported through our English Language Support (ESL) program.

Meals

There are two food breaks during the school day, morning snack and lunch. At the AC, from kindergarten up, each child may bring healthy snacks to school. In preschool classes at G18, parents sign up for a week at a time to bring community snacks prepared by the teachers. Students have the opportunity to have a catered lunch (Gourmetta) at the school.

EYP There are two menu choices for G18 children age 1-5. A meal costs € 2.30.

PYP/ MYP/ DP K5 students as well as students in Grades 1-12 can choose between 4 different dishes. The catering company Gourmetta offers the following meals: "Traditional", "Around the World", "Fresh & Vital" (organic), and "Menu 4". Meals or components are prepared fresh on campus. Every meal includes a fresh salad or a dessert. Lunch costs are between € 2.90 and € 3.80 per meal. K5 students pay between € 2.30 and € 3.00. Students at Annen Campus can also book the "Flat Rate" for a whole school year. The flat rate costs € 64.80 per month. No booking in advance is needed. The student can choose the individual components. In addition to the 4 Menus there is sometime a Menu 5 - the "Special Menu of the Day" available.

Menus are available on the school's website (www.dresden-is.de).

Note: Meals must be ordered in advance (at least by 8:00 am the same day) and paid by debit. This can be done by email (bestellung@gourmetta.de), online (www.gourmetta.de), or at the AC Terminal. It is not possible to pay cash. Cancellations are possible every day until 8:00 am by contacting Gourmetta directly via phone (0351 3127117) or via Fax (0351 3127118).

Electronic Equipment

EYP/PYP No personal electronic equipment may be used in class or during school-sponsored activities. The school is not responsible for loss or damage to personal electronic equipment.

MYP/DP Mobile phones must be switched “off” during lessons. Students may however, use their mobile phones **discretely** during morning recess and lunch. Students are not permitted to use their phones in the cafeteria, library or atrium. No external speakers should be used at school – music may only be enjoyed via headphones or ear buds and only during breaks. The school is not responsible for loss or damage to personal electronic equipment.

BYOD – Bring Your Own Device

Bring your own device, simply put, is when students bring their own laptops to lessons as a part of their regular school supplies. These devices are then available to the students for balanced, meaningful use in their subject classes. Teachers have the ability to plan richer lessons for students knowing that these resources are there to use.

When students bring their own devices, it does not mean that they will use the device the whole time they are at school. Teachers will continue to provide a variety of learning activities for students. Only part of these activities will include use of the students’ laptops. Students need a variety of resources in order to learn important concepts and skills. Learning via interaction with computers is just one of many ways.

Why?

We have a responsibility to prepare our students for the realities of the university and professional worlds into which they will move after graduating from the Dresden International School. Information and technology literacy is as essential as reading literacy and numeracy, and will support creativity and inquiry-based learning, which are cornerstones of our educational philosophy. As you are likely aware, technology is already infused in our curriculum across the school, but we are limited by the computing access that we have in the school. A bring your own device initiative would provide teachers and students with the access that they need to prepare best for this future.

Why is the inclusion of technology important in schools? Beyond the simple reality that technology has, and will continue, to change and drive the way all things get done, significant research demonstrates that meaningful use of technology in the classroom has the following beneficial results for students:

- The development of 21st century learning skills, including experience consuming and producing multimodal content which will be mandatory for success in university study and workplaces of the future;
- Increased student engagement;
- Flexibility for teachers in addressing different learning styles, including interventions for students with special educational needs and English language learners, and supplementation for those who benefit from additional challenge;
- Provision of a greater range and variety of assessment strategies for teachers;
- Improved confidence with using and managing technology (especially for girls);
- Promotion of inquiry and critical thinking skills.

Here you can also find answers to your questions and more useful information

- DIS ITL Blog – BYOD Articles: <http://byod.dresden-is.de>
- DIS Website: www.dresden-is.de (Secondary School > Documents)
- DIS News & Notes (IT Section): Published weekly from our DIS Marketing Department. If you don't receive our newsletter please request it via email: marketing@dresden-is.de.
- DIS Virtual Learning Environment „Moodle“: <http://moodle2.dresden-is.de>. Please login and choose: Courses > Miscellaneous > BYOD support (Please ask your child for their login).

Books and Materials

Students are expected to be responsible for personal and school materials. All textbooks remain the property of DIS; they are loaned to students, who must pay for replacement of lost text and library books. Literary works are invoiced to students. Students are responsible for providing their own pens, binders, and other stationery as required. Teachers will provide students with supply lists. In the PYP, some “textbooks” are consumable, meaning children write in the book and they take it home at the end of the school year.

Student Welfare and Safety

All parents must ensure that the school office has an updated student health information sheet. If your child should contract a communicable disease, please notify the school. We will inform other parents of any relevant exposure risks.

Please call the school office and leave a message by 9:00 am or send a note to your child's class teacher if your child is sick. In case your child is sick due to a virus/contagious disease (such as whooping cough, measles, mumps, rubella, scarlet fever, lice, etc.), you must inform the school. We have to report these illnesses to the state health office. In addition, there has to be an announcement to the school community so that parents are notified. A doctor must give approval that the child can go back to school. In special cases, the school can require a written note from the doctor. Should a child become ill at school, parents will be notified by telephone.

If children are found to have head lice, they should be kept home for treatment until the prescribed treatment has been concluded and deemed effective. Students in PYP must submit a doctor's note for re-admittance. Parents are obligated to check their child's head for lice regularly, especially after holidays.

The staff will deal with minor accidents, and parents will be notified if necessary. If a child needs to go to the hospital, we will telephone parents and inform them to which hospital the child has been taken. If parents are not available we will telephone the emergency contact. If an accident should occur on an excursion away from school, we will follow the same procedure. Please notify the school office immediately with any changes in contact information.

If it is essential that students take medication during the day, the class teacher must be informed. Teachers will not administer medication to children except in life-threatening circumstances, e.g. extreme allergic reactions and only if provided with detailed instructions from the student's doctor.

Safety: Emergency fire and lockdown drills are carried out each year following protocols approved by the Fire Department.

Smoking/Drugs

Student smoking, drinking alcohol and taking of any drugs is not permitted on or near school premises or during school-sponsored study trips or events. Students found doing it will be punished in accordance with the Student Code of Conduct. Our school campus is a non-smoking zone for adults as well.

Lost Property

Lost items which are found on one of the school campuses are taken to a "Lost and Found Box" in each building. Please check the box when you have lost something! Periodically throughout the school year, items that have not been claimed will be donated to charity.

Students are strongly encouraged to leave valuables that are not needed for educational purposes at home. Students may use personal laptops, but must take care to ensure their security at all times and to use them according to the DIS Computer and IT Use Policies, which is available on the school website, www.dresden-is.de, under DIS Portal.

Field Trips

Field trips will be announced in advance. Parents are asked to give their permission for their child to participate after being informed of the particular field trip. Overnight study trips will require some payment by parents towards the cost of the excursion.

Day trips within Dresden	DIS pays 100% of the total cost for the trip
Day trips outside Dresden	DIS pays 100% of entrance and participation fees Parents pay 100% of transportation 50% of substitution
Educational trips and sports trips lasting more than one day within Germany	DIS pays 50% of the total cost for the trip Parents pay 50% of the total cost for the trip
Residential Field Trips	Parents pay 100% of the total cost for the trip Cost to parents shall not exceed € 500 per student

Lockers

In exchange for a € 10 security deposit, Grade 4 to 12 students will be issued a key to a locker in which they can keep personal belongings while they are at school. Younger students in PYP are given a personal locker which does not require a key.

Dress Code

With the belief that proper dress is integral and conducive to a learning environment, we require that students wear appropriate, non-distracting, inoffensive clothing. Slogans and logos on T-Shirts must not include vulgarity or references to drugs or alcohol.

All students in the Early Primary Program through Grade 5 need indoor and outdoor shoes. This is necessary if we are to keep dirt and sand out of the facilities.

Guests

Guests are welcome to visit our school. They will need to register with the school office in advance or upon their arrival. If parents need to meet with a teacher, an appointment is necessary. Guests proceeding further into the school must either be escorted by a staff member or wear a visitor badge.

Former DIS students who wish to visit are encouraged to plan their visit during breaks or after school. To attend classes with their former classmates, students need permission from the class teacher(s) and school principal. A Visitor Request Form (available on the school's website, www.dresden-is.de) must be completed and submitted at least 7 days in advance of the intended visit.

Mobile Phones

Mobile phone use by students is permitted only before and after school. Students are not permitted to send or receive telephone messages on their mobile phones during lessons. During the school day, student mobile phones should be turned off and stored in their lockers. MYP/DP students may however, use their mobile phones **discretely** during morning recess and lunch.

The telephone in the school office is for school business only and for students only in urgent matters. Students should not plan on using the school phone for personal communication.

School Life

Student Leadership

The Student Councils in the Primary and Secondary sections of DIS serve to provide leadership opportunities and to foster student responsibility. Together with a Teacher Advisor, the Councils plan events and programs that are of interest to students and promote intercultural understanding.

Homework

The weekly homework program is related to the needs of each student so as to support and extend in-school instruction in a positive and challenging way. The amount of student time expected shall be in accordance with the age and developmental level of the student. Students should expect to do the equivalent of 10-15 minutes for each grade they have attended (e.g., 30-45 minutes in Grade 3, or 100-150 minutes in Grade 10). Second language learners may require more time to enjoy success in both English and German.

Homework is designed to encourage the educational partnership between home and school. Assignment planners and homework diaries are provided to the students in Grades 3-12. If your child is unable to regularly successfully complete assigned homework, please discuss this issue with your child's teacher.

In addition to homework, we expect our students to read for pleasure 30-60 minutes per day at home.

MYP Homework Guidelines

The maximum amount of homework per subject, per cycle should be:

- Grade 6: 50 minutes per subject/cycle
- Grade 7: 60 minutes per subject/cycle
- Grade 8: 70 minutes per subject/cycle
- Grade 9: 80 minutes per subject/cycle
- Grade 10: 90 minutes per subject/cycle

Subject teachers will clearly indicate (in writing) to students the anticipated amount of time each homework activity should take.

Long-Term Assignment/Projects

For each assignment taking more than one cycle, subject teachers will indicate the anticipated amount of time, the number of cycles students should assign as class time, as well as homework for completion of the assignment/project.

Holiday Homework

We believe students, just like the teachers, require time to recharge their batteries during the holidays, therefore, we expect that no extended pieces of homework are set during the holiday period for Grades 6 to 9.

In preparation for their transition to the IB Diploma Programme, students in Grade 10 should anticipate completing some homework tasks during their vacations. We expect that during the summer vacation between Grades 9 and 10, students will begin working on their Personal Project, and to complete this project successfully, students will need to work on this during the Autumn, Christmas and Winter Break.

Homework during the holidays can however, be set in the following circumstances:

- Specific reading tasks set by their (Language) teachers;
- To complete work missed during regular term time due to sickness;
- In consultation with the MYP Director of Studies, assign work to students who are struggling to meet the individual expectations in specific subject areas;
- Assign extra- work to students who wish to complete OPTIONAL enrichment work.

Student Support Service

The Student Support Services Team exists to support students through their educational career at the Dresden International School. We provide counseling, special educational services, and English as a second language support to students identified as having specific needs. Our goal is to assure that all students are able to achieve their highest level of success at our school.

Counseling

The counseling department aims to support all students through their education at DIS by addressing personal, social, academic, and career skills needed to achieve success while at DIS and beyond. This aim will be realized by providing a confidential and safe environment for students to receive individual and group counseling, referring students to outside resources when needed and available, advocating for students' well being, developing programs to support the healthy transition of students to and from DIS, educating students about career and college opportunities, assisting in the teaching and implementation of a school wide guidance and pastoral program, providing support and assistance to parents, and fostering a school community that is educated about the students' emotional and social needs.

Special Education Needs

DIS recognizes that students with learning differences need support in gaining the skills and knowledge necessary to access the school curriculum at an age appropriate level. Students who enter school with a diagnosis or who are referred by parents or staff members will receive a learning support plan that is developed in collaboration with parents, the student, teachers, and outside professionals. Within the limits of financial and staffing resources, DIS can offer students who have been diagnosed with specific learning disabilities, physical and sensory differences, and mild developmental disorders support in one or more of the following models: in-class support and accommodations, small group direct instruction, and pull-out intervention.

English as a second Language

The ESL program exists to ensure that students arriving at the school with limited or no experience of English are supported during their acquisition of English. The aim of the program is to develop the students' knowledge of social and academic English to the level at which they are able to participate in all aspects of the life of the school, to access the curriculum and to achieve their potential. All new students arriving with linguistic backgrounds fitting the above profile are offered a program of instruction of English appropriate to their age and needs.

DIS Counseling Programming and Practices

The counseling program at the Dresden International School focuses on five areas:

- Personal Counseling
- Guidance Programs
- Academic Counseling
- University and Career Counseling
- Transitions Counseling

Personal Counseling is for students who are having difficulty coping with their personal and social lives. Personal counseling focuses on helping students gain the skills and confidence necessary to handle their difficulties.

Guidance Programs are designed to offer students guidance in the classroom setting in personal, social, health and academic topics. These programs focus on educating and building skills through group and classroom lessons.

Academic Counseling focuses on promotion of school success. Students work with counselors to increase organizational skills, peer relations and approaches to learning.

University and Career Counseling are offered to help students prepare for, choose, and apply to post-secondary education. Exploration of skills and career choices is an important part of this counseling process.

Transitions Counseling is available to support incoming families as they transition in and out of intercultural settings. Transitions programming also includes transition from the Primary Years Programme into the Middle Years Programme, and from the Middle Years Programme into the Diploma Programme.

The Role of the School Counselor

The counselor offers information, consultation, and support to the school community as well as individual and group counseling for students and families. The counselor implements a comprehensive school counseling program that promotes and enhances student learning and achievement.

The counselor is available for consultation to teachers and parents as well as assisting in accessing services in the community. The counselor also works with teachers to increase the overall well being of students in the school by educating about social, emotional and psychological health and creating transition programs for incoming and leaving students.

Consultation

Parents and teachers may request a consultation with the counselor about a specific student or classroom issue. Parents may choose to contact the counselor about:

- Major changes in the family such as a move, illness, death, divorce, or family crisis
- Family difficulties or concerns
- Concern for their child's wellbeing
- To discuss a child's special needs
- To consult regarding community agencies and referrals

Personal Health Education (PHE)

The PHE course is an extension of the MYP Physical Education program. The PHE curriculum expands upon the health and social components of the Physical Education and Science curriculums and focuses on mental health, stress and anger management, drugs/alcohol, self-image, and personal responsibility.

As an integral part of the PHE team, the counselor provides instruction and assistance with these units. This visibility and interaction establishes a rapport with students and breaks down the stigma associated with going to see the counselor.

Career and College Counseling

In collaboration with MYP and DP teachers, the counselor organizes PSAT and ACT Prep Workshops in September and October, with follow-up sessions for individual tutoring and support. DIS is also an authorized test center for the ACT, holding three test sessions per

school year. The DP Director of Studies and the counselor work together with MYP and DP students in college counseling, application forms and essays, and financial aid information where needed. The initial process of Career Exploration is offered to both Grades 9 and 10 through administration of the Step One Career Inventory and in grade appropriate guidance lessons. In addition, the counselor also organizes the Career Centre library (located in the counseling office), which offers a variety of additional resources around career and college counseling

Transition Services

As an International School, we have a mobile community. The process of changing schools and countries can be very overwhelming, and students, staff and families can encounter culture shock, language barriers and feelings of isolation. To better assist our students in this process, the Counseling Department also provides services which help students' transitions into and out of our school. This includes a new student and parent orientation, an ambassadors program in the secondary school, a parent orientation in the primary and secondary school and exit counseling available for all students. Providing time for reflection, opportunities to say goodbye, and a chance to look ahead is important in creating a positive and healthy transition. Parents are encouraged to contact the counselors for more information on transitions and culture shock, or if they feel their child is experiencing difficulty transitioning into or out of DIS. Transitions Programs also include support for students and families who stay behind and may require support in adjusting to the loss of friends and support systems as other students' families move on.

Due to the very unique nature of each stage of DIS educational programming, transitions services additionally include support and services with the changing expectations, requirements and responsibilities within school programs. Transitions programming in this area includes moving from the Primary Years Programme into the Middle Years Programme and from the Middle Years Programme into the Diploma Programme.

After School Care & Homework Lab

After School Care (ASC) and Homework Lab are provided for primary students if needed. ASC is located at both the Preschool Campus, for Early Primary Students, and at the Annen Campus for Grades K5 to 5.

Structured programs at the Annen Campus begin at 4:00pm and end promptly at 6:00pm. G18/K5 students are cared for free of charge. Parents will incur a late fee for participants picked up after their scheduled pick up time.

It is extremely important that students check out with the ASC Staff before leaving. The payment schedule and the ASC handbook are available at www.dresden-is.de or in the school offices.

Offices can be contacted via the following telephone numbers:

- Main office at Annen Campus: 0351 44007 0 or 44007 250 for ASC direct line
- G18 office: 0351 312 5416

Holiday Care Program

During school holidays and teacher in-service days childcare is offered for all students at G18 and the Annen Campus, up to and including grade 5.

Holiday Care is not available during the Christmas holiday or during the week before the start of the new school year and is also not provided during national holidays (Feiertage).

Holiday Care takes place each day from 8:00am until 5:00pm. The cost is not included in the regular school fees.

School Libraries

DIS has three libraries: the PYP library for children in K-Grade 5 and a library for Secondary School students at the Annen Campus and the EYP library at Goetheallee 18. Students use the learning resources in the libraries during class time but are also encouraged to check out materials for research or to read at home. Through donations and school purchases, the libraries have acquired 28,000 volumes, including online subscription databases. The libraries are open to students during school hours. DIS welcomes donations of books to develop its "mother-tongue collection" of books in students' native languages.

Computers

All computers, including those in the classrooms, are fully networked with supervised Internet access. Students under the age of 14 are not allowed to use school computers without adult supervision. Further, DIS has Computer and IT Use policies which specifies the important ground rules that students must follow when using computers, IT services and IT equipment. The policies can be accessed at www.dresden-is.de.

Physical Education

For P.E. classes, DIS students use the sports hall at the AC. Early Primary Students at G18 have a special room for physical education. If DIS students are using another facility for sports, the school provides a bus shuttle to the sports facilities and back. Local swimming pools, ice-skating rinks and tennis courts may also be used from time to time by DIS.

P.E. Uniforms

At DIS all students (at Annen Campus and G18) need to wear the mandatory uniform for Physical Education (including indoor and outdoor sports shoes).

1. Any black or grey sport pants or shorts

- P.E. shorts/ pants must have an elastic waist and be modest and appropriate for sports

2. Any non-marking SPORT shoes

- No sneakers or street wear shoes
- Athletic/running shoes are required

3. DIS Physical Health Education T-Shirts (navy blue)

- Students, who need to wear long-sleeve T-Shirts for religious reasons, will be able to order an appropriate shirt.

4. Jacket

- DIS Physical Health Education Jacket (Jako)
- Alternatively: long sleeve shirt/ jacket which can be worn under the DIS P.E. T-Shirt

In order to get the uniform (T-Shirt and Jacket), please contact the P.E. Department.

Students are required to change at the end of P.E. class each day. Owning several shirts to use on alternating days is strongly encouraged. Students are not required to change into uniforms for Intramurals but are required to wear athletic/running shoes.

Athletics Programs

Dresden International School sports programs promote sportsmanship, commitment and teamwork within students outside of school hours. Our athletic programs host an array of team sports throughout the school year. Our fall sports include golf, cross country, volleyball, soccer and badminton while our winter and spring sports consist of swimming, girls and boys basketball and Tennis. Student athletes have the chance to participate locally in the community but also in within the German International School Sports Tournaments conference (GISST).

DIS has been a member of the (GISST) since 2003. GISST consist of 12 international schools around Germany.

Each member school host two tournaments a school year with over 80 participating students competing in each tournament.

GISST gives students a safe tournament environment to compete against other international school teams within the conference, and also provide an opportunity for students to integrate socially.

A 10 Euro fee participation fee is required joining a sport club. This fee helps support the cost of added sport specific needs.

DIS Booster Club

The Booster Club is a parent-organized club, which assists in supporting the athletic programs at school events through selling baked goods or helping with the organization of tournaments. Please contact our DIS Booster Coordinator (boosterclub@dresden-is.de) for more information.

Co-Curricular Activities

As an international day school, we offer our students a daily supplementary educational and recreational program from 4:30 to 6:00pm, in addition to their regular school program. During the school year we offer many after school activities. Students can choose from a wide range of pursuits including dance, writing, cooking, and chess.

Depending on their personal interests and experience, the co-curriculars programs provides students the opportunity to try out activities, acquire new knowledge and perfect already existing abilities. Our central task is to strengthen the personalities of different students, to preserve their thirst for knowledge and to promote exchange and collaboration between students of different religions and origins.

The co-curricular program aims to promote our students' cognitive, social and motor skills amongst their peers. It is particularly important for Secondary School students to take part in co-curriculars, to ensure that they learn to use their free time constructively.

We also offer academic labs, where students are able to complete homework assignments, revise classroom work or prepare for an upcoming test - all with teacher supervision and support.

Beyond the planned afternoon activities, we allow our students enough time and opportunity to play, chat with their friends, read or do arts and crafts.

We believe in promoting a healthy balance between work and family, and we wish to support our young families in achieving it.

Parent Involvement at DIS

Parent Teacher Association

The Dresden International School has a very active Parent Teacher Association (PTA). Every parent who has a child enrolled at DIS is automatically a member. The DIS PTA is an organization devoted to fostering community spirit and supporting the school in the education of our children through a variety of social, informational and fundraising activities, for example the Spring Festival, the Christmas Bazaar, the St. Martin's Day Parade, the Welcome Back BBQ or Cooking Classes.

There are two PTA meetings each month. One regular meeting, and two information sharing meetings for those who couldn't attend the regular meeting.

The regular meeting is usually held on the last Thursday of each month in the conference room of Building A at the Annen Campus at 5:00pm. In addition, the PTA holds an update on the following Wednesdays at 8:30am in the library at Goetheallee 18.

All parents and teachers are members of the PTA and are invited to the meetings to discuss issues, share ideas/concerns, and to vote on the allocation of PTA funds and projects to pursue.

If you have something you would like to add to a meeting agenda, please email the PTA at pta@dresden-is.de. More information can be found on the PTA's website: www.dresden-pt.de.

Volunteers and Parent Partnership

DIS enjoys much success because of the great support of its volunteers. Parent volunteers are a very important part of a successful school and volunteers are needed in every capacity, big or small, English, German or other languages, both in and out of the classroom.

Regular volunteer positions are available in the library, in the office, at the "Welcome Desk" or in the classrooms (e.g., Room Parents or read-aloud volunteers) and for special projects. Please contact the school office or your child's teachers if you are interested in becoming a volunteer at DIS.

The DIS is asking each family to provide an average of three volunteer hours per month. Please see the list of volunteer opportunities on www.dresden-is.de or in the school offices and indicate where you would like to provide your hours. Your help, even if it's just a few hours, goes a long way to ensuring a successful school year for our students, families and staff.

Parent Library

DIS also has a collection of English books in the Community Room. Parents are very welcome to borrow books, which may be checked out from the secondary library. Please see our MYP/DP Librarian.

From Parent to Parent

At both G18 and AC campuses you will find notice boards where parents may post messages to one another. These can be used to advertise events (e.g. moving sales or concerts) and services (e.g. babysitting) recommended by other parents. Postings must be dated and will be taken down after two weeks.



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