

DRESDEN INTERNATIONAL SCHOOL

# PARENT HANDBOOK



DRESDEN  
INTERNATIONAL  
SCHOOL

INSPIRE.



MOVE FORWARD.

GIVE BACK.

## The DIS Mission Statement

**We are a diverse community that empowers innovative and collaborative learning. As learners, we are prepared to be multifaceted, self-sufficient individuals who contribute to society.**

Your Parent Handbook is a comprehensive introduction and guide to life at Dresden International School. It reflects the experience of the school in answering the most important and pressing questions asked by our community.

This handbook is updated every year to reflect changes in policy and procedures at DIS. Should you have comments or additions, please direct these to [marketing@dresden-is.de](mailto:marketing@dresden-is.de).

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**Locations:** **School Campus** (Grades K5–12)  
Annenstr. 9, 01067 Dresden

**Preschool Campus** (1–5 years)  
Goetheallee 18, 01309 Dresden  
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## Introduction

### Welcome to the 2020-21 School Year

Our school's Vision and Mission statements approved in April 2018 promise a bold and exciting future for the whole DIS community. Based on stakeholder feedback and the identified needs of our school our renewed approach to learning and school community will see us develop further Dresden International School as a leader in progressive and high quality learning.

For our students, this will mean an education that is relevant, enriching and an excellent preparation for meeting their needs of today and exploring the possibilities of the future. At DIS we have defined high-quality learning in the following way:

**Learning at DIS** is a lifelong, personal and collaborative process of inquiry, reflection and growth.

**Learning at DIS** builds upon our prior knowledge and experiences.

**Learning at DIS** advances our conceptual understanding, knowledge, skills and attributes in authentic ways.

To deliver this we want to develop a collaborative learning culture based on best practices that inspire students across all grades so that they can take individual responsibility to move forward as independent learners, enjoying success and sharing their achievements so as to give back now and in the future. Our school Values – of being Open-Minded, displaying Compassion, Commitment and Integrity – are the behaviors we believe will help students, staff and parents achieve our Vision.

It is an ambitious journey we are taking as a school which will require the support of everyone in our community. I hope that you share the same sense of opportunity, excitement and genuine purpose as we prepare our students to make a difference. We invite you to be part of this bright future and look forward to your support for our development at DIS.

*Steven Calland-Scoble – Director*

### THE DIS VISION

Inspire. Move forward. Give back.

### THE DIS MISSION

We are a diverse community that empowers innovative and collaborative learning. As learners, we are prepared to be multifaceted, self-sufficient individuals who contribute to society.

### THE DIS VALUES

We value:

- Commitment
- Open-mindedness
- Compassion
- Integrity

## About DIS

Dresden International School (DIS) provides childcare and an international education from one-year-olds up to Grade 12. DIS operates as a limited liability company (gGmbH as a German acronym) and is financed through school fees, donations, and public subsidies. It was founded in 1996 by government and community leaders from Dresden and the state of Saxony. 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 about 500 students representing over 50 different nationalities from the ages of 1 to 18. DIS qualified as an IB World School in 2002. In June 2009, we received full accreditation status from CIS (Council of International Schools) and NEASC (New England Association of Schools and Colleges). This recognizes DIS's high standards of professional performance in international education and our commitment to continuing improvement.

In preschool through Grade 5, DIS implements the Primary Years Programme (PYP), an inquiry-based curriculum. In Grades 6-10 students follow the IB Middle Years Programme (MYP) and in Grades 11 and 12, the IB Diploma Programme (DP). The first International Baccalaureate Diplomas were awarded to DIS students in July 2004. The IB Diploma is recognized for university entrance worldwide, including Germany. Students who wish to study in Germany may select courses for its recognition as *Abitur (Hochschulzugangsberechtigung)* by the *Kultusministerium*. Besides these graduation certificates, students can also receive the DIS High School Diploma at the end of Grade 12. The MYP Certificate can be received at the end of Grade 10, which is recognized as *Mittlerer Schulabschluss*.

## Contacts and Structure

The school organization of the Dresden International School is headed by the shareholder board of the DIS Dresden International School gGmbH. The extended management team of the company comprises the Director/CEO and Business Manager/CFO.

The sole shareholder is the association "Internationale Schule Dresden e. V.", represented by following members for the 2020-2021 school year:

<b>Chairman:</b>	Prof. Dr. Anthony Hyman
<b>Treasurer:</b>	Ralf Stölzel
<b>Board members:</b>	Prof. Michael Beitelschmidt, Constanze Geiert, Jens Heider, Dr. Carsten Krebs, Daphne Myers

More information about the function and responsibilities of the Board can be found on the school [website](#). The school's management team represents the Board in all day to day school and operational matters.

The school is also supported in their work by the Fundraising Association (*Förderverein*). 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 and relies upon the active support of parents for this.

The *Förderverein* is composed of parents and representatives of the Dresden business and academic communities. The board members for 2020-2021 school year are:

- Chairman:** Prof. Dr. Michael Beitelschmidt  
**Treasurer:** Matthias Löffelholz  
**Board members:** Evelyn Chalmakoff, Peter Gassen, Angelika Linke, Jane Dietrich-Schendel, Antje Schönberg, Jörg Weidner

More information on the Fundraising Association is posted regularly in our newsletter or online on the school's [website](#). If you wish to contact the FÖV members please email: [foerderverein@dresden-is.de](mailto:foerderverein@dresden-is.de).

The DIS management board and administration are 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.

### School Administration

Position	Name	Email address and telephone number
Director/ CEO	Steven Calland-Scoble	scalland-scoble@dresden-is.de 44007 0
Business Manager/ CFO	Andrea Harnisch	aharnisch@dresden-is.de 44007 14
Facilities Manager/ HR Assistant	Luise Heyne	lheyne@dresden-is.de 44007 29
Admissions Coordinator/ Assistant to Director	Katrin Schreiber	kschreiber@dresden-is.de 44007 16
Public Relations and Marketing	Kathleen Proppé	kproppe@dresden-is.de 44007 28
Development and Fundraising	Konstanze Gensmann	kgensmann@dresden-is.de 44007 24
IT Manager	James Dayborn	jdayborn@dresden-is.de 44007 216
Reception school campus	Berit Großler	bgrosser@dresden-is.de 44007 0
Accountant	Tommy Glaser	tglaser@dresden-is.de 44007 13

**Preschool**

<b>Position</b>	<b>Name</b>	<b>Email address and telephone number</b>
Preschool Principal/ Deputy Director	Beth Dressler	bdressler@dresden-is.de 44007 19
Preschool Coordinator/ Assistant Principal	Joyce Larson	jl Larson@dresden-is.de 312 54 16
Office Assistant	Alexandra von Hessen	ahessen@dresden-is.de 312 54 16

**Primary School**

<b>Position</b>	<b>Name</b>	<b>Email address and telephone number</b>
Primary Principal/ Deputy Director	Beth Dressler	bdressler@dresden-is.de 44007 19
Primary School Office Assistant	Evelyn Balsamo	ebalsamo@dresden-is.de 44007 20
PYP Coordinator/ Assistant Principal	Kim Aguirre	kaguirre@dresden-is.de 44007 19
PYP Co-Curricular Coordinator	Tamas Simon	tsimon@dresden-is.de 44007 0
Counselor	Sarah Lamswood	slamswood@dresden-is.de 44007 0

**Secondary School**

<b>Position</b>	<b>Name</b>	<b>Email address and telephone number</b>
Secondary Principal	Jennifer Tickle	jtickle@dresden-is.de 44007 27
Secondary School Office Assistant	Grit Stasik	gstasik@dresden-is.de 44007 27
MYP Coordinator/ Assistant Principal	Zoë Harris	zharris@dresden-is.de 44007 0
DP Coordinator/ Assistant Principal	Wendy Bassam-Coles	wbassam-coles@dresden-is.de 44007 12
Asst. to DP Director of Studies/ Student Services Technician/ German University Counselor	Antje Kratina	akratina@dresden-is.de 44007 26
Athletic Director & MYP/DP Co-Curricular Coordinator	Tesha Harry	tharry@dresden-is.de 44007 0
Careers Counselor	Harold Beck	hbeck@dresden-is.de 44007 0
Counselor	Bonnie Tanz	btanz@dresden-is.de 44007 22



## Section 1: Whole School Information

### School Locations

**School Campus: Students in K5 and Grades 1 to 12** attend school at the school campus, Annenstrasse 9, in Dresden-Altstadt. At the school campus, you will find a renovated school building housing most of the Secondary school and administration, a purpose-built building housing the primary school, libraries, and cafeteria, and a sports hall. The school campus site is easily 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 carpool to the school 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.

**Preschool Campus: The Preschool (ages 1-5)** is housed in the villa at the preschool campus, Goetheallee 18 (G18), in Dresden-Blasewitz. It is convenient 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 School Campus

The parking opportunities close to the school campus are very limited. We recommend using public transportation or cycling if possible. The closest tram stops to the school are Postplatz and Alfred-Althus-Strasse. If you drive your child to school, please 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 school campus, the school is offering 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 school campus 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. Please be aware that DIS will not reimburse parking penalties.

### Admissions

The application takes place [online](#). Please contact the Admissions Coordinator at [admissions@dresden-is.de](mailto: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 a school leader 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 correct placement for your child.
- Any specific assessments, support or enrichment programs required are planned.

Parents must submit all relevant documents online such as report cards from at least the last two years of the student's education, plus reports from the current school as well as a picture of the student, health information. No applications will be decided upon until a review of the marks has been completed. Grade 6-12 applicants take an entrance test in Mathematics, English, and

German if the student has language knowledge. A conditional placement is agreed upon if needed. The final decision on admittance and placement rests with the Principals and Director.

### **Re-enrolment for the new School Year**

Re-enrolment begins with a survey in February; families are requested to advise the school whether or not they plan on returning the following school year. When a student plans to leave DIS, parents should inform the Admissions Coordinator in writing at least two months prior to the withdrawal of the student (see child care contract or school contract).

In addition, the payment of school fees and the return of locker keys and books is required to receive records, report cards and certificates.

### **Daily Routine at Preschool Campus**

Students who arrive at Preschool between 7:30 and 8:00 attend morning care, supervised by a class teacher. There is a morning care room upstairs for PK3/4 children, and one room of the Bumblebees' suite is used for morning care for PK1 and PK2 children. After 8:00, the children go directly to their classrooms. Generally Morning Circle starts about 9:00.

### **Daily Routine at School Campus**

Students of all ages are expected to be in school on time and be prepared for their school day.

#### **Primary School**

**Kindergarten (K5)** Morning care: 7:00-8:20  
 Lessons: 8:20-15:25, on Tuesdays 8:20-14:40  
 After School Care: 15:30-18:00, on Tuesdays 14:30-18:00

**PYP (Grades 1-5)** Morning care: 7:00-8:20, on Wednesdays until 8:35  
 Lessons: Mon, Thu, Fri 8:20-15:25  
 Tue 8:20-14:40  
 Wed 8:40-15:25  
 After School Care: Available until 18:00

Parents wishing their Grade 1 through 5 children to remain at school after the end of the school day must pay a fee for the After School Care (ASC) service.

#### **Secondary School**

In MYP and DP (Grades 6-12), school operates on a 5-day schedule, from Monday through Friday with lessons that are 45-minutes in length.

**MYP** Classes for MYP students (Grades 6-10) start at 8:30 and finish at 15:10.

**DP** Classes for DP students (Grades 11 and 12) start at 8:30 and finish at the latest by 15:50.

## Attendance

Regular and punctual attendance is essential for students from Preschool to Grade 12. The school keeps detailed records of attendance. The school is responsible for the welfare of a student from the start to the end of the school day while that student is registered as 'present' on our premises. Absences from school must always be explained in writing by a parent or guardian. Teachers maintain a register of student attendance and lates in their classes and these records are indicated in school reports and school transfer documents.

Requests for leave of absence outside the normal holiday time should be obtained from the appropriate Principal five days in advance. Parents should not plan holidays during school time. Forms to apply for student leave are available in the school offices and [online](#). The Principal requires that the student obtain comments from teachers about the impact of the absence to be taken into consideration before the request can be granted.

For students who are absent because of illness or other unplanned reasons, parents must call the school or use the [online form](#) and notify the appropriate office of their absence by 9:00. As a guideline, the maximum period of absence, for any reason, considered acceptable in any one year should not exceed 26 school days (85% attendance).

K5 and PYP students who arrive late to school must first check in at the Reception office before reporting to class. The teachers record attendance electronically, but only the Reception office 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 Reception office.

Only students in Grades 11 and 12 are permitted to leave the premises without special permission and then only in the lunch hour. This privilege will be granted by the Principal upon receiving a letter of approval from the parent or guardian. The students will be expected to sign in and out.

## Sign-out Procedure for Preschool and PYP students

**Preschool** Parents are welcome to pick up their children as soon as afternoon classes finish at 15:20 (14:20 on Tuesdays). After school care (ASC) at G18, available until 18:00, is free of charge. When picking up your child, whether from the classroom or after-school supervised care, it is important to check your child out by giving his/her ASC card directly to an ASC staff member on duty.

**PYP** The school day ends at 15:25 (14:40 on Tuesdays) and PYP students are dismissed to go home, join After School Care (ASC) activities or co-curricular activities. Children will 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. Students are not allowed to independently check themselves out to go to the local Konsum supermarket or the city, and then check back in. Once they have checked out, they need to continue on home.

## Report Cards and Student-Parent-Teacher 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.

**Preschool** For the 3 to 5 year olds, written report cards are issued twice per year: in February and June.

The first Parent-Teacher-Student conference is scheduled just before the first day of school in August. Parent Conferences are held in the late fall and early spring.

If you need to meet with your child's teacher at other times, please make an appointment. 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. Grades are not awarded in report cards up to Grade 5.

PYP Parent Conferences are scheduled in October, right before the fall break. Students and parents also participate mid-year in Student-Led 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 two times per year, one at the end of each of the 2 semesters. Parents have the opportunity to check grades at any time during the semester in Managebac. Opportunities for Parent-Teacher conferences are scheduled every semester. Students and parents are also expected to participate in Student-Led Portfolio-based conferences with their child's advisory teacher.

## 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.

<b>School Website</b>	<p>This is the most important source of information for anyone involved or interested in the Dresden International School. The website, <a href="http://www.dresden-is.de">www.dresden-is.de</a>, 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>
<b>Preschool/ Primary Communication</b>	<p>Each Preschool class maintains a secure, password-protected class webpage where information about curriculum, field trips, events, and other notices is posted.</p> <p>Preschool teachers document the week's learning with a slideshow and short summary. All parent notices are posted on your child's class page, so it is important that you visit at least weekly.</p> <p>K5 to Grade 5 teachers send home a weekly email outlining the learning that has occurred and include any important information and updates.</p>
<b>DIS News &amp; Notes</b>	<p>The newsletter is emailed home on every second Friday (except in the holidays) to all families, who have signed up for it. The DIS News &amp; Notes gives an overview of the past week's happenings and information about upcoming events and areas of interest.</p> <p>Content may be submitted by all faculty, staff and DIS community members to the Marketing Department (<a href="mailto:disnewsletter@dresden-is.de">disnewsletter@dresden-is.de</a>) for approval and inclusion by Monday noon for that week's publication.</p>

<b>Facebook</b>	<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 <a href="#">Facebook page</a> (FB: DresdenInternationalSchool) 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>
<b>School Monitors</b>	<p>The DIS school campus has TV monitors on each floor of both school buildings, and the sports hall, where upcoming events, projects, news and information can be found.</p>
<b>Assemblies</b>	<p>Assemblies serve a number of purposes including building school spirit, showcase talents, educate students, celebrate holidays, and distribute awards, just to name a few. Parents are welcome to attend.</p> <p>Primary assemblies take place on a regular basis. Secondary assemblies take place during extended advisories. Awards assemblies are held once a semester.</p>

## Current Contact Details

Parents are asked to keep DIS informed of any changes to family contact information by contacting the Admissions Office at [admissions@dresden-is.de](mailto: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 welcome 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, Steven Calland-Scoble can be emailed using [scalland-scoble@dresden-is.de](mailto:scalland-scoble@dresden-is.de). Appointments may also be scheduled by contacting the Office Assistant to your child's Principal.

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 child/ren. 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.

## Guidelines for the Use of Emails

DIS recognizes the need for clear communication channels between the various stakeholders of our school community. With very few exceptions email practices at DIS are very good but occasionally misunderstandings and errors can happen, and this is something we wish to avoid. For parents we have developed the following guidelines in the use of any email communication between school and home.

- Emails can be used to inform the teachers of something that happened at home or ask questions that require only a brief answer. Any dialogue relating to student progress is better addressed in a face-to-face meeting or phone call between parent and teacher.
- If there are issues that require a discussion or a longer explanation, it will be necessary to arrange an appointment with the teacher.
- Teacher schedules may result in emails only being answered the next day but we will try to answer all emails within 24 hours. Please do not expect an exchange of email communication with teachers after working hours or at weekends.
- Any urgent issues that need to be dealt with the same day need to be communicated via the secretaries.
- Any communication by e-mail between home and school should always be polite, friendly and respectful and in accordance with our school values.
- The cc function should only be used when considered absolutely necessary to avoid over communication and sending the wrong signal to the main recipient.

## Emergency Communication

An emergency and/or crisis communication plan is 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 are the school's top priorities 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.

## Child Protection Policy

Dresden International School aims to provide an environment in which students are safe from abuse and in which any suspicion of abuse is dealt with in a prompt, appropriate and competent manner, and according to Federal German Law.

If a child protection issue arises, the reporting of this must be evaluated and attempts should be made to address risks to the child. If the school finds out about a child abuse case and there are not sufficient resources available or the parents refuse necessary help then the Child and Youth Welfare Authority (*Jugendamt*) must be called upon.

This Child Protection Policy is applicable to all adults interacting, involved and working with any child at DIS, including but not limited to parents, guardians, other family members, teachers, coaches, volunteers, interns, assistants, school leadership, board members and office staff. All employees and volunteers must be familiar with and adhere to the Child Protection Policy and Procedures handbook in work-related activities.

## Parent Concerns

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 resolve 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 and consult all parties involved. The decision of the Director shall be final.

## Parental Conduct

DIS is a safe and supportive community, where relationships between staff and with other adult members of the community, especially parents, must demonstrate mutual respect and a recognition of shared responsibility for student welfare and educational progress. Parental involvement is an important factor in educational success and in dealing with emerging issues with child's learning at an early stage.

In cases of parental involvement, unacceptable behavior by any parent towards staff will be confronted and challenged. The DIS Executive Board is responsible for ensuring the health and safety of school staff and students in an environment of trust, care and respect.

Unacceptable behavior includes but is not limited to threatening or actual physical violence, intimidation, unwarranted verbal or written threats, shouting, swearing or inappropriate emails and the circulation of malicious rumor in the community.

Any communication by email between home and school should always be friendly and respectful. Inappropriate email exchanges include negative emotional responses, personal criticism, threats and unsupported claims which cause distress to the employee.

Where such behavior does occur, school staff must know that their employer will play a proactive role in taking all possible action to deal with it. These include the following stepped sanctions which will be applied according to the severity of the incident:

1. A school meeting with the parent/guardian, staff member in the presence of a school manager to resolve the issue in a mutually respectful and constructive manner.
2. A written warning to the parent from the Principal after investigation of the incident
3. Referral to the Director/ CEO which may result in measures which address the specific action
4. Referral to the Director/ CEO which may result in expulsion of the student from the School as a final resort.

Advice and support are given to DIS staff on procedures to follow in dealing with such incidents at any stage required in dealing with parents.

## **Student Code of Conduct**

In the Preschool and Primary School, the student Code of Conduct is: Be safe. Be fair. Be respectful. In the Secondary School the student code of conduct is modelled on principles of Positive Education and Restorative practices.

All DIS 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.

## **Student Behavior Expectations**

The goal of school behavior guidelines is to support students in understanding how to act responsibly and to resolve his/her problems effectively. Staff shall enforce behavior rules and procedures fairly and consistently amongst all students.

Each teacher will take responsibility for general classroom management by setting expectations, modelling correct behavior, rewarding good behavior, counseling the student, applying consequences fairly when this is considered effective.

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 Assistant Principal or Head of Department.

### **Expulsion from school**

For repeated or severe infractions against school rules, a student may be expelled from the school as a final measure. Decisions on expulsion will be made at the discretion of the Director.

## **Identity Cards**

Access to school 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 (image file) via email to reception ([reception@dresden-is.de](mailto:reception@dresden-is.de)) throughout the school year. The ID Card needs to be worn during your stay at our school campus.

## **Languages**

The Preschool program is based on structured play and enquiry with English and German as the languages of instruction, and children are immersed in both languages as everyday languages of conversation and activity. Our school teachers are fluent in English and a minority are fluent in German.

The main language of instruction and the language of conversation in PYP, MYP, and DP classrooms is English. There are classes for German as a first or second language from age 6



onwards. Spanish is taught as an additional language in MYP Grades 6 to 10. Mother-tongue language classes can also be coordinated for those who choose to. This is based on tutor availability and funded by the parents. Students whose first language is not English are supported through our English as an Additional Language Support (EAL) program until they are ready to learn independently in English.

## Meals

Preschool and the school campus are a nut-free environment, which means children and adults must not bring any food onto campus with nuts or foods with nut products listed in the ingredients. It is important to respect this restriction because we have several students with severe allergies. Every student has the option to register with Gourmetta, our food service provider.

**Preschool Campus** Gourmetta catering service provides one menu daily for Preschool-children aged 1-5. A meal costs € 3.95.

In the preschool classes, parents sign up for a week at a time to bring healthy food for morning and afternoon snacks prepared by the teachers.

Students who stay after 16:00 need to bring an individual healthy snack for late afternoon.

**School Campus** There are two food breaks during the school day, morning snack and lunch. At the school campus, from kindergarten up, each child may bring a healthy snack to school.

K5 students as well as students in Grades 1-12 can choose between three different dishes. Meals or components are prepared fresh on campus. Every meal includes a fresh salad or a dessert. Students can choose the individual components. Lunch costs are between € 3.50 and € 4.40 per meal (K5 students pay € 3.95). Menus are available on the school's website ([www.dresden-is.de](http://www.dresden-is.de)).

**Note:** Meals must be ordered in advance (at least by 13:00 the day before) and paid by debit. This can be done by email ([bestellung@gourmetta.de](mailto:bestellung@gourmetta.de)), online ([www.gourmetta.de](http://www.gourmetta.de)), or at the school campus Terminal. It is not possible to pay cash. Cancellations are possible every day until 8:00 by contacting Gourmetta directly via phone (0351 3127 117) or via Fax (0351 3127 118).

## Electronic Equipment

**Preschool/ PYP** No personal electronic equipment may be used in class or during school sponsored activities. Mobile phones must be kept in lockers during the school day. Smart watches and similar devices should be in airplane mode throughout classes. The school is not responsible for loss or damage to personal electronic equipment.

**MYP/DP** Mobile phones must be kept in lockers during the school day. Smart watches and similar devices should be in airplane mode throughout classes. The school is not responsible for loss or damage to personal electronic equipment.

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.

## BYOD – Bring Your Own Device

Students are expected to bring their own computer device everyday as part of their required school supplies from Grade 6 onwards. Their device will serve as one of many learning tools

that teachers and students will be utilizing on a day to day basis. The BYOD Program is intended to provide balanced and meaningful use of technology integrated by teachers throughout student academic curriculum. This will facilitate our learners to develop essential 21st century technology and digital citizenship skills needed in today's world.

We recommend the use of Chromebooks in the school. Any Chromebook less than three years old is suitable. We will also be able to support Windows 10 and MacOSX Mojave and higher.

## **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.

In Primary School, some stationery and school materials are organized by the school. Some books are consumable, meaning children write in the book and they take it home at the end of the school year.

In Secondary School students are responsible for providing their own pens, binders, and other stationery as required from Grade 6. Literary works are invoiced to students.

## **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 (see Structure and Contacts), preschool or school campus, and leave a message by latest 9:00 or send a note to [reception@dresden-is.de](mailto:reception@dresden-is.de) if your child is sick.

If we have not received any notification about your child's absence, we will have to contact you.

For primary and secondary students, a doctor's note is compulsory when the student is absent for three days or longer. A doctor's note is essential on the first day of absence if absence coincides with a summative assessment.

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. 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.

Due to the guideline of the Saxony Ministry of Culture, there is no legal requirement for our staff members to give out medication to students. Exceptions to this guideline are possible, e.g. in cases of chronic illnesses. In such cases, the following requirements are expected from parents:

- Receipt of a written parental agreement

- Receipt of a medical prescription of the doctor indicating the name and dosage
- Agreement by the school that the student is not able to take the medication by him/herself

In general, the guideline of the Saxony Ministry of Culture of December 2016 is obligatory. Please contact the school office for more information.

At DIS emergency fire and lockdown drills are carried out periodically each year.

## Smoking/Alcohol/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 so will face consequences in accordance with the Student Code of Conduct. Our school campus is also a non-smoking zone for all adults.

## 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 at: [DIS Community Hub](#).

## 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 payment by parents towards the cost of the excursion.

<b>Day trips within Dresden</b>	<b>DIS</b> pays 100% of the entrance and registration costs <b>Parents</b> pay 100% of the transportation costs
<b>Sports trips</b>	<b>DIS</b> pays 50% of the total costs <b>Parents</b> pay 50% of the total costs
<b>Overnight trips</b>	<b>Parents</b> pay 100% of the total costs for the trip, for mandatory trips up to € 500 at maximum.

## Lockers

Every student from Grade 1 to Grade 12 will be given 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 clothing must not include vulgarity or references to drugs or alcohol.

All students from K5 through Grade 2 need indoor and outdoor shoes. For Grades 3 to 5 the use of indoor shoes is a choice to be made with the Homeroom teacher and students in the class.

## **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 must be completed and submitted at least 7 days in advance of the intended visit.

## Section 2: School Life

### Student Leadership

The Student Council in Secondary School (Grades 6-12) serves to provide leadership opportunities and to foster student responsibility. Together with a Teacher Advisor, the Council plan school community events and programs that are of interest to students and promote intercultural understanding.

### Home Learning

#### Primary School

Home learning is designed to encourage the educational partnership between home and school. Home learning should always contribute to balance in a student's life, enabling them to become independent learners capable of managing anxiety and stress and never at the expense of overall health and wellbeing. Throughout the year, teachers will offer a range of engagements for home learning that are age appropriate and aim to strengthen the home/school partnership.

#### Reading

Reading for pleasure has consistently been proven to have a large impact on learning and academic achievement across all subject areas. In the Primary School we encourage and support a culture of reading and are advocates for the [International Reading Association's 'Right to Read' declaration](#). Reading should not be viewed as homework, but rather, as an act that promotes learning and growth.

#### Secondary School

At Dresden International School we recognize that home learning is a valuable part of school education as it allows for practicing, extending and consolidating learning done in class. It also enables students to develop essential self-management skills (organization of time and tasks) and affective skills (practicing focus and concentration, overcoming distractions, perseverance and persistence, and practice in delaying gratification). Home learning requires the partnership of school and home, which is underlined by clear communication in both directions. Home learning should always contribute to balance in a student's life, enabling them to become independent learners capable of managing anxiety and stress and never at the expense of overall health and wellbeing. Students in Grades 11 and 12 will expect to have on average 2-3 hours of homework per day. IBDP students will be expected to work over the weekends and during school holidays. Students are encouraged to record home learning tasks and their due dates either in a paper diary or using an online app.

### Student Support Services

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.

### **Learning Support**

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 an Additional Language (EAL)**

The EAL program exists to ensure that students arriving at the school without English as mother-tongue are supported during their acquisition of English or further development of academic language skills. The aim of the program is to develop the student's 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. The language program is adapted to the age and the needs of the student.

## **DIS Counseling Services**

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

- **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.
- **Academic Counseling** focuses on promotion of student success at school. 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.

### **The Role of the School Counselors**

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

The counselors are available for consultation to teachers and parents as well as assisting in accessing services in the community. The counselors also work 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 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

### **Career and College Counseling**

The Careers team works together with MYP and DP students to offer college counselling and careers advice.

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. Displays are also available in front of the DP Coordinator's office.

In Grade 11 there is a Careers Day focused on careers and university applications and in Grade 12 support for university applications is ongoing and regular.

For students interested in studying in the US the Careers team organizes ACT Prep Workshops, if needed, in September and October. DIS is an authorized test center for the ACT, holding three tests per school year.

### **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, 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.

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) is provided for primary students if needed. ASC is located at both the preschool campus for G18 students, and at the school campus for Grades K to 5.

Structured programs at the school campus begin at 16:00 and end promptly at 18:00. G18 and K5 students are cared for free of charge whereas students from Grades 1 to 5 will be charged. Parents will incur a late fee for participants picked up after their scheduled pickup 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 [DIS website](#) or in the school offices.

Offices can be contacted via the following telephone numbers:

- School Campus: 0351 44007 0 (reception) or 44007 25 (for ASC direct line)
- Preschool Campus: 0351 3125 416

## Holiday Care Program

During school holidays and teacher in-service days childcare is offered for all students at preschool and the school campus, up to and including Grade 4. 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 at preschool campus from 7:30 until 17:00 and the school campus 8:00 until 17:00.

Students of the preschool campus and the K5 classes at the school campus are free of charge. Students of Grades 1-4 will be charged an additional cost.

## School Libraries

DIS has three libraries: the PYP library for children in K5-Grade 5 and a library (Heribert Heckschen Center) for Secondary school students, both at the school campus and the Preschool 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 45,000 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 IT Acceptable Use policies which specify the important ground rules that students must follow when using computers, IT services and IT equipment. The policies can be accessed at: [DIS Community Hub](#).

## Physical Education (PE)

Preschool students at the G18 campus have a special room for physical education. In warm weather months, PE classes are often held in the adjacent Waldpark. The 3 to 5 year old students have two days of PE per week. The 1 to 2 year old students have one day of PE per week. PE classes are in addition to free play recess periods.

For PE classes at the school campus, DIS students use the sports hall. 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 for PE classes.



## PE Uniforms

At DIS all students (at school and preschool campus) need to wear the mandatory uniform for Physical Education (including indoor and outdoor sports shoes).

### 1. Any black or grey sport pants or shorts

- PE 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 PE 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
- Alternatively: long sleeve shirt/ jacket which can be worn under the DIS PE t-shirt

To order the uniform (t-shirt and jacket), please find here more information about the pricing at: [school website](#). Students are required to change at the end of PE class each day. Owning several shirts to use on alternating days is strongly encouraged. Students are not required to change into uniforms for co-curricular activities 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.

The following activities take place during the school year: Cross Country, Volleyball, Soccer, Badminton, Swimming, Basketball. Student athletes have the chance to participate locally in the community but also in within the German International School Sports Tournaments conference (GISST): Cross Country, Volleyball, Soccer, Badminton, Swimming, Basketball, and Tennis.

DIS has been a member of GISST since 2003. GISST consists of 12 international schools around Germany. Each member school hosts 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 provides an opportunity for students to integrate socially. Participation in GISSTs are fee-based, published through our communication channels, and charged individually.

## 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](mailto:boosterclub@dresden-is.de)) for more information.

## **Co-Curricular Activities**

As an international day school, we offer our students a daily complementary educational and recreational program from 15:30 to 18:00, in addition to their regular school program. Students can choose from a wide range of pursuits including dance, writing, debating, hiking, Yearbook, cooking, theatre, and chess.

Depending on their personal interests and experience, the co-curricular programs provide students the opportunity to try out activities, acquire new knowledge and develop already existing abilities. Our central task is to strengthen personal growth, to encourage learning and to promote exchange and collaboration between students. It is particularly important for Secondary School students to take part in co-curricular activities, to ensure that they learn to use their free time constructively and to provide balance in their busy lives.

In the Secondary School we offer a voluntary learning support program at lunchtimes and after school where students can receive extra support in their academic studies.

We believe in promoting a healthy balance between work and family, and we wish to support all of our students in achieving this.

## **Section 3: Parent involvement at DIS**

### **DIS Community Network**

The Community Network is a parent initiative that aims to improve both student life and the community as a whole. The Community Network is a team-based organic network of motivated community members working together on a voluntary basis incorporating the DIS vision of Inspire. Move forward. and Give back.

Their mission is to bring together the school community in a positive, inviting and productive way. The Network aims to provide avenues of communication and teamwork, to represent parents within DIS to the school leadership, to take an active role in strategic planning, and to improve student welfare and support fundraising while enabling the community to use its diverse talents to enhance school life.

Check out their closed Facebook group page (DIS Community Network) and/or follow them on Instagram ([dis.community.network](https://www.instagram.com/dis.community.network)). For more information or if you have a way to contribute your talents send an email to [discommunitynetwork@gmail.com](mailto:discommunitynetwork@gmail.com).

### **Volunteers and Parent Partnership**

DIS benefits from the great support of its volunteer community. 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 school garden or in the classrooms (e.g., Room Parents or read-aloud volunteers) and for special projects. Please contact the school office, your child's teachers or the grade level parent for your child's class if you are interested in becoming a volunteer at DIS.

### **Community Room & Parent Library**

The Community Room in Building B on the school campus is a place parents can come together. Currently an English course takes place there for parents once a week.

The room is equipped with a TV, DVD player, fridge, kitchenette as well as a parent library. Parents are very welcome to borrow books, which may be checked out via the secondary library.

If you are interested in participating in a language course or to book the room for a (parent) meeting, please send your request to [communityroom@dresden-is.de](mailto:communityroom@dresden-is.de).



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INTERNATIONAL  
SCHOOL**

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