



***STUDENT & PARENT
HANDBOOK***

for the 2023-24 school year

Effective date: August 2023

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I. Mission and Culture

Our mission as a community is to inspire students to become multilingual global citizens who pursue a lifelong journey of discovery and action where the quest for deep academic knowledge and an appreciation of world cultures contribute to the advancement of humanity.

Core Principles

Dallas International School's academically ambitious programs, taught in multiple languages, seamlessly integrate the renowned French national curriculum with English Language Arts and Mathematics taught in English. In high school, students can pursue diplomas in either the French Baccalaureate track or the International Baccalaureate track with a unique Advanced Bilingual Diploma. A DIS education upholds the values of an immersive, multicultural, inclusive education:

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

We believe that a challenging and innovative academic program cultivates:

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

We believe that an encouraging and positive environment cultivates:

- **Integrity and fairness**
- **Confidence and leadership**
- **Compassion and generosity**
- **Civic and social responsibility**

Core Values

Our values-driven international education is expressed through our Core principles. They reflect our mission statement and serve as the base of our character education program.

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

DIS Core Values

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

Mission Laïque Française

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

French Ministry of Education

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

International Baccalaureate Organization

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

Independent Schools Association of the Southwest (ISAS)

DIS is accredited by the Independent Schools Association of the Southwest.

Texas Association of Private and Parochial Schools (TAPPS)

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

II. Campus Organization

School Calendar

The current school calendar is available on the DIS website. The school week for all grade levels is Monday through Friday. The school calendar is discussed at the School Council and finalized in the spring before the start of the new school year. In general, the academic year consists of five sets of six to eight weeks of study, each followed by a one-week break (two weeks in December). The school year generally begins the last week in August and ends in mid-June. The year is divided into semesters: late August – January; January – mid-June. DIS reserves the right to add hours to the annual calendar in the event of a temporary closing, such as in the event of inclement weather.

School Hours

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

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

Grades	US Grades	Age	Teaching		Recess	Lunch Time	
			Start	End		Lunch	Recess

Maternelle	Toute Petite Section	Preschool	2	8:45am	3:00pm	2 x 25 min	30 min	30 min
	Petite Section	Preschool	3	8:45am	3:00pm	2 x 25 min	30 min	30 min
	Moyenne Section	PreK	4	8:45am	3:00pm	2 x 25 min	30 min	30 min
	Grande Section	K	5	8:30am	3:30pm	2 x 25 min	30 min	30 min
Primary	1 st Gr. (CP)	1	6	8:30am	3:30pm	2 x 15 min	30 min	30 min
	2 nd Gr. (CE1)	2	7	8:30am	3:30pm	2 x 15 min	30 min	30 min
	3 rd Gr. (CE2)	3	8	8:30am	3:30pm	1 x 20 min	30 min	30 min
	4 th Gr. (CM1)	4	9	8:30am	3:30pm	1 x 20 min	30 min	30 min
	5 th Gr. (CM2)	5	10	8:15am	3:15pm	1 x 20 min	30 min	30 min

DIS Childcare

Pre-K2 (TPS) and Pre-K3 (PS) meet the requirements outlined by the Department of Family and Protective Services (DFPS) and the Health and Human Services (HHS) divisions of the State of Texas.

DIS has a designated Childcare Director to oversee the operations of the DIS Childcare. Families who have students enrolled in DIS Child Care receive a Parent Guide specific to the Pre-K2 (TPS) and Pre-K3 (PS) classrooms.

Carpool

DIS has specific carpool procedures and information about these procedures is provided at the beginning of each school year. In addition to these procedures, drivers must obey the following carpool rules:

- Drivers should observe all entry and exit signs. Entry to the campus is only from Churchill Way.

- Drivers should respect all signage, especially those denoting special parking spaces, fire lanes and handicapped spaces.
- For safety purposes, parents are not allowed to park in the carpool lanes.
- Carpool numbers must be prominently displayed on the mirrors.
- TPS, PS, and MS morning carpool begins at 7:30 am and ends promptly at 8:45 am.
 - For late arrivals, you must park and bring your child to the reception area.
- GS, CP, CE1, CE2, and CM1 morning carpools begin at 7:30 am and end promptly at 8:30 am.
 - If you arrive between 8:30 and 8:45, students must be dropped off at the cafeteria.
 - After 8:45 am, you must park and walk your child to the reception area.
- Parents are encouraged to arrive early to ensure that students arrive on time to class.
- Parents should release children on the passenger side only.
- No cell phones or texting is allowed in the parking areas.

Students' Arrival

During carpool hours, all students must enter the campus through the designated entrances. Children in first grade (CP) and older walk to their classrooms independently. PS, MS, and GS students enter the cafeteria and are escorted by a staff member to their classrooms each morning.

An exception can be made in cases if a child requires physical assistance; such exceptions must be approved by the Head of Primary and the School Nurse.

TPS parents can park in the TPS parking lot (on Churchill Way) and accompany their child to the TPS gate at the front of the school building.

Students' Departure

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

Parents should follow the carpool system when picking up students at the end of the school day. The carpool tag must be displayed in the car in order for staff to release the child.

Students enrolled in the basic after-school care program and students who are enrolled in after-school classes, must wait in the designated areas until their ride arrives. Parents or authorized drivers should proceed to Reception and must show the carpool tag and show identification in order to pick up a student.

Absences and Tardies

Parents need to provide written notification via email to Student Affairs at cwattendance@dallasinternationalschool.org and the student's teacher by 8:00 AM in the event of absence or tardy. If the absence is due to illness, please also inform the School Nurse. Verbal notification is not considered proper notification.

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

Unexcused Absences:

- Vacation, even when requested in advance, is not considered an excused absence.
- Level I: When a student has three unexcused absences within an 8-week period (half-semester), parents will be contacted via MyDIS, email or by Student Affairs.
- Level II: After five unexcused absences within an 8-week period (half-semester), parents will be notified directly by Student Affairs of an attendance violation.
- Level III: If a student has seven or more unexcused absences, parents will be requested to meet with the Deputy Head of Primary and/or Head of Primary for further review.

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

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

- **Level I:** If a student has three unexcused tardies within an 8-week period (half-semester), parents will be notified.
- **Level II:** If a student has five unexcused tardies within an 8-week period (half-semester), the student's parents will be contacted by Student Affairs. Five tardies will count as one unexcused absence.
- **Level III:** If excessive unexcused tardies (over seven) continue, parents will be requested to meet with the Deputy Head of Primary and/or Head of Primary.

Parking

Traffic and parking signs posted on the DIS campus, as well as any additional information distributed to parents regarding these rules, are to be strictly observed to ensure the safety of the DIS community and its neighboring communities.

Parents are not authorized to park at The Alcuin School parking lot or The Cooper Center parking lot.

Parents are asked to respect the fire lane on our property and should never block the fire lane.

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

Parents are invited to the school throughout the school year for special events. Parents should adhere to the school's rules for entering the campus. Check-in at reception is required for all parents and requires signing in, noting the reason for the visit, and must wear the sticker badge. Parents must sign out upon leaving the premises. *As a general rule, parents are not allowed to accompany children to the classrooms during the school day and are not allowed to visit classrooms during normal class time.*

Parents volunteering on campus must have approval from Administration and DIS reserves the right to approve parent volunteers at its sole discretion. Volunteers may be required to complete other documentation, including a background check form, as a condition to being authorized to volunteer at the school.

Visitor Access

All members of the DIS community must enter through reception, sign in (noting the reason for the visit), receive a badge sticker, and wait to be escorted through reception by a DIS employee. All visitors must sign out and leave campus through reception.

Non-DIS Students' Access

Any non-DIS students (including former students) wishing to visit DIS or stay for lunch must receive permission in advance from either the Head of Primary or Deputy Head of Primary.

Classroom and Campus Supervision

Students can only be in a classroom or in any other school location when supervised by a DIS Staff member. Students are to remain in close proximity to supervising adults and be within visual sight. This also applies to parents and/or guardians on campus once the child has been checked out by the school.

III. Student Life

DIS offers an international curriculum with instruction in multiple languages and regular attendance and punctuality best support classroom learning.

Through the curriculum and afterschool activities offered at DIS, students develop fluency in at least two languages, as well as an understanding of global issues and an awareness of other cultures. Respect for other people and other cultures, development of critical thinking, and respect of jointly approved rules and fundamental social values are all integral parts of the learning environment at DIS.

Dress Code

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

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

During DIS-sponsored events when the school uniform is not required (e.g., off-campus fundraisers, community service events or PTO events), students should dress appropriately. Extremely short shorts or skirts, inappropriate logos, or shirts displaying

the midriff area are not permitted. Should a student not be wearing appropriate clothing for school, parents will be notified and will be asked to bring appropriate clothes.

Spirit days are on Fridays and students should wear a Country of the Year t-shirt or athletics shirt. Other aspects of guidelines of the dress code should be followed.

There will be a Free Dress Day the day before a break period starts. There may be additional free dress days that occur during the year for special occasions.

Physical Education (PE) classes are held twice per week for grades GS through CMI. On PE days students should come to school in dry fit uniform and wear either dry fit shorts or navy skorts with sneakers.

Respect and Tolerance

DIS is a place where all cultures and all individuals are accepted and respected. While on campus, staff and students should refrain from wearing anything that promotes a religious or philosophical belief.

Students should be courteous, kind, and respectful. Aggressive or violent behavior, profanity, cursing, bullying, shouting, excessive teasing, name-calling, or fighting of any kind will not be tolerated.

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

Lunch, Snack & Food Allergies

DIS offers meals provided by Sage Dining Services for a well-balanced, nutritional lunch. Lunches are available in gluten free, vegetarian and vegan options. Lunch is included in the cost of tuition. Students who bring their lunches are requested to use a lunch box, pack food in appropriate containers, and provide their own silverware. No glass of any kind is permitted at school.

In an effort to prevent food allergies, students are not permitted to share food. No nuts or any product containing nuts, including peanut butter and hazelnut spread (e.g., Nutella), are allowed on campus.

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

Snacks are provided by parents.

Preschool/Maternelle

Parents can pack morning and afternoon healthy snacks. For the early preschool levels, we request that the snacks be labeled "AM" and "PM" so that our faculty and staff know when to serve the snack.

Elementary levels/Élémentaire

Students can bring a healthy snack to school and are able to have a snack during their recess time.

Soda and candy are not permitted. Snacks should not be packed in cans or containers with sharp edges.

After School Activities

DIS offers various after school programs from 3:00–6:00 pm each day. Comprehensive information on the after school program (activities, schedules, fees) is available before the start of every school year. Enrollment through the online portal will begin in August for our fall semester and in January for our spring semester.

For grades TPS through MS, DIS offers a package program of activities and child care. Every student in grade PS and MS will have a different activity from 3:00-4:00 pm each day. Students enrolled in this program are able to stay until 6:00 pm in child care without additional cost. The cost of the program is \$30 per day or \$130 per week when signed up for this option.

Students in grades GS-CM1 will be allowed to select from an array of different activities for each semester (for individual class pricing, see the after school schedule of activities on the DIS website).

Aftercare fees are applied for grades GS-CM1 and for upper campus students traveling to Churchill.

Outreach Programs and Field Trips

DIS offers students a variety of learning and discovery opportunities through outreach programs and field trips. Field trips begin in Kindergarten (GS) and continue through 4th grade/CMI. Traveling by bus is the only means of transportation on field trips. Parents must complete and return an "Authorization Form" for each field trip. If an authorization form is not completed, the student will not be allowed to attend. In the event that parents feel there is a moral or religious reason not to participate in a field trip, provisions will be made for the student to remain on campus.

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

Procedures and financial arrangement for any field trip involving an overnight stay will be communicated separately to parents.

Students who do not participate in a class trip (either locally or abroad) will be required to be present at DIS on the day(s) of the class trip. Students may not be allowed to participate in outreach programs and field trips due to behavior issues, injury, or for other reasons.

Valuables and Electronic Devices

Students' uniforms and belongings should be labeled to reduce the risk of loss. Students are not permitted to bring valuables or money to school except in specific instances, such as sales organized for the profit of an activity authorized by DIS. The school is not responsible for any theft or damage to personal belongings. Students may not use any personal electronic devices, including smart phones and smart watches with messaging and calling capabilities, at the Churchill campus during school hours.

Toys, Pets and Candy

Students are not allowed to bring toys, candy, gum, or soda to school. DIS may confiscate any item considered noisy, dangerous, or inappropriate to the school environment, and such items will be returned to the student's parents. For TPS, PS, and MS students' naptime, students are allowed to bring one comfort item.

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

Photos and filming

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

IV. Academics

DIS places an emphasis on a multilingual education where students not only learn languages but also about other cultures. In Pre-K2/TPS and Pre-K3/PS, 50% of the teaching is done in French and 50% in English. In Pre-K4/MS and Kindergarten, 45% of the teaching is done in French, 45% in English, and 10% in Spanish or Mandarin. In the Primary grades, approximately 60% of the teaching is done in French, 30% in English, and 10% in Spanish or Mandarin.

Students in Middle School continue learning with the French curriculum and American curriculum for English Language Arts and Mathematics taught in English.

Beginning in 9th grade, high school students can choose between the English-based International Baccalaureate (IB) program or the French-based French Baccalauréat (FB) program. Both the FB and the IB are equally prestigious diplomas and well respected in Europe and North America.

The education provided at DIS extends over a period of 16 years from Pre-K2/TPS to 12th grade. It is organized in cycles of one to three years.

FRANCE	FRANCE	FRANCE	FRANCE	USA	INT'L BAC *	
Education	Schools	Grades	Cycles	Grades	Years	Age
Primary	Maternelle	Toute Petite Section	Cycle 1	Pre School-2	Primary	2
Primary	Maternelle	Petite Section	Cycle 1	Pre School-3	Primary	3
Primary	Maternelle	Moyenne Section	Cycle 1	Pre K-4	Primary	4
Primary	Maternelle	Grande Section	Cycle 1	K	Primary	5
Primary	Elementary	Cours Préparatoire	Cycle 2	1	Primary	6
Primary	Elementary	Cours Elémentaire 1	Cycle 2	2	Primary	7
Primary	Elementary	Cours Elémentaire 2	Cycle 2	3	Primary	8
Primary	Elementary	Cours Moyen 1	Cycle 3	4	Primary	9
Primary	Elementary	Cours Moyen 2	Cycle 3	5	Primary	10
Secondary	College	Sixième	Cycle 3	6	Middle	11

Secondary	College	Cinquième	Cycle 4	7	Middle	12
Secondary	College	Quatrième	Cycle 4	8	Middle	13
Secondary	College	Troisième	Cycle 4	9	Middle	14
Secondary	Lycée	Seconde	Determination	10	Middle	15
Secondary	Lycée	Première	Terminal	11	Diploma (*)	16
Secondary	Lycée	Terminale	Terminal	12	Diploma (*)	17

(*) DIS is accredited for the Diploma Program Years

Evaluations and Examinations

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

Homework

Homework is given in reasonable quantity and at a reasonable pace in relation to the age of the student. Students are expected to complete homework assignments on time, to the best of the student's ability. Work sent home to be signed should be returned on time.

Students in 1st grade/CP may have up to 20 minutes of homework per night, Monday – Thursday.

Students in 2nd and 3rd grades/CE1 and CE2 may have up to 2 hours of homework per week, Monday – Thursday.

Students in 4th and 5th grades/CM1 and CM2 may have up to 3 hours of homework per week, Monday – Thursday.

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

Evaluations and Grades

Parents in Maternelle/Preschool and Elementary classes will receive their student's report card at the end of each semester, with separate sections for French, English and their Third Language. The report card details the acquisition of skills using the notations below:

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

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

Promotion to the Next Grade

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

Policy for Grade Skipping/Acceleration of Curriculum

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

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

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

1. A “Request for Whole-Grade Skipping” form must be completed by either the parent/guardian or the main teacher for the student and submitted to Campus Administration by **March 1st** of the current school year.
2. After receiving the request, the current French and English teachers will complete a Teacher Guidance form, evaluating the student’s classroom performance.
3. A formative evaluation in French and English will be completed by a teacher at the subsequent grade level. If available, the student’s MAP scores may also be considered when assessing the student’s level in English.
4. If the Formative Evaluation indicates that the student is capable of maintaining performance if moved to the following grade, then a social-emotional evaluation will be completed by the school counselor.
5. All documentation will be completed and available for review by the committee by the **second week of April**.
6. Whether the decision is made to maintain the student’s current placement at grade level, or if it is determined that the student would be better suited by accelerating their academic placement, both parents and teachers will be notified of the decision by **May 1st** of the current school year. Parents will be invited to discuss the results of the testing and observations, after a decision has been made regarding their child.

Class Materials

Students must always bring to each class their required materials and school supplies. DIS will lend students certain supplies (textbooks and other collective supplies such as scissors, markers, etc.) with the understanding that such supplies are returned in good condition. Parents may be asked to pay for lost or damaged supplies. Intentional misuse of equipment and supplies will not be tolerated.

Library

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

V. Student Responsibilities and Consequences

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

Student Responsibilities

Each student must respect the rights and privileges of classmates, teachers, visitors, and other school personnel. Students who violate the rights of others, or who violate rules and regulations of DIS, are subject to appropriate disciplinary measures, designed to correct their misconduct and to promote adherence, as determined by DIS in its sole discretion.

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

- Being punctual to class and attending class every day.
- Being prepared for each class with appropriate materials and assignments.
- Meeting DIS standards for dress code and appearance.
- Exhibiting an attitude of respect toward others.
- Conducting one's self in a responsible manner, always exercising self-discipline.
- Obeying all campus and classroom rules.
- Respecting the rights and privileges of others, in addition to DIS property and facilities.
- Cooperating with and assisting the school staff in maintaining safety, order and discipline.
- Promptly reporting to school officials and/or proper authorities' threats to safety and security.

Student Violations

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

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

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

Harassment - DIS prohibits harassment of any form. Sexual or other inappropriate harassment and/or bullying on school premises, or off school premises, at a school-sponsored activity, are strictly forbidden.

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

- Unwanted body contact towards any person
- Verbal comments of a sexual nature towards or about any person

Bullying is repeated, unwanted, aggressive behavior among students that involves a real or perceived power imbalance. Bullying is considered a highly serious offense at DIS and will not be tolerated.

Cyberbullying is repeatedly sending hurtful text messages or images, posting cruel or offensive comments or personal attacks on electronic devices, including email, social networking sites, instant messaging, etc. The definition of bullying applies to cyberbullying that occurs off school property or outside of a school-sponsored/related event, if the conduct interferes with the student's educational opportunities or substantially disrupts the operations of a school, classroom, or school-related event.

It is not possible to catalog all the specific types of conduct that might violate this policy or the law. Some conduct, however, is inappropriate in any school-related circumstance or setting, and is strictly prohibited by this policy whether or not the behavior is directed at or offends others:

- Offensive or derogatory language directed at another person's legally protected characteristic, including without limitation race, color, gender, gender identity, sexual orientation, national origin, citizenship, disability, religious beliefs or practices, accent, or physical or cognitive disability
- Threatening or intimidating conduct, including virtually
- Offensive jokes, name calling, slurs, or deliberately spreading false rumors
- Physical aggression or assault

- **Display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes**
- **Theft or damage to property**
- **Offensive or unwelcome sexual flirtations, advances, or propositions**
- **Demands for sexual favors**
- **Physical assaults or offensive touching of a sexual nature**
- **Verbal abuse of a sexual, racial, or ethnic nature, or concerning religion, disability, sexual orientation, gender identity or expression, or any other legally protected characteristic**
- **Slurs or epithets based on sex, race, ethnicity, religion, age, disability, sexual orientation, gender identity or expression, or any other legally protected characteristic**
- **Degrading or abusive stereotypes based on sex, race, ethnicity, religion, age, disability, sexual orientation, gender identity or expression, or any other legally protected characteristic**
- **Graphic verbal commentaries about an individual's body or dress**
- **Discussions or inquiries about one's own or another's sexual interests, problems, or experiences**
- **Degrading or hostile words used to describe an individual or his or her personal characteristics based on sex, race, ethnicity, religion, age, disability, sexual orientation, gender identity or expression, or any other legally protected characteristic**
- **Certain non-verbal, communicative conduct, such as leering; sex-related gestures; or hostile or otherwise offensive gestures (such as imitating a hanging or throat-cutting); or**
- **The display (including screensavers or wallpaper), possession, distribution (such as by email, text, or through social media), or accessing (such as through the**

Internet) of explicit, graphic, suggestive, offensive, or demeaning jokes, photographs, videos, images, memes, books, magazines, or objects (including obscene or sexually-suggestive objects).

Any student who believes that he or she has experienced harassment or bullying should immediately report the behavior(s) or incident(s) to a teacher, counselor, Head of Primary, or other school employee. When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to appropriate disciplinary action, including but not limited to suspension or expulsion. No adverse action will be taken against any person who makes a good faith report of harassment or bullying.

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

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

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

Discipline Guidelines

The following discipline guidelines apply anytime a student is on campus, or at any school-related function. DIS reserves the right to impose disciplinary action against any student when it determines in its sole discretion that such action is in the best interests of the school and will endeavor to adhere to the following general guidelines:

- Students will be treated fairly and equitably.

- Discipline will be administered when necessary to protect students, school employees, or property or to maintain essential order.
- Infractions are entered into the student profile by DIS staff and are accessible to parents on MyDIS.
- Discipline will be based on a careful assessment of the circumstances of each case. DIS will consider all factors it deems relevant to any disciplinary determination, including without limitation the seriousness of the offense, self-defense, intent or lack of intent at the time the student engaged in the conduct, the student's age, the frequency of misconduct, the student's attitude, and the potential effect of the misconduct on the school environment.
- Parents will be notified in the event of excessive discipline issues.
- DIS reserves the right in its sole discretion to assign consequences for discipline at the appropriate levels, based on the severity of the offense and some, or all, listed below:

Level 1

Level 1 Behaviors can include but are not limited to:

- ***First time offense***
- ***Bad language***
- ***Low-level misbehavior***
- ***Classroom disruption***
- ***Negative attitude or disobedience***
- ***First time hitting***
- ***Misuse of DIS technology resources or failure to abide by DIS Technology Policy for internet use/online learning, etc.***

Level 1 consequences can include but are not limited to:

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

Level 2

Level 2 Behaviors

- ***Can include but not be limited to all of the above and /or more than one offense***

Level 2 consequences can include but are not limited to:

- ***Withdrawal of privileges, including participation in extracurricular activities***
- ***Immediate dismissal from class***
- ***Detention***
- ***In-school suspension***
- ***Infraction filed in student records***

Level 3

Level 3 Behaviors

- **Repetitive misbehavior**
- **Bullying**
- **Cyber-bullying**
- **Fighting**
- **Physical harm**
- **Repetitive behavior of all the above**

Level 3 consequences can include but are not limited to:

- *Out-of-school suspension*
- *Infraction filed in student records*

Level 4

Level 4 Behaviors

- **Can include but not be limited to very serious offenses (as decided by DIS in its discretion on a case-by-case basis)**

Level 4 consequences can include but are not limited to:

- *Denial of re-enrollment*
- *Expulsion*
- *Infraction filed in student records*

DIS reserves the right in its sole discretion to dismiss any student for failure to follow school policies or who has violated the standards of behavior or learning espoused by DIS, or they or their parents have failed to follow school policy or otherwise engaged in any conduct which may adversely impact the reputation of the school or be contrary to the school's best interests.

VI. Communication

Open communication between the parents and the school helps to promote a student's success. To that end, DIS strives to maintain an environment that fosters and encourages timely, succinct, and transparent communication. Parents should consult the DIS website for contact information for particular staff.

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

Withdrawal

Student enrollment is for an entire school year. For families who wish to withdraw their student from DIS during the school year, an email must be sent to both the Admission Office and Accounting Office. A Withdrawal Form, which needs to be completed and returned by email to both the Admission Office and Accounting Office, will be sent to the family by email. All students are considered enrolled for the entire academic year. No tuition or fees, either paid or outstanding, will be refunded, canceled, or transferred for any reason, including a student's absence, failure to matriculate, withdrawal, or dismissal.

If a student will not return to DIS after the summer break, parents must submit an official Withdrawal Form.

Conferences

Parent conferences are scheduled twice a year and are a dedicated time to discuss the student's progress and overall assessment of their academic life. All parents are strongly encouraged to attend. Communication between teachers and parents is helpful to track your child's progress.

Communication Protocol

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

- **Parents may contact a teacher at any time if they have concerns about their student's class work, the class curriculum, behavioral, or social issues.**
- **Parents may then contact the School Counselor or teachers regarding academic or curriculum concerns, and The Deputy Head of Primary for discipline-related questions.**
- **If any issue remains unresolved, the parent may request a meeting with the Head of Primary.**
- **A meeting with the Head of School may also be requested if further assistance is needed.**

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

Announcements

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

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

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

Parent Teacher Organization (PTO)

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

Room parents and parent volunteers play an important role at DIS. Typically, there are two room parents in each class who communicate information to families in a class, organize volunteers for special projects, organize parties, etc. Room parents are selected at the beginning of each school year by the teachers and work under the umbrella of the PTO, in conjunction with the administration.

School Council

The School Council is a consulting body, in place in most French schools, which meets at least three times a year to address issues related to student affairs, pedagogy, and the operations of the school (cafeteria, uniforms, field trips, curriculum, school regulations, etc.) The School Council is not a substitute for the Board of Directors, which oversees the school's financial operation and advises on major decisions and helps determine the school's direction.

Parent representatives are elected in the spring to serve on the School Council during the next school year. These representatives serve a two-year term, with one parent each elected to represent Maternelle, Elementary and Secondary. These parents give input received from parents to teachers and administration on a variety of issues. The School Council's parent representatives are elected to voice concerns of all parents and are open to discussing any issue related to the school.

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

- 4 parents (3 elected by all parents and 1 appointed by the PTO);
- 2 students (elected by the secondary students);
- 6 staff representatives (4 teaching and 2 non-teaching, all elected by the staff);
- 7 representatives of the administration (typically the Head of School, Deputy Head of School, Head of Primary, Head of Secondary, Student Affairs Representative, and Finance Manager, Camp Director).

VII. Health and Safety

Toilet Training

It can be common for young children to have an occasional bladder or bowel accident at the beginning of the year. Children who are enrolled in Maternelle - except in Pre-K2/TPS - must be toilet trained and must be able to take care of all personal bathroom needs (including wiping) independently. If a child is not fully toilet trained and the problem persists, the child's placement will be reviewed.

Accidents and Treatment

In case of injury, students will be taken to the Nurse for aid. First aid boxes are available on the playground and in each classroom.

In the case of a more serious injury and any bumps to the head that DIS determines may require prompt medical attention, parents will be contacted immediately via phone or email. All DIS teachers and assistants are trained in CPR and informed how to use the epi-pen. In the event of anything serious, DIS personnel will be instructed to contact 911. **Parents must ensure that their contact information on file with DIS remains updated.** Parents must inform Student Affairs at cwattendance@dallasinternationalschool.org if the parents will be out of town and/or under any circumstances when someone else is responsible for caring for the children.

Parents should notify the School Nurse at SchoolNurse@dallasinterionalschool.org of any injuries that occur outside of the school that require accommodations or medical assistance.

Medical Records and Vaccinations

DIS complies with the Texas Department of State Health regulations, including regulations regarding immunizations. Students must be current with immunizations in order to attend school unless an exemption has been filed with the school in accordance with the Texas Education Code, Health and Safety, and approved by DIS. These laws may be reviewed at:

<http://www.dshs.state.tx.us/immunize/school/default.shtm>.

DIS reserves the right to exclude any child from attending school if the medical records are not up to date; provisional enrollment and exemptions may be discussed with the School Nurse.

Hearing and vision tests are required by the State of Texas for all new students and students entering grades Pre-Kindergarten, Kindergarten, 1, 3, 5 and 7. If your child has already been screened at the level listed above for hearing and/or vision, please provide documentation from their medical provider to the School Nurse. The School Nurse will determine if a student's medical provider's screening satisfies the requirement for that grade level.

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

Medications

Parents are encouraged to administer regular and temporary medicines outside of school hours. For dispensing medicine during school hours on a regular or temporary basis, parents may come to the school at reasonable times to administer medication or provide a doctor's prescription detailing when and how the medicine is to be administered. ***Parents should alert the School Nurse of all medical conditions and allergies.*** DIS will not dispense any medication (including over-the-counter) without a doctor's note or prescription, and the medication must be supplied by the parent or physician's office. The dispensation form in Magnus Health must be completed prior to the School Nurse dispensing medication to a student. **NO MEDICINE is to be kept in the backpack or sent with the child to school.**

Disease and Illness

Any child with a communicable disease or illness, including strep throat, live lice, conjunctivitis (pink eye), pinworms, or scabies, must not attend school until the danger of contagion has passed, and parents must immediately notify the School Nurse of any such illness or disease. In the event a student becomes sick at school, the student will

be taken to the School Nurse, and a parent or other authorized person will be called and requested to pick up the student.

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

- A student with heavy cold symptoms such as deep uncontrollable coughing or significant lack of energy belongs at home even without a fever.
- Yellow or green drainage from the eye(s)-note from doctor or symptom-free for return.
- Strep Throat – home until 24 hours after the first dose of antibiotics and fever-free.

Keeping a sick child home prevents the spread of illness in the school community and allows the child the opportunity to rest and recover. If your child is sick and out of school please notify Student Affairs at cwattendance@dallasinternationalschool.org and the DIS School Nurse at Schoolnurse@dallasinternationalschool.org of the absence by 8:00 am.

Food Allergies and Nut Policy

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

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

Head Lice

While Lice is very common among school-aged children, we want to do everything in our power to prevent the spread of Lice on our campus. We ask parents to help us in this effort and to do your part to help prevent any more cases.

Information for parents and caregivers:

- Please check your child's hair daily when wet, as well as behind their ears, and the neck for any signs of lice or nits.
- If you see lice on your child, please contact your child's pediatrician for advice. As with illness, please notify the School Nurse immediately. If your child does show signs of lice, we ask for you to have them professionally treated before returning to campus to prevent the risk of passing along to classmates. The Nurse will ask for documentation of treatment before returning to school.
- There are a number of preventative products on the market including shampoos and sprays as well as over-the-counter oils. Please also talk to your child about good prevention practices including avoiding head-to-head contact with other children and not sharing hats, combs, and pillows.
- To learn more about lice, lice prevention, and treatments, visit: healthline.com/health/lice/head-lice-prevention
webmd.com/skin-problems-and-treatments/understanding-lice-prevention.

Illegal Substances

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

Tobacco and Weapons

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

Inclement Weather

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

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

school and pick up their student during a severe weather alert. Communication during severe weather alerts will be limited due to staff seeking shelters and placing the priority on students' safety.

If temperatures are 98 degrees (F) or above, or 40 degrees (F) or below (depending on wind chill), the school may refrain from having outside activities. The school may also refrain from having outdoor activities on rainy days. Children not properly dressed in extreme weather may not be allowed to participate in outdoor activities.

Child Abuse and Neglect: Reporting Responsibility

Child abuse can include any form of intentional or malicious infliction of injury to the detriment of a child's physical, emotional, and mental well-being. Child abuse and neglect will not be tolerated at DIS. By law, the school staff is obligated to report any reasonable suspicion of physical abuse, sexual abuse, or child neglect to the Texas Department of Family and Protective Services or to legal authorities. There may be situations in which the school will not contact parents or guardians in advance of making a report to authorities.

Insurance

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

VIII. Technology

General Network Use

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

School staff may review files and communications on DIS systems to maintain system

integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers or cloud providers owned by DIS will be private.

Internet/E-mail Access

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

Unacceptable Technology and Network Use

The prohibited uses listed below are intended as guidelines for the use of our media and information sources, and are not intended to be all-inclusive. DIS prohibits the use of its media and information sources for any access, display, distribution, use, or transmission of or relating to:

- Sending, storing or displaying images, messages, cartoons, or other materials of a sexually explicit or offensive nature; that contain sexual, ethnic, racial, or other slurs or epithets; or that might be construed as harassing or disparaging of others,
- Using obscene language,
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian,
- Threatening to post or posting defamatory, offensive, harassing, disruptive, or derogatory materials or information,
- Cyberbullying, hate mail, harassing, insulting or attacking others, discriminatory jokes and remarks,

- **Damaging or modifying computers, computer systems or computer networks: downloading, installing and playing games, audio files, video files or other applications including shareware or freeware,**
- **Violating copyright laws,**
- **Sharing or using others' logins or passwords or other confidential information of DIS or any other party except as authorized by DIS or that other party,**
- **Trespassing in others' folders, work or files,**
- **Intentionally wasting limited resources,**
- **Posting information, sent or stored, online that could endanger others,**
- **Employing the network for nonacademic, personal, commercial, political purposes, financial gain, gambling, or fraud,**
- **Attaching unauthorized equipment to the school network. Violations may result in a loss of access. Additional disciplinary action may be determined if necessary. When applicable, law enforcement agencies may be involved.**

Additional disciplinary action may be determined if necessary. When applicable, law enforcement agencies may be involved.

Device Management Policy

DIS will identify and implement appropriate technologies and processes for the security of DIS managed resources and the data which the school has a responsibility to protect. These technologies and safeguards apply, but are not limited, to all computing devices including computers, laptops, Chromebooks, and tablets.

All DIS resources are monitored and appropriate device management software installed on all DIS owned devices.

Google Workspace Notification

At Dallas International School, we use Google Workspace for Education, and we request your acknowledgement that DIS will provide and manage a Google Workspace for Education account for your child from 2nd grade (CEI) and above. Google Workspace for Education is a set of education productivity tools from Google including Docs, Classroom, and more used by tens of millions of students and teachers around the

world. At Dallas International School, students will use their Google Workspace accounts in their homeroom and STEM classes to complete assignments, communicate with their teachers through Google Classroom, sign into their Chromebooks, work collaboratively with classmates and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and cannot do with your child's personal information, including:

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

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

Google Workspace for Education Notice to Parents and Guardians

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

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Gmail - not applicable until 5th grade for DIS students
- Meet
- Chrome Sync
- Classroom
- Docs, Sheets, Slides, Forms
- Drive
- Keep

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to

the following “Additional Services” and Marketplace apps, or websites that use SSO (single sign on) with Google accounts:

- SketchUp for Schools
- Voicethread
- BrainPOP
- YouTube
- Google Maps
- Google Earth
- Google Bookmarks
- Google Play Console
- Blogger
- TinkerCAD

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

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

What personal information does Google collect?

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

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

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;

- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

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

Does Google use student personal information for users in K-12 schools to target advertising?

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

Can my child share information with others using the G Suite for Education account?

We allow students to access Google services such as Google Docs, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent

(for users below the age of consent), which may be obtained through G Suite for Education schools.

With Dallas International School. Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.

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

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

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

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

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

- Google Workspace for Education Privacy Center
 - <https://edu.google.com/why-google/privacy-security/>
- Google Workspace for Education Privacy Notice
 - https://workspace.google.com/terms/education_privacy.html
- Google Privacy Policy

- <https://policies.google.com/privacy?hl=en>
- Core Google Workspace for Education services are provided to us under Google's Apps for Education agreement
 - https://workspace.google.com/intl/en/terms/education_terms.html

Classroom Technology Responsibilities

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

- Students are encouraged to wash/sanitize their hands prior to using any classroom technology.
- No food/drinks should be near classroom technology.
- Mobile technology devices, such as iPads, should remain on a desk or table at all times. Students should not carry these devices around without permission.
- Students are not to check personal email or browse the internet freely for personal entertainment purposes.
- All technology in the classroom should be treated with respect. Students should use devices with care and for educational purposes only. Tampering with or vandalizing hardware, software, or data will not be tolerated.
- It is each student's responsibility to report problems to the teacher immediately.
- Students must not change the "settings" or attempt to modify the appearance of a technological device, unless specifically asked by their teacher. This includes, but is not limited to; adding/removing any apps from any devices, copying/installing software, setting passcode locks. Each one should remain in its original or teacher-set configuration.

- **Students must respect the files of others by refraining from using, altering, reading, or deleting another student's file(s). If a file is left open on any device, the students should alert the teacher.**
- **Students must only use apps or websites which the teacher has instructed them to use.**
- **The use of the camera or video on any device must only be utilized for educational purposes, such as recording learning results. This may occur only when instructed by a teacher.**
- **Students may use personal devices with teacher permission for educational purposes only. Any device used on school premises must follow all DIS guidelines.**
- **In no circumstance may a student or any other user intentionally access or communicate offensive or other inappropriate material by way of DIS technology or on DIS premises or through its systems.**
- **All technology should be properly turned off and put away safely prior to class dismissal.**
- **To use a personal device, the student may be required to have a signed copy of an authorized use contract on file with the teacher(s) in whose class(es) the device will be used.**

If the student violates any of the rules stated above or performs any other disruptive technology-related actions, the student will be subject to loss of technology privileges, will receive a documented infraction (minor or major) and may be subject to further administrative discipline actions up to and including dismissal from DIS.

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

IX. Counseling and Special Needs

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

Social / Emotional Learning and Character Education

Character education teaches the habits of thought and deeds that help people live and work together as families, friends, neighbors, communities and nations. Character education is a learning process that enables students in a school community to understand, care about and practice ethical core values. Our character education lessons revolve around our DIS Core Values of respect, responsibility, integrity, resilience, and empathy. The school counselor visits the TPS-CMI classrooms once a month to conduct these lessons.

Intervention and Support

The school counselor is a resource for students, teachers, and parents. Academic and behavioral support can be provided based on a student's need. The school counselor is available to conduct classroom observations in order to assist with behavioral and academic strategies. Individual plans are created by teacher and counselor collaboration if needed.

A psycho-educational assessment, current within three years, from a licensed professional documenting a diagnosable learning difference or disability must be on record at the school in order for a student to be considered for classroom accommodations. A medical statement alone is not sufficient for a diagnosis: it must be accompanied by a full evaluation. Accommodation plans are available for any student with an evaluation that concludes a specific diagnosis and/or individualized needs in the school setting.

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

Conflict Resolution Management Program: Kelso's Choices

DIS has adopted Kelso's Choices conflict management skills program. This conflict-management curriculum for elementary students is based on the premise that

every child is capable of becoming a peacemaker. Designed around Kelso the Frog, this program offers nine options students can choose from to resolve minor conflicts on their own. Students will be able to determine the difference between minor problems they can handle and serious problems that require an adult's help. [Kelso's Choice](#) for Families is also available for use at home.

Gifted and Talented Services

In accordance with [The Texas State Plan for the Education of Gifted and Talented Students](#), all kindergarten students are automatically screened for gifted/talented and other advanced level services. The screening process for DIS' Gifted and Talented Program (Voyage) involves a cognitive abilities screener for all students in GS. Additionally, new students who enroll in a grade level after GS will be screened for gifted and talented services. For more information about DIS' Voyage Program the Lower School Counselor.

X. Fundraising Opportunities

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

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

The Annual Fund Campaign: This event reaches out to the parent community for donations that support the operating costs of the school, such as teacher development,

books and materials, technology support, financial aid and more. Starting in the fall, with North Texas Giving Day in September, the online campaign is launched.

The Gala Auction: This exciting, annual event features formal dining, dancing, live and silent auctions, raffles and community sponsorships; to raise funds for different programs and projects at the school.

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