



**Student  
Handbook  
Upper Campus  
2023-2024**

# Table of Contents

DIS Mission and Culture	6
Globally Inspired. Distinctly Different	6
Mission Statement	6
The DIS Advantage	6
DIS Core Values	6
Affiliations and Accreditations	7
Mission Laïque Française	7
French Ministry of Education	7
International Baccalaureate Organization	7
Independent Schools Association of the Southwest	7
Texas Association of Private and Parochial Schools	7
The University of Texas at Dallas	7
Transportation	8
Carpool - Morning Drop-Off	8
Carpool - Afternoon Pickup	8
Bus and School Travel	8
Student Drivers	8
Absences	9
Excessive Absences	10
School Nurse	10
Medical Resources and Immunizations	10
Medication	10
When to Stay Home from School	11
Food Allergies and Nut Policy	11
Safety and Security	12
Building Access for Volunteers and Visitors	12
Classroom Supervision	12
Make-Up Work	12
Updated June 21, 2023	2

School Closures	12
DIS Library	12
Lockers	13
Lost and Found	13
Lunch and Snacks	13
Off-Campus Lunch	13
Parent-Teacher Conferences	14
Evaluations and Examinations	14
Class Council and Distinctions (6th-12th grades)	15
Summer School	16
Academic Dishonesty	16
Consequences for Academic Dishonesty	16
Report Cards and Grade Equivalency Charts	16
Primary/5th Grade	16
Middle School	17
High School	17
DIS Graduation Requirements	18
French Baccalaureate	18
International Baccalaureate	20
Valedictorian/Salutatorian	23
Valedictorian/Salutatorian Eligibility	23
Awards at Graduation	24
Diploma Eligibility	24
IB Diploma Program	24
FB Diploma Program	25
Transcripts and Student Records	25
Changing/Dropping Courses	26
IB and FB Predicted Grade Policy for University Application Purposes	27
Community Values and Expectations	27
Student and Family Expectations	27
Updated June 21, 2023	3

Student Responsibilities	28
Student Code of Conduct	28
Family Responsibilities	29
Public Displays of Affection	29
Prohibited Behavior	29
Illegal Substances	29
Firearms and Prohibited Weapons Policy	29
Dress Code and School Uniform	30
Earrings and Makeup	31
Hair	31
Friday Spirit Days	31
Procedures for Athletics Communications	32
Student Clubs (Grades 5-12)	31
Eligibility for Participation: Athletics/Extracurricular Activities	32
Honor Societies (9th-12th Grades)	32
Community Service	32
Student Government Association (SGA)	32
Counseling Services	33
College Counseling	33
Social-Emotional Learning Counseling	33
The Counselor and Confidentiality	34
Evacuation and Emergency Drills	34
Disciplinary Responses	34
Harassment	35
Expulsion	37
Cell Phone Policy	38
Cell Phone Violations	38
Food and Drink	38
Class Removal	38
Technology	39
Updated June 21, 2023	4

Responsible Use of Technology 39

Personal Electronic Devices 42

Classroom Technology Contract and Acceptable Use Policies 42

Classroom Technology Rules 42

General Network Use 43

Internet/Email Access 43

Unacceptable network use includes but is not limited to: 44

# Dallas International School's Mission and Culture

## Mission Statement

Dallas International School (DIS) educates students of all backgrounds to contribute to a dynamic world with its internationally renowned curriculum, multiple language instruction, and exposure to diverse cultural views. This is reflected in our mission statement:

**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**

## The Foundations of a DIS Education

Dallas International School's well-rounded academic program, administered in multiple languages, successfully integrates the renowned French National Curriculum, the best practices of American education, and the comprehensive International Baccalaureate Program with its unique Advanced Bilingual Diploma. This intellectual experience involves the entire Dallas International School family of students, teachers, staff and families and creates an intercultural learning environment. The school is established firmly on the foundation of our three pillars: Academic Ambition, Global citizenship and Leadership and Community Spirit. Academic ambition encourages our students to strive to achieve their best academically, Global Citizenship and Leadership nurtures the intercultural understanding and confidence to go out into the world as adaptable, open-minded citizens, and Community Spirit ensures that everyone in our community feels welcome and included, making a worthwhile contribution to our collective identity.

## DIS Core Values

Students at DIS learn about our school’s core values from the youngest of ages, with guidance from our counselors and our experienced faculty and staff. These core values are integrated into everything we do.

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

## Affiliations and Accreditations

### Mission Laïque Française

DIS is a member of the Mission Laïque Française (MLF). This non-profit organization promotes French language and culture outside of France at schools in over 40 countries around the world.

### French Ministry of Education

The accreditation by the French Ministry of Education 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 French schools can pursue their education in another accredited French school without having to take an entrance examination, if they transfer schools.

### 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. Our Core Values of DIS align with the IB Learner Profile.

### Independent Schools Association of the Southwest

DIS is accredited by the Independent Schools Association of the Southwest (ISAS). We participate in ISAS events such as the ISAS Arts Festival in April.

## **Texas Association of Private and Parochial Schools**

DIS is a member of the Texas Association of Private and Parochial Schools (TAPPS), 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 students.

## **The University of Texas at Dallas**

DIS and The University of Texas at Dallas have been in close cooperation for more than fifteen years, due to our close proximity. DIS sport teams have access to athletic facilities and students visit the neighboring technology center with their teachers.

## **Transportation**

### **Carpool - Morning Drop-Off**

Students may enter the Waterview Campus through the parking garage starting at 7:30am. Students must wait in the MPR until they are given permission to go upstairs. Please refer to the list below for the designated times students may go upstairs. Students may not go upstairs without staff permission.

12th and 11th grades - 8:00 am

10th and 9th grades - 8:05 am

8th, 7th, 6th grades - 8:07 am

Classes begin at 8:15am, and students arriving after 8:15 am are considered tardy. Any student that arrives past 8:15 am will need to check in at reception and will be given a late pass. Students will be marked with an unexcused tardy unless the student is late due to a medical appointment or illness. Please ensure you have a note from the doctor's office or email from a parent to [wpattendance@dallasinternationalschool.org](mailto:wpattendance@dallasinternationalschool.org) for the tardy to be excused.

### **Carpool - Afternoon Pickup**

Afternoon carpool begins at 3:25pm. Students are required to wait in the MPR and listen for their name to be called. DIS staff will meet you in the parking garage and call for your students. Please do not get out of your cars. Carpool ends at 5pm.

### **Bus and School Travel**

On occasion, DIS students may ride on buses or the school vans for school-sponsored events. To ensure safety, students are required to wear seat belts at all times. Refusal to wear a seatbelt will result in the student not being allowed to ride on the bus or van.



While riding on the bus or van, students are expected to:

1. Follow all adult instructions quickly and courteously while in transit, including all safety and other instructions from the driver, any teachers or staff, and any parent chaperones.
2. Maintain all gear and personal items in their possession, out of the aisle.
3. Refrain from eating or drinking.
4. Keep excessive noise to a minimum and behave in an orderly fashion at all times.
5. Remain seated with a seatbelt on at all times.
6. Observe the same rules of conduct which are otherwise applicable to the classroom.
7. Keep the vehicle clean; keep hands, hands, and feet inside the vehicle; and do not throw objects outside of the vehicle.

## **Student Drivers**

An exciting rite of passage for students is getting their driver's license. Students ages 16 or older, who possess a valid Texas driver's license, are welcome to drive to and from school, and park in the DIS parking garage. Students are required to register their vehicle via the form on MyDIS and will be assigned a specific spot for the duration of the school year by the Dean of Students.

### **Driving practices**

Any students who are deemed as unsafe drivers by the DIS administration in its sole discretion will not be permitted to drive on campus. Students who have exhibited unsafe driving practices will receive a warning. Should unsafe driving continue, the student will no longer be allowed to drive and park on campus. This is a privilege and one which extends only to students who show they are capable of driving carefully and correcting their driving habits if requested by DIS. DIS reserves the right to immediately revoke driving privileges for any student.

### **Parking Pass**

Students may not drive and possess a vehicle on campus without a valid Texas driver's license and may be required to display a hang tag parking pass from DIS on their vehicles. Students must provide a copy of their driver's license and current proof of automobile insurance to the Dean of Students. DIS will maintain copies of this documentation. Without this documentation, students will not be allowed to drive on campus.

### **Designated parking spaces**

Students must park in their designated student parking spot, respect the 10 mph speed limit in the driving areas and avoid cell phone use while driving. Student drivers are allowed to drive their siblings and parental permission must be provided to the Dean of Students before a student drives a non-family member.

## Accessing vehicles

Student drivers may access their vehicles with prior permission from the Dean of Students or reception. Only 11th and 12th grade students with permission and off-campus privileges may leave campus during the school day during lunch or a free period. If a student driver is ill during the school day, written permission from the parent is required before the student is allowed to sign-out at reception to leave campus. Students may not move their vehicles if the parking garage is being used for a student activity.

Students should lock their vehicles and refrain from leaving personal items in their vehicles. DIS is not responsible for any damage to students' vehicles or for stolen items.

Students may not store items in their vehicles which are not allowed inside the school. This includes weapons, tobacco products, drugs, alcohol, or illegal substances.

DIS reserves the right to inspect any student vehicle, at any time.

## Attendance

In the event your student is unable to attend classes, please email the attendance coordinator at [wpattendance@dallasinternationalschool.org](mailto:wpattendance@dallasinternationalschool.org) with your student's name, date of the absence, main teacher, and the reason for the absence, along with any necessary documentation. It is the student's responsibility to discuss the planned absence with the teachers ahead of time, and then to catch up all work missed. The attendance coordinator will regularly check for excessive absences among our students and notify the academic administrators, the Head of Secondary and the parents of the student in question.

Absences are **excused** for student illness (medical documentation required), medical appointments (with a school note from the doctor), family emergencies, DIS-sponsored events, and religious observations. Students who miss more than three consecutive school days for illness are required to submit a doctor's note to the attendance coordinator. Other excused absences will be approved at the discretion of the Head of Secondary.

Absences are **unexcused** for voluntary travel, business trips, extended vacations, or non-illness related activities. If a student does not attend a school trip, attendance is still required at school, and would be considered an unexcused absence if a student does not attend school. Teachers are not required to provide makeup work for unexcused absences.

## Excessive Absences

Teachers regularly record attendance for every class period. Students are expected to attend at least 90% of instructional time in each course in order to receive their Texas High School Diploma. Excessive absences (excused and unexcused) may result in additional after-school work, and/or receiving no credit for the course. Continued excessive absences will be addressed by the Head of Secondary, in consultation with the Dean of Students and the teachers concerned.

# Student Health

Parents are responsible for regularly updating their student's medical information, including vaccinations, on the Magnus Health Portal, which can be accessed through MyDIS and found under "Resources" in the parent portal. The Magnus Health Portal will give you access to complete all the required emergency contact and medical information forms. This information requires updating at the beginning of each new school year.

Students should see the nurse if they feel unwell or have sustained an injury or illness. If your child has a chronic medical condition, please ensure our nurse is aware of the condition prior to the first day of school. Students with chronic medical conditions may qualify for certain accommodations which can be ascertained during a family/school meeting in which an individual plan is made for the student.

## Medication

Over-the-counter medications, including Tylenol, Advil, cough drops, antacids and antihistamine, are available in the nurse's office, and with parental permission, the nurse can administer these medications at school. The nurse can only administer prescription medication with signed parental consent. The nurse's office will also have feminine hygiene products.

The school nurse will dispense any required medication (prescription and over the counter) during school hours. All medications to be administered by the nurse must be in the original pharmacy containers with the pharmacy label, and be accompanied by a written doctor's order. Non-prescription medication must be clearly marked with the student's name and the dosage.

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

- Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
- Students with diabetes may possess and administer a glucose-monitoring test and insulin delivery with a doctor's order reviewed with the nurse.
- Students with severe allergies should leave an epipen with the school nurse. These will be kept in the nurse's office, carefully marked.

If a student becomes ill at school, the student will be evaluated by the school nurse, and the parent/guardian will be notified to pick up the child, if necessary. In the event of serious injury or illness, including any trauma to the head, families will be contacted by phone and will be asked to pick up their child after signing them out at reception.

## Medical Resources and Immunizations

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 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 nurse.

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

## **When to Stay Home from School**

Students who are ill should remain home. A student should remain home if they are experiencing any of the following:

- A fever of greater than 100F (about 38C) until symptom free for 24 hours without the use of fever-reducing medication.
- Nausea, vomiting, or diarrhea until the infection is gone.
- Untreated head lice.
- Undiagnosed rash or skin eruptions.
- A communicable disease, strep throat, or conjunctivitis (pink eye), etc. until symptom-free.

## **Food Allergies and Nut Policy**

DIS is a nut-free campus meaning that the school neither serves food items with nuts nor promotes items with nuts. The nurse's office has a dedicated cabinet where students with prescribed auto injectors (epi pens) can store their injectors along with the prescription form from a certified physician.

Parents and students should not send any foods containing nuts or nut products (including Nutella, peanut butter, cashew butter, etc.).

DIS has students who are allergic to peanuts and/or tree nuts. Reactions range from mild to life-threatening. DIS has several practices in place to help prevent allergic reactions:

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

# Safety and Security

## Building Access for Volunteers and Visitors

Any person who is not a DIS employee must enter through the Reception, sign in, present a form of identification with the receptionist, note the reason for the visit, take a visitor's badge, and, as needed, wait to be escorted through the reception by a DIS employee. Upon leaving the premises, visitors must sign out. DIS reserves the right to perform a background check on all visitors. Visitors, including family members, are not allowed access to classrooms without teacher permission.

Former students and Alumni wishing to visit the campus must notify the Dean of Students at least 48 hours in advance. They may visit for the lunch period and break time, but may not go into the classrooms. If the student is visiting Middle School, they may visit from 11:30am to 12:30pm. If they are visiting the High School, then they may visit from 12:30pm to 1:30pm.

## Classroom Supervision

Students should only be in areas of the school where there is adult supervision. Students are not allowed to remain in a classroom or in any other school location unsupervised at any time. Students must be under the direct visual observation of supervising adults and in close proximity. This also applies to parents and/or guardians once the child has been checked out through reception.

## Make-Up Work

It is the student's responsibility to make up missed assignments and class work. In the case of planned absences, students should make arrangements with individual teachers to ensure their work is completed in a timely manner. Students cannot make up work after the Class Council. Students are encouraged to monitor their assignments on myDIS in their absence and make every effort to complete their work while they are away from school.

## School Closures

In the event of a non-scheduled school closure (i.e. snow day), DIS will update the school website ([www.dallasinternationalschool.org](http://www.dallasinternationalschool.org)) and social media platforms. Families are encouraged to opt-in to text messages from the school, which include real-time information regarding school closures. There is a clear early release protocol in place, which is followed closely.

Parents and guardians must opt into the text messaging system at the beginning of each school year. This service is not open to non-guardians and child care providers. To join the text service, parents and guardians should send a text of dis2023 to 844-925-4272. A form will be sent to your cell phone after the initial text. This form must be filled out in order to join the service.

## **DIS Library**

The DIS Library offers a wide selection of literature and media in multiple languages. The library is not only a space for students to do classwork, but also a place to read in a quiet environment. Students also have access to a printer. Students are expected to take good care of the materials in the library and return them in the same condition in which they were received. Families will be expected to cover the cost of the book(s) or any materials not returned or damaged. Students are not permitted in the library without adult supervision.

## **Lockers**

Lockers are provided for middle and high school students. Each student is responsible for the neatness and care of the assigned locker. Any issues with lockers should be reported to the Dean of Students. Students are encouraged to use personal locks to secure their lockers. Lockers are DIS property and may be searched by the School at any time. If a student does not provide the School access to the locker, the School will forcibly remove any lock. At the end of the school year, students are expected to clean out their lockers prior to the last day of school. Items left in lockers will not be returned.

## **Lost and Found**

Students are strongly encouraged to label every item they bring to school (uniforms, books, backpacks, lunch boxes, water bottles, etc.). The Students Affairs team maintains the lost and found and students are encouraged to look in the lost and found for misplaced items. Any items left in common areas will be cleared at the end of each school day and brought to the lost and found located in the MPR. Unclaimed items will be donated at the end of each semester. Students are highly discouraged from bringing any item of great value or personal importance to them to school.

## **Lunch and Snacks**

DIS contracts with a catering company to provide hot lunches for the students. Lunch fees are included in the yearly tuition. Students have the option to bring lunch from home, but families will still be charged for school lunches as part of the tuition. All students eat lunch in the cafeteria, with the exception of those who have meetings with staff/teachers. Students must clean tables before leaving, and place all trash in the trash cans.

Students are welcome to enjoy snacks during break times. Snacks are available for purchase in the MPR during break and after school. Microwaves and refrigerators are not available for snacks, so students should pack their snacks accordingly. Students are strongly encouraged to bring reusable water bottles with their names on them. Each floor has water fountains equipped to fill water bottles.

## **Off-Campus Privileges**

High school juniors and seniors have the option to leave campus for lunch with prior approval. Families must submit an Off-Campus Permission form (available on myDIS) for their student to leave campus during the day, in which they list the DIS student drivers' first and last names, with whom their student has permission to ride. Students are required to sign out through reception when they leave for lunch and when they return. DIS is not responsible for students while they are off campus.

Should a high school junior or senior wish to ride to lunch with another DIS student, parent permission is required in advance. Students are expected to return to campus in time for their next class. One late arrival will result in a warning. Two late arrivals will result in the loss of off-campus lunch privileges.

## Parent-Teacher Conferences

Ongoing, respectful communication between families and the school is essential for student progress. Teachers are committed to informing students and families regarding any academic or behavioral concerns. Families are always welcome to reach out to individual teachers with questions or concerns about their classes. You do not have to wait until the parent-teacher conferences to share your feedback.

Two parent-teacher conferences occur during the school year. It is strongly recommended that parents or guardians sign up for these conferences. One is at the end of the fall semester, and the other occurs during the spring semester. During the conference, the teacher will share student work samples, discuss student strengths, and identify any areas of concern. Should the teacher determine that a third parent-teacher conference is necessary, they will contact the parents directly to schedule a conference.

## Evaluations and Examinations

DIS administers and offers many standardized tests to monitor the academic progress of our students and to provide scores to colleges and universities. These tests include, but are not limited to:

- MAP: The Measures of Academic Progress test is administered to students from 5th to 7th grade twice per year in the Fall and the Spring, covering reading, math and language to assess student progress.
- PSAT 8/9: The PSAT 8/9 is administered to all 8th and 9th grade students, once in 8th grade and once in 9th grade.
- PSAT/NMSQT: The PSAT is administered to all 10th grade students and the PSAT/NMSQT in 11th grade. NMSQT stands for National Merit Scholarship Qualifying Test.
- SAT is administered in 11th and 12th grade.
- AP: Advanced Placement exams in various subjects are available to students in 9th – 12th grades.
- Diplome National du Brevet (DNB): The French Diplome National du Brevet is administered at the end of 9th grade for FB students: The DNB exam assesses the knowledge and skills learned in grades 7, 8, and 9, and certifies the mastery of the Common Core of Knowledge and Skills (Livret des Compétences). It takes continuous assessment of the coursework into account and includes written and oral tests. Students who wish to continue in the French Track must sit for this Brevet exam.
- French Baccalaureate: The French Baccalaureate (FB) is a final diploma administered through the French Ministry of Education at the end of 11th and 12th grades for students in the French Track.
- International Baccalaureate: The International Baccalaureate Diploma Program (IB-DP) is administered through the International Baccalaureate Organization at the end of 12th grade for IB students. Some assessments which count towards the final grade are administered in 11th grade.

## Class Council and Distinctions

The Class Council is a hallmark of the French Ministry of Education. Members of the Class Council include elected student delegates, room parents, faculty, staff, and administration. The Class Council meets twice per year at the end of each semester. During the beginning of the Class Council meeting, student delegates, room parents, and main teachers make general comments regarding the progress of the class as a whole. Individuals are not discussed during this portion of the meeting.

After this portion of the meeting, the Class Council moves into closed session and convenes exclusively as a faculty and staff who discuss the individual progress of each student. Decisions such as promotion, offers of continued enrollment, and class placement are discussed. The business of the Class Council is held in the strictest confidence, thus families and students are not allowed during these deliberations.

It is also during the Class Council that distinctions are awarded for individual students. The distinctions are based on academic achievement and behavior, at the discretion of the Class Council. For Students with Accommodation Plan the academic achievement will be determined regarding the averages but will not be limited to that (the average indicated in the sheet below are indicative for those students).

### The class council follows the following criteria in recommending distinctions:

Distinction	Recognition	Middle School General Grade Average	High School General Grade Average
Encouragements	Recognition of Efforts	N/A	N/A
Compliments	Quality Work and Behavior	FB Track: 15.00/20-16.99/20 Pre-IB Track: 94/100-96.99/100	FB Track: 14.00/20-15.99/20 IB Track: 93/100-95.99/100
Félicitations/Honor Roll	Excellence in Academics and Behavior	FB Track: 17.00/20 and above IB Track: 97/100 or above	FB Track: 16.00/20 and above IB Track: 96/100 or above

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



## Summer School

DIS does not offer summer school. Students in need of extra academic assistance during the summer are encouraged to work with individual tutors or professional tutoring services. Make up work is organized on a case by case basis, where students can make up credit for courses as necessary. This needs the approval of the IB Coordinator and the Head of Secondary, or the Deputy Head of the French Program and the Head of Secondary.

## Academic Integrity

DIS takes Academic Integrity seriously. DIS students are expected to complete their own work independently and provide proper documentation when using outside sources. Students who submit non-original work as their own will be subject to disciplinary and academic consequences. In instances of plagiarism, cheating, misuse of technology, fabrication, or any academic dishonesty (either from another student, a book, and/or the internet), a meeting will be called with the student, the Main Teacher, the Dean of Students and the student's parents to address the incident. Students may not submit the same assignment more than once in multiple classes. For instance, an essay written one year cannot be "recycled" for the next.

Students are encouraged to speak with their teachers regarding proper citation use. Many teachers require MLA format, and students may also utilize the MLA Style Guide to answer any questions regarding proper citations.

## Consequences for Academic Dishonesty

In addition to the meeting mentioned above, no academic distinctions (encouragement, compliments or felicitations) will be given at the Class Council. Students will also no longer be allowed to be part of an Honors Society. Additionally, the student may receive further consequences according to the disciplinary procedures of the School.

## Report Cards and Grade Equivalency Charts

### Primary/5th Grade

Exceeds Expectations	EE	Passing	Demonstrates consistent mastery of objectives typically expected at higher grade levels
Mastered	M+	Passing	Demonstrates strong mastery of grade-level objectives
	M		Demonstrates mastery of grade-level objectives

	BA		In the process of being acquired
Not Mastered	NM	Failing	Mastery of grade-level objectives not achieved

## Middle School

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

## High School

French Baccalaureate Grading Scale	American Grading Scale			International Baccalaureate Grading Scale
Points	Letter	Grade Points	%	Scores
16-20	A+	4.00	97-100%	7
14-15.99	A	4.00	95-96.99	
			93-94.99	6
13-13.99	A+	3.70	90-92.99	5
12-12.99	B+	3.30	87-89.99	
11-11.99	B	3	83-86.99	
10-10.99	B-	2.70	80-82.99	
9-9.99	C+	2.30	77-79.99	4
8-8.99	C	2.00	73-76.99	
7-7.99	C-	1.70	70-72.99	
6-6.99	D+	1.30	67-69.99	3
5-5.99	D	1.00	63-66.99	
4-4.99	D-	0.50	60-62.99	
1-3.99	F	0.00	50-59.99	2
>1	F	0.00	>50%	1

CM2 report cards are more holistic in nature and rely largely on written narratives from the teachers.

6th-8th grade students use the French Baccalaureate grading system. This is on a scale of 20 as opposed to the typical 100-point American scale.

Parents will be informed if the student is at risk of failing, and DIS faculty and administration will work with the student and family to support the student. The Class Council will make the final decision as to whether a student must repeat a class.

# DIS Graduation Requirements

## French Baccalaureate

Discipline	FB Diploma Minimum Requirement & Courses	Credits
<b>English Language Arts</b>	<ul style="list-style-type: none"> <li>* English Language &amp; Literature 9 (1)</li> <li>* English Language &amp; Literature 10 (1)</li> <li>* English Literature 11 (1)</li> <li>* English Literature 12 (1)</li> <li>(or)</li> <li>* IB English A (SL/SL) 11 (1)</li> <li>* IB English A (SL/SL) 12 (1)</li> <li>(and)</li> <li>* English FB exam prep 11 (0.5)</li> <li>* English FB exam prep 12 (0.5)</li> </ul>	5
<b>French Language Arts</b>	<ul style="list-style-type: none"> <li>* French Literature 9</li> <li>* French Literature 10</li> <li>* French Literature 11</li> </ul>	3
<b>3rd Language Arts</b>	<ul style="list-style-type: none"> <li>* Spanish, Mandarin or German I</li> <li>* Spanish, Mandarin or German II</li> <li>* Spanish, Mandarin or German III</li> <li>* Spanish, Mandarin or German IV</li> </ul>	4
<b>Mathematics</b>	<ul style="list-style-type: none"> <li>* Mathematics 9 (1)</li> <li>* Mathematics 10 (1)</li> <li>* Mathematics 11 (1) - Specialty</li> <li>* Mathematics 12 (1) - Specialty</li> </ul>	2 (with specialty courses: 3 or 4)
<b>Science</b>	<ul style="list-style-type: none"> <li>* Biology 9 (0.5)</li> <li>* Biology 10 (1)</li> <li>* Biology 11 (1) - Specialty</li> <li>* Biology 12 (1) - Specialty</li> <li>* Chemistry/Physics 9 (0.5)</li> <li>* Chemistry/Physics 10 (1)</li> <li>* Chemistry/Physics 11 (1) - Specialty</li> <li>* Chemistry/Physics 12 (1) - Specialty</li> <li>* Sciences 11 (0.5)</li> <li>* Sciences 12 (0.5)</li> <li>* Technology 9 (0.5)</li> <li>* Technology 10 (0.5)</li> </ul>	5  (with specialty courses: 6, 7, 8 or 9)

<b>Social Sciences</b>	<ul style="list-style-type: none"> <li>* World History/Geography 9 (1)</li> <li>* World History/Geography 10 (1)</li> <li>* World History/Geography 11 (1)</li> <li>* World History/Geography 12 (1)</li> <li>* U.S. History 9 (0.5)</li> <li>* Economics 10 (0.5)</li> <li>* Economics 11 (1) - Specialty</li> <li>* Economics 12 (1) - Specialty</li> <li>* Philosophy 12 (1)</li> <li>* Global Politics/Political Sciences 11 (1) - Specialty</li> </ul>	6  (with specialty courses: 7, 8 or 10)
	<ul style="list-style-type: none"> <li>* Global Politics/Political Sciences 12 (1) - Specialty</li> <li>* Humanities, Literature and Philosophy 11 (1)</li> <li>* Humanities, Literature and Philosophy 12 (1)</li> </ul>	
<b>Physical Education</b>	<ul style="list-style-type: none"> <li>* PE 9 (0.5)</li> <li>* PE 10 (0.5)</li> <li>* PE 11 (0.5)</li> <li>* PE 12 (0.5)</li> </ul>	2
<b>Fine Arts</b>	<ul style="list-style-type: none"> <li>* Visual Arts 9 (0.5)</li> <li>* Music 9 (0.5)</li> </ul>	1
<b>Electives</b>	Not required (students can earn credits for academic electives)	0
<b>TOTAL Credits</b>		33

# International Baccalaureate

Discipline	IB Diploma Minimum Requirement (according to selected courses)	Credits
<b>English Language Arts</b>	* English Literature 9 (1) * English Literature 10 (1) * English Literature 11 (A SL/HL) (1.5) * English Literature 12 (A SL/HL) (1.5)	5
<b>Language Arts</b>	* French, German, Mandarin or Spanish, Language & Literature I 9 (1) * French, German, Mandarin or Spanish, Language & Literature II 10 (1) * French Language & Literature 11 (A SL/HL)	4

	(1) * Spanish Language and Literature 11 (A SL/HL) (or) * French, German or Spanish 11 Ab initio or B (SL/HL) (1) * French Language & Literature 12 (A SL/HL) (1) * Spanish Language and Literature 12 (A SL/HL) (or)	
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	* French, German or Spanish 12 Ab initio or B (SL/HL) (1)	
<b>Mathematics</b>	* Mathematics 9 (1)  * Mathematics 10 (1)  * Mathematics 11 (AA SL/HL) or Mathematics 11 (AI SL/HL) (1)  * Mathematics 12 (AA SL/HL) or Mathematics 12 (AI SL/HL) (1)	4
<b>Science</b>	* Biology 9 (0.5)  * Chemistry 9 (0.5)  * Physics 9 (0.5)  * Biology 10 (0.5)  * Chemistry 10 (0.5)  * Physics 10 (0.5)  * Biology 11 (SL/HL) (1)  * Chemistry 11 (SL/HL) (1)  * Physics 11 (SL/HL) (1)	5 or 7

	<ul style="list-style-type: none"> <li>* Environmental Systems and Societies 11 (SL) (1)</li> <li>* Computer Science 11 (SL/HL) (1)</li> <li>* Biology 12 (SL/HL) (1)</li> <li>* Chemistry 12 (SL/HL) (1)</li> <li>Physics 12 (SL/HL) (1)</li> <li>* Environmental Systems and Societies 12 (SL) (1)</li> <li>* Computer Science 12 (SL/HL) (1)</li> </ul>	
<b>Social Sciences</b>	<ul style="list-style-type: none"> <li>* US History 9 (1)</li> <li>* World History/Geography 10 (1)</li> <li>* Economics 10 (0.5)</li> <li>* Economics 11 (SL/HL) (1)</li> <li>* Business Management 11 (SL/HL) (1)</li> <li>* History 11 (SL/HL) (1)</li> <li>* Film 11 (SL/HL) (1)</li> <li>* Economics 12 (SL/HL) (1)</li> <li>* Business Management 12 (SL/HL) (1)</li> <li>* History 12 (SL/HL) (1)</li> <li>* Film 12 (SL/HL) (1)</li> </ul>	4,5 or 6,5
<b>Independent Research Requirement</b>	<ul style="list-style-type: none"> <li>* Extended Essay (EE) 11 (0.5)</li> <li>* Extended Essay (EE) 12 (0.5)</li> <li>* Theory of Knowledge (TOK) 11 (0.5)</li> <li>* Theory of Knowledge (TOK) 12 (0.5)</li> </ul>	2



<b>Electives</b>	Not required, but recommended  (students can earn credits for academic electives)	0
<b>Community Service</b>	Creativity, Activity, Service (CAS)	0
<b>TOTAL Credits</b>		<b>26.5 or 32.5</b>

If a student is in danger of not passing to the next grade or being eligible to graduate, the school will contact the families immediately to have a meeting to determine the best course of action to assist the student.

Mastery of the skills necessary for success from year one to year two of the Diploma Program shall be validated by cumulative assessments that may be incorporated into final exams or may be administered separately (such as mock exams). In high school, grades of at least 80% (B-) are highly recommended, while 70% (C-) is required.

Graduating from high school is an achievement and an honor. Students must complete all academic requirements to be eligible for the diploma and to participate in the graduation ceremony.

## Valedictorian/Salutatorian

There will be one Valedictorian and one Salutatorian named for each of our two tracks, the French Baccalaureate and International Baccalaureate. The Valedictorian is the highest ranked graduate and the Salutatorian is the second highest ranked graduate in each track.

### Valedictorian/Salutatorian Eligibility

- The students must have attended DIS from 9th through 12th grade for all eight consecutive semesters.
- The Valedictorian for each track will be the student who has earned the highest cumulative GPA, calculated from 9th through 12th grade.
- The Salutatorian for each track will be the student who has earned the second highest cumulative GPA, calculated from 9th through 12th grade.
- In the event of a tie for Valedictorian or Salutatorian, the numerical average of each grading system will determine the highest or second highest academic ranking.

The student's diploma and transcript will reflect the appropriate recognition.

A student's behavior may keep them from being eligible for the honor of being the Valedictorian or Salutatorian. The leadership of the Academic Ambition Committee together with the Dean of Students, the College Counselors and 12th grade main teachers will determine whether the behavior was disruptive or persistent enough to warrant the student not receiving the distinction of being the Valedictorian or Salutatorian, regardless of final average.

## Awards at Graduation

Each year at Graduation, four major awards are given to recognize seniors for outstanding and above-and-beyond achievements. Faculty and administrators convene to discuss nominees and to determine the award recipients. Students should be aware of these awards and consider how they position themselves for full consideration. The awards and their citations are:

The **Community Spirit Award**, which is presented by the Dean of Students following input and recommendations from faculty and staff, recognizes a Senior of exceptional character who effectively unites our community by showing compassion and a deep civic spirit in all areas of school and personal life. The recipient of this award is a student who is conscious not only of their rights, but also demonstrates loyalty and responsibility towards their peers and the wider community.

The **Global Citizenship and Leadership Award** is presented by the Head of Secondary, following nominations from faculty and staff, to a Senior who is developing a profound awareness of global issues, as well as an appreciation of multiple languages and cultures. This award is presented to a student of great promise who is already showing the potential to promote international and intercultural understanding in the future.

The **Academic Ambition Award** is presented by the Deputy Head of School following consultation with faculty and staff. This Senior exhibits boundless intellectual curiosity and depth of thought, taking pride in the enthusiastic pursuit of knowledge as key to all meaningful human endeavor. This is a student who stands on the shoulders of giants so that one day he or she can contribute to intellectual progress.

The **Prix d'honneur** is a medal awarded by the Head of School and it represents the highest distinction bestowed on a student at Dallas International School. This award recognizes an exemplary Senior who, in addition to personifying the core foundations of our institution (that is academic ambition, global citizenship, and community spirit), also directly reflects the values of *liberté, égalité, fraternité*. This student's academic and moral depth will ultimately serve as motivation to contribute to the betterment of humanity.

# Diploma Eligibility

Students fulfill the DIS requirements for graduation by following the curriculum set forth in either the IB track or the French track (FB) course of study. In addition, our students receive the Texas High School Diploma, if they pass with a C- or above in every required subject, and have over 90% attendance per course.

## IB Diploma Program

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

The International Baccalaureate Diploma Program is a comprehensive two-year curriculum that promotes students' autonomy, independent research and a rich educational environment. The diploma model is designed as a microcosmic version of a university degree program. To earn the IB diploma, students complete and are assessed in six IB courses, write an extended essay of independent research guided in class and by an extended essay supervisor, complete Creativity Activity and Service (CAS) experience as well as a project and participate in a critical thinking course called Theory of Knowledge. DIS offers the IB Regular Diploma, IB Bilingual Diploma, and the IB Advanced Bilingual Diploma. Students who take IB courses without completing the entire program may earn IB certificates by fulfilling assessment requirements in selected IB courses.

In order to receive the IB diploma, students must pass written examinations at the end of the program in 12th grade, which are graded by external examiners. Students also complete internal assessments, which range from projects, to oral examinations, to research papers, as a part of each individual course. These works are graded by teachers and then moderated by external moderators or sent directly to external examiners. The diploma is awarded to students who gain at least 24 points in the Diploma Program, subject to minimum levels of performance across the whole program and to satisfactory participation in the CAS program. The highest total points that a diploma student can earn is 45.

## FB Diploma Program

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

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

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

# Student Records

## Transcripts

A transcript is a student's high school (9th -12th grades) academic record that contains the student's cumulative unweighted grade point average (GPA)\*. The GPA is the means by which total performance in school, from 9th (3eme) – 12th (Terminale), is calculated. Only DIS coursework is reflected on the official transcript. Transcripts reflecting the official academic record from other institutions must be ordered from the original institution. Requests for transcripts should be sent to the college counselors and the registrar.

$$*Cumulative\ GPA = \frac{Sum\ of\ End\ of\ the\ Year\ GPA}{Sum\ of\ \#\ of\ Classes}$$

Student records are available for parents on MyDIS. Legal guardians have access to the records of a student who is a minor or a dependent for tax purposes, and are entitled to access all written records of the school concerning the student, including attendance, test scores, grades, disciplinary records, health and immunization information. A parent whose rights have been legally terminated will be denied access to the records only if the school is provided an official copy of the court order terminating these rights.

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

Parents will be billed for Transcripts or official reports that need to be sent by FedEx or certified mail. An official report card or transcript will not be processed unless all outstanding obligations, including past financial balances, to DIS are cleared. Parents may contact the Registrar, Karine Afopa, at kafopa@dallasinternationalschool.org or 469-250- 0001 extension 1110 with questions.

## Verification of Enrollment

The Registrar's Office also issues all Verification of Enrollment (VOE) for the purposes of obtaining or renewing a Texas Driver's License and insurance discounts, as well as verifying enrollment for Social Security and graduation history for employment purposes. For more information regarding driver's licenses in Texas, refer to the Texas Department of Public Safety/Driver's License Division.

The Registrar's Office is located in the Administrative wing on the first floor.

## Changing/Dropping Courses

All core course changes must be discussed with the main teacher, the Head of Secondary, the College Counselors and the track coordinators. The decision will be made by this pedagogical committee.

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

High school students may withdraw from a language course any time before the first mid-term meeting, upon approval of the pedagogical team. Neither the grade nor the initial subject level will appear on the report card

or transcript. During the mid-term meetings, the teachers will review the grades and inform students and their parents of any grade of a C or below. After the midterm deadline, the student's grade will be recorded on the report card and transcript.

Students may withdraw from an elective before the first mid-term meeting. If a student withdraws from an elective before the mid-term meetings, neither the grade nor the subject will appear on the report card or transcript. During the mid-term meetings, the teachers will review the grades and inform the students of any grade of a C or below. After the deadline, the student's grade will be recorded on the report card and transcript.

Once a student has withdrawn from an elective, the student may transfer to another elective based on availability and teacher approval. Parents must send a written request to the registrar to drop or change a course/elective. The change will be approved based on the student's schedule.

## **IB and FB Predicted Grade Policy for University Application Purposes**

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

Teachers predict the grade they believe each student will attain in the forthcoming IB and FB examination session for a subject, level (International Baccalaureate), or specialty (French Baccalaureate). DIS upholds the integrity of predicted grades by supporting the teachers in their efforts to predict grades that are realistic and achievable.

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

Students and parents are not permitted to request predicted grades from their teachers. DIS does not disclose predicted grades to parents or students.

## **Community Values and Expectations**

### **Student and Family Expectations**

DIS strives to maintain an environment where all cultures and all individuals are accepted and respected without threat of harassment or intimidation.

- Staff, students, and parents are expected to communicate with each other in a courteous and respectful manner at all times. This includes written correspondence.
- The DIS community respects and accepts a variety of religious and philosophical belief systems. As a *laïque* (secular) school, neither students nor faculty and staff within the DIS community may impose any particular faith or belief system. During class, discussions about world religions are common. Students are expected to be respectful of varying belief systems while also asking questions to better understand different faiths represented in the world.

## Student Responsibilities

DIS students are held to a high standard of behavior. By virtue of being an international school, DIS students must have the self-awareness to determine appropriate interactions with people obtaining diverse viewpoints and world experiences. Because DIS is community-oriented, students must find ways to interact appropriately with all community members, regardless of culture, or beliefs.

Our student code of conduct is based on the DIS Core Values of Empathy, Respect, Responsibility, Integrity, and Resilience.

*Empathy* - Are students behaving in a way that shows a genuine care for the other by understanding how they might feel in "the other person's shoes?"

*Respect* - Are students self-aware enough to accept that not everyone sees things the way they do, and can they still interact with the opposing view in a positive and productive way? Are they respecting their environment?

*Responsibility* - Are students assuming personal responsibility for their behavior, including receiving the consequences?

*Integrity* - Are students committed to doing the right thing, even when no one is watching?

*Resilience* - Are students willing to keep trying even in the face of adversity?

## Student Code of Conduct

1. Students are expected to follow adult directions fully, quickly and respectfully.
2. Students are expected to be prepared for class and participate every day. This includes completing all assignments on time, asking for help when needed, and having all required materials for class and activities.
3. Students are expected to ask for the owner's permission prior to touching someone else's property.
4. Students are expected to be honest in all interactions at DIS, inside and outside of the classroom.
5. Students are expected to be in assigned, supervised areas while at school.

## **Family Responsibilities**

DIS believes in working cooperatively with families to make the best educational decisions for individual students. It is through this mutual trust that faculty and families can act in the best interest of each student. Families are expected to be respectful and cooperative in all dealings with the School.

Families have the responsibility to:

- Stay informed of DIS policies of academic requirements and routinely review myDIS and read all correspondence sent from the school.
- Return all forms by their respective deadlines.
- Communicate courteously with individual teachers with any questions or concerns regarding their student's progress in their class. For instance, if a family has concerns regarding math, the family should contact the math teacher directly.
- Inform the school about absences in advance and make every effort to keep absences to a minimum as they impact our students' education.
- Actively seek a positive and constructive relationship with DIS faculty and staff.

## **Public Displays of Affection**

DIS students should refrain from any public displays of affection (i.e. hugging, kissing, etc.) at school and while on DIS-sponsored trips.

## **Prohibited Behavior**

Physically and/or socially dangerous behaviors, as determined in each case by DIS in its sole discretion, will result in immediate removal from campus and/or law enforcement involvement as required. Any evidence that comes to the attention of the DIS administration, including, but not limited to, photographs and videos, exhibiting physically and/or socially dangerous behavior anywhere on campus, or DIS Trip Locations, will be carefully assessed and the incident addressed with the student and their parents.

## **Illegal Substances**

In accordance with Texas Law, alcohol, e-cigarettes, tobacco, weapons, and illegal substances are prohibited on DIS property, including DIS vehicles and student vehicles parked on DIS property, and during all DIS events and activities, including field and class trips. DIS reserves the right to search DIS property, vehicles and other items located on DIS property and will involve law enforcement when necessary. The student may be removed from campus. Vaping is strictly forbidden on DIS premises and on DIS trips.

## **Firearms and Prohibited Weapons Policy**

In accordance with Texas Penal Code Section 46.03 and 46.035, DIS prohibits the carrying of a firearm, knife, razor, box cutter, club or prohibited weapon listed in Texas Penal Code Section 46.05(a) on school property, including school buildings and parking lots, the building or grounds where a school sponsored activity is taking

place, student vehicles on DIS grounds, and a passenger vehicle or bus used for school transportation. DIS furthermore prohibits the carrying of any item that could reasonably be understood as being able to be used as a weapon. Any individual violating this policy may be subject to criminal and/or DIS discipline. For purposes of this policy, "school property" includes all DIS offices, work locations, designated parking areas, desks, lockers, common areas, any vehicle engaged in operations on behalf of DIS or parked on DIS premises, and any personal belongings on or in any of the above. For purposes of the following notice, "this property" refers to DIS' school property.

Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

Any person who suspects a violation of these prohibitions must immediately report the facts to either security or a DIS employee. No retaliation will be taken or tolerated against any person who reports a suspected violation.

## **Dress Code and School Uniform**

The DIS uniform is mandatory during school hours and certain school events and activities, unless otherwise noted. The Uniform Guideline is on MyDIS. Final decisions regarding dress code rest with DIS administration.

- All garments should be labeled clearly with the student's first and last name.
- Main teachers will regularly remind students to be in compliance with the uniform guidelines. Students who arrive at school without proper uniforms will need to have a proper uniform delivered to the school as soon as possible and change, or they will have to leave until they can be properly dressed for class. This will be recorded as an unexcused absence on myDIS. Should the student come to school dressed inappropriately in excess of three times, a meeting with the student, parent, and Dean of Students will be held, and a plan will be created regarding how best to help the student comply with uniform guidelines. The only hoodies allowed are the TIGRES hoodie or the Senior Sweatshirt.
- Formal uniform is required on Mondays. Students may also be requested to wear their formal uniforms for other important occasions, such as visitors on campus, local field trips or formal assemblies. Students will be notified in advance.



## **Earrings and Makeup**

Long earrings are considered to be a safety hazard, and are prohibited at school. Cosmetics, including nail polish, are acceptable as far as they do not obstruct the learning process.

## **Hair**

Students are expected to keep their hair clean, neat, and a natural color. Students may not dye their hair vibrant colors, such as green, blue, pink or yellow.

## **Friday Spirit Days**

Students must only wear DIS spirit shirts (such as Country of the Year shirts, or DIS athletics shirts) on Fridays with black or blue jeans, or their regular uniform. During the warmer months, PE shorts are allowed. Ripped jeans are not allowed. Only Seniors are allowed to wear college shirts on Fridays. Students may wear non-uniform shoes on Fridays as long as they are closed-toe and the heel does not exceed two inches. Flip Flops, slides and Crocs are never allowed at school.

## **Student Clubs (Grades 5-12)**

Students in grades 5 through 12 are eligible to participate in student clubs. Students interested in initiating a club should request a meeting with the Student Life Coordinator who may be able to help the student find a suitable advisor. Typically, faculty and staff serve as club advisors. Any adult volunteer at DIS must have a completed background check on file. Student groups and clubs may not meet on campus without an approved adult present.

## **Eligibility for Participation: Athletics/Extracurricular Activities**

Students who participate in athletics, extracurricular activities, or student clubs must maintain a passing grade average of C or higher in all courses at all times. Teachers will communicate to the Athletics Department and other activities advisors when the grade average drops below a C. Students may not participate in athletics, extracurricular activities, or student clubs if they have excessive absences, tardies, or infractions as determined by the Dean of Students.

## **Athletics Communications**

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

Here is a link for all of the necessary forms needed. [DIS "Athletic Forms" Folder.](#)

## **Honor Societies DIS Athletics "Back-2-School" Folder.**

High School students may apply for membership in several Honor Societies. Students in 10th through 12th grades may be eligible for membership in the National Honor Society. Membership in DIS Chapters of these honor societies is subject to the criteria and requirements for selection established by the National Honor Societies. Please refer to the bylaws of each Honor Society for eligibility requirements..

## **Community Service**

DIS encourages students to participate in community service on and off campus to enhance and promote Global Citizenship and Leadership, as well as Community Spirit . The school offers many opportunities for students to have a lasting, positive impact on their community. This is not required, but is offered on a voluntary basis.

## **Student Government Association (SGA)**

The SGA, or Student Government Association, is the student governing body, comprised of elected student leaders. The SGA Elections take place in the spring of each school year to elect the officers for the following school year. All students must be registered voters to vote in the SGA elections and they need to register at school, each school year. Our students have a voice in the strategic thinking of the school, enhancing Academic Ambition, Global Citizenship and Leadership and Community Spirit. The SGA plays a role in promoting school traditions, as well as enhancing spirit on campus. For more information on the roles of the officers and the election procedures please view the Student Government Association Constitution.

In addition, each class will elect a Class Delegate, who serves as a representative for their classmates, with the main teacher, and SGA officers. Elections for Class Delegates take place during the first month of school within their homeroom classes. The roles of the class delegates are as follows:

- Represent their classmates, communicating with teachers, student affairs and administrative staff.
- Participate in regular meetings (delegate meetings, class councils).

## **Support Services**

### **School Counseling**

The School Counselor provides a comprehensive school counseling program for all students, grades 5 through 12, to help enhance the school environment by supporting students' academic, career, and personal/social development through guidance from the American School Counseling Association (ASCA) by facilitating a Core Curriculum, Individual Student Planning, Responsive Services, and Indirect Services.

- Provides short-term individual and small group counseling for students
- Provides crisis intervention and response services
- Facilitates and oversees Social Emotional Learning (SEL) education curriculum in cooperation with classroom teachers
- Helps students evaluate their own interests, abilities, and skills and develop SEL skills
- Collaborates with parents, faculty, and staff to find effective strategies to support students
- Provides consultation for finding community resources for outside counseling or assistance
- Students with classroom accommodations (Learning Profiles) are overseen by our Director of Teaching and Learning.

## The Counselor and Confidentiality

DIS counseling policy respects the privacy and confidentiality of all students. Exceptions to confidentiality exist (see below). School counselors have a legal obligation to disclose information obtained in counseling relationships to others to protect students, themselves or other individuals.

### Confidentiality Policy

The DIS counseling policies respect the privacy and confidentiality of all students.

“Confidentiality is the ethical and legal term ascribed to the information communicated within the counseling relationship, and it must be maintained unless keeping that information confidential leads to foreseeable harm. “Serious and foreseeable harm is different for each minor in the school setting and is determined by students’ developmental and chronological age, the setting, parental rights and the nature of harm” (ASCA, 2016, A.2.e).

Exceptions to confidentiality exist, and students should be informed when situations arise in which school counselors have a responsibility to disclose information obtained in counseling relationships to others to protect students, themselves or other individuals.”

Examples of “serious or foreseeable harm”:

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

[Legal & Ethical | American School Counselor Association](#)  
[The School Counselor and Confidentiality](#)  
[How does reporting abuse or neglect of children in Texas work](#)  
[Family Educational Rights and Privacy Act \(FERPA\)](#)

## College Counseling

The Director of College Counseling and College Counselor work together to:

- Assist each student with formulating a pertinent list of colleges, completing college applications, writing college essays, and shaping their resume.

- Meet with DIS students and parents interested in learning about the college application process and coordinate college fairs.
- Assist with all components of the application process

College Counseling services start in 9th Grade. Formal individual conferences with families and students begin in 11th grade and continue until students have selected their post-secondary choices in the spring of 12th grade. All DIS students and families are encouraged to meet with college admissions representatives who visit the high school campus. Letters of recommendation in support of the student written by the college counseling office, teachers, other administrators, faculty, and staff, and other adults outside of DIS are confidential and are released only to offices of admission and scholarship organizations.

## **Inclusive Education Department**

DIS ensures that all students have equal access to demanding and quality instruction that allows them to flourish as individuals, citizens, and human beings.

DIS expects the best from every student, considers diversity as an asset to deepen learning, and builds a flexible environment to remove all barriers to learning.

The Director of Teaching and Learning works closely with the school counselor, staff and faculty to support all students with accommodation plans. Accommodation plans are created once the school receives an external evaluation of the student, outlining the specific diagnosis and needs.

## **Evacuation and Emergency Drills**

Evacuation, emergency lockdown, and weather-related safety plans are in place and periodic safety drills are conducted for the students' safety. Emergency guides are located in the red binder in each room of the campus building. These are reviewed at the beginning of each year, and periodically throughout the school year.

## **Disciplinary Responses**

Discipline is handled according to the severity of the offense. The following disciplinary responses may be used by DIS staff, faculty, and administration as determined by DIS in its sole discretion. Consequences are related to the severity of the offense and take into account the developmental level of the student(s). The following tiers of response are used.

*Tier 1 response* – Generally handled within the classroom by the faculty member through verbal and nonverbal communications with the student, and logical consequences within the environment or an infraction on MyDIS may be given. The School will communicate with the students and will inform parents as needed.

Examples of Tier 1 offenses include but are not limited to cell phone violation, chewing gum or candy, tardies, disruptive behavior in class, exhibiting unsafe behavior in the hallways, etc.

*Tier 2 response* – Students will be referred to the Dean of Students. The School will communicate with the students and will inform the parents. An infraction will be given on MyDIS.

Examples of Tier 2 offenses include but are not limited to non-compliance with teacher directives, disrespectful treatment of others, persistent offenses of Tier 1 behaviors, etc.

*Tier 3 response* – The Dean of Students in consultation with the Head of Secondary will determine the best course of action which may include but not be limited to an in-school suspension, an out-of-school suspension or an expulsion.

Examples of Tier 3 offenses include but are not limited to academic dishonesty, physical aggression, theft, derogatory remarks based on race, religion, and/or sexual orientation, or any other legally protected class or characteristic, bullying, cyberbullying, irresponsible use of technology, vandalism, overt defiance of adult authority, persistent offenses of Tier 2 behaviors, etc.

**In-School Suspension (ISS):** Some situations may require an in-school suspension as determined by DIS in its sole discretion. Students still have the responsibility to complete and submit all classwork prior to leaving school. This suspension becomes a permanent part of a student's record. Students are expected to check in at reception on days they have ISS and wait for further direction. They work alone in a supervised area on assignments sent to them by their teachers. A student also receives one day of ISS after accumulating 5 infractions. In-School Suspension can be from 1 to 3 days, according to the severity of the offense, as determined by DIS in its sole discretion. If students are late to their ISS, they need to complete their ISS the following day.

**Out-of-School Suspension (OSS):** Some situations may require a student being placed on OSS as determined by DIS in its sole discretion. While on OSS, the student is excluded from all school activities, including classes, as well as off campus school events. Students are expected to complete the work they missed during the regular school day while at home. This suspension becomes a permanent part of a student's record. Out of School Suspension can range from 1 to 3 days, according to the severity of the offense, as determined by DIS in its sole discretion. Students who have received Out of School Suspension during the school year may not be allowed to go on the class trips and or other school events.

## **Class Removal**

Teachers reserve the right to ask the Dean of Students or Head of Secondary to dismiss a student from class should the student cause persistent disruptions during the lesson after being warned. Students dismissed from class are required to be on campus at a designated area, but are not allowed to attend class or events. Students still have the responsibility to complete and timely submit all class work and to arrange to make up examinations. The School will inform parents.

## **Harassment**

DIS prohibits harassment of any kind in its community. 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 they have experienced harassment or bullying should immediately report the behavior(s) or incident(s) to a teacher, counselor, Head of Secondary, or the Dean of Students. When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, which may include suspension or expulsion. No adverse action will be taken against any person who makes a good faith report of harassment or bullying.

## **Expulsion**

DIS reserves the right to immediately expel any student when it determines in its sole discretion that expulsion is in the best interests of the school. Expulsion is considered a final and last resort for disciplinary action, including without limitation for persistent or volatile behavior which creates an unsafe learning environment for students and staff and faculty. The Head of School makes final determinations regarding expulsions and all such determinations are final and binding on the student and his/her family. Students may be expelled for, among other things, serious first offenses; repeat infractions (even if not related); conduct resulting in physical harm or threats of physical violence against persons or the school, damage to school property, disruption to the educational environment, not meeting academic requirements, not meeting attendance requirements, and any other conduct which is or may be harmful to DIS's reputation or best interests, regardless of whether such conduct occurs while on DIS premises or away from them. Expulsion becomes a part of a student's permanent school record.

In addition, families may be asked to leave the School at any time during the school year, or may not be permitted to re-enroll if a family member causes disruption to the School or the School's educational mission or in the case of non-payment of tuition or fees, in each case as determined by DIS in its sole discretion. The School may also place a contractual hold on students with major infractions, repeated offenses, and unsatisfactory academic performance. Tuition and fees will not be reimbursed in the case of expulsion..

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

## **Cell Phone and Wearable Technology Policy**

**5th - 8th** - Cell phones and wearable technology, such as smart watches and earbuds, are to be powered down by 8:15am and left in the student's backpack for the entirety of the school day. Cell phone use is expressly prohibited during the school day, including during break, but students may use their phones after school hours (from 3:20pm on) in the MPR. Students may use the telephone at reception during the school day should the need arise. Parents should call reception with important messages they need relayed to their child (Waterview Reception - 469-250- 0001). Cell phones should never be visible to anyone else during the school day for 5th-8th grade.

**High School** - Cell phones may only be used outside of the classroom, and outside of class hours, in the student lounges on the 3rd and 4th floors and the MPR. During class, all cell phones should be silenced and left in the backpack. Smart watches and any wearable technology should be removed during all examinations and testing.

## **Cell Phone and Wearable Technology Violations**

First offense - device is confiscated, placed in labeled, sealed ziplock bag, and left with the Dean of Students for retrieval by the student at the end of the school day.

Second offense - device is confiscated, placed in labeled, sealed ziplock bag, and parents will be required to retrieve the device from the Dean of Students. An infraction will be given on MyDIS by the Dean of Students.

Third offense - device is confiscated, placed in labeled, sealed ziplock bag, and parents will be required to retrieve the device from the Head of Secondary; the student will receive a second infraction on MyDIS from the Dean of Students.

Three or more offenses - Meeting with Head of Secondary, Dean of Students, student, and family to determine consequences.

\*\*\*DIS is not liable for lost or stolen property. \*\*\*

## **Technology**

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

DIS expects resources (as defined above) to be used in ways that promote unity and mutual respect within our learning community. The DIS network is to be used for educational purposes only. Access to the DIS network and other equipment is a privileged component of the learning process and is not private. Students and parents/legal guardians have no reasonable expectation of privacy while using DIS resources as DIS monitors use of the school's resources and will restrict or revoke access to them to apply disciplinary actions when a student or parent/legal guardian violates the standards of responsible use and etiquette or other resource guidelines.

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

## **Responsible Use of Technology**

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

- Handbook for Students and Parents – rules apply to the use of technologies within or beyond the immediate DIS community.



- Students must treat with trust and respect the integrity of passwords, personal/confidential information, and an individual's identity. Attempts to defeat system protections or to violate an individual's privacy violate the trust that should exist among students, faculty and staff.
- The use of electronic devices on campus will vary according to teacher/staff requirements. The classroom instructor will be responsible for ensuring an appropriate learning atmosphere. It is the student's responsibility to use electronic devices appropriately, maintaining the standards of behavior expected of students, and of DIS' Core Values.
- If a student's use of a personal device distracts or disrupts a class or activity or affects the user's ability to comport himself/herself appropriately in or out of class, the student will be held accountable and will meet appropriate disciplinary actions.
- Students must comply with copyright laws and the provisions for license agreements that apply to software, printed and electronic materials, graphics, multimedia, and all other technology resources licensed to and purchased by DIS or accessible over network resources provided by the school.
- Students must respect and safeguard the integrity of the network, computer systems, and hardware. Only designated IT personnel may install, download, or authorize downloading software on DIS computers and equipment. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening email messages from unknown senders and loading data from unprotected computers.
- DIS filters all internet access on computers, including WiFi, for material considered inappropriate. Any attempt to access these sites or other inappropriate sites maliciously will be subject to discipline.
- Any malicious attempt to harm or destroy DIS equipment or data of another user of the DIS system or of any of the agencies or other networks that are connected to the Internet is prohibited and may constitute criminal activity under applicable state and federal laws. Such prohibited activities include, but are not limited to, the uploading or creating of computer viruses which will result in the cancellation of privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.
- Electronic equipment is subject to search by DIS in its sole discretion, including in the event school administrators believe reasonable suspicion of inappropriate use exists to support the search.
- System users and parents of students with access to the DIS system should be aware that, despite DIS's use of technology protection measures required by law, use of the system may provide access to other electronic systems in the global electronic network that may contain inaccurate and/or objectionable material. A student who gains access to such material is expected to discontinue the access as quickly as possible and report the incident to the supervising teacher.

## Computer and Network Etiquette

- Access to the DIS electronic communications system will be governed as follows:
  - DIS grants students access to the system and assigns individual accounts as appropriate.
  - DIS requires all passwords be changed when prompted by the system.
  - Any system user identified as a security risk or as having violated DIS use and etiquette guidelines, in each case as determined by DIS in its sole discretion, may be denied access to the system.

- System users are expected to observe the following network etiquette:
  - Be polite. Messages typed in capital letters are the computer equivalent of shouting and are considered rude.
  - Proofread messages carefully prior to sending.
  - Be considerate when sending attachments by email. Files may be too large or in an unreadable format to accommodate the recipient's system.
  - Use appropriate language. Students are prohibited from sending or posting electronic images, messages, cartoons, links, 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, or are otherwise offensive, inappropriate, or illegal. This prohibition can apply to conduct off school property as well if it disrupts the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, harassing, bullying, offensive, or otherwise illegal images or photographs, in each case as determined by DIS in its sole discretion, will be disciplined according to the Handbook and may, in certain circumstances, be reported to law enforcement authorities.
  - Pretending to be someone else (forgery) when sending/receiving messages is considered inappropriate and is a violation of law (<https://statelaws.findlaw.com/texas-law/texasforgery-laws.html>).
  - Do not use the network in such a way that would disrupt the use of the network by other users.
- Personal Information
  - Students shall not distribute personal information about themselves or others by means of the electronic communication system; this includes, but is not limited to, personal addresses and telephone numbers. High school students are exempt from this guideline while completing online registrations in association with the college counseling office.
  - No personally identifiable information about a DIS student will be posted on a web page under DIS control unless DIS has received written consent from that student's parents. The federal Family Educational Rights and Privacy Act (FERPA) and DIS policy may allow for exceptions.
  - Public events, such as dramatic performances, athletic events and assemblies may be captured and shared. Members of the DIS community should use sensitivity and good judgment and should not share any materials that harm, denigrate or deprecate any other member of DIS, including faculty and staff.
- Social Media
  - When using social media, all are expected to follow the Responsible Use and Etiquette guidelines and the general values of DIS. Use of social media in a school setting must be in the service of educational or school-related purposes. This includes selfies, pictures or other video recordings, etc.

Inappropriate use of social media that distracts or detracts from instruction time will be disciplined according to this Handbook. Participation in chat rooms and newsgroups accessed on the Internet is permissible for employees and students, under appropriate supervision, for educational purposes only. DIS computers should not be used for non-school related social networking and communication. There is no expectation of privacy when using social media; everyone should be mindful of what they post online. Students should be aware that their

digital footprints are very frequently public. Students and staff should never post anything online that they would not want their peers, friends, parents, teachers, administrators or other members of the DIS community to see and/or read. Every person must understand that her/his online identity is an extension of herself/himself and know that what is inappropriate in the real world is also inappropriate in virtual communities. Anyone who uses either DIS or personal resources to post, create, send, access, download or upload material which is abusive, unlawful, harmful, hateful, crude, harassing or sexually explicit will face disciplinary action.

## **Personal Electronic Devices**

Students in 5th through 7th grade will use school issued laptops and are not allowed to bring personal laptops to school. Students in 8th through 12th grade are allowed to bring their own laptops to school; however, there are limited circumstances in which these items may be used. Cell phones, smart watches, and wearable technology are allowed during designated times and in designated areas, according to our cell phone and wearable technology policy above. Students are not permitted to bring drones, cameras, laser pointers or AV equipment to school without the supervising teacher's permission. Personal technology is only to be used for academic purposes. Students who are not responsible with technology use will be asked to complete their assignments by hand.

## **Classroom Technology Contract and Acceptable Use Policies**

### **Classroom Technology Rules**

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

- Students are encouraged to wash/sanitize their hands prior to using any classroom technology.
- No food/drinks should be near classroom technology.
- 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.
- Under no circumstance may a student or any other user intentionally access or communicate offensive or inappropriate material by way of DIS technology or on DIS premises or through its systems.

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

## **General Network Use**

The network is provided for students 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/Email Access**

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

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

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.