

# BIS A - Z

*Your introduction to the (sometimes confusing) words and phrases used in our school.*



<b>Advisory</b>	Starting in Grade 6, Secondary students meet in advisory every morning to start the school day. Advisory is a time for students to connect, get organized, review the student bulletin for announcements and involvement opportunities, and focus on their Service as Action or Creativity Activity Service projects.
<b>Assessment</b>	Assessments for and of learning are done through assembling portfolios of work, tests, quizzes, essays, projects, reflections and performance. For all tasks where a grade is given, criteria for assigning grades will be given and clarified in advance.
<b>Association</b>	<p>BIS is a non-profit organization under German law, ie. an association. Parents and staff are encouraged to join and must only complete a form found on the Community Portal under Board of Trustees. Membership is free.</p> <p>Members can:</p> <ul style="list-style-type: none"> <li>• attend and vote at Annual General Meetings and Extraordinary General Meetings, receive information pertinent to these</li> <li>• vote to approve or reject projects proposed by the Board of Trustees</li> <li>• run for the Board of Trustees, vote in elections (parent members only).</li> </ul>
<b>BISSV (Bonn International School Sport and Social Verein)</b>	<p>BISSV is a club legally separate from the school, but designed to offer opportunities for children and adults who want to play their chosen sport all year long.</p> <p>Members must pay a basic membership fee. Additional costs may be charged per sport. Membership is open to BIS families, staff as well as the local community.</p> <p>Training sessions generally take place on the BIS campus. Games in local leagues are played in the greater Bonn region.</p>
<b>Board of Trustees (BoT / The Board)</b>	<p>The Board of Trustees is elected by the parent members of the school association (see Association). It has 10 members: seven elected parents, the School Director, the Chair of the Parent Volunteers and one staff representative.</p> <p>The BoT makes strategic decisions and sets the school's long-term course and policies. Policies approved by the BoT can be found on the Community Portal. To contact the BoT, send an email to <a href="mailto:boardchair@bonn-is.de">boardchair@bonn-is.de</a>.</p>
<b>Buildings</b>	<p><b>Waves</b> is the main entrance to our campus and contains Primary School classrooms, IT and Design, Science laboratories, cafeteria, Sports Hall, Director's Office and the administrative team. The Tanya Talbot Performance Room (W 152) where many meetings take place is near the entrance.</p> <p><b>Crest</b> is the colourful building next to the carpark, attached to Waves. It houses Secondary German, foreign languages, Sciences, Math, the exam room, and Grade 12 VIB lounge.</p> <p><b>Agora</b> is the rectangular white building adjacent to the Rhine River. It has Secondary classrooms, Secondary School administration, Sports Hall and Music/Art classrooms.</p>

<b>BYOD (Bring Your Own Device)</b>	<p>Students in Grades 8 – 12 bring their own laptop or notebook for work at school. BYOD follows on from the use of iPads up to Grade 7. Information regarding the specifics of BYOD can be found in the Secondary section of the Community Portal.</p>
<b>CAS</b>	<p>CAS is a core requirement for the IB Diploma and Certificates in Grades 11 – 12 organized around</p> <ul style="list-style-type: none"> <li>• Creativity (original product or performance)</li> <li>• Activity (physical exertion)</li> <li>• Service (engagement with the community outside the classroom)</li> </ul>
<b>Co-Curricular Programme (CC)</b>	<p>CC offers students a variety of activities before school, during lunchtime and after school. The sports and activities on offer during any season and sign-up information can be found on the Community Portal.</p> <p><b>CC Sports</b> include both competitive and recreational sports. Recreational sports for all ages (without travel) are offered by the season. Competitive sports for Grades 2 – 12 have teams either playing per season, or all year as part of our sports association (BISSV). Some teams travel for competitions or host other schools here at BIS. Students who try out but do not make the traveling team may nonetheless train with the team. The families of team members are expected to house visiting athletes.</p> <p><b>CC Activities</b> encompasses creative and interest-based activities. For example: choir, Model United Nations, TEDxYouth, History Club, academic drop in sessions, dance, private language and instrument lessons.</p> <p><b>BISSV</b> is our sports club that allows both children and adults to participate in sporting activities and compete in local leagues.</p>
<b>Community Directory</b>	<p>The BIS “phone book” is published early in the school year (September) and can be found on the Community Portal. It contains the contact information permitted to be shared in our school community by families. Information is organized according to homeroom and advisory groups.</p>
<b>Community Portal</b>	<p>This is the password protected part of the website (<a href="http://www.bonn-is.de">www.bonn-is.de</a>) accessed via the dropdown menu ‘🔒 My Portal’ in the upper right bar of the BIS website homepage.</p> <p>Here you can:</p> <ul style="list-style-type: none"> <li>• use quick links to notify school of absence or order lunch</li> <li>• learn about and sign up for sports and activities, conferences and subject choices</li> <li>• access presentations, handbooks and information not published on our public website (meeting archives, association updates)</li> <li>• access information for parents such as the Family Handbook, Community Directory and event calendars</li> </ul> <p>Login information is sent to new families at the beginning of each school year. Problems with logging in? Parents can contact <a href="mailto:ictsupport@bonn-is.de">ictsupport@bonn-is.de</a>.</p>

<p><b>Counselors</b></p>	<p>Counselors in Primary and Secondary help students when they have social, emotional or personal concerns. They support students with issues ranging from friendships, peer pressure, stress and getting organized.</p> <p>Students can make appointments to visit their Counselor on their own. Parents or teachers may also request that students work with the Counselors.</p>
<p><b>Diploma Programme (DP)</b></p>	<p>The IB DP (International Baccalaureate Diploma Programme) is a rigorous university preparation programme in Grades 11 - 12.</p> <p>It includes courses in six subject groups as well as CAS, Theory of Knowledge, and an Extended Essay. Three subjects must be chosen at higher level and three at standard level. Grades reflect attainment of knowledge and skills relative to standardized criteria applied to student work across the world.</p>
<p><b>EAL (English as an Additional Language)</b></p>	<p>A specific small class or tailored support for students who need additional English language skills to participate meaningfully in mainstream curriculum. How this looks varies between Primary and Secondary schools, specifics of the programme may be found on the Community Portal.</p>
<p><b>Early Learning (EL)</b></p>	<p>EL is the kindergarten / pre-school section of our school. Found in the Waves building, it encompasses our youngest students, aged 3, 4 and 5.</p> <p>EL is an important part of the Primary Years Programme and follows a specific educational curriculum. It balances play and guided learning and prepares students for a smooth transition to Grade 1.</p>
<p><b>eAssessment</b></p>	<p>Digital exams for Grade 10 students, covering subjects like Language, Science, and Math. These exams focus on critical thinking, problem-solving, and real-world application. These assessments contribute to the attainment of the MYP Certificate, recognized globally for its rigorous academic standards and preparation for further studies.</p>
<p><b>Extended Essay (EE)</b></p>	<p>The IB Extended Essay is a 4,000-word research project required by the IB Diploma Programme. Students conduct in-depth study on a topic of their choice, strengthening independent research and academic writing skills.</p> <p>EEs are written between the end of Grade 11 and beginning of Grade 12 and foster critical thinking, intellectual discovery, and effective communication skills, forming a key compulsory component of the IB curriculum.</p>
<p><b>High School Diploma (HSD)</b></p>	<p>The BIS High School Diploma is awarded to all students who complete 24 course credits during Grades 9 – 12. One credit is earned for a minimum of one year’s academic study per subject. All BIS students starting in Grade 9 automatically gain credits towards the BIS High School Diploma. This diploma is the equivalent to high school diplomas awarded in North America and can be used for university admission purposes there.</p>
<p><b>Homeroom</b></p>	<p>Primary students Early Learning - Grade 5 are assigned to a homeroom. Homeroom is a fixed classroom with an assigned teacher where students spend most of their school day. Reading, writing, mathematics are all taught by the homeroom teacher.</p>

<b>IB / IBO</b>	<p><b>International Baccalaureate Organization (<a href="http://www.ibo.org">www.ibo.org</a>)</b></p> <p>Established in 1968, IB programmes are taught across the world. The IB is an international educational foundation and is recognized for programmes with high student achievement and encouraging creative and critical thinking skills. While BIS writes its own curriculum, it uses the framework and methods from the IB. IB auditors visit BIS every 5 years to evaluate its programmes and accredit the school (the last time was in November 2024). BIS students take part in IB eAssessments and Diploma Programme examinations to have their work graded and assessed by external examiners.</p>
<b>IB Certificates</b>	<p>Students in Grades 11 -12 can choose to earn IB Course Certificates in place of the IB Diploma. Students following this programme have more flexibility than Diploma students about the combination of subjects and levels they choose to study. It is important to note, however, that all Grade 11 and 12 students must fulfill CAS requirements.</p>
<b>ID Cards</b>	<p>ID cards are issued to all staff, students and families. When on campus, everyone must wear their ID cards in a visible manner. Visitors (non-BIS community) wear distinct visitor badges.</p> <p>ID cards may also be used to:</p> <ul style="list-style-type: none"> <li>• purchase snacks and lunch</li> <li>• borrow materials from the Library Media Centre</li> </ul> <p>Information about loading money on to ID cards may be found on the Cafeteria page of the Community Portal.</p>
<b>MAP Testing (International Schools Assessment)</b>	<p>Standardized testing is done once a year by students in Grades 3 - 9. MAP measures student growth in core subjects over time and compares students' academic performance to that of their peer group around the world.</p> <p>BIS uses this information to adapt its curriculum and focus student-specific teaching. MAP scores are sent home by email. Questions about MAP testing should be directed to your child's homeroom / advisory teacher or Principal.</p>
<b>Kidz Klub</b>	<p>BIS offers after school supervision for students from EL3/4 - Grade 5. This is a fee-based service available during school term from 15:20–18:00. Families using Kidz Klub are charged according to the frequency of usage. For more information or to sign up your child, contact <a href="mailto:kidzklub@bonn-is.de">kidzklub@bonn-is.de</a>.</p>

<p><b>Leadership Team</b></p>	<p><b>Director</b> Robin Schneider is responsible for the educational quality and financial security of the school.</p> <p><b>Business Manager</b> Ute Kuhn oversees financial operations and administrative tasks to ensure the efficient and effective use of resources.</p> <p><b>Head of Student Services and Operations (HOSSO)</b> Jo Junglas oversees student services outside of the curriculum, including CC, Kidz Klub, catering and the nurse's office.</p> <p><b>School Principals</b> Alex Whitaker is our Primary School Principal and Peter Owen is our Secondary School Principal. They lead our faculty.</p>
<p><b>Lost &amp; Found</b></p>	<p>BIS collects items left in school and in our outdoor areas in the back of the Waves Sports in an area known as "Lost &amp; Found". If your child has lost or is missing items like shoes, clothing, water bottles or lunch boxes, start your search there.</p>
<p><b>ManageBac</b></p>	<p>The system BIS uses to plan, assess and report to the IB about its academic programmes. Parents and students can login to ManageBac to see when assignments are due, what the grading criteria are, get previous school reports and find contact information for teachers. Absence from school may also be reported via this platform.</p>
<p><b>Mother Tongue Programme</b></p>	<p>A programme in Grades 6 – 10 that allows students to study the language they speak at home or have already formally studied within the school timetable (not after school). School supported languages are fully subsidized by BIS, the costs of parent supported languages are paid by parents. The languages offered vary year to year according to requests from BIS families.</p>
<p><b>MYP (Middle Years Programme)</b></p>	<p>The MYP covers Grades 6 – 10 and teaching is organized into eight subject groups: Language and Literature, Language Acquisition, Mathematics, Sciences, Individuals and Societies, Physical and Health Education, Design and Arts. At least 50 hours of teaching time is allocated for each subject group per year. MYP students must also participate in Service as Action (community service) as part of this programme. The curriculum for each of the MYP grade levels can be found on the Community Portal.</p>
<p><b>MYP Certificate</b></p>	<p>The MYP Certificate is the equivalent of a German Mittlere Reife or GCSEs in Great Britain. Students submit an ePortfolio (digital portfolio) of their work in some subjects. In others, they participate in 2-hour online examinations graded by the IB (not BIS teachers). Students must achieve a total of at least 28 points, with a grade of '3' or higher in each eAssessment component to be eligible for the MYP Certificate.</p>
<p><b>Newsflash / Dates to Remember</b></p>	<p>Newsflash is our newsletter, published every second Wednesday during school term. It contains news about student achievements, offerings and upcoming events. The Dates to Remember mailing is sent on alternating Wednesdays, featuring events and milestones in the upcoming 4 weeks.</p>

<b>Personal Project</b>	A project started in the second half of Grade 9 and completed in Grade 10. It may take many forms (eg business plan, experiment, creative writing, artwork). Students meet regularly with a supervisor who guides and advises on the development of the project.
<b>OpenApply</b>	The platform we use to evaluate applications of new students and to update data protection, trip consent and medical records of all students throughout the school year. It is also used for surveying parents about the re-enrolment of their child(ren) for the following academic year.
<b>Parent Emails</b>	New families are issued an email account for all communications related to the school (firstletter.familyname@bis-parents.org , ie <a href="mailto:a.smith@bis-parents.org">a.smith@bis-parents.org</a> ). Please use this account for communicating with school and check it regularly for emails and newsletter. Questions related to your email account should be sent to <a href="mailto:ictsupport@bonn-is.de">ictsupport@bonn-is.de</a> .
<b>Parent Volunteers (PV)</b>	The PV are an active, fun, supportive part of our BIS community. All parents can join (and are encouraged to do so)! The PV supports new families as they relocate and learn about life at BIS and in their host city and country. They also host a variety of activities and events throughout the school year, including International Day, Help Desk, language classes for parents, dances, movie nights. To find out more or get involved, email <a href="mailto:pv@bonn-is.de">pv@bonn-is.de</a> .
<b>Primary Years Programme (PYP)</b>	<b>The PYP covers Early Learning - Grade 5.</b>  focuses on developing inquiry, international- mindedness, strong personal values and independent learning skills in all students. The PYP incorporates local and global issues into the curriculum through six Units of Inquiry (see Units of Inquiry). The curriculum for the individual grade levels in the PYP can be found on the Community Portal.
<b>PYP Exhibition</b>	In Grade 5, students work in small groups on a chosen topic of investigation. They research and offer solutions to real-life issues after an intensive period of study, investigation and preparation. The Exhibition allows Grade 5 students to use and display the skills they have learned and accumulated throughout the Primary Years Programme
<b>Rent A Cook</b>	Rent a Cook is the name of the catering company making the meals in our school cafeteria. For information on how to sign up and pay for meals as well as weekly menus, go to the Cafeteria section on the Community Portal.
<b>SchoolsBuddy</b>	SchoolsBuddy is the online platform used to sign up for the CC Programme, BISSV activities, KidzKlub, parent-teacher conferences and subject choices for the MYP and DP. Parents can access Schools Buddy via a Quick Link on the Community Portal via "CC Sign-ups".
<b>Service as Action</b>	Community service is a required part of the BIS curriculum. This formally starts in Grade 6 and continues through to graduation. Community service in Grades 6 – 10 is called Service as Action. Students decide upon their actions with their supervisor and record their experiences and reflections in a journal. Secondary students must fulfill service requirements to qualify for the MYP Certificate or IB Diploma.

<b>Sports Uniforms / PE Kit</b>	<p>In Grades 1 - 8, students are required to wear designated clothing (sometimes referred to as “P.E. Kit”) for their Physical Education classes. This clothing consists of a green t-shirt with the BIS logo and blue shorts. Students in Grades 9 - 12 can wear the uniform or other appropriate sports clothing. Information for ordering and costs can be found in the community login the BIS website under PE Kit / Sports Uniforms.</p>
<b>Theory of Knowledge (TOK)</b>	<p>This is a course about critical thinking and the creation and acquisition of knowledge. It is a course all Diploma Programme students undertake and to which all schools are required to devote at least 100 hours of class time. The purpose of TOK is to stimulate critical reflection upon the knowledge and experiences and to learn the skills of evaluation based on critical examination of evidence and argumentation.</p>
<b>Toddle</b>	<p>This is an online learning journal used throughout the Primary School. Both teachers and parents can post entries and comments to follow individual student learning. It is the main platform in Primary to understand what students are working on and what their progress is.</p>
<b>Unit of Inquiry</b>	<p>In the Primary School, students explore 4 – 6 different “Units of Inquiry” each year. Each unit combines and connects Language, Mathematics, Science and Social Studies within an overarching topic like “Sharing the Planet “ or “How we organize ourselves”. When possible, connections are also made with the single subject lessons in Music, Visual Arts, German and PE.</p>