

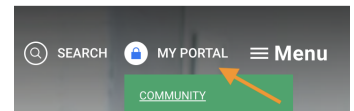
Secondary School Basics

BIS Email Account

Your BIS parent email account (...@bis-parents.org) is used for all communication with school. Please check it regularly.

This account also gives you secure access and single sign-on to:

Community Portal - your central hub for all things BIS - accessible via the 'My Portal' option on our website www.bonn-is.de,



Our policies, procedures, school calendar, curricular outlines, Co-Curricular Programme, lunch menu and other essential details can be found here.

Absence/Attendance

Spontaneous: "Submit Excusal" via the ManageBac app

Planned: fill out the [Planned Absence Form](#) found on Community Portal>Essentials>Family Handbook and submit for approval

Hot lunch*

Detailed information on options and guide: Go to Community Portal>Essentials>Cafeteria

Order via [this link \(ClubsBuddy\)](#) to skip the line, or choose spontaneously and pay via ID card

Payment: When ordering, automatically setup during online process; invoice will be sent once per month by Rent a Cook (our school caterer)

To **load the student ID card with money** either online (see Cafeteria page on Community Portal for details) or at the cash machine outside of the cafeteria

** Please note the Cafeteria and Kiosk accept payment only via the ID card. Students cannot pay in cash.*

..... more on the other side

Academic information (assessments, class deadlines, timetables, grades, reports)

[ManageBac](#) via app or login via Community Portal



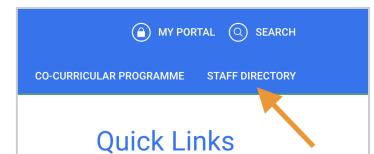
Sign-ups for Co-Curricular Programme, conferences

Login via our website Community Portal and select the [CC Sign-Ups button](#) (SchoolsBuddy platform)



Staff Directory with photos and contact information

Available on Community Portal



Medical and dietary updates

Important medical and dietary updates that may be relevant during the school day or on trips need to be registered with our School Nurses: nurse@bonn-is.de

Keep connected with your child's grade - WhatsApp grade level groups

Hosted by our Parent Volunteers, WhatsApp groups help parents to connect and communicate with other parents in their child's grade. A great place to ask questions about things you may have missed. Stop by Waves Room 154 to scan a QR code to sign up.



*** Questions? Pop by our Help Desk 8:15 - 9:00 in the Waves Entrance during the first week of school.