

DRESDEN INTERNATIONAL SCHOOL
PARENT HANDBOOK



INSPIRE.

MOVE FORWARD.

GIVE BACK.



The DIS Mission Statement

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

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

This handbook is updated every year to reflect changes in policy and procedures. Should you have comments or additions, please direct these to marketing@dresden-is.de.

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Annenstr. 9, 01067 Dresden
Germany

Phone: +49 351 44007 0

Email: info@dresden-is.de

Website: www.dresden-is.de

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

Preschool Campus (1–5 years)

Goetheallee 18, 01309 Dresden

Phone: +49 351 3125 416

Email: officeg18@dresden-is.de

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Please note that the use of the term “parent” in this document is used as an inclusive term to refer to any adult who has legal custody of the student, such as a biological parent, adoptive parent, or legal guardian of the student.

Introduction

Welcome to the 2024/2025 School Year

Dear DIS Families,

Welcome to the 2024/2025 school year! As we embark on this academic journey together, I wanted to take a moment to express our gratitude for entrusting us with your child's education and to emphasize the pivotal role you play as partners in their learning and well-being.

At DIS, we firmly believe that education is a collaborative effort between teachers, students, and parents. This is consistently affirmed with research on home-school partnerships. Your involvement and support are crucial in fostering a positive and enriching learning environment. We encourage open lines of communication and invite you to actively participate in your child's education. Whether it's attending parent-teacher meetings, volunteering for school events, or engaging in conversations about their progress, your presence makes a significant difference.

At home, you also play a vital role in supporting student success. From developing your child's habits and routines to nurturing their passions and curiosities, your daily acts of parenting shape your child into the young person they become. You also model and reiterate the importance of acting in alignment with our school's values: Open-Mindedness, Compassion, Commitment and Integrity. It is in this spirit that I invite you to read our Parent Handbook. It is an act of participation and partnership in your child's learning.

Please look out for opportunities for collaboration over the school year. Your perspectives are highly valued. I look forward to connecting personally with each of you soon.

Best wishes,

Carla Marschall – Director/CEO

THE DIS VISION

Inspire. Move forward. Give back.

THE DIS MISSION

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

THE DIS VALUES

Commitment

Open-mindedness

Compassion

Integrity

Community Agreements

COMPASSION

We choose words and behaviors with intentionality to shape an inclusive and caring community.

We actively support a sense of belonging for all in our community.

We listen carefully, presume positive intent and withhold judgment when interacting with each other.

COMMITMENT

We take opportunities to live the DIS Mission and Vision by contributing to the school both on and off campus.

We inform ourselves of and respect School policies and procedures to ensure a high functioning school community.

We trust each other, and are honest and transparent in our communication.

INTEGRITY

We care for each other in our community by using appropriate communication channels and only sharing information that we know to be accurate.

We respect the privacy of all in our community by following GDPR guidelines.

We follow School procedures for site safety and child protection in order to ensure the safety, security and wellbeing of all children and adults on both campuses.

OPEN-MINDEDNESS

We speak, write and listen in a respectful manner, exhibiting an awareness of multiple perspectives.

We understand ourselves as being part of a collective that contributes to the greater good.

We engage positively and respectfully with diverse ideas and opinions to develop our intercultural understanding.

Global Citizenship Education

Global Citizenship Education



At Dresden International School, global citizenship education is a transformative and life-long process that promotes authentic engagement with local and global issues. Using self-reflection, empathy, and systems thinking, learners devise solutions and take sustainable action.

For students this means:

我们学习更了解世界，学习如何让世界更美好。我们反思自我，理解他人，要事为先，为实现最大益处和最小伤害而采取可持续的策略。

우리는 세상에 대해 배우고 그 세상을 더 나은 곳으로 만드는 방법을 배웁니다. 우리는 성찰하고 타인을 이해하며, 중요한 문제에 대해 고민하여 가장 큰 도움이 되고 피해를 최소화할 수 있는 아이디어를 개발하고 지속 가능한 행동을 합니다.

Ми дізнаємося про світ і про те, як зробити його кращим. Ми розмірковуємо, розуміємо інших і розмірковуємо над великими проблемами, щоб розвинути ідеї та здійснювати сталі дії, які приносять найбільше користі та найменше шкоди.

Wir lernen über die Welt und wie wir sie besser machen können. Wir reflektieren, verstehen andere und denken über große Probleme nach, um Ideen zu entwickeln und nachhaltige Maßnahmen zu ergreifen, die möglichst viel Gutes und möglichst wenig Schaden anrichten.

We learn about the world and how to make it better. We reflect, understand others, and think about big problems to develop ideas and take sustainable action that does the most good and least harm.

Aprendemos sobre el mundo y sobre cómo mejorarlo. Reflexionamos, comprendemos a los demás y pensamos en los grandes problemas para desarrollar ideas y emprender acciones sostenibles que hagan el mayor bien y el menor daño.

हम दुनिया के बारे में सीखते हैं कि कैसे उसे बेहतर बनाया जा सकता है। हम विचार करते हैं, दूसरों को समझते हैं, और विचारों की विकसित, स्थायी और टिकाऊ कार्रवाई करने के लिए बड़ी समस्याओं के बारे में सोचते हैं जो सबसे अच्छा और कम से कम नुकसान पहुंचाते हैं।

私たちは世界について学び、世界をより良くする方法を学びます。私たちは考え、他者を理解し、大きな問題について考え、アイデアを練り、最も有益で害の少ない持続可能な行動を起こします。

Мы изучаем этот мир и то, как мы можем сделать его лучше. Мы рефлексируем, стараемся понять других и задуматься над масштабными проблемами, чтобы разработать идеи и принять долгосрочные меры, которые принесут как можно больше пользы и, по возможности, не причинят вреда.

About DIS

Dresden International School (DIS) provides childcare and an international education from one-year-olds up to Grade 12. DIS operates as a limited liability company (gGmbH as a German acronym) and is financed through school fees, donations, and public subsidies. DIS was founded in 1996 by government and community leaders from Dresden and the Free State of Saxony to further the economic development and international investment in the Dresden region and to contribute to intercultural understanding in Saxony.

Our 500 students represent over 50 different nationalities from the ages of 1 to 18. DIS qualified as an IB World School in 2002. In June 2009, we received full accreditation status from CIS (Council of International Schools) and NEASC (New England Association of Schools and Colleges). This recognizes our high standards of professional performance in international education and our commitment to continuing improvement.

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

Contacts and Structure

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

The sole shareholder is the association "Internationale Schule Dresden e. V.", represented by following members for the 2024/2025 school year:

Board chair:	Prof. Constanze Geiert
Treasurer:	Ralf Stölzel
Board members:	Prof. Dr. Michael Beitelschmidt, Prof. Dr. Anne Grapin-Botton, Jens Heider, Prof. Dr. Anthony Hyman, Frank Schleicher, Dr. Stephanie Taché

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

The DIS managing directors, leadership team and administrative staff are responsible for the day-to-day operation of the school and support the work of the teaching staff. As with teaching faculty, these members of the school staff can be contacted directly.

School Administration

Position	Name	Email address and telephone number
Director/ CEO	Carla Marschall	cmarschall@dresden-is.de 44007 0
Business Manager/ CFO	Andrea Harnisch	aharnisch@dresden-is.de 44007 14
Facilities Manager	Luise Heyne	lheyne@dresden-is.de 44007 29
Admissions Coordinator/ Assistant to Director	Katrin Schreiber	kschreiber@dresden-is.de 44007 16
Marketing	Elise Groeneveld (until Oct) Kathleen Proppé (from Oct)	egroeneveld@dresden-is.de kproppe@dresden-is.de 44007 28
Development	Konstanze Kirsch	kkirsch@dresden-is.de 44007 24
IT Manager	Dr. Dmitry Labanov	dlabanov@dresden-is.de 44007 216
Reception School Campus	Berit Großer	bgrosser@dresden-is.de 44007 0
Accountant	Tommy Glaser	tglaser@dresden-is.de 44007 13

Preschool

Position	Name	Email address and telephone number
Preschool Principal/Deputy Director	Chris Boreham	cboreham@dresden-is.de 44007 19
Preschool Coordinator/ Assistant Principal	Joyce Larson	jl Larson@dresden-is.de 312 54 16
Office Assistant	Wilma de Haas	wdehaas@dresden-is.de 312 54 16

Primary School

Position	Name	Email address and telephone number
Primary Principal/Deputy Director	Chris Boreham	cboreham@dresden-is.de 44007 19
Primary School Office Assistant	Antonella Arvanitis-Dunkel	aarvanitis-dunkel@dresden-is.de 44007 20
PYP Coordinator/ Assistant Principal	Kim Aguirre	kaguirre@dresden-is.de 44007 20
PYP Co-Curricular Coordinator	Silke Wegehaupt	swegehaupt@dresden-is.de 44007 0
Counselor	Dr. Elaine Dolan	edolan@dresden-is.de 44007 0

Secondary School

Position	Name	Email address and telephone number
Secondary Principal	Ana Gonçalves	agoncalves@dresden-is.de 44007 27
Secondary School Office Assistant / Purchasing Officer	Grit Stasik	gstasik@dresden-is.de 44007 27
MYP Coordinator/ Assistant Principal	Flora Mather	fmather@dresden-is.de 44007 0
Director of Studies Grades 11 and 12/Assistant Principal	Wendy Bassam-Coles	wbassam-coles@dresden-is.de 44007 12
Asst. to DP Coordinator/Student Services Technician/ German University Counselor	Antje Kratina	akratina@dresden-is.de 44007 26
Athletic Director & MYP/DP Co-Curricular Coordinator	Tesha Harry	tharry@dresden-is.de 44007 0
Careers Counselor	Stuart Kemp	skemp@dresden-is.de 44007 0
Counselor	Eleanor Wallace	ewallace@dresden-is.de 44007 22

Section 1: Whole School Information

School Locations

Preschool Campus

The Preschool (ages 1–5) is housed in the villa at the preschool campus, Goetheallee 18 (G18), in Dresden-Blasewitz. It is convenient to reach the Goetheallee site by taking tram numbers 12 or 6, exiting at Lene-Glatzer-Strasse, then taking a five-minute walk through the Waldpark.

School Campus

Students in K5 and Grades 1 to 12 attend school at the school campus, Annenstrasse 9, in Dresden-Altstadt. At the school campus, you will find a renovated school building housing most of the Secondary School and administration, a purpose-built building housing the Primary School, libraries, a cafeteria, and a sports hall. The school campus site is easily reached by a five-minute walk from the Postplatz tram and bus stop area. Younger students should be brought to school and picked up. Many parents arrange to carpool to the school campus as parking is limited. Please park outside of the school property. Written permission from parents is required for all students Grade 5 and younger, who use public transportation to and from school without an accompanying adult. Students may also ride their bikes to school. Bicycle stands are available on the school grounds.

Parking at School Campus

The parking opportunities close to the school campus are very limited. We recommend using public transportation or cycling if possible. The closest tram and bus stops to the school are “Postplatz” and “Schwimmhalle Freiburger Platz”. If you drive your child to school, please use the DIS drop-off zone in front of the school to stop and drop off your child. Please be aware that this is a drive-through lane, not a parking zone. Make sure to pull forward so other cars can pull in behind you and off the street. The parking spots clearly marked with ‘DIS’ on the left in the drop-off zone may be used for brief parking whilst dropping off or picking up your child.

To avoid receiving parking tickets when parked in front of the school campus, the school offers a special parking shield. The parking shield needs to be set with the time of arrival to inform the parking attendant. Parents can get their parking shield at the school campus reception for a €2 nominal charge. The parking shield does not allow you to park for an unlimited period of time and will not prevent you from getting a parking ticket if you have been parked for more than 15 minutes. Please be aware that DIS will not reimburse parking penalties.

Admissions

The application takes place [online](#) or in paper format. Please contact the Admissions Coordinator at admissions@dresden-is.de regarding the application process. It is important to note that prior to the formal offer of admittance to the school, parents and children meet with a school leader to discuss the prospects of the child achieving success in his/her academic studies at DIS. At these meetings:

- All previous school records are reviewed in order to agree upon the correct placement for your child.
- Any specific assessments, support or enrichment programmes required are planned.

Parents must submit all relevant documents online such as report cards from at least the last two years of the student's education, plus reports from the current school as well as a picture of the student, health information. No applications will be decided upon until a review of the application has been completed by the academic staff. Applicants take an entrance test in Mathematics, English, and German if the student has language knowledge, followed by an interview. A conditional placement is agreed upon if needed. The final decision on acceptance and placement rests with the Principals and Director.

In line with the school's Admissions Policy and Educational Access Policy, DIS is able to serve students with mild to moderate learning and/or behavioral needs as long as the required resources are available within the specific school section of the child. These policies can be accessed via the iSAMS Parent Portal.

Re-enrolment for the new school year

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

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

Day-to-Day School Operations

Languages

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

The main language of instruction and the language of conversation in PYP, MYP, and DP classrooms is English. There are classes for German as a first or second language from age six onwards. Spanish is taught as an additional language in MYP Grades 6 to 10 and as an option in the DP. Home language classes can also be coordinated for those who choose to. This is based on tutor availability and is funded by the parents. Some home language classes are also offered through our co-curricular programme. Home languages are part of the Grade 11–12 Diploma Programme through the School Support Self-Taught Language A course. Students whose first language is not English are supported through our English as an Additional Language Support (EAL) programme until they are ready to learn independently in English.

Daily Routine at Preschool Campus

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

Daily Routine at School Campus

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

Primary School Morning care: 7:00 - 8:20, (Tue til 8:35)

Lessons:	Mo, Thur, Fri	8:20	-	15:15
	Tue	8:20	-	14:30
	Wed	8:40	-	15:15

After School Care (ASC): 15:15 - 18:00, Tue 14:30 - 18:00

Secondary School

In MYP and DP (Grades 6–12), school operates on a 10-day schedule, from Monday through Friday with lessons that are 60 minutes in length. Classes for MYP and DP students start at 8:30 and finish at the latest by 15:45. Co-curricular activities continue until 16:30 and later.

Meals

The preschool and school campus is nut-free, which means children and adults must not bring any food onto campus with nuts or foods with nut products listed in the ingredients. It is important to respect this restriction because we have several students with severe allergies.

Every student has the option to register with Gourmetta, our food service provider.

Preschool Campus Gourmetta catering service provides one menu daily for Preschool children aged 1–5. A meal costs €4.92.

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

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

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

K5 students as well as students in Grades 1-12 can choose between three different dishes. Meals or components are prepared fresh on campus. Every meal includes a fresh salad or a dessert. Students can choose the individual components. Lunch costs are between €4.42 and €5.44 per meal. Menus are available on the school's [website](#).

Note: Meals must be ordered in advance (latest 8:00 on the day). This can be done by email (bestellung@gourmetta.de) or online (www.gourmetta.de). It is not possible to pay cash. Cancellations are possible every day until 8:00 by contacting Gourmetta directly via phone (0351 3127 117) or via Fax (0351 3127 118) or via the ordering portal.

Attendance

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

Requests for leave of absence outside the normal holiday time must be obtained from the appropriate Principal at least five days in advance via the Application for Student Leave Form.

Parents should not plan holidays during school time, nor assume that the school would provide a release form to parents to show at an airport/border for these periods of time. Parents are advised not to make concrete plans i.e book flights etc. until a leave of application has been formally approved. Forms to apply for student leave are available in the school offices.

For students who are absent because of illness or other unplanned reasons, parents must notify the school campus reception of their absence by 9:00 (reception@dresden-is.de), the Preschool Office (officeg18@dresden-is.de) or use the [online form](#). As a guideline, the maximum period of absence, for any reason, considered acceptable in any single year should not exceed 26 school days (85% attendance).

K5 and Primary students who arrive late to school must first check in at the school campus reception before reporting to class. The teachers record attendance electronically, but only Reception may change the note from “absent” to “late”. When a parent picks up a child from school early, they must notify staff at Reception.

Secondary students who arrive late must sign in at Reception. Students will be marked late in the register.

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

Sign-out Procedure

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

Primary The school day ends at 15:15 (14:30 on Tuesdays) and Primary students are dismissed to go home, join ASC activities or co-curricular activities. Children will join ASC either on the playground or at one of the activities. All children who are leaving need to sign out with an ASC staff member.

Children who do not have permission to leave on their own must be signed out by their parent or guardian, or a designated pick-up person whose details must be provided to the school in written format beforehand. Students are not allowed to sign themselves out independently and then sign back in. Once they have signed out, they need to go home directly.

Secondary Secondary students are not required to sign out when they leave the school campus at the end of the day. Signing out is only required if they leave campus throughout the duration of the school day. Please see Student Code of Conduct for more details.

After School Care

After School Care (ASC) is provided for primary students if needed. ASC is located at both the preschool campus for G18 students, and at the school campus for Grades K5 to Grade 5.

A programme of activities at the school campus begins after school has finished and end promptly at 18:00. Preschool children and students from K5 to Grade 5 receive after school care free of charge.

It is extremely important that students check out at the school entry point with the ASC Staff before leaving the school campus.

Offices can be contacted via the following telephone numbers:

- School Campus: 0351 44007 0 (reception) or mobile phone number 0175-9618631
- Preschool Campus: 0351 3125 416

Holiday Care

During school holidays and teacher in-service days childcare is offered for all students at the preschool and the school campus, up to and including Grade 5. Holiday care is not available during the Christmas holiday and public holidays (*Feiertage*). Preschool is closed two weeks before school starts in August.

Holiday care takes place each day at the preschool campus from 7:30 until 18:00 (during summer break until 17:30) and the school campus from 8:00 until 17:00.

Children in the preschool and in the K5 classes at the school campus are provided with holiday care free of charge. Students of Grades 1–5 will be charged an additional cost.

Report Cards and Student-Parent-Teacher Conferences

Preschool All Preschool children have individual Seesaw student journals where teachers document the child's learning. DIS does not produce written report cards for preschool children.

The first parent-teacher conference is scheduled just before the first day of school in August. For all age groups, parent conferences are held at the end of the first semester. Student-led portfolio conferences for PK3/4 children and parent-teacher conferences for PK1&2 children are held in late spring. If you need to meet with your child's teacher at other times, please make an appointment.

Primary Parents of K5 to Grade 5 students meet with their child's Homeroom Teacher in the first weeks of school - this is called a "parent-teacher connection meeting".

Parent conferences take place in October before the fall break. Students and parents take part in the half-yearly "three-way conferences" and a student-led conference at the end of the year. If there is a need to talk to teachers outside of these times, parents can make an appointment.

For K5 through Grade 5, written report cards are issued twice per year: in February and June. For K5 students, reports are comment based and no rubric based levels are awarded. For students from Grade 1 to Grade 5, rubric based levels of achievement are assigned in the report (Emerging, Developing, Approaching, Meeting and Exceeding). Written comments are also shared about the student's social and emotional development, their development of the IB 'Approaches to

Learning Skills' & 'Learner Profile' attributes and to highlight areas of strength or in need of improvement.

Secondary In Secondary School, report cards are issued twice per year; one at the end of each of the two semesters. Parents have the opportunity to check grades at any time during the semester in Managebac. Opportunities for student-parent-teacher conferences are scheduled every semester. Students and parents are also expected to participate in student-led sortfolio-based conferences with their child's advisory teacher.

Educational Recommendation (*Bildungsempfehlung*)

At Dresden International School, an educational recommendation for the German Oberschule/Gymnasium is provided in Grade 4 only at the specific request of parents. Individual student counseling sessions are held in Grades 3 and 4 prior to the issuance of the educational recommendation. The Primary German team will contact parents and inform them about the possibility of receiving an educational recommendation. Students do not need an educational recommendation to remain at DIS after Grade 4.

The educational recommendation can only be given to students whose German level is high enough to participate in our GLAL (German Language and Literature) class. Due to the requirements of the State Office of School and Education (LaSuB), students of the **GLA class (German Language Acquisition) do not receive an educational recommendation.** They must first attend a preparatory class at an Oberschule when transferring to the German school system in order to improve their German language skills to the point where they can be fully integrated into all classes at a German school.

Communication at DIS

Communication is vital to supporting a well-functioning and supportive school, where school and families work together in partnership. It is an expectation that all families communicate with school community members, for example students, parents or staff, with respect. This is evidenced in our DIS Community Agreements, which can be found in 13 languages on the website here <https://www.dresden-is.de/en/dis-community>.

Direct communication is the most effective way for parents to handle a concern about their child's academic programme. The process of direct communication requires that parents approach the person most closely connected to resolving the concern, which, with most academic issues, is the teacher.

All DIS staff naturally welcome feedback from parents, and teachers regularly make themselves available to deal with parental concerns and questions. It is helpful for parents to schedule an appointment by contacting the teacher directly and requesting an appointment by email. The address is their first initial and last name followed by @dresden-is.de. For example, Carla Marschall can be emailed using cmarschall@dresden-is.de. Appointments may also be scheduled by contacting the Office Assistant to your child's Principal.

It is essential that parents speak directly to teachers, especially the appropriate teacher advisor and class teacher, if there are concerns about the progress of their child/ren.

If the parent and the teacher cannot agree upon a resolution, or if the agreed-upon actions are not effective, parents should bring the issue to the attention of the division Principal, then if necessary, to the Director. This process not only provides the most direct route to resolving a problem, it also opens up the all-important communication channel between parent and teacher.

It is not appropriate for a parent to communicate for and on behalf of any other parent. In the Secondary School the communication chart below should be followed.

Nature of Issue	Curriculum	Social/Emotional
Stage 1	Subject teacher	Advisory teacher
Stage 2	Head of Department	Assistant Principal MYP or DP
Stage 3	MYP or DP Coordinator	Secondary Principal
Stage 4	Secondary Principal	Director

Guidelines for the Use of Emails

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

- Emails can be used to inform the teachers of something that happened at home or ask questions that require only a brief answer. Any dialogue relating to student progress is better addressed in a face-to-face meeting or phone call between parent and teacher.
- If there are issues that require a discussion or a longer explanation, it will be necessary to arrange an appointment with the teacher.
- Teacher schedules may not allow answering emails immediately. However, we will endeavor to acknowledge receipt within 24 hours if it is anticipated that a response is not feasible within 48-72h. Please do not expect an exchange of email communication with teachers after working hours or over weekends.
- Any urgent issues that need to be dealt with the same day need to be communicated via the secretaries.
- Any communication by e-mail between home and school should always be polite, friendly and respectful and in accordance with our school values and DIS Community Agreements.
- The “cc” function should only be used when considered absolutely necessary to avoid over communication and sending the wrong signal to the main recipient.

Emergency Communication

An emergency and/or crisis communication plan is in place at DIS as, during times of crisis, it is natural to want information as quickly as possible. DIS provides its community with the maximum amount of information that is possible and appropriate depending on the kind of emergency and other constraints (i.e. legal dictates, security, emotional well-being of those involved). The safety

and security of all children at DIS are the school's top priorities and all actions taken will reflect this.

Should such an event take place, parents will be informed via one of the following methods:

SMS: when immediate action is necessary

Email: when families need to be informed within one day's notice

Newsletter: regarding an issue, which involves security, but does not directly influence the running of the school

Current Contact Details

Parents must keep DIS informed of any changes to family contact information by contacting the Admissions Office at admissions@dresden-is.de, e.g. address, telephone, emergency contact, or email changes. It is necessary for the functioning of the school and for emergencies to have up-to-date contact and address information.

Information Resources

There are many formal and informal ways for members of the DIS community to communicate with one another. In all communications, parties are asked to use existing and appropriate channels.

School Website	<p>This is the most important source of information for anyone involved or interested in the Dresden International School. The website, www.dresden-is.de, is an overview of the school for the general public. It answers basic questions about DIS and contains programme and admissions information as well as community news.</p> <p>Parents will also find information for families, including a calendar of events and holidays, menus, parent handbook, and detailed information about co-curricular activities and events. The iSAMS Parent Portal can be accessed via the school website.</p>
Preschool/ Primary Communication	<p>Preschool teachers document the week's learning with a short summary on Seesaw. We also use Seesaw to send messages to parents and as an information resource from the teachers to the parents.</p> <p>K5 to Grade 5 students have an online portfolio via Seesaw. Teachers and students update this learning journal regularly. Teachers post a weekly message outlining the learning that has occurred and includes any important information and updates.</p>
iSAMS Parent Portal	<p>The iSAMS Parent Portal contains a variety of information for families. For example, student and parent-related school policies are shared via the Parent Portal as well as the reports for primary-aged students in February and June. More features will be made available during the 2024-25 school year. This will be communicated at the time.</p>
DIS News & Notes	<p>The newsletter is sent out regularly (except during [bank] holidays) via email to families who have signed up to the distribution list. The DIS</p>

<p>Facebook / Instagram</p>	<p>News & Notes provides an overview of the past week’s happenings and information about upcoming events and areas of interest. It also informs parents of special school activities such as meetings, mission, vision, performance, and community happenings.</p> <p>If DIS community members would like to submit an item for inclusion, please contact the newsletter team (disnewsletter@dresden-is.de).</p> <p>If you want to sign up to receive the newsletter, please send an email to disnewsletter@dresden-is.de.</p>
	<p>Are you following us on Facebook and Instagram? Head on over to our Facebook page and Instagram profile and click the "like" and "follow" button. Share your thoughts and experiences with other people. Stay informed.</p> <p>While we welcome your comments through our social media channels, for your safety and security please do not post confidential or sensitive information.</p>

<p>School TV Monitors</p>	<p>The DIS School Campus has TV monitors on each floor of both school buildings, and the sports hall where upcoming events, projects, news and information can be found. Information on our current solar energy production can be found on a screen in the Atrium.</p>
<p>Assemblies</p>	<p>Assemblies serve a number of purposes including building school spirit, showcasing talent, educating students, celebrating holidays, and distributing awards, just to name a few. Parents are welcome to attend.</p> <p>Primary assemblies take place on a regular basis.</p> <p>Secondary assemblies take place during extended advisories. Awards assemblies are held once a semester.</p> <p>Whole School Campus assemblies (K5–12) are held roughly 1–2 times a year, depending on the events celebrated together.</p>

School Conduct, Safeguarding and Safety

Rights and Responsibilities

Each student, parent, staff member, and Board of Directors member in our school community has the right to be treated with respect, courtesy, and consideration by all other students, parents, staff, and Board of Directors members. As an IB World School, our community members are compelled to act towards others as internationally-minded citizens. Our expectation is that all members of the community model the school values of Compassion, Commitment, Integrity and Open-Mindedness.

Child Protection Policy

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

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

The [Child Protection Handbook](#) with related policies and works agreements is applicable to all adults interacting, involved and working with any child at DIS, including but not limited to parents, guardians, other family members, teachers, coaches, volunteers, interns, assistants, school leadership, board members and office staff. All employees and volunteers must be familiar with and adhere to the Child Protection Handbook in work-related activities.

Student Code of Conduct

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

All DIS students are expected to adhere to the DIS Student Code of Conduct. It is based on the principle of respecting the rights of other students to be able to learn without interference. Students are expected to interact in a respectful and friendly way with their fellow students, their teachers, and all other school staff and visitors to the school. When outside on the school grounds, students are expected to show respect and care for their surroundings.

Students are not allowed to leave the school grounds without parental permission and the agreement of the school office. Only Grade 11 and 12 students can leave the school grounds during breakfast and lunch breaks and must sign out and back in when returning to campus.

Parents of MYP and DP students are referred to the appropriate section in their child's student planner or on the student dashboard where the details of the Student Code of Conduct are written.

Student Behavior Expectations

The purpose of the school's behavior guidelines is to help students learn to act responsibly and solve their problems effectively. Students are required to adhere to the school's Code of Conduct and Behavior Management Policy. Breaches of this policy may vary in its consequences depending on the school section, with specific details available in each section's document. Staff members are expected to enforce these rules and procedures fairly and consistently for all students. Overall, DIS embraces a positive behavior management approach and uses restorative practices when dealing with conflict resolution amongst peers.

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

When a student continues to act inappropriately and the classroom teacher has exhausted classroom management options, or when a single action by a student is sufficiently severe, the student will be referred to the Head of Department or Assistant Principal (Secondary) / Principal (Primary).

Expulsion from school

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

The Student Behavior Management Policy can be found on the iSAMS Parent Portal.

Parent Concerns

A parent or guardian with a concern, complaint or grievance about any school matter should always first approach the staff member(s) directly involved or concerned in order to resolve the matter. If an acceptable solution cannot be found, the next level e.g. Principal, should be presented with all the facts in an open manner, continuing up to the Director if necessary. If the Director deems it necessary, she will request a written statement and consult all parties involved. The decision of the Director will be final.

Parental Conduct

DIS is a safe and supportive community, where relationships between staff and with other adult members of the community, especially parents, must demonstrate mutual respect and a recognition of shared responsibility for student welfare and educational progress. Parental involvement is an important factor in educational success and in dealing with emerging issues with child's learning at an early stage. Our [Community Agreements](#) detail how we behave as a community in order to model our values to our students.

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

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

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

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

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

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

Identity Cards

All parents are required to wear their DIS ID cards when entering the building and while staying on the school campus. This enables us to ensure that all adults on campus are known to the school and have permission to be there. All new parents receive their lanyard and

ID card with the start of their child at DIS. The ID card (with plastic cover and lanyard) will be free for new families. Replacement cards cost €10 (please order via reception@dresden-is.de). Cards for extended members of the family who regularly pick up children, e.g. a grandparent, can also be purchased for €10. Staff members will be checking that all parents are wearing their ID cards while coming onto campus.

Visitors who do not have their own DIS ID cards must wear a visitor ID. In this case you have to sign in at the front desk, take a visitor card and wear it while you are on campus.

Guests

Guests are welcome to visit our school. They will need to register with the school office in advance or upon their arrival. If parents need to meet with a teacher, an appointment is necessary. Guests proceeding further into the school must either be escorted by a staff member and wear a parent or visitor ID badge. Adult guests who are in the school for a full school day or more are also required to sign the Safeguarding Code of Conduct form.

Former DIS students who wish to visit are encouraged to plan their visit during breaks or after school. To attend classes with their former classmates, students need permission from the school principal, who will liaise directly with the class teacher(s). A Visitor Request Form must be completed and submitted at least 7 days in advance of the intended visit. Filling in this request form does not guarantee it will be approved. Student guests would normally be welcomed up to one day only so as to minimise disruption to teaching and learning.

Student Welfare

Illnesses & Injuries

All parents must ensure that the school office has updated student health information. Please provide any health information updates for your child. If your child has any specific health issues that the school must be aware of, please send us details to admissions@dresden-is.de.

Should your child contract a communicable disease, please notify the school. We will inform other parents of any relevant exposure risks.

Please call the school office (see Contacts and Structure), Preschool or School Campus, and leave a message by latest 9:00 or send a note to reception@dresden-is.de if your child is sick.

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

For Primary and Secondary students, a doctor's note is compulsory when the student is absent for five days or longer. In Secondary School, a doctor's note is essential on the first day of absence if absence coincides with a summative assessment. A doctor's note is also required for the long-term absence from PE/Swimming. Parents must get this note from the Juvenile Health Service (Jugendärztlicher Dienst).

In case your child is sick due to a virus/contagious disease (such as whooping cough, measles, mumps, rubella, scarlet fever, lice, etc.), you must inform the school. We have to report these illnesses to the state health office. In addition, there has to be an announcement to the school community so that parents are notified. A doctor must give approval that the child can go back to school. In special cases, the school can require a written note from the doctor. Should a child become ill at school, parents will be notified by telephone.

If children are found to have head lice, they should be kept home for treatment until the prescribed treatment has been concluded and deemed effective. Parents are obligated to check their child's head for lice regularly, especially after holidays.

The staff will deal with minor accidents, and parents will be notified if necessary. If a child needs to go to the hospital, we will telephone parents and inform them to which hospital the child has been taken. If parents are not available, we will call the emergency contact. If an accident should occur on an excursion away from school, we will follow the same procedure.

You must notify the school office immediately with any changes in contact information.

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

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

Parents must also fill in the parental agreement form if a child will self-medicate during the school day with prescribed medications, i.e. antibiotics, etc.

Smoking/Alcohol/Drugs

Student smoking, drinking alcohol and taking of any drugs is not permitted on or near school premises or during school-sponsored study trips or events. Students found doing so will face consequences in accordance with the Student Behavior Management Policy. Our school campus is also a non-smoking zone for all adults.

Emergency Drills

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

At DIS emergency fire drills and Harbor-in-Place drills are carried out periodically each year.

Section 2: School Life

Dress Code

With the belief that proper dress is integral and conducive to a learning environment, we require that students wear appropriate, non-distracting, inoffensive clothing. Slogans and logos on clothing must not include vulgarity or references to drugs or alcohol.

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

Lockers

Every student from Grade 1 to Grade 12 will be given a locker in which they can keep personal belongings while they are at school. Younger Primary students are given a personal locker which does not require a key.

Lost Property

Lost items which are found on one of the school campuses are taken to a “Lost and Found Box” in each building. Please check the box when you have lost something. Periodically throughout the school year, items that have not been claimed will be donated to charity.

Students are strongly encouraged to leave valuables that are not needed for educational purposes at home. Secondary students may use personal laptops, but must take care to ensure their security at all times and to use them according to the DIS Computer and IT Use Policies, which is available at the student portal and with the Admissions Coordinator.

Electronic Equipment

Preschool/Primary

Personal electronic devices may not be used on school premises, especially during lessons and during school activities outside the school premises, and must be switched off. Mobile phones, smartwatches, and other electronic wearables must be stored in a Yondr pouch during the school day. This will be loaned to the student by the school, with any damaged pouches needing to be replaced for 30 EUR. Other electronic devices, such as an MP3 player, should be stored in the lockers. If a student is found to be using any of the electronic devices listed here, the device will be confiscated by the teaching staff and returned to the student at the end of the school day. This will take place at the reception. The only exception to this is the explicitly permitted use of the device during lessons, which will be authorized by the respective teacher.

The school is not liable for the loss or damage of personal electronic devices.

The school office phone is for school business only and students should only use it in case of emergency, i.e. sickness, etc. Students should not use the school phone for personal calls.

MYP/DP

Mobile phones, smartwatches, and other electronic wearables may not be used on school premises, especially during lessons and during school activities outside the school premises, and must be switched off. They must be stored in a Yondr pouch during the school day. This will be loaned to the student by the school, with any damaged pouches needing to be replaced for 30 EUR. Other electronic devices, such as an MP3 player, should be stored in the lockers. If a student is found to be using any of the electronic devices listed here, the device will be

confiscated by the teaching staff and returned to the student at the end of the school day. This will take place at the reception and/or Heribert Heckschen Center (Secondary library). The only exception to this is the explicitly permitted use of the device during lessons, which will be authorized by the respective teacher.

The school is not liable for the loss or damage of personal electronic devices.

The school office phone is for school business only and students should only use it in case of emergency, i.e. sickness, etc. Students should not use the school phone for personal calls.

BYOD – Bring Your Own Device (Secondary Students only)

Primary students have access to school owned iPads and Chromebooks when at school. It is expected that students use the devices appropriately and respectfully.

Secondary students are expected to bring their own computer device everyday as part of their required school supplies from Grade 6 onwards. Their device will serve as one of many learning tools that teachers and students will be utilizing on a day to day basis.

The BYOD Programme is intended to provide balanced and meaningful use of technology integrated by teachers throughout student academic curriculum. This will facilitate our learners to develop essential 21st century technology and digital citizenship skills needed in today's world.

We recommend the use of Chromebooks in the school. Any Chromebook less than three years old is suitable. We will also be able to support Windows 10 and MacOSX Mojave and higher. All devices must have the Chrome Browser installed. The latest version of the browser can be [downloaded here](#).

Computers

All computers, including those in the classrooms, are fully networked with supervised internet access. Students enrolled in the Primary School are not allowed to use school computers without adult supervision. Further, DIS has IT Acceptable Use policies which specify the important ground rules that students must follow when using computers, IT services and IT equipment. The policies can be accessed on the student dashboard and with the Admissions Coordinator.

Books and Materials

Students are expected to be responsible for personal and school materials. All textbooks remain the property of DIS; they are loaned to students who must pay for replacement of lost text and library books.

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

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

School Libraries

School Campus:

- Primary library for children in K5 to Grade 5
- Secondary library (Heribert Heckschen Center) for Secondary School students

Preschool Campus:

- Preschool Library (students ages 1 to 5)

Students use the learning resources in the libraries during class time but are also encouraged to check out materials for research or to read at home. Through donations and school purchases, the libraries have acquired 45,000 volumes, including online subscription databases. The libraries are open to students during school hours. DIS welcomes donations of books to develop its collection of books in students' native languages.

Home Learning

Home learning in the Primary School at DIS

- Supports lifelong learning as part of our [DIS mission](#) to create self-sufficient individuals and the [DIS definition of learning](#)
- Promotes learner agency and is accessible for all learners
- Is optional and therefore supports a balance between home and school life
- Complements and reinforces school learning
- Acknowledges that learning also happens outside of school and through a variety of activities

Independent Reading, Reading Together, Listening to Reading

Reading for pleasure has consistently been proven to have a large impact on learning and academic achievement across all subject areas. In Primary School we encourage and support a culture of reading and are advocates for the [International Reading Association's 'Right to Read' declaration](#). Reading is an act that promotes learning and growth. It is expected that each student is engaged in reading every night.

In addition, students may be asked by their teachers to explore and reinforce concepts taught in class. These activities might include maths practice, spelling patterns in English and German or handwriting/typing practice.

Students in Grades 3 to 5 may also use ALEKS (our online math learning platform) for 10–15 minutes 3 times a week.

Students who receive additional support from our EAL and/or Student Success teams may also complete additional activities to reinforce skills and concepts learned at school.

Home Language Learning

As a diverse, international community, our students are multilingual, often speaking more than one language. At DIS, we acknowledge the importance of home languages as the foundation of all other language learning. Families play a crucial role in maintaining and developing a student's home language. Students often need extra opportunities to practice, consolidate and extend their home language.

- Additional support for home learning in German will be provided by the German teachers in consultation with families.
- We encourage families who have home languages other than German to also seek learning opportunities to support their children at home.

Home learning in the Secondary School

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

Field Trips

Field trips will be announced in advance. Parents are notified of their child's upcoming participation in the particular field trip and for overnight trips, will need to sign a permission slip. Overnight study trips will require payment by parents towards the cost of the excursion.

Day trips within Dresden	DIS pays 100% of the entrance and registration costs Parents pay 100% of the transportation costs
Sports trips	Parents pay 100% of the total costs
Overnight trips	Parents pay 100% of the total costs for the trip, for mandatory trips up to € 575 at maximum.

On field trips, students must behave in accordance with the school's Student Code of Conduct to ensure the safety of the group. Parents may be asked to pick up a child from a field trip at their own expense if the Student Code of Conduct is not upheld.

Co-curricular Activities

As an international day school, we offer our students an additional daily educational and recreational programme from 15:15 to 18:00, in addition to their regular school programme.

At DIS our after-school activities are termed co-curricular, as we view these enriching experiences as complements to the taught curriculum, not simply "extras" beyond the school day. In the past few years we have had a large and diverse set of offerings for our co-curricular programme – ranging from sports, games, and hobbies to modeling and mask-making clubs.

The Co-curricular Philosophy Statement is as follows.

At DIS we provide a co-curricular programme that embodies the principles of the International Baccalaureate, fostering sustainability, inclusivity and student engagement.

We offer a choice of exciting, age-appropriate and balanced co-curricular experiences that support the holistic development of each individual. Our programme includes a diverse range of activities and opportunities, classified in six categories, that empower students to explore and develop their passions, cultivate their talents, enhance leadership skills and contribute positively to their communities.

The programme aims to build a sense of belonging and offers students opportunities to build skills toward becoming compassionate, socially responsible, lifelong learners.

A graphic of the co-curricular programme support this philosophy, highlighting the six co-curricular categories:

- Arts & Performance
- Create & Innovate
- Learn & Lead
- Language & Culture
- Our Values in Action
- Sports, Movement & Wellbeing



These activities are promoted and coordinated within the whole school by the Primary and Secondary Co-curricular Coordinators and Athletic Director/Co-curricular Coordinator (MYP/DP). The latter is also our school representative on the German International Schools Sports Tournaments (GISST) Association and with them promotes, coordinates, and hosts competitive secondary school events in volleyball, basketball, and cross-country running.

Depending on their personal interests and experience, the co-curricular programmes provide students the opportunity to try out activities, acquire new knowledge and develop already existing abilities. Our central task is to strengthen personal growth, to encourage learning and to promote

exchange and collaboration between students. It is particularly important for Secondary School students to take part in co-curricular activities, to ensure that they learn to use their free time constructively and to provide balance in their busy lives.

We believe in promoting a healthy balance between schoolwork and family, and we wish to support all of our students in achieving this. Most co-curricular activities are offered for free. It may be necessary to charge for activities that are led by an external provider, or for aspects of a particular club that involve travel or tournament fees.

Student Leadership

The Primary Student Leadership Group (Grades 2–5) meets regularly to provide advice, ideas for improvements and to provide leadership opportunities in the Primary Section of the school.

There is also a DIS Student Voice Coalition including a Student Advisory Board in the Secondary School.

In the Secondary School, student leadership opportunities are available through the co-curricular programme as well as through the planning and facilitation of school events.

Athletic Programmes

Dresden International School sports programmes promote sportsmanship, commitment and teamwork among students outside of school hours. Our athletic programmes host an array of team sports throughout the school year.

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

DIS has been a member of GISST since 2003. GISST consists of 12 international schools around Germany. Each member school hosts one to two tournaments a school year with over 80 participating students competing in each tournament.

GISST gives students a safe tournament environment to compete against other international school teams within the conference, and also provides an opportunity for students to integrate socially. Details of events can be found [here](#).

Physical Education (PE)

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

Some of the PE lessons in the Preschool and Primary School are taught in German to support German language acquisition.

For PE classes at the school campus, DIS students use the sports hall. If DIS students are using another facility for sports, the school provides a bus shuttle to the sports facilities and back. Local swimming pools, ice-skating rinks and tennis courts may also be used from time to time for PE classes.

Swimming classes are incorporated into the PE curriculum for K5 - Grade 5 students.

PE Uniforms

At DIS, all students (at School and Preschool Campus) need to wear the mandatory uniform for PE (including indoor and outdoor sports shoes).

1. Any black or grey sport pants or shorts

- PE shorts/ pants must have an elastic waist and be modest and appropriate for sports

2. Any non-marking sport shoes

- No sneakers or street wear shoes
- Athletic/running shoes are required

3. DIS PE T-Shirts (navy blue)

- Students, who need to wear long-sleeve T-Shirts for religious reasons, will be able to order an appropriate shirt.

4. Jacket

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

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

Student Support Services

The Student Support Services Team exists to support students through their educational career at the Dresden International School and to foster a culture of inclusion. We provide counseling, special educational services, and English as a second language support to students identified as having specific needs. Our goal is to assure that all students are able to achieve their highest level of success at our school.

English as an Additional Language (EAL)

The EAL programme exists to ensure that students arriving at the school without or with limited knowledge of English are supported during their acquisition of English or further development of academic language skills. The aim of the programme is to develop the student's knowledge of social and academic English to the level at which they are able to participate in all aspects of school life, to access the curriculum and to achieve their potential. The language programme is adapted to the age and the needs of the student.

Learning Support

DIS recognizes that students with learning differences need support in gaining the skills and knowledge necessary to access the school curriculum at an age appropriate level. Students who enter school with a learning diagnosis or who are referred by parents or staff members will receive a learning support plan that is developed in collaboration with parents, the student, teachers, and outside professionals. Within the limits of financial and staffing resources, DIS can offer students who have been diagnosed with specific learning disabilities, physical and sensory differences, and mild developmental disorders support in one or more of the following models: in-class support and accommodations, small group direct instruction, and pull-out intervention

Counseling Services

At DIS, the support and well-being of all students is our highest priority. This is overseen by our counseling team. The counseling team consists of the Primary and Secondary School counselors and a career counselor, all of whom offer a comprehensive range of services for all students. The services offered by the career counselor aim to promote students' academic and career choices. The services offered by the Primary and Secondary School counselors are aimed at supporting students' social and emotional development.

The counseling department aims to support all students through their education at DIS by addressing personal, social, academic, and career skills needed to achieve success while at DIS and beyond. This aim will be realized by providing a confidential and safe environment for students to receive individual and group counseling, referring students to outside resources as required, advocating for students' well-being, supporting the healthy transition of students to and from DIS, assisting in the teaching and implementation of a school-wide guidance and pastoral programme, providing support and assistance to parents, and fostering a school community that is educated about the students' emotional and social needs.

The team works closely with the DIS learning community, such as students, teachers and parents, through in-person counseling and the implementation of a developmentally appropriate career and wellbeing curriculum.

The Role of the School Counselor

The main role of our primary and Secondary school counselors is to support the social and emotional wellbeing of students by delivering services that take into account the uniqueness and diverse background of each student. The services offered by our school counselors adhere to the International School Counselor Association and American School Counselor Associations standards and recommendations. The counseling programme is delivered through both direct and indirect student services. Direct and indirect student services combined take up 80% or more of the counselor's time. The remaining 20% is for programme management of the counseling programme, supporting school activities, and professional development.

Direct Student Services

Direct student services are provided by the counselors in-person through three main areas: delivery of the DIS social and emotional wellbeing curriculum, in-person meetings (individual student or groups), and responsive services.

1. Wellbeing curriculum:

Our comprehensive wellbeing curriculum is developed using the ISCA Counseling Core Curriculum Scope and Sequence, CASEL recommendations, and SELCP standards and benchmarks for international schools. Lessons are delivered in classrooms in a developmentally appropriate way by our school counselors or other staff members. These lessons can involve direct instruction and/or group activities. The wellbeing curriculum is also designed in collaboration with the Whole School Social and Emotional Wellbeing Coordinator.

Examples of topics covered in the PYP include: understanding one's emotions, staying safe, bullying, and healthy friendships. The MYP/DP counselor supports extended advisory lessons which are proactive in providing educational information to promote wellbeing, such as substance use/abuse, stress management, and healthy relationships.

2. In-person meetings:

Support for individual students or groups of students is typically short term, planned and solution focused. This solution oriented approach involves support for social and emotional issues that prevent students from accessing the curriculum. It guides students in identifying problems and their causes, helping them make decisions and taking appropriate actions. This service is offered to students experiencing transitions to and from other schools, during a stressful period, or life change.

Please note that DIS counselors provide short term focused support for students, but do not provide therapy to students. The role of the counselor is to support students in accessing the school curriculum, and to refer to outside services when needed.

At DIS we want to make sure that new students are supported during their transition to DIS, and that students who are leaving also receive some support. Counselors are involved in welcoming new students to the school and helping them adjust to their new environment.

3. Responsive services:

Counselors deliver responsive services when issues arise for a student within the school setting that require immediate attention, or during a crisis event.

Indirect Student Services

Indirect student services involve the counselor interactions on behalf of students, to increase their wellbeing. This might involve consultations and collaborations with or referrals to external support services when needed. Student confidentiality will be protected in these instances, and counselors will request the relevant signed permissions from parents in advance when information will be shared.

1. Referrals:

Counselors can refer students or families to specific outside agencies or therapists when further support is needed.

2. Consultation:

Counselors may consult with parents, staff and outside agencies to gather or share more information about a student, with the aim to promote the wellbeing of the student.

3. Collaboration:

Counselors will collaborate with DIS staff members, family members, and the greater school community to promote student wellbeing. Counselors may achieve this by working with outside agencies, advocating for student supports, organising or delivering parent workshops, establishing partnerships with local community groups. Counselors also support student wellbeing through the delivery of parent talks and coffee mornings, and posts in News and Notes. Our counselors are also members of the school's safeguarding team and assist with crisis response.

Counseling Referral Process

Referrals of students for school counseling services can be made by staff members, family members, outside agencies, school counselors, or students themselves.

Referrals made by staff members, will be made by completion of an online form. The staff member must then follow up with the counselor and provide all evidence gathered for this referral. The counselor will then meet with the student. In PYP, if the counselor decides that the student would benefit from counseling support, then the parents must be notified by the teacher that they have referred this student.

Referrals made by parents of students can be made by contacting the school counselor directly. An appointment can then be made with the counselor to discuss the individual student. In the PYP, a signed parental consent form will be required for students who will attend a number counseling sessions.

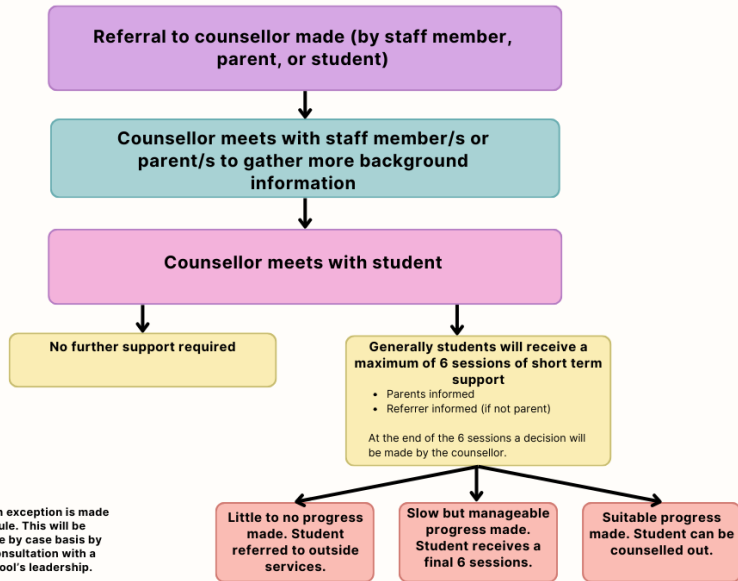
If a child will be receiving counseling at DIS, appointments will be made based on the availability of the counselor, and the urgency of the situation. Depending on the individual needs of the student, the duration between the appointments may vary, for example weekly, monthly etc. Students will be given a maximum of six appointments. After six appointments, the counselor will review the case and decide whether the intervention is working or not. If the student is progressing, but slowly, a second session of six appointments may be offered (rare occasions). This will be decided in consultation with the school principal. If the student is not progressing, then the parents will be contacted and requested to seek the support of an outside agency.

Appointments will last a maximum of 25 minutes for PYP students, and up to 50 minutes for MYP/DP students. Appointments for Primary students should be made during instructional time, when possible. In PYP, communication about appointment times will be with the classroom or specialist teachers. In MYP/DP, communication about appointments will be made directly with the student, either through email or in person.

Please note that students have the right to refuse or discontinue counseling at any time. It is the job of the counselor to ensure the student's rights are respected. A referral may be recommended for outside support services.

Staff may also receive limited support and services from the counselors. Information about external counseling agencies can be provided.

DIS COUNSELLOR REFERRAL PROCESS FLOWCHART



Privacy and Confidentiality

A student's right to confidentiality is essential in maintaining trust in the counseling relationship. However, counselors have a duty to explain to students that there are limits to this confidentiality, such as legal and ethical requirements. The right to confidentiality can be broken if the counselor believes that the student is at risk of harm or there is a threat of suicide or self-harm. When confidentiality needs to be broken, then only a limited number of people will be alerted to this specific concern.

Safeguarding and Child Protection

The counselor is an important member of the child safeguarding team. The counselor is familiar with the child safeguarding handbook, and the process and procedures involved in dealing with safeguarding cases. If an issue is disclosed by a student or another person, this matter will be brought to the designated safeguarding lead.

Ethics

Our counselors adhere to the American School Counselor Association's Ethical Standards for School Counselors (2016), and Professional Standards and Competencies, as recommended by ISCA. These standards help guide professional practices and decisions made by our school counselors.

Transition Services

As an international school, we have a mobile community. The process of changing schools and countries can be overwhelming, and students, staff and families can encounter culture shock, language barriers and feelings of isolation. To better assist our students in this process, the Counseling Department also provides services which help students' transition into and out of our school. This includes a new student and parent orientation, a parent orientation in the Primary and Secondary School and exit counseling available for all students. Providing time for reflection, opportunities to say goodbye, and a chance to look ahead is important in creating a positive and healthy transition. Parents are encouraged to contact the counselors for more information on transitions and culture shock, or if they feel their child is experiencing difficulty transitioning into or out of DIS.

Our transitions services additionally include support and services with the changing expectations, requirements and responsibilities within our school's IB programmes. Preparations for transition include moving from the Primary Years Programme (PYP) into the Middle Years Programme (MYP) and from the Middle Years Programme into the Diploma Programme (DP).

The Role of the Career Counselor

Careers counselors support students in learning and applying for further education opportunities within Germany and internationally. Careers counseling assists our MYP/DP students by delivering a careers curriculum for grades 9 through 12 and supporting MYP/DP school advisory lessons. The career counselor provides direct services in group and individual meetings to advise on tertiary education opportunities, support students with College/University admissions applications, and the development of student self-management skills (such as self/time-management, personal organization and study skills).

Section 3: Parent Involvement at DIS

Parent Council

The Parent Council is a group of parents elected by all parents in the school to represent their views. The election takes place at the beginning of every school year. Each grade level including the Preschool is represented by a Parent Council representative and a deputy.

The Parent Council represents parent's interests and concerns to the school and ensures parent perspective is communicated and considered. It maintains clear, structured and regular communication between school leadership and parent body. The Parent Council also supports transparency and trust between school and parents.

Contact the leadership team by sending an email to disparentcouncil@gmail.com.

Fundraising Association

The school is also supported in their work by the Fundraising Association (*Förderverein*). The members organize fundraising events and develop creative projects to ensure the financing of important school projects. In addition, the Fundraising Association identifies donors and sponsors and relies upon the active support of parents for this.

The *Förderverein* is composed of parents and representatives of the Dresden business and academic communities. The board members for 2024/2025 school year are: Frank Schleicher (Board Chair), Antje Assmann, Prof. Dr. Michael Beitelschmidt, Jane Dietrich-Schendel, Thomas Richter, Ulrich Rienth and Dr. Katharina Schwanitz.

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

Volunteers and Parent Partnership

DIS benefits from the great support of its volunteer community. Parent volunteers are a very important part of a successful school and volunteers are needed in every capacity, big or small, English, German or other languages, both in and out of the classroom.

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

Community Room & Parent Library

The Community Room in Building B on the school campus is a place parents can come together.

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

If you are interested in booking the room for a parent meeting, please send your request to communityroom@dresden-is.de.



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