

The logo features a red globe icon with white grid lines, positioned to the left of the word "Dallas".

Dallas **International** **School**

FAMILY HANDBOOK

Churchill Campus

2025-2026

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INTRODUCTION

FOUNDATIONS OF A DIS EDUCATION

At Dallas International School, our academically rigorous programs—conducted in multiple languages—seamlessly integrate the prestigious French National curriculum, the innovative practices of American education, and the comprehensive International Baccalaureate Diploma Program, which includes the Advanced Bilingual Diploma. This educational journey is a collaborative effort that involves students, teachers, staff, and families, all contributing to an intercultural learning environment. Our institution is grounded in three core principles:

1. Academic Ambition
2. Global Citizenship and Leadership
3. Community Spirit

DIS MISSION STATEMENT

Dallas International School (DIS) provides a world-class education to students from diverse backgrounds, preparing them to contribute meaningfully to a dynamic global society. Through an internationally recognized curriculum, multilingual instruction, and exposure to a wide range of cultural perspectives, we embody the spirit of our mission statement:

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

DIS CORE VALUES

From an early age, students at Dallas International School are introduced to our fundamental principles under the mentorship of our counselors, experienced faculty, and staff. These values are woven into every aspect of the educational experience, guiding students on their journey of personal and academic growth.

- **Empathy:** The ability to move beyond oneself, to identify with others, and to walk a mile in another's shoes.
- **Integrity:** An extension of honesty; it is doing the right thing even when no one is watching.
- **Resilience:** The ability to recover quickly and to persevere in the face of setbacks and disappointments.
- **Respect:** Demonstrating regard for oneself and others; being thoughtful and considerate in all interactions.
- **Responsibility:** Being accountable, striving to meet commitments, and keeping one's word.

DIS CORE PRINCIPLES

A DIS education is rooted in the values of an immersive, multicultural, and inclusive learning experience. We prioritize:

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

We believe that a challenging and innovative academic program cultivates:

- Critical and creative thinking
- Intellectual curiosity and a love of learning
- Effective learning methods and a strong work ethic
- Balance between intellectual, emotional, and physical development

We also believe that an encouraging and positive environment fosters:

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

SCHOOL OVERVIEW

AFFILIATIONS AND ACCREDITATIONS

Dallas International School holds numerous affiliations and accreditations that reflect our commitment to high standards in education. These partnerships ensure that DIS aligns with global educational best practices, providing students with a rigorous, well-rounded education that is recognized worldwide.

French Ministry of Education

Accreditation by the French Ministry of Education, recognized within the world's largest educational network, confirms that DIS adheres to the standards, curricula, educational goals, and administrative regulations of the French education system. This accreditation also ensures that students can transition seamlessly between accredited French schools without the need for entrance examinations.

Independent Schools Association of the Southwest (ISAS)

Dallas International School is accredited by the Independent Schools Association of the Southwest (ISAS), a prestigious organization that upholds the highest standards of excellence in independent education. This accreditation is a testament to the rigorous academic programs, strong ethical practices, and the overall quality of education that DIS provides. ISAS accreditation is important because it ensures that our school meets the stringent criteria set by the association, which includes a comprehensive evaluation of our educational programs, governance, finances, and community involvement.

International Baccalaureate Organization (IBO)

The International Baccalaureate Organization aims to develop inquisitive, knowledgeable, and compassionate young people who strive to create a more peaceful and equitable world through intercultural understanding and respect. Dallas International School is among a select group of IB schools worldwide that offer the Advanced Bilingual Diploma, with our core principles closely aligning with the IB Learner Profile.

Texas Association of Private and Parochial Schools (TAPPS)

As a member of the Texas Association of Private and Parochial Schools (TAPPS), DIS is committed to fostering leadership, camaraderie, integrity, and sportsmanship among students at member schools. TAPPS promotes healthy competition in academics, athletics, and fine arts, supporting the holistic development of all participants.

The University of Texas at Dallas (UTD)

DIS has enjoyed a collaborative relationship with The University of Texas at Dallas (UTD) for over fifteen years, facilitated by our close proximity to the Waterview Campus. DIS athletic teams benefit from access to UTD's sports facilities, while students regularly visit the nearby technology center with their teachers, enhancing their educational experience.

FUNDRAISING OPPORTUNITIES

Fundraising is vital to the continued development and success of our school. While fundraising may not be a common practice in traditional French schools in France, it is essential for DIS. Funds raised help to provide resources for short-term needs, such as technological improvements, laboratory and library facilities, and other amenities for our students and staff. Moreover, fundraising supports the achievement of long-term goals, the expansion of our facilities, and the enhancement of the programs we offer.

Foundations and corporations often look to the level of parental commitment to a school before determining whether to extend their support. Therefore, DIS strongly encourages 100% participation by parents and guardians in the Annual Fund Campaign, to the extent possible. Full participation will significantly increase the school's chances of securing support from corporations, foundations, and the broader community. Parental and guardian involvement in fundraising activities is crucial to helping DIS obtain funding from external sources.

The following are some of the major fundraising events and activities at DIS:

- **Annual Gala:** This exciting annual event features formal dining, dancing, live and silent auctions, raffles, and community sponsorships. Funds raised support various programs and projects at the school. This year, the Gala will celebrate the Year of Thailand.
- **Annual Fund Campaign:** This event reaches out to the parent and guardian community for donations that support the operating costs of the school, including teacher development, books and materials, technology support, financial aid, and more. The campaign begins in the fall, with North Texas Giving Day in September marking the launch of the online campaign.
- **North Texas Giving Day:** This is an annual online giving event that brings together our entire North Texas community to support local nonprofits like Dallas International School. It's a powerful opportunity to amplify your impact through community momentum, matching funds, and shared generosity. This year, North Texas Giving Day will take place on Thursday, September 18, 2025.

COMMUNITY POLICIES, PRINCIPLES, AND EXPECTATIONS

NON-DISCRIMINATION POLICY

Dallas International School (DIS) is non-denominational and committed to fostering a diverse and inclusive environment. We do not discriminate based on race, color, religion, gender, national, or ethnic origin in the admission of students. DIS seeks to admit children who will benefit from its educational philosophy, values, and programs, promoting a community of mutual respect and understanding.

CHILD PROTECTION POLICY

The safety, security, and well-being of every individual on our campus are paramount to the health and success of our school community. Protecting our students is at the heart of our mission, and all adult members of the community play a vital role in ensuring this. Our Child Protection Policy outlines essential elements that are non-negotiable in their application, including:

- Background check requirements
- Student guidance and discipline protocols
- Duty to report any suspicions or incidents of abuse or neglect
- Child protection practices and procedures
- Clear definitions of child protection terminology
- Signs and symptoms to alert educators to potential issues
- Additional guidance for teachers
- Toilet and intimate care guidelines

FAMILY EXPECTATIONS AND RESPONSIBILITIES

At Dallas International School, we believe in a strong partnership between the school and families to make the best educational decisions for each student. This collaborative approach is founded on mutual trust and respect, enabling faculty and families to work together in the best interest of the students. Families are expected to uphold a respectful and cooperative attitude in all interactions with the school.

Families have the responsibility to:

1. **Stay Informed:** Keep up-to-date with DIS policies, academic requirements, and routinely check MyDIS for announcements and important correspondence from the school. This ensures that families are well-informed about school expectations and updates.
2. **Meet Deadlines:** Ensure all required forms and documentation are completed and returned to the school by their respective deadlines to facilitate smooth school operations and compliance with policies.
3. **Communicate Courteously:** Engage in polite and constructive communication with teachers, administrators, and other staff members, in particular regarding any questions or concerns about their child's progress or experience in school.
4. **Foster Positive Relationships:** Actively seek and maintain a positive and constructive relationship with DIS faculty and staff. This collaborative spirit supports the overall development and success of students and enhances the school community.

By fulfilling these responsibilities, families contribute to a supportive, respectful, and effective educational environment, aligned with DIS's mission and core values. This partnership ensures that each student can thrive academically, socially, and emotionally within the DIS community.

PRINCIPLE OF MUTUAL RESPECT

Our school rules exist to ensure respect for others, honesty, and discipline within the school community. These rules apply not only on campus but also at school-sponsored events. DIS is dedicated to maintaining an environment where all cultures and individuals are recognized and respected. As such, all community members—students, parents/guardians, and staff—are expected to refrain from displaying or promoting religious, philosophical, or political beliefs while on campus or during school-sponsored events.

All DIS community members are required to conduct themselves courteously and respectfully in all circumstances. The following behaviors are strictly prohibited:

- Aggressive or violent conduct
- Threatening behavior
- Racial, ethnic, religious, national, or sexual slurs
- Insolence or disrespect
- Bullying or harassment
- Destruction or vandalism of school property
- Theft or inappropriate conduct
- Use of profanity, cursing, or shouting
- Excessive teasing or name-calling
- Physical altercations
- Any other form of disrespectful behavior

DIS FAMILY CODE OF CONDUCT

To better define our respective roles and expectations and in keeping with the spirit of our international academic programs, Dallas International School has instituted a Family Code of Conduct. These guidelines remind all DIS parents/guardians and visitors of the basic standards of conduct expected in our community. DIS is committed to providing a safe, inclusive, and welcoming environment where everyone treats one another with dignity and mutual respect.

These guidelines are informed by the codes of conduct and ethics established by the French Ministry of Education, the Independent Schools Association of the Southwest, and the National Association of Independent Schools. By enrolling your child at DIS, you agree to abide by all school policies, including the following guidelines.

At DIS, we are fortunate to have a supportive and engaged parent body. A collaborative working relationship between parents/guardians, faculty, and administrators enhances the experience and education of all children at DIS. There are several ways to foster this collaboration:

- **State of the School:** Held each January, this forum provides an up-to-date overview of the school's progress and allows parents/guardians to ask questions of the Board of Trustees and Head of School.
- **Family Sessions:** Regular information sessions are held throughout the year to allow parents/guardians to learn about school matters and engage in open discussions with other parents/guardians, school leadership, and staff.
- **PTO Meetings:** These meetings are an excellent opportunity for parents/guardians to collaborate with other parents/guardians school staff on shared goals.

If parents/guardians have any concerns or suggestions regarding their child's experience at DIS, they are encouraged to follow these steps:

1. **Initial Concerns:** Contact your child's teacher to discuss any academic, behavioral, or social issues.
2. **Escalation:** If the following type of concern persists, reach out to:
 - behavioral or academic: the Deputy Head of Primary
 - socioemotional: the School Counselor
 - inclusive education: the Inclusive Education Coordinator
3. **Further Escalation:** If still unresolved, contact the Head of Primary.
4. **Final Escalation:** If necessary, contact the Head of School.

Expectations for all DIS community members:

1. Uphold and model the school's core values.
2. Respect the caring ethos of the school by conducting oneself respectfully and orderly on the school campus or when representing the school off-campus.
3. Treat all community members with respect, using appropriate language and a dignified tone.
4. Support and assist your child in observing all school regulations, including protecting school property and maintaining the school's reputation.
5. Register and wear a visitor ID badge when on campus.
6. Communicate promptly, honestly, and openly about your child using the communication channels provided by the school.
7. Schedule meetings with teachers or faculty outside of class hours to avoid disrupting regular classroom activities.
8. Clarify your child's version of events with the school as part of a peaceful resolution process.
9. Correct any child in your care if their actions could lead to conflict, aggression, or unsafe behavior.
10. Directly seek information or raise concerns with the school through appropriate channels.
11. Report your child(ren)'s absence or late arrival promptly.
12. Obtain permission from the Head of Campus or Head of School before arranging any parent assembly on school premises.
13. Avoid entering or remaining on campus without authorization after school hours.
14. Follow all instructions from school staff, particularly regarding traffic rules.
15. Respect accepted conventions regarding confidentiality.

Prohibited behaviors include, but are not limited to the following:

- Disruptive behavior interfering with school operations
- Defamation of the school or its members
- Use of loud or offensive language, or threats of physical harm
- Issuing abusive or threatening communications
- Damaging or destroying school or others' property
- Intimidation, harassment, or discrimination of any kind
- Distributing or displaying inappropriate materials on campus
- Approaching a child other than your own to discuss or chastise their behavior
- Obstructing movement on school premises
- Refusing to comply with staff instructions
- Possessing or using weapons on school grounds
- Consuming alcohol or using prohibited substances while supervising students

- Selling or encouraging drug or alcohol use among students
- Gambling on school grounds
- Inciting others to violate these guidelines

We trust all community members to uphold these standards. Violations will result in immediate removal from campus, and refusal to comply may lead to law enforcement involvement.

DIS FAMILY SOCIAL MEDIA GUIDELINES

Engagement in social media is an integral part of modern communication. However, it is important to use these platforms responsibly when discussing school matters. We ask our community members to exercise caution and thoughtfulness online, ensuring that our virtual interactions are as respectful as our face-to-face interactions.

Please refrain from using social media to express grievances or criticize the school, staff, parents/guardians, or students. We take inappropriate online behavior seriously and will respond appropriately, in line with the guidelines outlined above.

Examples of inappropriate online activity:

- Posting images or videos of children without consent
- Making abusive or personal comments about any member of the community
- Bringing the school into disrepute
- Posting defamatory or libelous statements
- Using social media to challenge school policies or discuss individual concerns publicly
- Threatening or intimidating behavior online
- Breaching school security protocols

At DIS, safeguarding is a priority, and any inappropriate online activity will be dealt with swiftly. Repeated violations may result in removal from social media groups and a review of the family's fit within the school community.

SCHOOL COUNCIL

The School Council is a consultative body found in most schools accredited by the French Ministry of Education. It meets at least three times a year to discuss matters related to student affairs and school operations. Topics of discussion may include cafeteria services, uniforms, field trips, curriculum development, and school regulations, among others. It is important to note that the School Council does not replace the Board of Trustees, which is responsible for overseeing the school's financial health, advising on major decisions, and establishing the strategic direction of the school.

Parent/guardian representatives are elected in the spring to serve on the School Council for the upcoming school year. These representatives serve a two-year term, with one parent/guardian elected to represent each of the following groups: Early Childhood, Elementary, Middle, and High. These parent/guardian representatives play a crucial role by conveying input from parents/guardians to teachers and the administration on a variety of issues. The parent/guardian representatives are elected to share feedback from all parents/guardians and are open to discussing any matters related to the school.

To ensure that all groups within the school community are represented and have a voice in the decision-making process, elections are held for parent/guardian, student, and staff representatives.

It is the duty of each group to participate in these elections to ensure the best possible representation. The School Council is composed as follows:

- **6 parents/guardians** (4 elected by all parents/guardians and 1 appointed by the PTO)
- **2 students** (elected by the secondary students)
- **6 staff representatives** (4 teaching and 2 non-teaching, all elected by the staff)
- **7 representatives of the administration** (typically including the Head of School, Deputy Head of School, Head of Primary, Head of Secondary, Student Affairs Representative, CFO, and Director of Extension Education)

By fostering a collaborative environment, the School Council plays a pivotal role in shaping the educational experience at Dallas International School.

CHURCHILL CAMPUS LOGISTICS

SCHOOL CALENDAR

The current school calendar is available on the Dallas International School website. The school week for all grade levels runs from Monday through Friday. The school calendar is discussed at the School Council and is finalized each spring before the start of the new academic year. Generally, the academic year consists of five study periods, each lasting six to eight weeks, followed by a one-week break (with a two-week break in December). The school year typically begins in the last week of August and concludes in mid-June. It is divided into two semesters: late August to January and January to mid-June. DIS reserves the right to add instructional hours to the annual calendar if necessary, such as in the case of a temporary closure due to inclement weather or other unforeseen circumstances.

SCHOOL HOURS

The Churchill campus is open to students from 7:30 a.m. to 6:00 p.m.

- **Before School Care** is available beginning at 7:30 a.m. in the cafeteria, under the supervision of assistants. There is no charge for before-school care.
- **Afterschool Care** is provided in designated classrooms through the afterschool program. Parents/guardians will be billed \$10 per hour, with no proration available. Children must be picked up by 6:00 p.m. Parents/guardians who pick up their children after 6:00 p.m. will be charged \$5 per minute, and they will be notified of each occurrence.

Below is a chart detailing the school hours for each primary grade level. All students are expected to be in the classroom and ready to start class at the specified start time (i.e., 8:15 a.m. for 5th/CM2; 8:30 a.m. for KG/GS to 4th/CM1; 8:45 a.m. for EC2/TPS, EC3/PS, and EC4/MS). Teachers are prepared to welcome students into the classroom 15 minutes before the scheduled start time.

DIS PRIMARY SCHOOL	French Grade Levels	US Grade Levels	Age	Teaching			Lunch Time	
				Start	End	Recess	Lunch	Recess
Early Childhood <i>Maternelle</i>	Toute Petite Section (TPS)	EC2	2	8:45am	3:00pm	2 x 25 min	30 min	30 min
	Petite Section (PS)	EC3	3	8:45am	3:00pm	2 x 25 min	30 min	30 min
	Moyenne Section (MS)	EC4	4	8:45am	3:00pm	2 x 25 min	30 min	30 min
	Grande Section (GS)	KG	5	8:30am	3:30pm	2 x 25 min	30 min	30 min
Elementary School <i>École Élémentaire</i>	Cours Préparatoire (CP)	1 st	6	8:30am	3:30pm	2 x 15 min	30 min	30 min
	Cours Élémentaire 1 (CE1)	2 nd	7	8:30am	3:30pm	2 x 15 min	30 min	30 min
	Cours Élémentaire 2 (CE2)	3 rd	8	8:30am	3:30pm	1 x 20 min	30 min	30 min
	Cours Moyen 1 (CM1)	4 th	9	8:30am	3:30pm	1 x 20 min	30 min	30 min
	Cours Moyen 2 (CM2)	5 th	10	8:15am	3:15pm	1 x 20 min	30 min	30 min

CHILDCARE LICENSING

The EC2 (TPS) and EC3 (PS) programs at Dallas International School meet the requirements outlined by the Texas Department of Family and Protective Services (DFPS) and the Health and Human Services (HHS) divisions of the State of Texas. DIS has a designated Child Care Director responsible for overseeing the operations of DIS Child Care. Families with students enrolled in the DIS Child Care program receive a specific Parent Guide that provides detailed information about the EC2 (TPS) and EC3 (PS) classrooms.

CARPOOL PROCEDURES

DIS outlines detailed carpool procedures, which are communicated to families annually at the start of the school year. In addition to the general guidelines, drivers are required to adhere to the following carpool rules:

- Drivers must observe all entry and exit signs. Entry to the campus is only permitted from Churchill Way.
- Drivers must respect all signage, especially those marking special parking spaces, fire lanes, and handicapped spaces.
- For safety reasons, parents and guardians are not allowed to park in the carpool lanes.
- Carpool numbers must be prominently displayed on the vehicle's rearview mirror.
- **EC2 (TPS), EC3 (PS), and EC4 (MS) morning carpool** begins at 7:30 a.m. and ends promptly at 8:45 a.m. For late arrivals, parents and guardians must park and bring their child to the reception area.
- **KG (GS), 1st (CP), 2nd (CE1), 3rd (CE2), and 4th (CM1) grade morning carpool** begins at 7:30 a.m. and ends promptly at 8:30 a.m. If arriving between 8:30 and 8:45 a.m., students must be dropped off at the cafeteria. After 8:45 a.m., parents/guardians must park and walk their child to the reception area.
- Parents/guardians are encouraged to arrive early to ensure that students reach their classrooms on time.
- For safety, children should be released from the passenger side of the vehicle only.
- The use of cell phones or texting is not permitted in the parking areas.

PARKING RULES

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

Parents/guardians are asked to respect the fire lane on our property and should never block the fire lane. Parents/guardians are not authorized to park in The Alcuin School parking lot or The Cooper Center parking lot.

STUDENT ARRIVAL

During carpool hours, all students must enter the campus through the designated entrances. Students in 1st grade (CP) and older walk to their classrooms independently. EC3 (PS), EC4 (MS), and KG (GS) students enter the cafeteria and are escorted by a staff member to their classrooms each morning. Exceptions can be made if a child requires physical assistance; such exceptions must be approved by the Head of Primary and the School Nurse.

EC2 (TPS) parents and guardians may park in the TPS parking lot (on Churchill Way) and accompany their child to the TPS gate at the front of the school building.

STUDENT DEPARTURE

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

At the end of the school day, parents and guardians should follow the carpool system to pick up their child. The carpool tag must be clearly displayed in the car to allow staff to release the student.

Students enrolled in the basic afterschool care program or afterschool classes must wait in the designated areas until their ride arrives. Parents, guardians, or authorized drivers should proceed to Reception and must present the carpool tag and identification to pick up a student.

LUNCH AND SNACK

Lunch Services

DIS partners with Sage Dining Services to provide students with well-balanced, nutritional lunches. Gluten-free, vegetarian, and vegan options are available. Lunch is included in the cost of tuition. Students who bring their own lunches are asked to use a lunch box, pack food in appropriate containers, and provide their own silverware. Please note that no glass containers of any kind are permitted at school.

Food Allergy Precautions

To prevent food allergies, students are not permitted to share food. Additionally, no nuts or products containing nuts, including peanut butter and hazelnut spreads (e.g., Nutella), are allowed on campus. This policy helps ensure the safety and well-being of all students.

Lunchtime Etiquette

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

Snacks

Parents/guardians are responsible for providing snacks for their children.

AFTERSCHOOL ACTIVITIES

DIS offers a variety of afterschool programs from 3:00–6:00 p.m. each day. Comprehensive information about afterschool programs—including activities, schedules, and fees—is made available before the start of each school year. Enrollment for afterschool activities opens through the online portal in August for the fall semester and in January for the spring semester.

For students in grades EC2 (TPS) through EC4 (MS), DIS offers a package program that includes activities and childcare. Each student in EC3 (PS) and EC4 (MS) will participate in a different activity from 3:00-4:00 p.m. each day. Students enrolled in this package can stay in childcare until 6:00 p.m. at no additional cost. The cost of the program is \$30.00 per day or \$130.00 per week when signed up for this option.

Students in KG (GS) through 4th (CM1) can select from a variety of activities for each semester. Individual class pricing can be found in the afterschool schedule of activities on the DIS website.

Aftercare fees apply for students in grades KG (GS) through 4th (CM1), as well as for upper campus students traveling to Churchill for aftercare.

LOST AND FOUND

Students are strongly encouraged to label every item they bring to school, including uniforms, books, backpacks, lunch boxes, water bottles, and other personal belongings. The Student Affairs team maintains the Lost and Found, and students are encouraged to check there for any misplaced items. Any items left in common areas will be collected at the end of each school day and brought to the Lost and Found. Unclaimed items will be donated at the end of each semester.

Students are highly discouraged from bringing items of significant value or personal importance to school. The school shall not be held liable for the loss of or damage to any such items.

HEALTH AND SAFETY

TOILET TRAINING

It is not uncommon for young children to have occasional bladder or bowel accidents at the beginning of the school year. However, children enrolled in Early Childhood (Maternelle), with the exception of EC2 (TPS), must be fully toilet trained and capable of managing all personal bathroom needs independently, including wiping. If a child is not fully toilet trained and the issue persists, the child's placement will be reviewed.

BITING

Biting is common behavior in young children, often linked to developmental stages, communication challenges, or sensory exploration. When biting incidents happen, staff separate the children immediately. Care for the bitten child will include soothing the child, cleaning the wound, and seeking medical treatment if the bite has broken the skin. Parents of the student who was bitten will be notified. School personnel will contact the parents of the child who is biting. Students who bite receive an automatic consequence. If biting persists, the child's placement at DIS will be reviewed.

ACCIDENTS AND MEDICAL TREATMENT

First aid kits are available on the playground and in each classroom. In the event a student is injured at school, the school will adhere to the following protocol:

- **Immediate First Aid:** Basic first aid will be administered by a trained staff member at the scene or in the school clinic.
- **Assessment and Action:** If the injury is minor (e.g., cuts, scrapes, bruises), appropriate care will be given on-site. For more serious injuries, the school will immediately contact emergency services (911) if needed.
- **Accident Report:** A detailed accident report will be completed and kept on record. A copy may be provided to the parent/guardian upon request.
- **Parental Notification:** Parents or guardians will be informed as soon as possible after the injury, especially if further medical attention is required.

For more serious injuries, or any bumps to the head that may require prompt medical attention, parents/guardians will be contacted immediately via phone or email. All DIS teachers and assistants are trained in CPR and instructed on the use of the EpiPen. Parents/guardians must ensure that their contact information on file with DIS is always up to date. Additionally, parents/guardians must inform Student Affairs at cwattendance@dallasinternationalschool.org if they will be out of town and/or if someone else will be responsible for caring for their children during that time.

Parents/guardians should notify the School Nurse at schoolnurse@dallasinternationalschool.org of any injuries that occur outside of school that require accommodation or medical assistance.

MEDICAL RECORDS AND IMMUNIZATIONS

DIS complies with Texas Department of State Health Services regulations, including those concerning immunizations. Students must be current with their immunizations to attend school unless an exemption has been filed with the school in accordance with the Texas Administrative Code (TAC) §97.62 and has been approved by DIS. These regulations can be reviewed on the website of the [Texas Department of State Health Services](http://www.dshs.texas.gov). . DIS does not accept affidavits for reasons of conscience (ROC) for unvaccinated students.

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

Hearing and vision tests are required by the State of Texas for all new students and students entering Early Childhood (Maternelle), Kindergarten (GS), 1st (CP), 3rd (CE2), 5th (CM2), and 7th (5^e) grades. If your child has already been screened for hearing and/or vision at the required grade level, please provide documentation from their medical provider to the School Nurse. The School Nurse will determine if the medical provider's screening satisfies the requirement for that grade level.

All immunization records must be uploaded into the August Schools platform for new and returning students by the first day of school in August. You may access the August School platform by going on MyDIS, clicking Resources, and clicking on August Schools. Please contact the School Nurse with any questions regarding immunizations.

MEDICATION

Parents/guardians are encouraged to administer regular and temporary medications outside of school hours. For dispensing medication during school hours on a regular or temporary basis, parents/guardians may come to the school at reasonable times to administer the medication themselves or provide a doctor's prescription detailing when and how the medicine is to be administered. Parents/guardians should also notify the School Nurse of any medical conditions and allergies. DIS will not dispense any medication (including over-the-counter medications) without a doctor's note or prescription, and the medication must be supplied by the parent/guardian or physician's office. The medication dispensation form in August Schools must be completed before the School Nurse dispenses medication to a student. No medication is to be kept in the student's backpack or sent with the child to school.

DISEASE AND ILLNESS

Any child with a communicable disease or illness, including but not limited to strep throat, live lice, conjunctivitis (pink eye), pinworms, or scabies, must not attend school until the risk of contagion has passed. Parents/guardians must immediately notify the School Nurse of any such illness or disease. If a student becomes ill at school, the student will be taken to the School Nurse, and a parent/guardian or other authorized person will be called and requested to pick up the student.

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

A student with heavy cold symptoms, such as deep uncontrollable coughing or significant lack of energy, should remain at home even if they do not have a fever.

- Yellow or green drainage from the eye(s) requires a note from a doctor or the student must be symptom-free before returning to school.
- Students with strep throat must stay home until 24 hours after the first dose of antibiotics and must be fever-free.

Keeping a sick child home helps prevent the spread of illness within the school community and allows the child the opportunity to rest and recover. If your child is sick and out of school, please notify Student Affairs at cwattendance@dallasinternationalschool.org and the DIS School Nurse at SchoolNurse@dallasinternationalschool.org of the absence by 8:00 a.m.

HEAD LICE

While head lice are very common among school-aged children, we are committed to doing everything in our power to prevent the spread of lice on our campus. We ask parents and guardians to assist us in this effort by taking proactive measures to prevent any further cases.

Information for parents, guardians, and caregivers:

- Please check your child's hair daily when wet, paying particular attention to the area behind the ears and at the nape of the neck for any signs of lice or nits.
- If you detect lice on your child, please contact your child's pediatrician for advice. As with any illness, notify the School Nurse immediately. If your child shows signs of lice, they must be professionally treated before returning to campus to prevent the risk of spreading lice to classmates. The School Nurse will require documentation of treatment before your child is allowed to return to school.
- There are a number of preventive products available on the market, including shampoos, sprays, and over-the-counter oils. Please also talk to your child about good prevention practices, such as avoiding head-to-head contact with other children and not sharing items like hats, combs, and pillows.

To learn more about lice, lice prevention, and treatments, visit:

- [Healthline: Lice Prevention](#)
- [WebMD: Understanding Lice Prevention](#)

FOOD ALLERGIES AND DIETARY RESTRICTIONS

Epi-Pens and Emergency Preparedness

Parents/guardians of children who may require an EpiPen must provide the School Nurse with a valid EpiPen prescription on the first day of school and upload their allergy information to August. EpiPens are available through the School Nurse in case of emergency.

Dietary Restrictions

Dallas International School is committed to providing a safe, inclusive, and supportive environment for all students. This includes accommodating medical, cultural, and personal dietary restrictions from early childhood through 4th grade. This policy outlines procedures to ensure that nutritional needs are clearly communicated and responsibly managed by all parties.

- **Parent/Guardian Responsibilities:** Parents/guardians must inform the school of any dietary restrictions due to allergies, intolerances, religious, medical, or cultural reasons at the time of enrollment or immediately upon diagnosis or change.
- **Documentation:** A completed and signed Medical/Dietary Information Form must be submitted annually and updated as needed through August Schools. If a child requires an EpiPen or other medication, a current action plan must be submitted by a licensed healthcare provider.
- **Allergy Accommodations:** DIS will make reasonable accommodations for documented dietary restrictions, including providing alternative options when feasible.

- **Nut Policy:** To create the safest, healthiest, and most inclusive environment for all students, DIS strives to maintain a campus that is free of peanuts and tree nuts. Classrooms with students who have a documented nut allergy will be designated as nut-free zones. All parents in those classrooms will be notified and asked not to send nut-containing items. Tree nuts include, but are not limited to, cashews, almonds, pecans, walnuts, and pistachios. Foods containing these items are not permitted on campus, whether for snacks, lunch, or celebrations. The list of prohibited food items includes:
 - Peanuts and peanut butter
 - Nutella and similar spreads
 - Granola bars or granola containing peanuts or tree nuts
 - Cakes, cookies, or other baked goods containing peanuts
 - Peanut oil
 - Peanut or tree nut flour
- **Food Sharing and Safety Protocols:** Students are not allowed to share or trade food.

Teachers and childcare staff are trained to monitor meals and snacks to ensure students only consume their food.

CAMPUS SECURITY

ACCESS FOR PARENTS AND AUTHORIZED INDIVIDUALS

Parents and guardians are invited to the school throughout the year for special events. Parents/guardians and authorized individuals must adhere to the school's protocols for entering the campus. Upon arrival, they are required to check in at Reception, sign in by noting the reason for their visit, and wear a sticker badge. Before leaving the premises, parents/guardians and authorized individuals must sign out at Reception. As a general rule, parents/guardians are not allowed to accompany children to classrooms during the school day, nor are they permitted to visit classrooms during normal class time.

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

VISITOR ACCESS

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

NON-DIS STUDENT ACCESS

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

CLASSROOM AND CAMPUS SUPERVISION

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

PHOTOS AND FILMING

Parents/guardians are not permitted to film or take photographs of any students without prior authorization from the school. For special events, DIS will arrange for a school photographer to capture moments from the event.

PERSONAL BELONGINGS AND VALUABLE ITEMS

To minimize the risk of loss, all students' uniforms and personal belongings should be clearly labeled with their name. Students are generally not permitted to bring valuables or money to school unless required for specific instances, such as sales organized for the benefit of a DIS-authorized activity. DIS is not liable for any theft or damage to personal belongings brought to school. Students are prohibited from using personal electronic devices, including smartphones and smartwatches with messaging and calling capabilities, at the Churchill campus during school hours. The policies and procedures related to the use of other electronic devices are outlined under the Technology section of this Handbook.

SCHOOL CLOSURES

In the event of an unexpected school closure, such as a snow day, DIS will promptly update the school website (dallasinternationalschool.org) and its social media platforms with relevant information. Families are strongly encouraged to opt-in to receive text message alerts from the school, which will provide real-time notifications regarding any closures or early dismissals. DIS has a well-defined early release protocol to ensure a safe and orderly process for all students.

INCLEMENT WEATHER PROCEDURES

During inclement weather, DIS takes several steps to ensure the safety and well-being of all students and staff:

- **Communication:** The school website and local television stations, along with their respective websites, will broadcast any school closures, delayed starts, or early dismissals. Parents will also receive alerts directly to their cell phones if they have registered for this service through the Parent Zone on the DIS website.
- **Severe Weather Procedures:** If a severe weather alert is issued during school hours, students and staff will immediately relocate to designated severe weather shelter areas within the school building. During such alerts, parents will not be permitted to pick up their students until the alert is officially lifted. Staff members will not be available to assist parents in locating or dismissing students, as their priority will be ensuring the safety of all students. It is advised that parents not already on campus refrain from attempting to come to school during a severe weather alert. Communication from the school may be limited due to the need for all staff and students to seek shelter.
- **Temperature Guidelines for Outdoor Activities:** Outdoor activities will be canceled or moved indoors if temperatures reach 98°F (36.6°C) or higher, or drop to 40°F (4.4°C) or below, taking into account the wind chill factor. Similarly, outdoor activities may be canceled on rainy days. To ensure students' comfort and safety, parents are reminded to dress their children appropriately for the weather conditions; children who are not suitably dressed for extreme weather may not be permitted to participate in outdoor activities.

DIS EMERGENCY TEXT SYSTEM

Dallas International School uses the DIS Emergency Text System to promptly notify our community about emergencies, weather alerts, early school closures, and other events requiring immediate, personalized communication. This essential system is available exclusively to parents, guardians, faculty, and staff to ensure that critical information is efficiently disseminated to those directly responsible for student safety and well-being.

Eligibility and registration:

- The system is limited to parents, guardians, faculty, and staff only.
- Students, sitters, and non-guardians are not eligible to register directly; however, parents and guardians are encouraged to share any important updates with others as needed.
- To register, simply text **dis** to **(844) 925-4272**.
- Annual resubscription is required. Even if you have registered in previous years, the Federal Communications Commission (FCC) mandates that all participants re-subscribe annually to ensure up-to-date records and compliance.

By participating in the DIS Emergency Text System, you will help maintain a safe and responsive school environment, ensuring that everyone in our community is promptly informed in case of emergencies or urgent notifications.

EVACUATION AND EMERGENCY DRILLS

DIS has established comprehensive evacuation, emergency lockdown, and weather-related safety plans to safeguard students and staff. Periodic safety drills are conducted throughout the school year to ensure everyone is familiar with these procedures. Emergency guides are located in the red binder in each classroom and other designated areas of the campus building. These guides are reviewed at the beginning of each school year and periodically thereafter to maintain preparedness and ensure the safety of all members of the DIS community.

DIS is committed to providing a safe and secure environment, emphasizing both preventive measures and clear, effective responses to any emergencies that may arise. For the safety and security of all community members, it is essential that students and staff remain quiet and listen attentively during all evacuation, lockdown, and shelter-in-place procedures.

SECURITY OF EXTERNAL ENTRYWAYS

Dallas International School is committed to maintaining a secure campus by ensuring that all exterior doors and gates remain securely locked throughout the day. For the safety and protection of our community, external doors must never be left propped open or unattended. Violating this policy will be considered a serious breach of DIS safety rules and will result in appropriate disciplinary action.

FIREARMS AND PROHIBITED WEAPONS

DIS strictly adheres to the Texas Penal Code §46.03, which prohibits carrying firearms, knives, razors, box cutters, clubs, or any prohibited weapon as defined by Texas Penal Code Section §46.05(a) on school property. This includes all school buildings, parking lots, grounds where school-sponsored activities are held, student vehicles parked on DIS grounds, and any passenger vehicles or buses used for school transportation. DIS further prohibits the possession of any item that could reasonably be considered a weapon. Any individual found in violation of this policy may face criminal charges and/or disciplinary actions from DIS.

For the purpose of this policy, "school property" encompasses all DIS offices, work locations, designated parking areas, desks, lockers, common areas, any vehicle engaged in operations on behalf of DIS, or parked on DIS premises, and any personal belongings in or on any of the aforementioned. This policy is implemented to ensure the safety and security of all members of the DIS community.

Any person who suspects a violation of these prohibitions must immediately report the incident to either security personnel or a DIS employee. The safety and well-being of the DIS community is a shared responsibility, and prompt reporting ensures that appropriate measures can be taken swiftly.

DIS has a strict no-retaliation policy. As such, no individual will face any form of retaliation or adverse action for reporting a suspected violation in good faith. The school is committed to fostering a safe and supportive environment where concerns can be raised without fear of reprisal. This policy ensures that all members of the DIS community can contribute to maintaining a secure and respectful environment for everyone.

ACADEMIC PROGRAM

EARLY CHILDHOOD TO HIGH SCHOOL OVERVIEW

At Dallas International School, we emphasize multilingual education where students not only learn multiple languages but also gain a profound understanding of various cultures. Our approach starts from the earliest years, ensuring that students are immersed in a rich linguistic and cultural environment.

- **Early Childhood Education:** For our youngest learners in EC2 (TPS) and EC3 (PS), the curriculum is designed to provide a balanced bilingual education, with 50% of instruction conducted in French and 50% in English. This foundational phase fosters early language acquisition and cultural appreciation. As students advance to EC4 (MS) and Kindergarten (GS), the instructional language distribution includes 45% in French, 45% in English, and an introduction to a third language, with 10% of the teaching in Spanish or Mandarin. This trilingual approach broadens their linguistic horizons and cultural perspectives.
- **Elementary School:** In 1st (CP) through 5th (CM2) grades, approximately 60% of the instruction is delivered in French, 30% in English, and 10% in either Spanish or Mandarin. This structure ensures continued language development while integrating content from various disciplines. In 5th grade, non-French-speaking students are able to join DIS's International Program, which is primarily taught in English. These students will have the option to student French, Spanish, or Mandarin as a foreign language.
- **Middle School:** In Middle School, students who completed the elementary school French Program continue their education following the French Ministry of Education's national curriculum, supplemented by U.S. curriculum content in English Language Arts and Mathematics. This dual-curriculum approach helps students develop strong language skills in both French and English while ensuring a comprehensive educational experience. Students joining the school without prior knowledge of French enter the school's IB Middle Years Program (MYP), which prepare students for rigorous IB studies in high school.
- **High School:** Students choose between two rigorous academic tracks, both of which lead to dual diplomas at graduation. They may opt for the IB Middle Years Program (9th & 10th) and Diploma Program (11th and 12th), conducted primarily in English; both culminates in the award of the International Baccalaureate (IB) Diploma. Alternatively, students may choose the French Baccalaureate Program, conducted primarily in French, which leads to the award of the French Baccalaureate (FB) Diploma. Both the IB and FB are prestigious diplomas recognized for their academic rigor and are highly respected by universities in North America, Europe, and globally. Students who complete either program will also earn credits for the award of the ISAS-accredited DIS High School Diploma.

LEARNING CYCLES

The educational journey at DIS is meticulously structured over 16 years, from Early Childhood (Maternelle) to 12th grade (T^e). This journey is organized into cycles ranging from one to four years, allowing for progressive and continuous development of both academic and personal skills. Through these cycles, DIS ensures that each student not only meets but exceeds the global standards of multilingual and multicultural education.

The chart on the following page shows how the French school divisions, grade levels, and learning cycles align with US grade levels. It also shows how International Baccalaureate (IB) programs align with those of the French national curriculum. Note: DIS does not offer the IB's Primary Year Program (PYP); DIS has offered the Diploma Program since 2007 and Middle Years Program since 2025.

FRANCE				USA	IB Program	Age
Division	School	Grade Level	Cycle	Grade Level		
Primaire	Maternelle	Toute Petite Section (TPS)	Cycle 1	EC2	Primary	2
Primaire	Maternelle	Petite Section (PS)	Cycle 1	EC3	Primary	3
Primaire	Maternelle	Moyenne Section (MS)	Cycle 1	EC4	Primary	4
Primaire	Maternelle	Grande Section (GS)	Cycle 1	KG	Primary	5
Primaire	Élémentaire	Cours Préparatoire (CP)	Cycle 2	1 st	Primary	6
Primaire	Élémentaire	Cours Élémentaire 1 (CE1)	Cycle 2	2 nd	Primary	7
Primaire	Élémentaire	Cours Élémentaire 2 (CE2)	Cycle 2	3 rd	Primary	8
Primaire	Élémentaire	Cours Moyen 1 (CM1)	Cycle 3	4 th	Primary	9
Primaire	Élémentaire	Cours Moyen 2 (CM2)	Cycle 3	5 th	Primary	10
Secondaire	Collège	Sixième (6 ^e)	Cycle 3	6 th	Middle	11
Secondaire	Collège	Cinquième (5 ^e)	Cycle 4	7 th	Middle	12
Secondaire	Collège	Quatrième (4 ^e)	Cycle 4	8 th	Middle	13
Secondaire	Collège	Troisième (3 ^e)	Cycle 4	9 th	Middle	14
Secondaire	Lycée	Seconde (2 ^e)	Lycée	10 th	Middle	15
Secondaire	Lycée	Première (1 ^e)	Lycée	11 th	Diploma	16
Secondaire	Lycée	Terminale (T ^{le})	Lycée	12 th	Diploma	17

HOMWORK

Homework is assigned in reasonable quantities and at a pace appropriate to the age and development of the student. Students are expected to complete homework assignments on time and to the best of their ability. Any work sent home for a parent's/guardian's signature should be returned promptly.

In 1st through 5th grades (CP to CM2), students may have up to 30 minutes of homework per night, Monday through Thursday. Students in Early Childhood (Maternelle) grades do not have formal homework. However, they may occasionally bring home enrichment activities, such as reading books or a list of newly mastered letters and sounds, to share with their parents/guardians. This practice is designed to help establish positive evening routines and lay the foundation for good study habits later on.

CLASS MATERIAL

Students are required to bring the necessary material and school supplies to each class. DIS provides certain supplies, such as textbooks and communal items like scissors and markers, with the expectation that they will be returned in good condition.

Parents/guardians may be asked to cover the cost of lost or damaged supplies. Intentional misuse of equipment and supplies will not be tolerated.

LIBRARY

The library is accessible to students during normal school hours under the supervision of the school's staff. Kindergarten (GS) through 4th grade (CM1) classes have designated times to visit the library as part of their regular schedule.

Students are encouraged to borrow books from the library, provided they return them on time and in good condition. Parents/guardians are responsible for any lost or damaged items.

ASSESSMENTS AND EXAMINATIONS

The Measures of Academic Progress (MAP) test is administered to all students from 1st (CP) to 4th (CM1) grade. Depending on the grade level, students take the MAP tests in Reading and Mathematics up to three times per year to monitor their progress in acquiring academic skills in English.

ACADEMIC REPORTING

Parents/guardians of students in Early Childhood (Maternelle) and Elementary classes will receive their child's report card at the end of each semester. The report card is divided into separate sections for French, English, and the child's third language. These sections provide a detailed account of the student's acquisition of skills across the curriculum.

The report card uses the following achievement indicators to give feedback on the student's progress:

- **Early Childhood (Maternelle)**
 - **M+ (Strong Mastery):** The student demonstrates strong mastery of the objective.
 - **M (Mastered):** The student demonstrates mastery of the objective.
 - **BA (Being Acquired):** The student is still working toward mastery of the objective.
 - **NA (Not Applicable):** This objective was not studied during the current learning period.
- **Elementary School**
 - **EE (Exceeds Expectations):** The student demonstrates consistent mastery of the objective at a level that is typically expected in higher grades.
 - **M+ (Strong Mastery):** The student demonstrates strong mastery of the objective.
 - **M (Mastered):** The student demonstrates mastery of the objective.
 - **BA (Being Acquired):** The student demonstrates inconsistent mastery of the objective.
 - **NM (Not Mastered):** The student has not achieved mastery of the objective.
 - **NA (Not Applicable):** This objective was not studied during the current learning period.

This system is designed to give parents/guardians a clear understanding of their child's development and areas where additional support or enrichment may be needed. Teachers are available to discuss report cards with parents/guardians if there are any questions or concerns.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences (PTCs) are a vital part of our commitment to fostering strong partnerships between home and school. These conferences are scheduled twice a year to provide a dedicated opportunity for parents and guardians to engage in meaningful discussions with teachers about their child's academic progress, strengths, areas for improvement, and overall development.

We strongly encourage all parents and guardians to attend these conferences. Open communication between parents and teachers is essential for effectively monitoring and supporting your child's educational journey, ensuring they receive the guidance and encouragement needed to succeed.

PROMOTION TO THE NEXT GRADE

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

GRADE SKIPPING AND CURRICULUM ACCELERATION

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

It is recognized that some students may need to move more quickly through the curriculum, making it necessary to accelerate them to a higher grade level. Our Exceptional Learner Policy addresses the acceleration of students using criteria and requirements similar to those for student retention, with the final decision made jointly by the teacher, promotion committee, and the parents/guardians. Students may be considered for acceleration at the request of the parent/guardian or the French/main teacher. For more information about requesting grade skipping and/or curriculum acceleration, please refer to DIS's Exceptional Learner Policy.

WITHDRAWAL PROCEDURE

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

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

SUMMER SCHOOL

Dallas International School does not offer a formal summer school program. However, students who require additional academic support over the summer are encouraged to seek assistance through individual tutors or professional tutoring services. These arrangements provide personalized attention and can help students address specific areas of need. Make-up work for missed assignments or exams is organized on a case-by-case basis, allowing students to recover academic ground and maintain progress in their studies.

STUDENT SUPPORT SERVICES

COUNSELING AND SPECIAL NEEDS

Dallas International School is dedicated to supporting the social and emotional development of its students through comprehensive counseling services, which adhere to the standards set by the American School Counselor Association. Our counseling services encompass a wide range of initiatives, including character education lessons within the classroom, individual and group counseling sessions, anti-bullying programs, and social skills development classes. Additionally, the school counselor is readily available for consultations with parents and teachers to address any concerns arising at home or school, such as friendship dynamics, behavioral issues, or learning challenges.

SOCIOEMOTIONAL LEARNING AND CHARACTER EDUCATION

Character education is a fundamental part of the learning experience at DIS, aimed at teaching students the habits of thought and behavior that enable them to live harmoniously and productively as members of families, communities, and nations. This educational process encourages students to understand, care about, and practice ethical core values. Our character education lessons are centered around DIS's Core Values: respect, responsibility, integrity, resilience, and empathy. The School Counselor conducts monthly visits to all classrooms to deliver these lessons, utilizing the Character Strong socioemotional curriculum. These lessons also include embedded anti-bullying content, reinforcing our commitment to fostering a safe and supportive school environment.

INTERVENTION AND SUPPORT

The school counselor serves as a key resource for students, teachers, and parents, providing both academic and behavioral support tailored to individual student needs. The counselor is available to conduct classroom observations to help develop effective behavioral and academic strategies. If needed, individualized plans are created through collaborative efforts between teachers and the counselor.

To be considered for classroom accommodations, a student must have a psycho-educational assessment on file at the school, conducted within the past three years by a licensed professional, that documents a diagnosable learning difference or disability. A medical statement alone is insufficient; it must be accompanied by a full evaluation. Accommodation plans are available for any student whose evaluation concludes with a specific diagnosis and/or indicates individualized needs in the school setting.

For students receiving private therapy, parents are requested to inform the school counselor. If a student frequently misses class or is tardy due to recurring therapy sessions or medical appointments, formal documentation from the therapist or physician's office must be provided to the school.

CONFLICT RESOLUTION PROGRAM

DIS has implemented Kelso's Choices, a conflict-management skills program designed for elementary students. This curriculum is built on the premise that every child has the potential to become a peacemaker. Using the character Kelso the Frog, the program provides nine strategies that students can use to resolve minor conflicts independently. It helps students distinguish between minor issues they can handle on their own and more serious problems that require adult intervention.

The Kelso's Choice program is also available for families to use at home, promoting consistent conflict resolution strategies across both school and home environments.

SUPPORT FOR EXCEPTIONAL LEARNERS

For more information about DIS's policies and services for exceptional learners, including those identified as gifted and talented, please contact the Inclusive Education Coordinator. We are committed to providing a supportive and enriching environment for all our students, tailored to meet their unique needs and abilities.

TUTORING SUPPORT

At Dallas International School, we strive to provide students with opportunities for academic support that align with our mission of fostering a lifelong love of learning and our core values of empathy, integrity, resilience, respect, and responsibility.

To ensure the quality and consistency of tutoring services provided to our students, the following tutoring policies and procedures have been established:

1. **Referral Process.** All requests for tutoring services must be referred to the Director of Extension Education. Requests must be made by email to tutoring@dallasinternationalschool.org. The Director of Extension Education will coordinate the assignment of tutors based on student needs and tutor availability.
2. **School Oversight.** All tutoring of DIS students must be facilitated through the school, regardless of where the tutoring sessions take place. This ensures consistency in academic standards and adherence to DIS policies and procedures.
3. **Teacher Restrictions.** Teachers employed by Dallas International School may not provide paid tutoring services to students enrolled in their courses. Additionally, teachers who have recommended the need for tutoring services for a student may not serve as their tutor for pay.
4. **Weekday Tutoring Hours.** Weekday tutoring sessions may only take place between the hours of 3:30 pm and 6:00 pm. This allows students to access tutoring support without interfering with their regular school day activities.
5. **Cancellation Policy.** No-shows will be billed for the full hour of scheduled tutoring. A 48-hour written cancellation notice is required to avoid being billed for the scheduled session.
6. **Tutoring Fees.** Fees for tutoring services will be set by the school and may be adjusted annually. Fees cover the cost of hiring qualified educators, insurance when on school property, payroll and HR administration, and materials.
7. **Billing Process.** Fees for tutoring services will be billed directly to families through Blackbaud Tuition Management. This ensures transparency and accountability in financial transactions related to tutoring. Payments must not be made directly to tutors.
8. **Child Protection Policy.** Tutors must abide by Dallas International School's Child Protection Policy at all times, regardless of where tutoring takes place. This policy ensures the safety and well-being of our students at all times.

2025-2026 Tutoring Rates	Weekday	Weekend or Vacation
One-on-one Tutoring	\$70 per hour	\$85 per hour
Group Tutoring (2 students)	\$40 per student per hour	\$55 per student per hour
Group Tutoring (3 students)	\$30 per student per hour	\$40 per student per hour

Fees are the same for in-person or on-line tutoring sessions.

STUDENT EXPECTATIONS AND PROCEDURES

OUTREACH PROGRAMS AND FIELD TRIPS

Dallas International School (DIS) provides students with a variety of learning and discovery opportunities through outreach programs and field trips. Field trips begin in Kindergarten (GS) and continue through 4th grade (CM1). Traveling by bus is the only means of transportation for these trips. Parents/guardians must complete and return an authorization form for each field trip. If an authorization form is not completed, the student will not be permitted to attend. In cases where parents/guardians have moral or religious objections to a field trip, provisions will be made for the student to remain on campus.

While on field trips, students and chaperones represent DIS and are expected to uphold the school's image. Therefore, students' dress and behavior must be exemplary. Unless the activity requires otherwise, students will always wear the school uniform.

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

Students who do not participate in a class trip—whether locally or abroad—are required to be present at DIS on the day(s) of the class trip. Students may be excluded from participating in outreach programs and field trips due to behavior issues, injury, or other reasons.

INSURANCE

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

ATTENDANCE

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

Excused Absences

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

Unexcused Absences

Vacation, even when requested in advance, is not considered an excused absence.

- **Level I:** When a student has three unexcused absences within an 8-week period (half-semester), parents/guardians will be contacted via MyDIS, email, or by Student Affairs.
- **Level II:** After five unexcused absences within an 8-week period (half-semester), parents/guardians will be notified directly by Student Affairs of an attendance violation.
- **Level III:** If a student has seven or more unexcused absences, parents/guardians will be requested to meet with the Deputy Head of Primary and/or Head of Primary for further review.

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

TARDINESS

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

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

SCHOOL UNIFORM AND DRESS CODE

All students are required to adhere to the Uniform and Dress Code Policy, which is designed to foster a sense of community, equality, and school pride. The uniform must be worn according to the established guidelines and should always be in good condition. Students may be asked to leave the classroom until they are in the proper uniform. Hats are not allowed to be worn in the classroom, and students are expected to maintain clean hair that is of reasonable length, color, and style.

Uniform and dress code guidelines:

- **Labeling:** All garments should be clearly labeled with the student's first and last name to prevent loss and ensure easy identification.
- **Jewelry and accessories:** Primary students are not permitted to wear makeup. Jewelry, hairpieces, and hairstyles should not disrupt the learning environment. Chains, medallions, and piercings (other than a single piercing on each ear) must not be visible. Earrings should not dangle from the earlobe.
- **Footwear:** Shoes must have flat heels for safety and comfort.
- **Formal uniform:** Students may be requested to wear their formal uniforms for special occasions, such as when visitors are on campus, during local field trips, or for formal assemblies. Students will be notified in advance of these occasions.
- **Non-Uniform Days:** On occasions where the school uniform is not required, such as off-campus fundraisers, community service events, or PTO events, students must dress appropriately. Clothing such as extremely short shorts or skirts, shirts with inappropriate logos, or tops that expose the midriff area are not allowed. If a student arrives at school dressed inappropriately, parents/guardians will be contacted to bring suitable clothing.

Spirit Days and Free Dress Days:

- **Spirit Days:** Held every Friday, Spirit Days encourage students to wear their Country of the Year t-shirt or a DIS athletics shirt. All other aspects of the uniform must still be followed.
- **Free Dress Days:** These occur the day before a school break begins. Additional free dress days may be scheduled throughout the year for special occasions. Students are expected to adhere to the school dress code on these days as well.

Physical and Health Education Uniform

Physical and Health Education (PHE) classes are held twice per week for KG (GS) through 4th grade (CM1). On PHE days, students should arrive at school dressed in the designated dry-fit uniform, which includes dry-fit shorts or navy skorts, paired with sneakers suitable for athletic activities.

CELL PHONE AND WEARABLE TECHNOLOGY POLICY

At Dallas International School, we believe that the primary school years should be a time for developing social skills, building meaningful connections, and being fully engaged in the learning environment. To support these goals, the Churchill campus is designated as a phone-free zone. Students from Early Childhood to 4th grade (CM1) are not permitted to have cell phones, smart watches, wireless earbuds, or any other wearable technology during school hours.

Valuables, including cell phones and wearable technology, should be left at home. DIS is not responsible for the loss or damage of these devices if brought on campus.

The following rules and guidelines have been established to support our cell phone-free environment:

- **No Devices Allowed:** Students must not bring cell phones, smart watches, or wireless earbuds to school.
- **Consequences:** If a student is found with any of these devices, they will be confiscated by a staff member, and parents/guardians will be notified. Confiscated items will be held at the reception until a parent/guardian can collect them.
- **Parent Communication:** If parents/guardians need to contact their child during the school day, they should call the school reception. If a student needs to contact a parent/guardian, they may do so through the school reception.

We encourage all students to focus on face-to-face interactions, play, and learning during their time at Churchill campus. Further details are available in the DIS Cell Phone and Wearable Technology Policy.

STUDENT BEHAVIOR AND DISCIPLINE

STUDENT CODE OF CONDUCT

At Dallas International School, students are held to high standards of behavior that reflect the values of our diverse, international community. Being a part of DIS means embracing a global perspective and demonstrating an understanding of appropriate interactions with individuals from a variety of backgrounds and cultures. As a community-oriented institution, DIS expects students to engage respectfully and appropriately with all community members, regardless of culture or beliefs.

Our Student Code of Conduct is grounded in the DIS Core Values: empathy, respect, responsibility, integrity, and resilience.

- **Empathy:** Am I demonstrating genuine care for others by understanding their feelings and perspectives and stepping into “the other person’s shoes”?
- **Respect:** Am I self-aware and accepting of different viewpoints? Am I engaging positively and productively with opposing views? Am I showing respect for my environment?
- **Responsibility:** Am I taking personal responsibility for my actions, including accepting the consequences of my behavior?
- **Integrity:** Am I committed to doing the right thing, even when no one is watching?
- **Resilience:** Am I willing to persist and keep trying, even when faced with challenges?

DIS students are expected to adhere to the following behavioral expectations:

1. **Follow Adult Directions:** Students must follow directions from teachers and staff promptly, completely, and respectfully.
2. **Be Prepared for Class:** Students must come to class ready to learn, which includes completing all assignments on time, participating actively in class discussions, asking for help when needed, and bringing all required materials for class and extracurricular activities.
3. **Respect Others' Property:** Students must always seek the owner's permission before handling someone else's property.
4. **Honesty in All Interactions:** Honesty is a cornerstone of the DIS community. Students are expected to be truthful and transparent in all their dealings, both inside and outside the classroom.
5. **Stay in Designated Areas:** For safety and security, students must remain in their assigned, supervised areas while on school grounds.

DISCIPLINE GUIDELINES

Maintaining a positive, safe, and effective learning environment is a priority. The following discipline guidelines are in place to ensure that all students understand the expectations for their behavior while on campus or at any school-related function. DIS reserves the right to impose disciplinary action when it determines that such action is in the best interest of the school community. The school will endeavor to adhere to the following general principles:

1. **Fair Treatment:** All students will be treated fairly and equitably, ensuring that each situation is addressed individually.
2. **Purpose of Discipline:** Discipline will be administered to protect students, school employees, or property, or to maintain essential order.
3. **Documentation of Infractions:** Infractions are recorded in the student's profile by DIS staff and are accessible to parents/guardians through MyDIS.

4. **Individual Assessment:** Each disciplinary decision will be based on a careful assessment of the circumstances, including the seriousness of the offense, intent, the student's age, frequency of misconduct, the student's attitude, self-defense, and the potential effect on the school environment.
5. **Notification:** Parents/guardians will be notified in the event of excessive disciplinary issues.
6. **Consequences:** DIS reserves the right, in its sole discretion, to assign appropriate consequences for discipline based on the severity and nature of the offense.

BEHAVIORS AND CONSEQUENCES

The levels of offenses and corresponding consequences are as follows:

Level 1: Minor Offenses

Behaviors:

- First-time offenses
- Use of inappropriate language
- Low-level misbehavior
- Classroom disruptions
- Negative attitude or disobedience
- First-time physical altercation (e.g., hitting)
- Violations of the Uniform and Dress Code Policy
- Misuse of DIS technology resources or failure to comply with the DIS Technology Policy

Consequences:

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

Level 2: Moderate Offenses

Behaviors:

- Repetition of Level 1 behaviors or similar offenses
- Escalation in the severity of behavior or repeated misconduct

Consequences:

- Withdrawal of privileges, including participation in extracurricular activities
- Immediate dismissal from class
- Detention
- In-school suspension
- Filing of an infraction in student records

Level 3: Serious Offenses

Behaviors:

- Repetitive misconduct
- Bullying or cyberbullying
- Physical altercations or fighting
- Causing physical harm to another person
- Violations of the Academic Integrity Policy
- Repetition of any behaviors listed in Levels 1 and 2

Consequences:

- Out-of-school suspension
- Filing of an infraction in student records

Level 4: Severe Offenses

Behaviors:

- Violations of the Prohibited Substance Policy
- Very serious offenses, determined on a case-by-case basis by DIS administration

Consequences:

- Denial of re-enrollment
- Expulsion
- Filing of an infraction in student records

DIS reserves the right to adapt these guidelines based on the specific circumstances of each case, always striving to uphold a positive and respectful school environment. By understanding these guidelines, students and families can contribute to maintaining a safe and productive learning community at DIS.

PROHIBITED BEHAVIORS

Maintaining a safe, respectful, and positive environment for all students and staff is of utmost importance. The following behaviors are strictly prohibited on both campuses, as well as during any DIS-sponsored trips or activities. Violation of these policies may result in disciplinary action, up to and including suspension, expulsion, and involvement of law enforcement, depending on the severity of the infraction.

Inappropriate Behavior

DIS strictly prohibits any behaviors that are deemed physically and/or socially dangerous. These behaviors include, but are not limited to, acts that pose a threat to the safety and well-being of others or that disrupt the learning environment. Such behaviors, when identified, will result in immediate removal from campus. If required, law enforcement may be involved. DIS administration will assess any evidence brought to their attention, including photographs or videos depicting physically and/or socially dangerous behavior, whether it occurs on campus or during DIS-sponsored trips. The administration will address such incidents directly with the involved student(s) and their parents/guardians.

Public Displays of Affection

Students at DIS are expected to maintain a professional and respectful demeanor while on campus and during any school-sponsored events or trips. Public displays of affection (e.g., inappropriate hugging, kissing, or other intimate behaviors) are not permitted at school or on DIS-sponsored trips. This policy is in place to ensure a comfortable and respectful environment for all members of the school community.

Prohibited Substances

In line with the DIS Prohibited Substance Policy and Texas state law, DIS strictly prohibits the possession, use, or distribution of alcohol, e-cigarettes, tobacco, controlled substances, and illegal substances on all DIS properties, including school vehicles and student vehicles parked on DIS premises. This policy also extends to all school events and activities, including field trips and class trips. DIS reserves the right to search DIS property, vehicles, and any items brought onto school grounds to enforce this policy. Violations will result in disciplinary actions, and law enforcement will be contacted if necessary. The use of vaping devices is strictly forbidden on DIS premises and during DIS trips.

Harassment and Bullying

In alignment with the DIS Child Protection Policy and the DIS Anti-Bullying Policy, harassment and bullying of any kind are strictly prohibited, whether on school premises, at school-sponsored activities, or occurring off-campus when the conduct substantially disrupts the school environment or interferes with a student's educational opportunities. These are defined as:

- **Sexual harassment:** This includes any unwanted or unwelcome activity of a sexual nature, such as: unwanted body contact; verbal comments of a sexual nature.
- **Bullying:** Defined as any severe or pervasive physical, verbal, or psychological act or conduct that is repetitive and intentional, where the relationship involves an imbalance of power. Bullying is considered a serious offense at DIS and will not be tolerated.
- **Cyberbullying:** This refers to any form of bullying or harassment conducted through electronic media. This includes, but is not limited to, the internet, social media, email, texting, sexting, instant messaging, cell phones, pagers, any wireless communication devices, bulletin boards, chat rooms, local or external networks, or any other form of electronically transmitted communication. This applies even if the conduct occurs off school property or outside of school-sponsored events if it disrupts the school's operations or a student's education.

It is not possible to catalog all types of conduct that might violate this policy or the law. However, certain behaviors are strictly prohibited in any school-related circumstance, whether or not they directly offend others:

- Offensive or derogatory language directed at another person's legally protected characteristic, such as race, color, gender, gender identity, sexual orientation, national origin, citizenship, disability, or religion
- Threatening or intimidating conduct
- Offensive jokes, name-calling, slurs, or spreading false rumors
- Physical aggression or assault
- Display of graffiti or materials promoting negative stereotypes
- Theft or damage to property
- Offensive or unwelcome sexual flirtations or advances
- Demands for sexual favors
- Physical assaults or offensive touching of a sexual nature
- Verbal abuse based on sex, race, ethnicity, religion, disability, sexual orientation, gender identity, or any other legally protected characteristic
- Degrading or abusive stereotypes based on any protected characteristic
- Graphic verbal commentaries about an individual's body or dress
- Inquiries or discussions about one's or another's sexual interests, problems, or experiences
- Non-verbal conduct such as leering, sex-related gestures, or hostile gestures
- Display or distribution of explicit or offensive material, including through electronic means

Students found in violation of this policy will face disciplinary action, which may include suspension or expulsion. DIS prohibits retaliation against any person who makes a good-faith report of harassment or bullying.

Assault on Individuals

Students are strictly prohibited from committing any form of assault on another person, whether on school property or at any school-related event. Assault is defined as:

- Intentionally, knowingly, or recklessly causing bodily injury to another person
- Intentionally or knowingly threatening another person
- Intentionally or knowingly causing physical contact with another when it is known or should reasonably be known that the contact would be offensive or provocative to the other person

Destruction of Property

Students are also prohibited from vandalizing, damaging, or defacing any property belonging to or used by DIS. In addition to facing disciplinary action, students and their parents/guardians may be held liable for damages. Students are also responsible for the care and return of DIS-owned textbooks and other materials and may be charged for any lost or damaged items.

Reporting and Response

If a student believes they have experienced harassment or bullying, they should immediately report it to a teacher, counselor, Deputy Head of Primary, Head of Primary, or any school employee. Upon awareness of such reports, DIS administration will promptly investigate. Any student found in violation of this policy will be subject to appropriate disciplinary action, which could include suspension or expulsion. There will be no retaliation against anyone making a report in good faith.

Legal Reporting

DIS may report any actions that appear to violate the law to the appropriate law enforcement authorities. The school takes its responsibility to provide a safe and secure environment seriously and will take all necessary steps to ensure the safety and integrity of its community.

EXPULSION

Dallas International School reserves the right to expel any student at any time when it determines, in its sole discretion, that expulsion is in the best interest of the school community. Expulsion is considered a final and last resort for disciplinary action. This measure may be taken in response to persistent or volatile behavior that creates an unsafe learning environment for students, staff, or faculty. The decision to expel a student is made by the Head of School, and all such determinations are final and binding on the student and their family.

Grounds for Expulsion

Students may be expelled for various reasons, including but not limited to:

- Serious first offenses
- Repeat infractions, even if they are not related
- Conduct that results in physical harm
- Threats of physical violence against individuals or the school
- Damage to school property
- Disruption to the educational environment
- Failure to meet academic requirements
- Failure to meet attendance requirements
- Any conduct that may be harmful to DIS's reputation or best interests, whether the conduct occurs on or off DIS premises

Expulsion is a significant measure that results in a permanent mark on a student's school record.

Family Conduct and Non-Compliance

In addition to student behavior, families may also be asked to leave the school at any time during the school year if a family member causes disruption to the school or its educational mission. Families may also be denied re-enrollment for causing disruptions or in cases of non-payment of tuition or fees, as determined by DIS in its sole discretion. The school may place a contractual hold on students with major infractions, repeated offenses, or unsatisfactory academic performance.

Financial Implications

In the event of expulsion, tuition and fees will not be reimbursed. The financial commitment remains binding, and families are responsible for all remaining balances.

TECHNOLOGY USE AND RESOURCES

TECHNOLOGY OVERVIEW

Computing Resources

Computing resources at DIS include computers, printers, tablets, smartphones, scanners, and other peripherals, as well as email, internet services, servers, network files, folders, and all technology-related equipment and services owned, leased, or licensed by DIS. This also covers personal electronic devices brought onto campus by students or staff.

Use of Resources

DIS expects all resources to be used in ways that foster unity and mutual respect within our learning community. The DIS network is for educational purposes only. Access to the DIS network and other equipment is a privileged part of the learning process and is not considered private. Students and parents/guardians should have no expectation of privacy when using DIS resources, as DIS monitors usage and will restrict or revoke access if any user violates the standards of responsible use, etiquette, or other guidelines.

Guidelines and Good Judgment

Given the fast-paced changes in technology, this document may not cover every possible scenario. Therefore, students and adults are expected to use good judgment when navigating situations not explicitly addressed in these policies. When uncertain, users should consult with the administration or tech staff to determine whether a particular usage is acceptable.

RESPONSIBLE USE OF TECHNOLOGY

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

- The rules outlined in the DIS Family Handbook apply to the use of technologies both within and beyond the DIS community.
- Students must respect the integrity of passwords, personal and confidential information, and individual privacy. Any attempt to bypass system protections or violate another's privacy undermines the trust that should exist among students, faculty, and staff.
- The use of electronic devices on campus will vary according to teacher and staff requirements. Classroom instructors are responsible for ensuring an appropriate learning environment. Students must use electronic devices appropriately, maintaining the behavioral standards expected of DIS students and reflecting DIS Core Values.
- If a student's use of a personal device distracts or disrupts a class or activity or affects the student's ability to behave appropriately in or outside of class, they will face appropriate disciplinary actions.
- Students must comply with copyright laws and adhere to licensing agreements that apply to software, printed and electronic materials, graphics, multimedia, and all other technology resources licensed to and purchased by DIS or accessible over network resources provided by the school.
- Students must respect and protect the integrity of the network, computer systems, and hardware. Only authorized IT personnel may install, download, or authorize downloading software on DIS computers and equipment. Users should avoid actions that could introduce viruses to the system, such as opening email messages from unknown senders or using unprotected computers.

- DIS filters all internet access on computers, including Wi-Fi, to block material considered inappropriate. Any attempt to access these sites or other inappropriate content maliciously will result in disciplinary action.
- Any malicious attempt to harm or destroy DIS equipment, data of another user, or data from other networks connected to the Internet is prohibited and may constitute criminal activity under applicable state and federal laws. Such prohibited activities include, but are not limited to, uploading or creating computer viruses. Violations will result in the cancellation of privileges and may require restitution for costs associated with system restoration, along with other appropriate consequences.
- DIS reserves the right to search electronic equipment if administrators have reasonable suspicion of inappropriate use.
- System users and parents/guardians should be aware that, despite DIS's use of technology protection measures as required by law, the system may provide access to other electronic networks that could contain inaccurate or objectionable material. If a student gains access to such material, they are expected to discontinue access immediately and report the incident to the supervising teacher.

COMPUTER AND NETWORK ETIQUETTE

Access to the DIS electronic communications system is governed by the following guidelines:

- DIS grants students access to the system and assigns individual accounts as appropriate.
- All passwords must be changed by users when prompted by the system.
- Any user identified as a security risk or as having violated DIS use and etiquette guidelines may be denied access to the system at DIS's sole discretion.

System users are expected to follow these network etiquette rules:

- **Be polite.** Typing messages in capital letters is equivalent to shouting and is considered rude.
- **Proofread messages** carefully before sending them to ensure clarity and professionalism.
- **Be considerate** when sending email attachments. Ensure files are not too large or in an unreadable format for the recipient.
- **Use appropriate language.** Students are prohibited from sending or posting electronic images, messages, cartoons, links, or other materials that are sexually explicit, offensive, or that contain slurs or epithets based on sexual, ethnic, racial, or other personal characteristics. This prohibition applies both on and off school property if the conduct disrupts the educational environment. Any individual taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, harassing, bullying, offensive, or illegal images or photographs will face disciplinary action according to the Handbook and may be reported to law enforcement.
- **Do not impersonate others.** Pretending to be someone else (forgery) when sending or receiving messages is inappropriate and illegal under Texas law (TPC §32.21).
- **Avoid network disruption.** Do not use the network in ways that would disrupt its use by others.

Personal information:

- Students are not permitted to distribute personal information about themselves or others via the electronic communication system. This includes personal addresses and telephone numbers. An exception applies to high school students who are completing online registrations in association with the college counseling office.
- No personally identifiable information about a DIS student will be posted on any web page under DIS control unless DIS has received written consent from that student's

parents/guardians. Federal laws like the Family Educational Rights and Privacy Act (FERPA) and DIS policy may provide exceptions.

- While public events, such as dramatic performances, athletic events, and assemblies, may be recorded and shared, members of the DIS community should use discretion. Sharing materials that harm, denigrate, or deprecate any member of DIS, including faculty and staff, is prohibited.

Social media:

- When using social media, all users must adhere to the Responsible Use and Etiquette guidelines and uphold the general values of DIS. Social media use in a school setting must serve educational or school-related purposes, which includes sharing selfies, pictures, or other video recordings as appropriate.
- Any inappropriate use of social media that distracts or detracts from instructional time will result in disciplinary action in accordance with this Handbook. Participation in chat rooms and newsgroups on the internet is allowed for employees and students under appropriate supervision for educational purposes only.
- DIS computers should not be used for non-school-related social networking and communication. There is no expectation of privacy when using social media; users should always be mindful of what they post online.
- Students should remember that their digital footprints are often public. It is essential to avoid posting anything online that they wouldn't want their peers, friends, parents/guardians, teachers, administrators, or other members of the DIS community to see or read. Every person should understand that their online identity is an extension of themselves and recognize that inappropriate behavior in the real world is also inappropriate in virtual communities.
- Any person who uses either DIS or personal resources to post, create, send, access, download, or upload material that is abusive, unlawful, harmful, hateful, crude, harassing, or sexually explicit will face disciplinary action.

PERSONAL ELECTRONIC DEVICES

- **Primary School:** Depending on their grade level, students will have access to tablets or be provided with school-issued Chromebooks. Students are not permitted to bring personal tablets or laptops to school.
- **Cell phones, smart watches, and wearable technology:** These devices are not permitted, in accordance with the DIS Cell Phone and Wearable Technology policy mentioned earlier.
- **Prohibited items:** Students are not allowed to bring drones, cameras, laser pointers, or audio/visual (AV) equipment to school without explicit permission from a supervising teacher.
- **Usage restrictions:** Personal electronic devices should strictly be used for academic purposes. Students who misuse technology or fail to comply with these guidelines may be required to complete their assignments by hand as a consequence.

CLASSROOM TECHNOLOGY RULES

The use of computers and other technology at DIS is a privilege that comes with significant responsibility. To ensure the safety and security of all students and classroom technology, students must adhere to the following rules and procedures. Failure to comply with these guidelines may result in the loss of technology privileges or other disciplinary actions.

- **Hand Hygiene:** Students are encouraged to wash or sanitize their hands before using any classroom technology.
- **Food and Drink Prohibition:** No food or drinks are allowed near any classroom technology.

- **Respect for Equipment:** All technology in the classroom must be treated with respect. Students are expected to use devices carefully and solely for educational purposes. Tampering with or vandalizing hardware, software, or data is strictly prohibited and will not be tolerated.
- **Problem Reporting:** It is the responsibility of each student to immediately report any issues or problems with classroom technology to the teacher.
- **Modification Restrictions:** Students must not change the settings or attempt to modify the appearance of any technological device unless explicitly instructed by their teacher. This includes adding or removing apps, copying or installing software, or setting passcode locks. All devices should remain in their original or teacher-set configuration.
- **Respect for Files:** Students must respect the files of others by refraining from using, altering, reading, or deleting another student’s files. If a student encounters an open file on any device, they should notify the teacher immediately.
- **Permitted Use of Apps and Websites:** Students are allowed to use only the apps or websites that have been specifically instructed by the teacher.
- **Use of Cameras and Video:** The use of cameras or video on any device is permitted strictly for educational purposes, such as recording learning outcomes, and only when explicitly directed by a teacher.
- **Personal Devices:** Personal devices may be used with teacher permission for educational purposes only. Any device used on school premises must adhere to all DIS guidelines.
- **Prohibited Content:** Under no circumstances may a student or any other user intentionally access or communicate offensive or inappropriate material using DIS technology, on DIS premises, or through its systems.

If a student fails to follow these rules or engages in other disruptive technology-related actions, they will be subject to a loss of technology privileges, a documented infraction, and may face further disciplinary actions, up to and including dismissal from DIS. Parents/guardians may also be held financially responsible for the repair or replacement of any stolen or damaged hardware or materials.

GENERAL NETWORK USE

The DIS network is provided to students solely for the purposes of conducting research, completing assignments, and communicating with others in an academic context. Access to network services is a privilege granted to students who demonstrate considerate and responsible behavior. Just as students are expected to behave appropriately in the classroom or any other school area, the same standards of conduct apply to their use of the school's computer networks. Access to these services is a privilege, not a right, and carries with it the responsibility to comply with all DIS policies and expectations. While DIS provides guidelines and expectations, it is not responsible for monitoring, restricting, or controlling the communications of individuals using the network.

School staff reserve the right to review files and communications stored on DIS systems to maintain system integrity and ensure responsible use. Users should not expect privacy regarding files stored on school servers or on cloud services owned by DIS.

INTERNET AND EMAIL ACCESS

Students are granted access to the Internet and Google Suite for Education to enable them to utilize numerous libraries and databases for educational purposes. However, families should be aware that some internet content may be illegal, defamatory, inaccurate, or potentially offensive. While DIS uses content filtering to limit access to inappropriate material, no system is capable of blocking all unsuitable content. The benefits of Internet access—such as the availability of extensive information

resources and opportunities for collaboration—are considered to outweigh the potential disadvantages. Ultimately, it is the responsibility of parents/guardians to set and communicate appropriate standards for their children's use of media and information sources.

UNACCEPTABLE TECHNOLOGY AND NETWORK USE

The following guidelines outline prohibited uses of DIS media and information sources. This list is not exhaustive and DIS reserves the right to take disciplinary action for any inappropriate use not explicitly listed here. DIS prohibits the use of its technology resources for any of the following:

- Sending, storing, or displaying images, messages, cartoons, or other materials that are sexually explicit, offensive, contain sexual, ethnic, racial slurs, or other derogatory epithets, or could be considered harassing or disparaging to others.
- Using obscene or inappropriate language.
- Sharing personal information, such as full names, phone numbers, addresses, or identifiable photos, without explicit permission from a teacher and parent/guardian.
- Threatening to post or actually posting defamatory, offensive, harassing, disruptive, or derogatory materials or information.
- Engaging in cyberbullying, hate mail, harassment, insults, attacks, or making discriminatory jokes or remarks.
- Damaging or modifying computers, computer systems, or networks, including downloading, installing, or playing games, audio files, video files, or other unauthorized applications (including shareware or freeware).
- Violating copyright laws or failing to respect intellectual property rights.
- Sharing or using others' logins, passwords, or other confidential information without authorization.
- Accessing, modifying, or deleting another individual's folders, work, or files without permission.
- Intentionally wasting limited resources, such as bandwidth or storage.
- Posting information online that could pose a danger to others.
- Using the network for nonacademic, personal, commercial, political, financial gain, gambling, or fraudulent purposes.
- Connecting unauthorized equipment to the school network.

Violations of these guidelines may result in the loss of access to DIS technology resources and could lead to further disciplinary action. In cases where the violation is severe or illegal, DIS may involve law enforcement authorities. Additional disciplinary actions may be applied as deemed necessary by DIS.

DEVICE MANAGEMENT POLICY

DIS is committed to ensuring the security and integrity of all school-managed resources and the data we are responsible for protecting. To achieve this, DIS will identify and implement appropriate technologies and processes. These security measures and safeguards apply to all computing devices, including but not limited to computers, laptops, Chromebooks, and tablets.

All DIS-owned devices are monitored regularly, and appropriate device management software is installed to ensure compliance with school policies and to maintain the safety and security of our technology resources.

GOOGLE WORKSPACE NOTIFICATION

Dallas International School uses Google Workspace for Education, a suite of educational productivity tools including Google Docs, Classroom, and more, widely used by millions of students and teachers

globally. We provide and manage a Google Workspace for Education account for each student starting from 2nd grade (CE1) and above. This account allows students to complete assignments, communicate with teachers via Google Classroom, sign into their Chromebooks, collaborate with classmates, and develop essential digital citizenship skills.

Parents/guardians must read and acknowledge that they understand how Google handles their child's personal information and the usage of Google Workspace for Education accounts. Please review this notice carefully and contact the school's Director of Technology and STEM with any questions.

Core Services: Students may access the following "Core Services" through their Google Workspace for Education accounts:

- Gmail (from 5th grade/CM2 and above)
- Meet
- Chrome Sync
- Classroom
- Docs, Sheets, Slides, Forms
- Drive
- Keep

Additional Services: With their accounts, students may also have access to certain "Additional Services" and Marketplace apps, including:

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

Common Questions:

- **What personal information does Google collect?**
DIS may provide Google with certain student information, such as name, email address, and password. Google may also collect information like a profile photo and usage data.
- **How does Google use this information?**
For Core Services, Google uses personal information to provide, maintain, and protect the services. No ads are served in Core Services. For Additional Services, information is used to improve services, provide relevant content, and protect users.
- **Does Google use student personal information for advertising?**
No. Google does not use any personal information for ads targeting in both Core and Additional Services for K-12 students.
- **Can my child share information with others?**
Students can share information using Google services like Google Docs. Publicly shared information may be indexed by search engines.
- **Will Google disclose my child's personal information?**
Google will not share personal information outside Google except in specific circumstances, such as with parental/guardian consent, for external processing, or for legal reasons.