



Dallas
International
School

FAMILY HANDBOOK

Waterview 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 the select 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

Like many private schools in the area, Dallas International School (DIS) does not receive financial support from local, state, or federal governments. As such, 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 and/or Grade Level Coordinator to discuss any academic, behavioral, or social issues.
2. **Escalation:** If the following type of concern persists, reach out to:
 - behavioral: the Dean of Students and/or Director of Student Affairs
 - academic: the Deputy Head of Program (IB or IB) and/or IB Program Coordinator
 - socioemotional: the School Counselor
 - university: the Director of College Counselling
 - inclusive education: the Inclusive Education Coordinator
3. **Further Escalation:** If still unresolved, contact the Head of Secondary
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.

WATERVIEW 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 Waterview Campus is open to students from 7:30 a.m. to 6:00 p.m.

- **Morning Arrival:** Students are permitted to enter the campus via the parking garage starting at 7:30 a.m. Upon arrival, students are required to wait in the Multi-Purpose Room (MPR). Please consult the schedule below for the specified times when students are allowed to proceed upstairs. Access to upper levels is strictly prohibited without prior staff authorization:
 - **12th (T^e) and 11th (1^e) Grades:** 8:00 a.m.
 - **10th (2^e) and 9th (3^e) Grades:** 8:05 a.m.
 - **8th (4^e), 7th (5^e), and 6th (6^e) Grades:** 8:07 a.m.
 - **5th Grade (CM2):** Students are escorted to class by their teachers.
- **End of Day:** Parents/guardians must pick up their children by 6:00 p.m. Any child remaining on campus after 6:00 p.m. will incur a fee of \$5 per minute. Parents/guardians will be notified of each occurrence.
- **Class Start Time and Tardiness:** Classes commence at 8:15 a.m., and students arriving after this time will be marked as tardy. Any student arriving late must check in at Reception to receive a tardy pass. Tardiness will be considered unexcused unless due to a medical appointment or illness. Please provide a note from the doctor's office or an email from a parent/guardian to wpattendance@dallasinternationalschool.org to excuse the tardy.

CARPOOL AND AFTERNOON PICKUP

Afternoon carpool begins at 3:25 p.m. Students are required to wait in the MPR and listen for their name to be called. DIS staff will meet parents/guardians in the parking garage and call for your child(ren). Please remain in your vehicle; do not get out of your car. Carpool ends at 5:00 p.m. After 5:00 p.m., students will wait in the lobby, and parents/guardians will pick up their children from Reception.

BUS AND SCHOOL TRAVEL

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

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

- Follow all adult instructions promptly and courteously, including all safety instructions from the driver, teachers, staff, and any parent/guardian chaperones.
- Keep all gear and personal items in their possession, and ensure the aisle is clear.
- Refrain from eating or drinking.
- Keep excessive noise to a minimum and behave in an orderly fashion at all times.
- Remain seated with a seatbelt on at all times.
- Observe the same rules of conduct that apply in the classroom.
- Keep the vehicle clean, keep hands and feet inside the vehicle, and do not throw objects outside the vehicle.

PARKING

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. When attending events on the Churchill campus, parents/guardians and students are not authorized to park in The Alcuin School parking lot or The Cooper Center parking lot.

LUNCH AND SNACK

Lunch Services

DIS contracts with Sage Dining Services to provide hot lunches for students. Lunch fees are included in the yearly tuition, and while students have the option to bring lunch from home, families will still be charged for school lunches as part of the tuition. All students eat lunch in the cafeteria, except for those who have meetings with staff or teachers during lunchtime. Students are required to clean their tables before leaving the cafeteria and to dispose of all trash in the designated trash cans.

Snacks

Students are welcome to enjoy snacks during break times. Snacks are also available for purchase in the Multi-Purpose Room (MPR) during break and after school. As microwaves and refrigerators are not available for snacks, students should pack their snacks accordingly.

Snacks may only be consumed in the MPR, outdoors, or as a Senior privilege, in the Senior Sky Lounge on the fifth floor. Snacks and drinks (with the exception of water) are not permitted in classrooms, hallways, or underclassmen lounges at any time.

Water Bottles

Students are strongly encouraged to bring reusable water bottles labeled with their names. Each floor is equipped with water fountains designed for easy water bottle refills.

LOCKERS

Lockers are provided for middle and high school students to store their personal belongings and school materials. Each student is responsible for maintaining the neatness and care of their assigned locker. Any issues with lockers, such as damage or malfunction, should be promptly reported to the Dean of Students.

Students are encouraged to use personal locks to secure their lockers; however, it is important to note that lockers are the property of DIS and may be searched by the school at any time. If access to a locker is needed and the student does not provide it, the school reserves the right to forcibly remove any lock.

At the end of the school year, students are expected to clean out their lockers prior to the last day of school. Any items left in lockers after this time will not be returned.

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.

STUDENT DRIVERS

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

Driving Practices

DIS expects all student drivers to demonstrate safe driving practices at all times. Any student deemed by the DIS administration, in its sole discretion, to be an unsafe driver will not be permitted to drive on campus. Students who exhibit unsafe driving practices will receive a warning. If unsafe driving continues, the student will no longer be allowed to drive or park on campus. Driving on campus is a privilege extended only to students who demonstrate responsible driving and correct their driving habits if requested by DIS. DIS reserves the right to immediately revoke driving privileges for any student.

Parking Pass

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

Designated Parking Spaces

Students must park in their designated student parking spot, respect the 10 mph (16 km/h) speed limit in the driving areas, and refrain from using cell phones while driving. Student drivers are allowed to drive their siblings; however, parental permission must be provided to the Dean of Students before a student is permitted to drive a non-family member.

Accessing Vehicles

Student drivers may access their vehicles during the school day only with prior permission from the Dean of Students or Reception. Only 11th (1^e) and 12th (T^e) grade students with off-campus privileges may leave campus during lunch or a free period. If a student driver feels ill during the school day, written permission from a parent/guardian is required before the student is allowed to sign out at Reception and leave campus. Students may not move their vehicles if the parking garage is being used for a student activity.

Students should lock their vehicles and refrain from leaving personal items inside. DIS is not responsible for any damage to students' vehicles or for stolen items. Students are prohibited from storing items in their vehicles that are not allowed on campus, including weapons, tobacco products, drugs, alcohol, or illegal substances.

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

OFF-CAMPUS PRIVILEGES

High school juniors (11th/1^e) and seniors (12th/T^e) have the option to leave campus for lunch with prior approval. Families must submit an Off-Campus Permission form (available through MyDIS) for their child to leave campus during the day. The form must list the DIS student driver's first and last names with whom their student has permission to ride. Students are required to sign out through Reception when they leave for lunch and sign back in when they return. DIS is not responsible for students while they are off campus.

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

HEALTH AND SAFETY

MEDICAL INFORMATION AND UPDATES

Parents/guardians are responsible for regularly updating their student's medical information, including vaccinations, on the August Schools portal, which can be accessed through MyDIS under "Resources" in the parent portal. The August Schools portal allows parents/guardians to complete all required emergency contact and medical information forms. This information must be updated at the beginning of each new school year.

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](#). DIS does not accept affidavits for reasons of conscience (ROC) for unvaccinated students.

All immunization records must be uploaded into the August Schools platform 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. 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.

Physical exams may be required to participate in certain sports, and all students must comply with health regulations to be eligible for athletic activities.

STUDENT HEALTH AND CHRONIC CONDITIONS

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

ADMINISTRATION OF MEDICATION

Over-the-counter medications, including Tylenol, Advil, cough drops, antacids, and antihistamines, are available in the nurse's office. With parental permission, the nurse can administer these medications at school. Prescription medication can only be administered by the nurse with signed parental consent. The nurse's office also has feminine hygiene products available for students.

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

Self-Medication

Students may carry medication or self-medicate under certain conditions, following consultation with the School Nurse. These conditions include but are not limited to:

- **Asthma or Respiratory Diseases:** Students may possess and administer prescription inhalers.
- **Diabetes:** Students may possess and administer glucose-monitoring tests and insulin delivery, provided they have a doctor's order that has been reviewed with the nurse.
- **Severe Allergies:** Students should leave an EpiPen with the School Nurse, which will be kept in the nurse's office, clearly marked.

ILLNESS OR INJURY AT SCHOOL

If a student becomes ill at school, they will be evaluated by the School Nurse, and parents/guardians will be notified to pick up their child, if necessary. In the event of a serious injury or illness, including any trauma to the head, families will be contacted by phone and asked to pick up their child after signing them out at Reception. All DIS teachers and assistants are trained in CPR and instructed on the use of the EpiPen. In the event of a serious emergency, DIS personnel are instructed to contact 911 in the first instance.

WHEN TO STAY HOME

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

- A fever of greater than 100°F (about 37.7°C) until symptom-free for 24 hours without the use of fever-reducing medication.
- Nausea, vomiting, or diarrhea until the infection has subsided.
- Untreated head lice.
- An undiagnosed rash or skin eruptions.
- A communicable disease, strep throat, conjunctivitis (pink eye), etc., until symptom-free.

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 NUT POLICY

Epi-Pens and Emergency Preparedness

Parents/guardians of children who may require an EpiPen should provide the School Nurse with a valid EpiPen prescription. EpiPens are available through the School Nurse in case of emergency.

Nut-Free Environment

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. Tree nuts include, but are not limited to, cashews, almonds, pecans, walnuts, and pistachios. Foods containing these items are not allowed 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

CAMPUS SECURITY

BUILDING ACCESS FOR VOLUNTEERS AND VISITORS

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

Former students and alumni wishing to visit the campus must notify the Director of Student Affairs at least 48 hours in advance. They may visit during the lunch period and break time but are not permitted to enter classrooms. If the student is visiting Middle School, they may visit from 11:30 am to 12:30 pm. For High School visits, the time is from 12:30 pm to 1:30 pm.

CLASSROOM AND CAMPUS SUPERVISION

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

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.

STUDENT BAGS AND BACKPACKS

To maintain the orderly appearance of our campus and ensure that hallways and emergency access points remain unobstructed, students are required to store their bags or backpacks in their lockers, in a classroom (with teacher permission), or on designated hooks in the hallways. Bags must not be left unattended on hallway floors, benches, or seating in common areas. Any unattended bags found in these areas will be removed and placed in the lost and found. Students who repeatedly violate this policy may receive an infraction.

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. In accordance with the Cell Phone and Wearable Technology Policy, the use of such devices is restricted on campus. 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. Students who are disruptive, speak loudly, or distract others during emergency drills will receive an infraction.

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.

DELIVERY SERVICES TO CAMPUS

For safety and security reasons, delivery services—in particular, food delivery services—are not permitted on campus without the prior written approval of the Dean of Students. Unplanned and unannounced deliveries can disrupt the school day and pose safety risks. Any delivery that has not been pre-approved will be refused by reception.

RIDE SHARE SERVICES FROM CAMPUS

Students are required to have prior written approval from a parent or guardian to use a rideshare service. The written consent must be sent to the Reception or Dean of Students by email at least three (3) hours before the scheduled pickup time. Without this written permission, school personnel will not allow the student to leave campus using a rideshare service.

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.

SECONDARY SCHOOL INTERNATIONAL PROGRAM

IB programs at DIS begins in 6th grades, first with the Middle Years Program (MYP) in 6th-10th grades. This rigorous inquiry-based program lays the groundwork for students to prepare for the rigor of the IB Diploma Program, which they undertake in the 11th and 12th grades. The IB Diploma Program (IBDP) is a comprehensive two-year program that fosters students' autonomy, encourages independent research, and provides a rich educational environment. It is structured similarly to a university degree program, offering a holistic education model. To earn the IB Diploma, students must complete and be assessed in six IB courses. Additionally, they are required to write an Extended Essay (EE), a piece of independent research that is guided both in class and by an assigned supervisor. Students must also engage in Creativity, Activity, and Service (CAS), and successfully complete the Theory of Knowledge (TOK) course, which focuses on critical thinking.

DIS offers several variations of the IB Diploma: the regular IB Diploma, the IB Bilingual Diploma, and the IB Advanced Bilingual Diploma. Students who do not wish to pursue the full diploma program may still enroll in IB courses and earn an IB certificate of results by fulfilling assessment requirements in selected courses.

To receive the IB Diploma, students must pass written examinations at the end of the program in the 12th grade. These examinations are graded by external examiners. In addition to these exams, students complete a series of internal assessments, including projects, oral examinations, and research papers, which are graded by DIS teachers. These grades are then moderated by external moderators or sent directly to external examiners to ensure consistency and fairness.

The IB Diploma is awarded to students who achieve a minimum of 24 points in the Diploma Program. This is contingent on meeting minimum performance levels across the entire program and demonstrating satisfactory participation in the CAS program. The maximum score a diploma student can attain is 45 points.

SECONDARY SCHOOL FRENCH PROGRAM

The Secondary School French Program at DIS is the continuation of our school's accredited Primary School French Program. After the transitional year of 6^e (6th grade), which marks the end of Cycle 3 learning, students enter Cycle 4 (5^e-3^e or 7th-9th), which culminates in the award of the *Diplôme National du Brevet* for students who successfully complete the course of studies and all assessment requirements.

Of note, while the DIS Middle School program spans 6th-8th grades and the High School program spans 9th-12th grades, the academic components of the French Program have two important transitional years:

- 6^e (6th grade): This marks the end of Cycle 3 (4th-6th grades) studies and the beginning of a student's secondary school career.
- 3^e (9th grade): This marks the end of Cycle 4 (7th-9th grades) studies and the start of a student's high school career. Courses taken in the French Program allow students to earn credits toward the DIS High School Diploma.

The French Baccalaureate (FB) Program at Dallas International School encompasses the final two years of secondary education, covering 11th (1^e) and 12th (T^{le}) grades. The FB Diploma is issued by the French Ministry of Education, and the majority of FB classes are conducted in French, adhering to the rigorous standards set by the French educational system.

The Baccalauréat curriculum and examinations are developed and overseen by the French Ministry of Education, which also appoints external examiners to evaluate the exams. Each examination typically includes a series of essays or problem-solving questions that require substantial, in-depth analysis of the course material covered during the last two years of study. Some of the examinations are administered at the end of 11th grade (1^e), while others take place at the end of 12th grade (T^{le}). The final comprehensive exams are conducted over a two-week period in both 11th (1^e) and 12th (T^{le}) grades, with the exams for majors (*spécialités*) scheduled in May of senior year.

To be awarded the French Baccalaureate, students must achieve a minimum average score of 10 out of 20 points, while also meeting certain performance thresholds across all components of the program.

LIBRARY

The DIS Library offers a wide selection of literature and media in multiple languages, providing students with valuable resources for both academic work and leisure reading in a quiet environment. The library also provides access to a printer for student use.

Students are expected to take good care of all library materials and to return them in the same condition in which they were borrowed. Families will be responsible for covering the cost of any books or materials that are lost or damaged.

For safety and to ensure proper conduct, students are not permitted in the library without adult supervision.

CHANGING OR DROPPING COURSES

Students seeking to change or drop a course must engage in a structured process that involves key stakeholders to ensure informed decisions aligned with their academic goals. All core course changes require thorough discussions with the student's Grade Level Coordinator, the Head of Secondary, College Counselors, and the respective Deputy Head of Program. The final decision will be made by a pedagogical committee composed of these individuals.

Course Level Changes

High School students may request a change in the level of their course (Higher Level/Standard Level) before the first mid-term meeting in October. Approval from the pedagogical committee is required. If the change is approved before the mid-term deadline, neither the grade nor the initial subject level will appear on the student's report card or transcript.

Language Course Withdrawals

High School students may also request to withdraw from a language course before the first mid-term meeting, subject to approval by the pedagogical committee. If approved before the mid-term deadline, the course withdrawal will not reflect on the student's report card or transcript. During the mid-term meetings, teachers will review grades and notify students and parents/guardians of any grade of a C or below. After the mid-term deadline, the student's grade will be recorded on both the report card and transcript.

Elective Course Withdrawals

Students may withdraw from an elective course before the first mid-term meeting without any grade or subject appearing on their report card or transcript. Post mid-term meetings, teachers will review grades and inform students of any grade of a C or below. Withdrawals after the deadline will result in the course and grade being recorded on the report card and transcript. Upon withdrawing from an elective, students may transfer to another elective based on availability and with teacher approval. Parents/guardians must submit a written request to the Registrar to drop or change a course or elective, and changes will be subject to the student's existing schedule.

Program Changes

Changing programs follows a similar approval process and must be approved by the pedagogical team to ensure the decision aligns with the student's academic objectives. Students must complete the following steps for changing courses, tracks, or languages:

1. **Obtain a Course Change Form:** The student should obtain the appropriate form from the Deputy Head of Program for the desired course, program, or language change.

2. **Seek Approval:** The student is responsible for driving the approval process. This involves having conversations with the following individuals:
 - Deputy Head of Program
 - College Counselor
 - Grade Level Coordinator
 - Subject Teacher of the course being dropped
 - Subject Teacher of the course being added
3. **Finalization of Change:** Once all necessary approvals are obtained and the form is submitted to the Deputy Head of Program, the change becomes official.
4. **Registrar's Role:** The Registrar will then update MyDIS to reflect the course change.
5. **Schedule Update:** The change will be incorporated into the student's official schedule.

This structured approach ensures that students make well-informed decisions about their academic pathways and maintain a clear record of their coursework.

CLASS MATERIAL

Students are expected to bring all necessary materials and school supplies to each class, including textbooks, notebooks, writing utensils, and any other resources specified by their teachers. DIS provides certain supplies, such as textbooks and other materials, with the expectation that they will be returned in good condition. Students may be held accountable for the cost of any lost or damaged materials. Intentional misuse of equipment and supplies will not be tolerated and may result in disciplinary action.

HOMEWORK

Homework is an essential part of the academic experience at DIS, reinforcing classroom learning, promoting independent study habits, and helping students develop time management skills. Homework is assigned in appropriate quantities based on grade level and subject matter. Students are expected to complete all homework assignments on time and to the best of their ability.

The following homework guidelines will apply for Waterview students:

- **5th grade (CM2):** Students should expect to spend 15-30 minutes per day on homework. Assignments will focus primarily on reading, memorization of lessons, and other engaging tasks that enhance learning.
- **Middle School (6th-8th, 6^{ème}-4^{ème}):** Students should expect to spend 30-60 minutes per day on homework. Teachers will ensure that more time-consuming assignments, such as essays or projects, are spread out over several days with adequate notice.
- **High School (9th-12th, 3^{ème}-T^{le}):** Students should expect to spend 60-120 minutes per day on homework. Major assignments requiring significant time and effort, such as research papers or science projects, will be assigned with sufficient time to complete them.

Students are encouraged to use their time efficiently during study periods and after school to manage their homework load effectively. Teachers will coordinate to avoid overloading students with assignments on any given night.

ASSESSMENTS AND EXAMINATIONS

Dallas International School administers a variety of standardized assessments to monitor the academic progress of our students and to provide scores for college and university applications. These assessments include, but are not limited to:

- **MAP (Measures of Academic Progress):** Administered to students from 5th (CM2) to 10th (2^e) grade three per year, in the fall, winter, and spring, covering reading, math, and language usage to assess student progress.
- **PSAT 8/9:** Administered to all 8th (4^e) and 9th (3^e) grade students, once in 8th grade and again in 9th grade, to prepare them for the PSAT/NMSQT and SAT.
- **PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test):** Administered to all 10th (2^e) grade students and to 11th (1^e) grade students. The PSAT/NMSQT serves as a qualifying test for the National Merit Scholarship Program.
- **SAT (Scholastic Assessment Test):** Administered in 11th (1^e) and 12th (T^{le}) grades, the SAT assesses a student's readiness for college and is widely used for college admissions in the United States.
- **AP (Advanced Placement) Exams:** DIS is a private testing center for various AP subjects offered through the College Board. Though DIS does not offer AP exam preparation courses, students in 9th (3^e) through 12th (T^{le}) grades are able sit these exams at DIS. AP exams are optional and provide an opportunity for students to earn college credit and demonstrate their mastery of college-level coursework.
- **Diplôme National du Brevet (DNB):** Administered at the end of 9th (3^e) grade for French Program students. The DNB exam assesses the knowledge and skills acquired in 7th through 9th grades (4^e–3^e), certifying mastery of the Common Core of Knowledge, Skills, and Culture (*Socle commun de connaissances, de compétences et de culture*). It includes both continuous assessment of coursework and written and oral exams. Students who wish to continue in the French Program through the French Baccalaureate must sit for the Brevet exam.
- **French Baccalaureate (FB):** A final diploma administered by the French Ministry of Education at the end of 11th (1^e) and 12th (T^{le}) grades for students in the French Program. The FB assesses comprehensive knowledge and skills across various subjects.
- **International Baccalaureate (IB) Diploma Program (DP):** Administered by the International Baccalaureate Organization at the end of 12th grade for IB students. Some assessments that contribute to the final IB Diploma score are submitted or conducted in 11th grade. This program encourages students to become internationally-minded and prepare for higher education worldwide.

ACADEMIC INTEGRITY

DIS takes academic integrity very seriously. Students are expected to complete their own work independently and provide proper documentation when using outside sources. Submitting non-original work as one's own will result in both disciplinary and academic consequences. This includes instances of plagiarism, cheating, misuse of technology, fabrication, or any form of academic dishonesty, whether the material is sourced from another student, a book, or the internet.

If a student is found to have violated academic integrity, a meeting will be convened with the student, the Grade Level Coordinator, the Dean of Students, and the student's parents/guardians to address the incident. Students are not permitted to submit the same assignment in multiple classes or to "recycle" an essay or project from a previous year.

As a consequence of academic misconduct, students will not be eligible for academic distinctions from the Class Council. Additionally, students found in violation of the DIS Academic Integrity Policy will no longer be permitted to be part of an honor society and may face further consequences in accordance with the school's disciplinary procedures.

ACADEMIC REPORTING

Parents/guardians of students in Middle and High School will receive their child's report card at the end of each semester. The report card provides a comprehensive overview of the student's academic performance across all subjects, including core subjects, electives, and any language courses.

Students are graded according to the following systems at DIS:

- 5th grade (CM2): Elementary school mastery levels of EE (Exceeds Expectations), M+ (Strong Mastery), M (Mastered), BA (Being Acquired), NM (Not Mastered), NA (Not Applicable)
- Secondary French Program: 20-point grading scale.
- Secondary International Program: 100% grading scale and US letter grades.
- International Baccalaureate Diploma Program: 7-point grading scale.

Grade conversion between systems require scaling and cannot be simply calculated arithmetically. For instance, a 14/20 in the French system is equivalent to a 90% in the US system; it would be incorrect to divide 14 by 20 to get 70%. To facilitate the conversion of grades between the different systems, the DIS Secondary School uses the following equivalency table:

FRANCE-USA-IBDP EQUIVALENCY TABLE

FR	IB	US	GPA	US PCT	FR	US	IB	GPA	US PCT	FR	US	IB	GPA	US PCT	FR	US	IB	GPA	US PCT	FR	US	IB	GPA	US PCT
20.0	7	A+	4.0	100.00%	16.0	A+	7	4.0	97.00%	12.0	B-	5	2.7	80.00%	8.0	D	3	1.0	63.00%	4.0	F	2	0.0	34.29%
19.9	7	A+	4.0	99.93%	15.9	A	6	4.0	96.73%	11.9	C+	4	2.3	79.40%	7.9	D-	3	0.3	62.70%	3.9	F	2	0.0	33.43%
19.8	7	A+	4.0	99.85%	15.8	A	6	4.0	96.47%	11.8	C+	4	2.3	78.80%	7.8	D-	3	0.3	62.40%	3.8	F	2	0.0	32.58%
19.7	7	A+	4.0	99.78%	15.7	A	6	4.0	96.20%	11.7	C+	4	2.3	78.21%	7.7	D-	3	0.3	62.10%	3.7	F	2	0.0	31.72%
19.6	7	A+	4.0	99.70%	15.6	A	6	4.0	95.94%	11.6	C+	4	2.3	77.61%	7.6	D-	3	0.3	61.80%	3.6	F	2	0.0	30.86%
19.5	7	A+	4.0	99.63%	15.5	A	6	4.0	95.67%	11.5	C+	4	2.3	77.00%	7.5	D-	3	0.3	61.51%	3.5	F	2	0.0	30.01%
19.4	7	A+	4.0	99.55%	15.4	A	6	4.0	95.40%	11.4	C	4	2.0	76.60%	7.4	D-	3	0.3	61.21%	3.4	F	1	0.0	29.15%
19.3	7	A+	4.0	99.48%	15.3	A	6	4.0	95.14%	11.3	C	4	2.0	76.20%	7.3	D-	3	0.3	60.91%	3.3	F	1	0.0	28.29%
19.2	7	A+	4.0	99.40%	15.2	A	6	4.0	94.87%	11.2	C	4	2.0	75.80%	7.2	D-	3	0.3	60.61%	3.2	F	1	0.0	27.43%
19.1	7	A+	4.0	99.33%	15.1	A	6	4.0	94.61%	11.1	C	4	2.0	75.40%	7.1	D-	3	0.3	60.31%	3.1	F	1	0.0	26.58%
19.0	7	A+	4.0	99.25%	15.0	A	6	4.0	94.34%	11.0	C	4	2.0	75.01%	7.0	D-	3	0.3	60.00%	3.0	F	1	0.0	25.72%
18.9	7	A+	4.0	99.18%	14.9	A	6	4.0	94.07%	10.9	C	4	2.0	74.61%	6.9	F	2	0.0	59.14%	2.9	F	1	0.0	24.86%
18.8	7	A+	4.0	99.10%	14.8	A	6	4.0	93.81%	10.8	C	4	2.0	74.21%	6.8	F	2	0.0	58.29%	2.8	F	1	0.0	24.01%
18.7	7	A+	4.0	99.03%	14.7	A	6	4.0	93.54%	10.7	C	4	2.0	73.81%	6.7	F	2	0.0	57.43%	2.7	F	1	0.0	23.15%
18.6	7	A+	4.0	98.95%	14.6	A	6	4.0	93.28%	10.6	C	4	2.0	73.41%	6.6	F	2	0.0	56.57%	2.6	F	1	0.0	22.29%
18.5	7	A+	4.0	98.88%	14.5	A	6	4.0	93.00%	10.5	C	4	2.0	73.00%	6.5	F	2	0.0	55.72%	2.5	F	1	0.0	21.44%
18.4	7	A+	4.0	98.80%	14.4	A-	6	3.7	92.40%	10.4	C-	4	1.7	72.40%	6.4	F	2	0.0	54.86%	2.4	F	1	0.0	20.58%
18.3	7	A+	4.0	98.73%	14.3	A-	6	3.7	91.80%	10.3	C-	4	1.7	71.80%	6.3	F	2	0.0	54.00%	2.3	F	1	0.0	19.72%
18.2	7	A+	4.0	98.65%	14.2	A-	6	3.7	91.21%	10.2	C-	4	1.7	71.21%	6.2	F	2	0.0	53.14%	2.2	F	1	0.0	18.86%
18.1	7	A+	4.0	98.57%	14.1	A-	6	3.7	90.61%	10.1	C-	4	1.7	70.61%	6.1	F	2	0.0	52.29%	2.1	F	1	0.0	18.01%
18.0	7	A+	4.0	98.50%	14.0	A-	6	3.7	90.00%	10.0	C-	4	1.7	70.00%	6.0	F	2	0.0	51.43%	2.0	F	1	0.0	17.15%
17.9	7	A+	4.0	98.42%	13.9	B+	5	3.3	89.40%	9.9	D+	3	1.3	69.70%	5.9	F	2	0.0	50.57%	1.9	F	1	0.0	16.29%
17.8	7	A+	4.0	98.35%	13.8	B+	5	3.3	88.80%	9.8	D+	3	1.3	69.40%	5.8	F	2	0.0	49.72%	1.8	F	1	0.0	15.44%
17.7	7	A+	4.0	98.27%	13.7	B+	5	3.3	88.21%	9.7	D+	3	1.3	69.10%	5.7	F	2	0.0	48.86%	1.7	F	1	0.0	14.58%
17.6	7	A+	4.0	98.20%	13.6	B+	5	3.3	87.61%	9.6	D+	3	1.3	68.80%	5.6	F	2	0.0	48.00%	1.6	F	1	0.0	13.72%
17.5	7	A+	4.0	98.12%	13.5	B+	5	3.3	87.00%	9.5	D+	3	1.3	68.51%	5.5	F	2	0.0	47.15%	1.5	F	1	0.0	12.87%
17.4	7	A+	4.0	98.05%	13.4	B	5	3.0	86.60%	9.4	D+	3	1.3	68.21%	5.4	F	2	0.0	46.29%	1.4	F	1	0.0	12.01%
17.3	7	A+	4.0	97.97%	13.3	B	5	3.0	86.20%	9.3	D+	3	1.3	67.91%	5.3	F	2	0.0	45.43%	1.3	F	1	0.0	11.15%
17.2	7	A+	4.0	97.90%	13.2	B	5	3.0	85.80%	9.2	D+	3	1.3	67.61%	5.2	F	2	0.0	44.57%	1.2	F	1	0.0	10.29%
17.1	7	A+	4.0	97.82%	13.1	B	5	3.0	85.40%	9.1	D+	3	1.3	67.31%	5.1	F	2	0.0	43.72%	1.1	F	1	0.0	9.44%
17.0	7	A+	4.0	97.75%	13.0	B	5	3.0	85.01%	9.0	D+	3	1.3	67.00%	5.0	F	2	0.0	42.86%	1.0	F	1	0.0	8.58%
16.9	7	A+	4.0	97.67%	12.9	B	5	3.0	84.61%	8.9	D	3	1.0	66.60%	4.9	F	2	0.0	42.00%	0.9	F	1	0.0	7.72%
16.8	7	A+	4.0	97.60%	12.8	B	5	3.0	84.21%	8.8	D	3	1.0	66.20%	4.8	F	2	0.0	41.15%	0.8	F	1	0.0	6.87%
16.7	7	A+	4.0	97.52%	12.7	B	5	3.0	83.81%	8.7	D	3	1.0	65.80%	4.7	F	2	0.0	40.29%	0.7	F	1	0.0	6.01%
16.6	7	A+	4.0	97.45%	12.6	B	5	3.0	83.41%	8.6	D	3	1.0	65.40%	4.6	F	2	0.0	39.43%	0.6	F	1	0.0	5.15%
16.5	7	A+	4.0	97.37%	12.5	B	5	3.0	83.00%	8.5	D	3	1.0	65.01%	4.5	F	2	0.0	38.58%	0.5	F	1	0.0	4.29%
16.4	7	A+	4.0	97.30%	12.4	B-	5	2.7	82.40%	8.4	D	3	1.0	64.61%	4.4	F	2	0.0	37.72%	0.4	F	1	0.0	3.44%
16.3	7	A+	4.0	97.22%	12.3	B-	5	2.7	81.80%	8.3	D	3	1.0	64.21%	4.3	F	2	0.0	36.86%	0.3	F	1	0.0	2.58%
16.2	7	A+	4.0	97.15%	12.2	B-	5	2.7	81.21%	8.2	D	3	1.0	63.81%	4.2	F	2	0.0	36.00%	0.2	F	1	0.0	1.72%
16.1	7	A+	4.0	97.07%	12.1	B-	5	2.7	80.61%	8.1	D	3	1.0	63.41%	4.1	F	2	0.0	35.15%	0.1	F	1	0.0	0.87%

LAST UPDATE: JUNE 18, 2024

The report card uses standardized and internationally-recognized grading scales to reflect the student's achievement and progress. These grades offer insights into areas of strength as well as those that may require additional attention or support. Teachers and advisors are available to discuss report cards with parents/guardians and to work together on strategies for student success. Parents/guardians will be promptly informed if a student is at risk of failing a course. DIS faculty and administration will collaborate closely with the student and family to provide the necessary support to help the student improve. In cases where a student's performance does not meet the required standards, the Class Council will make the final decision as to whether a student must repeat a class.

Effort Grades

In addition to academic performance, Dallas International School places a strong emphasis on evaluating students' effort throughout the academic year. Effort grades serve as a reflection of a student's diligence, engagement, and behavior in the classroom. These grades provide valuable insight into how students approach their learning, complementing their overall academic performance.

Effort grades are determined based on several key elements:

- **Diligence:** The student's ability to consistently complete assignments on time and with care, demonstrating perseverance and attention to detail.
- **Engagement:** Active participation in classroom activities, discussions, and lessons, as well as their willingness to ask questions, seek help, and contribute to the learning environment.
- **Behavior:** Students' conduct and attitude towards peers, teachers, and their own learning experience, including respect for classroom rules and an appropriate response to feedback. Behavior also includes attendance and punctuality; students are expected to be regularly present and on time for classes.

The secondary school effort grading scale is as follows:

- **EE:** Exceeding Expectations
- **ME:** Meeting Expectations
- **AE:** Approaching Expectations
- **BE:** Below Expectations

Additionally, effort grades are influenced by the student's completion of assignments. If a student has any missing assignments, the following guidelines apply to their effort grade:

- If the student is missing one assignment, the highest effort grade they can receive is **ME**.
- If the student is missing two assignments, the highest effort grade they can receive is **AE**.
- If the student is missing three or more assignments, the effort grade will be **BE**.

CLASS COUNCIL

The Class Council is a distinctive feature of schools accredited by the French Ministry of Education and it plays a vital role in the academic and social fabric of Dallas International School. The council comprises elected student delegates, parent/guardian representatives, faculty, staff, and administration. The Class Council meets twice per year at the end of each semester to review and discuss the progress of the class and its students.

The meeting begins with a general session where student delegates, parent/guardian representatives, and Grade Level Coordinator provides an overview of the class's progress as a whole. During this segment, discussions are focused on collective observations and achievements; no individual student matters are addressed.

Following the general session, the Class Council moves into a closed session, restricted to faculty and staff only. During this part of the meeting, the individual progress of each student is reviewed, and important decisions such as promotion, continued enrollment offers, and class placements are discussed. These deliberations are conducted in strict confidentiality; therefore, families and students are not permitted to attend or participate in these discussions.

Additionally, the Class Council awards distinctions to individual students based on their academic performance and behavior. These distinctions are granted at the council's discretion. For students with Accommodation Plans, academic achievement will be evaluated based on their overall averages, but decisions are not solely limited to numerical grades. The averages indicated in the guidelines serve as a reference for these students.

Distinction	Basis	Middle School Average	High School Average
Recognition of Effort <i>Encouragements</i>	Effort	N/A	N/A
Honors <i>Compliments</i>	Quality of academics and behavior	FB: 15.0-16.9 IB: 94-97.4%	FB: 14.0-15.9 IB: 90-96.9%
High Honors <i>Félicitations</i>	Excellence in academics and behavior	FB: 17.0-20.0 IB: 97.5-100%	FB: 16.0-20.0 IB: 97-100%

Students who receive Recognition of Effort (*Encouragements*), Honors (*Compliments*), or High Honors (*Félicitations*) during the semester will have these distinctions noted on their report cards. Additionally, students who achieve High Honors (*Félicitations*) will receive a personal letter from the Head of Secondary, acknowledging and celebrating their outstanding achievement.

MAKE-UP WORK

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

STUDENT TRANSCRIPTS

A transcript is a student's official high school (9th-12th grades) academic record, containing the student's cumulative, unweighted Grade Point Average (GPA). The GPA is a measure of a student's overall academic performance from 9th grade (3^e) through 12th grade. It is the average of all the GPAs a student has earned in their courses during their academic career. The GPA includes only the coursework completed at Dallas International School; it does not include individual course results based on external examining bodies (e.g., DNB, FB, IB, SAT, etc.). Requests for DIS transcripts should be directed to the college counselors and the registrar. Official transcripts reflecting academic records from other institutions must be obtained directly from those institutions.

Student records are accessible to parents and guardians on MyDIS. Legal guardians have the right to access the records of a student who is a minor or a dependent for tax purposes. These records include, but are not limited to, attendance, test scores, grades, disciplinary records, and health and

immunization information. If a parent's rights have been legally terminated, access to these records will be denied, but only upon receipt of an official court order by the school.

Parental or guardian consent is required for DIS to release student records. However, once a student reaches the age of 18, the right of consent to release records is transferred from the parent or guardian to the student. At this point, parents or guardians may no longer request the student's records without the student's consent.

Please note that parents or guardians will be billed for transcripts or official reports that require shipping via courier or certified mail. Official report cards or transcripts will not be processed or released unless all outstanding obligations to DIS, including any past due financial balances, are settled.

For any questions regarding student records, students, parents, or guardians are encouraged to contact the Registrar by email (registrar@dallasinternationalschool.org) or by telephone (469-250-0001, x1110).

IB AND FB PREDICTED GRADES FOR UNIVERSITY

A predicted grade represents the teacher's estimation of the grade a student is expected to achieve on their final examinations. This estimation should be grounded in a comprehensive evaluation of the student's work, progress, and understanding of the standards set by the International Baccalaureate (IB) and/or the French Baccalaureate (FB). At Dallas International School (DIS), teachers are responsible for predicting the grades they believe each student will achieve in the upcoming IB or FB examination session. These predictions are specific to the subject, level (for IB), or major (for FB).

DIS is committed to maintaining the integrity of the predicted grades process. We support our teachers in providing predictions that are both realistic and achievable, based on solid evidence and their professional judgment. This commitment ensures that predicted grades are accurate reflections of a student's ongoing academic performance.

Predicted grades are particularly important for university applications, especially for students applying to institutions in the UK and Canada, where predicted grades are a required component of the application process. Additionally, students applying to other universities may request that their predicted grades be included as supplementary documentation to strengthen their applications.

Process for Predicted Grades Submission:

- **Prior to mock exams (*bac blanc*):** If predicted grades are requested before the mock exams (*bac blanc*), Program Coordinator will ask teachers to provide their predictions based on current assessments and class performance. This approach allows the predictions to be as accurate and reflective of the student's abilities as possible at that time.
- **After mock exams (*bac blanc*):** If the request for predicted grades occurs after the completion of mock exams (*bac blanc*), the exam results will be used in conjunction with the teachers' professional judgment to determine the most accurate predicted grades.

The Program Coordinator will ensure that predicted grades are submitted as close to the university application deadlines as possible. This timing ensures the grades reflect the most up-to-date performance of each student in their respective subjects, providing universities with a reliable indication of the student's potential outcomes.

VERIFICATION OF ENROLLMENT

The Registrar is responsible for issuing all Verification of Enrollment (VOE) documents. These documents are necessary for various purposes, including obtaining or renewing a Texas Driver License, securing insurance discounts, verifying enrollment for Social Security, and confirming graduation history for employment purposes. For more details regarding driver license requirements for the State of Texas, please refer to the Texas Department of Public Safety's Driver License Division.

The Registrar is located in the administrative wing on the first floor of the Waterview campus. For any questions regarding VOE, students, parents, or guardians may also contact the Registrar by email (registrar@dallasinternationalschool.org) or by telephone (469-250-0001, x1110).

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, the Grade Level Coordinator, the Deputy Head of Program, and the Head of Secondary. 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.

GRADUATION REQUIREMENTS

Dallas International School (DIS) is regionally accredited by the Independent Schools Association of the Southwest (ISAS) and is recognized by the Texas Private School Accreditation Commission (TEPSAC). This accreditation allows DIS to issue the DIS High School Diploma to its graduates. The DIS High School Diploma is a respected college preparatory qualification that is awarded in addition to the International Baccalaureate (IB) Diploma or the French Baccalaureate (FB) Diploma, and it is recognized as a valuable academic credential for university entry both in the United States and internationally.

To earn the DIS High School Diploma, students must complete a total of 26 credits during their high school years (9th through 12th grades) in various subject areas. A full credit is awarded for the successful completion of one year of study in a subject. in accordance with DIS's Assessment Policy, credits are granted based on achieving a passing grade of 60% or above and having an attendance of at least 90% per course per semester. Missing assignments may impact a student's ability to earn course credits for the semester, thereby placing their course credit and DIS High School Diploma at risk.

Elective credits can be obtained through participation in DIS's academic elective program or by taking additional courses in language acquisition, social studies, science, or mathematics.

The DIS High School Diploma credit requirements are as follows:

- **English:** 4 credits
- **Language Acquisition:** 4 credits
- **Social Studies:** 4 credits
- **Science:** 4 credits
- **Mathematics:** 4 credits
- **Physical and Health Education:** 1 credit
- **Fine Arts:** 1 credit
- **Electives:** 4 credits

This comprehensive program is designed to ensure that DIS graduates are well-rounded and prepared for the academic challenges of higher education.

GRADUATION DISTINCTIONS AND AWARDS

Valedictorian/Salutatorian

At Dallas International School, academic excellence is recognized through the distinction of Valedictorian and Salutatorian for each of our two academic tracks: the French Baccalaureate (FB) and the International Baccalaureate (IB). The Valedictorian is the highest-ranked graduate, while the Salutatorian is the second highest-ranked graduate in each track.

Valedictorian/Salutatorian Eligibility

To be eligible for Valedictorian or Salutatorian, students must have attended DIS in both 11th (1^e) and 12th (T^e) grade, completing all four consecutive semesters. The Valedictorian for each track will be the student who has earned the highest cumulative GPA from 11th (1^e) through 12th (T^e) grade. The Salutatorian will be the student with the second highest cumulative GPA over the same period. In the event of a tie for Valedictorian or Salutatorian, the numerical average of each grading system will be used to determine the highest or second highest academic ranking.

Additionally, the student's behavior and conduct may impact their eligibility for the honor of being Valedictorian or Salutatorian. The Academic Ambition Committee, in collaboration with the Student Affairs team, the College Counselors, and the 12th grade (T^e) Grade Level Coordinator will assess whether a student's behavior has been disruptive or persistent enough to disqualify them from receiving these distinctions, regardless of their academic standing. The final decision on such matters will be based on a holistic review of the student's overall contributions to the school community.

Distinctions will be duly noted on the student's transcript, reflecting the significant honor these awards represent.

Awards at Graduation

At graduation, four major awards are presented to recognize seniors for their outstanding and exceptional achievements. Faculty and administrators deliberate to nominate and select the recipients of these prestigious awards, which reflect the core values and mission of DIS. The awards are as follows:

- **The Community Spirit Award:** Presented by the Dean of Students, following input from faculty and staff, this award recognizes a Senior of exceptional character who unites our community by demonstrating compassion, deep civic spirit, and a commitment to service in all areas of school and personal life. The recipient is a student who not only understands their rights but also exemplifies loyalty and responsibility toward their peers and the broader community.

- **The Global Citizenship and Leadership Award:** Presented by the Head of Secondary, following nominations from faculty and staff, this award is given to a Senior who exhibits a profound awareness of global issues and an appreciation of multiple languages and cultures. This student demonstrates great potential to foster international and intercultural understanding in the future, embodying the spirit of a global citizen.
- **The Academic Ambition Award:** Presented by the Deputy Head of School after consultation with faculty and staff, this award honors a Senior who displays boundless intellectual curiosity and depth of thought. This student takes pride in the enthusiastic pursuit of knowledge, recognizing it as a key component of meaningful human endeavor and intellectual progress.
- **The *Prix d'honneur*:** This prestigious medal, awarded by the Head of School, represents the highest distinction a student can receive at Dallas International School. It recognizes an exemplary Senior who embodies the core principles of our institution—academic ambition, global citizenship, and community spirit—while also reflecting the values of *liberté, égalité, fraternité*. This student's academic and moral depth inspires a commitment to contributing positively to humanity.

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. This 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 Grade Level Coordinator.

The following procedure should be followed to request grade promotion:

1. A “Request for Whole-Grade Skipping” form must be completed by either the parent/guardian or the Grade Level Coordinator for the student and submitted to Campus administration by March 1st of the current school year.
2. Upon receiving the request, the teachers will complete a form to provide feedback on the student’s classroom performance.
3. Formative assessments will be conducted by a teacher at the subsequent grade level. If available, the student’s MAP scores may also be considered when assessing the student’s level in English.
4. If the formative assessment indicates that the student is capable of maintaining performance at the higher grade level, a socioemotional evaluation will be conducted by the school Counselor.
5. All documentation will be completed and available for review by the committee by the second week of April.
6. Whether the decision is to maintain the student’s current grade level or to accelerate their academic placement, both parents/guardians and teachers will be notified of the decision by May 1st of the current school year. Parents/guardians will be invited to discuss the results of the assessments and observations after a decision has been made.

Students who are approved to grade skip in high school will receive 6.5 credits for the grade skipped, to be applied to the following subjects: English (1), Language Acquisition (1), Social Studies (1), Mathematics (1), Physical and Health Education (1), Fine Arts (1), Elective (0.5). If the student has already achieved the minimum number of credits require for a given subject, then the remaining credits will be considered elective credits.

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 LIFE AND EXTRACURRICULAR ACTIVITIES

SPORTS AND ATHLETICS

Eligibility for Participation: Athletics/Extracurricular Activities

To participate in athletics, extracurricular activities, or student clubs, students must maintain a grade average of 70% (International Program) or 10.0 (French Program) or higher in all of their courses. Teachers are responsible for communicating any drop in a student's grade average below the minimum requirement to the Athletics Department and other relevant activity advisors. Additionally, students may be disqualified from participating in these activities if they have excessive absences, tardies, or infractions, as determined by the Dean of Students.

Athletics Communications

Coaches of each sport will hold an informational parent/guardian meeting at the beginning of each season to discuss expectations, schedules, and any other pertinent details. Coaches are committed to maintaining regular communication with parents and student-athletes, whether in person, via email, or by phone. A contact number will be provided for use in emergencies only. All relevant information about DIS's athletic programs, including sports schedules, DIS athletic forms, TAPPS athletic forms, and coach information is available on the Athletics page of the DIS website. For all necessary forms, please refer to the "DIS Athletic Forms" folder.

Athletics Heat Guidelines

To ensure the safety and well-being of student-athletes, DIS follows strict heat guidelines during athletic practices and events:

- **Practice Adjustments:** Practice duration will be shortened to 1 hour instead of 1.5 hours.
- **Shade and Hydration:** Pop-up canopies will be used to provide shade and a water refill station will be available on the field.
- **Temperature-Based Water Breaks:**
 - If the "feels like" temperature is above 105°F (40.5°C), water breaks will occur every 15 minutes.
 - If the "feels like" temperature is between 105°F (40.5°C) and 110°F (43.3°C), water breaks will occur every 10 minutes.
 - If the "feels like" temperature is above 110°F (43.3°C), practice will be canceled. In such cases, game day decisions will be made in consultation with other schools about whether to proceed with or reschedule matches.

CLUBS AND ORGANIZATIONS

Student Clubs

Students in 5th (CM2) through 12th (T^{le}) grades have the opportunity to participate in a variety of student clubs. These clubs allow students to explore their interests, develop leadership skills, and engage in meaningful extracurricular activities. Students who wish to start a new club should arrange a meeting with the Clubs Coordinator, who can assist them in finding a suitable faculty or staff advisor. It is typically the faculty and staff members who serve as club advisors, ensuring proper guidance and oversight. It is important to note that any adult volunteer at DIS must complete a background check before they can engage with students. Furthermore, student groups and clubs are not permitted to meet on campus without the presence of an approved adult.

Honor Societies

High School students have the opportunity to apply for membership in various Honor Societies, including the National Honor Society for students in 10th (2^e) through 12th (T^{le}) grades. Membership in DIS chapters of these honor societies is based on specific criteria and requirements set by the National Honor Societies. For more information on eligibility requirements, please refer to the bylaws of each Honor Society.

Student Government Association (SGA)

The Student Government Association (SGA) serves as the representative governing body for students, comprised of elected student leaders. SGA elections are held each spring to elect officers for the upcoming school year. All students must be registered voters to participate in the elections, with registration taking place each school year. The SGA gives students a platform to voice their opinions and play an active role in shaping the school's strategic direction, enhancing Academic Ambition, Global Citizenship and Leadership, and Community Spirit. The SGA also promotes school traditions and enhances school spirit on campus. For more details on the roles of officers and election procedures, please refer to the Student Government Association Constitution.

In addition, each class elects a Class Delegate to serve as a representative for their classmates, working closely with the Grade Level Coordinator and SGA officers. Elections for Class Delegates are conducted within their homeroom classes during the first month of school.

The roles of the Class Delegates include:

- Representing their classmates and communicating with teachers, student affairs, and administrative staff.
- Participating in regular meetings, such as delegate meetings and class councils.

Community Service

DIS encourages all students to engage in community service activities, both on and off campus, as a means to foster Global Citizenship and Leadership, as well as Community Spirit. While community service is not mandatory, it provides valuable opportunities for students to make a positive impact on their community and develop a sense of social responsibility.

STUDENT SUPPORT SERVICES

COUNSELING AND SPECIAL NEEDS

Student Support Services at the Waterview campus are dedicated to enhancing the school environment by fostering students' academic, career, and personal/social development. Our comprehensive school counseling program supports students in 5th (CM2) through 12th (T^{le}) grades and is guided by the American School Counseling Association (ASCA) standards. The program includes the following services:

- **Short-term Individual and Small Group Counseling:** The School Counselor provides focused, short-term counseling to support students' immediate needs.
- **Crisis Intervention and Response:** Immediate support and intervention for students in crisis situations to ensure their safety and well-being.
- **Social Emotional Learning (SEL) Education:** The Counselor facilitates and oversees the SEL curriculum in collaboration with classroom teachers, helping students develop critical social and emotional skills.
- **Self-Evaluation and Personal Development:** The Counselor assists students in evaluating their interests, abilities, and skills, guiding them in developing strong SEL skills.
- **Collaboration with Parents/Guardians, Faculty, and Staff:** Ongoing collaboration to find effective strategies that support student success in the classroom and beyond.
- **Community Resource Consultation:** The Counselor provides consultation and referrals to community resources for additional counseling or support services outside of school.
- **Oversight of Classroom Accommodations (Accommodation Plans):** The Inclusive Education Coordinator works closely with the Counselor to ensure that students with classroom accommodations receive the necessary support.

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 regular visits to all classrooms to support the delivery of 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.

COUNSELING AND CONFIDENTIALITY

According to the ASCA (2022), "Confidentiality is the ethical term ascribed to the information communicated within the counseling relationship. The school counselor has an ethical obligation to keep information obtained within the counseling relationship confidential unless legal requirements or school board policy demand confidential information be revealed or a breach is required to prevent serious and foreseeable harm to the student or others. Serious and foreseeable harm is different for each minor in schools and is determined by multiple factors, including a student's developmental and chronological age, the setting, parental/guardian rights and the nature of the harm."

DIS is committed to respecting the privacy and confidentiality of all students in counseling relationships. The School Counselor operates under strict confidentiality policies in line with ethical standards and legal requirements. However, there are exceptions to confidentiality, particularly when maintaining confidentiality would lead to "serious and foreseeable harm."

Examples of situations requiring disclosure include:

- When a student indicates they intend to harm themselves or another person or has knowledge that someone else may be harmed.
- When a student discloses that they are experiencing physical, sexual, or emotional abuse.
- When a student reveals involvement in a crime that could result in incarceration.

For more information on the legal and ethical standards guiding these practices, please refer to the American School Counselor Association and the Family Educational Rights and Privacy Act (FERPA). Additionally, information on reporting child abuse or neglect in Texas is available for review.

COLLEGE COUNSELING

The Director of College Counseling, along with the Associate Director of International College Counseling, provides comprehensive support for students in planning their post-secondary education. Services include:

- **Formulating a College List:** Assisting students in creating a relevant list of potential colleges and universities based on their interests and qualifications.
- **College Application Assistance:** Helping with the completion of applications, writing college essays, and developing resumes.
- **Meetings and Information Sessions:** Conducting formal meetings with students and parents to guide them through the college application process and coordinating college fairs.
- **Support Throughout the Application Process:** Providing continuous support from the start of the college counseling program in 9th (3^e) grade through to the final selection of post-secondary institutions in the 12th (1²^e) grade.

Families and students are encouraged to engage with college admissions representatives who visit the high school campus. Letters of recommendation written by the College Counseling Office, teachers, and other faculty are confidential and only shared with university admissions offices and scholarship organizations.

INCLUSIVE EDUCATION SERVICES

At DIS, we are committed to ensuring all students have equal access to rigorous, high-quality instruction, allowing them to thrive both academically and personally. We believe in expecting the best from every student, viewing diversity as an asset that enhances learning, and fostering a flexible learning environment that removes barriers.

The Inclusive Education Coordinator collaborates closely with the school Counselor, staff, and faculty to support all students who have accommodation plans. These plans are created after the school receives an external evaluation that outlines a student's specific diagnosis and needs, ensuring that every student receives the necessary support to succeed.

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 Director of Teaching and Learning. 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. 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

In the event your child is unable to attend classes, please email the attendance coordinator at wpattendance@dallasinternationalschool.org. In your email, include your child's name, the date of the absence, their Grade Level Coordinator, and the reason for the absence, along with any necessary documentation. It is the student's responsibility to discuss any planned absences with their teachers in advance and to make up all work missed.

Excused Absences

Absences are considered excused for reasons reasonably beyond the control of the family. These include student illness, medical appointments (with a note from the doctor), family emergencies, DIS-sponsored events, visa-related issues, force majeure, and religious observations. Students participating in the 10th-grade exchange program will be marked excused. High school students are allowed up to two days of excused absences for college visits, coordinated with the Director of College Counseling. The Director of College Counseling will notify the attendance coordinator prior to the college visit.

Students who miss more than three consecutive school days due to illness are required to submit a doctor's note to the attendance coordinator. Other excused absences may be approved at the discretion of the Head of Secondary.

Unexcused Absences

Absences are considered unexcused if they fall within the family's control, such as voluntary travel, business trips, extended vacations, or other non-school-related activities. If a student does not attend a school trip, attendance is still required at school; failure to attend will be considered an unexcused absence. Teachers are not required to provide makeup work for unexcused absences.

Attendance Recording and Monitoring

Teachers regularly record attendance for every class period and will notify the attendance coordinator when a student has excessive absences in a particular class, according to the chart below. Parents/guardians will be notified by the attendance coordinator if students have excessive unexcused absences. Students at DIS are not permitted to miss more than 10% of instructional time per class per year, or they risk their ability to receive credit for the course. Students with insufficient credits will not be able to graduate with a DIS High School Diploma.

The Attendance Coordinator will also run biweekly attendance reports to monitor student absences. Teachers will notify the attendance coordinator if a student is absent for more than three consecutive days. Substitute teachers will take attendance on the provided rosters, submit them to the Attendance Coordinator, and she will enter the attendance into MyDIS.

Continued excessive absences will be addressed by the Head of Secondary and the Deputy Head of Programs, in consultation with the Dean of Students and the teachers concerned.

TARDINESS

Students are expected to arrive on time to class. Students who arrive without a tardy slip will have an unexcused tardy recorded in their attendance record. Students who accrue a significant number of tardies will be required to meet with the Dean of Students and may receive an infraction on MyDIS.

SCHOOL UNIFORM AND DRESS CODE

Wearing the school uniform is mandatory during school hours and at certain school events and activities, unless otherwise specified. The DIS Uniform and Dress Code Policy, available on MyDIS, provides detailed instructions on what is acceptable. Final decisions regarding dress code compliance rest with the DIS administration.

General uniform requirements:

- **Labeling:** All garments should be clearly labeled with the student's first and last name to prevent loss and ensure easy identification.
- **Enforcement:** Teachers and administrators will regularly remind students about uniform compliance. Students who arrive at school without the proper uniform will be required to have a proper uniform delivered to the school promptly or may need to leave campus until appropriately dressed. Such instances will be recorded as unexcused absences and/or infractions on MyDIS. If a student repeatedly arrives at school inappropriately dressed, a meeting will be arranged with the student, parents/guardians, and the Dean of Students to develop a plan for ensuring compliance with the uniform guidelines.
- **Hoodies:** The only hoodies allowed are the TIGRES hoodie or the Senior sweatshirt.
- **Shirts:** In Secondary School, button-down shirts and polos must be tucked in at all times.
- **Formal uniform:** Students may be required 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.

Specific dress code guidelines:

- **Earrings and makeup:** Long earrings are prohibited at school as they pose a safety hazard. Cosmetics, including nail polish, are permissible as long as they do not interfere with the learning environment.
- **Hair:** Students are expected to maintain their hair in a clean, neat, and natural color. Vibrant colors, such as green, blue, pink, or yellow, are not permitted.

Friday Spirit Days:

- **Attire:** On Fridays, students are encouraged to show school spirit by wearing DIS spirit shirts (such as Country of the Year shirts or DIS athletics shirts). All other aspects of the uniform must still be followed.
- **Footwear:** Students may wear non-uniform shoes on Fridays as long as they are closed-toe and the heel does not exceed two inches. Flip flops, slides, and Crocs are never allowed at school.
- **Seniors:** Only seniors are permitted to wear college shirts on Fridays.

Physical and Health Education Uniform

On Physical and Health Education (PHE) days, students should bring the required PHE uniform, which includes shorts and a DIS-branded PHE or athletic team shirt. Leggings may be worn under the PHE shorts.

CELL PHONE AND WEARABLE TECHNOLOGY POLICY

At Dallas International School's Waterview campus, we aim to foster an environment where students from 5th (CM2) to 12th (T^{le}) grades can engage fully in the academic experience, free from the distractions of cell phones and wearable technology. While the use of cell phones and wearable technology is not banned on the Waterview campus, it is restricted to ensure a focused and connected school environment.

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.

To support this goal, the following rules apply to cell phone and wearable technology use on the Waterview campus:

- **Restricted Areas:** The use of cell phones, smart watches, and wireless earbuds is prohibited on all areas of the second, third, and fourth floors at all times, including before and after school. These floors are designated as "Disconnect to Reconnect Zones."
- **Grade-Specific Rules:**
 - **5th (CM2) to 11th (1^e) Grades:** Students in these grades are not permitted to use cell phones, smart watches, or wireless earbuds during school hours. After school, device use is allowed only in the Multi-Purpose Room (MPR) while waiting for pickup.
 - **12th (T^{le}) Grade:** Seniors are allowed to use cell phones and earbuds during the day, but only in the Senior Sky Lounge on the fifth floor.
- **School Shuttle:** The school shuttle to the Churchill campus is a "Disconnect to Reconnect Zone," and students are not permitted to use cell phones, earbuds, or laptops while in the shuttle.

- **Consequences for Violations:** Devices found in use or possession in restricted areas will be confiscated and turned in to the grade level Dean. The first offense will result in a warning and confiscation until the end of the day. Repeated offenses may result in escalating consequences, including parent/guardian involvement and a device collection fee (i.e., starting from the third confiscation, a \$10 incremental fee per occurrence).
- **Parent Communication:** Parents/guardians should contact the school reception if they need to reach their child during school hours. Students needing to contact their parents/guardians may do so through the school reception.

Further details are available in the DIS Cell Phone and Wearable Technology Policy. By adhering to these guidelines, students are encouraged to engage in face-to-face interactions, develop strong social connections, and fully participate in the DIS community.

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?

Student Code of Conduct

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

At the Waterview Campus, discipline is handled according to the severity and nature of the offense. The school's disciplinary approach is designed to support student growth and learning while maintaining a safe and respectful environment for all. Consequences are tailored to the developmental level of the student and are intended to be instructive rather than punitive. The following levels of response are used to address student behavior:

Level 1: Minor Offenses

Level 1 responses are generally managed within the classroom by the faculty member. These responses might include verbal and nonverbal communication with the student, logical consequences within the classroom environment, or issuing an infraction on MyDIS. Communication with parents/guardians will occur as needed to ensure support and understanding.

- Examples of Level 1 Offenses:
 - Violations of the Cell Phone and Wearable Technology Policy
 - Violations of the Uniform and Dress Code Policy
 - Violations of the Responsible Use Policy for technology
 - Chewing gum or consuming candy during class
 - Tardiness to class
 - Minor disruptive behavior in class
 - Unsafe behavior in hallways
- Possible Level 1 Consequences:
 - Verbal correction or reprimand
 - Non-verbal cues (e.g., moving a student's seat)
 - Classroom-based consequences (e.g., loss of privileges)
 - Infraction recorded on MyDIS
 - Communication with parents/guardians as needed

Level 2: Moderate Offenses

Level 2 responses are used for more significant offenses or for repeated Level 1 offenses. These responses involve referral to the Dean of Students, who will assess the situation and determine the appropriate consequences. Parents/guardians will be informed of the incident and the outcome, and an infraction will be recorded on MyDIS.

- Examples of Level 2 Offenses:
 - Non-compliance with teacher directives
 - Disrespectful treatment of others
 - Repeated or persistent Level 1 offenses
- Possible Level 2 Consequences:
 - Meeting with the Dean of Students
 - Loss of certain privileges (e.g., extracurricular activities)
 - Detention
 - In-school suspension for serious or repeated behaviors

- Infraction recorded on MyDIS
- Mandatory parent/guardian conference

Level 3: Serious Offenses

Level 3 responses are reserved for serious offenses or persistent Level 2 behaviors. The Dean of Students, in consultation with the Director of Student Affairs and Head of Secondary, will determine the best course of action, which may include in-school suspension (ISS), out-of-school suspension (OSS), or, in extreme cases, recommendation for expulsion. Parents/guardians will be notified promptly, and the infraction will become part of the student's permanent record.

- Examples of Level 3 Offenses:
 - Violations of the Academic Integrity Policy
 - Physical aggression or fighting
 - Theft or vandalism
 - Derogatory remarks based on race, religion, sexual orientation, or other protected characteristics
 - Bullying or cyberbullying
 - Significantly irresponsible use of technology
 - Overt defiance of adult authority
 - Repeated or persistent Level 2 offenses
- Possible Level 3 Consequences:
 - In-school suspension (ISS) from 1 to 3 days, depending on the severity
 - Out-of-school suspension (OSS) from 1 to 3 days, depending on the severity
 - Expulsion for extreme cases or repeated offenses
 - Loss of privileges, including participation in school events or trips
 - Permanent record notation
 - Parent/guardian conference required

Level 4: Severe Offense

Level 4 responses are for the most severe offenses or situations where student behavior poses a significant risk to the school community. These responses may involve the denial of re-enrollment or expulsion from the school. DIS reserves the right to make these decisions at its sole discretion based on the specific circumstances of each case.

- Examples of Level 4 Offenses:
 - Violations of the Prohibited Substance Policy
 - Extremely serious offenses as determined by the school
 - Repeated Level 3 offenses that have not been corrected through previous interventions
- Possible Level 4 Consequences:
 - Infraction recorded permanently in student records
 - Denial of re-enrollment for the following academic year
 - Immediate expulsion from the school

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.

FURTHER DISCIPLINARY PROCEDURES

In-School Suspension (ISS): Students assigned ISS are required to check in at reception and will work in a supervised area on assignments provided by their teachers. ISS may range from 1 to 3 days based on the severity of the offense. A student who is late to ISS will need to complete it on the following school day.

Out-of-School Suspension (OSS): Students assigned OSS are excluded from all school activities and events for a designated period, typically ranging from 1 to 3 days. Students are expected to complete missed assignments while at home. OSS is noted in the student's permanent record and may impact participation in future school events or trips.

Class Removal: If a student causes persistent disruptions, the teacher may request the student's removal from the class. The student will be required to stay in a designated area on campus and complete any missed classwork. Parents/guardians will be informed, and repeated class removals may escalate to higher-level responses.

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 may be contacted. 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, the Grade Level Coordinator, Counselor, Dean of Students, Director of Student Affairs, Head of Secondary, 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

- **Elementary and Middle School:** Students in 5th (CM2) through 8th (4^e) grades will be provided with school-issued Chromebooks. Students are not permitted to bring personal tablets or laptops to school.
- **High School:** Students in 9th (3^e) through 12th (T^e) grades may bring their own device to school. DIS is not responsible for device safety, security, or maintenance.
- **Cell phones, smart watches, and wearable technology:** Though these devices are permitted on campus, their use is highly restricted in accordance with the DIS Cell Phone and Wearable Technology policy.
- **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.

UNCREWED AERIAL SYSTEMS ("DRONE") POLICY

Uncrewed Aerial Systems (UAS), commonly referred to as "drones," are defined by the Federal Aviation Administration (FAA) as systems that include the uncrewed aerial vehicle (UAV) and all associated equipment, such as ground control stations (GCS), telemetry data links, remote controls, communications, navigation, and video transmitters required for operation. UAS may also be known as "quadcopters," "quadrotors," or "multirotors," among other names.

The operation of UAS, including drones and model aircraft (collectively referred to as "UAS" in this policy), is regulated by the FAA, as well as applicable state and local laws and regulations. This policy outlines the guidelines and restrictions for the operation of UAS on school property or in association with school activities.

Scope of the Policy

This policy applies to:

- All school employees, students, parents/guardians, and contractors who operate a UAS in any location as part of a school academic course, extracurricular activity, school employment, or contracted services.
- The operation of any UAS funded by the school through school accounts, grants, donations, Parent Teacher Organization, or auxiliary funds.
- The hiring or contracting of any UAS services by school personnel.
- The operation of any UAS on school property by any person.

FAA UAS Registration

- Any uncrewed aerial vehicle weighing between 0.55 lbs. and 55 lbs. must be registered with the FAA.
- Any uncrewed aerial vehicle weighing in excess of 55 lbs. must be registered with the FAA as an aircraft.

Prohibited Uses

- Operating a UAS for hobby or recreational purposes on school property is strictly prohibited unless it is part of a school-related activity.
- Any individual, including faculty, staff, students, parents/guardians, affiliated organizations, contractors, or members of the general public, who wishes to fly a UAS for hobby or recreational purposes should contact the local chapter of the Academy of Model Aeronautics (AMA) to locate an AMA-sanctioned area where such use is allowed.
- All school users of UAS must comply with FAA regulations, state law, and any other relevant local laws and regulations.

Regulations and Restrictions

Users must adhere to the following laws and regulations, which include but are not limited to:

- No flying over people, including during special events and athletic events.
- No flying within 25 feet of private property.
- No flying above 400 feet above ground level (AGL).
- No flying outside of daytime hours, defined as 30 minutes before official sunrise to 30 minutes after official sunset.
- No flying in an unsafe manner.
- No flying beyond the operator's visual line of sight.
- No flying under the influence of alcohol or drugs.
- No flying in a manner that interferes with air traffic.
- No flying close to another aircraft in a way that creates a collision hazard.
- No monitoring, recording, or photographing spaces where individuals have a reasonable expectation of privacy, such as school halls, lounges, childcare facilities, restrooms, or locker rooms.
- No monitoring, recording, or photographing sensitive school or personal information, such as data on workspaces, computers, or other electronic displays.

Sanctions

Violations of this policy may result in disciplinary actions in accordance with the student conduct policies defined in the Family Handbook, Employee Handbook, technology policies, and other school safety procedures. Legal prohibitions regarding physical presence on campus also apply to drones, and legal action may be pursued against individuals or parties operating UAS in violation of this policy. Fines or damages incurred by individuals or units not in compliance with this policy will not be covered by the school and will be the responsibility of the individuals involved.

Reason for Policy

The school must comply with all FAA regulations, state laws, and any other applicable local laws regarding the operation of uncrewed aerial systems. Due to the inherent risks associated with the use of such equipment, additional insurance provisions and policy considerations are required.