Our mission is to be the leading, culturally diverse and family-oriented international school with English as the principal language of instruction.

We inspire individuals to develop their intellect, creativity and character to become independent, adaptable, socially responsible and internationally minded citizens, by ensuring a dynamic, inquiry-driven education of the highest standard.
Dear Parents,

A very warm welcome to the Elementary School!

We are pleased to provide you with this handbook. It has been created to set out the practices and procedures of our school and answer a good number of those ‘frequently asked questions’. Please use it as a reference. However, please do not hesitate to contact your child’s teacher if you have any further questions.

Developing a partnership with our parents is very important to us and, most importantly, contributes to your child’s success. Please know that you are always welcome at our school and that we look forward to the many ways that we can work together to make this year a successful, challenging and rewarding experience for your child.

Kind regards,

[Signature]

ES Principal
Absent From School
If your child will be absent from school for any reason, please be sure to call our office (06171 2024 102). We will then notify their teacher.
It will be extremely important for you to report any contagious diseases to our school nurse, Jane Garner (06171 2024 242). Your reporting will allow us to notify parents of potential symptoms and avoid any wide spread epidemics.
In the event your child becomes sick during the day, we will contact you, which means it is critical that we have up-to-date information for reaching you and an emergency contact number. Please be sure to update us when any changes are made to your contact numbers.
Please contact the principal and your child’s homeroom teacher if you expect to be absent from school for reasons other than illness.

After School Activities (REAL)
The Real Enrichment And Learning (REAL) Program at the Elementary School begins in September and runs throughout the school year finishing in June. There are two terms:
Term 1 5 September - 16 December (registration begins August 22)
Term 2 9 January - 8 June (registration begins December 5)
Most Elementary activities begin straight after school at 15:10 and finish at 16:10. There are a variety of activities offered at the Elementary School such as Soccer, Hip Hop, Cooking, Art, Drama and Guitar.

Kids’ Club
The Kids’ Club is an Extended Day Program offering childcare for students First Steps to Grade 5. It runs from 15:00-17:15 at the Elementary School. This is your “summer camp” for after school on days when additional care is needed. Our qualified staff will plan activities that vary from day to day, which include: arts and crafts, board games, reading, homework time, playground games and sports.

Arrival and Dismissal Procedures and Times
Please be sure to read the procedures carefully as the co-operation of everyone will support the essential need for safe and orderly arrivals and dismissals.
Students should arrive at school between 8:15 and 8:30. Classes begin at 8:30.
Please stay with your children in the Commons (Rose Carpet) until 8:15 when our supervision begins.

Arrival and Dismissal Times
8:15-8:30 Parent and bus drop off time
8:30 School begins
15:05 Dismissal for buses/parent pick up - all grades
Please be sure to communicate with your child’s teacher any changes in dismissal routines. A written note should be sent with your child if he/she will be riding a bus other than the regular bus. The note should be given
to Frau Schlosser, Director of Transportation. In an emergency you may call us at school (06171 2024 102) and we will be sure to inform your child’s teacher. Unless informed in writing or by phone, your child will follow normal procedures. Please also send a note to your child’s teacher if your child is to be picked up a person other than a parent. If your child arrives late or needs to leave early he/she should come to the ES office to complete sign in or sign out procedures.

Arts
The ES has a strong commitment to arts education. Drama, Music and Visual Arts are taught by certified art specialists in appropriate, well-equipped facilities. The arts curriculum is supplemented by guest artists and educators, as well field trips and museum visits.

Assemblies
Gathering together as an entire school for an assembly, on a regular basis, is a tradition at the Elementary School. At assemblies we sing songs, celebrate learning, honor and participate in cultural celebrations and enjoy student performances. We appreciate parent support - especially for our cultural celebrations.

Bags
Each child should bring a school bag or backpack daily that is large enough to carry a lunch, snack, folders and books.

Beliefs
At Frankfurt International School we believe that:
- **Honesty, integrity and respect are essential for building trusting relationships.**
- **Each person is unique and has equal worth.**
- **All people are responsible for their actions.**
- **Open-mindedness, empathy and compassion are essential for living in a diverse community.**
- **Developing head, heart and hand is necessary to realize one’s potential.**
- **Leading a healthy and active lifestyle improves the quality of life.**
- **Expectations that are challenging lead to higher levels of performance and improve results.**
- **Commitment, enthusiasm and perseverance lead to success.**
- **Education is a shared responsibility of students, family and school.**
- **Contributing positively to society and the environment is our shared responsibility.**
- **Our lives and the life of the community are enriched by diversity.**
- **Nurturing curiosity and creativity stimulates exploration and discovery throughout life.**

Band/Band instruments
Grade 5 students have the opportunity to learn a band instrument during lunch and to become part of the grade 5 band. Storage lockers for band instruments are located in the band room. On band day the students should take their instruments to the band room before they go to their homeroom.
class. They will store their instruments in the homeroom classroom after lunch, following their lesson, prior to going home.

**Birthday Celebrations**
The celebration of a child’s birthday is encouraged and valued at our school. We acknowledge birthdays on our information screen in the Commons and invite you to provide your child’s classmates with a treat (e.g. cupcake, muffin, candy bar) on your child’s special day. Please be sure to communicate your plans to classroom teachers a few days in advance and let them know if you will be bringing in treats or sending them with your child. Celebrations in the ES are usually linked to the regular snack or recess time. Please keep in mind when sending any treats or snacks to school that many children suffer from food allergies. Please inform the teacher if your treat contains nuts.

**Bus Riders**
Parents are asked to reinforce the following expectations; once on the bus students need to stay on the bus, put on a seat belt and remain seated at all times, keep their hands and feet to themselves, and talk quietly with the child seated next to them. ES students should be seated near the front of the bus. Frau Schlosser (Director of Transportation) is your first point of contact for bus related issues. She can be reached at 06171 2024 466.

**Calendar**
The annual school calendar is posted on the FIS website. An events calendar will also be provided to each family at the start of the school year.

**Campus**
The Elementary School building is situated on the main campus, An der Waldlust, in Oberursel. It is a five-minute walk through school grounds from the Primary School. In addition to the spacious and well-equipped classrooms, our Elementary School facilities include specially designed art and music rooms, a library, and a computer lab.

**Celebrations**
Throughout the school year we will be participating in many celebrations. Our whole school celebrations center around our host country holidays. Parents, children and teachers are encouraged to share their own traditions within the classrooms. Your child’s teacher will organize these in-class events. Our German department takes an active role in preparing students in the school for German holidays.

**Cell phones**
Students who bring cell phones to school should leave them with their homeroom teacher. They may not use the phones during the school day.
Students may use the office telephone if they need to contact a parent. The school cannot be responsible for the loss of cell phones.

**Class Fund**
We ask each child to contribute 10 Euro to their class fund. This will be used for special class projects and parties during the school year. Please send your contribution in a sealed envelope marked with your child's name and CLASS FUND.

**Communication**
Open and ongoing communication with parents is one of our top priorities. Please call or contact us by e-mail if any questions or concerns arise. If you need to meet with a teacher please contact them in advance to schedule a mutually convenient time. The teacher will let you know of the best way to make contact.
See “website” for information about online communications for the ES.

**Conduct**
All ES students receive a Guide to Good Conduct. Below are the expectations that we share with the children.

I Will Be…..

**Fair**
I will… Treat others as I would like to be treated
Tell the truth and play by the rules
Do my share to be a responsible student and contribute to the school in a positive way
Safe
I will… Be careful at work and at play
Make good choices to avoid hurting myself or others
Seek the help of an adult when needed

Kind
I will… Help make the school a friendly place
Be respectful in my words and actions
Care for our school and our planet

Curious
I will… Ask questions to help me learn
Challenge myself with new experiences
Keep trying even when the task is difficult

Conferences
Formal conferences to discuss your child’s progress are held twice a year, in the fall and in spring. You will receive advanced notice of the time and date for your conferences. Conference dates will be included on our calendar and in the Upcoming Events section of the principal’s letter. Written reports are sent twice a year, in January and at the end of the school year, or when a child leaves the school.

Counselors
The School Counselors support students emotionally and socially in all aspects of the school environment. They are also available to discuss issues of concern with parents on a private and individual basis. The ES School Counselors invite parents periodically during the year to discuss relevant social/emotional and parenting topics.

Curriculum
Our curriculum offers a balanced program of academic studies and extracurricular activities, which aim at helping all students of all nationalities, develop self-awareness and a love of learning. The philosophy is child-centered and inquiry based, offering a challenging yet supportive learning environment. Students in First Steps through Grade 5 follow the Primary Years Programme of the International Baccalaureate (PYP).
At the heart of the PYP philosophy is a commitment to structured inquiry as an ideal vehicle for learning. Through the Programme of Inquiry we seek to enable children to view their world with understanding, sensitivity and fairness. We want students to understand how human beings build their cultures, how they value their past, present and future, and how they impact the environment. We also want children to develop the ability to solve problems and recognize the need, value and appropriateness of sharing and co-operation as world citizens, valuing our differences and our similarities as human beings. For
more information you can visit www.ibo.org.

Organizing themes for the Units of Inquiry
Students in the Elementary School explore six units a year within the Program of Inquiry. The Program is a matrix of topics organized by themes (see below), which allow for transdisciplinary exploration. A central idea for each unit addresses cross-disciplinary issues but the traditional disciplines of science, social studies, and fine arts are well represented within the matrix. The organizing themes allow students to make connections in their learning from year to year. Careful planning by the grade level and specialist teachers in collaboration with the Primary Years Programme coordinator ensures that topics are taught in an inquiry based way and that appropriate assessment is developed for each unit. Skills development is a key feature of the Program. We expect children to acquire research, thinking, social, and communication skills which are developed and consolidated as students progress through the school.

PYP Transdisciplinary themes
Who we are
An inquiry into the nature of the self; beliefs and values; personal, physical, mental, social and spiritual health; human relationships including families, friends, communities, and cultures; rights and responsibilities; what it means to be human.
Where we are in place and time
An inquiry into orientation in place and time; personal histories; homes and journeys; the discoveries, explorations and migrations of humankind; the relationships between and the interconnectedness of individuals and
civilizations, from local and global perspectives.

How we express ourselves
An inquiry into the ways in which we discover and express ideas, feelings, nature, culture, beliefs and values; the ways in which we reflect on, extend and enjoy our creativity; our appreciation of the aesthetic.

How the world works
An inquiry into the natural world and its laws; the interaction between the natural world (physical and biological) and human societies; how humans use their understanding of scientific principles; the impact of scientific and technological advances on society and on the environment.

How we organize ourselves
An inquiry into the interconnectedness of human-made systems and communities; the structure and function of organizations; societal decision-making; economic activities and their impact on humankind and the environment.

Sharing the planet
An inquiry into rights and responsibilities in the struggle to share finite resources with other people and with other living things; communities and the relationships within and between them; access to equal opportunities; peace and conflict resolution.

Literacy
The language of instruction at FIS is English. Children have daily opportunities to develop listening, speaking, reading and writing skills. We offer a balanced literacy program that includes: reading aloud to students often; shared reading when the teachers and students talk about the literature; guided reading when teachers teach specific reading skills and strategies and independent reading when children have opportunities to choose books of their interests. Independent reading times are an important part of each grade as are home reading programs. Progress is carefully monitored and is dependent upon
individual strengths and targets. The development of writing skills, in the balanced literacy program, is integrated into the transdisciplinary nature of the program. From pre-primary onwards children are encouraged to write for a variety of purposes on a daily basis. The writing stages are interactive writing when children and teachers work together; shared writing when the teacher models different kinds of writing; guided writing when the teacher teaches specific skills and strategies and independent writing. Opportunities are provided for discussing ideas with the teacher and peers, brainstorming, writing, editing and rewriting. Students learn about publishing and bookmaking and have the opportunity to share their work. All students are encouraged to write for themselves independently, learning from an early age that writing serves a communicative and expressive purpose. Grammar usage punctuation and spelling are also taught to all ages as appropriate, frequently using students’ writing as a starting point.

Numeracy
All children are taught mathematics by their homeroom teachers. The school expects all students to become fluent users of the language of mathematics and to be able to recognize, understand and apply the concepts and processes of mathematics. The PYP aims at building the mathematical confidence students need so that they may function effectively in our ever-developing technological era. At all developmental stages of our PYP mathematics we have performance objectives in the areas of number, measurement, shape and space, pattern and function and data handling. We stress arithmetic, problem solving and practical applications. The use of appropriate manipulatives is an essential aspect of PYP mathematics.

Teaching Practices
The question of “how best will we learn?” is addressed by the pedagogy of guided inquiry. While appreciating that differing techniques can be chosen by individual teachers, all teachers in our school aspire to promote inquiry through the following strategies:

• Active, hands-on learning
• Conceptual learning that leads to understanding along with the acquisition of facts
• Meaningful, relevant learning experiences
• Interaction between students and teachers;
• Co-operative learning

Approaches are varied so that individual students’ needs, abilities, interests and learning styles are addressed. A variety of instructional materials and appropriate technology is used. The starting point for inquiry is students’ current understanding. The goal is the active construction of meaning by building connections between direct experience and content knowledge. Time to reflect on the learning process is considered an essential part of learning.
Drinking Water
It is important to drink water throughout the day. Your child may be asked to bring a plastic cup or a water bottle labeled with their name. These will remain at school for daily use.

Email
Parents and teachers often find it convenient to use email for communication. Please be aware that teachers will not be checking their email while teaching. Any important last minute messages should be relayed through the Elementary School office (06171 2024 102). Teachers’ email addresses follow this pattern “first name_last name@fis.edu”

English as a Second Language (ESL)
The English as a Second Language (ESL) program teaches English to non-native speakers. ESL support is provided by our ESL teachers, in both the ESL classrooms and the regular homerooms. We emphasize English language learning and development throughout the school day. Our ESL teachers support classroom teachers and help students with no or limited English to acquire the language skills of listening, speaking, reading and writing. Learning a second language generally follows the pattern of learning a first language: conversational English is most often learned quite rapidly and enables students to communicate with their peers and become active participants in the classroom and social environment of the school. Research shows it may take up to five or seven years for non-native speakers to develop the academic aspects of the language to the same standard as native speakers. For this reason we have clear guidelines for children exiting ESL in the Elementary School.

ESL teachers are members of the grade level teams and participate in team planning. They work together with the classroom teacher to meet the language acquisition needs of the students.

Beginning ESL students do not take German.

Emergency Telephone Numbers
In case of accident or emergency of any kind, we need an up-to-date telephone number that you can be reached at during the day. We also ask that in the event we may not be able to reach you, to please provide us with the name and telephone number of a neighbor, friend, or colleague who we may contact.
Emergency Contact
In case of emergency events such as an early school closing or snow days, you will be contacted via SMS and email. Please be sure that the school has updated phone numbers and email addresses.

Field Trips
Periodically throughout the school year children take field trips into our surrounding community. These trips range from attending a play to various museums. They are connected to our units of inquiry and offer valuable learning experiences. Most field trips require parent chaperones, which offers an additional opportunity for volunteering. You will be sent a general field trip permission form which allows the teacher to take the students on supervised trips in the local school environment.

First Language Program (FLP)
Elementary School Swedish and Dutch native-speaking students can have instruction in these languages during the school day from qualified teachers. Please contact the ES office if you require information about this program.

German
German is the host country language at FIS. Learning German is therefore of key importance for both the additional language learners and the native learners. The German program in the Elementary School is designed to develop the speaking, listening, reading and writing skills of each student using a variety of strategies that foster the joy of learning and communication. The goal is to create an environment which supports the intellectual, physical, social and emotional development of the child and to provide a challenging intellectual environment for exploring new languages and cultures. The children are to develop a lasting commitment to foreign language learning. Native speakers are assisted in further developing the skills and understanding of their first language.
Instruction is provided in different proficiency groupings, five periods per week, but these groupings are flexible and students can be moved after further assessment. Learners are placed at their proficiency level. The German department organizes learning opportunities that provide authentic learning experiences.

Guests
From time to time we receive a request for a child to attend school with one of our students, who is a friend or relative. Parents of Elementary School students are required to submit a written request at least three days in advance to the Elementary School principal. The principal will check suitability of the dates with the classroom teacher. Students have previously attended FIS/ISW are allowed to attend a full day of school. Other guests may attend school until lunch/recess or from the end of lunch/recess until dismissal.
Health and Safety
When a child enters school, parents must complete a medical record to provide the child’s full medical background and immunization record. The school nurse maintains these records. The nurse’s office should be notified of any changes in the health of a student, such as allergies or any new medical conditions. All instances of communicable diseases should be reported to the school nurse. A letter of notification highlighting signs and symptoms of the disease is subsequently sent to parents. The school has a written health and safety policy setting out the organization and arrangements for health and safety in the school. Please contact the nurse if you have any specific questions regarding the policy.

History
FIS is an independent, international school founded in 1961 by a group of six families. The school currently enrolls about 1860 students from aged 3 through grade 12, and is accredited by CIS (Council of International Schools) and NEASC (New England Association of Schools and Colleges). FIS is an authorized International Baccalaureate (IB) World school.

Homework
Students in the Elementary School are asked to read at home for 20 minutes each day. In addition, students in the ES begin to complete short assignments, sometimes calling for the practice of acquired skills. As students mature, homework involving the extension of class work and the completion of projects becomes a routine part of academic life.
Homework is usually assigned by the homeroom teacher. Unfinished class work, memorization tasks or additional reading may be assigned occasionally by the German teachers.
General homework time guidelines
Grade 2 - no more than 20 minutes
Grade 3 - no more than 30 minutes
Grade 4 - no more than 40 minutes
Grade 5 - no more than 50 minutes

I.C.T. (Information and Communication Technology)
In the Elementary School, we integrate the use of technology tools into the curriculum. Technology integration helps students understand concepts and show what they have learned. The primary use of technology is to meet our educational goals and towards this end we have a range of resources including three portable labs of 25 laptop computers, one computer lab with desktop PCs, digital cameras, microscopes and microphones.
All ES students sign and follow the guidelines of our Acceptable Use Agreement regarding the use of Information Communication Technology (ICT).
Indoor shoes
All children will need a pair of sport shoes for P.E. (physical education). In addition, we ask that each child have a pair of indoor shoes, hard soled slip-ons are best, (slippers / Hausschuhe) when the weather becomes wet and snowy.

Learner Profile
The IB (International Baccalaureate) Learner Profile has been adopted by FIS/ISW as the defining set of character attributes that we seek to develop in our students. We aim to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

IB learners strive to be:
Inquirers: They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable: They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers: They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
Communicators: They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled: They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded: They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring: They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers: They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced: They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective: They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.
Learning Support
Learning Support provides support for children performing below grade level. Children referred to this program are assessed individually. The Student Support Team (SST), which includes the Learning Support teachers, the counselor and the principal, meets with parents to evaluate all information and to create an individualized learning plan for the child. The child then receives academic assistance until able to meet grade level expectations.

Library
Our Elementary Library is a great place to Read, Inquire and Share. Our collection consists of 20,000 books; fiction (picture books through easy reader, series, chapter books and graphic novels), non-fiction, reference, teacher and parent reference and international books in many languages including German and Korean. We have newspapers, magazines, recorded music and books Playaways, videos and DVDs.

Hours
The Elementary Library is open Monday through Thursday, 8:00 to 4:00 and Friday, 8:00 to 3:30. We will be closed some Wednesdays for faculty meetings. Students are welcome in the library at all times and during class with teacher permission. We’re always open! The Elementary Library Portal can be accessed through the school’s website. Library information and online databases and resources can be found there.

Students may borrow materials for a period of 2 weeks. They may have only one new book, one book in a series, one magazine/newspaper, one Playaway, one graphic novel and one COM (stories and music on a compact disk) at a time. Student limits are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Items</th>
</tr>
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<tbody>
<tr>
<td>Grade Two</td>
<td>3 items</td>
</tr>
<tr>
<td>Grade Three</td>
<td>4 items</td>
</tr>
<tr>
<td>Grade Four</td>
<td>5 items</td>
</tr>
<tr>
<td>Grade Five</td>
<td>6 items</td>
</tr>
</tbody>
</table>

Parents may borrow 10 items for a period of 2 weeks. Videos and DVDs may only be checked out by parents.

Volunteers are the heart of our library program. They support student learning in many ways. We provide training and are always looking for volunteers to join our team. If you are interested, contact us in the library.

Lost and Found
Parents are encouraged to mark or label all their student’s items so they can easily be identified and returned. Labelled items that are found will be returned to the student. Other found items (shirts, bags, coats, etc.) are placed in the ES Lost and Found cupboard located near the Elementary School office. Valuable found items should be turned in to the closest school office. Lost items should be reported to the closest school office.
Lunch
Students either bring a packed lunch from home, or purchase a lunch from the cafeteria. Menus for the lunch meals are available on the FIS webpage. Students in grades 2 and 3 may only purchase Menu 1 or 2. Students in grades 4 and 5 may purchase from the wider range of cafeteria offerings. The cafeteria operates a cashless system. Students wishing to buy food from the cafeteria must apply for a chip key. The form is available online via the FIS website or in hard copy from the ES office. Lost chip keys should be reported to the ES office for cancellation. The ES office provides students with lanyards and name tags for the lunch chips.

Lunch prices 2011-12
Menu 1 and 2, including milk and dessert, for grades 2-3 will be € 3.85
Menu 1 and 2 for grades 4-5 will be € 3.65 (no drinks or dessert)
Front cooking (an alternative hot dish) will be between € 4.20 and € 5.50
Small salad € 1.25 - Large salad € 3.50

MAP Testing
Students in grades 3-5 take a set of online standardized tests, Measures of Academic Progress, in Mathematics and Reading in the fall and in spring. The norm-referenced results are used by the teachers to plan instructional groups and are subsequently shared with parents.

Mission
Our mission is to be the leading, culturally diverse and family-oriented international school with English as the principal language of instruction. We inspire individuals to develop their intellect, creativity and character to become independent, adaptable, socially responsible and internationally minded citizens, by ensuring a dynamic, inquiry-driven education of the highest standard.

Nurse
The Health Center is available to deal with minor injuries and to care for sick children until they can be picked up by parents. The nurse maintains medical records and dispenses medication needed during the school day. It is imperative that the Elementary School office has a home telephone number and a contact person (other than a parent) on file, which can be used in case of emergency.

Orchestra
Students in grades 2-5 may join the Beginning Strings classes to learn violin, cello or double bass. All classes take place after school or during lunch. Sign-up for classes takes place at the Beginning Strings Evening in early September. Students who already play a string instrument may join the Intermediate String Orchestra (Mondays 16:00-16:40), or the Junior Orchestra
(for advanced elementary string players, meets Mondays 15:15-16:00). All string groups meet in the Band/Orchestra room in the upper school music area. Instruments can be stored in the room directly across the hall from this area.
For more information, please contact: julie_borsodi@fis.edu

Parent Meetings

**Forums:** Parent forums will be offered throughout the school year. The topics will include but are not limited to an overview of the curriculum, specifics regarding math instruction, literacy instruction, and technology. The forums will occur at set times throughout the school year and will last about 1.5 hours. They are designed to provide an overview of the learning experiences that occur at school and will offer specific advice for supporting children’s learning at home.

**Parent Talks:** Our school counselor will be inviting parents to join her approximately once a month to discuss parent generated topics that are often common issues facing parents in international settings.

**PTG (Parent Teacher Group)**
The FIS PTG works towards making our school an integrated community by bringing people together for work and play. We strive to help create an environment where we all work together as a team to support our school community and its charities through organizing fundraising, volunteering, and social events. We invite all parents in our school to come to our meetings, coffees and events, meet other parents and become a part of this dynamic
group! PTG is a combined group that includes parents from the Primary School, Elementary School and Upper School.

Photos
In the fall, the school arranges for individual and class photos for students with a professional photographer. Parents have the option to purchase these photos.

Physical Education (PE)
All children will need a small gym bag containing shorts, a t-shirt and non-marking sport shoes to change into for class.
The purpose of our physical education program is to expose students to a wide variety of physical skills which allows them to experience success in many physical activities. Students will have fun while working to improve their fitness level and recognize the value of life-long physical activity.
The program is made up of several different units including: body control and spatial awareness, invasion games, gymnastics, net skills, movement to music, health-related fitness testing, and adventure challenges. There is a strong focus on co-operative learning which emphasizes being a contributing, self-motivated individual, partner, and group member.
If you would like to visit your child’s physical education class, please know that you are welcome. Just let the Elementary Office know that you are coming, bring a pair of indoor sports shoes and join us for an activity filled P.E. class!

Questions
All questions are good questions! We are here as the partners in your child’s educational journey. We are committed to open two-way communication. Any time you have a question or concern, please let us know.

REAL (see After School Activities)

Recess
Children will participate in outdoor recess twice daily for between 20-30 minutes. Because fresh air and exercise are so important for children, we will only stay indoors during severe or extreme weather conditions.
Please dress your children according to the weather. Waterproof shoes and clothing are essential when we have snow.

Reporting
Reporting to parents takes many forms. Open and ongoing two-way communication is crucial for developing and sustaining an educational partnership. A Settling In report is sent three weeks after school begins to let you know how your child has settled into the new school year. Written reports on student progress are sent home twice a year, in January and at the end of the school year, or when a child leaves the school. These reports will be available
in an electronic format and accessed online. Two conferences are held during the year, one in the fall which is an opportunity for the teacher and parents to exchange information, and one in the spring when the students share their portfolios. Throughout the school year, teachers, counselors or administrators will make additional contact if / when academic, emotional or behavioral concerns develop.

**Security**

Parents should wear their FIS lanyards to gain entry to the school. If your child is late, or needs to leave the school early, please come to the office and complete the sign in/sign out forms.

**Snack**

Please provide your child with a small healthy snack and drink each day. It is very helpful if snacks are packed separately from lunch.

**Specialist Classes**

In the Elementary School we believe that children learn through a variety of experiences and disciplines. In order to provide a balanced curriculum the following specialist classes form part of our learning day.

German: Five 50 minutes lessons per week.
Art: One 100 minute lesson per week
Music: One 50 minute lesson per week
P.E.: Two 50 minute periods per week
I.C.T. and Library are integrated into the curriculum and students access the resources in these areas on a regular basis.

Supervision After School
Unless children are attending an after school activity, they must be with a parent/guardian after school. Students may not use the playground or sports field after school hours unless supervised by a parent or guardian.

Toys/Electronic Gadgets/iPods/MP3 players
We discourage children from bringing toys or electronic gadgets to school. If they bring items to use on the bus, they should leave them with the homeroom teacher during the school day.

Vending Machines
Elementary School children may only use the vending machines or purchase items in the cafeteria before and after school if accompanied by a parent/guardian.

Volunteers
A child’s school life is greatly enriched by a family that is well informed and active in school affairs. We welcome parent involvement and encourage close ties between parents and our school. Early in the school year parents are asked if they are interested in volunteering at school. There are many ways in which parents can assist at the Elementary School - we would love for you to be involved!

Website
Visit us at www.fis.edu

We hope this handbook is useful and helpful. We are a mission driven school that is dedicated to becoming the leading culturally diverse and family-oriented international school - therefore; any and all suggestions for improving our communication are welcome. If there is something missing from this handbook that you would like to see included in a future publication, please be sure to share that with our principal, Mr. Baker. We are looking forward to a wonderful school year!
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