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.
WELCOME!

We take pride in being a family-oriented school and we value our partnership with parents. We will therefore do our best to help you understand the why, what and how of our procedures and programs in the Primary School so that you can better support your children. While we welcome face-to-face communication and are always happy to answer questions, the Primary School ABC’s is a helpful resource for both new and returning families. Along with our website and newsletters, this Parent Handbook will keep you well informed about the school. If you are new to Frankfurt International School will want to read it closely as it contains information ranging from how to notify us of your child’s absence to how to log into the www.fis.edu website. It also contains important information about class size; how we report student progress; and a description of our child-centered and inquiry based International Baccalaureate Primary Years Program (IB PYP) curriculum.

I hope you will keep this handbook as a reference for when questions arise, however our doors are always open for your inquiries, comments and participation.

Best wishes,

Caroline Joslin-Callahan
PS Principal
Absent from School
If your child will be absent from school for any reason, please be sure to notify the Primary School (PS) office via email (and cc your classroom teacher) or voice mail (06171-2024-500). We will then notify his/her teacher. Student attendance and tardiness are monitored and reported to the office daily. Absences will be recorded on student reports.

It will be extremely important for you to report any contagious diseases to our school nurse, Ms. Jutta Opitz (06171-2024-506). Your reporting will allow us to notify parents of potential symptoms and avoid any widespread epidemics.

In the event your child becomes sick during the day, we will contact you. We must have updated information for reaching parents and an emergency contact number is critical. Please be sure to update us when any changes are made to your contact numbers.

After School Activities (REAL)
The REAL (Recreation, Enrichment And Learning) Program at the Primary School begins in September and runs throughout the school year, finishing in June. There are two terms and each term consists of between 12 and 16 sessions.

Term 1 9 September - 13 December (registration begins 26 August)
Term 2 13 January - 6 June (registration begins 2 December)

Last sessions of regular classes are for Term 1: 2-6 December and for Term 2: 26-30 May. The weeks of 9 December and 2 June are make up weeks in case of a missed class during the term.

Students are asked to bring a snack and are supervised by their instructor from 14:50 until the session begins at 15:00. Each session commences at 15:00 and finishes at 16:00. There are a variety of activities offered at the Primary School, such as: sports, cooking, arts & crafts, German, and dance. Not all grades participate each term. Please see below:

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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 Primary 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 & crafts, board games, reading, homework time, playground games and sports.

Primary students can attend Kids’ Club directly after school or after their after school activity finishes.
Admissions Policy / Age Requirements for Admission

First Steps  Children age 3 as of 1 September
Where spaces are available, children may join a First Steps classroom just after their third birthday. Children who join in this way will remain in the First Steps program until the next school year in which they are four years old on or by 1 September.
Pre-Primary  Children age 4 as of 1 September
Primary   Children age 5 as of 1 September
Grade 1   Children age 6 as of 1 September

Arrival and Dismissal Procedure for Cars
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. The safety of all our children is at the center of these procedures. We look forward to your co-operation and support.
During arrival and dismissal times (8.20-8:35 and 14.50-15.00) traffic will be directed through the public parking lot that is across the street from our school, creating a circular queue. A map is available in the school office. During the first few weeks of the school term we will have adults available to direct traffic and to establish on-going routines.
Upon arrival and at the end of the day parents are invited to park across the street or in the limited spaces available in the lot next to the playground. The parking lot in front of the school office is reserved for faculty and staff members. Please keep in mind that if you choose to park in the school lot you will still need to follow the queue through the public parking during arrival and dismissal times. Children should be escorted to and from parked cars. A quick drop off area is available for your use between 8.20 and 8.35. Please do not drop children off in this area before or after the stated times or leave your car in this area unattended. A designated area for this is on the map. Cars will not be allowed to drop children off in the bus drop-off area.
During dismissal all parents will be asked to park and enter the building to meet their children in their grade level designated area, no later than 14:50.
Child pick up areas are:
First Steps outside of the classrooms,
Pre-Primary in the classroom,
Primary in the front area by the fish tank,
Grade 1 upstairs near the elevator, library and computer lab.
An important note to everyone - when parking please be sure to honor the designated “FIS Faculty/Staff Parking” as well as “No Parking” signs.

Arrival and Dismissal Times
8:20-8:35  Parent and bus drop off time
8:40   School begins
12:00  Dismissal for First Steps Half Day
14:50  Dismissal for buses - all grades
14:50  Dismissal for parent pick up - all grades
Assemblies
Gathering together as an entire school for a monthly assembly is a long standing tradition at the Primary School. At assemblies we sing songs, celebrate birthdays, honor and participate in cultural celebrations and enjoy student performances.

Bags
Each child should bring a school bag, satchel or backpack daily that is large enough to carry their lunch, snack, folders and a library book. Please do not send bags with wheels as they are too tall to fit under the cubbies in the classroom.

Beliefs
At Frankfurt International School we believe that:
Honesty and integrity 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 global community.
Developing head, heart and hand is necessary to realize one’s potential.
Practicing good health habits improves 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.
Everyone has the responsibility to contribute positively to society and the environment.
Celebrating diversity enriches our lives and the life of our community.
Nurturing curiosity and creativity stimulates exploration and discovery throughout life.
Birthday Celebrations
The celebration of a child’s birthday is encouraged and valued at our school. We acknowledge birthdays at our all-school assemblies and invite you to provide the class members with a treat 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 treats in or sending them with your child. If you plan to attend, please arrange the time with your child’s teacher. When planning a party outside of school, we respectfully request that you distribute the invitations. Please do not ask the teachers to do this unless the entire class is being invited. Please keep in mind when sending any treats or snacks to school that we do not allow nuts or nut products to be served.

Bus Riders
Parents please review with your child that once they are on the bus they need to remain seated, keep their hands and feet to themselves, and talk quietly with the child seated next to them. We realize many of the children cannot see over the seat in front of them, yet it remains extremely important that they understand it is for their safety to remain seated. They should also be seated near or at the front of the bus. Please encourage them to do this. Transportation hats will be provided for all Primary School students that utilize our bus service. Our Director of Transportation, Ms. Annette Schlosser, can be reached at 06171-2024-466.

Calendar
The annual school calendar is posted on the FIS website (www.fis.edu > Student Life). A printed calendar will also be provided to each family at the start of the school year.

Campus
Completed in the year 2001, the Primary School building occupies its own quiet campus, just a five-minute walk from the Elementary and Upper School buildings. FIS Primary School offers all the benefits of a small school environment, while remaining an active part of one of Europe’s oldest and most highly regarded international schools. In addition to the spacious and well-equipped classrooms, our school facilities include a gymnasium, specially designed art and music rooms, library, computer lab and auditorium.

Celebrations
Throughout the school year we will be participating in many celebrations. The celebrations or traditions are often events planned with the Parent Teacher Group (PTG). Details regarding the celebrations will be included in the Primary School Post as they occur. Celebrations are based on the many traditions brought together from our wonderfully diverse student population. Please do not hesitate to contact Mr. Weaver with any questions regarding participation in school-planned celebrations.
Class Fund
We ask each child to contribute €10 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.

Class Size
First Steps 16 students / 1 teacher / 1 assistant
Pre-Primary 16 students / 1 teacher / 1 assistant
Primary 18 students / 1 teacher / .5 assistant
Grade 1 18 students / 1 teacher / .5 assistant

Conduct Expectations: First Steps to Grade 1
I will be…
Caring – I care about people, plants and animals. I help take care of them.
Balanced – I make good choices about my health and happiness.
Principled – I am truthful and fair. I do the right thing even when nobody is there to see. I share and play well with others.
A Communicator – I listen to others and share my feelings with them. I talk about what I am learning with others.
A Thinker – I think carefully and make good decisions. I can solve problems by myself and know when to ask others for help.
A Risk Taker – I try new things even when I don’t know if I will be good at them. I make safe choices.
Knowledgeable – I know many things and use what I learn.
An Inquirer – I am curious and ask lots of questions. I like to find out new things.
Open-minded – I know that it is okay to be different and to do things in different ways. I like hearing about other people’s ideas and feelings.
Reflective – I think about choices I make and things I do.

Communication
Open and ongoing communication with you as parents is one of our top priorities. Please know you are welcome to call or contact us by email as any questions or concerns arise. If you need to meet with a teacher please contact her in advance to schedule a mutually convenient time. Formal conferences are held two times during the school year. You will receive advanced notice of the time and date for your conferences. Conference dates will also be included on our calendar and under Upcoming Events in the PS Post.
Many parents find that the colored transportation hat is a convenient way to send messages to the classroom teacher (please pin notes to the hat!). Please be sure to communicate with your child’s teacher any changes in dismissal routines. See “Website” for information about online communications from the PS.

Conferences
Formal conferences (in fall and spring) are arranged each year to discuss your child’s progress. However, conferences can be arranged at any time during the
Parents are encouraged to keep in close contact with the school and in particular with their child’s classroom teacher.

Curriculum (see also www.fis.edu > Teaching & Learning > PS > Curriculum)
Our curriculum offers a balanced program of academic studies and extra-curricular 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 1 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 (P of I) 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.

PYP Transdisciplinary Themes of Global Significance
The Program of Inquiry is structured around six themes, which have been identified by the International Baccalaureate as having significance for students in all cultures. In First Steps and Pre-Primary grades, students inquire into four of these themes each year. From Primary Grade onwards, students explore all six.

At every grade level, teaching teams design 3-8 week long units of inquiry for each theme studied. In this way, students revisit the themes often, exploring different aspects and making deeper connections as their conceptual understanding grows. All units are framed around a central idea that is considered to be significant, engaging, relevant and challenging for children at that grade level. Units are designed to develop research, thinking, social, self-management and communication skills, in addition to skills within traditional subject disciplines. Careful planning by grade level and specialist teachers in collaboration with the PYP coordinator ensures that units are taught in inquiry-based and developmentally appropriate ways, and that meaningful assessment takes place within each unit.

The 6 Transdisciplinary Themes are:

1. 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.
2. 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

3. 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

4. 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.

5. 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

6. 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.

Together these themes elicit ideas of local and global significance and reveal concerns that all people share no matter what their backgrounds or where they live.

Literacy
The language of instruction 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. With this goal in mind, mathematics is taught through the relevant, realistic context of the units of inquiry whenever possible. 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 constant use of appropriate manipulatives is an essential aspect of PYP mathematics. A variety of different materials is used for each strand and expectation, and should continue to be used all the way through the program. To meet these criteria, the curriculum is delivered in part through a program called Math Their Way. It is a hands-on experiential program of 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 basic 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. They include a variety of instructional materials and appropriate technology. The starting point is the 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.

All children begin at their own levels of understanding and ability and progress along the PYP continuum with guidance and direction from their teachers toward discovery of their own unique gifts and capacities. More details regarding our curriculum can be found at www.fis.edu > Teaching & Learning > Curriculum

Directory see Website

Drink Cups / Water Bottles
Please have your child bring a plastic cup with his name on it or a water bottle labeled with her name. This will remain at school for children’s daily use.

Eligibility Criteria

First Steps: Children who are three on or before 1 September are eligible for admittance at the start of the school year. Where spaces are available, children may join a First Steps classroom just after their third birthday. Children who join in this way will remain in the First Steps program until the next school year in which they are four years old on or by 1 September. Children must be toilet trained and have strong foundations in their native language. English will be the principal language of instruction but is not a requirement.

Pre-Primary: Children must be four years of age on or before 1 September of the year they wish to join. Children must be toilet trained and have strong foundations in their native language. English will be the principal language of instruction but is not a requirement.

Primary: Children must be five years of age on or before 1 September of the year they wish to join. Children must have strong foundations in their native language. English will be the principal language of instruction but is not a requirement. Academic assessments are not used to determine eligibility at the Primary School; however it is important to note that children demonstrating severe learning or
emotional needs may not be accepted or re-enrolled.

**Grade 1:** Children must be six years of age on or before 1 September of the year they wish to join. Children must have strong foundations in their native language. English will be the principal language of instruction but is not a requirement. Academic assessments are not used to determine eligibility at the Primary School; however, it is important to note that children demonstrating severe learning or emotional needs may not be accepted or re-enrolled.

**English as a Second Language (ESL)**

ESL is an English as a Second Language program, which teaches English to non-native speakers. First Steps classroom teachers include ESL in the mainstream and emphasize English language learning and development throughout the school day. Pre-Primary teachers also include an emphasis on ESL in the mainstream with classroom teachers and ESL teachers working collaboratively to make decisions about what support for their beginners would require. Our ESL teachers support classroom teachers and help students with no or limited English 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 environments of the school. Research shows it may take up to five to seven years for non-native speakers to develop the academic aspects of the language to the same standard as native speakers. It is for this reason that only under extremely unusual circumstances would a child be exited from ESL while at the Primary School.
Students may receive support in a pull out program and/or through in-class support. ESL teachers work with grade level teams and may participate in team planning. They work together with the classroom teacher to meet the language acquisition needs of the students.

Emergency Communication Procedures
It is important for you to know what to expect if we need to announce the closing of school due to actual or potential hazards, such as bad weather. If for any reason the school determines that students should stay home, need to be picked up early, or will arrive home earlier or later than expected, parents will be notifies in the following ways:
• SMS (Short Messaging System sent to a mobile phone)
• Email
• FIS Website announcement
• Radio message in the morning when the school has to be cancelled for the day
Please be sure to keep the school updated with any phone number changes.

Emergency Telephone Numbers
In case of an accident or an emergency of any kind, we need an up-to-date telephone number that you can be reached at during the day. We also ask you to please provide us with the name and telephone number of a neighbor, friend, or colleague who we may contact in the event that we may not be able to reach you.

Extra Clothing
A complete set of extra clothing in a small plastic bag should be kept at school in case of an emergency. Please clearly mark each item with your child’s name. Any items used will be sent home for cleaning and we ask that you return them for future use.

Facilities
The Primary School occupies a spacious, purpose built two-story building completed in August 2001. The building was designed specifically as an early childhood facility and incorporates many ideas gleaned from children, teachers and parents. Set in woodland it enjoys superb views and is located on the same property as the elementary and upper schools. The classrooms are bright and airy with generous space available for shared activities between the classes. Special rooms for art, music, German, ESL and cooking are available to all age groups. A state-of-the-art physical education room and a large assembly hall are at lower ground level. The well-equipped library on the top floor overlooks a nature area with it’s own pond and stream. A computer lab with 18 iMacs is located just outside of the library. There is a nurse on campus to take care of children’s medical needs. The cafeteria situated on the ground floor, provides a nourishing midday meal. The younger children’s (First Steps, Pre-Primary, and Primary) classrooms open on to a terrace for outside activities. There is also a large enclosed play area with a variety of equipment offering excellent opportunities for play, exercise, sports and adventure.
Faculty and Staff
Our faculty and staff are made up of 45 dedicated child centered people! We represent 16 different countries. Fluency in English is a requirement for the faculty and staff working with our students.

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 and are connected to our units of inquiry and offer valuable learning experiences. Most field trips require parent chaperones, which offer additional opportunities for volunteering.

Flexible Bus Passes
Families that do not have an existing bus contract, may purchase one way bus passes in the Primary School office for the cost of € 6. Each time a flexible bus pass is used, parents must contact Annette Schlosser to confirm space availability and make a specific reservation. Parents are then required to inform the child’s teacher through the use of “change of dismissal plans”, or calling our office.

Forest
Our school is surrounded by the lovely German forests. Walking and exploring our forests is an essential part of learning at the Primary School. Trips to the forest will be communicated to parents in advance or it is included in their weekly schedules, which are communicated to you.

Guests
From time to time we receive a request from one of our students for a child who is a friend or relative to attend school. Parents of the Primary School student are
required to submit a written request at least three days in advance to the Primary School principal stating the child’s name and class, the name of the visiting student and their relationship to our student, and the date / time of the requested visit. The principal will consult the Primary School child’s classroom teacher; check dates, class size and other factors. Parents will be notified of the approval or otherwise within 48 hours of their request.

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. It is essential that the nurse’s office be given home and emergency telephone numbers in case of injury or illness. The school must be notified of any changes in these emergency contacts. Additionally, the nurse’s office should be notified of any changes in the health of a student (as in allergies or allergic reactions) 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 school office if you have any specific questions regarding the policy.

History
FIS is an independent, international school founded in 1961 by a group of six ex-patriot families. The school currently enrolls about 1850 students from age 3 through grade 12, and is accredited by Council of International Schools (CIS) and New England Association of Schools and Colleges (NEASC). One of the first two schools in the world authorized to teach the PYP, FIS is recognized as an official International Baccalaureate (IB) World School.

Homework
Although a child would rarely be assigned “homework”, we do encourage parents to participate in their child’s learning while at home. You are encouraged to regularly read to and with your child, engage in meaningful writing, and take notice of numbers and math that occurs in their everyday lives. Children in grades Primary and One will bring home readers to share and practice. All children will be bringing home library books that interest them and they would like to share with you. Children may also be asked to gather information and materials to help support Units of Inquiry. Please watch for information from your child’s teachers about ways in which you can support your child’s learning at home.

Indoor Shoes
All Primary School children will need a pair of canvas sport shoes. We request the sport shoes have Velcro fasteners. During the winter months your child will also need a pair of indoor shoes (slippers/Hausschuhe).
Kleenex Tissue
Tissues are provided for students at the Primary School, however, if you would like to donate a box during “cold season” you are most welcome to do so.

Label All Clothing
Please label all of your child’s belongings!

Learner Profile
The Primary School in accordance with the International Baccalaureate Primary Years Programme aims to develop internationally minded people who are striving to become:

**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.

Lost and Found
We have two cupboards located in the rear hallway outside the Primary Grade
kitchen. Items found around the school are displayed or kept in this area. Please be sure to check it from time to time to discover if any of the items belong to your child.

**Lunch** *(Full Day First Steps, Pre-Primary, Primary and Grade 1)*
Your child should bring a cold lunch from home (sorry, but we do not have the opportunity to heat up lunches from home for the children) and a beverage OR they may purchase a hot lunch provided by our food service. Tickets for hot lunch can be purchased from the food service in the Primary School cafeteria in the morning. Due to severe nut allergies we request you do not send any nut products, including peanut butter, as a snack or for lunch.

**Mission**
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**Nurse**
At the Primary School, a nurse is available to deal with minor injuries and to care for sick children until they can be picked up by parents. She is responsible for maintaining medical records and dispensing medication needed during the school day. Grade 1 children have a medical examination organized by the German health authorities (usually in September). Individual appointments are arranged and parents are requested to attend. It is imperative that the school nurse has a home telephone number and a contact person (other than a parent) on file, which can be used in case of emergency.

**Parent Meetings**
Parent Talk: Our school counselor will be inviting parents to join her approximately six times per school year to discuss parent generated topics that are often common issues facing parents in international settings.

**Parent Teacher Group (PTG)**
The FIS PTG works towards making our school an integrated community by bringing people together for work and play. It strives 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. It invites all parents in the school to come to its meetings, coffees and events, meet other parents and become a part of this dynamic group! The PTG is a combined group that includes parents from the Primary School, Elementary School and Upper School.
Photos
The school arranges for individual and class photos for students with a professional photographer. Parents have the option to purchase these photos.

Questions
All questions are good questions! We are here as 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.

Recess
On most days children will participate in outdoor recess twice daily for about 20-30 minutes.
These are our established rules for the playground
• I agree to play safely. This means I will:
• Listen to the adults
• Put toys away
• Dig in the sand pit only
• Go down the slide – sitting
• Slide down only
• Use the swing safely
  Four children at a time seated
  Two children can push and release
• Keep play balls in the activity pitch / or at four square located by the pitch
• Get permission before going back into the building
• Tidy up when asked
• Enter the school quietly and walking when recess is over
• Respect bushes, trees, etc.
• Keep off back stairs

Because fresh air and exercise are so important for young children, we will only stay indoors during severe or extreme weather conditions. Very hot, as well as very cold weather both raises questions about outdoor recess. We closely monitor the weather and make adjustments and/or cancellations about outdoor recess as needed.

Before making any decisions in the winter we consult a wind chill chart. The first category on the chart is wind chill 0 to -9 C. The risk of cold-related health concerns at that level is low to none, but children need to be dressed warmly and remain dry. The second level is -10 to -27 wind chill. There is a low risk of frostbite at that level, but children cannot be outside for longer periods of time without adequate protection: layers of warm clothing, hats, mittens, scarves and insulated footwear. It is also important for children to remain active when outside in that range of temperatures. Our decision about whether children would go outside, in addition to temperature and wind velocity includes considering time of day. Mornings may begin with below zero Centigrade temperatures but bright
sunshine can reduce the effect of wind chill (make it feel warmer) by 6 to 10 units. If there are children who are not dressed properly for the cold, we either ask that the child remain inside, or we find gloves, warmer coat, etc. for the child to use.

Early fall and late spring can bring uncomfortably warm weather. When children do go outside, we make sure they are appropriately hydrated. As boots and warm coats are needed in winter, be sure to send hats, sun screen and any other clothing you feel is appropriate for your children during hot weather.

In addition to checking children’s clothing as they prepare for recess, we monitor children while at recess and make decisions about their comfort and safety. Students are more attentive and eager to learn after fresh air and exercise. We prefer children have the opportunity to be outside, therefore please support us in this matter: be sure that your children have proper clothing each day.

**REAL (Recreation, Enrichment And Learning) see After School Activities**

**Reporting**
Reporting to parents takes many forms. Open and ongoing two-way communication is crucial for developing and sustaining an educational partnership. Written reports on student progress are available online two times a year. Throughout the school year, teachers, counselors or administrators will make additional contact if academic, emotional or behavioral concerns develop.

**Security**
You will be greeted by one of our security guards during school hours. Please remember you are required to present your parent identification lanyard. The gate to the Primary School is locked during the school day. Please obtain the code from our office for your use to gain entry. Please be sure that the gate closes behind you when leaving. The sliding glass doors open automatically from the outside. During the school day the chain must be pulled to operate the doors from the inside.

**Snack**
Please provide your child with a small healthy snack each day. It is very helpful if you pack their snack separately from their noon lunch. Due to severe nut allergies we request you do not send any nut products, including peanut butter, as a snack or for lunch.

**Specialists Classes**
In addition to homeroom class time, outdoor playtime and lunch, we provide the following specialist classes. Teachers licensed in the area of specialty teach these classes.

First Steps: Children in First Steps classes attend two 30 minute physical education (PE) classes per week, two 30 minute music classes, and one 30 minute library visit. One additional 30 minute library visit (story time) is included for First Steps full day students per week.
Pre-Primary: Children in Primary classes attend two 30 minute physical education (PE) classes per week, two 30 minute music classes, one 30 minute library visit, two 30 minute art classes, and two 30 minute German classes. All Pre-Primary children new to English will receive ESL classes.

Primary: Children in Primary classes attend two 30 minute PE classes, two 30 minute music classes, one 30 minute library class, one 60 minute Art class (taught in German), and two 30 minute German classes per week.

Grade 1: Children in Grade one classes attend two 40 minute PE classes, two 40 minute music classes, one 40 minute library class, one 80 minute Art class (taught in German), and two 40 minute German classes each week with one additional 40 minute class such as technology or big room activity per week.

Travel Plans
In accordance with FIS school policy, all changes in your pick-up schedule must be in writing. This includes any arrangements for traveling home with a friend for a play date and holiday plans. In an emergency you may call us at school 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 by a person other than a parent. A “Change in the End of School Day Plan” form is available on the website and in the PS office.

Telephone Numbers
Primary School  06171-2024-500
Primary School Fax  06171-2024-510
Classroom teachers  06171-2024-5** (add classroom room number)
Old Main reception  06171-2024-0

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 Primary School ~ we would love for you to be involved!

Website (www.fis.edu)
Website, Communication, and the FIS Primary School Community Group
Signing in to the www.fis.edu website will give you access to our private Online Community, which also includes our online parent directory. Upon signing in, you are automatically redirected to the Parent Portal. Here you will get all the latest school updates – news, downloads, links, lunch menus, announcements and more. You will also see a tab for the FIS Primary School. Click this tab to see information specific to the FIS Primary School. Please remember that you must be signed in to access this information!
Your Login ID = your first + last name (i.e. johnsmith)
Your temporary password = assigned by the school
Signing In to the Website
Go to www.fis.edu and then select the Community Login button at the top of the page. Enter your Username and Password in the fields provided. Click Login.

Quick Help if You Forget Your Login ID or Password
You can have your login ID and password automatically emailed to you at any time. Please note: the email address in your profile must be correct for this to work! Go to www.fis.edu > Community Login Click “Forgot your username/password?” link (located under the Sign In fields) Enter the email address associated with your account in the Email box. Click Retrieve. Your login ID and password will be mailed to the email account on file for your profile.

If this does not work, send an email to webmaster@fis.edu with your first and last name for assistance.

We hope this handbook is useful and helpful. We are a mission driven school 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. Weaver. We are looking forward to a wonderful school year!
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