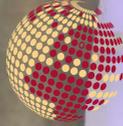


# FIS Elementary School Parent Handbook



**FIS** Frankfurt  
International  
School



# 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.



Dear Parents,

A very warm welcome to the Elementary School (ES)!

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,

Handwritten signature of Peter Baker

ES Principal

## Absent From School

If your child will be absent from school for any reason, please be sure to call the ES office (06171/2024-102). We will then notify their teacher.

It will be extremely important for you to report any contagious diseases to the Health Center (06171/2024-242). Your reporting will allow us to notify other parents of potential symptoms and avoid any wide spread epidemics.

In the event your child becomes sick during the day, we will contact you. In order to so, it is critical that we have up-to-date phone numbers, email addresses and an emergency contact number. Please be sure inform the ES office when any changes are made to this information.

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 ES begins in September and runs throughout the school year finishing in June. There are two terms:

Term 1	September – December (registration begins in August)
Term 2	January - June (registration begins in December)

Most Elementary activities begin straight after school at 15:10 and finish at 16:10. There are a variety of activities offered at the ES 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 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 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 busses/parent pick up - all grades

Please be sure to communicate with your child's teacher any changes in dismissal routines. In an emergency, and for last minute change of plans,

you may call the ES office (06171/2024-102) and we will 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. Certified art specialists in appropriate, well-equipped facilities teach drama, Music and Visual Arts. 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 ES. 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.

## 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 days students should take their instruments to the band room before they go to their homeroom class. They can collect their instruments prior to going home.

## 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.

## 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 class mates 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

A written note should be sent to the Director of Transportation if your child will be riding a bus other than the regular bus. 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. The Director of Transportation is your first point of contact for bus related issues and can be reached at 06171-2024-466.

## Bus Tickets

If your child needs to catch a bus on a very irregular basis or is going home with a friend who rides the bus, a ticket can be purchased from the transportation office located near the main gate or from the accounting office in Old Main. This ensures that we can check that space is available on that bus for your child. The cost is € 6.00 and the ticket must be presented to the driver upon boarding the bus.

## 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 ES 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 ES facilities



include specially designed art and music rooms, a library, and a computer lab.

## Car Riders

To ensure the safety of our students the drop off and pick up areas for ES car riders are located at the Primary School. In case of inclement weather, students can ride a shuttle bus to the main campus in the morning, and to the Primary School in the afternoon.

## Celebrations

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

## Cell phones

Students who bring cell phones to school should leave them with their homeroom teacher, or in their lockers. They may not use the phones during the school day. Students may use the ES 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 € 10.00 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. A weekly "Calendar Highlights" bulletin is sent directly to your email with all school and divisional activities. Increasingly, we strive to communicate electronically to reduce paper. Class newsletters are posted on the class page on the Haiku website and the principal's letter will be sent to you via email once a month.

## Code of Conduct

FIS has a defined set of aligned expectation for monitoring and supporting student conduct. The aim of our conduct guidelines is to help students take ownership of any problems and develop responsibility to change any bad behaviors or choices.

The core principles that guide our behavior expectations are:

- Students have a right to learn in a safe and secure environment and the schools' responsibility is to uphold this right.
- Students act in good conscience, honestly and with integrity.
- Students value excellence in the pursuit of knowledge; be it academic, social or sporting.
- Students are loyal to the school and supportive of its mission and belief statements.
- Students support human diversity and work to build unity within that diversity to create a harmonious international community.

Our school conduct guidelines are based on the PYP attitudes and the International Baccalaureate learner profile attributes.

FIS Expectations

I will be...

**Caring** – I show empathy, compassion and respect towards the needs and feelings of others. I have a personal commitment to service, and act to make a positive difference in the lives of others and our environment.

**Balanced** – I understand the importance of intellectual, physical and emotional balance to achieve personal well being for others and myself.

**Principled** – I act with integrity and honesty, with a strong sense of fairness,

justice and respect for the dignity of individuals, groups and communities. I take responsibility for my actions and the consequences that accompany them.

**A Communicator** – I understand and express ideas and information confidently and creatively in more than one language and in a variety of ways. I work effectively and willingly in collaboration with others.

**A Thinker** – I exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

**A Risk-Taker** – I approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies.

**Knowledgeable** – I explore concepts, ideas and issues that have local and global significance. In doing so, I acquire in-depth knowledge and develop understanding across a broad and balanced range of subject areas.

**An Inquirer** – I develop my natural curiosity. I acquire the skills necessary to conduct inquiry and research and show independence in learning. I actively enjoy learning

**Open-minded** – I understand and appreciate my culture and will be open to the perspectives, values and traditions of other individuals and communities.

**Reflective** – I give thoughtful consideration to my learning and experiences. I assess and understand my strengths and limitations in order to support my learning and personal development.

'Being respectful' of our school and others, in words and actions, needs particular attention when children are in school premises out of school hours and under parent supervision- as children often need reminding that being quiet and calm in the building is just as important as when they are here during school hours.

## 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 counselor invites parents periodically during the year to discuss relevant social/emotional and parenting topics.

## Curriculum

Our curriculum offers a balanced program of academic studies and extra-curricular activities, which aim at helping all students of all nationalities to 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 a program of inquiry we 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](http://www.ibo.org).)

### Transdisciplinary themes and the program of inquiry

Students in the ES explore six units of inquiry a year within the program of inquiry. The program is a matrix of topics organized by themes (see below). Children can learn about significant topics through a variety of disciplines such as science, social studies, and arts, encompassing visual art, music and drama. Language and mathematics support learning within the units, and are also developed as disciplinary skills. The transdisciplinary 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 PYP 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. In addition to disciplinary skills, we expect children to acquire research, thinking, social, and communication skills, which are developed and consolidated as students progress through the school. Further information about the specific units for each grade level is available on the FIS website.

### 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: guided reading when teachers teach specific reading skills and strategies; independent reading when children develop reading stamina by engaging with books at their independent reading level; reading aloud; and shared reading when students develop comprehension skills through book discussions. Independent reading time is 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 is integrated into the units of inquiry wherever possible. Children write daily for a variety of purposes. The writing

engagements include: interactive writing, when children and teachers develop a text collaboratively; shared writing when the teacher models different writing genres; guided writing when the teacher teaches specific skills and strategies; and independent writing. Opportunities are provided for developing ideas through brainstorming with peers, writing rough drafts, editing, revising and publishing or sharing final copies. Students learn from an early age that writing serves a communicative and expressive purpose. Grammar, punctuation and spelling are taught to all ages as appropriate, frequently using students' writing as a starting point. Specific learning outcomes for reading, writing and oral language for each grade level are available on the FIS website.

### Numeracy

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. Whenever possible, students apply their mathematical understanding to solve problems within the units of inquiry. Learning in this area is supported by manipulatives, online practice sites such as Mathletics, and a textbook, Envision Math. Specific learning outcomes in mathematics for each grade level and in each mathematical strand number, shape and space, patterns and function, data handling and measurement, are available on the FIS website.

### Teaching Practices

While appreciating that different techniques will 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 learning and teaching is students' current understanding. Time to reflect on the learning process is considered an essential part of learning and is supported through our portfolio process.

### Drinking Water

It is important to drink water throughout the day. Children 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 ES 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 teachers provide support primarily in the ESL classrooms, but sometimes 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 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 ES. ESL teachers work together with the classroom teacher to meet the language acquisition needs of the students. Beginning ESL students do not take German. More information about the ESL program is available in the ESL Handbook which can be found on the website.

### 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.



## Emergency Telephone Numbers

In case of accident or emergency of any kind, we need an up-to-date telephone number where you can be reached during the day. We also ask that you provide us with the name and telephone number of a neighbor, friend, or colleague who we may contact if we cannot reach you.

## F

### Field Trips

Periodically throughout the school year children take field trips into our surrounding community. These trips range from attending a play to visiting 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 that allows the teacher to take the students on supervised trips during the school day within the local environment.

### First Language Program (FLP)

ES 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.

## G

### 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 speakers. The German program in the ES is designed to develop the speaking, listening, reading and writing skills of each student using a variety of strategies that foster the joy of communication.

The goal is to create an environment that supports the intellectual, physical, social and emotional development of the child while providing a challenging environment for exploring new languages and cultures. The children develop a lasting commitment to foreign language learning through their engagement with the German language program. Native speakers are assisted in strengthening the academic language of their mother tongue.

Instruction is provided in different proficiency groupings, up to five periods per week. The groupings are flexible and students can be moved following assessment. Often in connection with the units of inquiry, the German department develops learning opportunities that promote understanding of host country traditions, history and culture.

More information about the German program and specific learning outcomes can be found in the Learning German Handbook which is available on the website.

## Guests

From time to time we receive requests for a child, usually a friend or relative, to attend school with one of our students. Parents of ES students are required to submit a written request at least three days in advance to the ES principal. The principal will check suitability of the dates with the classroom teacher. Students who have previously attended FIS/W 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 of their child's medical background and immunizations. The school nurse maintains these records. The nurse's office (06171/2024-242) should be notified of any changes in the health of a student, such as allergies or 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. Please contact the nurse if you have questions regarding the school's health and safety policies.

## History

FIS is an independent international school founded in 1961 by a group of six families. The school currently enrolls about 1760 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 ES 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

## ICT (Information and Communication Technology)

In the ES, we integrate the use of technology into the curriculum. Technology

## H

## I

integration helps students understand concepts and show what they have learned. We have a range of resources including four portable labs of laptop computers, one mobile cart with iPads, digital cameras, microscopes and other devices. All ES students sign and follow the guidelines of our Acceptable Use Agreement regarding the use of Information Communication Technology (ICT).

## Indoor shoes

Children need sport shoes for PE (physical education). In addition, we ask that each child has a pair of indoor shoes, hard soled slip-ons are best, (slippers / Hausschuhe), for when the weather is wet.

## Learner Profile

The IB (International Baccalaureate) Learner Profile has been adopted by FIS as the defining set of character attributes that we seek to develop in our students First Steps – Grade 12.

### As IB Learners we strive to be:

*Inquirers:* We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

*Knowledgeable:* We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

*Thinkers:* We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

*Communicators:* We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

*Principled:* We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

*Open-Minded:* We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

*Caring:* We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

*Risk-Takers:* We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

*Balanced:* We understand the importance of balancing different aspects of our

lives - intellectual, physical, and emotional - to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

*Reflective:* We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

## Learning Support

Learning Support provides academic reinforcement 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 receives academic assistance until able to meet grade level expectations.

## Library

The Elementary School Library is a place for students in Grades 2 through 5 to read, inquire and share. Our collection contains

18,000 books; fiction (picture books through easy reader, series, chapter books and graphic novels), non-fiction and reference. We have a large German collection of fiction and nonfiction and books in other languages, including Korean, Japanese and Dutch. We also have a wide selection of magazines, newspapers, recorded music and books, Playaways and DVDs.

The library has many online resources, including databases, e-books and sites to support literacy and grade level inquiries. Online resources are accessible through the FIS website or directly from the Library Page without login for the ease of student use.



### Our Program

The library's logo, Read, Inquire and Share describes the learning skills developed during class sessions and student's free time visits to the library. All homerooms come to the library weekly to return, browse and check out new reading material. The librarian collaborates with homeroom teachers to support the program of inquiry and literature

and information literacy curriculums. Use of the library and its resources is integrated into the curriculum, both informally and in formal lessons.

### Volunteers

Volunteers are the heart of our library program.



Student Librarians are Grade 4-5 students who are committed to helping their fellow students in the library. Parent volunteers support the library's organization by checking out and re-shelving books and materials. They also help students find books or conduct computer research.

Volunteers read to students, or listen to them read. We provide training and are always looking for volunteers to join our team.

### Library Hours

The Elementary Library is open Monday - Friday from 8:00 - 15:30.

NOTE: The Library closes some Wednesday afternoons for staff meetings.

### Borrowing Guidelines

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

- Grade 2 – Three items
- Grade 3 – Four items
- Grade 4 – Five items
- Grade 5 – Six items

Parents may borrow ten items for two weeks. They may have one new book, one book in a series, one magazine/newspaper, one Playaway, one COM (stories and music on a compact disk) and two DVDs, at one time. Students and parents must return overdue books before new books may be checked out.

### Holds and Saves

Students and parents who have overdue books may save materials. These will be held in the Save box until first recess of the second day. Students and parents may request a Hold on checked out materials. When the materials are available, notification will be done through the homeroom.

### Lost and Found

Parents are encouraged to mark or label all their student's items so they can easily be identified and returned. Labeled 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 ES office. Additional lost and found areas exist in the PE area and in the Director of Transportation's office. Valuable found items are 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 website. 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. 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. If you require further information, please send an email to [Aramark@fis.edu](mailto:Aramark@fis.edu) or call the cafeteria manager directly under 06171-2024-154.

### Lunch prices

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 (MAP), 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

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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 parents can pick them up. The nurse maintains medical records and dispenses medication needed during the school day. She can be contacted under 06171/2024-242. It is imperative that the ES office has a home telephone number and a contact person (other than a parent) on file to 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 which is held at the beginning of September-dates can be found on the FIS website calendar. Students who already play a string instrument may join the Intermediate String Orchestra, or the Junior Orchestra which is for advanced elementary string players. 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](mailto:julie_borsodi@fis.edu)

## P

### Parent Meetings

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. The PTG offers regular opportunities for parents to meet with members of the school administration to discuss a range of school related topics.

### 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 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 and non-marking sport shoes to change into for class. The PE teachers issue one t-shirt per year to each student. If students lose a t-shirt they must purchase a replacement at the Book Store, which is located in the entrance to the Upper School.

The purpose of the physical education program is to expose students to a wide variety of physical skills in order to experience success in a variety of

physical activities. Students have fun while working to improve their fitness levels, recognizing the value of life-long physical activity.

The program includes several different units including: body control and spatial awareness, invasion games, gymnastics, movement to music, health-related fitness testing, and adventure challenges. There is a strong focus on co-operative learning and students are expected to be self-motivated as well as good partners and group members.

### PYP

The Primary Years Programme (PYP) of the International Baccalaureate is the framework of the FIS curriculum for grades First Steps - Grade 5. Further information can be found on the FIS web page at [www.fis.edu](http://www.fis.edu), or the IB web site at [www.ibo.org](http://www.ibo.org)

### 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 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 weather conditions. Please dress your children according to the weather. Waterproof shoes and clothing are essential when we have drizzle or 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 sent three weeks after your child starts school lets you know how he or she is adapting to the new school or classroom 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. The reports are accessed online. Two conferences are held during the school year, one in the fall which is an opportunity for the teacher and parents to exchange information, and one in the spring when the conference includes students sharing their portfolios. Throughout the school year, teachers, counselors and administrators will make additional contact if academic, emotional or behavioral concerns develop.

## Q

## R

## S Security

Parents should wear 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 procedure.

## 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 ES 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: Four-five 50 minutes lessons per week, depending on the grade level.

Art: One 100 minute or two 50 minute lessons per week

Music: One 50 minute lesson per week

PE: Two 50 minute lessons per week

ICT 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.

## T 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.

## V Vending Machines

ES 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 ES - we would love for you to be involved!

## W Website ([www.fis.edu](http://www.fis.edu))

Signing in to the [www.fis.edu](http://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 Elementary School. Click this tab to see information specific to the FIS Elementary 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](http://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](http://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](mailto: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 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!





Frankfurt International School

Elementary School

Grades 2 - 5

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**FIS** Frankfurt  
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School