PARENT HANDBOOK for
Kindergarten and Elementary
SCHOOL YEAR 2026/27

Revised Version, March 2026

Mission and Philosophy

Students' curriculum in the **elementary classes (K-6th grade)** combine the active acquisition of knowledge and competencies. The educational mission of the primary school curriculum contains all subject profiles. With native-speaking educators, the unique curriculum provides a range of benefits above and beyond traditional school programs. It entails academic concepts such as reading and writing, literacy, acquisition and mathematical skills, science, movement, and artistic and musical activities. The main goal is for all students to develop the essential skills to build the foundation for life-long learning with positive social and emotional experiences.

German ISD strives to provide excellent conditions that increase the chances of acquiring a language in an effortless, student-friendly environment while inspiring and supporting student success.

Mission of German ISD:

We believe the balance of learning and play enhances a student's growth – physically, socially, emotionally, creatively, and intellectually. Since experiencing nature is a healthy part of student development, we are taking our classes outdoors and use elements of nature for teaching the usual classroom subjects.

Our four fundamental values:

The student as a competent learner, the environment as a third teacher, the necessity of collaboration in learning, and the importance of making learning visible, all by learning the German language.

Nondiscrimination Policy
German ISD does not discriminate based on gender, race, color, religion, or national or ethnic origin in admittance, education or other policies and extends to all the rights, privileges, programs, and activities generally made available to students at German ISD.

Kindergarten & Elementary Classes

The Educational Concept
LehrplanPLUS: Lehrplan für die Bayerische Grundschule.
https://www.lehrplanplus.bayern.de/schulart/grundschule
German ISD's curriculum is designed for student to achieve maximum growth; it complements the full immersion approach of German ISD Preschool and Pre-K classes with a full **German curriculum for student K-6th grade. The curriculum is designed for students with German as either a first or second language. The student must have at least a basic understanding of the German language to be successful in our elementary and middle school program.**
It entails academic concepts such as **literacy, science, mathematics, movement, art, and musical activities.** Our goal is for students to develop the essential skills that build the foundation for lifelong learning within positive social and emotional experiences. The program facilitates learning using student's natural curiosity, imagination, and critical thinking skills.

Afternoon Program
During our afternoon program from 3:00 pm-5:00 pm, students will be in multi-aged classes. The cost is $350/month.

Enrollment Procedures

Prior to your student's enrollment, the following must be submitted:

(1) All required German ISD paperwork to office manager.
(2) A copy of your student's immunization records to office manager
(3) A physician statement (to office manager) indicating your student has been examined within the last year and is physically able to participate in the program.
(4) A non-refundable $1000 application fee ($750 credited towards the tuition payment, $250 Enrollment fee). Supply costs will be charged in addition.
(5) **effective for the school year 26/27, extended hours must be selected and committed to by the semester.** This means that if you choose to enroll your student in extended hours, you will be responsible for the associated fees for the **entire semester**, even if you decide not to utilize the extended hours during that time.
(6) Students new to the German language need prior approval from German language teacher and director before enrollment is granted.
(7) Student records and assessment forms will be required from prior teachers/school.

Tuition
A late payment fee of $35 will be charged for any tuition fees that are not paid by the 10th. If not paid after 1 month, 10% of tuition is due. After 45 days of non-payment, your student(s) will be unenrolled from GISD.
The deadline for re-enrollment is March 1st
New enrollment is open year-round, depending on availability.
Once enrolled, you are responsible for the full tuition even if you unenroll.

School Year Schedule
No make-up days are offered for missed days due to illness, vacations, holidays, etc.
If WE are closed due to unforeseen circumstances (i.e., weather, Covid outbreak) you will be charged the typical rate for up to 10 days (about 1 and a half weeks), after this you will receive a discount of 50%. If YOU decide to keep your student home (i.e., illness, vacation) full tuition is still expected.

Elementary and Middle School Attendance
Students enrolled in Elementary classes are required to attend school from Monday to Friday. Doors open at 8:00am and close at 8:10 am, after that your student will be counted as tardy. Pick up time is from 2:45 pm – 3:00 pm. (A late pick-up fee will be added after 3:00 pm) All classes start promptly at 8:10 am. Because attendance is so critical for the quality of your student's education, Texas has a compulsory attendance law. Texas state law requires elementary and middle school aged students attend school each day that instruction is provided. Email, call, or send in a signed note on the day(s) your student will miss school. German ISD will excuse an absence for reasons including healthcare appointments, illness with proper doctors note after the second day, death in the close family. Any other absences during school need prior approval signed by the teacher and director. Core classes will be made up with 20-minute make up time during recess. Texas attendance regulation requires students to be in class at least 90% of the time to receive credit for that class. Communicate with teachers and the director about your student's absences before your student goes below the 90%

attendance mark. If your student misses too much instructional time during a school year, they may have to repeat their current grade level.
If your student needs to be picked up by anyone other than persons stated on your registration or pick-up authorization forms, please notify German ISD in writing and include their first and last name. Please notify the person that they must present his or her driver's license before the student is released to him or her.

Each guardian/parent is fully responsible for the actions and interactions with their student when they are present in-person at the building. This includes but is not limited to drop-off/pick-up time, and German ISD's events and parties.

Late Pick-up Fee
Pick-up time is from 2:45 pm to 3:00 pm. All late pick-ups will be charged a late fee after 3pm, regardless of any advance notification. $10 for the first minute, and $1 for every consecutive minute until picked up. This rule also applies to a late pick-up after 5 pm. This fee is due in CASH upon pick up, to the teacher or office manager, whichever is watching your student at the time. (Example: student picked up at 3:15 pm, the fee would be $24…if you have 2 students, the fee would be $48, etc.)

Withdrawal
If withdrawing from German ISD, a minimum of four weeks written notice is required prior to the last day of attendance, except in the event of serious illness or accident (provided written notice is submitted from a physician licensed in the State of Texas). Without such prior notice, the balance of the tuition for the school year remains due and payable (and the tuition deposit is non-refundable).

Termination Policy
German ISD reserves the right in its sole discretion to terminate enrollment at any time when it is in the best interest of the program.
The following actions are examples for termination of school attendance:

If an attending student could harm the wellbeing of other students
If school activities could be disturbed by strong external factors (custody fights, for example)
In case of significant economic risks (if actions of parents harm the economical basis of the school)
In case of significant organizational risks (resulting in enduring disruption of school classes)
In case of material misrepresentations in the application process (if, for example, significant behavioral issues were not disclosed upfront)
In case of personal threats by parents against German ISD staff
In sustained cases, in which it has not been possible to establish a trusting and meaningful relationship between teachers/staff and parents.
Continued violation of rules and regulations at the school grounds and refusal to adhere to them despite repeated staff requests.

This list of examples is not exhaustive or final, and is subject to change, but actions of similar effect or significance will be grounds for a termination of school attendance.

Confidentiality Policy
German ISD staff may access, without parent/guardian consent, "directory" information such as parent and student's names, address, email, phone number, and dates of attendance. Under

the laws of the State of Texas, if you would prefer to opt-out of any disclosures, within ten days from the date of enrollment, you may request German ISD to not disclose any directory information about your student or family to staff. German ISD policy prohibits disclosing directory information about other students or families to third parties without the prior consent of the applicable students or families.
German ISD will disclose personally identifiable information when required by law, or if in good faith, we believe such action is necessary to (a) comply with any judicial proceeding, court order, or other legal process, (b) protect and defend German ISD, or (c) protect the rights, property, and interests of our staff and students.

German ISD's intent is to take commercially reasonable and appropriate steps to protect the personal information you share with us.

Preparing for the school day
Students must attend school in clothing they can easily take on and off themselves. Please dress your student in weather-appropriate clothes (e.g., raincoats, rain boots, etc.). Your student should bring one complete, labeled changes of clothing. Students will play outside in various weather conditions, so a change of clothing for all types of weather will allow your student to participate in all activities. To climb safely, run quickly, and have fun, your student must always wear shoes that fit well and securely grip the ground. Students may only wear closed toe shoes. No flip-flops allowed!
Please bring a labeled water bottle for your student every day, containing only water (no juice or other beverages, please). Take it home daily to clean and return it with fresh water the following day.

PE class: Students need to wear gym clothes and athletic shoes!

No toys from home are allowed at school, unless asked for by teachers.

Inclement Weather
The decision to close, have a late start, or an early release due to inclement weather will be made by the director of GISD, based on the weather forecast in the greater DFW area.
In the event of a closing, late start, or early release, German ISD will inform families via brightwheel, text-messages or email in a timely manner.

Social Networking / Phone Calls
Employees of German ISD are discouraged from participating in social networking with parents and students of the school. This includes—but is not limited to—Facebook, X, LinkedIn, Snapchat, and Instagram.
Any phone calls to the school regarding your student can be made during our teachers' work hours. Please call the school office at 214-507-0130.

Provision of Service
German ISD has the right to refuse service to any person and/or family for any reason, subject to applicable law.

Custody Situations
If divorced or separated parents share custody, every effort will be made to see that both parents receive communication from German ISD. If one of the parents has restricted access with respect to custody or visitation, affecting German ISD's arrangements, please provide a

certified copy of the custody/visitation arrangements to the office. The school will not participate in custody disputes in any manner (except as set forth immediately below and as per applicable law). Please do not ask the staff, teachers, or the Director to document and/or discuss any actions or behavior of another parent.
Please note per the laws of the State of Texas, in the absence of a court order, German ISD will provide information to both parents and will not restrict access to information or a student.

Communication with Parents
The school shall communicate through Brightwheel with both parents of the student, unless otherwise instructed by a court decree.

Conferences and Report Cards
The teachers of the kindergarten and elementary school send out two reports and offer one day for parent teacher conferences. Additional days throughout the school year are available per request. The school director or teachers may require a conference to address any topic necessary to ensure an appropriate school environment or experience.

Parent Responsibility
Please communicate any concerns regarding our program or your student to the administration and staff immediately.
Please check your students' backpack at least once a week to ensure it is clean and you have all the information necessary. Be aware of our school's opening and closing hours and program schedule.
Parents are responsible for their student's actions while they are present.

Staff Hired by Parents
We strongly discourage our employees from making independent childcare arrangements with families from German ISD. However, in the event that you enter into an agreement with a German ISD employee to babysit for your family outside of the employee's normal work hours and/or school hours, the agreement must be handled outside of school hours and not at the school, with the full knowledge and understanding that the babysitter enters into such an agreement as a private citizen and not as a German ISD employee. We cannot be responsible for actions taken by German ISD employees outside of their role at the school and/or outside their school-working hours. German ISD is not liable for their acts or omissions when not on our property (including the transportation of student).
Prior to engaging German ISD staff for childcare, the parent or guardian must sign a waiver form, entitled "Waiver and Release for the German ISD Staff Babysitting." Failure to sign the required waiver form or to otherwise comply with this policy could result in your child or student being terminated from continued enrollment at German ISD. A copy of the waiver form can be obtained in the office and will be available to sign prior to each added registration or reenrollment. Please be aware that our staff cannot babysit for you during a time they are supposed to be working at German ISD.

Wellness Information
Students must be healthy to attend school. If your student is sick, they must stay at home to fully recover. We depend on our parents to help us maintain this policy to curb the spread of illness at school. If your student becomes ill while at school, you will be called immediately and asked to pick your student up promptly. Your student will be made as comfortable as possible until you arrive. Please ensure your current phone numbers are on file in the office, and any emergency

contact is available to pick up your student promptly. If there are changes to your emergency contact information, please notify the office promptly in writing.
Parents will be notified when a student has been exposed to a communicable disease at German ISD. If you know your student has been exposed to any contagious disease, please notify the office immediately. If your student or any household member tests positive for any contagious disease, other siblings who also attend the school must isolate too. In the case of head lice, pinkeye, or other highly contagious conditions, your student must receive proper treatment and stay home for at least three days (or longer if symptoms remain present). For a positive covid diagnosis, your student can return after 5 days and at least 24 hrs. symptom free! The sibling can also return after 5 days if they stay symptom free. GISD follows the guidelines set forth by Dallas County Health and Human Services!

Students will be sent home from school with any of the listed symptoms below and are **not eligible to return to class for the next 24 hours.** This policy is for the protection of your student, other students, and staff. German ISD will provide a Health Parent Notification which will be sent home with the parent. In the case of communicable disease, proper physician documentation may be required for the student to re-enter German ISD. This procedure will ensure that no student will be exposed to other illnesses while their immunities are down and will not be contaminating other students with their current illness.

Some of the common conditions for which a student will be sent home are as follows:

1. ***Temperature*** - A student will be sent home if he/she has a temperature of 100.4 degrees or higher. The student must be fever-free for at least 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to school.
2. ***Diarrhea*** - A student who has more than one instance of diarrhea (watery stools) will be sent home. Diarrhea is usually caused by viral infections; however, bacteria and parasites (Giardia) may be the cause. If your student has an allergy or condition that regularly causes diarrhea, please alert the staff about this during orientation. The student must be diarrhea-free for at least 24 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return date may be extended to ensure the health and wellness of your student and other students in our program. Staff is not allowed to assist students in the bathroom.
3. ***Vomiting*** - A student who is vomiting will be sent home and should remain home until vomiting has stopped. Most vomiting is caused by infection. Stomach viruses are highly contagious and can spread through the center very rapidly. The student must not have vomited for at least 24 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return date may be delayed ensuring the health and wellness of your student and other student in the program.
4. ***Impetigo*** - This skin infection is characterized by crusted sores, which may appear anywhere, but usually initially in the facial area. When prescribed by a physician, students with this condition must have taken the prescribed antibiotics for at least 24 hours and all lesions should be dry before returning to school.
5. ***Conjunctivitis*** - This is a contagious infection of the eye characterized by redness and tearing, a yellow discharge from eyes, or eyelashes stuck together. When prescribed by a physician, students with this condition must have taken the

prescribed antibiotics for at least 24 hours with all discharge ceased before returning to school.

6. ***Strep Throat*** – This is characterized by swollen neck glands, a sore throat, and elevated temperature. When diagnosed by a physician, students with this condition must take prescribed antibiotics for at least 24 hours before returning to school.
7. ***Scarlet Fever*** – This entails strep throat with a red rash and a sandpaper feeling on the skin. Your physician should be consulted when your student can return to school.
8. ***Chicken Pox*** - Student can attend school after exposure or during the incubation period (11-20 days (about 3 weeks) after contact). Your physician is the best person to consult if there are any doubts concerning your students' contagiousness during this illness. Please notify German ISD if you suspect your student has been exposed to chickenpox, so that we may notify other parents.
9. ***Ear Infections (Otitis Media)*** - Ear infections are extremely common. When prescribed by a physician, students with this condition must take the prescribed antibiotics for at least 24 hours before returning to school.
10. ***Respiratory Infections*** - Very common and usually caused by viruses, it is advised that your student remains at home. If fever is associated with the infection, your student must be fever-free without acetaminophen (Tylenol) and/or ibuprofen (Motrin or Advil) for 24 hours before returning to school.
11. ***Head Lice*** - Characterized by a very itchy scalp and nits (white eggs) that resemble dandruff, they are not easily removed from hair or scalp. Students may return to school after one head lice treatment and providing documentation of said treatment.
12. ***Scabies*** – Caused by a mite, this shows as an incredibly itchy rash between fingers, on wrists, under arms, at the belt line, and in infants on the head, neck, palms, and soles. The student may return to the school after one treatment.
13. ***Hand-Foot-Mouth Disease*** - Caused by a viral infection, it is characterized by small ulcers in the mouth with blisters on hands and, in some cases, near the genitalia and on the buttocks. The student is contagious until the fever is gone (typically 3-4 days) and must be fever-free without the use of acetaminophen (Tylenol) and/or ibuprofen (Motrin or Advil) for 24 hours before returning to school.

If a student is ill with a contagious disease (i.e., chickenpox, etc.), parents are encouraged to let the staff know so that other parents at the center may be informed. In cases of highly contagious illnesses, your student's return date to German ISD may be prolonged to ensure the health and wellness for the program.

Immunization/ Medical Exam Requirements

The laws of the State of Texas require the following immunizations for all enrolled students: DTaP, MMR, OPV, HIB, Hepatitis A, Hepatitis B, PCV7, and Varicella. Any updates to your student's immunizations must be provided to the German ISD Office Manager within ten days of the date of any newly administered immunizations. In addition, all students must have on file a current physician statement indicating they have been examined within the last year and are physically able to take part in our program. Each student must also have a completed emergency treatment authorization and at least two emergency contacts different from direct parents and guardians on file.

Vision and Hearing Screenings
All students that are four years must be screened by the student's physician for vision and hearing during the school year. Results of all screenings must be turned in to the office manager for student files.

Medications and First Aid
German ISD does not make any medication available for use by students and will not administer any medications to students, except for life saving medications, such as an epi pen.
All epi pens must be kept in the office in the original packaging and must be labeled with the student's name, the prescribing physician's name, the expiration date, and directions for administering. Please do not place medication in your student's backpack. Students are NEVER allowed to keep any medications in their backpacks, not even over the counter medications.

All staff members and caregivers (including substitute caregivers) are certified in CPR and First Aid. In the event of an injury while at school before the student is picked up, caregivers will clean wounds and apply band aids/bandages to keep the area clean. If needed, ice packs will be applied to reduce swelling. In case of a life-threatening emergency, German ISD will call 911 and First Aid will be applied.

Procedures for Medical Emergencies
In case of minor injury or accident, the staff will administer basic First Aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents/guardians when the student is picked up at the end of the day.
In case of medical injury or illness requiring immediate emergency professional care, German ISD staff will call 911 and as appropriate, German ISD staff will administer CPR or First Aid measures. Parents/guardians will be notified immediately. If parents are unavailable, designated emergency contacts will be notified by phone. <u>All students must have an emergency medical release form on file in case of such an emergency.</u>

<u>Staff is NOT allowed to check injuries to private parts. Parents will be notified to come check student themselves.</u>

Incident Reports
Incident or accident reports are completed any time a student receives a head injury, bite, or any other severe injury. Incident reports will be provided to a parent or guardian when they arrive to pick up their student. If we deem it necessary based on the injury, a parent may be called to either pick up the student or examine the student. The parent or guardian is always required to sign the incident report, and a copy is sent home with them to review for their records.

Discipline
German ISD staff is trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. For example, staff praise and encourage good behavior instead of focusing only on unacceptable behavior. They also remind students daily of behavioral expectations by using clear, positive statements and redirecting behaviors.
German ISD staff will never use corporal punishment or negative discipline that may hurt or humiliate a student.

Giving students understandable guidelines and redirecting their behavior helps them to develop internal control of their actions, encouraging good behavior. When these discipline procedures

fail to result in a positive outcome, or if the safety of other students is in question, German ISD reserves the right to terminate enrollment at any time.

Field Trips
Parents will be given prior notice with a Field Trip Authorization Form to complete. Prior permission for any field trip is required for the student to participate. A separate field trip form will be signed at the beginning of the school year for walks around the neighborhood.

Holidays
Holidays and vacations generally follow the Carrollton/Farmers Branch ISD school calendar. Parents are responsible for arranging alternative care for their students on non-school days. German ISD holidays are noted in the current German ISD calendar.

Daily Lunch
All students must bring their morning snack, lunch, and afternoon snack (if staying for extended afternoon care) to school every day. German ISD does not provide any food services for students. The packed lunch bag should include enough food for the entire time of school attendance daily. Healthy eating is necessary for healthy development, and a nutritious snack and lunch option is encouraged.
All lunches need to be packed in an insulated bag and container for the food to stay cold and/or warm – we are not able to warm up any lunches!
Beverages in glass bottles and soda are not allowed.

Birthdays and Parties
We will celebrate your students' birthday in class with a small gift. Please refrain from bringing any food and party favors. Please notice we will inform you about Holydays celebrated at our school. We do not participate in St. Partick's Day, Valentines Day, or Halloween,

Pet Care
GISD has several school pets. The care of pets is a valuable experience for students, who may help with the feeding of pets with staff supervision. Staff are responsible for keeping our pets' habitat (cages, aquariums, etc.) clean.

Please notify the administrative staff and your student's teacher if your student has any known pet allergies. You should also document any known allergies in your student's chart.

Allergies & Special Diets
All dietary restrictions and allergies must be disclosed in writing to the office. If your student experiences allergic reactions to certain foods, please find the FAIRFORM document on www.foodallergy.org to be signed and dated by your student's doctor. We will need this Food Allergy Plan in your students' records.

Breastfeeding Area
German ISD supports all mothers who wish to breastfeed at our school.
By request, we will provide a quiet place where you can breastfeed.

Gang-Free Zone
Under the Texas Penal Code, any area within 1,000 feet (about 304.8 m) of a childcare center (including German ISD) is a gang-free zone, where criminal offenses related to organized criminal activity are subject to enhanced penalty.

Sunscreen & Mosquito Spray
The German ISD concept includes at least forty minutes of daily outdoor playtime. Please apply sunscreen to your student's skin daily before dropping them off in the classroom.
Also, mosquitoes and ticks are of concern in causing allergic reactions.

As with all other medications, parents must provide written permission for German ISD staff to apply sunscreen to their student(ren) during school hours. Please sign the form in your student's classroom or the office to give your authorization.

GISD Library
A collection of German materials for students is available for GISD families in our school Library. Students can check out books and CD's during class time.

Emergency Preparedness and Prevention
Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, and taking corrective action. German ISD fosters preparedness at all levels including students, teachers, and staff. Examples of preparedness plans include conducting planning and implementing drills. Preparedness involves actions to avoid an incident, for which we have an alert phase, action phase, and recovery phase for fire, flood, tornado, thunderstorm, and active shooter emergencies. German ISD's Emergency Plan can be found in the office.

Emergency Preparedness & Active Threat Response for elementary and middle school students

At the German International School of Dallas, the safety and emotional well-being of our students—from elementary to middle school aged students—is our highest priority. Our emergency procedures are developmentally appropriate, trauma-informed, and based on best practices for early childhood and school safety. We work diligently to ensure every student feels secure while learning and growing.

1. Prevention and Security Measures
We have strict physical security and access protocols in place:
• Surveillance Camera: Installed at the main door on the preschool side.
• Secured Doors: All exterior doors stay closed and locked during the school day.
• Door Supervision: If a door must be propped open (e.g., during pickup, recess, or deliveries), a staff member is stationed at that door at all times.
• Visitor Access:
    - Visitors known to school management may be buzzed in remotely.
    - Unknown visitors must be physically let in by staff after ID and purpose are verified.
    - Visitor Protocols: All visitors must sign in, present valid ID.
    - Fenced Outdoor Areas: All outdoor play areas are enclosed and supervised.
    - Staff Background Checks: All employees are fully vetted before employment begins.

2. Emergency Planning and Drills
Our emergency procedures are practiced regularly and designed to support children's emotional needs while maintaining safety.
Lockdown Procedures:

• Teachers lock classroom doors, turn off lights, and guide children to designated safe spots out of sight.

• Depending on the threat, students will either:
    - Go to the tornado shelter area (if the threat is outside), or
    - Remain in classrooms with barricaded doors (if the threat is inside).

Modified Drills by Age Group

• Elementary and middle school students receive more context in an age-appropriate, empowering way.

Example for elementary students: "We're practicing how to stay safe if something unexpected happens."

Calming Activities During Drills

•During drills, teachers may read books quietly to help keep students calm and engaged in a familiar activity.

Barricading Protocol

•In a real emergency, teachers are trained to barricade classroom doors for added protection, even in the presence of students.

3. Staff Training & Emergency Equipment

Our staff are trained and certified to manage a wide range of emergencies:

•Threat Recognition: Staff are trained to act quickly and calmly in the face of danger.

•CPR & First Aid Certified: All staff hold current CPR and First Aid certifications.

•Stop the Bleed Kits: Trauma kits are available on site, and staff are trained in basic trauma care.

•Evacuation & Lockdown Training: Teachers know how to secure rooms or evacuate students safely when required.

4. Director & Management Roles During Emergencies The director and management team are responsible for:

•Ensuring no child is left alone, including in bathrooms or changing areas.

•Calling 911 immediately when a real threat is identified.

•Notifying parents as soon as possible using school emergency communication systems.

5. Trauma-Informed Approach

Our responses are grounded in child development and emotional support:

•No Fear-Based Language: We do not use words like "shooter" or "intruder" with students.

•Reassurance & Debriefing: After drills, teachers offer comfort, answer questions, and observe student behavior.

•Emotional Monitoring: Staff are trained to look for signs of anxiety and communicate with families if follow-up is needed.

6. Family Communication & Reunification

We are committed to transparent and timely communication with families:

• Drills: Families are not notified in advance of drills but may be notified afterward if needed.

• Real Emergencies: Families will be alerted immediately via text, phone, or email in a real incident.

• Reunification Site: If we need to evacuate the building, our official reunification site is: Chapel Hill Preparatory School (located next to our campus)

Staff will guide a safe and orderly pickup process.

Final Note

At the German International School of Dallas, we are committed to creating a school environment that is both safe and nurturing. Our emergency protocols are regularly reviewed and updated to ensure best practices for elementary and middle school students.

If you have questions or would like more details, please reach out to the school office.

Preventing and Responding to Abuse and Neglect of Student

German ISD's teachers are required one hour of student abuse and neglect training annually with the focus on prevention, recognition, and reporting of abuse. The training includes Factors indicating a student is at risk for abuse or neglect, warning signs indicating a student may be a victim of abuse or neglect, internal procedures for reporting student abuse or neglect, community organizations that have training programs available to child care center staff members, student, and parents, and opportunities for additional training are provided throughout the year.

Neglect is failure to provide for a student's basic needs necessary to sustain the life or health of the student, excluding failure caused primarily by financial inability unless relief services have been offered and refused. Suspect neglect when you see:

Obvious malnourishment, lack of personal cleanliness, torn or dirty clothing, stealing, or begging for food, students unattended for extended periods of time, need for glasses, dental care, or other medical attention, and frequent tardiness or absence from school.

Physical Abuse is any physical injury that results in substantial harm to the student, or the genuine threat of substantial harm from physical injury to the student. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a student. All such injuries are considered abuse.

Texas law requires caregivers to report suspected student abuse or neglect. The Texas Department of Family and Protective Services or law enforcement.

Call **1-800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime.

If parents suspect student abuse, parents may contact the student abuse hotline of the Department of Family and Protective Services (DFPS)'s local licensing office or visit the DFPS website: **https://www.dfps.state.tx.us/**

Parent Handbook Acknowledgement – Elementary

I, _____ (please print name neatly), acknowledge that I have read and understand the policies contained in this Parent Handbook 2026-2027 for the German International School of Dallas.

I have read this latest version, as of May 2026, and acknowledge with my signature below.

_____

Signature

_____

Date

_____

Students Name

Please sign and return this acknowledgement to the office manager.

Code of Conduct

Dear Parents,

An effective discipline program is essential in the teaching and learning process. The staff at German International School of Dallas has established an educational environment in which student can comfortably learn at their own level. Each student has the right to learn and play at GISD without disruption or antagonism from other students.

The staff is committed to teaching and reinforcing appropriate student behavior. Courtesy, respect, and problem-solving strategies are practiced by all staff members and students. Students are encouraged to consistently follow school rules of conduct, set a positive example for others, and always be conscious of how their behavior affects others.
Together, our goal at GISD is to ensure that each student achieves success. We believe that you, as parents, play a key role in helping your student achieve our GISD expectations, both academic and behavioral. The key role of parents in school discipline is to continually show interest in and support their student at school.

Generally, classroom teachers administer discipline, but when the situation warrants, the principal becomes involved. Parents are not necessarily called on the first problem, as students are encouraged to take responsibility for their actions and learn to meet the school's rules and expectations. We believe each student has the final responsibility for the consequences of his/her behavior. If your student exhibits unacceptable behavior at school, you may be asked to help us teach your student an alternate, appropriate set of behaviors.

With your cooperation and help, we can provide a positive, productive, and safe learning environment for your student. After reading the GISD Code of Conduct with your student, **please sign and return the form.**

Sincerely,

Annegret Richardson
School Director

Simone Teague
Curriculum Coordinator

GISD School Rules

1. Take responsibility for learning.

2. Respect self, others, and place.

3. Show resourcefulness and readiness to learn.

4. Act in a safe and healthy manner.

Student Responsibilities

Students are responsible for:

- Attending school regularly and to be on time.
- completing all academic work as assigned.
- bringing appropriate materials to class.
- obeying school/classroom rules.
- respecting the rights of others.
- their own actions.
- using appropriate language.
- respecting school property.
- complying with requests of school employees.
- dressing appropriately for school.

Student Rights

Students have the right to:

- an education.
- attend a safe school.
- physical safety and protection of personal property.
- not be discriminated against.
- privacy.
- fair and just treatment by school employees.

Recess Behavior

On the playground, students will:

- Avoid rough play (fighting, wrestling, pushing, kicking, etc.) or play that mimics violence (sword fighting, gun fights, etc.).
- Leave personal belongings, such as toys, electronics, hard balls, bats, etc., at home.
- Speak kindly to others.
- Finish all the food before going out to the playground. Leave food, candy, gum, etc., in the building.

- Stay on the playground at recess.
- Take turns with the equipment.
- Clean up playground before returning to class.
- Line up quickly and quietly to return to class at the end of recess.
- Respond immediately, with respect and courtesy, to instructions from adults in charge.

Bathroom Behavior

In the bathroom, students will:

- Use appropriate voice level.
- Respect the privacy of others.
- Use healthy hygiene habits.
- Keep the bathrooms clean and safe.
- Staff is not allowed to assist students in the bathroom.

Dress Code

- Appropriate attire is needed to preserve the learning environment and assure the safety and well-being of all students at GISD. In dealing with dress-related issues, parents may be contacted to assist in resolving the problem. Alternative clothing items may also be provided for the day.
- Private parts and underwear shall never be visible, please cover with shorts or pants.
- Bare midriffs, net shirts, clothing bearing inappropriate logos (drugs, alcohol, tobacco, or pictures/statements that could be deemed offensive to public morals) will not be permitted at school.
- Hats may be worn at recess and to and from school but are not allowed to be worn in the building.
- Safety refers specifically to appropriate shoes. No flip flops or strapless shoes!
- Heely's are NOT allowed at school. For the first offense, the wheels will be removed. For the second offense, wheels will remain in the office until parents pick them up.

Attendance Policy

- Regular school attendance is necessary for mastery of the educational program provided to students. Students at times may appropriately be absent from class under the following guidelines: a) absences due to illness or a health condition; b) religious observances; c) school-approved activities; d) family emergencies; e) disciplinary actions

Harassment, Intimidation and Bullying

Harassment, intimidation or bullying means any intentionally written message or image, including those that are electronically transmitted, a verbal or physical act, including but not limited to one shown to be motivated by any characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability, or other distinguishing characteristic, when an act:

- Physically harms a student or damages a student's property; or
- Has the effect of substantially interfering with a student's education; or

- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- It substantially disrupts the orderly operation of the school.
- It is true that harassment often occurs off school grounds and outside of the school day and this is an area over which GISD does not have authority. If there are threats that will be acted out at school or a school related event, the GISD will intervene.

Exceptional Misconduct

Certain behaviors that are so serious in nature in terms of the disruptive effect upon the operation of the school may be deemed *Exceptional Misconduct. Exceptional Misconduct* may warrant immediate short-term suspension or expulsion. *Exceptional Misconduct* includes, but is not limited to:

- profane or vulgar language directed to and in the presence of a staff member
- arson
- all fighting and/or assault and battery
- harassment
- defacing, misuse, or destruction of property
- defiance of school authority
- possession of weapons
- theft

Aggressive behaviors (whether physical or verbal) will be treated seriously. When a student intentionally hurts or harasses another student, GISD reverses the right to expel the student.

All reports of Harassment, Intimidation & Bullying will be investigated thoroughly. All incidents when Harassment, Intimidation & Bullying of students is suspected should be reported to the teacher or principal.

Problem-Solving Techniques

Students who break GISD rules will discuss the incident with their teachers/principal. Students will be taught and be given the opportunity to practice expected behavior. Repeated misbehavior may have consequences while rules are being re-taught.

Students who continue to break GISD rules will be given a referral. If the referral is for a major or repeated offense, it is sent home to be signed by a parent or guardian and returned to school.

If a student has received 3 Warning Slips or demonstrated more severe-inappropriate behavior, a parent contact will be made. Students will also be required to fill out a Problem-Solving Exercise Sheet. Consequences may include:

- In-school suspension
- Short-term suspension

I have read and discussed these rules of conduct with my student!

_____ _____

Parent signature Date Student signature Date

_____ _____

Parent printed name Student printed name