



FIS MIDDLE SCHOOL HANDBOOK

Grades 5 – 8

Revised June 2010

Franconian International School (FIS)

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Welcome to the Middle School

Welcome to the Middle School of The Franconian International School! The aim of this booklet is to provide you with a detailed overview of the daily running of the FIS Middle School, and to provide you with the answers to most of the questions you are likely to have.

As we prepare our students to become citizens of the world, the school is concerned with the development of the whole child as an individual and as a member of a community. The FIS Middle School provides a link between the FIS Elementary School and our FIS High School and strives to create an environment in which individual attention is given to the well-being of each student both academically and personally. The transition that takes place during these years shapes the future of the students, and we value and encourage a shared responsibility with parents to ensure the smoothest and most enjoyable of learning experiences.

We hope that you find this booklet useful and encourage you to spend time familiarizing yourself and your child with its contents.

If you have any further questions, please do not hesitate to contact us at school.

Sincerely,

The FIS Middle School Team

Philosophy and Objectives

The Franconian International School educates students in an international environment according to high academic standards. It provides an atmosphere respectful of diverse cultures and promotes responsible global citizenship in the spirit of the United Nations Universal Declaration of Human Rights. The school is committed to promoting international and intercultural experiences for its students and maintaining its good reputation as an association.

The FIS serves primarily the international community of the Metropolitan Region of Nuremberg. Local students are also an important part of the learning community. The FIS encourages parents to actively support the school and the education of their children.

The school offers challenging programs in academics, information technology, sports and fine arts. At the FIS education goes beyond the acquisition of knowledge. It encourages curiosity and creativity. It stresses inquiry and self-discovery, the development and strengthening of individual talents, and the appreciation of democratic structures. It fosters open-mindedness, respect and sensitivity toward the feelings of others, and the development of a sense of fairness and integrity. The FIS aims to develop active and engaged life-long learners who exhibit effective communication and critical thinking skills.

The Franconian International School:

Educates students from all over the world regardless of race, sex, religion, nationality, or ethnic background, and helps them to reach their fullest potential intellectually, socially, and physically.

Provides highly qualified, motivated, caring teachers who support the school's philosophy and objectives.

Offers a structured curriculum which ensures the students acquire the skills necessary to cope with the challenges of the future and that they are offered the opportunity to graduate with an International Baccalaureate diploma.

Provides appropriate resources in a safe, challenging, adaptable and supportive environment in which the student is an active participant.

Builds a team atmosphere, in which students, teachers, parents and administrators are partners in the learning and growing process.

Promotes a positive and reciprocal relationship with the host nation at the local, regional and national levels, which takes advantage of the educational opportunities of living in Germany and Europe.

Revised June 17, 2009

GENERAL SCHOOL INFORMATION

FIS Address & Contact Information

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Tel.: 09131/ 940390
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Webpage: www.the-fis.de

FIS Calendar

The Franconian International School publishes and distributes a calendar for all families. This calendar includes information about school holidays, special events and much more. It can be found on the FIS webpage at www.the-fis.de.

FIS Newsletter

There will be an FIS newsletter emailed home each Friday during the academic year. This newsletter is also available as a hard copy if you do not have an email address. If the school does not have an up-to-date email address in which to send the newsletter, please contact the office at 09131/ 940390.

Daily Routines

Lesson times

- 8:20** Students may enter school, go to their lockers and then proceed to their homerooms.
Teachers are on duty at this time.
- 8:30** Attendance taken by homeroom teachers (students who arrive after 8:30 are considered late and are required to sign in at the office)
- 8:35** Period 1
- 9:20** Period 2
- 10:05** Morning Break
- 10:15** Period 3
- 11:00** Period 4
- 11:45** Middle & High School Lunch and Break
- 12:30** Period 5
- 13:15** Period 6
- 14:00** Afternoon break (on Fridays students report to Homeroom for 14:05 dismissal)
- 14:10** Period 7
- 14:55** Period 8
- 15:35** Homeroom
- 15:40** End of school day on Monday - Thursday.

Before school

Students are not supervised until 8:20 and are asked not to arrive before this time. At 8:20 the building opens and students should make their way to their homeroom, first visiting their lockers to store their belongings and collect all necessary materials for the first two lessons.

Homeroom

Students should be in their homeroom by 8:30. Attendance is taken at 8:30 each morning by the homeroom teacher. Students arriving after the homeroom registration period must sign the late list in the school office and obtain a late pass. Punctuality in homeroom is as important as at lessons. Many important notices are given at this time and there are other routines to attend to.

Break times

Students should be in or around the area of their homerooms and lockers. During break, students should collect their books and supplies for the next lessons as well as enjoy a healthy snack.

Lunch Time

Students will go to the cafeteria, eat their lunch, and then be dismissed outside for recess activities. With permission, students may also go to the Library/Media Center during recess, where they will be supervised by the library staff. After the lunch recess, students return to their lockers to collect necessary materials for the remainder of the day.

End of school

Students should organize their belongings and, following class dismissal, leave the building unless taking part in an after school activity. Students who take the bus should proceed immediately to their buses.

What equipment will my child need?

A supply list will be provided at the end of the previous school year, or upon registration of new students, for the following academic year.

Lockers

Each student is provided with a locker for his/her belongings and are encouraged to collect all materials before attending classes. To avoid being late for class and disrupting lessons, students are expected to have materials for two classes, so they will be able to go to lockers during breaks.

Assemblies

Approximately once per month, the Middle School has an assembly. The emphasis is on sharing ideas and promoting a Middle School identity and spirit.

Absences

Parents are asked to call the school before 8:30 to inform the FIS of an absence. A medical certificate for prolonged absence is required. If students are likely to be absent from school for a long period of time, parents should inform the school in writing.

Vacation

Student vacations should be limited to the FIS vacation schedule. Students who are taken out of school for an extended holiday will receive an unexcused absence which will be noted on the student report card. Parents should be aware that such practice is illegal according to German law, and the school has the right to inform the local authorities.

Students' leave of absence

Permission to miss a day of school can only be granted by the Director, in accordance with German law and school policies, and will only be considered when a written request is received from a parent or guardian. This written request should be submitted at least 24 hours in advance so that all subject teachers can be informed.

Students who obtain permission to leave school early should, as a matter of courtesy, see the subject teachers whose lessons they will miss. A parent or guardian should sign a student out at the school office before leaving. It is the responsibility of the student to collect and complete any work missed.

Middle School Dress Code

The FIS and the Student Council have developed a dress code which we feel will ensure that the FIS children are always dressed appropriately.

Middle School Dress Guidelines (Gr.5-8)

- ◆ Clothes shall be worn as they are designed with pants secured at the waist, suspenders (braces), if worn, over the shoulders, belts buckled, no underwear as outerwear, no underwear exposed.
- ◆ Appropriate undergarments should be worn.
- ◆ Clothing should be clean and in good repair
- ◆ Hemlines of shorts, dresses, and skirts shall not be unacceptably short.
- ◆ Clothing which is too tight is unacceptable.
- ◆ Low cut tops and halter tops are not allowed.
- ◆ No see-through shirts.
- ◆ Clothing with holes, extra tears or inappropriate patches will not be allowed.
- ◆ All students should wear appropriate footwear.
- ◆ Hats, caps, visors or sunglasses shall not be worn in the school building
- ◆ Garments, or jewelry, which display or suggest sexual, vulgar, drug, alcohol, or tobacco related wording / graphics shall not be worn.
- ◆ Jewelry – the following are the only jewelry items which may be worn:
 - Earrings
 - Rings
 - Necklaces
 - Bracelets

- ◆ All jewelry should be removed during sporting activities.
- ◆ Finger nails should be trimmed so as to avoid injury to self and others.

Outdoor Wear

The daily weather here can be cold, damp, rainy and often windy. It is imperative that parents send their children to school dressed in clothing that is appropriate for these weather conditions. On days when the weather is considered by teachers to be inclement, outside play activities will be cancelled. On most days, however, pupils will be expected to participate in outdoor physical education activities and recess periods to release their energy, to exercise, and enjoy the pleasure of playing games with their classmates. If children are dressed warmly and appropriately there is no threat to their health from engaging in these activities. Unless children have a note from their parent or physician, they will not be allowed to remain indoors during recess.

ACADEMICS

The Middle School Pastoral Care Program and Ethics

As an element of a caring community, the overall pastoral care program from Grade 5 to Grade 8 addresses important issues not covered fully in the academic curriculum. These may include study skills, care for the environment, health concerns, sex education, substance abuse, relationships; and help in self-evaluation. In addition, the program develops skills in cross-curricular areas and complements the skills taught in the curricular program as well as encouraging and facilitating personal reviews of progress, self-assessment and reflection. Through the Student Council, students learn to take responsibility and develop leadership skills. The assembly program helps build a sense of community, gives students experience in organizing and presenting a program and provides students with opportunities to practice appropriate audience behavior.

Homeroom teachers are charged with the day-to-day oversight of the general needs and progress of the students assigned to them. The social, educational and moral development of each student is closely monitored by the homeroom teacher. Students should turn to the homeroom teacher when seeking advice and guidance on daily issues. An important factor in the students' social well-being and educational progress is the school-parent partnership. It is essential that parents take an interest in their child's education, checking homework diaries regularly and contacting the school, via the homeroom teacher or the subject teacher, with any concerns. Students in the FIS Middle School have daily contact with their homeroom teachers during the homeroom period and during certain subject lessons. Like the academic curriculum which it complements, the Middle School pastoral program contributes to achieving the school's stated aims and goals. Additionally, Ethics classes, taught by a specialist teacher, take place once per week and help students learn to deal with issues such as relationships, peer pressure, etc. Activities in Ethics classes emphasize the diversity and international nature of the student body and help build positive relationships among students and between teachers and students.

Counseling

Although students are encouraged to talk to their teachers when seeking advice and assistance in everyday matters, when students have personal issues they would like to address confidentially, they may make an appointment with the guidance counselor. Likewise, students may be referred by a teacher or parent to speak with the counselor. The counselor also works with students, parents and teachers on matters concerning school behavior and academic issues, and works closely with the Student Support Services in assisting students to obtain the testing and resources they may require. Post-secondary and career counseling are also part of the guidance program.

The Curriculum

Students in the Middle School will follow a program that provides continuity with the experiences gained in the Elementary School. Our goal is to build on the skills, concepts and attitudes towards learning already acquired and prepare students for High School by offering them a clear and well-balanced curriculum. The Middle School curriculum is designed to provide a smooth transition from Elementary School to High School. The Middle School program has been structured in a way that it provides the students with a homeroom teacher who teaches at least one subject to the homeroom class and specialist teachers who provide the remainder.

Students are taught as a class for most subjects, but they may be subdivided to provide instruction at an appropriate level, particularly in language classes.

The students study the following courses: English, German as First Language or German as Second Language, Social Studies, Mathematics, Science, Art, Music, Drama, Physical Education, Library, Ethics, IT and Spanish beginning in Grade Six.

Students follow a common curriculum which is broken down as follows:

<i>SUBJECT</i>	<i>Number of periods per week per subject</i>			
Grade	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
English	8	5	5	5
German	4	4	4	4
Spanish	0	3	3	3
Social Studies	4	4	4	4
Mathematics	5	5	5	5
Science	4	4	4	4
Art	2	2	2	2
Music	2	2	2	2
Drama	1	1	1	1
P.E.	4	4	4	4
Information Technology	2	2	2	2
Ethics	1	1	1	1
Library/Study	1	1	1	1

Information Technology

The purpose of Information Technology (IT) study in the Middle School is to allow students to become citizens of the 21st century who can find, analyze, create and communicate information in effective ways using appropriate and up-to-date technology. The school has a fast Intranet network built into every classroom throughout the school and continuous on-demand broadband cable Internet access. The computers in the school are IBM compatible machines which allow IBM-compatible disks and files to be shared and opened. Most of the printing in the school is through networked printers, although color printing (including photographic quality) is available in specialist areas or by request. Information can be transferred to and from school as email attachments or by using the student Iserv website.

The aim of providing Internet access to students is for high quality professional research. Students are only permitted to use the computer facilities when supervised by a member of staff. Students who behave in irresponsible ways will have their privileges temporarily or permanently withdrawn as per the FIS Internet Policy (see below).

Students in Grade 5 through Grade 8 are given access to the school's computer and Internet facilities during their time-tabled sessions where they are introduced to computing skills. Each Middle/High School homeroom has at least one computer linked to the school network and the

Internet, which is for student use under the supervision of the homeroom teacher. Classes taught by specialty teachers make use of the computer lab to strengthen these lessons.

Homework

Homework is given to help students develop good habits of private and independent study, to read, learn and revise subject material, and to finish work in a subject that cannot be completed within the time allocated in school. It may happen that no useful homework can be set, in which case, students should use this opportunity to review work, reorganize files, and so on.

General guide to total amount of homework per grade:

<u>Grade</u>	<u>Minutes</u>
5	about 50
6	about 60
7	about 70
8	about 80

Each student will be issued a homework diary which should be taken to all lessons. We expect students to write homework assignments in their homework diaries, and we ask parents to check that students are completing the assigned work. Homeroom teachers will also check diaries regularly. The diary also serves as a useful line of communication between parents and teachers. While guidance can be given at school, parents can give valuable help by making sure that assignments are completed systematically and not left until the last minute.

We regard all homework assignments as important tasks, set to help students towards academic success. We are also aware of the unhappiness or stress which inappropriate or excessive homework can produce and strive to give meaningful assignments. Should a student be spending an extremely long or very short time completing homework, parents should contact the homeroom teacher to discuss their concerns.

It is the students' responsibility to obtain and complete any homework they may have missed due to absence. Homework not completed by the designated due date will result in a reduced grade.

Plagiarism

The following information is taken from James D. Lester's *Writing Research Papers: A Complete Guide*, 9th Ed. 1999

Plagiarism is the offering of the words or ideas of another person's work as one's own. These words and/or ideas may come from print or non-print resources including interviews, television, online databases or the Internet.

Types of Plagiarism

1. Using another student's work, in whole or in part, and submitting it as your own.
2. Intentionally misusing reference sources.

An Obvious Form of Plagiarism

Copying any direct quotation from source material without providing quotation marks and without crediting any source is an obvious form of plagiarism. This includes copying and pasting text from web pages on the Internet.

A More Subtle Form of Plagiarism

Paraphrasing material or using an original idea or interpretation that is not properly introduced, rephrased or documented is also a form of plagiarism.

To Avoid Plagiarism

1. Acknowledge borrowed materials within the text by introducing the quotation or paraphrase with the name of the authority from whom it was taken. At the end of the borrowed material, use parentheses to enclose the citation.
2. Use quotation marks for all quoted material.
3. Revise all paraphrased material so that it is presented in one's own style and language. The simple rearrangement of vocabulary and/or sentence patterns is not acceptable.
4. Provide specific documentation for each borrowed item. Others may need to know your sources.
5. Provide a works cited list for every source used in your paper.
6. When in doubt, cite sources. Seek clarification from teachers.

In addition, you are an accomplice to plagiarism and are equally guilty of it when you consciously:

1. Allow your assignment, in outline or finished form, to be copied and submitted as the work of another.
2. Prepare an assignment for another student and allow it to be submitted as his or her own work.

Disciplinary Consequences

The teacher will inform the Middle School Principal, and they will conference with the student on the paper/assignment in question. The Middle School Principal will notify the parents, and parents may be asked to join the conference. If sufficient evidence indicates that the work is plagiarized then the Middle School Principal, in consultation with the teacher and School Director, may impose one of the following consequences:

1. Resubmit the paper/assignment: The student will revise and resubmit a properly documented paper/assignment, earning a reduced grade.
2. No credit on the paper/assignment: The student will receive a zero on the paper/assignment.

Recognition for Good Work

As a school we believe that students respond positively to encouragement, praise and recognition of good work by their peers and by their teachers when merited. In the Middle School we reinforce high standards of conduct, achievement and effort in the classroom as well as in a more formal manner through the following :

- ◆ Best pieces of work display
- ◆ Project displays
- ◆ Assemblies
- ◆ End of Year Awards/Plaques (awarded only if a student meets all requirements)
 - ECIS Award for International Understanding
 - *Awarded to a student who is a good representative of his/her own country, with a positive attitude toward the life and culture of others, able to converse in at least two languages, a contributing force in the life of the school, with the ability to bring differing people together into a sense of community, thus furthering the cause of international understanding.*
 -
 - CIS International Student Award
 - *This certificate is presented to a student or group of students in recognition of his/her/their contribution to the development and advancement of internationalism in the community.*
 - *The student(s) must have demonstrated a clear commitment to sustained interaction with students of the other nationalities, languages or ethnic backgrounds in a spirit of international understanding and cooperation.*
 - *The student may be a part of a group but only one certificate will be awarded per group.*
 - *Projects should encompass efforts directed beyond participation in regular school activities.*
 - *The characteristics of projects may include whether they represent individual or group efforts to:*
 - *Creatively solve known or emerging problems*
 - *Acquire and effectively deploy knowledge or resources beyond those immediately available in the school*
 - *Directly involve peoples of other cultures, racial and ethnic background, and political /economic systems. The student(s) must have made a genuine commitment to initiate, sustain and complete the project or activity. Schools are encouraged to nominate students who have demonstrated a commitment to using languages other than their own mother tongue during the completion of the project.*
 - Manfred Langer Memorial Award
 - *Awarded annually in the remembrance of former FIS Hausmeister and friend Manfred Langer. This award is presented to a FIS student who is especially caring and helpful to those around him/her. The student shows the willingness to support classmates and teachers, and comes to the assistance of others without being asked. In this way he/she exemplifies the qualities of Manfred Langer, who was truly a friend to our school in the early years.*

Feedback on Student Progress

The Franconian International School prides itself on providing detailed feedback about the progress students are making. We see the student, parent and teachers as partners in the learning process. Our main means of keeping parents informed are school reports. Students will receive two different school reports during the academic year.

The mid-semester progress report consists of anticipated grades only, with brief comments where appropriate. These are distributed prior to the Parent-Teacher Conferences in October/November and March/April.

At the end of each semester, students receive comprehensive reports for each subject. An overall achievement and effort grade for the semester, an indication of standards reached in relation to subject skills, learning skills and attitude skills, and comments by the teacher and student are all included.

The Middle School grading system uses a numbered scale from 7 to 1 and is the same as the scale used in the FIS High School.

The achievement key on the report cards is shown below. We feel this numbered key gives an accurate representation of each student's achievement in each subject and should not be compared to the national scales of any nation.

- 7** – Excellent performance exceeding grade/course level expectations
- 6** – Very good performance at or above grade/course level
- 5** – Good performance at grade/course level
- 4** – Satisfactory performance meeting grade/course level expectations
- 3** - Mediocre performance almost meeting grade/course level expectations
- 2** – Poor performance below grade/course level
- 1** – Very poor performance below grade/course level
- M** – Modified program – applies mostly to ESL students in some subject areas

Additionally, under specific student performance objectives in each subject, we will note that the student (++) always, (+) often, (0) sometimes and (–) rarely achieves the desired target. These are added to give both the children and the parents a more specific reporting on the child's progress.

The reporting format has been developed in order to stress that students should view their progress in a positive light and then, along with their parents, set goals for the upcoming semester. We welcome parents' comments regarding our reporting system.

Report Cards

Report cards will be given out two times each academic year:

- ◆ First semester: Late January or early February
- ◆ Second semester: Late June

In addition, Progress Reports will be issued midway through each semester, and will form the basis for the Parent -Teacher Conferences.

No end of semester report cards will be issued for students who leave during the first or third quarters of the school year as these students are expected to complete their school year at a further academic institution.

Parent / Teacher Conferences

Parent/Teacher Conferences are scheduled each fall and spring. Please refer to the school calendar for the current dates. Middle School students are expected to attend these conferences, as it is important that they take an active role in their education. Special conferences, other than those regularly scheduled, are encouraged and may be arranged at any time by contacting the teacher.

For teacher-initiated conferences, a letter or email inviting parents to a conference will be sent home. It is important for parents to confirm the appointment with the teacher. Parents are requested to leave smaller children at home so that the parent conference may be a successful and worthwhile experience.

Conference Preparation for Parents

What you may want to discuss with your child's teacher:

- ◆ Is my child working up to his/her ability in academic subjects?
- ◆ What special interests, abilities and strengths does he/she show in the classroom? Is the school program providing for these?
- ◆ What are my child's particular areas of weakness? Is the school program providing for these?
- ◆ Is my child able to work cooperatively with others?
- ◆ Is my child interested in learning? Is he/she inquisitive, asking "Why?"
- ◆ What plans for help/enrichment can we consider?
- ◆ What can I do at home to support my child's learning and development?

Parents are reminded that if they have a question regarding their child's academic program, or progress in general, they do not have to wait for a teacher-initiated conference. Parents can and should initiate conferences, when the need arises. In addition, parents are encouraged to speak with the teacher first, as the teacher is better acquainted with their child and his/her progress.

Promotion / Retention Policy Middle School (Grades 5 - 8)

The grade placement of each student, following initial enrollment in the school will be based on the following criteria:

- a. Proficiency in the skill areas
- b. Social and emotional adjustment
- c. Physical development
- d. Chronological age
- e. Teacher judgment
- f. Parental input
- g. Attendance
- h. ESL and Special Needs support

At the end of each school year, every student will be **promoted, assigned,** placed on **academic probation** or **retained.**

PROMOTED means that the student advances to the next grade level based upon satisfactory completion of the academic program during the school year. An average grade of **above 3** in core subjects (Language Arts, Math, Social Studies, Science, Foreign Languages, IT) is necessary for promotion.

ASSIGNED means that the child has not attained minimum academic requirements for his/her grade, averaging **at or below 3** for the core subjects but, that the child is advanced to the next level because of age, social, physical and/or other considerations. A student assigned to a grade level may or may not be placed on academic probation. Alternative schooling should be considered.

ACADEMIC PROBATION at the end of the school year means that the student is assigned to the next grade level with the understanding that he/she maintain a grade average of **3 or better** in the Middle/High School core subjects (Language Arts, Math, Social Studies, Science, Foreign Languages, IT) during the first academic quarter. Should the student on academic probation not meet these requirements, he/she may be placed back in the previous grade level at the end of the first academic quarter.

Academic Probation at the end of the first semester means that the student will be placed on warning during the second semester regarding a possible retention recommendation at the close of the school year. A student is placed on academic probation in the second semester if he/she has not attained minimum academic requirements for his/her grade, averaging **at or below 3** for the core subjects on the first semester report. The student becomes a candidate for retention.

RETAINED means that the student is retained at the same grade level. Consideration for the retention of students in Grades 5-12 will include one or more of the following:

1. **GRADES** – If a student has not attained minimum academic requirements for his/her grade, **averaging at or below 3** for the core subjects on the first semester report, he/she is a candidate for retention.
2. **RECOMMENDATIONS** - A student who is recommended by a teacher or parent for retention due to level of interest, motivation, maturity, or mastery levels is a candidate for retention.
3. **ATTENDANCE** - Any student who is absent 15 days or more in either semester or 30 days or more during the course of the school year is a candidate for retention.

Whenever a child is having difficulty with the academic program such that retention or assignment may be considered, a staff conference will be held to consider grade placement and parents will be notified as early as possible in the school year. A parent conference will be held before the end of the school year regarding the decision and a written record will be kept of this conference. Should retention be recommended, the Light's Retention Scale, a standard assessment designed to identify students for whom retention could be beneficial, may be administered by the counselor and the results considered in making the final decision.

A parent of a child on academic probation for whom retention is recommended shall be afforded a conference with the Principal for the purpose of outlining the options available. A discussion on the best educational alternatives for the student will take place. End of school year parent notification of promotion, assignment, academic probation, or retention shall be clearly stated in the student's report card.

Assignments, academic probations and retentions must be approved by the Principal. The Principal will make the final decisions on grade placement based on the recommendations of the FIS teachers in consultation with the parents.

REGULATIONS & EXPECTATIONS

FIS Discipline Policy

The staff at the FIS has developed a discipline program based on the belief that:

- ◆ Students, parents, and the school share the responsibility for creating the best possible learning environment.
- ◆ Student behavior/conduct which interferes with student learning or with teacher instruction is unacceptable.
- ◆ All students are entitled to a safe, enjoyable and rewarding school experience.

At the FIS we wish to encourage positive behavior and uphold values which promote spiritual, moral, cultural and mental development in children. We aim to:

- ◆ Develop in pupils a sense of self-discipline and an acceptance of responsibility for their own actions, thus enhancing their self-esteem.
- ◆ Promote the development of children's courtesy, honesty, respect and tolerance for others.
- ◆ Develop in children the understanding and skills that will enable them to work and play in co-operation with others.
- ◆ Foster respect for other people's rights, abilities, property and beliefs.

We are concerned with behavior for the following reasons:

- ◆ Society depends on a disciplined community.
- ◆ Children need discipline for their own well-being.
- ◆ A disciplined environment facilitates effective teaching/learning.

Expectations of Middle School Students

The expectations of students in the Middle School are based on our belief in:

The importance of courtesy to and respect for others
The need for a safe, healthy learning environment
The importance of the orderly operation of the school
Respect for school property and personal property

Courtesy to and respect for others

We expect Middle School students to:

- ◆ Maintain a high standard of behavior, courtesy and consideration both in and out of school.
- ◆ Follow the teacher's instructions at all times.
- ◆ Listen when others are speaking.
- ◆ Be kind - do not hurt others with hands, feet, objects or words.
- ◆ Wear suitable/appropriate clothing to school as per the FIS Dress Code.
- ◆ Arrive punctually to the classroom with the appropriate books and equipment.

- ◆ **Walk** in the school building, keeping to the right on the stairs.
- ◆ Place chairs on the desks to help the cleaning staff at the end of the school day.
- ◆ Use appropriate language at school and on school outings.
- ◆ Not chew gum on school premises or on school outings.
- ◆ Be respectful - treat others the way you would like to be treated.

A safe, healthy learning environment

We expect Middle School students to:

- ◆ Be safe - use equipment sensibly and carefully and walk around school.
- ◆ Dispose of litter/rubbish in the bins provided.
- ◆ Stay on the school premises throughout the day, unless they have a teacher's permission to leave for a particular purpose.
- ◆ Not bring dangerous objects (e.g. switchblades, lighters, lasers) to school.
- ◆ Report all accidents, damage or potential danger immediately to a member of staff.

Respect for school property and personal property

We expect Middle School students to:

- ◆ Clearly mark all their property (including P.E. and sports clothing), with their names.
- ◆ Not bring valuable articles or unnecessarily large sums of money to school as the school will take no responsibility for personal property.
- ◆ Keep mobile phones and other electronic devices in lockers or bags (turned off) for the duration of the school day.
- ◆ Treat the school premises, the furniture and fittings with proper care, and report any defacement or damage immediately to a staff member.
- ◆ Keep lockers secure (using the combinations provided), clean and tidy.
- ◆ Be responsible for the condition of homeroom and take pride in its appearance.
- ◆ Be tidy - put things away carefully after use.

Orderly operation of the school

We expect Middle School students to:

- ◆ Arrive at school in the morning before 8:30 am.
- ◆ Bring a signed note from parents if they have been absent from school.
- ◆ Inform the school in advance and in writing, if an extended period of absence is requested.
- ◆ Avoid being late for class and disrupting lessons.
- ◆ Visit their lockers before school, during break time and lunchtime to organize their equipment for lessons.
- ◆ Write down all homework assignments in their homework diary.
- ◆ Complete any homework on time and to the best of their ability.

Unacceptable Behavior

Students are expected to follow rules set by each of their teachers within the classroom. When there is an infringement of the class rules, the student's behavior will be redirected by the teacher. In cases of repeated or serious misbehavior, the student will be referred to the Middle School Principal. Measures will be taken which will give the student an opportunity to reflect on his/her behavior. This may take the form of missing certain privileges or finding ways to right wrongs caused by the misbehavior.

****There will be a fresh start each day****

Parents will be called into school for a conference with the Middle School Principal and teacher if the unacceptable behavior continues. The FIS expects parent cooperation and support in finding a positive solution to the child's unacceptable behavior. As part of the school's goal to teach responsibility, students will be involved in the process of determining the appropriate consequences. At this stage additional help from another professional may be sought to ensure a positive outcome.

Any on-going serious behavioral problems may result in suspension from the FIS. Expulsion from the school would be considered in extreme cases such as drug or alcohol abuse, or behavior which is severe, or endangering to self or others.

Home / School Partnership

As with all other aspects of a child's education, we feel that discipline is a shared responsibility. All children are asked and are expected to conform to patterns of behavior which respect the rights and safety of others. Every effort is made to educate the children in acceptable social behavior. The majority of pupils at our school already adhere to these principles, but the effectiveness of our school depends on everyone following these guidelines. We ask for the positive support of parents and pupils to maintain and improve our standards.

Parents will receive two copies of the home/school contract upon their child's entry to school; one of which is signed and returned to the office on the first day of school.

THE FRANCONIAN INTERNATIONAL SCHOOL
HOME SCHOOL PARTNERSHIP

All children need a positive and supportive partnership between home and school. The Home/School Partnership must be seen as a real and active relationship, promoting the highest expectations between school, parents and pupils, and setting the standards for the future.

Pupil and parent expectations of the school:	School expectations of parents and pupils:
A safe, well-ordered, caring environment in which learning can take place.	A safe, caring home environment which allows pupils to develop positive attitudes towards school.
The pupil valued as an individual.	To support the school's behavior and homework policies.
Planned programs of teaching providing opportunities for pupils to achieve their potential.	A supportive attitude which complements the work of the school and will allow the child to benefit from education.
Early warnings of problems concerning work, behavior or relationships.	Early contact with the school to discuss matters relating to pupil's progress, behavior or happiness.
Information about academic and social progress.	Attending parent/teacher meetings to discuss pupils' progress and support them in attaining their own individual targets.
To be listened to and respected.	Positive support of the teachers' role.

We, the parents and the school, have a shared commitment to:

Help our young people become happy, capable and confident, encouraging respect and care for other people and property. Provide mutual support for young people as they grow up in today's society.

We, as parents, read, understood and accept the FIS Handbook including the FIS discipline policy.

Date

Signature (parents/guardians)

Internet Policy

Philosophy

Access to the Internet is provided to FIS students for many reasons:

- ◆ To allow students to conduct research using the latest technology
- ◆ To create information literate students
- ◆ To allow students to communicate with others around the world
- ◆ To provide an additional dimension of instructional support with information that is current
- ◆ To teach students to find, organize, and limit information
- ◆ To provide students with skills for the future (i.e. Computer literacy and info management)

Intranet and Internet Rules

- ◆ Students are responsible for good behavior on the school computer network.
- ◆ The network is provided for students to conduct research and to communicate with others. Independent access to the Internet is provided to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.
- ◆ Individual users of the computer network are responsible for their behavior and communications over both the Intranet and the Internet.
- ◆ Network storage areas will be treated like school lockers. Network administrators or computer teachers may review files and communications to maintain system integrity and to insure that the users are using the system responsibly. Users should not expect that files stored on the server or emails sent from the school are always private. In addition users should assume that a network administrator will periodically check the history of the sites each user has visited.
- ◆ Students will be responsible for their actions on the Internet and will be held accountable according to the FIS Code of Conduct and the laws of the Federal Republic of Germany. The Franconian International School will assume no liability in the case of illegal activity on the part of a student.

The following are not permitted:

- ◆ Installation of personal software on computers
- ◆ Using the Internet for purchasing items
- ◆ Accessing or distributing obscene, profane, pornographic, sexually explicit or illegal material
- ◆ Using others' passwords
- ◆ Trespassing in others' folders, work or files
- ◆ Sending offensive messages or pictures

- ◆ Using obscene language
- ◆ Damaging computers, computer systems or computer networks
- ◆ Playing Internet games

Consequences/Disciplinary Action

- ◆ First violation will result in loss of Internet access for an indefinite period of time and possible suspension from school.
- ◆ A second violation will mean additional disciplinary action. Depending on the severity of the violation, this may result in permanent loss of access to both the Internet and the Intranet, as well as suspension from school, in accordance with the FIS Code of Behavior.
- ◆ Students and their families will be liable for any financial damages resulting from misuse of the Internet at the Franconian International School.
- ◆ When applicable, the police may be involved.

Tobacco and Alcohol, Illegal Drugs and Weapons

The FIS is committed to maintaining a learning environment free from the misuse of legal and illegal drugs. The curriculum is designed to educate students concerning the harmful effects of drugs. Smoking is not allowed on the FIS campus. The possession, transfer and consumption of alcohol at the FIS is forbidden. Exceptions must be approved by the Director.

No person is allowed to enter the FIS campuses, nor attend FIS events or FIS class trips under the influence of alcohol. Students may not bring, nor be in possession of, tobacco or alcoholic beverages on FIS class trips.

Students found in violation of the tobacco policy will be suspended for up to three days. Repetition will render a student liable for expulsion. Students found in violation of the alcohol policy will be suspended for up to one week. Repetition will render a student liable for expulsion.

Possession, use, transfer of, or being under the influence of illegal drugs or controlled substances or inhalants is prohibited at any time on school premises, and at officially sanctioned school functions or parties. Violation of this policy will render a student liable for immediate expulsion, and the police will be notified.

It is the right of parents to be informed about any illegal activity of their children, no matter where or when the activities take place. If the school is informed of the illegal use of tobacco or alcohol by a student outside of school premises or school events, the parents will be informed.

Possession of weapons, or anything that can be construed as a weapon, on school property or at a school function or party, is strictly prohibited. Students found in violation of this policy will be suspended for up to one week. A second violation of this policy will render a student liable for expulsion. Possession of any type of gun on school property or at a school function or party is strictly prohibited. Violation of this policy means immediate expulsion from the FIS and the police will be notified.

HEALTH & SAFETY

Emergency Information

In case of illness and inability of the school to contact parents, an emergency contact and phone number is required on file. You will receive an Emergency Information Form for your child. Please complete the form and return it to school at your earliest convenience. If any of the listed numbers change during the course of the school year, please contact the school immediately. Please also supply us with your handy (cell/mobile) phone number if you have one.

The FIS has an emergency phone procedure. This will be used in the event of emergency or weather related school closures. The “telephone tree” will be attached to a school newsletter early in the school year. Please keep the “telephone tree” in a convenient location near a telephone in case it needs to be activated.

Fire / Evacuation Drills

The FIS will have fire/evacuation drills periodically during the school year. There will be fire drill evacuation plans posted in each classroom and throughout the school.

Emergency Procedures Manual

The FIS has developed an Emergency Procedures Manual, which is available in the school office for viewing. Below is an excerpt from the manual regarding the responsibilities of the parents and the students in an emergency situation.

Responsibilities of the Parents

Before an Emergency

It is imperative that parents and guardians ensure that the school has up-to-date contact information as well as medical history on their children. Parents should establish emergency procedures for home and outside the school; they should review and reinforce these procedures with their children on a regular basis.

During an Emergency

Parents must understand that foremost in the minds of school administrators and staff, especially in the event of emergency, is the safety of the children. It will be important for parents and guardians to be patient, but alert observers until the school has communicated information and possible directives to them. Particularly in the case of small schools, the rumor mill has sometimes blocked the incoming phone lines and perhaps jeopardized emergency procedures. If, however, parents have accurate and useful information that could help the Emergency Response Team, they should make every effort to contact the school-designated spokesperson. If activated, parents should complete the telephone tree.

After an Emergency

If it is necessary to close/evacuate the school, the following steps will take place in re-opening the school after a short-term closure.

- a) Confirm safe conditions through valid sources.
- b) School staff will be informed
- c) Unless the school has announced otherwise classes will resume on the following regular school day. If the school is to remain closed, everyone will be notified via the emergency SMS notification system and the school's web page.

Responsibilities of the Students

Before an Emergency

Students must understand that their safety is the primary concern of their teachers and school administrators. They should be made aware of the local situation and any possible threats to their safety and well-being. Through class discussion and activities, students should familiarize themselves with school emergency procedures and should participate responsibly in emergency drills.

During an Emergency

The safety of the children is the prime consideration in any emergency. Student cooperation is therefore crucial. Students should stay calm and follow the directives given by their teachers or supervisors. They should work towards dispelling rumors and cooperate with their peers.

After an Emergency

After an emergency, students should provide teachers with feedback and will remain alert to any unusual peer behavior that may require counseling. Students should also talk through the experience in class with teachers and peers. The school counselor may be involved.

General Health Guidelines

Records on student medical history and immunization status are collected from every student on school entry. The records are maintained in the school office and are considered confidential. Information will be shared with the student's teachers if it appears to bear on the student's performance. Any information that a parent wishes to have held in complete confidence should be so indicated when it is entered into the record.

The FIS has an Emergency Information Form on file. Please keep home, work, handy/mobile phones and emergency contact phone numbers up to date. Accurate information is vital in case of illness or emergency.

Illnesses of Children:

Children with the following symptoms should not be sent to school:

- ◆ Fever
- ◆ Nausea and/or vomiting
- ◆ Acute cold symptoms

- ◆ Severe headache
- ◆ Sore throat
- ◆ Persistent cough
- ◆ Red, swollen and/or draining eyes
- ◆ Ear aches
- ◆ Toothaches
- ◆ Diarrhea

Recess Times:

Children will be sent outside for recess unless there is a written statement from the parents or a physician stating that the child has a certain health problem or that the child should stay inside.

Please inform the school should your child develop a communicable condition such as chicken pox, measles, ringworm, head lice, scarlet fever, etc.

Medication

No student is to bring medication into school at any time, nor is he/she to self medicate. This includes prescription drugs, aspirin, etc. If a student needs to be given medication during school hours, please follow these guidelines:

- ◆ The parent must deliver the prescribed medication to the school.
- ◆ A parent must write a permission form, giving the teacher or other school personnel permission to give the child medication.

Medical Appointments

These should, if possible, be made out of school hours. If this is not possible, then the school should be informed 24 hours in advance.

EVENTS & ACTIVITIES

As our school philosophy is to educate the whole student, we place great emphasis on the role of extracurricular activities. Students are encouraged to participate in activities “out of class” time.

In addition to the extra-curricular activities, the Middle School has annual events in which all students are expected to be involved.

Throughout the school year we develop sports competitions (intramurals) which take place after school. Students are also encouraged to participate in after-school sports clubs in their home village or at the FIS..

A variety of activities are offered through our After School Activity Program such as drama, Model United Nations, newspaper and group courses in the arts. Students participating in activities are given opportunities to perform at concerts, dramatic/musical productions and school events such as school assemblies.

Field Trips

Field trips are scheduled by teachers to provide visits to places of interest or performances of various kinds as a means of enriching and expanding the school curriculum. While away on such trips, students are expected to observe the highest standards of conduct and to dress appropriately.

Parents who are asked to accompany a class as chaperones are requested not to bring siblings on the trip. These activities are designed for the class and the school cannot accept responsibility for additional children.

A student may lose the privilege of accompanying the class on a field trip because of inappropriate school behavior.

Permission Slips

Parental permission slips are required for various activities during the year (i.e. field trips). A student will not be allowed to participate in these activities without a completed permission slip. If a child loses the slip, a handwritten note may be substituted.

School Parties

As is appropriate for the Middle School age group, parties may be held on an after school basis. The staff member coordinating the party will inform parents of the details.

School Visits

Parents and guardians are always welcome and encouraged to visit the FIS and classrooms; however, the visit must have a constructive purpose and one that will not cause a disruption to the learning process. The School Director, Middle School Principal and teachers will determine if the particular visit meets these criteria. For this reason, parents and guardians are asked to schedule visits prior to their child’s arrival at school. If you wish to schedule a visit during the school year, please contact the homeroom teacher first.

Visitor Tags:

Upon arriving at the building, all visitors including accompanying children must sign in at the main office and all adults should wear a visitor tag. This procedure helps us to maintain a safe school environment for your children.

TRANSPORTATION

A transportation option will be provided to all students attending the Franconian International School. Families participating in the transport program will receive a bus schedule before the first day of school. Students enrolled after the start of the school year can also join the transport program.

The most important issue regarding school bus transportation is safety. Students are responsible for behaving in a safe and appropriate manner at all times while they are being transported. Parents are responsible for reinforcing safe riding behaviors with their children, and for supporting the driver and school officials when such behaviors are not appropriate.

Bus Safety Rules

- ◆ All school behavior rules apply to the school bus.
- ◆ Help keep the inside of your bus clean.
- ◆ Keep all belongings in your backpack.
- ◆ Be courteous. Talk quietly.
- ◆ No eating or drinking on the bus.
- ◆ No gum chewing.
- ◆ Stay in your seat until the bus stops.
- ◆ Drivers have the right to assign seats at their discretion.
- ◆ Bring a note from home if you are riding a different bus or getting off with someone else. Parents must make arrangements such as this directly with the taxi company ahead of time.

The School Director deals with bus disciplinary infractions. Serious or repeat offenders could lose their bus privileges on a temporary or permanent basis.

If a bus rider does not want to make use of the bus service on a certain day, his or her parents must inform the school and the busdriver one day ahead of time. The parents must inform the FIS office how the child will then get home from school and name someone who will be responsible for the child.

If a student will not be riding the bus in the morning, it is the parents' responsibility to inform both the bus driver and the FIS of the cancellation.

If a student will not be riding the bus in the afternoon, the school should be informed no later than 1:00 p.m. (13:00).

In the afternoon, children who have no authorization from their parents to leave with someone else, will not get the school's permission to do so, and will have to ride their bus home as usual.

Student Pick Up Policy

All students who are usually picked up by their parents must have a note sent to school if the pickup will be made by someone other than the parents. In case of changes the school office should be informed by no later than 12:00 p.m.

When students are being dropped off or picked up at arrival or dismissal times, please be sure that cars do not block the bus area. Students who have been given permission by their parents to make their own way home at the end of the school day must provide the Middle School office with a signed parental note stating that the permission to go home alone is granted.

Parking

The FIS works hard at keeping good relations with neighbors and parking is one area that can potentially become problematic. As such, we kindly ask all parents to park only in the designated visitor parking in our parking lot. This will not only ensure a safe environment for the children upon arriving and departing from the school but will also strengthen the positive relationships we have with our neighbors.

LUNCH & SNACK PROCEDURES

Hot Lunch Program

Students at the FIS may take part in the hot lunch program. Hot lunches can be purchased on a per semester basis. Billing for lunches takes place once per semester. A copy of the current menu can be found on the FIS webpage.

If your child prefers, he/she may bring a lunch from home. If your child is not going to eat the hot lunch served in the school, please pack an adequate and nutritious lunch. Students who forget their lunch at home will be given a hot lunch in the cafeteria, provided there is enough food left over. The parents will then be billed later.

If your child has a large appetite, you may wish to supplement the hot lunch with food from home.

Please provide a drink for your child at lunchtime. We ask that you do not send in any glass jars or bottles as they can easily break.

Cafeteria Rules

We expect Middle School students to:

- ◆ Walk to the cafeteria and inside it.
- ◆ Not bring bags and books into the cafeteria at lunchtime.
- ◆ Wait for school lunch in an orderly queue and in single file.
- ◆ Display good table manners.
- ◆ Not sit on tables, block passageways, or move chairs around.
- ◆ Dispose of litter in the litter bins provided.
- ◆ Clean up their own spills and messes.
- ◆ Clear away trays, wrappings, papers and cutlery in an orderly manner.
- ◆ Treat plates and cutlery with care.
- ◆ Report any breakage immediately to the teacher on duty.

Students should remember to be courteous to everyone in the cafeteria. After eating, teachers escort the children to the playground for recess. Teachers supervise designated areas when indoor recess is necessary as well.

Snacks

Your children will have an opportunity to have a mid-morning snack each day. Each child should bring in his/her own snack and/or drink. We would like to encourage the consumption of healthy snacks at this time. Junk food should be limited.

MISCELLANEOUS

Concerns

During the school year if a concern or problem arises, please discuss it with the appropriate teacher first. If the problem is still unresolved, please contact the Middle School Principal. Should a further meeting be necessary, an appointment with the School Director may be scheduled.

School Pictures

In the fall, pictures are taken of the children and are made available for parents to purchase. Parents are under no obligation to purchase these pictures.

Lost & Found

Students are urged to keep their belongings in their lockers during the day and should not bring large amounts of money or valuables to school. Students' names should be recorded on all possessions brought to school. All unmarked, lost items will be placed in the lost and found area. Any money or jewelry will be kept in the office.

PTO

The Parent Teacher Organization at the Franconian International School is an active organization. Parents and teachers work together planning projects and events and organizing fund-raising activities that benefit the entire school.

WHAT DO I DO ...?

If my child is sick at school?

At the FIS, we will contact parents in the event of illness or injuries that require medical attention. Please be sure to provide the office with your day time telephone numbers. If your child is required to take medication during the school day, it should be given to the homeroom teacher along with a note detailing the dosage and distribution time.

If I am away and my child is staying with relatives/friends?

Please inform the school if your child is staying at another address. We require a daytime contact number in the event of an emergency, and the bus company needs to be informed.

If my child loses his/her sports bag or any other item?

Check the lost & found area or ask at the school office.

If my child is ill or absent, where does my child get their homework?

See the subject teacher or homeroom teacher.

If my child is having academic problems?

See the subject teacher or homeroom teacher.

If my child is experiencing troubles/social problems?

See the homeroom teacher and / or the Middle School Principal.

If I have questions about the curriculum, homework or timetables?

See the homeroom teacher and / or the Middle School Principal.

If I have any other questions.....?

Then please contact the school at any time during the school day.