



**Student
Parent
Handbook
2024-2025**

Waiver:

Every effort has been made to ensure that the content is up-to-date at the time of publication. However, the School Administration reserves the right to change any content, policy, or procedure without prior notice.




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INTRODUCTION

WELCOME

Welcome to International School Frankfurt Rhein-Main (ISF), a private, international school serving students from Kindergarten/Preschool to Grade 12 using English as the language of instruction. ISF offers students a rigorous, internationally-oriented, college-preparatory curriculum that brings together a wide range of subjects designed to develop the whole child. The ISF community is truly diverse, proudly educating students from more than 50 nations.

ISF is a member of the global **SABIS® Network**. The network, which includes public and private schools located in 21 countries on five continents, is backed by 135+ years of experience and has a track record of excellence.

All schools in the SABIS® Network implement the SABIS® Educational System, a proven educational approach that helps students develop a solid foundation of knowledge and skills, a love of lifelong learning, and the ability to adapt to and lead change. The system is comprised of a rigorous international curriculum, teaching methods that engage students, traditional and E-books that dovetail with the curriculum, externally set assessments, data monitoring and analysis tools, resources for ongoing academic support, and a dynamic Student Life Organization.

We invite you to learn more about ISF through this Student-Parent Handbook, which for the sake of ease of navigation is **organized by topic in alphabetical order**. If you have any questions, please do not hesitate to contact us and we will be happy to help.

Academic Eligibility Requirements for Participation in Sports Academy/GISST

An ISF student athlete will have the opportunity to participate in the Sports Academy/GISST unless either of the following occurs:

- He/she fails (i.e., score below 60%) in the core classes of English, Math, Humanities, and the Sciences at the end of a term, or
- His/her overall academic average (i.e., all classes) falls below 70% at any point during a term.

A student meeting either of these criteria will be allowed to resume participation in the Sports Academy/GISST:

- Once his/her average in the course failed at the end of a term is above 60%.
- Once his/her overall academic average is above 70% and remains above 70% for a period of at least one week.

Students who are absent five or more periods on any given day for any reason will be ineligible to participate in any scheduled Sports Academy/GISST competitions that same day. For example, a student who is absent until 14:00 will not be allowed to participate in any Sports Academy competition that day including after school or in the evening.

Students who are absent on the day preceding a GISST tournament hosted at a school outside of Frankfurt will be ineligible to participate in the tournament.

ACADEMIC GOALS

- Provide a well-rounded education based on mastery of the English language and mathematics.
- Enable students to acquire a firm command of a second language in addition to the English language.
- Train students in logical reasoning and critical thinking.
- Strive to qualify every student for entrance into top colleges/universities around the world.
- Prepare students to sustain intellectual effort for prolonged periods.
- Generate excitement for lifelong learning.

ACADEMIC HONESTY POLICY

At ISF, we strive to prepare students to meet the academic and social challenges of school, university, and beyond. As part of this preparation, we expect students to be principled and act with integrity and honesty. This academic honesty policy provides guidelines for the behavior that we expect.

Guidelines and Principles

Principled students will:

- Understand the meaning of academic honesty
- Produce work that is their own
- Appropriately acknowledge the use of others' ideas and words
- Understand and follow the rules of conduct for all examinations
- Understand the difference between collaboration and collusion and realize that collusion is not acceptable
- Understand that being honest extends to all work done at school and outside school

What is Academic Honesty?

- Transparency of ideas in the creation of pieces of work
- Acknowledgement of all sources
- Proper conduct in examinations
- Respect for intellectual property

In ensuring academic honesty, ISF makes sure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies.

It is essential that all students at ISF understand what characterizes academic misconduct.

What is Academic Misconduct?

Academic misconduct is a behavior that results in, or may result in, the student or any other student gaining an unfair advantage (or a behavior that disadvantages other students) in one or more assessment components.

It is essential that all students at ISF understand what characterizes academic misconduct. Students acknowledge this understanding and agree by signing the Code of Conduct.

Examples of academic misconduct:

- **Plagiarism** is defined as the representation, intentionally or unintentionally, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgment. The use of translated material, unless indicated and acknowledged, is also considered plagiarism.
- **Collusion** is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.
- **Examples of misconduct during an examination include:** taking unauthorized material

into an examination (whether the student uses it or not), behaviour that disrupts the examination or may distract other students, and communicating with another student during the examination. Students should not take any of the following unauthorized materials to an examination room unless an official exception is granted for medical reasons to a student by the School Director.

- ♦ Mobile phones
 - ♦ Laptop computers
 - ♦ Tablets
 - ♦ Smart watches or any other wearable electronic devices
 - ♦ Earbuds / headphones, etc.
 - ♦ Backpacks
 - ♦ Bags
 - ♦ Books, copybooks, or papers
- ♦ **Duplication of work** is defined as the presentation of the same work for different assessment requirements.
 - ♦ **Copying** is defined as the copying of another student's work.
 - ♦ **Falsifying data** is defined as the making up of data in an assignment.

ACADEMIC SUPPORT

Students at ISF are **not allowed to fail in peace**. Every effort is made to help provide academic support for students who may be struggling. Academic support sessions take many different forms including SLO® Study Groups led by Subject Prefects, Shadow Teachers®, or teachers; SLO® peer tutors; Re-Take Prep Classes; etc. **Students who join during the year and students who do not achieve minimum performance levels are required to attend academic support sessions.** These generally take place during the school day in the SABIS Student Life Organization® (SLO®) period.

ACADEMIC YEAR

The academic year (school year) at ISF is comprised of a total of 180 instructional days divided into three terms of 12 to 14 weeks. Each of Term 1 and Term 2 include **regular instructional days** on which new material is taught as well as one week of in-class revision, during which students review all content taught in the term. **Revision Week** is designed to help prepare students for end-of-term exams. No new material is taught during Revision Week. Term 3 includes two weeks of revision in preparation for End-of-Year Final Exams, which cover content taught over the entire academic year.

ASSESSMENT

(INCLUDING SABIS INTEGRATED TESTING AND LEARNING® - ITL®)

Students at ISF benefit from SABIS®'s approach to regular assessment, which supports a mastery-based learning environment. At ISF, assessment is used as a learning tool. For the subjects of English and mathematics, what is taught in one week is tested in the next. This approach allows for accurate, timely, and effective detection of learning gaps. If a student has

not understood a concept, it is quickly identified and steps can be taken to fill the gap. For most subjects, tests taken by ISF students are developed externally by SABIS®. Tests in subjects such as German, Spanish, and Intensive English are developed at ISF. For all tests, an on-site network of school administrators including an Academic Coordinator and Heads of Department closely follow up on the students' results using cutting-edge technology. Timely and targeted follow-up ensures that gaps are filled and that students master material before moving on.

From Grade 4 (Level F), tests at ISF are taken on computers in a SABIS Integrated Testing and Learning® (ITL®) Lab. Testing in the ITL® Lab reduces paper consumption, provides immediate feedback on learning, and gives students the opportunity to review explanations of missed concepts on the spot before re-taking any missed questions.

The different assessments taken by students at ISF include:

- Placement Tests
- Diagnostic Tests
- SABIS Academic Monitoring System® (AMS®) Tests
- Continuous Assessment Tests (CAT)
- Periodic Exams
- End-of-Term and Final Exams
- External Exams

To learn more about each of these different assessments, please locate it in this alphabetized Handbook.

ATTENDANCE AND PUNCTUALITY

At ISF, a student's attendance is critically important. It is the most significant contributor to academic success. ISF expects all students and parents to make daily attendance their highest school priority.

Attendance is taken at the start of each school day and again at the start of each period.

ISF Attendance Policy: Students are required to be at school at least 5 minutes before homeroom starts at 08:15.

Parents must inform the school as early as possible and at the latest by 08:20 in the morning if their child/ren will be absent from or late for school. To do so, parents can:

- Click on the "Leave Request" tile in the SDP. (In this case, a "Leave Request" covers late arrival.)
- "Send Us a Message" from the Home screen of the SABIS® Parent App
- Send an E-mail to attendance@isf.sabis.net.

Parents of students in the Primary School are asked to cc Ms. Debs (hdebs@isf.sabis.net) when E-mailing the school to inform them about a student who will be late to school. Parents of children in the Kindergarten/Preschool are asked to cc. Ms. Villard-Brand (mvillard-brand@isf.sabis.net) when E-mailing the school to inform them about a child's absence or tardiness.

If a student is absent for 3 or more days due to illness, when the student returns to school, s/he should bring a doctor's note in order for the absence to be recorded as "excused."

Tardiness (Lateness)

Students are expected to be punctual to school and for each class period and respectful of other people's time. Tardiness, defined as being more than three minutes late to a lesson, not only has a negative impact on the student, but is also disruptive to the class and infringes upon the rights of others. Infractions are assigned for tardiness. Habitual tardiness will not be tolerated and can result in disciplinary action up to and including suspension.

Late Procedure

The following are procedures for students who arrive late to school for any reason:

- ♦ **Kindergarten and Preschool** students who arrive late to school should go directly to their classroom.
- ♦ **Students in grades 1 to 12** (levels C to N) who arrive **between 08:30 and 10:00** in the morning must report to the Attendance Desk on the first floor to get a late pass before going to class. Students in grades 1 to 12 who arrive **after 10:00** must get a late pass from Reception before going to class. Students who are late to school will not be admitted to class without a late pass.

Leaving Early Procedure

Students may not leave the school campus during school hours for any reason without the prior approval of the Administration. In the event that parents wish to pick up their child prior to the official end of the school day (15:25 for grades 1-4; 16:10 for grades 5-12), the Student Management Office must be notified a minimum of 1 hour in advance and no later than 15:00. To notify the Student Management Office, parents can:

- ♦ Click on the "Leave Request" tile in the SDP. (In this case, a "Leave Request" covers early dismissal.)
- ♦ "Send Us a Message" from the Home screen of the SABIS® Parent App
- ♦ Send an E-mail to attendance@isf.sabis.net.

Parents are requested to provide the school with an accurate home address and contact details and to notify the school immediately in case the home address and contact details change.

All students must pick up a leave pass from the Attendance Office on the first floor before leaving early. Students who are in KG through Grade 4 and who are leaving early have to be collected by an approved person assigned by a parent or guardian.

Classification of Absences

When a student is absent, the absence is classified in one of two ways: excused or unexcused.

Examples of excused absences include, but are not limited to:

- ♦ Family emergency

- ♦ Illness (absences for 3 or more days must be accompanied by a doctor's note upon return to school in order to qualify as an excused absence)
- ♦ Medical appointment
- ♦ Accident/extreme weather event
- ♦ Official exam leave

Examples of unexcused absences include, but are not limited to:

- ♦ Family vacation travel
- ♦ Missed the train/bus
- ♦ Overslept
- ♦ Driver's education
- ♦ Skipping class

The school can deny a student re-enrolment irrespective of his/her educational performance if the student has had more than 20 unexcused days in a school year.

When in doubt about whether an absence is excused or unexcused, please send an E-mail to attendance@isf.sabis.net. Parents are asked to note that the school is obliged to record all attendance data and inform the German school authorities when repeated unexcused absences occur.

Make-Up Work due to Absence – Excused and Unexcused

In cases of excused absence, students can complete make up work in advance when the absence is planned or within a designated number of days after their return, depending upon the length of the absence. The Academic Coordinator will gather any necessary work to be made up. Make-up work, including tests/exams missed, in case of excused absence must be completed within the period indicated by the school.

In cases of unexcused absence, it is the student's responsibility to consult classmates for work which was/will be missed. When possible, it is the student's responsibility to solicit and complete the work to be missed **PRIOR** to the unexcused absence and before returning to school. The student will be held accountable for the information covered in his/her absence and will be tested according to the schedule set by the school with no special allowances made for the unexcused absence.

Extended Absences

There may be extenuating circumstances that require a student to be absent for an extended period of time. In these cases, the parents are asked to contact the Academic **Coordinator and the Attendance Office at least 2 weeks in advance of the absence**. If the extended absence is approved by the Academic Coordinator, schoolwork can be provided to the student to complete while away from school.

If the extended absence is due to illness, parents are asked to contact the Academic Coordinator so that work can be sent home to be done as and when the student feels better.

Absence Due to External Exams

ISF High School students who are absent from regularly scheduled classes in order to take an external exam on campus will not be marked as absent.

Absence Due to School-Sponsored Trips (MUN, GISST, SABIS® Global Sports Tournament, SABIS® STARS, etc.)

Students who are absent from school due to school-sponsored trips will be marked as absent for daily record-keeping purposes.

Students who will be absent from school due to a school-sponsored trip are expected to speak with their teachers in advance of the trip to get the work that will be missed. Any missed work is expected to have been completed by the time the student returns to school.

Absence Due to Skipping Class

A student who is present at the school but who chooses not to attend a scheduled lesson is considered to have “skipped” the class. Skipping class violates the school’s attendance policy and is a major behavior infraction that will lead to consequences up to and including suspension and/or expulsion.

Absence from CAT, AMS®, or Periodic Exams

Students who miss a CAT, AMS®, or Periodic Exam due to an absence will **be required to make up the test**. The time and date of the make-up test will be communicated to the student and parents by the school. The parents of a student who has a pattern of being absent on exam/test days as determined by the Academic Coordinator may be asked to provide a doctor’s note for subsequent absences on exam/test days.

Absence on End-of-Term (T1 and T2) or Final (End-of-Year) Exams

End-of-Term exams for terms 1 and 2 and the Final (End-of-Year) exams are an essential part of the learning process at ISF. These exams demonstrate a student’s long-term retention of concepts and ability to synthesize and apply information. End-of-Term and Final exams are also a significant part of a student’s overall grade for the year.

Parents of students who are absent from End-of-Term and Final (End-of-Year) exams will be required to provide a doctor’s note to excuse the absence.

Absence from Student Life Organization Period

For students in grades 5-9, Period 9 (15:25-16:10) from Monday through Friday is the Student Life Period. This period is run by students for students and is an opportunity for all students to choose how they will spend their time. They can choose to join a Student Life club or activity or participate in an organized sport through the ISF Sports Academy. For any

student struggling academically, the SLO® Period is used to provide academic support to fill any academic gaps that may be forming. This period is also used to provide academic support to students who struggled on AMS® or Periodic Exams.

The **Student Life Organization Period** (Period 9) is an official period in the school day. **Attendance is mandatory for all students.** Should parents wish to seek special permission to allow their child to participate in an activity outside of school (including religious instruction) during the SLO® Period, they must send a request to the Academic Coordinator, who will carefully consider and respond to each request. Any student who has been given permission to participate in an off-campus activity during Period 9 must maintain strong academic performance. Failure to do so can result in a forfeit of permission to leave campus in Period 9.

Absence on “Bridge” Days

A “bridge day” is defined as a day following a public holiday when the public holiday occurs during the work week (i.e., Monday through Friday). Students who are absent on any bridge day that is not already identified as an official school holiday will be given an unexcused absence unless the parent provides a doctor’s note to justify the absence.

In the 2024-25 school year, the following are bridge days that are official school days:

- ♦ Friday, May 2, 2025
- ♦ Friday, May 30, 2025
- ♦ Friday, June 20, 2025

Students are expected to be in school on these days.

Friday, October 4, 2024 is an official day off of school. There is no school for students on this day.

Public Transportation Disruptions

Students use public transportation to travel to and from school should be mindful of public transportation disruptions that could cause the student to be late or absent from school. If any student is expected to be late to school due to any disruption in public transportation, the student’s parent or guardian should inform the Attendance Office as outlined under “Late Procedure” above.

BEHAVIORAL EXPECTATIONS

ISF has high expectations for student behavior, and all students are expected to abide by a **Code of Conduct** in order to foster a positive and safe learning environment for everyone. The **Student Management Coordinator (SMC)** is the school administrator responsible for ensuring that behavior expectations are upheld in the school.

ISF has a genuine concern for the educational, social, and emotional welfare of all students; therefore, a student’s personal conduct not only reflects on the individual, but on the school community as a whole. We believe in the importance of supporting the child by focusing on academic, personal, social, and emotional growth. The school aims to develop in students a sense of personal responsibility and an understanding that we are responsible for our actions. We should treat students, teachers, school staff, parents, and other members of our school community with respect. Harmony and productive energy can be achieved when we work together, respect the rights of others, carry out our responsibilities, and treat each other with dignity.

Unacceptable Behavior

ISF recognizes that behaving properly is a process, and that students will not always behave properly or reach expectations. They need guidance and reinforcement. If students misbehave, they will be given a chance to correct their behavior regardless of whether or not consequences for the misbehavior is assigned. Unacceptable behavior will not be tolerated if it continues. We expect students to respect our Code of Conduct. This code is to be followed on school campus at all times and at all school-affiliated events, trips, and functions, including those held off campus.

When a student is involved in a disciplinary matter, the student will be given individual attention in a positive, corrective manner. Disciplinary action as a result of unacceptable behavior can range from infractions or warning/behavioral intervention, to detention, and ultimately suspension or expulsion from school. Parents/guardians are informed of significant disciplinary action involving their child. Questioning or interviewing of students conducted by a school administrator does not require advance parental notification or consent.

The following tables outline four levels of severity for disciplinary matters and the range of actions that relate to each level. This list is not intended to include all possible range of actions. The school reserves the right to escalate the severity level for repeated misbehavior or deviate from the information included below as it sees fit.

Level of Severity	Range of Actions
Level 1	Written Warnings Infractions School Community Service Loss of Privileges Behaviour Journal Lunch Detentions Detentions
Level 2	Behaviour Journal Detentions Saturday Detention

Level 3	Suspension (Internal or External)
Level 4	Suspension (Internal or External) Expulsion

Examples of Acts of Disobedience (Failure to comply with school regulations)

The following list is not intended to be comprehensive.

Acts of Disobedience	Level(s) of Severity
Leaving building without permission	Level 1-3
Violation of dress code, including hats and hoodies	Level 1
Using profanity, vulgar, inappropriate, or abusive language, or any form of inappropriate expression, including name-calling and gestures	Level 1-2
Distributing literature/merchandise/items at a time or place not approved by the school leadership	Level 1-2
Failure to serve a school detention	Level 2
Failure to serve a Saturday Detention	Level 2
Lying or trying to deceive school personnel	Level 1-2
Littering on school grounds	Level 1-3
Defacing, damaging, misusing, or tampering with the school's or another's property (including computers, the network) / includes being an accomplice	Level 2-4
Insubordination – Failure to follow directions, non-compliance with the reasonable request of a staff member, disrespect toward a staff member	Level 1-2
Forging or altering official school documents, including passes	Level 2-3
Possession of incendiary devices	Level 2-3
Use, possession, or distribution of any tobacco or nicotine product; smoking device, liquid, or accessory	Level 2-3
Minor disruption of class (talking out of turn, acting out, etc.)	Level 1-2
Unexcused absences from classes; frequent tardiness	Level 2-3
Safety violation (e.g. laser pen, air horn, pollutants, glass containers, etc.)	Level 2-3

Display, activation, or use of cell phones or other electronic devices without administrative and teacher permission (such as, but not limited to, cameras, smart watches, Air Pods)	Level 2-3
Unauthorized use of video and/or audio electronic recording devices on campus without administrative permission (including cameras and cell phones)	Level 2-3
Plagiarism, cheating	Level 2-3

Examples of Acts of Misconduct

(Engaging in activity that is harmful to persons or property or to the order of school)

The following list is not intended to be comprehensive.

Acts of Misconduct	Level(s) of Severity
Fighting; direct or indirect involvement in a fight	Level 2-3
Possession or use of a weapon or other object that may reasonably be considered to be a weapon on or about the student's person or on school premises	Level 4
Possession, use, or being under the influence of alcohol or any drug	Level 4
Sale or intent to sell alcohol or any drug	Level 4
Bullying/Cyberbullying - the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is repeated. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict.	Level 2-4

APPROPRIATE ACTION AND CONSEQUENCES

As a private school, ISF reserves the right to take appropriate disciplinary action, including school community service, placing a student on detention, assigning Internal or External Suspension, asking the student to withdraw/stopping the student's re-enrolment, or expelling the student for activities considered detrimental to the welfare of the school. Parents will

be contacted for all offenses deemed by the Administration to be serious enough to warrant disciplinary action. Any illegal act committed on the school campus may be reported to the appropriate authorities. Under no circumstances will corporal punishment be administered by the school.

Grades 1-4

Mindful reflections and/or time-outs for Primary School (Grades 1-4 / Levels C-F) students whose actions or behavior violate the Code of Conduct can be assigned by the homeroom teacher, classroom teacher, Academic Coordinator (AC), or Student Management Coordinator (SMC). The time-out can take place during the students' morning break time or after the student has finished eating his/her lunch. Students in grades 1-3 (levels C-E) do not receive behavior infractions. Interventions such as a "Discipline/Behavior Report" are completed and sent home to inform parents of any disciplinary incident. Parents are required to sign the form and return it to school. The form is then placed in the student's file.

The school reserves the right to assign appropriate consequences up to and including suspension and/or expulsion for any behavior that harms or endangers the student, his/her classmates, teachers, or school staff.

Grades 5-12

Mindful reflections, school community service, lunch detentions, a behavior journal, and/or after-school detentions for Middle School and High School students are assigned by the Student Management Coordinator. Teachers report misbehavior that takes place in class, and the report is reviewed by the Student Management Coordinator before assigning consequences to a student. All after-school detentions are supervised by a campus supervisor. While in detention, students are required to complete a reflection sheet and, after that, finish any academic work (e.g. homework, reading, etc.). No electronic devices are allowed in detention, and sleeping is not permitted during detentions. Detentions start at 4:15 p.m. until 5:00 p.m. and are held in a designated room. Failure to serve an after-school detention may result in a Saturday detention.

The school reserves the right to assign appropriate consequences up to and including suspension and/or expulsion for any behavior that harms or endangers the student, his/her classmates, teachers, or school staff.

SATURDAY DETENTIONS (GRADES 5-12)

Saturday detentions start promptly at 9:00 a.m. and end at 11:00 a.m. They take place in a designated classroom and are supervised by a campus supervisor. While in detention, students are required to complete a reflection sheet and, after that, finish any academic work (e.g. homework, reading, etc.). No electronic devices are allowed in Saturday detentions, and sleeping is not permitted during detentions. Failure to serve a Saturday detention may result in additional Saturday detentions or in school suspension.

SUSPENSION

All suspensions must be authorized by the School Director. The length of the suspension depends of the severity and/or frequency of the violation. In cases resulting in suspension, the following procedure will be followed:

1. The Student Management Coordinator will investigate the case and interview all parties involved. The student in question will always be given the opportunity to explain his/her version of the incident or misconduct.
2. After due consideration of the case, the Student Management Coordinator, along with the Academic Coordinator (when relevant), and School Director, shall make the decision as to whether suspension is warranted and for what period of time. This process shall take place as soon as possible after the infraction.
3. The Student Management Coordinator shall inform the student and his/her parents in writing of the alleged breach of school rules.
4. Once the suspension has been assigned, the student is not allowed to be on campus for the specified period of time.

Students who have been suspended can access work assigned in class through Teams and complete it at home. Suspended students are expected to have all missed work completed upon returning to school.

The following types of actions may lead to either (a) In-School Suspension (ISS) (consequence requiring the student to work isolated from his/her peers on school grounds for a specified amount of time) OR (b) Out-of-School Suspension (OSS) (consequence whereby a student is not allowed to attend school for a specified time)

- Fighting, bullying, cyberbullying, harassing, or threatening a fellow student or faculty member
- Disregard for school or personal property
- Possession, distribution, sale, or use of illegal or harmful drugs or alcohol
- Carrying or using dangerous weapons or objects
- Endangering the welfare of others

BIRTHDAYS

Student birthdays can only be celebrated after permission has been sought and granted by the Academic Coordinator at least two weeks in advance. The school cannot store any food items brought for approved birthday celebrations.

BOOKSTORE

The ISF Bookstore is located on the ground floor adjacent to the theater. Members of the ISF community can purchase replacement books (in case an issued textbook is lost), school clothing, and other ISF-branded items from the bookstore. Bookstore hours vary and are posted on the door to the bookstore.

BREAK (Morning)

All ISF students in grades 1-12 have a morning break of 20 minutes scheduled in their timetable. During this break period weather permitting, students can have a snack (brought from home or purchased from the ISF Kiosk) and then go outside to play on the playground under adult supervision. In case of inclement weather, students take their morning break inside. Temperatures in Frankfurt vary significantly throughout the school year; therefore, students should bring weather-appropriate clothing to wear during the morning break.

Students in the ISF Early Years Program (EY) (Kindergarten and Preschool) have various breaks scheduled throughout their day at school and spend time outdoors daily, weather permitting.

BREAKFAST (before coming to school)

Breakfast is important for all students, but particularly those in the ISF Early Years Program and Primary School (grades 1-4). A healthy breakfast can make a difference to improve students' concentration, memory, and academic performance. The school encourages all students to have a good breakfast before coming to school.

CAMPUS BOUNDARIES

Areas of the campus that are accessible to students vary by grade level and are to be respected at all times. No student is permitted to leave campus during regular school hours without prior permission from the school authorities and only after signing out at the Main Gate Security. Students who leave campus during the school day without permission will be considered to be in serious violation of the school's behavior expectations, attendance policy, and Code of Conduct. Disciplinary action in such cases will be serious and can include consequences up to and including suspension and/or expulsion.

CHEATING

Cheating is not tolerated under any circumstances and will be dealt with strictly with serious consequences. Cheating on an exam may result in a comment being placed on the student's school-issued, permanent transcript in addition to other consequences.

CODE OF CONDUCT

At International School Frankfurt Rhein-Main, we believe that students have the right to be educated in a safe and non-discriminatory environment. To create a safe environment for all our students, we have created a Code of Conduct that rests on three basic tenets:

- ♦ Respect for oneself
- ♦ Respect for others
- ♦ Respect for one's own and others' property

Students are entitled to be treated with respect, courtesy, and consideration by every other student, teacher, and school employee.

COMMUNICATION BETWEEN PARENTS AND SCHOOL (parent-initiated)

Parents are welcome to contact the school any time; however, the following are **special circumstances requiring communication with the school**:

- ♦ **Absence/Lateness:** The absence and lateness of the child from school on any given school day. Parents are required to report absence or lateness to the Attendance Office (attendance@isf-sabis.net) **prior to 08:20 a.m.**
- ♦ **Early Release:** Parents are required to notify the Attendance Office (angha) at least 1 hour in advance of an early release and no later than 15:00.
- ♦ **After-School Activities (SLO®):** Questions about after-school activities should be addressed to SLO® (activities@isf.sabis.net).
- ♦ **After-School Activities (Sports Academy):** Questions about after-school sports should be addressed to the ISF Sports Academy (sportsacademy@isf.sabis.net).
- ♦ **Behaviour Code:** Questions about the general behaviour code can be sent to the Student Management Coordinator (rkoffi@isf.sabis.net).
- ♦ **Medical Condition – General:** Any medical condition that requires special attention from the school's end must be provided to the School Nurse (nurse@isf.sabis.net) in writing.
- ♦ **Medical Condition – P.E. Restriction:** Any medical condition that prevents your child from joining his/her P.E. or swimming lessons should be reported to the Student Management Office.
- ♦ **Other Matters:** To report or discuss any other important matters or concerns regarding the school not mentioned in this Handbook.
- ♦ **Safety/Security Matter:** Report any safety or security matter that might affect students and/or staff to the Student Management Coordinator (rkoffi@sabis.net).
- ♦ **Transportation Interruption:** Any changes including interruptions of your child's transportation services must be provided to the Attendance Office (attendance@isf-sabis.net) in writing.

COMMUNICATION BETWEEN PARENTS AND SCHOOL – KINDERGARTEN – GRADE 4 (parent-initiated)

Communication between home and school for students in Kindergarten through Grade 4 (Level A-F) is more frequent than in other grade levels. KG/Preschool parents should use the following procedure when communicating with the school:

- Send an E-mail to contact the Kindergarten Coordinator (mvillard-brand@isf.sabis.net) or Primary Academic Coordinator (hdebs@isf.sabis.net).
- Send written notes to school in the “folder” that is carried daily in the child’s bag to and from school. (The Academic Coordinator or teachers may also send notes and information for parents in the folder.)

COMMUNICATION BETWEEN SCHOOL AND PARENTS (school-initiated)

Communication between home and school helps students, parents, teachers, and the school administration work toward a common goal. In order to provide parents with a 360-degree picture of their child’s school experience, Academic Coordinators, rather than individual teachers, meet with parents when there are questions. Academic Coordinators are school administrators whose sole job it is to monitor students’ school experience – from academics and activities to attendance and discipline. When parents have questions or concerns, they are asked to contact the Academic Coordinator for an appointment. In preparing for the appointment or following up, the Academic Coordinator may decide to include others including teachers or the Student Management Coordinator (SMC).

In addition to individual meetings between parents and the Academic Coordinator, the following are some opportunities for parent-school communication:

- **Welcome Event:** The Welcome Event that takes place just before the start of the school year gives parents the opportunity to meet the Academic Coordinators and teachers as well as view textbooks for various subjects. Class lists and schedules may also be available at this annual event.
- **Parent-Teacher Conferences:** Parent-Teacher Conferences are held twice a year. During these conferences, parents can sign up to meet with their child’s teacher or teachers.
- **Grade Level Transition Meetings:** During the course of the year, meetings are held for parents of students moving to a different area e.g. Grade 4 to 5 (Level F to G) or Grade 8 to 9 (Level J to K), Grade 10 to 11 (Level L to M).
- **Weekly Update:** Academic Coordinators use a Weekly Update to share information related to their section of the school with parents. The Weekly Update, which is posted on the SABIS® Digital Platform and the SABIS® Parent App, includes relevant information for the week, upcoming events, and reminders, among other announcements.

COMMUNICATION PLATFORMS

Communication is essential in the ISF community, and several platforms are available to facilitate ongoing and open communication.

The guide below is designed to help parents identify the correct communication channels within the school.

SDP Main platform for parent notifications	<ul style="list-style-type: none"> • Communication from ISF to parents <ul style="list-style-type: none"> • General Information: Announcements, upcoming events, weekly updates, newsletters, notifications about school operations, school forms, contact card, policies and handbooks • Student timetable and exam schedule • On-Demand videos and E-books • Exam preparation, Student Learning Environment, PrepList • Student progress reports, exam details, report cards • Communication from Parents to ISF: Student Leave Requests (absent, late for school, etc.)
SABIS® Parent Mobile app for information	<ul style="list-style-type: none"> • Communication from ISF to Parents: <ul style="list-style-type: none"> • School announcements, weekly updates, newsletters, • Student Information: timetable, performance, schedules, course practice, school calendar, and events • Communication from Parents to ISF: Student Leave Requests (absent, late for school, etc.)
Teams Main platform for student course communication	<ul style="list-style-type: none"> • Two-way communication platform for students and teachers • Classroom: course homework; course exam prep; classroom coursework submission • Homeroom information • SLO announcements • Sports Academy announcements
E-mail Time sensitive information	<ul style="list-style-type: none"> • Two-way communication between parents and ISF • Time sensitive messages requiring action and/or response • Any issues or questions should be directed to the AC (i.e., student progress, exam information, curriculum questions, etc.) via E-mail • Attendance: Parents E-mail attendance@isf-sabis.net if their child is going to be late for or absent from school
Website Information for internal and potential families	<ul style="list-style-type: none"> • One-way communication from school to parents / the public including School educational approach, school life, enrolment, extracurricular activities, #ISFStories, etc. • Parents' Login: Password-protected access to: Student-Parent Handbook, policies, calendars, food service information, Extended Day, Book and Supply Lists, Transportation Registration (<i>Login details provided by Admissions Department upon enrolment.</i>)

CONTINUOUS ASSESSMENT TESTS (CAT) (Grades 1-2)

ISF students in Grades 1 and 2 do not take AMS® tests; instead, they take Continual Assessment Tests, or CATs. CATs assess multi-concept learning that is reinforced over an extended period of time in order to support the learning process of younger students. CAT tests are taken by ISF students twice per term. All subjects are tested over the course of one week. Once the teacher has marked the CAT test, he/she reviews material as needed in class. CAT tests are sent home for the parents' signature and then returned to the school.

CURRICULUM AND TEXTBOOKS

ISF implements the SABIS® curriculum, which is well-structured, comprehensive, rigorous, and sequential. This international curricula is aligned to national requirements where necessary. For most subjects, SABIS® publishes its own books, the SABIS® Book Series, which are completely aligned with the respective curricula. The book series includes hundreds of textbooks and workbooks that complement instructional materials such as teacher content guides, lesson guides, flashcards, and posters. All SABIS® instructional materials used at ISF are fully integrated into the teaching and assessment approach and undergo ongoing enhancement and review. The SABIS® Book Series includes books in both electronic and traditional format. SABIS® E-books are used at ISF in grades 5 and above.

DIAGNOSTIC TESTS

Diagnostic tests are also administered at the beginning of each term to ISF students in Grade 5 and above. These tests identify concepts that students have and have not learned so that the teaching process is fully informed. If gaps in student learning are identified, steps are taken to fill them.

DIARY

Starting in Grade 3 (Level E), ISF students use a diary to keep track of what was covered in class and what has been assigned as homework. The items to be entered for each lesson are: the subject taught, the material covered, the assigned homework, and the date the assignment is due. Parents can assist their children by checking their diaries on a daily basis to ensure that the homework has been done and that the material covered in class has been properly revised.

DIGITAL CODE OF CONDUCT

The following Digital Code of Conduct serves to provide clarity related to the SABIS® expectations of online student behavior while protecting digital privacy and ensuring students' rights and responsibilities.

STUDENT RESPONSIBILITIES

The academically honest student:

DOES

- Document source material in a formal and appropriate manner
- Use direct quotations appropriately
- Understand the concept of plagiarism
- Acknowledge, explicitly and appropriately, help provided by another person

- Reflect on his/her participation and the participation of other members of the group
- Collaborate fairly in a group assignment
- Recognize the difference between individual and group work

DOES NOT

- Copy the internal assessment work of other students
- Give another student his/her own work to copy
- Use notes or technology during a test unless allowed by the teacher and permitted by the examination rules
- Do homework for another student
- Present material written by another as his/her own
- Use any form of AI to generate content to be used in schoolwork
- Purchase and submit pieces of writing written by someone else
- Write essays for other students
- Present artistic or creative work in any medium that has literally been reproduced except in a manner allowed by the teacher or permitted by the examination rules
- Use translated material unless acknowledged
- Submit the same work for more than one assignment unless told to do so by a teacher

TEACHER RESPONSIBILITIES

Teachers are expected to:

- Ensure that personal goal skills (self-management, social, communication, thinking, and research skills) are taught explicitly so that students recognize what properly researched academic work looks like.
- Read and check students' work for authenticity (The plagiarism-checking program, *Turnitin*, can be used as a tool on assignments handed in via MS Teams.).
- Ensure that students are aware of what academic honesty and academic misconduct mean.
- Use MLA (Modern Language Association) as a school-wide standard style guide for effective citing.

Where the authenticity of a piece of work is in doubt and there are suspicions of academic misconduct, the teacher should refer to the procedures and consequences documentation for each of the respective programs.

PARENT/GUARDIAN RESPONSIBILITIES

Parents/Guardians are expected to:

- Help and support students to meet deadlines.
- Let the students do their own work, while helping them develop their research and planning skills.
- Make sure that they understand the requirements of the program and what is expected of students.
- Stay in regular contact with the Academic Coordinator and ask for advice if necessary.

DRESS CODE AND PHYSICAL APPEARANCE

School Mandatory Dress Code – Grades 1-8:

The school dress code must be adhered to at all times during school hours, including on field trips.

- ♦ A collared polo shirt (with the ISF logo or plain, logo-free) navy blue, burgundy, or white is mandatory for all students in grades 1-8 for everyday wear and must be visible during the school day.
- ♦ ISF polo shirts (i.e., with the ISF logo) may be purchased in navy blue, burgundy, or white in the Bookstore.

During Cold Weather:

Students may wear hoodies or sweatshirts in navy blue, burgundy, or white with or without the school logo. Logo-free, plain (i.e., no logos, writing or design) sweatshirts in navy blue, Burgundy, or white are allowed.

During Warm Weather:

- ♦ A clean, white, plain cotton (Hanes or Fruit of the Loom) T-shirt with no logo or with the ISF logo is acceptable during the warmer weather. This DOES NOT INCLUDE WHITE TANK TOPS or tank tops of any colour. The ISF T-shirt can be purchased in the Bookstore.
- ♦ The ISF P.E shirt can also be worn during the warm weather as well as any shirt with the ISF logo (i.e., Sommerfest shirts, SLO® shirts, etc.)

The school dress code must be visible at all times.

In addition to the infraction assigned for violating school policy, students who come to school in violation of the School Dress Code may be asked to return home to change clothing. Alternatively, the students' parents may be asked to bring appropriate clothing to school or the student may be given clean, appropriate clothing to wear from the school's Lost-and-Found. Students in violation of the dress code will not be admitted to class until the violation has been addressed.

PROHIBITED Clothing and Physical Appearance for ALL genders (KG-Grade 12):

- ♦ Unnatural hair colouring
- ♦ Excessive jewellery or makeup
- ♦ Spaghetti straps
- ♦ Tank tops
- ♦ Short (cropped) or belly tops

- Visible undergarments
- Pyjamas
- Leggings, tights, and biker shorts (acceptable for sports)
- Perforated or transparent clothing
- Ripped jeans or other ripped clothing
- Clothing with religious, controversial political, or philosophical statements
- Clothing depicting morbid pictures or ideas
- Shorts or skirts that are shorter in length than just above the knee
- Open-backed shoes or flip-flops

Mandatory Sports Dress Code:

A P.E. kit must be purchased for all students' use during P.E. lessons. The P.E. dress code consists of an athletic shirt with the ISF logo and shorts/pants from the offered range. The ISF Sports Academy shirt and jersey is also acceptable.

Mandatory Science Lab Dress Code – Grades 10-12:

ISF students in grades 10-12 are required to wear a lab coat during experiments in Chemistry, Biology, or Physics.

Shoes:

Primary students should wear shoes with good support appropriate for playing outdoors. Middle School and High School students should wear closed-toe shoes (i.e., no sandals) on days when lab experiments take place.

E-BOOKS

E-books are used by all ISF students in grades 5-10. ISF 5th graders receive a printed copy of their books (textbooks and workbooks) as well as an E-version of their textbooks. This helps them adapt to learning via E-Books. ISF students in grades 6-10 use E-textbooks exclusively and receive printed workbooks in which they can complete practice exercises and homework. Homework assignments are completed in students' copybooks or on the computer, if they so choose to use one at home.

Students who cannot use E-books for medical reasons will be provided with hard copies of textbooks upon submission of a medical report. The school has a limited number of printed textbooks available for purchase by parents who would like them for non-medical reasons. Interested parents should contact the ISF Bookstore at bookstore@isf.sabis.net.

EXTENDED DAY PROGRAM

ISF offers working families with children in Kindergarten through Grade 4 an Extended Day Program that runs from at 16:30 unto 18:00 Monday through Friday. To enroll in the program,

parents must complete the relevant form (**KG/PS or G1-4**) and E-mail it to the Student Management Coordinator (rkoffi@isf.sabis.net).

Pick up time for students enrolled in the Extended Day Program is 18:00, and parents are expected to be on time to collect their child. Parents who fail collect their child on time can be denied further access to this service.

When parents pick up their child from Extended Day, they are required to sign their child out.

ISF students in Grade 1 through 4 who are not able to go home immediately at the end of the school day at 15:25 do not need to be signed up for Extended Day as long as they will be picked up by 16:30. From 15:25 to 16:30, these students will be looked after by ISF supervisors on the playground or indoors on rainy days.

EXTRACURRICULAR ACTIVITIES & ISF SPORTS ACADEMY

Students are encouraged to develop their talents, skills, and interests through participation in physical, academic, scientific, and artistic fields. In addition to joining SLO® clubs and activities, ISF has a sports academy, which organizes physical activities and competitive sporting opportunities. The ISF Sports Academy helps ISF students learn the fundamentals of a variety of sports from an early age including Kindergarten and Preschool. It also enables ISF students to learn about sportsmanship, trust, respect, fair play, leadership, and team spirit while having fun. ISF Sports Academy activities and sports take place in Period 9 as well as after the school day ends. Some sporting events also take place on the weekend. A list of the various types of activities is available at the SLO® office.

FOOD SERVICE

The school's caterers, Vielfalt, offer a healthy, hot meal service at lunch time for all students, as well as a kiosk for snacks that can be purchased by students in Grade 1 (Level C) and above during breaks and lunch. (Younger students' purchases at the kiosk are supervised to ensure nutritional balance.) Parents can subscribe to the hot meal service for the whole year, a term, or on a day-to-day basis. Alternatively, a packed lunch or snack can be brought from home.

More information about the food service offered by Vielfalt at ISF can be found on the ISF website under Parents' Login. Once on the page, scroll down to School Meals and click on the relevant links.

Parents who send lunch or snack from home are asked to choose foods rich in nutrients and low in added sugar. Energy drinks are not allowed at school.

While at school, students are not allowed to order food for delivery from an external caterer or restaurant.

GRID CONCEPTS

Concepts that are essential for a student's future learning are identified as GRID concepts in the SABIS® curriculum implemented at ISF. Mastery of GRID concepts has been proven to position students for greater success on end-of-year final exams. All GRID concepts a student has missed on previous assessments comprise a student's PrepList, which can be accessed on the SABIS® Digital Platform. Students "clear their PrepList" by completing practice exercises on GRID concepts and then answering questions related to the GRID concepts in an exam setting.

GRID INCENTIVE PROGRAM

In order to incentivize students to "clear their PrepList" (i.e., master GRID concepts) in mathematics, students have the opportunity to earn bonus points on their end-of-term and end-of-year report cards.

Students who master 90 to 94% of their GRID concepts will receive 1 bonus point.
Students who master 95-100% of their GRID concepts will receive 2 bonus points.

Any bonus points earned by a student are indicated in the remark section of the report card.

HEALTH CENTRE

A trained nurse is available in the ISF Health Centre during school hours. Sick students should stay at home. If a student starts to feel sick during the school day, he/she should report to the Health Centre, where the nurse will assess the nature of the illness and contact the parent/guardian if the student needs to go home. Upon the recommendation of the school nurse, the Administration gives permission to a student who is sick to leave the school during the school day.

Students who have been sent home sick from school should not come to school the next day, not even for an exam. When returning to school, students who have been absent for three consecutive days or more must bring a doctor's note/report clearly stating the reason for absence. The medical report is essential if the student needs special care or treatment or needs to continue taking medication.

Medicine to be taken during school hours must be sent to the nurse with parental authorization. Students who visit the nurse during a test or exam period may not be allowed to return to classes that day. Permission to return to class will be determined at the discretion of the nurse and Academic Coordinator.

HOMEWORK

At ISF, homework is an important part of the learning process. Homework allows students the opportunity to practice what they have learned in class; it reinforces learning and contributes

to the identification of learning gaps. No new material (i.e., material that has not already been taught in class) is given as homework. Homework should only cover what has already been taught in class.

Homework at ISF is assigned based on a Homework Timetable. This timetable identifies the exact subjects that homework can be assigned in for each day of the week. This helps ensure that students have a manageable amount of homework. Generally, three to four subjects are listed on the Homework Timetable for each day of the week. (See image below for a sample of the Homework Timetable for Grade 5.)

Gr.	Monday	Tuesday	Wednesday	Thursday	Friday
5	Maths English German	Maths English Science	Maths English German	Maths English German	Maths German Social Studies

1. **Grade 3 (Level E) and below:** In Grade 3 (Level E) and below, no homework is assigned. It is recommended, though, that parents find time to read with their child(ren) for 10 to 15 minutes each day.
2. **Starting from Term 1 in Grade 4 (Level F),** ISF students will spend time outside of class reviewing and reinforcing concepts taught in class.
3. **Grades 4 to 6 (Levels F to H):** Students in grades 4 to 6 (Levels F to H) have a maximum total of 1 hour of homework each day as per the Homework Timetable.
4. **Grades 7 to 9 (Levels I to K):** Students in grades 7-10 (Levels I to L) should expect approximately 20 minutes of homework per assigned subject each day on the Homework Timetable.
5. **Grades 10 to 12 (Levels L to N):** In grades 10 and 12 (Levels L, M, and N), the amount of homework per subject increases significantly and varies depending on the courses taken by each student.

ID BADGES

At ISF, we take campus security seriously. Anyone wishing to come onto campus must do so through the use of an ID badge.

ISF ID badges are issued to all students and parents. The ID badges must be used at all times to enter and exit the campus. The IDs also provide access to other services such as the school's caterer or the library.

ID badges should be kept secure. In case an ID badge is lost or missing, it should be reported immediately to the School Administration. This can be done by informing Reception or clicking on "Send Us a Message" on the home screen of the Parent App. Any lost badges will be cancelled and a new badge will be issued for €7. Parent ID badges are for parent use only and should not be shared anyone including their children.

Students must use their own ID card to enter and exit the school campus. Students who fail to produce an IB badge three or more times will result in an infraction.

Parents should wear their badges in a visible location at all times when they are on the school campus. Parents' access to the different parts of the campus is limited to the ground floor unless they have an appointment with a school administrator. Parents with an appointment should collect an "Appointment Badge" (marked "A") from the reception. The "A" badge must be returned to Reception following the meeting.

Visitors, other than parents, must have prior approval and sign in at the security to acquire a visitor's badge ('V'). A visitor's badge must be returned to security before leaving campus.

INSURANCE

The school does not accept any liability for personal belongings and valuables (inclusive of musical instruments, any electronic devices, and other student-owned property) if they are lost, stolen, or broken. We recommend all parents to take out a "Haftpflichtversicherung" (personal liability insurance). This insurance covers cases of liability for injury or damage to other persons or their property caused by the individuals named in the policy.

SABIS INTEGRATED TESTING AND LEARNING® (ITL®)

The SABIS Integrated Testing and Learning® (ITL®) System allows learning to be combined with testing, thereby providing immediate feedback and learning opportunities to students and teachers. ITL® exams, which are taken on computers, consist of three distinct testing/learning processes incorporating:

1. The main exam
2. A review/retake activity during which students have a second chance to answer any missed concepts in the main exam after they have reviewed the material covering the missed questions
3. Additional questions that challenge students who have correctly answered all the questions in the main exam or **PrepList** questions tailored to each student based on essential (**GRID**) concepts he or she has missed in the past.

Assessments taken in the ITL® format generate statistical data on student performance on each question of current and previous exams. Several detailed reports based on student performance data are available including student results showing scores by question, time, and number of attempts; the average time spent by question broken down by correct, incorrect, and unanswered questions; student results by original and retake exams; and reports indicating which students answered challenging questions correctly.

Using the review/retake utility of ITL® exams, students who have incorrect answers can navigate through sections of their textbook that cover those topics of the questions that were incorrectly answered, go through a few examples, view solved examples of similar questions, and then try again. Students who scored 100% on an ITL® test, on either their first or second time attempt, and have time remaining during their exam period have the opportunity to

answer challenging questions in which advanced skills in particular areas are presented.

The ITL® system is used in the Integrated Testing and Learning Lab on the ISF campus. The ITL® Lab is located on the top floor of the external pavilion facing the car park.

LOCKERS/CUBBIES

All ISF students have assigned lockers (grades 5-12) or cubbies (grades 1-4) to use for the storage of books and personal possessions.

- Cubbies for students in grades 1-4 are located in their classroom are not lockable.
- Lockers with combination padlocks are provided to all students in Grade 5-7 for the storage of books, school supplies, and personal items. These lockers are located in Homeroom classrooms. Students should report any damage to their lock to the Hausmeisters. ONLY school-provided locks may be used on lockers. A replacement lock for one that has been lost can be purchased for €35 from the ISF Bookstore.
- Students in Grades 8-12 have combination lockers (lock is built-in) that are located in designated locker areas in the corridors.

The school reserves the right to inspect a student locker at any time, for reasonable cause.

The school is not responsible for the loss of student valuables stored in cubbies or lockers. For more information, see Valuables below.

LOST AND FOUND

The school's Lost and Found is located opposite the Health Centre. High value lost items such as glasses, wallets, keys, jewelry, and money are kept under lock and key at Reception.

Parents are asked to mark all items, including clothing, with the child's name so items can be recovered and returned if lost.

MAKE-UP EXAMS

Students in Grade 5 (Level G) and above who are absent from an assessment (AMS® test, Periodic, End-of-Term (excused absence) or Final (End-of-Year) Exam) are required to take a make-up exam scheduled at the discretion of the school. The date of the make-up exam will be set by the school and take place as soon as possible upon the students' return to school.

The School Director can, at his/her discretion, opt to waive the requirement for a student in grades 6 (Level H) and below to do a make-up of an End-of Term or Final (End-of-Year) Exam if the student to make up if the student's overall and subject average is above 90%. Make-up exams for students in Grade 7 (Level I) and above are required regardless of the overall or subject average.

Parents of students who demonstrate a pattern of missing AMS® or Periodic Exams may be asked to produce a doctor's note in case of absence. Make-up exams for students who show a pattern of missing exams due to unexcused absences may be more difficult than the original exam.

Whenever possible, make-up exams will take place during school hours, including the SLO® Period. If it is not possible to schedule a make-up exam during school hours, the make-up will be scheduled after school or on the weekend.

MISSED CONCEPTS

When ISF students complete an AMS® test in the ITL® Lab, they click “Submit” and their exam is instantly corrected to determine which questions they have answered incorrectly. The students then receive immediate feedback on their performance and have the chance to review material related to the questions/concepts they missed. Once they have re-read information on the screen and completed a practice question, students can re-take the questions they missed. Should a student fail to show mastery of any essential concepts during an ITL® session, the concept will appear on the student's PrepList so that he/she can spend more time and attention on it.

MISSION STATEMENT

ISF actively pursues cultural diversity in both its student body and staff. This diversity provides students with the experience of relating to individuals from many different cultures. This helps ISF to fulfill one of its goals: “to help students develop a true understanding of the peoples of the world through an appreciation of their differences, as well as their similarities.”

This is our mission:

“ISF will be recognized as a provider of top-quality education to a highly diverse student body. It will strive to help all students achieve their full potential, prepare them for success in college, equip them with the ability and desire for lifelong learning, and strengthen their civic, ethical, and moral values. ISF will maintain high standards of efficiency and accountability throughout its operation.”

MOBILE PHONES AND OTHER ELECTRONIC DEVICES

All students must adhere to the Technology Acceptable Use Policy while on ISF campus. Students are not allowed to bring electronic devices to school with the exception of the tablet with which to access E-books that are required from Grade 5 (Level G) onwards. Mobile phones are permitted for use **only outside school hours and are not allowed to be used**

during the school day. Mobile phones brought onto campus by students must be kept out of sight, in cubbies, or lockers. At the discretion of the School Director, students in Grade 11 and 12 may be permitted to listen to music using suitable headphones when in the study hall. Permission must be granted before these devices are allowed.

Failure to comply with this policy will result in the phone and/or listening device being confiscated for the rest of the day.

If parents need to contact their children in an emergency situation, they should use the official school telephone number (+49 69 954319-0), and the reception will put them in touch with the relevant child/ren. Similarly, if students need to contact their parents in an emergency situation, they should do so via reception, the nurse, or the Academic Coordinators.

NON-ACADEMIC GOALS

- Uphold high standards of ethical, moral, and civic conduct.
- Encourage informed decisions on social issues.
- Teach students to defend convictions and reverse negative peer pressure.
- Encourage participation in extracurricular activities, school management, and community work.
- Foster tolerance, cooperation, guidance, and teamwork.
- Develop a true understanding of the peoples of the world through an appreciation of differences as well as similarities.

PARENT NETWORK

The ISF Parent Network (PN) is a parent organization designed to enhance the overall school experience at ISF through activities and events that celebrate the school's amazing diversity. Tasked additionally with helping to foster an environment of ongoing, open communication within the school, the Parent Network holds regular meetings with the school's administrative team.

The Parent Network is comprised of elected board members, class (grade level) representatives, and country representatives.

PERIODIC EXAMS (Grades 3-12)

ISF students in Grade 3 and above take Periodic Exams. As the name implies, these exams occur periodically over a term. A Periodic Exam Timetable, which is distributed at the beginning of each term, identifies the two subjects that will be assessed on Periodic Exams each week. Students take two to three Periodic Exams in each subject over a 12- to 13-week term. Periodic Exams, which are both formative and summative in nature (i.e., assessing learning as it forms as well as providing a summary of learning over a longer period), include

objective questions for a quick check of understanding of material taught, as well as short answer/essay-type questions that require higher order thinking skills and writing abilities. Once the teacher has marked the Periodic Exam, he/she reviews material as needed in class. The written portion of Periodic Exams is returned to students and can be used later for revision.

PLACEMENT TESTS

All students who join ISF take placement tests as part of the admissions process. The placement test, usually taken in math and English, determine the students' grade level placement in the school. Students are placed in a grade level based on their prerequisite knowledge as demonstrated on the placement tests. The placement test results also serve as baseline data against which future learning can be measured.

PLAYGROUND ETIQUETTE AND TOYS FROM HOME

The playgrounds at ISF are shared spaces and provide students with an opportunity to interact with and learn from each other in a fun and relaxed environment. Students' behavior, even in this more relaxed environment, is expected to reflect respect for everyone at all times.

The school's playgrounds, particularly for Early Years and Primary students, have a variety of safe playground equipment students can use if they choose. Students are asked not to bring toys including balls from home to use at any time during the school day, including breaks.

At no time are toys resembling weapons allowed on campus. This includes weapons which are part of a costume for celebration days like Halloween.

POLICY FOR SENDING BOOKS HOME

Kindly note that for the younger students, our policy regarding sending books home stems from our belief that the academic targets can be reached within school hours. Extending the school day beyond that will eventually have a negative effect on both children and parents. We recommend that parents encourage children to read on a daily basis.

- **Kindergarten and Pre-School (Levels A and B):** All books are kept at school. They will be sent home when completed.
- **Grade 1 (Level C):** Books are kept at school except for the reading books, which are sent home daily. All other books will be sent home only when completed.
- **Grades 2 (Level D):** Books are kept at school except for the reading books, which are sent home daily. A concept list will be sent home one week prior to the CAT and Final Exams. The books that are sent home must be returned to the school daily.

- **Grade 3 (Level E) and above:** Books are sent home with the students. Students have a diary in which they write exactly what has been covered in class and the assigned homework. A study list of the material covered is sent home before Periodic, End-of-Term, and Final Exams.

POLICY FOR USE OF MOBILE PHONES ON SCHOOL-SPONSORED FIELD TRIPS

Students are not allowed to use their mobile phones or other electronic devices on school-sponsored field trips. This means that students' phones should not be visible; phones, listening devices, and other technology should always be kept in the student's *bag*. Students choosing to take devices with them on field trips are fully responsible for their own devices should they be lost or damaged.

The exceptions on field trips would be to register via a *QR-Code* or access *websites related to field trip content or interacting with any digital platforms when permitted by the teacher*.

Mobile phones should not be used on school-sponsored field trips to take and/or share any pictures, videos, or other content on any social media platform. The use of mobile phones to make calls while on school-sponsored field trips is only allowed with teacher/chaperone permission.

Failure to comply with this policy will result in the phone, listening device, or other technology being confiscated for the duration of the school-sponsored field trip. Further, the student's violation of this policy will be reported to the SMC, who will review the student's file and assign appropriate consequences.

POSITIVE POINTS

All ISF students have the opportunity to earn positive points when they exhibit any kind of positive behavior in school. Any staff member can assign positive points to any student. Positive points are managed by the Student Management Department. Students who earn positive points are recognized each term and receive a merit certificate.

PREPLIST

All GRID concepts a student has missed on previous assessments comprise a student's PrepList. Students can access their customized PrepList on the SABIS® Digital Platform (SDP) and can complete practice exercises to help them master the concepts.

PRESENTS

Students and parents are requested not to bring presents for the teachers/staff members for any occasion. Parents wishing to express their gratitude for teachers or staff members can become involved with the ISF Parent Network, which plans a Staff Appreciation Day each year.

PROMOTION AND RETENTION POLICY

At ISF, while all subjects are important, some are given more academic weight than others in the marking system. For this reason, a student's total average cannot be obtained by simply taking a straight average. Different subjects are given different coefficients; different sub-subjects within a single subject are given different weights. (An example of sub-subjects can be drawn from English, which has the following sub-subjects: grammar, reading comprehension, spelling, vocabulary, and writing.) Student averages are generated by the SABIS® Student Management System and checked by the Academic Coordinators.

Students are promoted only when they meet the promotion requirements set by the school. A student who does not achieve the necessary performance levels and who cannot demonstrate full mastery of all essential concepts may be required to attend Summer School or sit for a retake exam at the end of August. Sometimes, the student may have to repeat the entire grade level the next year, provided he/she does not exceed the age limit for that grade. An administrative decision taken by the School Director will be made in any case involving non-promotion.

Kindergarten and Preschool

Students are promoted from Kindergarten to Preschool and Preschool to Grade 1 based on their social and emotional development, fine- and gross- motor skills, and academic readiness as determined by student performance, teacher observation, and a final recommendation by the Academic Coordinator. Students must also meet age requirements to be promoted.

Primary, Middle and High School (Grades 1-12)

Promotion from one grade level to the next is based on academic results. The school can deny a student re-enrolment for the next academic year irrespective of his/her educational performance if the student has had more than 20 unexcused days in a school year.

The following passing scores apply to Grades 1-12:

- An average score of 60/100 (60%) is the passing score required in every subject. Consideration may be given by the School Director and Regional SABIS® personnel to a maximum variation of 2%.
- Achieving a total combined passing score average (overall average) of 60/100 (60%).

A student who does not achieve these passing levels or higher and who cannot demonstrate full

mastery of all essential concepts in these core subjects may be required to repeat a particular subject or even the entire grade level in the next year, provided the student does not exceed the age limit for that grade.

Additionally:

A student passing all required subjects (English, Mathematics, Social Studies / Social Science, Natural Science, German / Additional Language) will be promoted to the next grade level.

Otherwise, promotion is decided based on the above guidelines and the retake / Summer School results as explained below:

- A student having an overall average of between 50% to 59% will be given retake exams in **up to 4 failed subjects**.
- A student having an overall average below 50%, who is **failing only 1 or 2 subjects**, will be given retake exams in the failed subject(s).
- All retake exams will be scheduled in August before the start of the new academic year. Students can register for Summer School to prepare for a re-take exam taken either at the end of Summer School or at the end of August.
- A student having an overall average below 50% **and failing 3 or more subjects**, will be required to repeat the year as long as he/she does not exceed the age limit for that grade. Result will be: Fail.
- A student missing an end-of-year final exam in any subject must sit the make-up exam in that subject in the session scheduled at the end of August.
- A student failing 5 or more subjects will be asked to repeat the year as long as he/she does not exceed the age limit for that grade.
- Students who do not meet promotional requirements and whose age falls outside of the limit for that grade level will not be able to continue with enrolment in the school. The school makes every effort to identify students who are struggling and support them so as to avoid this situation. Students facing this situation are expected to take full advantage of the support offered by the school.

Middle School (Grades 5-8)

Grades 5-7: Students are automatically promoted from one grade level to the next when they achieve an **overall average of 60, with no core subject (English, Mathematics) grade below 60. Students must demonstrate sufficient mastery of essential concepts in these core subjects.**

Grade 8: Students are automatically promoted from one grade level to the next when they achieve an **overall average of 60, with no core subject (English, Mathematics, Science, Social Studies) grade below 60. Students must demonstrate sufficient mastery of essential concepts in these core subjects.**

High School (Grades 9-12)

Grade 9: Students are automatically promoted to Grade 10 when they achieve an **overall average of 60, with no individual core subject (English, Mathematics, Science, and Social**

Studies) grade below 60, and can demonstrate sufficient mastery of essential concepts in these core subjects.

Grade 10: To be promoted to Grade 11, students must pass at least the following Grade 10 courses: English, Mathematics, one Additional Language, one Social Science, and one Natural Science, and maintain the specified number of total subjects required for the High School Diploma (HSD).

Grade 11: To be promoted to Grade 12, students must pass at least enough of their Grade 11 courses to maintain the specified number of total subjects required for the HSD; English and Mathematics being mandatory subjects.

General Conditions for the ISF High School Diploma (HSD):

To be awarded the HSD, a student must pass a total of 22 courses between grades 9 and 12. Note that Art, Music, standard PE, and Computing in Grade 9 are only half-credit courses; Advising is a mandatory, non-credit course.

Students must acquire a total of 22 credits in grades 9 to 12 in order to earn the HSD:

- 4 credits of English, one English course per year from Grade 9 through Grade 12
- 4 credits of Mathematics, one math course per year from Grade 9 through Grade 12
- 3 credits of an Additional Language (including German, French/Spanish, or Japanese or Korean [native speakers only])
- 3 credits of Social Science
- 3 credits of Natural Science
- 5 credits of Electives

Minimum number of courses in grades 9, 10, 11 & 12:

- 9 in Grade 9
- 7 in Grade 10
- 6 in Grade 11
- 5 in Grade 12

Normal Course Distributions:

- **Grade 9:** The 9 courses required in Grade 9 include the core courses of English, Mathematics, German, Social Studies, and Natural Science are core courses. Additional required courses include Computing, Physical Education, and Art or Music. Spanish, French and Korean or Japanese (for native speakers) as a 3rd language is the final mandatory subject, unless the school administration decides to replace it with extra English lessons in case of academic need.
- **Grade 10:** The 7 courses required in Grade 10 are based on each student's individual course selection, which must include English, Mathematics, German, one Additional Language, one Social Science, one Natural Science, and Physical Education.
- **Grade 11:** The 6 courses required in Grade 11 are based on each student's individual course selection, which must include English and Mathematics.

- ♦ **Grade 12:** The 5 courses in Grade 12 based on each individual student's individual course selection.

Course selection is done by students in grades 8-11 in the spring of each school year. Academic Coordinators guide students and parents through the course selection process. ISF's University Counseling team also supports the course selection process to ensure alignment with higher education goals. In the spring of each school year, parents of students in grades 8-11 will be asked to sign the final course selection form indicating their agreement with the courses selection.

RE-ENROLMENT

Enrolment and re-enrolment contracts at ISF are valid for a period of one school year. Re-enrolment forms are sent to all ISF families in the early spring each year.

REPORT CARDS

Report cards, which reflect the student's performance including academics, attendance, discipline, and Student Life Points, are issued at the end of Term 1, Term 2, and the end of the year. Parents can download report cards for Term 1 and Term 2 from the SABIS® Digital Platform (SDP). (Term 1 and 2 report cards are not mailed home.) End-of-Year report cards are mailed home following the end of the school. End-of-Year report cards also included essential promotion information.

As indicated above under Promotion and Retention Policy, a students' overall average is not calculated by taking a straight average. Some subjects such as English and mathematics are given a higher academic weight than others. Parents who have questions about any report card are encouraged to make an appointment to meet with the Academic Coordinator.

RETAKE EXAMS

Students in Grades 5 and above who score **below 70% on AMS® tests or below 60% on Periodic Exams** will be required to sit a retake after having received academic support to review the material. The purpose of the retake process is to support the student in learning the material so that he/she has a solid academic foundation upon which subsequent learning can be built.

Retake exams are designed as follows:

- ♦ **Overall Class Retake:** Scheduled for all students when the overall class average on the original exam is below the passing average.
- ♦ **Individual Student Retake:** Scheduled for students with a failing average on the original exam.
- ♦ **Instant Retake:** Take place automatically after an AMS® taken in the Integrated Testing and Learning (ITL®) Hall. The Instant Retake gives students the opportunity to review content from their textbook and complete practice questions before giving the students

the opportunity to retake the questions they answered incorrectly.

- **Final (End-of-Year) Retake:** Scheduled for individual students with a failing overall course average.

In order to achieve fairness for students who did not do a retake, the maximum score a student can earn on a retake is capped.

For AMS® Tests: The top score a student can earn on a retake is 70%. If a student's retake score falls below 70%, he/she will be given the score they earned. If a student's retake score is above 70%, the student's score will be capped at 70%. For example, if a student scores 63% on the retake, he/she will be given a 63%. If the student scores 89% on the retake, he/she will be given 70%.

For Periodic Exams: The retake score is calculated by taking 40% of the students' score that is above 60% and adding that to 60. For example, if a student scored 84% on a Periodic retake, the score would be calculated as follows: $24 \text{ (part of retake score above 60)} \times 40\% = 9.6 + 60 = 70\%$ (rounded up).

For Final (End-of-Year): For students up to and including Grade 8 (Level J), the maximum score that can be earned on a retake of a Final (End-of-Year) exam is 60%, which is the threshold for passing. For students in Grade 10, 11, and 12, the maximum score that can be earned on a retake of the Final (End-of-Year) exam is 70%.

Whenever possible, re-take exams will take place during school hours, including the SLO® Period. If it is not possible to schedule a retake exam during school hours, the retake will be scheduled after school or on the weekend.

SABIS ACADEMIC MONITORING SYSTEM® (AMS®)

The SABIS® Academic Monitoring System® (AMS®) tests are objective, criterion-referenced, computer-marked tests that are administered on a weekly basis. AMS® tests are designed as formative assessments, to show student learning as it forms from one week to the next as new content is covered in class. AMS® questions focus mainly on determining information acquisition. ISF students in Grade 3 (Level E) take AMS® tests in math. Students in Grade 4 (Level F) and above take AMS®s in English and math.

SABIS® DIGITAL PLATFORM

The SABIS® Digital Platform (SDP) is an information and communication portal for ISF teachers, students, and parents. Students can use the SDP to retrieve a comprehensive information summary about their school life. They can also remain updated with the school's latest news and events. Parents can read essential details about their children's school experience including grades, attendance, and behavior issues. They can also use the SDP to communicate with the school.

ACADEMIC INFORMATION

SDP users have access to the following academic information:

- Academic Information: AMS® Quizzes; Homework; PrepList; etc.
- Exam-Related Materials: Exam Concepts/Revision; Basic Questions; CAT revision material
- Timetables: Student timetable, Homework Timetable, AMS®/Periodic Exam Timetable

NON-ACADEMIC INFORMATION

SDP users have access to the following non-academic information: calendars, announcements, events, photo gallery, surveys, etc.

SABIS® PARENT APP

The SABIS® Parent is a smartphone application designed to keep parents connected to their child's day-to-day school activities. The multi-dimensional application allows parents to access their child's academic and non-academic activities and progress reports. Its components enable parents to view their child's list of courses and practice materials, assessment schedule and results, school announcements and news, attendance and discipline records, SLO® participation, and progress and performance reports.

Parents can also use the Parent App's "**Send Us a Message**" feature to notify the school in case of student absence/lateness, request an appointment with a Coordinator, or contact the school if they have a question or concern.

SABIS POINT SYSTEM®

Teaching methods used at ISF are aligned with the textbooks and support material used at ISF. All teachers of SABIS® courses use the SABIS Point System® of teaching, an interactive and highly efficient, systematic teaching method that ensures that all students are active participants in class. It also allows for efficient, whole-classroom instruction and keeps students engaged throughout the learning process.

The graphic below shows the four components of a SABIS Point System® lesson.



SABIS STUDENT LIFE ORGANIZATION® (SLO®)

WHAT IS SABIS STUDENT LIFE ORGANIZATION®?

ISF students receive a well-rounded education that includes academics, life-preparation, and self-development. This trifecta of elements gives ISF students the SABIS® Edge.

The SABIS Student Life Organization® (SLO®) is a student-led organization that fosters positive attitudes, behaviors, and peer interaction.

SLO® is comprised of nine departments each of which has a specific focus and objectives.

Students who are active in leadership positions in the SLO® are called prefects. In order to facilitate the smooth operation of SLO®, a hierarchal structure of prefects exists:

- **Head Prefect:** Prefect in charge of the whole SLO®
- **Deputy Head Prefects:** Prefects in charge of the operation of one of the nine SLO® departments
- **Senior Prefect:** Prefect in charge of a branch within a department
- **Prefects:** Individuals assisting the Deputy Head Prefect in the operation of a department

In grades 5 and above, SLO® is an active part of each school day through the Student Life Period in the last period of the school day. **During this mandatory period**, students can choose how they wish to spend their time and can decide the level of participation they want to commit to. Some students want to organize and lead activities; others may just want to participate in an activity. In choosing how to spend the SLO® Period each day, students choose from a list of clubs and activities, all of which are organized by students. In this way, SLO® reflects the students' interests. If a student is interested in playing cricket, s/he can organize a Cricket Club. If a student is interested in chess, s/he can organize a Chess Club. Once students have decided which clubs and activities they want, and taken the time to do the necessary organization, a list is prepared and circulated so that all students can choose which ones to join each day of the week. Regardless of whether a student is an activity leader or participant, SLO® is a great, real-time learning opportunity. Students learn how to overcome challenges, how to collaborate with others, how to lead effectively, how to use diplomacy and show compassion. The sky is the limit!

Because a solid academic foundation is essential for future success, academics are given priority during the SLO® Period. If students are struggling academically, instead of participating in their chosen club or activity during the SLO® Period, they attend academic support sessions until their struggles subside. Academic support sessions are organized by the SLO® Academic Department and use different resources, including student peer tutors, to help those who are struggling.

In the Primary School (grades 1-4), SLO® introduces students to the concept of reasonability by giving students small jobs such as IWB Prefect, Line Leader Prefect, and Cafeteria Prefect. In performing these jobs, students learn how to lead others, communicate, and act with empathy and understanding.

SLO® plays an important role in helping ISF students develop essential life skills and helps guide their overall self-development. Prefects help in maintaining discipline, promoting high social and moral values, developing communication and management skills, raising academic standards, organizing activities, and improving the quality of life for all students in the school. When students share these responsibilities, they learn and achieve much more and get the opportunity to develop lifelong skills that empower them to make a difference. The Student Life Coordinator (SLC) works closely with the School Administration, teachers, and prefects in order to achieve SLO® goals.

STUDENT LIFE IN THE CLASSROOM

The SABIS® Educational System and the SABIS Point System® of instruction provide a context for students to become active participants in their education. This involvement enhances the learning process and develops their life skills.

In each SABIS® classroom, there is an academic team of students comprised of Class Prefects, Subject Prefects, and Group Leaders, who provide immediate help to their classmates by assisting teachers in managing the class. Class Prefects are student leaders who help maintain discipline in the classroom and hallways and ensure that everyone contributes to keeping the classroom neat and tidy. Subject Prefects are those students who are strong academically in a subject. During the checking portion of the SABIS Point System®, Subject Prefects review their classmates' work and provide additional explanation when needed. Group Leaders are students who excel in time management. It is their job to keep groups on track and focused on completing assigned work.

SABIS®
Student Life Organization

SLO

ACTIVITIES • LOWER SCHOOL • ACADEMIC • DISCIPLINE • MANAGEMENT • WELLNESS • SOCIAL RESPONSIBILITY • OUTREACH • SPORTS

ACADEMIC <ul style="list-style-type: none"> AMS Academic Support Class Academics Power-Study Sessions Academic Events Shadow Teachers 	DISCIPLINE <ul style="list-style-type: none"> Class Discipline Indoors/Outdoors Bullying Prevention Themes Safety 	MANAGEMENT <ul style="list-style-type: none"> Technology Communication Training School Management 	WELLNESS <ul style="list-style-type: none"> Healthy Nutrition Healthy Lifestyle EE.S. Well-Being Digital Well-Being 	SOCIAL RESPONSIBILITY <ul style="list-style-type: none"> Green Initiatives Local Community Service Global Community Service 	OUTREACH <ul style="list-style-type: none"> Ambassadors Sunshine Recruitment 	SPORTS <ul style="list-style-type: none"> Sports Equipment Sports Language Sports Events Sports Training 	ACTIVITIES <ul style="list-style-type: none"> Clubs Events 	LOWER SCHOOL <ul style="list-style-type: none"> Academic Discipline Management Wellness Social Responsibility Outreach Sports Activities
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Moreover, particularly gifted students who volunteer or are selected by teachers are trained to become **Shadow Teachers®**. Shadow Teachers® exist in each subject and in every grade level. They learn material a week ahead of their classmates and are taught presentation skills. At the teacher's discretion, Shadow Teachers® are asked to lead the class in learning new material using the SABIS Point System®. Shadow Teachers® may be asked to take over the class if a teacher is absent due to illness. In this case, there is always an adult present in the classroom.

BENEFITS OF SLO®

Self-Accomplishment: By participating in SLO®, students acquire a sense of belonging and pride in their school and community. Students also develop leadership, organizational, and communication skills, which prepare them to function better in a challenging and ever-changing world. Furthermore, students in the SLO® raise their own academic standards (in addition to others') and reinforce their learning. The SLO® also fosters the development of positive attitudes, behavior, and peer interaction, thus enriching the lives of students and allowing them to appreciate diversity.

SLO® Points: Students who successfully fulfill their SLO® responsibilities receive merit points in recognition of their efforts. Students are awarded more points per hour of involvement for taking on responsible roles.

Universities: Active SLO® participation increases students' chances of being accepted at top universities, since SLO® Points are eventually translated into recommendations for universities. Good universities are not only interested in high academic achievers, but also in students who have demonstrated the will to become good future citizens. Universities, therefore, look for evidence that students have contributed to their school community, are good team leaders, and are concerned about others. The number merit points and the variety of different ways they are earned by a student provide this evidence.

SCHOOL DAY TIMETABLE

ISF is divided into four main sections:

1. Kindergarten/Preschool
2. Primary School (grades 1-4)
3. Middle School (grades 5-8)
4. High School (grades 9/10 and 11/12)

Each section of the school follows a slightly different daily schedule as shown below.

For the Kindergarten/Preschool daily schedule, please refer to the Welcome Information provided to parents.

PRIMARY SCHOOL (Gr. 1-4)			MIDDLE SCHOOL (Gr. 5-8)			HIGH SCHOOL (Gr. 9-12)		
		Gr. 1, 2, 3 + 4		Gr. 5 + 6		Gr. 7 + 8		Gr. 9, 10, 11 + 12
Length	Period	8:15 Morning Homeroom		8:15 Homeroom		8:15 Homeroom		8:15 Morning Homeroom
(50min)	1	8:30 – 9:20	1	8:30 – 9:20	1	8:30 – 9:20	1	8:30 – 9:20
(50min)	2	9:20 – 10:10	2	9:20 – 10:10	2	9:20 – 10:10	2	9:20 – 10:10
(20min)	Break	10:10 – 10:30	Break	10:10 – 10:30	3 (50min)	10:10 – 11:00	3	10:10 – 11:00
(50min)	3	10:30 – 11:20	3	10:30 – 11:20	Break	11:00 – 11:20	Break	11:00 – 11:20
(60min)	4	11:20 – 12:20 LUNCH (G 1-4)	4	11:20 – 12:10	4	11:20 – 12:10	4	11:20 – 12:10
(50min)	5	12:20 – 13:10	5 (60min)	12:10 – 13:10 LUNCH (G 5-6)	5 (60min)	12:10 – 13:10 LUNCH (G 7-8)	5 (50min)	12:10 – 13:00 lesson G 9 12:10 – 12:50 lesson G 10-12 12:50 – 13:10 LUNCH (G10-12)
(45min)	6	13:10 – 13:55	6 (45min)	13:10 – 13:55	6 (45min)	13:10 – 13:55	6 (45min)	13:00 – 13:45 LUNCH (G 9) 13:10 – 13:55 lesson G 10-12
(45min)	7	13:55 – 14:40	7 (45min)	13:55 – 14:40	7 (45min)	13:55 – 14:40	7 (45min)	13:55 – 14:40 lesson
(45min)	8	14:40 – 15:25	8	14:40 – 15:25	8	14:40 – 15:25	8	14:40 – 15:25
(45min)	9	15:25–16:10 SLO 15:25–16:30 SLO extended	9	15:25–16:10 SLO 15:25–16:30 SLO extended	9	15:25–16:10 SLO 15:25–16:30 SLO extended	9	15:25 – 16:10 Lesson 15:25 – 16:30 SLO extended

SCHOOL DECISIONS

Students must abide by the school rules and accept school decisions in all matters, whether included in this Handbook or not, since it is not possible to include all details in any written document. Parents and students with questions about school rules are encouraged to speak to the relevant member of the ISF Administration. For contact information, see page 54 of this Handbook.

Failing to abide by the school rules and policies will have consequences that vary depending on the severity of the infraction, the history of infractions, and the age of the student, among other reasons.

Corrective actions and consequences might include, but are not limited to: advising students; meeting with parents; break-time, after-school, or Saturday morning detentions; suspension; and/or expulsion from the school.

SEATING PLANS AND SECTIONS

Students are placed in sections in order to achieve heterogeneous classes, and seating charts for each class are done based on students' academic needs; therefore, parents should refrain from making requests to Academic Coordinators to change a student's section or seat assignment. Changes of sections or seat assignments are done by the Administration only when it considers the change to be in the best interest of the student.

SPORTS ACADEMY

The ISF Sports Academy is a high-quality, after-school sports and activities program in which ISF students in Kindergarten through Grade 12 can participate in extracurricular and competitive sports. The aim of the ISF Sports Academy is to teach students how to live a healthy life, which includes social, emotional, mental, and physical health. ISF Sports Academy helps students discover the joy of healthy habits through the sports we offer, with the goal of creating a lifelong habit of exercise and movement.

The ISF Sports Academy enables athletes to participate in organized competitions locally as well as throughout Germany through the German International School Sports Tournament (GISST).

Registration for ISF Sports Academy sports and activities takes place at the beginning of the school year again at the start of Term 2 and Term 3.

For more information about the ISF Sports Academy, send an E-mail to sportsacademy@isf.sabis.net.

STUDENT TIMETABLE

ISF students receive a daily timetable that is divided into a Homeroom Period and 8 (grades 1-4) or 9 (grades 5-12) periods for each day of the school week. One of the periods each day is designated as a lunch period. Student timetables can change throughout the school year. Students can find their timetable on the SABIS® Digital Platform (SDP) at the end of August; parents can view their child's timetable on the SDP or on the SABIS® Parent App.

TABLETS

Students from Grade 5 (Level G) are required to have an Android tablet from which to access E-books when instructed by their teacher. Further information about the specs required for the tablet can be found on www.isf.sabis.net under Downloads ("New Family E-book Letter"). Students will not be allowed to use non-Android tablets to access E-books.

TIDINESS

Students are expected to keep their classrooms, lockers, cubbies, public areas, and school clean and tidy at all times. Students are also responsible for keeping their desks and the area around them neat and free from debris.

TRANSCRIPTS

A transcript is the official record of all results earned by a student while attending ISF. A transcript provides an overview of a student's end-of-year scores by grade level while having attended ISF.

The transcript also includes:

- Admission date
- Withdrawal date
- Students' date of birth, and gender
- Cumulative Grade Point Average (GPA)

In order to ensure clarity on the part of the transcript recipient (generally another school or university), the transcript also includes an explanation of the ISF grading scale.

A transcript does not include:

- Attendance data
- SLO® points
- Disciplinary infractions. If a student has been expelled or has been caught cheating on an exam/test, this information will be included on the transcript.

Transcripts are available to students from Grade 1 (Level C) onward and are the appropriate documentation for use when students apply for a transfer to other schools or universities. **Up to five transcripts are provided by the school free of charge for any reason.** Additional transcripts are available for a fee of €5 each.

Please allow at least five working days for the processing of the transcript during the school year and a minimum of three to four weeks at the end of each term/year. (Students must have completed at least one full term of school in order for the school to be able to produce a transcript.) If requested, ISF will also prepare an accompanying letter of recommendation for the new school. All financial obligations must be met before these records can be released.

TRANSPORTATION

For the 2024-25 school year, four well-reputed companies are offering their services to interested ISF families. All four provide door-to-door service and offer prices dependent on distance from home to school. All of the companies do not necessarily serve all residential areas in the Frankfurt-Rhein-Main area.

Families interested in transportation services are invited to contact the company/companies they are interested in and request more detail. Contact details can be found on **www.isf.sabis.net** under Downloads ("Transport - General Information").

VALUABLES

Valuables including, but not limited to jewelry, designer bags, electronic devices, and large amounts of money should never be brought to school. The school will not be held responsible for the loss of any item.

VALUES

An ISF education is grounded in a set of shared values that encourages students:

- To do their best and persevere with enthusiasm and commitment to attain their full potential
- To learn to be independent and take ownership for their decisions and actions
- To be inquisitive, forward thinking, and agile learners ready for a changing world
- To cultivate an awareness of self and others that is rooted in respect, empathy, and inclusivity
- To practice honesty and integrity in all areas of life
- To be socially responsible citizens and active members of their community

At ISF, we encourage all students to D-R-E-A-M!

Do your best

Respect others

Embrace empathy

Always try

Manage yourself

WITHDRAWAL

The school's withdrawal policy and procedure to be followed in case of withdrawal is included on the annual **Tuition and Fees Schedule**, which can be found on the ISF website.

APPENDIX

Important Abbreviations at ISF

AC: Academic Coordinator – Academic Coordinators are school administrators whose sole job it is to monitor students’ school experience – from academics and activities to attendance and discipline. When parents have questions or concerns, they are asked to contact the Academic Coordinator for an appointment.

AMS®: SABIS Academic Monitoring System® – AMS® is the name given to weekly tests taken by students in Grade 3 (Level E) onwards in English and mathematics.

AP: Advanced Placement – The Advanced Placement program is an educational program developed by the U.S. College Board and designed to expose high school students to college-level work and potentially earn college credit and/or advanced placement. ISF students in grade 12 have the option of enrolling in the AP program.

AQC: Academic Quality Coordinator – Term used synonymously with AC.

CAS: Creativity, Activity, Service – A required component of the IB Diploma Programme implemented at ISF in grades 11 and 12. CAS enables students to enhance their personal and interpersonal development by learning through experience. CAS provides opportunities for self-determination and collaboration with others, fostering a sense of accomplishment and enjoyment from their work.

ED: Extended Day – The after school, supervised day care program for ISF students in Kindergarten through Grade 4. Extended Day runs from 4:30-6:00 PM Monday through Friday.

HR: Homeroom – A daily pastoral period from 8:15 – 8:30 AM during which students and their Homeroom teacher prepare for the school day ahead, discuss relevant topics, and share important announcements.

HSD: High School Diploma – A diploma awarded to signify the completion of courses of study over grades 9-12 at ISF. To earn an ISF High School Diploma, a student must earn a total of 22 credits over the four-year period.

AR: Accelerated Reader – A leveled reading program implemented at ISF and designed to foster students’ reading comprehension skills, vocabulary development, and love of reading. Students can check out AR books from the ISF Library.

CAT: Continual Assessment Test – CATs are tests taken by ISF students in grades 1 and 2 (Level C and D). CAT tests assess multi-concept learning that is reinforced over an extended period of time in order to support the learning process of younger students.

GISST: German International School Sports Tournament – An organization that facilitates friendly, competitive tournaments amongst small to medium sized international schools in Germany.

IB / IBDP: International Baccalaureate / International Baccalaureate Diploma Programme – The IBDP is an academically challenging, balanced, international program of education followed by eligible ISF students in grades 11 and 12. Students enrolled in the IBDP at ISF take exams at the completion of a 2-year course of study.

IGCSE: International General Certificate of Secondary Education – The IGCSE is an English language based secondary school program that originated in the U.K. and is integrated into the SABIS® Curriculum in grades 10 and 11. Students taking an IGCSE program take exams at the completion of a 2-year course of study.

Level A-N: Grade level identification used in SABIS® Network schools. The letter levels correspond to traditional grade level naming (i.e., Kindergarten through Grade 12).

PN: Parent Network – The ISF Parent Network is a parent organization designed to enhance the overall school experience. The Parent Network provides a valuable channel for parents and the school to have open communication, welcomes new families and helps them settle into their new environment, brings together parents from diverse cultures, and helps facilitate the organization of social activities and services for parents and children.

SA: ISF Sports Academy – A high-quality sports program where students can participate in extracurricular and competitive sports. We aim to teach our students how to live a healthy life, which includes social, emotional, mental, and physical health.

SDP: SABIS® Digital Platform – The SABIS® Digital Platform (SDP) is an information and communication portal for ISF teachers, students, and parents.

SLC: Student Life Coordinator - The Student Life Coordinator is the adult who oversees the SABIS Student Life Organization® at ISF and works closely with the prefects in order to achieve Student Life goals.

SLO®: SABIS Student Life Organization® – SLO® is a student-led organization that fosters positive attitudes, behaviors, and peer interaction. SLO® is comprised of nine departments each of which has a specific focus and objectives.

SLO® Period: Student Life Period – Daily, required class period during which students in grades 5-9 can choose from among a number of SLO®-organized clubs and activities. For students who are struggling academically, the SLO® Period is used to provide academic support.

SMC: Student Management Coordinator – The **Student Management Coordinator (SMC)** is the school administrator responsible for ensuring that behavior expectations are upheld in the school.

SMO: Student Management Office – The area of the school focused on ensuring that behavior expectations are upheld.

STAR: A vocabulary assessment program that measures students' knowledge and understanding of vocabulary, as well as their ability to apply vocabulary strategies. After taking a STAR test, students' reading level is identified as a numerical value expressed in grade level and month (3.2 – Third grade, second month) that corresponds to a set of books which students can opt to check out from the ISF Library.

ISF CONTACTS



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Library
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ISF Sports Academy
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Student Life Activities
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Transcript Requests
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School Contacts

Tuition & Fees
Payment Inquiries
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General Inquiries
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RECEIPT OF STUDENT-PARENT HANDBOOK

Please sign and return this page to the students' homeroom teacher within five school days. Your signature means you have received this handbook, read it, and agree to comply with all the provisions herein.

Student Name -----

Student Signature -----

Grade and Section -----

Parent Signature -----

Date -----

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