



Munich International School

PROSPECTUS

2021 – 2022

Nurture • Challenge • Inspire

www.mis-munich.de



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INTERNATIONAL
SCHOOL

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Nurturing exceptional achievement in an extraordinary environment.

Munich International School is not just another international school. Visitors see it immediately when they step onto our parkland campus. Students feel it every day through their inspiring interactions with our world class faculty. Munich International School leverages unparalleled expertise in delivering renowned international curricula within a caring, innovative and healthy environment. We are proud of our more than 50 years of success at cultivating academic achievement, physical and emotional well-being and the ethical and social competencies necessary for students' success and happiness in a rapidly changing world.

Founded in 1966, Munich International School is an independent, non-profit IB World School that has been authorised by the International Baccalaureate Organisation (IBO) since 1980. We are officially recognised by the Bavarian ministry of education and fully accredited by the Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC).

Easily accessible from Munich, the School takes full advantage of its 26-acre campus in an idyllic nature preserve near Starnberg to provide students with high-quality educational experiences both within well-equipped classrooms, laboratories and performing arts spaces and in our exceptional outdoor facilities. Additionally, MIS is a Three-Star Eco-School, the first international school to achieve this award. The European Eco-School Award was given to MIS in recognition of the work of our students and teachers on sustainability and environment-related projects beginning in 2018.

MIS is a community school where over 1,200 students comprising 65 nationalities learn together on a single, purpose-built campus. Munich International School promotes excellence in learning and in individual student growth and development. We recruit the most caring, competent and committed teachers and staff from

more than two dozen countries. These educators create a vibrant, diverse, student-centred programme of learning, supported by superior facilities and resources, like our:

- performing arts centre (PAC)
- design and technology suites
- 500² makers' laboratories
- 1-to-1 digital programme from Kindergarten through Grade 12
- Olympic-sized 8-lane track-and-field complex
- new fitness and athletics complex (currently being constructed) with fitness centre, dance studio, and four regulation-size gymnasiums
- two student libraries (primary and secondary)
- modern languages complex
- differentiated outdoor play spaces for early childhood and primary years.

Navigating the difficult challenges of the COVID-19 pandemic tested our students, our teachers, our school, and our community. It was not an easy time. Students and teachers were prevented from meeting in face-to-face lessons for several months. Nonetheless, this was also an opportunity. This situation provided a context in which inventive, caring, and dedicated teachers and staff made use of existing and novel technologies and resources in order to maintain student learning and support students' (and each other's) well-being. It wasn't perfect. But this was part of what made the best educators at MIS stand-out. They didn't insist on perfect. They insisted on being available, trialing new ideas, and showing their humanity. They empathised. They responded. They connected. And they made a difference.

During both pandemic and non-pandemic times, students at Munich International School routinely gain admission to some of the world's most selective universities. Our excellent



Timothy Thomas, Head of School

academic programmes are always embedded in a holistic, values-based curriculum that provides support and appropriate challenge for every child we admit. Nurturing, challenging and inspiring students requires inspiring teachers, superior facilities, exceptional materials and the resources to take advantage of opportunities as they arise. Munich International School (MIS) is able to offer extraordinary experiences to our students and community because many parents, grandparents, alumni, current and former teachers and staff, and other friends of the School have made generous donations throughout our 50+ year history.

It is a joy to introduce new students and families to the outstanding community that is Munich International School. The Admissions Office is the first point of contact for prospective students and parents and can be reached at +49 (0) 8151 366 120/121 or admissions@mis-munich.de.

We warmly invite you to visit us and experience first-hand how Munich International School is different.

Sincerely,

A handwritten signature in black ink, appearing to read 'Timothy Thomas', written in a cursive style.

Timothy J. Thomas, Head of School



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Mission

Nurture – Challenge – Inspire

Munich International School nurtures, challenges and inspires our students to become:

- academically successful, life-long learners,
- creative and innovative thinkers,
- ethical, globally-minded contributors, and
- healthy, well-balanced individuals

who will thrive and make a positive impact in a complex and changing world.

Values

Our values are encapsulated in the IB learner profile*. All members of the MIS community strive to be:

Inquirers

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

Knowledgeable

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

Thinkers

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

Communicators

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

Principled

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

Open-minded

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

Caring

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

Risk-takers

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

Balanced

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

Reflective

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

**International Baccalaureate 2013*

More than 65 nationalities are represented in the School and our goal is to help each student fulfil their potential in an environment that is both challenging and supportive.



Munich International School (MIS) is an independent, non-selective, non-profit, co-educational primary and secondary day school.

1.1 Introduction

Munich International School (MIS) is an independent, non-selective, non-profit, co-educational primary and secondary day school which serves students from Early Childhood (ages 4 and 5) through to Grade 12. English is the language of instruction and around 1,200 students from more than 65 countries and nationalities attend MIS.

All parents whose children attend MIS constitute the membership of the MIS Association, a tax-exempt, non-profit organisation that elects a Board of Directors from its membership to operate the School in accordance with its Articles of Association. The Head of School, appointed by the Board of Directors, is responsible for the daily leadership and operation of the school.

The MIS campus consists of a Junior School (Early Childhood – Grade 4), a Middle School (Grades 5 – 8) and a Senior School (Grades 9 – 12).

1.2 Accreditation, Authorisation and Re-Accreditation

MIS is fully accredited by the Council of International Schools (CIS), the International Baccalaureate (IB) and the New England Association of Schools and Colleges (NEASC) and is approved by the Bavarian Educational Authorities (*Bayerisches Staatsministerium für Bildung und Kultus*).

In November 2016, MIS was visited by a team of 15 educators from three different international agencies who monitor the quality of programming and care at Munich International School. The Council of International Schools (CIS), the New England Association of Schools and Colleges (NEASC) and the International Baccalaureate Organisation (IBO) all participated in the re-authorisation and re-evaluation of the School. In preparation for their visit, the faculty, staff and representatives of students and parents conducted a year-long self-study. That self-study required the School to measure itself against more than a hundred standards for excellence in international education. The visiting team then inspected to ensure that the conclusions drawn by the School's own personnel correspond with the reality within the school. We were very pleased to receive reports from all three organisations that contained commendations and recommendations for continued improvement, but no "matters to be addressed", that is, no matters that any of the three organisations found concerning. All three organisations authorised and/or accredited MIS without reservation. This is an exceptional result and we are very pleased to receive the strong external validation of the quality of our education.

1.3 School Hours

The school day at MIS starts between 8:30 and 9:05. Students must report to campus by 9:05 at the latest. Beginning at 8:30, Middle and Senior School students have the opportunity to use the MS/SrS Library and the MS/SrS Makers' Laboratory. In the Junior School, the school day begins at 9:05 and concludes at 15:15. In the Middle and Senior Schools, the school day concludes at 16:05. On one Friday per

month, all school sections have a special "early release" at 14:00 (to allow teachers to engage in professional learning). And on just a few days per school year, classes end at 12:00 in order to accommodate professional development and administrative requirements. In the Early Childhood section, the school day starts at 9:05 and ends at 13:20, 15:15, or 16:20, according to whether parents select the half, full, or extended programme in their school contract.

The After School Activities (ASA) programme is an optional co-curricular programme. The activities programme has three areas: Arts, Clubs and Non-Competitive Sports offered over three seasons. Junior School ASAs are offered Monday through Thursday, from 15:15 to 16:15. Some Junior School activities run until 16:45. Middle and Senior School ASAs are offered Monday through Thursday, from 16:15 to 17:45.

The Athletics Programme offers competitive team sports after school from 16:15 to 17:45, primarily for Grades 5 to 12 and league football for Junior School students. The Athletics programme focuses on the School's competitive teams that play against local clubs and other international schools. Team sports are offered in three seasons (Fall, Winter and Spring).

After School Care (ASC) is offered to students in Grades 1-4 and provides supervision and age-appropriate activities from the conclusion of the normal school day at 15:15 until 16:10. ASC is available from Monday through Friday and runs from the beginning until the end of the school year on all school days except for "early release" days and days when classes end at 12:00.

1.4 School Size/Class Size

The growth of Munich International School is regulated to ensure that our high standards of academic, social, and emotional learning can be continuously maintained. We aim to admit no more than 1,350 students to the School.

The maximum size of individual classes is also regulated. We aim to have between 18 and 22 students in each class. Our normal maximum class size is 24. In exceptional circumstances we may increase the size of a class to 25 students for a limited period of time.

1.5 Child Protection and Welfare

Munich International School is committed to protecting the health, safety and welfare of every child and young adult entrusted to the School. Therefore, the School has established policies and practices for the welfare and protection of children, which are compliant with international, national and local laws and consistent with our mission and values as an institution and a community. We are committed to ensuring that all members of our community are aware of and held accountable to high standards of care, respect, integrity and trust, and that they all understand their obligation to protect the welfare of children and report any suspicion or knowledge of child endangerment.



Munich International School is dedicated to providing a holistic education that aims for high academic standards, international understanding and responsible citizenship.



MIS is dedicated to providing a holistic education.

MIS is dedicated to providing a holistic education that aims for high academic standards, international understanding and responsible citizenship. The curriculum at MIS comprises the three challenging and exciting International Baccalaureate programmes. The philosophy of the IB curriculum is expressed in a series of desired attributes and traits that characterise students with an international perspective. Taken together, these attributes create what the IB calls – **the Learner Profile** (see also School's Values, page 5).

The MIS curriculum is **not** designed to replicate any national programme of education.

Overview of the IB Programmes:

Early Childhood 4/5, Early Childhood 5/6 and Grades 1 – 4:

- IB Primary Years Programme (PYP)

Grades 5 – 10:

- IB Middle Years Programme (MYP)

The programme of studies in Grade 9 and 10 allows the students to meet the IB MYP requirements.

Grades 11 and 12:

- MIS High School Diploma
- MIS High School Diploma with IB Course Certificates
- MIS High School Diploma with full IB Diploma Programme (DP)

In the belief that students will best benefit from the experience of living in Germany if they are able to communicate effectively and participate in local culture events, MIS offers German language instruction to all students in Early Childhood classes through to Grade 12. Furthermore, comprehensive instruction in English as an Additional Language (EAL) is offered to serve students who come to MIS with little or no English language skills. For acceptance into Grades 9-12, however, English language competence is required (see also 2.6). It should also be noted that four years of course credit in English in Senior School is a graduation requirement.

2.1 The IB Primary Years Programme (PYP):

Early Childhood – Grade 4

In 1998 MIS became an authorised International Baccalaureate Primary Years Programme (PYP) school.

At the heart of the PYP's philosophy is a commitment to structured inquiry as the leading vehicle for learning. Consequently a major portion of the curriculum is taught through what is called the *Programme of Inquiry*. Within each grade students inquire into six units of inquiry per year (four units in EC 4/5).

Each unit falls under specific bodies of knowledge known as the trans-disciplinary themes.

These themes are:

- Who we are;
- Where we are in place and time;
- How we express ourselves;
- How the world works;
- How we organise ourselves; and
- Sharing the planet.

These provide the framework for the exploration of knowledge, and are relevant in and across all subject areas. They also provide the framework for structured and purposeful inquiry. These themes can have different applications and interpretations depending on the subject area. Students explore subject areas through these themes, often in ways that transcend conventional subject boundaries. In the process, they develop an understanding of important concepts, acquire essential skills and knowledge, develop particular attitudes and learn to take socially responsible action.

Some specific aspects of reading, writing and mathematics are more appropriately learned in their own right. Using the PYP curriculum framework, MIS has created standards and benchmarks for each subject area, including detailed information on literacy and mathematics expectations at each grade level. The prevailing teaching methodology is guided inquiry. The PYP emphasis is always on relevance of the learning to the learner.

Underpinning the entire PYP is the intention to create internationally-minded citizens. This is achieved through the promotion and explicit teaching of the IB Learner Profile which is made up of ten attributes. MIS strives to develop open-minded, knowledgeable, balanced, caring and principled young people who are inquirers, risk-takers, communicators, thinkers and reflective.

MIS also implements the Bavarian early childhood education programme and has recognition as an approved Kindergarten through the state of Bavaria. This approval brings many benefits in the form of professional development for our teachers, assistants and administrators, educational materials to monitor and support language and learning development of the children as well as financial support to supplement tuition fees.

An element of this recognition also involves changes to our contracts with families and some adjustments to our scheduling and programme framework. The jurisdiction governing kindergartens and schools falls across two distinct state authorities in Bavaria: the *Bavarian State Ministry of Labour and Social Affairs, Family and Integration* regulates kindergartens and day care facilities, while the *Bavarian State Ministry of Education and Culture, Science and Art* oversees schools (Grades 1 to 12).



2.2 The IB Middle Years Programme (MYP): Grades 5 – 10

In 1998 MIS completed the authorisation process for becoming an International Baccalaureate Middle Years Programme (MYP) school. The Middle Years Programme prepares students to be successful in school and to be active, lifelong learners.

2.2.1 The MYP Curriculum Framework

The MYP is designed for students aged 11 to 16. It provides a framework of learning which encourages students to become creative, critical and reflective thinkers. The MYP emphasises intellectual challenge, encouraging students to make connections between their studies in traditional subjects and to the real world. It fosters the development of skills for communication, intercultural understanding and global engagement, qualities that are essential for life in the 21st century.

The MYP Curriculum:

- addresses students' intellectual, social, emotional and physical well-being;
- enables students to understand and manage the complexities of our world, and provides them with the skills and attitudes they need in order to take responsible action for the future;
- ensures breadth and depth of knowledge and understanding through the study of subject areas;
- requires the study of at least two languages to support students in understanding their own culture and that of others; and
- provides the opportunity for students to undertake an independent project into an area of interest (Personal Project).

MYP assessment standards are consistent around the world. In order to maintain the rigour for which the IB is renowned, the MYP assessment model is criterion-related. Teachers structure varied and valid assessment tasks so that students can demonstrate achievement according to objectives defined by the IB. Tasks are assessed against established criteria, not against the work of other students. (see also <http://www.ibo.org/myp>)

2.2.2 The Content of the Curriculum

In **Grades 5 to 8** every student studies each of the eight subject areas in the following table. The only variance in the offerings involves the choice of Spanish, French, or Mandarin (beginning in Grade 6) and placement in mother-tongue courses, English support classes and learning support classes.

In **Grades 9 and 10**, students have more choice over the subjects they study from each element of the IB MYP Diagram.



IB MYP Disciplines	MIS Course Offerings Within Each Discipline
Language and Literature	A student's best language or English, if sufficiently developed
Language Acquisition	A second or foreign language: English, German, Spanish, French and Mandarin Chinese
Individuals and Societies	History, Geography, Integrated Humanities
Sciences	Taught as coordinated science: Biology, Chemistry, Physics
Mathematics	Includes the five branches of Mathematics: number, algebra, geometry and trigonometry, probability and statistics, and discrete mathematics. In Grades 9/10 three levels of Mathematics are offered. In Grades 9/10, Coding and Computing is offered as an elective.
Arts	Art, Drama, Music
Design	The design cycle is taught via Food Technology and Robotics in Grade 5 and Food Technology, Graphics, Information Technology and Design and Technology in Grades 6-8. Design & Technology and Graphics are taught in Grade 9 and Design & Technology in Grade 10.
Physical and Health Education	

2.2.3 The Personal Project

The Personal Project is a culminating learning activity in the MYP. Students select and develop a topic of personal interest with the assistance of a supervising teacher. The work is developed over an extended period of time and then students present their work to the school community. Students in Grade 10 undertake the Personal Project. It is an opportunity for the student to demonstrate the skills they have developed over Grades 5-10 and to apply them to a topic of interest to themselves. It will enable them to demonstrate initiative, creativity and the ability to organise and plan.

2.2.4 IB MYP Certificate

To obtain the IB MYP Certificate students must register for external MYP exams (called eAssessment) in Grade 10. Students must submit their Personal Project and complete the following eAssessment requirements:

Onscreen examinations

- Language and Literature (English and/or German)
- Individuals and Societies (History, Geography or Integrated Humanities)
- Mathematics (Standard or Extended)
- Sciences (Integrated Science)
- Interdisciplinary

Onscreen examinations are two-hours long and take place over a two week period in May in Grade 10. IB examiners assess the exams.

ePortfolio

- Language Acquisition (French, Spanish or German)
- Arts, Physical and Health Education and Design

ePortfolios are similar to coursework. The IB sends schools unit planners, which must be taught with required assessment tasks. All Grade 10 MIS students study these units and undertake the assessments. Teachers submit teacher assessed totals to the IB. The IB re-mark samples of student work to validate the MIS teacher assessments.

Performance in each subject (including the Personal Project) is graded on a scale of 7 points (maximum) down to 1 point (minimum). To obtain the IB MYP

Certificate students must gain a total of 28 points from six subject groups, the interdisciplinary onscreen examination and the Personal Project combined, out of a possible maximum of 56 points.

Students who wish to leave MIS at the conclusion of Grade 10 in order to pursue vocational and educational opportunities in Germany that require a *mittleren Bildungsabschluss* should confer with counsellors early (in Grade 9, for example) to ensure that an acceptable combination of courses and acceptable levels of achievement are pursued. The final decision about recognition lies with the *Zeugnisanerkennungsstelle (ZAsT) für den Freistaat Bayern*.

2.2.5 House System

The aim of the MIS House System is to nurture collaboration across grade and peer groups, challenge students to lead and serve the community, and inspire community spirit. The House System addresses the importance of community in the lives of our students. A central tenet of the House System is student voice and empowerment. The House System provides opportunities for students to quickly integrate into school life, collaborate across grade levels, and lead initiatives that serve the community.

House identity is a critical component of a strong house system. The names of the houses provide a sense of identity and a source of pride. In order to ensure student voice in decision-making, the task of choosing the House names was given to the students, and a wide range of suggestions were put forth. The Six House names were chosen by students in the middle school in the Autumn 2018 term. The theme of the Houses is Mythical Creatures, which lends itself to both the medieval history of Bavaria and the international nature of our student body. Each house has character traits associated with its mascot.

- Griffin** (Red) Courage – Boldness – Strength
- Phoenix** (Orange) Strength – Renewal – Transformation
- Sphinx** (Gold) Strength – Ferocity – Wisdom
- Enfield** (Green) Subtlety – Fierceness – Fortitude
- Pegasus** (Blue) Freedom – Power – Wisdom
- Shenlong** (Purple) Good luck – Strength – Growth

House Captains lead each of the six houses to develop activities that enhance our daily school experience. Twelve students were selected as House Captains, one boy and one girl to represent each of the Houses. House activities are currently focused in the Middle and Senior Schools.



2.3 Overview of the Programmes in Grade 11 and 12

At the end of Grade 12 students can be awarded the MIS High School Diploma if they have earned the required credits during their four years of Senior School (High School). In addition they may choose to complete the International Baccalaureate Diploma (IB) in 11th and 12th grades, or to earn IB certificates in specific subject areas.

2.3.1 MIS High School Diploma: Graduation

In order to graduate from MIS and to receive the MIS Diploma a student must spend at least Grade 12 at MIS and successfully complete four years of Senior School (Grades 9-12), fulfilling the minimum requirement of 25 credits.

The minimum credit requirement is made up as follows*:

Subject Area	Years of Study	Credits
English	4	4
Mathematics	3	3
Individuals & Societies	3	3
Experimental Sciences	2	3
Second Language	2	2
The Arts/Design/PE	2	2
Theory of Knowledge	2	1
Additional credits (see information that follows)		7
	Total	25

*Please note: Students must also satisfactorily complete Creativity, Activity and Service hours.

Additional credits can be earned in the following ways:

1. Students select additional courses from the areas of Mathematics, Individuals & Societies, Sciences, Languages, Fine Arts, Design and Physical Education (0.5 - 1 credit per year).
2. Grade 10 students who successfully complete their MYP Personal Project and the Interdisciplinary assessment (with a grade 3 or above) will earn 0.5 credit for each. These grades are factored into the GPA.
3. Students gain 0.25 of a credit if they successfully complete the following elective courses in grades 11 and/or 12: Model United Nations (MUN) USA College Preparation Programme, Teen PEP (Prevention Education Programme), Business@School, and Physical Education.
4. In addition to obtaining minimum credit requirements, all students are required to satisfactorily complete Creativity, Activity and Service (CAS) requirements for graduation.
5. All enrolled students must maintain a minimum course load of five courses per year regardless of accrued credits, unless participating in a Principal approved work-study.

Explanatory Notes:

- All courses graded with either a number or SP (Satisfactory Progress) may be used for credit towards the MIS Diploma.
- One credit represents the successful completion of a full year of study in a subject covering 2 1/2 - 4 hours/week with at least an end of year grade of 3. An example: 1 year of study in English can result in 1 credit, whilst one year of PE in grade 9/10, taking approximately half the time, will result in 0.5 credit.
- Credit from high schools other than MIS, grades 9-12, is granted on the basis of the identity of the class content, requirements and time spent in class in the school from which the student comes, as compared with the course requirements and the time spent in class at MIS. This is usually determined on an individual basis.
- English as an Additional Language (EAL) courses may fulfil English requirements. Dual credit for English and EAL is not given. Multiple EAL courses receive one credit in any given year toward graduation.
- The Second Language requirement for the MIS Diploma can be met by taking a minimum of two years in one Language B other than English or a second Language A.
- German Language courses are compulsory for Grades 9 and 10.
- In Grade 11 all students must satisfactorily complete two Friday afternoon electives. Each elective earns 0.25 credit per semester. The options are described in the following section.

Note: The above requirements may only be waived or amended on an individual basis with approval from the Senior School Principal or Head of School.

2.3.2 The IB Diploma Programme (DP)

The IB curriculum consists of six subject groups. These subject areas are represented by the diagram on the left.

To be eligible for the award of the Diploma, candidates are required to take six subjects including two languages; two Language A (Group 1) or one Language A and one Language B (Group 2). Three of the six subjects are taken at the Higher Level – HL (minimum 240 teaching hours), the others at Standard Level – SL (minimum 150 teaching hours). Each examined subject is graded on a scale of 1 (minimum) to 7 (maximum).

Additionally, each Diploma Candidate must meet three compulsory requirements:

- the submission of an Extended Essay;
- the satisfactory completion of a course entitled Theory of Knowledge (TOK); and
- the fulfilment of extra-curricular hours for Creativity, Activity, Service (CAS).

Group 1 – Studies in Language and Literature (the student's best language)

- Literature HL/SL (English, German)
- Self-taught Language & Literature SL (other Mother Tongue languages)

These courses involve the study of selected works from world literature in the target language.

OR

- Language & Literature HL/SL (English, German)

These courses consolidate and extend oral and written communication skills in a variety of styles in conjunction with literary texts.

Please note: Other 'A' languages can be arranged as an extra tuition class by private teachers whose qualifications have been validated by MIS. This is organised by the Mother Tongue Programme (See also 2.10).

Group 2 – Foreign Language (B or Ab Initio)

- English B HL/SL
- German B HL/SL, German Ab Initio SL
- French B HL/SL
- Spanish B HL/SL

Language B courses are for students with at least two years language learning experience. Language acquisition and integration with current textual materials is the focus.

Ab Initio courses, available at the Standard level only, are modern language courses designed for complete beginners.

Group 3 – Individuals and Societies

- Business & Management HL/SL
- Economics HL/SL
- Geography HL/SL
- Global Politics HL/SL
- History HL/SL
- Environmental Systems and Societies SL

Group 4 – Experimental Sciences

- Biology HL/SL
- Chemistry HL/SL
- Physics HL/SL
- Design Technology HL/SL
- Computer Science HL/SL
- Environmental Systems and Societies SL

Group 5 – Mathematics

- Mathematics Analysis & Approaches HL/SL
- Mathematics Applications & Interpretation HL/SL

Group 6 – The Arts

- Visual Arts HL/SL
- Film HL/SL
- Music HL/SL
- Theatre Arts HL/SL

In addition to the IB Diploma subjects, the following courses are available as electives and are taken on Friday afternoons in Grades 11 and/or 12:

- Physical Education
- MUN (Model United Nations)
- College Preparation Workshop
- Business@School
- Teen PEP
- Makers' Space

2.3.3 IB Diploma Award

A minimum of 24 points (from a possible 45 points) must be earned for the award of the IB Diploma.

The award of the IB Diploma also requires the absence of certain disqualifying conditions. The following will also result in no award (this is not an exhaustive list):

- A grade of 1 at any level;
- A subject with N (failure to meet the subject requirements);
- Grade 2 has been awarded three or more times (HL or SL);
- Grade 3 or below has been awarded four or more times (HL or SL);
- Candidate has gained fewer than 12 points on HL subjects;
- A grade of E in either Extended Essay or ToK;
- CAS requirements not fulfilled.

Please also note: *In order to pursue IB courses at Higher Level and Mathematics Standard Level, students coming from the German system must demonstrate an academic achievement of a grade 2 or higher.*

2.4 Makers' Laboratories

In order to further expand opportunities for students to engage in real-world skills, like proto-typing, coding and computing, exploring materials and tools, and creating sophisticated multi-media productions, MIS has introduced 'makers' spaces'. In the Junior School we have 'makers' carts' that enable teachers to bring advanced tools and materials to their students in their classrooms. There is also a designated Makers' Laboratory for Junior School students. For Middle School and Senior School students, there is a 500 square metre 'makers' laboratory' with specialised studios for computing, for materials science, for bicycle and small appliance repair, for textiles and fashion, and for audio and video production.

2.5 University Recognition

The full International Baccalaureate Diploma is a highly regarded school-leaving certificate that opens doors world-wide for graduates to access many of the world's most selective universities. Formal agreements exist between the IB and many ministries of education and private institutions regarding the recognition of the IB Diploma for admission and placement in colleges and universities. Students and families should be engaged in knowing the entrance requirements for the specific universities to which they intend to apply.

Due to the variability in the extent to which different colleges and universities recognise success in IB Diploma courses and the IB Diploma, the IB regularly updates its guides to university recognition in each of its geographic regions. Detailed information can be found on the IB website at www.ibo.org under services: university recognition.

Extract from the IB publication 'General Regulations'*, Article 5:

The IBO actively promotes wide recognition and acceptance of the IB diploma as a basis for entry to courses at universities and other institutions of higher education, but the requirements of individual institutions and the relevant authorities of a country are subject to change beyond the IBO's control. The IBO, therefore, does not guarantee recognition of IB diplomas or certificates, and does not accept responsibility for the consequences of any change of practice by a university or other institution or relevant authorities in a country. Consequently, candidates bear the sole responsibility of verifying the entry requirements of the universities and other institutions of higher education to which they are interested in applying.

**The complete publication can be found via the MIS website*

North American colleges and universities do not normally require applicants to attain the IB Diploma. However, a student's application is greatly enhanced by having participated in the rigorous IB Diploma Programme. Advanced standing or College credit and scholarships are often awarded to students who have earned an IB Diploma or who have attained scores of 6 or 7 in Higher Level exams.

European and other universities generally require applicants to have earned an IB Diploma in order to gain admission. Most of them specify the total points required for admission.

The IB Diploma can be recognised at the *allgemeine Hochschulzugangsberechtigung* for admission to German universities, if a set of specific requirements determined by the German Kultusministerkonferenz is fulfilled by the student. Any student who wishes to study at a public German university must ensure that their IB Diploma Programme meets the following criteria:

- Two languages, of which one must be a Language A and the other may be either a Language A or a Language B, please see one of our senior school guidance counsellors for more information
- For degrees taught in German, it is very important to research the level of German proficiency required. This may also apply if you are a German passport holder! It is very important to research the language requirements of a university and if a language test is required well in advance, as it can be difficult to find available spots to take a test on short notice
- Group 3 subject must be History, Geography, Economics, Business & Management or Global Politics
- Group 4 subject must be Biology, Chemistry or Physics. The following courses may be taken in Group 6, but not in Group 4: Design Technology, Computer Science and Environmental Systems and Societies
- Group-5 subject: For the *allgemeine Hochschulreife*, students must take Mathematics HL (either Applications and Interpretations or Analysis and Approaches) together with either a Higher Level or Standard Level subject in Group 4 (Biology, Chemistry, or Physics). For the *fachgebundene Hochschulreife* (with some subject restrictions) students can take Mathematics SL (either Applications and Interpretations or Analysis and Approaches) together with a Higher Level subject in Group 4 (Biology, Chemistry, or Physics). Please see an MIS school counsellor for more information about the "*allgemeine*" and "*fachgebundene*" Hochschulreifen. Please note that as of the Class of 2022, a new regulation/recognition of the Math SL is in place where the IB Diploma qualifies as '*allgemeine Hochschulreife*' with Math SL
- Of the three International Baccalaureate Diploma subjects taken at 'Higher Level', at least one must be either Mathematics or a natural science, i.e. Biology, Chemistry or Physics

- Group 6 subject may include Visual Arts, Music, Theatre and Film or an additional elective from any other group
- Grades of 4 or better in all subjects. One grade of 3 can be balanced by another grade of 5 of at least the same level (Standard or Higher) with a total of 12 points being the minimum in HL subjects and 24 points the minimum overall
- All subjects must have been taken during all 4 semesters in Grades 11 and 12
- Self-taught languages may be recognised. Please check with the Zeugnisanerkennungsstelle prior to choosing this option

Please also note that German universities may also have their own additional individual requirements.

The academic requirements for recognition of the IB Diploma as a German and/or Bavarian university entrance qualification have changed several times over the past few years.

Applicants wishing to study in Germany are therefore strongly advised to contact the Zeugnisanerkennungsstelle (ZAST) für den Freistaat Bayern to check their individual academic status in relation to the requirements. For this reason, MIS also cannot guarantee successful entrance to the German university system.

2.6 Learning English as an Additional Language

English as an Additional Language (EAL) is offered to serve students who come to MIS with little or no English language. For acceptance into Early Childhood 4/5 to Grade 7, knowledge of the English language is helpful but not required. In order to assure correct grade placement, an English language assessment will be given to all non-native English speakers to determine their instructional level in English.

For acceptance into Grades 8 to 12 however, students should have acquired a level of skill in the English language that will allow them to successfully cope with the demands of the curriculum. An English entrance test will be arranged for all non-native English speakers applying for Grades 8 to 12 as part of the application process in order to help MIS make this determination.

Several research studies have indicated that most children are able to achieve fluency in everyday conversation within one to three years of beginning school in English. However, parents need to be aware that the same research also shows that children require much more time to acquire academic English, the language required for success in the classroom. Some studies have suggested that it takes about five years for most children to become academically fluent in English. There is little existing research for international schools, however, EAL teachers in international schools have observed that most EAL students acquire sufficient academic fluency within five or six years.

It is important for parents to be aware of this in order to effectively support their children in school. Students remain in the EAL programme until they have acquired conversational fluency in English and a basic level of academic fluency. For most students this means two to three years of EAL programme support. However, parents must remember that their children are likely to need more time to acquire academic English beyond their exit from the EAL programme.

The most valuable support parents can offer is their understanding of how academic bilingualism is acquired. Support for the child's development of academic literacy skills in the mother tongue language is extremely important. Studies have indicated that children who continue to develop language and literacy skills in their mother tongue are more successful in acquiring English for academic purposes in an English medium programme such as MIS. Therefore, parents should plan for their children

to continue their studies of the mother tongue language while at MIS. A Mother Tongue Programme (see section 2.10) is also provided by MIS to support parents with this critical aspect of their children's learning.

2.7 Learning Support Services

Learning Support Services are offered to students with identified special needs in Early Childhood to Grade 12. Learning needs are identified from a psychological-educational assessment conducted by an outside professional. Academic Support teachers work collaboratively with classroom teachers to provide an optimal learning experience. Inclusive access arrangements are implemented for in-class assessments, Grade 10 eAssessments, and in Grades 11 and 12 for externally moderated assessments, according to the student's Psychological-Educational Assessment Report and as authorized by the IB.

The Learning Support department establishes:

- The student's academic strengths and weaknesses;
- Appropriate learning strategies;
- Appropriate teaching strategies; and
- Accommodations based on recommendations from the Psychological-Educational assessment.

A full Psychological-Educational assessment is required in order for students to receive the following support:

- Development of a Student Support Plan;
- Push-in academic support during the school day; and
- Accommodations for internal and external exams.

Support Programmes

Junior School:

- Push-in support in the classroom; and
- Small group instruction in Learning Support.

Middle School:

- An Academic Support class is offered in Grades 5 through 8 for students with an identified learning need. MIS does not offer self-contained, individual pull-out, or specially designed small group classes for students with learning needs or for the highly able.

Senior School:

- An Academic Strategies class is offered in Grades 9 through to 12. This class occurs three times a week for Grades 9 and 10. The Academic Strategies class in Grades 11 and 12 are timetabled to receive support once or twice a week, depending upon student needs;
- Academic Strategies is designed for students with learning support needs and those identified by their counselor to need additional assistance in refining their ATL skills; and
- An Independent Study class is available for students that demonstrate superior self-management skills and independence in their academic life.

2.8 Pastoral Care

Pastoral care is central to the holistic educational experience at MIS. Student health and well-being are concerns for all faculty. The IB Learner Profile and Attributes also provide the framework for pastoral care.

Junior School:

The Homeroom Teacher is the primary care-giver for his/her students. The Assistant Principal supports all teachers in all aspects of positive pastoral care and works to ensure quality effectiveness of this.

Middle School:

The Homeroom Teacher is the primary care-giver for his/her students. Supporting the Homeroom Teachers are the Heads of Department and the Assistant Principal. Homeroom groups meet their class daily for morning registration and weekly for the Ethics Programme.

Senior School:

Pastoral care is delivered through the Year Advisor Programme, the Health Education curriculum, the Counsellors and the Assistant Principal. Students meet every morning in their Year Advisor groups for morning registration, and weekly for the HSE/Pastoral Care programme.

2.9 Counselling

The Homeroom Teachers, Grade Coordinators and Assistant Principals monitor student progress and meet with students for disciplinary and counselling issues, as appropriate.

The Counsellor is available for advice and support with any academic or personal concerns for students, parents or staff.

The Middle School and Senior School Counsellors are available to meet with students and parents, serving as a resource for future planning, academic guidance, and personal concerns. Teachers might also refer students to a counsellor if they feel additional emotional or academic support is needed.

A referral to an outside professional is provided if recommended by the School or requested. Counsellors also work with families to assist students as they transition into and out of various programmes at MIS. The three Senior School Counsellors are available to support students in Grades 9-12, and aid them in determining their plans beyond MIS. This includes career exploration, course selection, and assistance with university admissions. 'Family Connection' is an online programme that serves as the counsellors' main communication tool with all students and parents about future plans.

2.10 Mother Tongue Programme

Active learning of the mother tongue is necessary for academic success. The Language A / Mother Tongue Programme is for students from Early Childhood to Grade 12 to help them maintain the languages spoken at home. Most lessons run after school, but some can be arranged during the school day for Middle and Senior School students. They can be an alternative option to foreign language lessons and a preparation for an IB Language A examination.

MIS assists parents in finding qualified mother tongue teachers, but doesn't directly employ them. Questions of finance, discipline and student's progress are dealt with directly by the mother tongue teacher. Costs can range between € 8 and € 50 per student per hour, depending on the size of the group and the qualification of the teacher. Some governments and companies also provide financial support in this regard.

The following classes have been offered in recent years:

After-School Mother Tongue Classes	Language A Tuition
Dutch JS, MS	Czech, French
French JS, MS, SrS	Greek, Hebrew, Hindi
Hindi JS	Indonesian, Italian
Italian, JS, MS, SrS	Japanese, Korean
Japanese JS, MS, SrS	Lithuanian, Mandarin Chinese
Mandarin Chinese JS, MS, SrS	Polish, Portuguese
Portuguese JS	Russian, Slovene, Spanish
Russian JS, MS	Swedish, Turkish
Spanish JS	
Swedish JS, MS, SrS	

2.11 Transfer to a German High School (Deutsches Gymnasium, Grades 5-12)

The curriculum of the Munich International School is international in its orientation and does not follow the German Gymnasium course requirements for the Abitur. Although a transfer from MIS to a German Gymnasium is possible and has been exercised successfully in the past, it is important to remember that the Director of a German Gymnasium has the right to test the transferring student in any or all subjects in order to establish achievement levels. Due to the fact that the necessary German language proficiency requirements for the Abitur far exceed the German language requirements at MIS, such a transfer will depend upon the ability and diligence of the student involved.

2.12 Information and Learning Technology (ILT)

The Learning Technology infrastructure, equipment and support at MIS are designed to enable us to fulfil our mission of “Nurture – Challenge – Inspire.”

Our students are growing up and will live their lives in the 21st Century and to be successful they will need to be digitally literate, lifelong learners able to think critically, communicate and collaborate effectively online, analyse information, be adaptable and imaginative and take a global perspective. In addition, developments in digital technology are changing the way teaching and learning happens, providing opportunities for students to access information and demonstrate their understanding in a variety of ways.

Junior School students are part of our 1:1 iPad programme through which they develop technology skills in ways that are integrated into the PYP units of inquiry. This allows them to use technology as and when it is deemed appropriate and helps them develop agency within this parameter. In the Middle School students are also part of our enhanced 1:1 iPad programme, where they also receive a smart stylus and detachable keyboard to allow their devices to become fully flexible.

From Grades 8 to 12, we offer students an MIS owned MacBook Air laptop or they can choose to bring their own, resulting in a reduced technology fee. To enhance all of our programmes MIS has been investing heavily in software, and software services, that can transform the learning experience allows students to research, create and innovate in new exciting ways thus promoting choice and agency in their use of technology throughout their curriculum. At MIS, we strongly emphasise that Learning Technologies supports, enhances and ultimately transforms learning, not the other way around. Our school is regarded as a leader in this area and our teachers are also sought after as conference and workshop presenters in this regard.

When families join MIS, each student and parent is given access to the secure section of the website and other on-line services with a unique username and password. For families joining at the start of the school year, this information is usually sent out during the first week of August. For those joining during the school year, information is sent out shortly after contracts are signed. All parents are also asked to sign a *Digital Technology User Agreement* with the School.

2.13 Distance Learning

Continuity of learning for all students is secured at MIS through a highly developed program of distance learning, including one-to-one devices for all students, reliable platforms for video conferencing and collaboration, as well as the pedagogical expertise to adapt learning to a distance environment.

One-to-one device usage

MIS is an established Apple school and has been using the devices with students for 14 years. MIS recognizes the comprehensive and sophisticated use of Apple devices by students and faculty. All students are issued with an individual Apple device, with Grades 1-7 using iPads, including a smart stylus and detachable keyboards and Grades 8-12 using MacBook Airs. These sophisticated devices allow students to collaborate, innovate and develop their learning both on and off campus.

Infrastructure

To facilitate more effective collaboration and feedback, students and faculty benefit from campus wide access to high- speed WLAN access, the connectivity of Apple TVs to instantly connect to share their screens on large digital displays in all classroom. Students also have access to an exceptional array of industry standard and innovative software platforms (e.g. full access to Microsoft Office 365 platform and Adobe Creative Cloud, etc.), which allow for an authentic and broad ability to collaborate and innovate. These platforms are also vetted to ensure GDPR compliance to protect the students. These facilities open new possibilities for learning, allowing students on and off campus to collaborate seamlessly during hybrid learning.

Pedagogy

The expertise of our highly qualified faculty includes faculty dedicated to developing the pedagogy of digital learning. These expert faculty continually develop the pedagogical skills and practice of all faculty and students, ensuring that digital infrastructure is used to enhance and transform learning. Instead of Word documents replacing paper-based tasks, MIS faculty have the pedagogical skills to leverage digital tools to provide different kinds of learning activities to ensure distance learning fully engages and challenges your child.





The information and learning technologies infrastructure, equipment and support at Munich International School are designed to enable us to fulfil our mission.



School Fees for 2021-2022

3.1 School Fees

The following School Fees shall apply per child:

3.1.1 Application Fee

An Application Fee of €270 is payable with each application to MIS.

3.1.2 Entrance Fee

The Entrance Fee for new students entering in 2021-2022 is €7,740 per child in the first year and €3,240 per child in the second and the third school years. The Entrance Fee is due by 1 July of each year. The Entrance Fee is used to fund campus development projects and other strategic initiatives.

3.1.3 Registration Fee

The Registration Fee for the first year of enrollment is €1,660. The Re-registration Fee in subsequent years is €825. The Registration Fee is due with the confirmation of the first registration (through a signed School Contract) and the Re-registration Fee is due as part of the annual re-registration process. A Late Re-registration Fee of €1,650 shall apply to those who re-register after the closing date.

3.1.4 Solidarity and School Sustainability Fee

For the school year 2021-2022, we are instituting a Solidarity and School Sustainability Fee of €800 per student to cover our increasing costs related to the pandemic. (e.g., increased teacher development). This fee is a temporary one and could be eliminated or decreased as soon as the situation returns to normal.

3.1.5 Technology Fee

The Technology Fee is used to provide IT for teaching, learning and administrative operations as well as to finance new IT investments. Approximately two-thirds of the fee is used to ensure that the network and server infrastructure is capable of supporting the requirements of teachers, students and staff as well as the software needed to run all administrative functions in the School. The remainder of the fee is used to support the 1:1 Apple Device programme from Grade 1 to Grade 12. Parents with children in Grades 8-12 have the option to have a school-supplied Device (SSD) or they may buy their own Apple Device (BYOAD). The Technology Fee, due by 1 July of each year, depends on the grade level and is set out in the table below.

Grade Level	Technology Fee	Technology Fee with BYOAD
EC 4/5 & EC 5/6	€555	-
Grades 1 - 4	€835	-
Grades 5 - 7	€885	-
Grades 8 - 12	€885	€580

3.1.6 Annual Tuition Fee

The annual Tuition Fee depends on the grade level and is set out in the tables below. The annual Tuition Fee is payable in advance in two instalments according to the following schedule:

- 1st instalment
(50% of the annual Tuition Fee) payable by 1 July of each year;
- 2nd instalment
(50% of the annual Tuition Fee) payable by 1 December of each year.

Early Childhood 4/5 & 5/6

Booking options	Early Childhood Annual Tuition Fees
Morning*	€11,165
Full-day	€14,240
Extended day*	€16,475

* No bus service available for these options; parents are responsible for pick-up of EC child

Grades 1-12

Grade Level	Annual Tuition Fee
Grade 1 - 4	€15,025
Grade 5 - 8	€17,195
Grade 9	€18,865
Grade 10	€21,275
Grade 11	€21,275
Grade 12	€22,400

3.1.7 Reductions

For families with three or more children enrolled simultaneously, the School will grant the following reductions for the youngest child(ren) in the family: a 10% reduction of the annual Tuition Fee for the third child, a 20% reduction of the annual Tuition Fee for the fourth child and any additional children.

3.1.8 After School Activities (ASA), Athletics & After School Care Fees

Activities and Athletics take place over three seasons (fall, winter and spring). Normally, off-site activities with higher costs, for example for materials, facility rental and transportation, have a fee of €170, and on-site activities with lower costs have a fee of €85.

Additionally, After School Care is available for students in Grades 1-4, and runs for the entire school year.

Fees for all After School Activities (ASA), Athletics & After School Care programmes are set out in the following tables:

ASA/Athletics Fees (all students)	
On-site Activities (per activity)	€85
Off-site Activities (per activity)	€170

After School Care (Grades 1-4)	
Option A	€1,500
Option B (including ASA & JS Athletics activities)	€1,800

3.1.9 Other Fees and Charges

Other fees and charges might include fees for optional programs or trips, all of which will be separately invoiced.

3.2. Proration in the Case of Early Termination and Withdrawal Processes

The School Contract can be terminated by parents/legal guardians in writing with the submission of the completed MIS Withdrawal Form. *The minimum period of notice is four weeks before the end of the month in which the student/s plan(s) to leave MIS.* Withdrawal forms are available in the Admissions Office. The date the Withdrawal form is received by MIS determines the timing of the termination. In the case of early termination of the School Contract, the School Fees are prorated as follows:

3.2.1 The Application Fee, the Registration Fee, the Re-Registration Fee and the Technology Fee are to be paid after the School Contract/Extension of School Contract has been signed.

3.2.2 The Entrance Fee is non-refundable unless a student has attended MIS for 65 days or less in a given school year; in such cases 50% of the Entrance Fee of that respective school year will be refunded. This fee is to be paid even in the case of a withdrawal after the School Contract/Extension of the School Contract has been signed.

3.2.3 The Annual Tuition Fee is prorated for students who leave MIS early as follows:

Termination effective in (month)	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May-June
Refundable % of Tuition Fee in case of early termination	100%	70%	65%	55%	50%	30%	20%	10%	0%	0%

3.3 Proration in Case of Late Enrollment

In case of late enrollment at MIS the School Fees are prorated as follows:

3.3.1 The Application Fee, the Entrance Fee, the Registration Fee, the Re-registration Fee and the Technology Fee shall apply in full.

3.3.2 The Annual Tuition Fee is prorated for students who enroll at MIS late as follows:

1st day of school in (month)	Aug/Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Payable % of Tuition Fee in case of late enrollment	100%	95%	85%	75%	65%	55%	45%	35%	25%	15%



3.4. Payment Arrangements and Terms

3.4.1 You will receive your invoice via email only (please ensure the Admissions Office has your updated contact details at all times).

3.4.2 Payments to MIS can be made by bank transfer to the bank account specified below. Please note that cash payments are not possible.

3.4.3 For bank transfers, please use the following bank account:

Kreissparkasse München Starnberg Ebersberg
IBAN: DE42 7025 0150 0022 8272 73
Swift-BIC Code: BYLADEM1KMS

3.4.4 All payments should be made in Euros by bank transfer to the above-mentioned account. Any bank transfers received in a foreign currency will be credited to the parents'/legal guardians' School account at the exchange rate of the date the School's bank account is credited. Any bank charges incurred by transfers as well as exchange rate differences will be charged to the parents'/legal guardians' account.

3.4.5 Tuition Fee Deductions in accordance with §10 Abs. 1 Nr. 9 EstG The legal recognition of the graduation certificate is the pre-condition to be able to consider school fees for elective tax purposes – from Grade 10 – as special expenses (*Sonderausgaben*).

The Finance department is bound to the decisions of the (ZAST). For tax purposes the submission of confirmations from the ZAST is therefore unavoidable.

Special guidelines and provisions concerning tax deductibility of school tuition paid in Bavaria can be found in §10 Abs. 1 Nr. 9 EstG of the German tax law. Since the School is recognised by State law as a General educational supplementary school, Munich International School meets this condition.

For students in Grades 1-9, recognition of the tuition write-off by the tax authorities (Finanzamt) happens automatically upon submission of tuition billings.

However, the regulations require students in Grades 10-12 to be enrolled in courses leading to a course of study that fulfils the national Recognition Agreement set by the KMK and the IBO. In order to satisfy these requirements, the **taxpayer (Legal Guardian) must directly file a one-time application for certification from the state recognition authorities, Zeugnisanerkennungsstelle für Freistaat Bayern, confirming fulfilment of course requirements.**

Please note: Due to data protection laws, MIS is neither permitted to release any information to third parties, i.e. tax consultants nor submit an application to the ZAST on your behalf.

The ZAST authorities require the following:

1. A concise table listing your child's education;
2. A photocopy of the personal data page of your child's passport; and
3. A legally binding list of the subjects taken in Grade 11 and Grade 12.

Please also see "Beschluss der Kultusministerkonferenz vom 10.03.1986" for details.

The Zeugnisanerkennungsstelle (ZAST) can be reached at 09831-686 252 during the following times:

Mo, Tu, Th, Fr 9:00 - 10:00

Mo, Tu, Th 14:00 - 15:00

Email: zastby@zast.bayern.de

Further information can be found on the Internet at: www.finanzamt.bayern.de/Informationen/Steuerinfo/Zielgruppen/Familien/Schulgeld_Sonderausgaben.pdf or by contacting mblack@mis-munich.de or sriehl@mis-munich.de to receive an official copy of school transcripts.

3.4.6 School Fee Reduction Programme (SFRP)

Munich International School e.V. (MIS) was established in 1966 to serve Munich's international community and interested German families. As a supplementary School (Ergänzungsschule) and as an alternative School (Ersatzschule) MIS is mainly financed by School fees paid by families or the employers of families who are sending their children to MIS. Munich International School e.V. is a non-profit organization and as such, all revenues are devoted entirely to ensuring that the school fulfills its educational mission and objectives.

In consideration of the statutory purpose of the school, MIS offers a School Fee Reduction Programme (SFRP). Its purpose is to ensure international and social diversity and to make Munich International School e.V. accessible to students with the interest and need for an international education regardless of economic status. More information about the SFRP, including eligibility can be found on the School's website www.mis-munich.de/AGB.

3.5 Special Payment Plan (SPP) for Tuition Fee

A "Special Payment Plan" (SPP) for the Tuition Fee is available upon written request for families who pay their tuition fees 100% 'privately' (i.e. families where a company pays some or all of the tuition fees for a student are ineligible). The SPP applies only to tuition fees with equal payments due on 1 July, 1 October, 1 January, & 1 April of the relevant school year and payable by direct debit only. The SPP request must be approved in advance by the CFO. A Service Fee of €500 for a SPP will also apply and be added to the first invoice.

If you wish to apply for a SPP, please send your request to accountreceivable@mis-munich.de no later than the end of May for the following school year. Requests after this date will be considered on a case by case basis. Please note that should one direct debit be revoked, full payment of the Tuition Fee would be due immediately and the approval for the SPP would be no longer valid.



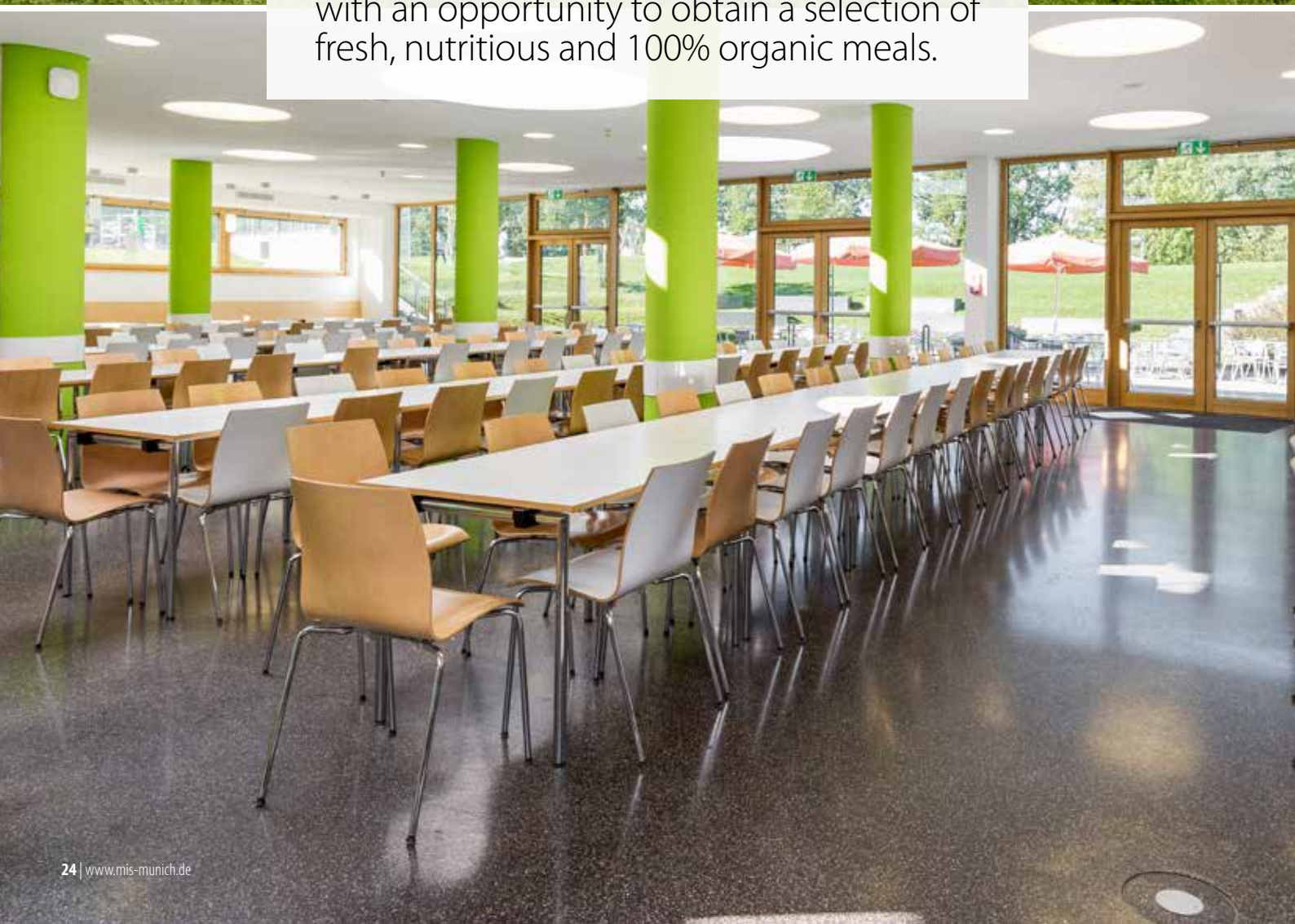


School Calendar 2021-2022

DATE	DAY	EVENT	CLASSES
2021 August 18	Wednesday	BEGINNING OF SCHOOL YEAR	Classes Begin
2021 October 01 22 23 - 01 Nov	Friday Friday Saturday - Monday	Bridge Day FALL BREAK	No Classes Last Day of Classes No Classes
2021 November 02 17	Tuesday Wednesday	Staff Prof. Development	Classes Resume No Classes
2021 December 22 23 Dec - 09 Jan	Wednesday Thursday - Sunday	Last Day of Classes WINTER BREAK	Classes end 12:00 No Classes
2022 January 10	Monday		Classes Resume
2022 February 18 19 - 27 28	Friday Saturday - Sunday Monday	SKI WEEK	Last day of Classes No classes Classes Resume
2022 April 08 09 - 24 25	Friday Saturday - Sunday Monday	SPRING BREAK	Last day of Classes No Classes Classes Resume
2022 May 26	Thursday	Ascension Day	School Closed
2022 June 06 16 17 30	Monday Thursday Friday Thursday	Pentecost Monday Corpus Christi Bridge Day Last Day of Classes END OF SCHOOL YEAR	School Closed School Closed No Classes Classes End 12:00
2022 July 01	Friday	SUMMER BREAK	No Classes



We aim to provide students and employees with an opportunity to obtain a selection of fresh, nutritious and 100% organic meals.



An opportunity to obtain a selection of fresh, nutritious and 100% organic meals.

School food directly affects students' health, learning, and lifetime wellness habits. It can also play a powerful role in driving positive change in our school community and environment.

Munich International School is the only international school in Germany offering 100% organic food/lunches at school. The School outsources its catering services with the aim of providing students and employees with an opportunity to obtain a fresh, nutritious and balanced meal.

Students in EC 4/5 to Grade 12 have the option to participate in the lunch programme offered by the caterer or they can bring a packed lunch from home.

EC 4/5 and EC 5/6 students eat lunch (Cafeteria Lunch Programme or home-packed lunch) in their classroom. Those students participating in the Cafeteria Lunch Programme will be served in their classroom.

Grade 1 is served with a hot lunch at the table.

Grades 2 to 12 collect their food from the serving line.

Every day, the caterer offers a selection of three different hot dishes, including one vegetarian dish. In addition, there is a selection of sandwiches, yoghurts, a salad bar and fruit, etc.

The caterer is available to provide advice in respect of food allergies and other dietary concerns and parents are encouraged to discuss any of these concerns with the caterer. All food allergies are recorded with the caterer.

There are two water stations in the Cafeteria where students can get free water (sparkling and still) during the day.

The Cafeteria is open from 8:00 until 17:15. Hot lunches are served between 11:30 and 14:00. Snacks are available throughout the day at the Snack-Bar and the Coffee-Bar between 11:00 and 17:15.

The Cafeteria is a cash-free environment. Students use their MIS ID card (issued upon enrollment) to pay for their purchases.

Details regarding the payment system, further information and all relevant forms are available via the 'Food Services' section of the MIS website, www.mis-munich.de.



Students involved in the arts, clubs and sports are more likely to be recognised for academic excellence.



Munich International School offers students a diverse assortment of co-curricular activities.

Munich International School offers students a diverse assortment of co-curricular activities that inspire participants to develop new skills, discover and nurture individual interests and foster new social networks and friendships. After School Activities and Team Sports are offered in Fall, Winter and Spring, with new schedules and information published on the MIS website prior to each season.

6.1 After School Activities

The activities programme is essential to achieving the MIS Mission and provides a uniquely suitable path for intercultural communication, community and understanding. Learning through the co-curriculum is a valuable and enriching aspect of growing up, helping students to develop resilience, adaptability, self-confidence and a sense of identity. The co-curriculum also strengthens curriculum work. Students involved in the arts, clubs and sports are more likely to be recognised for academic excellence.

6.2 Co-Curricular Arts

The performing arts – instrumental, choir, dance, drama and theatre activities – offer students the opportunity to participate in numerous concerts and theatre productions at MIS, as well as festivals, field trips, and events held in Bavaria and abroad. The Co-curricular Arts programme nurtures the talents and skills of MIS students in theatre, visual arts, music and dance.

6.3 Athletics

The Athletics programme focuses on the School's competitive teams that play against local clubs and other international schools throughout Europe. 'Athletics' includes teams predominantly at middle and high school level in football (soccer), volleyball, basketball, tennis, track and field, rugby, softball, swimming, cross-country, golf and skiing. Team sports are offered in three seasons (Fall, Winter and Spring), with new schedules and information published on the MIS website prior to each session. Being fully integrated into the regional Bavarian sports association allows MIS to frequently compete on a local level against Bavarian teams. As a member of the SCIS and ISST sports organisations, the MIS athletic teams regularly attend and host high-level international school competitions in Europe throughout the year.

More information about the After School Activities, Arts and Athletics can be found on the Community Portal of the MIS website.

6.4 The Junior School After School Care (ASC) Programme

After School Care (ASC) is only available to students in Grades 1-4

ASC offers families supervised time for play, social activities and homework. Students have time for a snack (either something brought from home or a small snack provided by the School).

ASC also allows participants to register for the 16:15 buses.

Available packages:

- **Option A:** After School Care (15:15-16:10) for entire school year (excluding half-days and Early Release days) **€ 1,500 (excluding bus fees)**
- **Option B:** After School Care + unlimited (subject to availability) ASAs and JS Athletics activities for entire school year (excluding half-days and Early Release days) **€ 1,800 (excluding bus fees)**

Please note: ASC students participating in ASAs and accessing the bus service will be picked up at 16:00 in order to catch the bus.

Benefits:

- Families who select Option A or Option B can also register their JS child for a 16:15 bus route (separate contract required for bus service).
- Option B enables families to combine ASC with ASAs and JS Athletics activities (subject to availability).
- ASC extends the school day and provides students with valuable opportunities for play, socialisation, movement and homework support.
- ASC enables siblings who are in different sections of the School to have a common dismissal time.

Whichever option you choose, please return an After School Care contract to the Admissions Office, together with other relevant documents.



We are dedicated to the health and well-being of our students and staff.

Professionally trained nurses are on duty during school hours.

Professionally trained nurses are on duty during school hours. They are available to students regarding any health matters they may wish to discuss. Services provided by the Nurses' Office include first aid, advice (e.g., on allergies) and help.

Office hours are:

Monday - Thursday	8:45 - 16:00
Friday	8:45 - 17:00

The School Nurses can be reached at nurse@mis-munich.de or 08151 366 160.

7.1 Health Records

The Nurses' Office receives the health records that parents submit when they register. Parents agree that the given information will be shared with MIS staff as appropriate to ensure the health and safety of the student.

Any changes should be communicated directly to the School Nurses. Records of accidental injuries, complaints, food allergies, medical concerns etc. are recorded. The Nurses and the Cafeteria must be informed about serious allergies of a student.

The *Gesundheitsamt* (Ministry of Health) checks the Grade 6 vaccination cards and advises on updating vaccinations. This is a free service that is offered. The *Gesundheitsamt* also examines all EC 5/6 students for the required school entry screenings. These are organised by the Starnberg *Gesundheitsamt* through the Nurses' Office and usually take place on campus in April and May.

Please note: According to the new Measles Protection Act ("Masernschutzgesetz"), in effect since 1 March 2020, all children must provide proof of measles immunization (immunization document OR a doctor's note) before the child/student may attend MIS. If the required documents are not provided by the parents/legal guardians, MIS must inform the local health department. In addition, penalty payments may be imposed by the relevant authorities.

If evidence of measles immunization is not provided WITHIN 10 DAYS OF COMMENCEMENT for new students entering GRADES 1-12, such students will not be allowed to attend MIS, and the School must inform the local health department and the youth welfare office. In addition, penalty payments may be imposed by the relevant authorities.

All other children/students who have been attending MIS prior to 1 March 2020 must provide proof of measles protection (immunization documents OR a doctor's note) at the latest by 31 July 2021. If the required documents are not provided by the parents, MIS must inform the local health department and the youth welfare office. In addition, penalty payments may be imposed by the relevant authorities.

7.2 Medication

Students are not permitted to carry their own medication whilst at school. Medications from home will be administered at school if accompanied by written directions regarding dosage and time. Any such medication will be kept in the Nurses' Office.

Students with asthma, allergies or other complaints should bring extra medication to the Nurses' Office in case of emergency. If students have a signed medicine permission form on file, they may receive non-prescriptive medication, including homeopathic, for the relief of annoying symptoms. No aspirin preparations are used.

7.3 Accidents at school

Should an accident occur at school, on the way to school, on school trips, or on the way home, all students are covered through student accident insurance (*Bayerische Landesunfallkasse*). Parents should remember to report all school accidents immediately to the Nurses' Office.



The safety of our students and staff is of paramount importance to us.



MIS has a vested interest in providing its students with a safe and secure learning environment.

8.1 Identification (ID) Cards

MIS has a vested interest in providing its students with a safe and secure learning environment. This also includes the presence of three full-time professional security guards on campus and in the car park at times of heavy traffic (start and end of the school day). All students, parents/legal guardians, and staff are provided with a personalised ID card. Parents/legal guardians and staff are requested to clearly wear this card at all times when on campus. The security guards may ask for the MIS ID card at any time. Parent ID cards change on a yearly basis at the start of the new academic school year and are issued by our security office.

Students are not required to wear the ID, however, they are required to use this card for purchasing lunch in the Cafeteria and for printing.

In the event that students need to be picked up by a third person and this person needs to have access to the campus, parents can apply for a 'third party ID'. The application form is available in our Admissions Office and with Security.

Visitors to the campus need to register with Security to obtain a visitor's badge in exchange for photo identification.

8.2 Parking

At the beginning of the school day and after school, traffic is very heavy in the car park. We have security guards and MIS employees present in order to direct traffic and ensure a secure and smooth flow. Please follow their instructions at all times. Please do not block entrances and/or exits, or pull up to the car in front when in the drop-off zone. The drop-off zone is solely intended for drop-off and pick-up purposes, not for parking. In case you need to be on campus, irrespective of the length of your visit, please use one of the parking spaces in the middle section of the car park. When crossing a road as a pedestrian, always use the zebra crossing.

8.3 Emergency Procedures

On a regular basis, we practise our lockdown and fire escape procedures with our students and staff. Parents and visitors who happen to be on campus when one of the alarms goes off should always follow the instructions of the adults in charge. In case of a fire alarm one will hear a constant mono-tone. That means that one should clear the building as fast as one can. The lockdown alarm is a whooping sound. In this case, one needs to also follow the instructions of the nearest adult(s) and/or seek shelter in one of the designated green rooms.

Questions about security on campus should be directed to the Chief Operations Officer.



Offering close to 80 different bus routes with almost 500 stops.

Munich International School provides an extensive Bus Transportation System. Our aim is to provide a service that ensures students are transported safely and efficiently to and from school. The service also helps reduce traffic congestion in and around the area. We work with selected bus company partners that have served the MIS community for a number of years to ensure that the best possible service is offered to you.

Our transportation service at MIS is optional. As the School is a non-profit entity, the transportation fees are calculated to cover the costs. The cost of the service is dependent upon the number of buses required to service all routes and the number of users enrolled in the bus system.

MIS bus routes cover approximately 80% of the areas in which MIS students reside.

Offering close to 80 different bus routes with almost 500 stops, MIS bus routes cover approximately 80% of the areas in which MIS students reside.

In determining annual bus routes, factors such as cost, time and distance are taken into consideration. Due to an annual student turnover rate of approximately 20%, bus capacity, routes, stops and travel times are likely to vary from year to year. Taking pertinent legal issues into consideration, we try to accommodate a pickup/drop off point as close as possible to your home. However, in some cases the implementation of a new bus stop may exceed time and economic constraints of the system and may therefore be deemed unfeasible. We strongly recommend that parents discuss bus availability with the Transportation Staff before establishing residence or when planning to move. As seats are allocated during the Summer Break in accordance with applications submitted, spaces may not be available from a new location later in the school year for example.

Children will be provided with bus transportation only after a Bus Contract has been completed, signed and returned to the Transportation Office. A maximum of one seat per child can be assigned, i.e. one seat for the morning and/or one in the afternoon. Once a Bus-Application/Contract has been submitted and a place on the bus has been reserved, you will receive a schedule indicating the name of your child, as well as the location and time at which he/she is to board and disembark the bus. German school bus and insurance regulations specify that school buses may only stop at public bus stops or specifically designated school bus stops. Junior School students are not allowed to disembark the bus unless an adult is present at the bus stop to accompany them.

Based on the number of Bus Contracts we receive prior to the beginning of the school year, MIS commits to ordering an appropriate number of buses for the given school year. Contracts with the bus companies are signed on an annual basis. Once the routes have been published, it is not possible to alter them. Please understand that a seat for latecomers, or families who join during the school year, can only be assigned if there is still a space available on the desired bus.

Buses are required to arrive at the School on time. The School reserves the right to alter bus routes and, therefore, pick-up and drop-off times, as deemed necessary. School buses for pupils in EC 4/5 through Grade 4 depart at MIS at 15:25; for Grades 5 - 12, buses leave at 16:15.

9.1 MIS Transportation Fees

Bus Fees for the 2021-2022 school year will be provided separately by the Transportation Office.

Please also note that a signed bus contract is legally binding for the entire school year, unless a lesser duration has been ticked on a bus contract form. Statutory notice of termination or reduction or refunds of bus fees are not possible for early withdrawal from, or late arrival to, MIS; prolonged absences, when changing residence, or not using the bus service after the beginning of the school year.

Bus fees will be computed and the invoices sent out (by email only) as soon as possible. Invoices include 7% Value Added Tax and are due immediately, without discount. Receipts will be provided only upon written request.

Parents are encouraged to use the MIS Transportation System. MIS offers limited car parking space for parents bringing students to school and collecting them at the end of the day. Optimal use of the services ensures that bus transportation costs are maintained at the lowest possible levels.

Should you have any questions regarding MIS' Transportation System, please do not hesitate to contact our Transportation Staff:

Ms. Tina Kellar, Transportation Director or Ms. Tina Barker, Assistant at:
T. +49 (8151) 366-150; F. +49 (8151) 366-409;
Email: transportation@mis-munich.de

9.2 Public Transportation

While a public bus stop is also located on the School's campus, please understand that MIS can only provide limited information about the time schedules and the fee structure of the public transportation system.

Students wishing to use public transportation are eligible to apply for a reduced 'monthly ticket'. Application forms for a MVV Customer Card (*MVV Kundenkarte*) are available from the Transportation Office. The City of Starnberg provides a limited number of public buses that run to and from the School throughout the year. Current bus schedules can be obtained from the Transportation Office.

9.3 Bus Destinations and Corresponding Sections

This information is currently under reconsideration and will be provided separately with the re-registration for bus service document.







Applications are sought from the parents of students who understand and support the Mission of the School.

Applications are sought from the parents of students who understand and support the Mission of the School.

When class sizes approach the maximum, remaining places may be reserved for expatriate international students.

An offer of admission will also be in accordance with the School's non-discrimination policy and compliant with the provisions of Article 7, Paragraph 4, Sentence 3 of the Grundgesetz and Article 96 of the Bayerische Gesetz über das Erziehungs- und Unterrichtswesen (collectively referred to as "legal provisions" in Section II of this policy) in ensuring non-discrimination in admissions based on the financial circumstances of parents.

10.1 Application Timetable

Applicants may be admitted throughout the year based on the School's judgement regarding the suitability of the educational programme for the prospective student and space availability.

10.2 Application Documents

Our application is accessible through the Admissions section of the MIS website, www.mis-munich.de. Please ensure that you have the following documents available to upload when submitting your application, as it is not possible to save your application and access it later.

For all students:

- Official school records/reports for the last two school years, including mid-year report cards
- All school records/reports must be provided in English. Where translations are required, please include both the original reports and the English translation (unofficial translations will be accepted)
- A copy of the child's birth certificate
- Recent color, passport-style photograph
- Name and email address of your child's teacher, who you wish us to contact and send our recommendation form
- Payment of the application fee

Grade level specific information:

- For Early Childhood 4/5 and 5/6 applicants: two pieces of artwork
- For grades 1-4: two recent samples of work from the current school year, one each in writing and mathematics
- For grades 5-8: for non-mother tongue English applicants, please include a hand-written writing sample in English. This must be a piece of writing that the student has completed by hand, without any assistance.
- For grades 9-12: all non-mother tongue English applicants will be asked to take a handwritten English test, which can be taken under supervision at their current school. Please provide the name and email address of your child's English teacher in order for us to contact him/her with the English test

After submission of your application, the Admissions Office will reach out to you to confirm receipt of your application. The following additional information may be sent or required directly by our Admissions Office:

- A course selection form for applicants for grades 9-12
- A transfer into IB Diploma Program form (for students moving during the IB DP program)
- A statistical survey on financial status for (grades 10-12 only)
- A host family agreement form for all applicants who will not be living with their parents
- Any documentation available regarding student learning differences/specific support

10.3 Disclosure Clause

The Parents/Legal Guardians certify that, at the time of application/admission, all information pertinent to the testing, screening and admission of a student to MIS has been disclosed. Failure to provide accurate translations of academic documents, or to declare accurately and fully any assessments or evaluations made for educational support (e.g. special education or gifted programmes, individual educational plans, child guidance clinics, private tutoring, speech therapy, psychological assessment, etc.) and/or a student's psychological/medical background may affect the School's ability to offer the best possible education for the student, and may result in the annulment of the application or the School's offer, or the student may be required to withdraw from MIS. Falsification of documents or omission of pertinent information will result in the (retroactive) annulment of the application or the School's offer; enrolled students would then be required to withdraw from MIS.

10.4 Admissions Process Chronology

Student applications will be processed as follows:

1. Parents/Legal Guardians are invited to submit an online application together with any relevant forms and documentation mentioned overleaf. It is understood that submitting the application does not oblige the School to accept the student. Families are also welcome to visit the School as part of the application process, but this is not a requirement.

Parents/Legal Guardians certify that, at the time of application/admission, all information pertinent to the testing and admission of a student to Munich International School has been disclosed.

2. The School will acknowledge this application in writing and advise as quickly as possible if there are any further steps or additional information or documentation required e.g. an interview and/or testing may need to be arranged depending upon the age, grade level, and language proficiency of the student.
3. If applicable, applications will not be considered without relevant testing documents e.g. IEP/psycho-educational testing documents.
4. After reviewing the application, the School will either grant the student admission, offer the student a place on a waiting list, or advise that it is not possible to offer the student a place. Sometimes it may not be possible to offer the student a place owing to the availability of places in the relevant grade level, or the School may not believe that it has the resources available to assist the student to be successful. In some cases, the offer of a place will be conditional e.g. the need for 1:1 aide, probation period. Such conditions will be set out in writing and will need to be formally accepted in writing by the parents and met (and continue to be met throughout the school year) before the place is confirmed.
5. Students identified with learning needs will be assessed within the first three weeks of school to determine if additional information is needed to provide appropriate support services. The School reserves the right to rescind the offer of admission or re-enrollment if it is determined through further assessment that it cannot provide an effective learning environment for the student.

Where there are places available and the School believes that it can support a student to be successful, preference will be given to international families, siblings of current students and 'returning' students i.e. students who have previously attended MIS.

In all cases, the Parents/Legal Guardians will be advised in writing and sometimes also by phone about the outcome of the application process as quickly as possible. If admission is granted, the School will enclose relevant school contracts with a

letter of offer. This contract(s) must be signed and returned to the School within approximately two weeks in order for a student's place to be confirmed. The signing of this contract is binding and an invoice for fees will be issued shortly thereafter, depending upon the time of application and start date.

If a Bus Transportation Contract has been completed and returned, you will receive a bus schedule with designated bus stops from the Transportation Director. Upon acceptance, some Senior School students entering Grades 9-12 will have a video conference, telephone or personal appointment with the Guidance Counsellor or Senior School Assistant Principal for course-scheduling purposes before attending classes. Munich International School will advise how and when such an appointment will be arranged prior to commencement.

Please note that most verbal and written communication with parent(s)/legal guardian(s) is in English. As needed, Parents/Legal Guardians will be required, at their own expense to provide for English translation for interviews, parent-teacher conferences, documents etc. **Please also note that the School cannot provide any assistance in respect of visa processes.**

10.5 Selection/Offer

Admission will be granted to applicants for whom the School's programme is appropriate, who meet the criteria of the programme and who relate to the Mission and Values of the School. The selection of students will be based upon demonstrated academic proficiency and appropriate behaviour, as well as attitude to school and study habits. Admission will also depend on the availability of suitable places.

When determining admission, preference shall be given to applicants in the following order of priority:

- Children of staff
- Children and their siblings who do not have reasonable educational alternatives in Germany
- Returning students
- Siblings of students attending MIS
- Children of MIS alumni
- Students who have German as their first language, have resided in Germany most of their lives, and/or have been educated in the German system (and thus have a local alternative to MIS).

The granting or denial of admission is the responsibility of the Head of School in collaboration with the Principals. All school decisions are final. **Please also note that the School will not provide reasons in the event that an application is declined.**

Any attempt to influence a decision or gain advantage by personal approaches by parents of applicants to Board members, faculty members or testing and evaluating staff, are strongly discouraged and may result in an application being declined.

10.6 Language and Placement Testing

Language and placement testing will take different forms based on submitted documents, grade level and language proficiency.

The pre-school years are a period of rapid development of language skills. Removing a child from the mother tongue language environment and placing them in a second or even third language environment for six hours a day at this age may adversely affect the development of the mother tongue and have negative consequences for the child's academic achievement later. Studies have indicated that children with strong language skills in their first language are more successful in acquiring a second language for academic purposes. For this reason, MIS strongly recommends that children with opportunities to strengthen their first language(s) should do so.

Difficulty in reading, writing or speaking in a child's native tongue is a possible indicator that the introduction of a second language will be detrimental to the

student's progress and that the student is likely to have difficulty studying in the second language (English). This may be grounds for the rejection of an applicant or a recommendation to delay admission to MIS.

10.6.1 Junior School

Applicants to the Junior School will be assessed and interviewed, as deemed necessary.

10.6.2 Middle School

English as an Academic Language (EAL) testing is for class placement, and for some students this testing in the Middle School takes place before the student's first day of school. EAL testing is conducted to determine the level of proficiency in English. This assists in placing the student into the correct English class.

Applicants and their parents/legal guardians may also be required to come to the School for an interview with the Middle School Principal, subject to the outcome of a review of previous school records. Where appropriate, the academic support teacher will indicate whether or not the programme is suitable for the applicant.

10.6.3 Senior School

All non-native English-speaking applicants whose school records indicate limited proficiency in English must take an EAL test as part of the application process. Only those whose knowledge of the English language is at an intermediate level or above are admitted into the Senior School (see also 2.6).

Where appropriate, the academic support teacher will indicate whether or not the programme is suitable for the applicant. In order to be eligible to receive academic support in Grades 9-12, current documentation in English, indicating the nature of the disability, by a licensed physician or learning disability specialist, must be submitted prior to course selection.

Applicants will also be asked to take Mathematics and/or English placement tests at the start of the new school year. The placement tests enable us to evaluate a student's skill level within the MIS curriculum and to support the student in the selection of appropriate classes before joining MIS.

10.6.4 Applicants transferring from the German School system

Applicants who have German as their first language, have resided in Germany most of their lives, and/or have been educated in the German system (and thus have a local alternative to MIS) will be expected to demonstrate compatibility with the international character of the School and a high level of academic proficiency.

Applicants from the German system are expected to have qualified for placement in or promotion within a Gymnasium.

Applicants for Grade 5 transferring from the German education system (Grundschule) must also submit their Final Year Report of Grade 4 (Überttrittszeugnis) as part of their application. Applicants are expected to have achieved a grade average of 2.0 or better to be considered for admission to Grade 5 (German grade scale: 1 = excellent to 6 = poor).

10.7 Special Needs/Academic Support

MIS does not have the facilities or personnel required to serve the educational needs of students who have significant mental, emotional or physical disabilities, or who have significant learning disabilities. Learning support is provided for students who have documented needs within the scope of the School's ability to ensure success in learning for these students. (See also section 2.7)

Students who apply to MIS with documented learning disabilities must provide the School with copies of recent psychological, clinical or school testing, and evaluation reports, translated into English, if necessary. Confidential teacher/Principal references may be requested by MIS, as deemed necessary.

10.8 Grade Placement

Applicants are normally placed into their grade level according to their age and grade level in the previous school. Grade placement decisions are the responsibility of the appropriate Principal.

Birthday Guidelines to Determine Correct Grade Level for 2021-2022

Grade				Age
(-1)	EC 4/5	OCT 16	to SEPT 17	4-5
(0)	EC 5/6	OCT 15	to SEPT 16	5-6
1		OCT 14	to SEPT 15	6-7
2		OCT 13	to SEPT 14	7-8
3		OCT 12	to SEPT 13	8-9
4		OCT 11	to SEPT 12	9-10
5		OCT 10	to SEPT 11	10-11
6		OCT 09	to SEPT 10	11-12
7		OCT 08	to SEPT 09	12-13
8		OCT 07	to SEPT 08	13-14
9		OCT 06	to SEPT 07	14-15
10		OCT 05	to SEPT 06	15-16
11		OCT 04	to SEPT 05	16-17
12		SEPT 03	to SEPT 04	17-18

10.9 Probationary Admission and Placement

In some instances, applicants may be granted probationary admission. In such cases, specifically documented criteria must be met in order for the applicant to remain at the School or in a grade level. The specific period for the fulfilment of conditions will be determined at the time of admission and will vary according to individual cases. Probationary admission criteria will be shared with the applicant's teachers and advisors. As needed, the parents and Principal may agree to an extension of the probation for a specified period. The School reserves the right to insist upon probationary terms being met.

10.10 Re-Admission

While returning students to MIS are given priority for placement, it is nevertheless imperative that students re-applying to MIS have maintained high standards of academic work and conduct during their time at another school. The Entrance Fee is charged in three instalments: upon initial admission to MIS and in the second and third years of attendance. Once all three instalments have been paid in full, a returning student will not be liable to pay this fee again.

10.11 Students Living with Host Families

Students living with someone other than their parents must notify the appropriate Principal and have the School's approval. For students living with a host(s), there must be provision made for automatic tuition payments and written confirmation that the student is directly supervised by the host(s) in residence, who is responsible for the student's well-being. A *Host Family Agreement* must be completed and placed on file in the School. Copies of these agreements are available in the Admissions Office upon request. Authorised host(s) must be over 21 years of age. MIS reserves the right to reconsider the admission of a student if the living arrangement is deemed to be inappropriate. MIS must also be informed of any changes that are made to a student's living arrangement. It is agreed that MIS can contact the host family with regard to daily care matters, that the host(s) may attend parent teacher conferences (if the parents are not able to), and receive copies of the report cards and other school related documents. It is also agreed that the host(s) may give the student permission to participate in curricular and co-curricular activities. It is recommended that the student be covered by Liability Insurance (*Haftpflichtversicherung*). MIS does not bear any responsibility with regard to the arrangements made between the student's family and hosts (e.g. financially).

The School Contract

The School Contract between MIS and the parent(s)/legal guardian(s) officially commences upon 1 August of a given year and ends on 31 July of the following year. The School Contract automatically expires at the end of the pertinent school year. Please note that the school days as well as the vacation days are listed in the Parent School Calendar (Please see section 4).

Every year MIS will send all parent(s)/legal guardian(s) of MIS students a form for the extension of the School Contract for a further fixed term of one year or for the withdrawal of a student from MIS.

Should the need arise however, the School reserves the right (with parental consultation) to alter the grade placement of a student even after the School Contract has been extended. The School Contract extension will remain unaffected by an alteration in grade placement.

Extraordinary Termination

Parents and MIS have the right of extraordinary termination of the contract without notice for a severe reason. Severe reasons for MIS to terminate the contract include but are not limited to:

- gross misconduct by a student;
- multiple disciplinary actions taken against a student; and
- enduring non-attendance (more than four weeks total) without valid excuse. This does not apply in case of illness or if the parties have made written arrangements.

Early Termination

The School Contract can be terminated by the parents in writing with the submission of the completed MIS Withdrawal Form. The minimum period of notice is four weeks before the end of the month in which the student/s plan(s) to leave MIS. Withdrawal Forms are available from the Admissions Office.

The date the Withdrawal Form is received by MIS determines the timing of the termination and subsequent possible repayment of tuition fees. In case of withdrawal from MIS the School Fees apply as stated in section 3.2 of the Fee Schedule. The School Fees are due based on the date the contract with MIS terminates. The four week notice period also applies for a termination on 31 December.

A check-out form must also be completed by teachers and relevant School offices and all outstanding fees due before school records can be released.

14 Getting to MIS – Schloss Buchhof, Buchhofstrasse, 82319 Starnberg, Germany

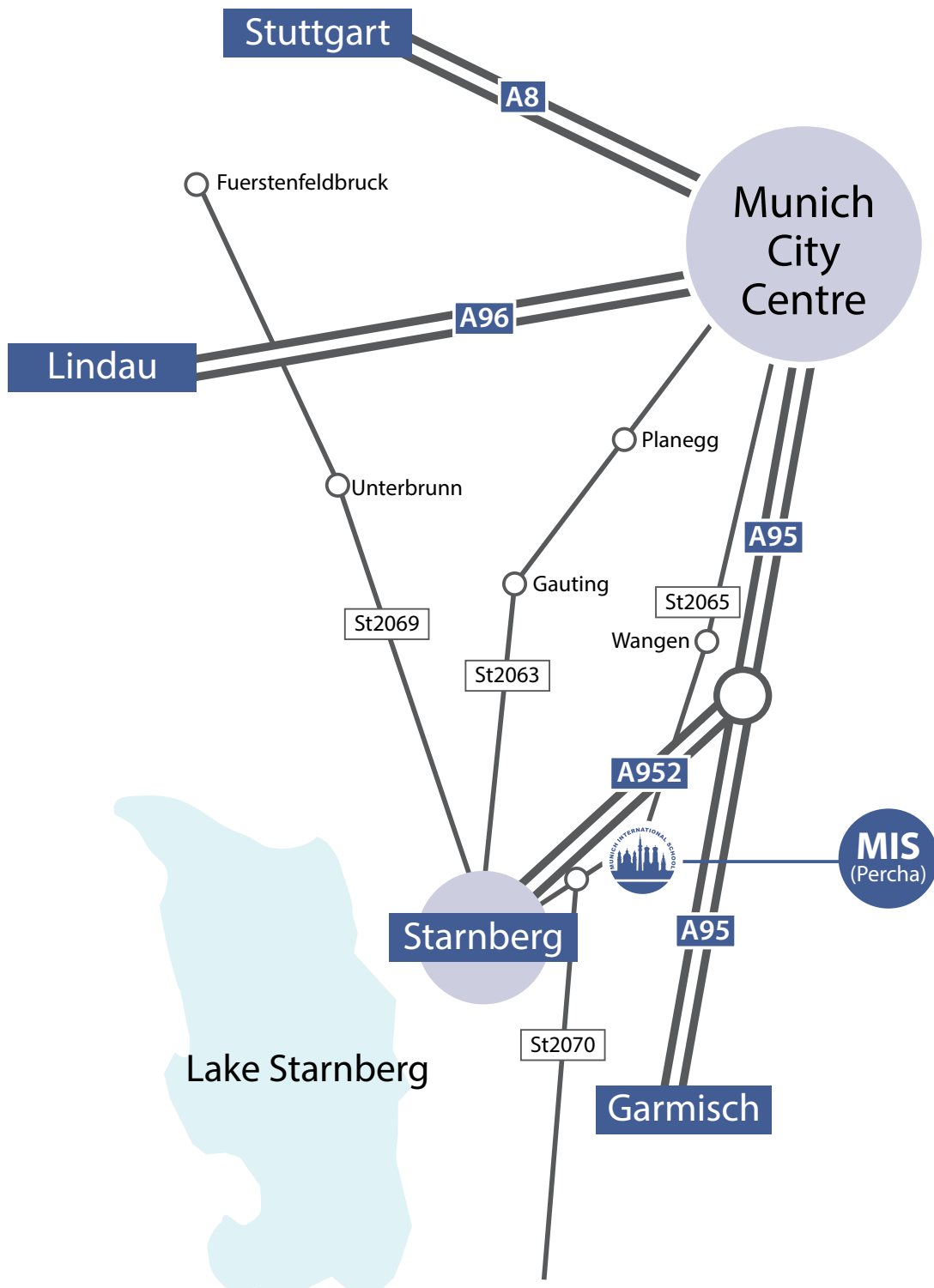
The School is situated 20km south of Munich, near Lake Starnberg. If using a navigation system, please enter *Buchhofstrasse*. There is no street number for the School. Please look for our parking lot on the left hand side.

Travelling by car

From Munich take the motorway south, in the direction of Garmisch (Autobahn A95, E5339). After 10km, the motorway splits. Take the right fork, in the direction of Starnberg (A952). After 3 - 4km, take the exit Percha, shortly before the motorway ends in Starnberg. Follow the exit 'round and turn left at the traffic lights, in the direction of Wangen. After climbing the hill, the School car park is signposted and situated on the left hand side of the road.

Travelling by public transport

Munich International School can also be easily reached from the city centre by public transport. The S-Bahn (S6) departs from Munich every 20 minutes and takes approximately 25 minutes to reach Starnberg. From the station, MIS can be reached by bus from the *Starnberg Nord* train station or by taxi from the *Starnberg* train station. The School is located at the *Buchhof, Starnberg* bus stop.



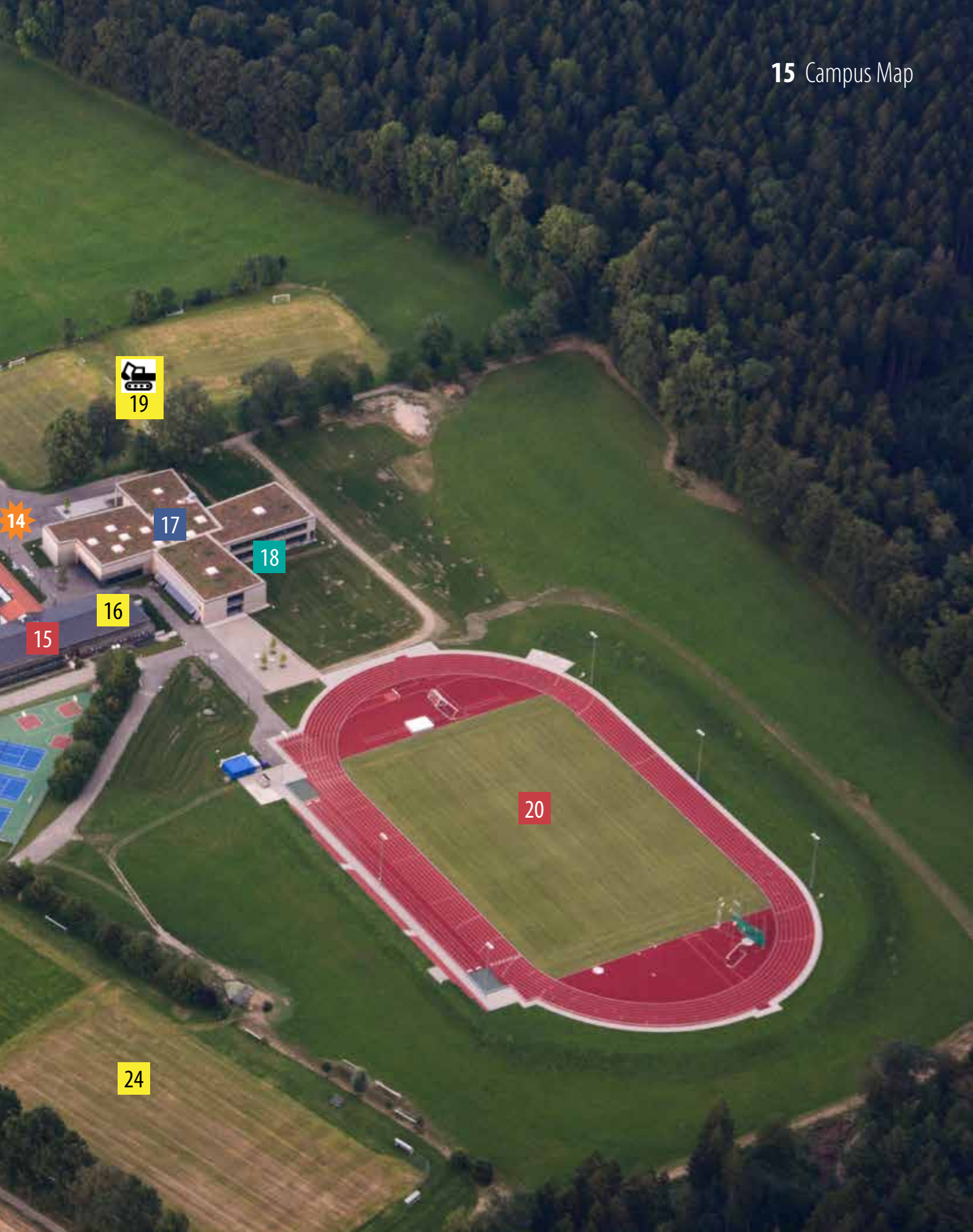


Munich International School's learning environment is modern, comfortable, well equipped, technologically advanced and purposefully designed for specific learning needs. Facilities are continuously upgraded to keep pace with the demands of the educational and extra-curricular programme.

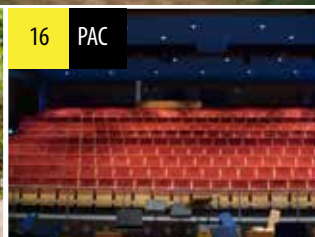
All students benefit from large gymnasiums, auditoriums, libraries, contemporary science labs, makers' laboratories and art and music rooms. Additional facilities include outdoor tennis courts, sports fields, an athletics track, playgrounds, an adjacent farm and vegetable garden, as well as a nature walk. Classroom learning is supported by field trips, which take advantage of the vast cultural and educational opportunities of Munich.

1. Parking & Entrance
2. The Schloss
3. Schloss Playing Field
4. Junior School (EC - Grade 2) Playground
5. Middle School
6. Middle School Auditorium
7. Gym
8. Senior School
9. Early Childhood Wing
10. Junior School
11. Cafeteria
12. Junior School Library
13. Junior School Makers' Laboratory
14. 'Books in a Box' (temporary Middle & Senior School Library)
15. Junior School (Grades 3 & 4 Wing)
16. Performing Arts Centre (PAC)
17. Languages, Arts & Design Centre (LADC)
18. Makers' Laboratory
19. Fitness & Athletics Complex (under construction)
20. MIS Track & Field
21. Tennis Courts
22. Junior School (Grades 3 & 4) Playground
23. Garden
24. Meadow Playing Fields





10 Junior School



16 PAC



17 LADC



18 Makers' Laboratory



20 MIS Track & Field







MUNICH
INTERNATIONAL
SCHOOL

**How do I become a part of the
Munich International School
Community?**

Student Admissions:
admissions@mis-munich.de

Employment Opportunities:
employment@mis-munich.de

**How do I stay in touch with
Munich International School?**

MIS Alumni & Friends:
alumni@mis-munich.de

**How do I support
Munich International School?**

Giving at MIS:
giving@mis-munich.de

ADVANCEMENT OFFICE