

SCHOOL RULES AND REGULATIONS

German International School New York

Deutsche Internationale Schule New York



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German International School New York

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By signing the enrollment agreement, parents and their children agree with the school Rules and Regulations.

This is an unofficial translation for your convenience.

General Rules and Regulations

(Amended in the German School New York's General Conference on June 3, 2009)

1. Preface

1.1 Foundation

The rules and regulations of German School International New York are based on the "Guidelines for German Schools Abroad" described in the official regulations decreed by the Committee on Schools Abroad of the Conference of the Ministers of Culture and Education in the Federal Republic of Germany on January 15, 1982.

1.2 Mission

German Schools foster a culture in which the German language is taught, German educational goals are pursued, and a diverse and realistic image of today's Germany is presented. In addition, German schools teach the language of their host country as it is their goal to cultivate an open mind for the culture of other nations, for international understanding and for peace.

Schools must enable their students to choose the educational path appropriate for their abilities. It is therefore a school's task to teach knowledge and skills as well as sound judgment, to further students' personal development and their social competencies. Schools shall develop students' self-realization including responsibility for others, acceptance of ethical norms and respect for religious values as well as tolerance for other belief systems and ideas.

The school's mission is to combine the teaching of knowledge with educational values. Its goals and organization are based on the regulations of the Federal Republic of Germany and the host country.

1.3 Objective of the Rules and Regulations

The school is able to fulfill its educational goals if the Board of Trustees, Head of School, teachers, staff, students and parents work as a team in an environment of trust for which the rules and regulations create the foundation.

1.4 Additional Regulations

Additional regulations on the following are attached: Grading, Student Work, Cheating; Student Rights and Responsibilities; Field and Class Trips; Building and Grounds Rules; Report Cards; Computer, iPads and Internet use; Attendance (regulated by New York State Department of Education).

Additional regulations are: GISNY Corporation By-laws; Statutes for the Student Government; Statutes for the Parents' Association; Rules for Meetings.

2. Student Rights and Responsibilities

The school's educational goals call for students' active participation in the teaching process and in school life, for their willingness to do so and their ability to realize their rights and responsibilities within the framework of the school's mission.

2.1 Student Rights

By participating actively in class, in the teaching process, and in school life, students contribute – at the level of their age and ability – to their right to be educated.

In particular, students have the right to:

- Be informed on matters that concern them;
- Be informed on their performance level and be advised on educational options;
- Raise a complaint if their rights are curtailed;
- Be heard before any disciplinary measures are taken against them.

2.2 Student Responsibilities

In order to fulfill their tasks and reach their educational goals, students have to regularly participate in class and in mandatory school events.

Students have the obligation to follow the instructions and rules for class and school life set by the Head of School, the teachers and other persons who act on behalf of the Head of School. Students thereby contribute to the achievement of their educational goals and create and maintain the order necessary for teamwork and school life.

2.3 Student Participation

The school's mission advocates student responsibility, especially the age-appropriate, active participation in the teaching process and in school life.

The school develops appropriate forms of involvement for all grade levels. The statutes for student government describe student input in detail.

By joining committees and clubs, students are able to share activities of importance to them personally as well as to the school in general. These activities may also be of significance in the community at large.

Students may publish a newspaper in cooperation with the Head of School.

3. Parents and School

3.1 Cooperation between Parents and School

Parents and school are partners in education. They cooperate closely and stay in contact to avert problems that might impede their children's academic progress.

The school advises parents on subject-related and pedagogical issues. Its guidelines, rules and regulations are published. The school organizes parent- teacher conferences, back-to-school nights and additional information sessions and meetings.

Parents support the school's educational mission. They cooperate with the teachers and the school administration and keep themselves informed about the conduct and performance of their children.

Parents make sure that their children attend school regularly and equip them with appropriate learning material. They teach their children to treat school property with respect. They commit themselves to paying tuition and other school fees on time. A request to waive or reduce tuition may be submitted to the Administrator who forwards the application to the school's Board of Trustees.

3.2 Parental Involvement

Parents are offered the option of joining the "*German International School New York Corporation*". Membership permits involvement in decisions. Details are described in the statutes of the Corporation. Parents can also become active in the Parents' Association. (See the Parents' Association statutes.)

4. Enrollment and Withdrawal

4.1 Registration

Parents or their representative apply for the enrollment of their children. Report cards and/or leaving certificates from the previous school must be presented at the time of the application.

Registration is complete and binding after tuition has been paid. Special agreements on the payment modalities must be in writing.

4.2 Enrollment and Withdrawal

The Head of School makes all decisions on enrollment and assignment to the appropriate grade level. Students as of grade 1 have to demonstrate a sufficient mastery of the German language. The Head of School may hinge enrollment on the successful passing of an entry examination. Parents may claim no right for enrollment.

The enrollment of students who wish to work towards an official German examination is subject to the rules and regulations of the Conference of German Ministers of Culture and Education. Students whose parents do not live in the school's host country are usually not eligible for enrollment even if the students are not minors any more.

At registration, parents are advised of the school's rules and regulations which they accept with their signature on the enrollment agreement. The school rules and regulations can be reviewed on the school website. Parents must sign withdrawal papers before their child leaves the school without a graduation exam. Students will then be issued a leaving certificate (*Abgangszeugnis*).

4.2 Withdrawal

Students withdraw from the school when

- they have fulfilled all graduation requirements;
- their parents sign withdrawal papers;
- they have been expelled for disciplinary reasons.

After students have fulfilled all graduation requirements, they are issued an *Abschlusszeugnis*. In all other cases, they are issued an *Abgangszeugnis*.

5. Attendance

5.1 Attendance in Class and at School Events

Attendance includes the following: Students come to class prepared. They participate actively. They are on time. They work on the assignments and keep the necessary learning materials at hand.

When students sign up for an elective or an extracurricular activity, regular attendance is expected. Exceptions to this rule may be made by the Head of School or the teacher who coordinates the activity.

Mandatory attendance is required at field trips that are closely linked to the curriculum.

Parents may request in writing and on time that their children not participate in class trips that are loosely linked to the curriculum. If the request is granted, their children will attend class with another group in the school building. If necessary, parents may request financial aid to enable their children to participate in class trips.

5.2 Absence

The following regulation is imposed by the school attendance law of New York State. When a student is unable to attend class or any mandatory school event due to illness or other unforeseeable reasons, parents must inform the school office immediately **before** class starts. They have to indicate the reason and the probable number of days the student will miss. They have to call again if the time needs to be extended. On the third day, parents need to provide the homeroom teacher with a written explanation that states the reason for the absence. In some cases, a doctor's letter may be required.

If unforeseeable circumstances prevent students from returning on time from their vacation, the Head of School has to be informed immediately.

Unexcused absences may lead to disciplinary measures. In addition, tests and examinations missed due to unexcused absences may be graded as "fail". Any student who exceeds 25% absenteeism in any given subject in any one semester may be denied a passing grade for that course.

5.3 Excused Leave or Absence

Parents may make a written request for their child's leave for important reasons such as medical or other necessary appointments. When students are only absent for a specific period, the teacher of that period may excuse them. The homeroom teacher may excuse them for up to two full days. When parents request three days or longer, the Head of School makes the decision after he/she has been informed by the homeroom teacher. The homeroom teacher informs the Front Office of a student's absence.

As a rule, the school does not grant a leave which extends vacation time. It is the Head of School's decision to assess whether compelling reasons warrant such a leave.

Parents take responsibility for preventing the decline of their children's achievements due to their absence from class. It is the teachers' decision whether to offer make-up tests. In the upper grades (grade 10 -12), students may only take a make-up test if their absence was excused. In cases of unexcused absence, the test is automatically graded with 0 points (fail).

5.4 Exemption from Sports Classes

Parents may make a written request to excuse their children from sports class for up to five days. A doctor's letter is necessary for any exemption from sports that is six days or longer. The doctor's letter must include the length of time for the exemption. This letter must be handed to the school nurse.

6. Student Performance, Homework, Promotion

6.1 Student Achievement and Assessment

Pedagogical responsibility guides teachers when they assess student achievement. They follow the school's rules and regulations and the guidelines set by the school's departments and General Conference. The assessments include a wide variety of practical, oral and written student work. All forms of work used for the assessment must have been subject to previous practice in class. Appendix 1 describes the rules and regulations for tests, additional forms of assessment, and cheating.

6.2 Homework

In all subjects, the emphasis lies on work accomplished in class. Homework is a natural extension of class work, serves as review, consolidation, and preparation. Its volume and difficulty must be in line with the students' ability to finish it mostly on their own and in reasonable time. As a rule, homework is discussed in the following period.

In order to further students without overburdening them, subject teachers coordinate the amount of homework given under the leadership of the homeroom teacher.

6.3 Promotion

Report card and promotion rules define the move onto the next higher grade level.

7. Discipline

School life and teaching require a certain discipline which creates an environment conducive to the educational process. Disciplinary procedures may be taken against students who intentionally break school rules or break the law. Such measures may be taken to protect the educational process, persons and property.

As part of their educational mandate, teachers have the responsibility to explain the necessity of and the thought process behind the rules. As a result, students should be able to support them and act accordingly.

When taking disciplinary measures, the school's pedagogical goal is to strengthen the student's sense of responsibility. Corrective measures have to remain closely linked to the school's educational mission and duty towards its students. Appendix 2 describes disciplinary measures.

As a rule, pedagogical measures take precedence over punitive actions. The measure must stand in reasonable relation to the cause. Collective and corporal punishment or other procedures that degrade human dignity are not permitted.

8. Supervision and Liability

8.1 Supervision

The school must supervise its students during class and recess, during school events and for a reasonable time before and after the beginning of the school day. Special regulations apply for the students of the upper grades (See Building and Grounds Rules) .

Teachers and other persons are assigned to supervise. Supervisors may be volunteer students with special tasks, volunteer parents or school staff. Students have to follow the supervisors' directives.

8.2 Insurance and Liability

It is mandatory that students have primary health insurance through the family and that all claims in the case of an accident during class, recess, and school events are submitted to the primary insurance carrier. The school's insurance policy is secondary and claims may only be filed with the school insurance after the student's primary insurance claim has been processed.

The school is not liable for the students' property.

9. Health

The school takes measures to ensure a healthy environment on its premises. Parents and students have to adhere to the health regulations which the school is required to follow by law. In case of a student's or a household member's infectious disease, the school administration has to be informed immediately. The school will then abide by the procedures regulated by New York State law.

10. Calendar and Field Trips

10.1 Calendar

As a rule, the school year starts at the beginning of September and ends at the end of June of the following year. Vacation time and other free days are set by the Head of School in coordination with the school's Board of Trustees and Parents' Association. The calendar follows regulations set by New York State and by German guidelines. The calendar is published well ahead of time.

10.2 Field and Class Trips

Please see appendix 3.

11. Students Who Are of Age

The school presumes that parents act on behalf of their children who are of age unless the children object explicitly. In this case, the students have to sign the Rules and Regulations themselves.

12. Grievances and Appeals

Decisions on a student's promotion and on disciplinary measures are always made within the school. Grievances and appeals have to be presented to the Head of School directly and in writing. The Head of School then submits them to the responsible committee and requests renewed consideration. Since these are pedagogical matters, the final decision is usually made by the Head of School and the responsible committee.

13. Final Clause

These Rules and Regulations were approved by the Conference of the Ministers of Culture and Education (*KMK*) on September 2, 1988. They were revised in cooperation with the Committee for German Schools Abroad of the *KMK* and implemented by the school's Board of Trustees on June 18, 2001. The present edition was approved by the school's Board of Trustees on October 19, 2009 after having been revised in cooperation with the Committee for German Schools Abroad of the *KMK*.

Assessment of Student Performance, Grading, Cheating

(Appendix 1, Resolution of the General Conference on September 27, 2001 and June 3, 2009)

1. Assessment of Student Performance

Assessing student achievement is a pedagogical task. The school helps students to understand the requirements of the curriculum and the necessity of assessing and grading their performance.

Teachers compare a student's achievements with the expected performance level. This comparison is the primary guideline for assessment. In addition, especially in the Lower School and in grades 5 – 10, the following criteria flow into the assessment: performance within the learning group, individual progress, and work attitude.

Assessment helps student to gauge their performance level and to compare it to other achievements. Assessment also helps educators to judge the success of their teaching and to plan accordingly.

2. Grades

Up to and including grade 10, assessment is described with the following words: very good, good, satisfactory, passing, insufficient, and inadequate. The description corresponds to the numbers 1 through 6 with 1 being the best and 6 the failing grade.

Very good	(1)	Work meets and exceeds all expectations.
Good	(2)	Work meets all expectations.
Satisfactory	(3)	Work meets expectations in general.
Sufficient	(4)	Work shows weaknesses but in general still meets expectations.
Insufficient	(5)	Basic knowledge is evident, however many deficits need to be overcome quickly.
Inadequate	(6)	Work does not meet expectations. It is evident that basic knowledge and foundation are lacking to such an extent that the student will not be able to catch up in the near future.

In grades 11 and 12, a number system of 15 - 0 is used. (See scale below)

Grades	1+	1	1-	2+	2	2-	3+	3	3-	4+	4	4-	5+	5	5-	6
Points	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0

3. Assessment of Verbal Performance

In addition to written student work, verbal performance is assessed and included in the final grade. Detailed explanations can be found in the Report Card and Promotion Regulations, respectively the Guidelines for the Upper Grades of German Schools Abroad.

4. Assessment of Written Performance

Teachers correlate written assessments (examinations, reports and papers) with the progress of the class and assign them at even intervals throughout the school year. The tasks must be based on the material studied in class and on the curriculum. They may not be an accumulation of particularly difficult problems.

The General Conference determines the number of examinations per semester in each subject. The General Conference bases its decision on German guidelines, on the curriculum, and on the number of periods per week that the subject is taught. For grades 11 and 12, the number and length of the examinations are specified by the Guidelines for the Upper Grades of German Schools Abroad.

At the beginning of each school year, students in grades 5 to 12 are told how many exams they have to write. Teachers coordinate the dates of the exams. Teachers must tell students the date of an exam at least a week ahead. In grades 10 to 12, an exam calendar is established at the beginning of each semester.

In grades 5 – 10 in the core subjects (subjects which have 4 or more exams per school year), one written exam pro core subject may be substituted by a different format of assessment. Equivalent assessment formats include presentations, reports, oral exams, projects and experimental work. The results of the alternative performance assessments will be presented to the Head of School in the same way as the conventional procedure.

If more than one third of the students fail an exam, the Head of School – after consultation with the subject teacher – determines whether the exam will be declared invalid and given again.

Teachers have the right to assign a new exam to a student who was absent if there is no other way to assess the student's performance accurately. Students cannot require a teacher to offer a new exam after they have missed one.

5. Cheating During Examinations and Tests

When a student cheats, tries to cheat, or helps someone else to cheat, the subject teacher, respectively the proctor, decides what to do. Offense and punishment have to be proportional.

The following measures are recommended:

- Admonition
- Information that repeat offense will ensue one of the following measures:

- The student has to hand in the examination immediately. Only the section will be graded where no cheating has occurred.
- The student has to hand in the examination immediately. The exam grade is “fail”.

Discipline

(Appendix 2, Resolution of the General Conference on June 19, 2001)

1. Pedagogical Intervention

Disciplinary procedures are to be considered only after pedagogical intervention has failed. Guided by educationally sound principles, teachers choose the measures which are appropriate for the age and personality of the student.

If a student is a repeat offender or if an entire group shows signs of misconduct, the causes should be investigated.

Pedagogical intervention is defined as:

- Admonition;
- In-depth conversation with the student and his/her parents;
- Change of the seating arrangement in the classroom;
- Assignment of tasks that create insight into the specific wrong-doing.

As a rule, pedagogical intervention is not entered in the permanent student record.

2. Disciplinary Procedures

Disciplinary procedures ensure that the school is able to fulfill its educational and pedagogical mission in an orderly way. These procedures also protect people and property. They are applied if students do not fulfill their obligations, especially when it comes to proper conduct in class and at school events, in cases of truancy and non-compliance with Building and Grounds Rules.

Disciplinary measures are the following:

- a) A teacher writes a reprimand in the class book.
- b) A teacher informs the parents of the reprimand in writing.
- c) The student is excluded from a specific class period (under supervision).
- d) The Head of School informs the parents in writing why the student was reprimanded.
- e) The student is excluded from school events (for example a class trip) or suspended from classes;
- f) The student is excluded from school events or suspended from classes for up to two weeks;

g) The student respectively his/her parents are given a written warning notice that the student may be expelled.

h) The student is expelled.

Corporal and collective punishments are not permitted.

3. Procedural Principles

Disciplinary measures must be in proportion to the misconduct and take all circumstances into consideration.

3.1 Teachers have the right to impose measures a) through c).

3.2 Before disciplinary measures d) through h) are taken, students and parents have the right to present their case before the committee that imposes the measure. They may be accompanied by an advocate (another student or a teacher who has their trust).

3.3 Parents are informed of disciplinary measures and the reasoning behind them in writing. Measures d) through h) will be entered in the student's permanent record.

3.4 Measures d) through f) are taken by the Class Conference which consists of all the teachers the student has in that particular school year.

Suspension may be restricted to specific subjects. It is the student's responsibility to make up the work.

In some critical situations, the Head of School may suspend a student immediately. The Class Conference will meet and hear parents and student afterwards.

3.5 The Class Conference and then the General Conference of all teachers in the school determine whether the student will be given a warning that he/she might be expelled (g).

3.6 As a rule, a warning must precede the actual act of expelling a student. Decision h) is made by the General Conference in agreement with the Board of Trustees.

3.7 All disciplinary measures may be combined with special tasks such as community service, detention etc.

Rules and Regulations for Field and Class Trips

(Appendix 3, Resolution of the General Conference on October 5, 2010)

1. Definition

German International School New York distinguishes between **class trips** and **field trips**.

Field trips are closely linked to the curriculum. They are an extension of classroom studies with the emphasis on practical and instructive tasks.

The purpose of **class trips** is to strengthen team spirit. They may include sports activities.

Student participation in field and class trips is mandatory.

Teachers, students, and parents have to come to an agreement before a class trip. Students may not insist on a class trip.

2. Organization

2.1 For class trips which are more than one day, teachers need to submit a trip application form with the Head of School or the Assistant Head of School before the beginning of each new school year. Furthermore, for one day class trips, teachers need to submit an application with the Head of School or the Assistant Head of School at least eight days in advance. After the trip has been approved, final arrangements and reservations can be made.

2.2 During the trip, teachers must be reachable by phone. They leave a number with the Head of School or the Assistant Head of School.

2.3 Class trips, especially those with a focus on sports, must be organized with all due care, especially with safety precautions.

3. Destinations

The destination and cost of class trips should be appropriate to the grade level. Expensive trips to faraway places are the privilege of the upper grades.

4. Cost

The cost for **class trips** (including the cost for the teachers and chaperones) must be discussed with the parents beforehand. The costs are split between all participating students.

No student should feel that he or she cannot participate due to the high cost. In cases of hardship, parents may ask the Head of School to make a request for financial assistance with the Parents' Association.

As a rule, the school pays for transportation on **field trips**. For field trips over several days, parents are requested to contribute to the transportation cost.

5. Number of Trips

5.1 One-Day Class Trips

Each grade level is allowed two days per year for class trips or sports days that are organized by the homeroom teacher.

The Head of School may specify two dates in common for all grade levels, or the homeroom teachers may arrange them individually. One day should be in the fall, the other in spring.

Homeroom teacher and class together decide where they will go.

5.2 Long Class and Field Trips

In addition to the two one-day class trips described above, the following grade levels are permitted to go on longer trips:

Grade 4 has up to five school days to go on a field trip (e.g. Hawthorne Valley Farm).

Grade 6 has up to two school days to go on a field trip (e.g. examine a mine).

Grade 7 has up to four school days to go on a class trip (e.g. an educationally valuable experience to Frost Valley).

Grade 9 has up to four school days to go on a class trip (e.g. Cape Cod).

Grades 10 have up to two school days to go on a field trip together (e.g. Boston).

Grade 11 may go on a language and cultural trip of several days (e.g. Costa Rica).

Grade 12 has up to five school days for a field trip (e.g. Washington DC).

5.3. Work Experience

An internship for students in grade 11 is integrated in the class trip to Costa Rica. Students must submit a report about their work experience.

Building and Grounds Rules

(Appendix 4 to the Building and Grounds Rules, Resolution of the General Conference on April 4, 1995 and January 6, 2000)

Working together in a community, we must all show respect for each other. Mutual consideration and respect for the rights of others are upheld by an agreed-upon set of rules and regulations.

Each person bears responsibility for our school community as a whole as well as for its individual members. Each person also bears responsibility for the protection of the natural environment.

Each member is permitted to utilize the facilities of the institution. Any such person must, however, treat these facilities with care so that other members will be able to, and want to, make subsequent use of such facilities.

As part of the rules of German International School New York, these Building and Grounds Rules are designed to create a clear framework for an orderly school operation for the benefit of all members. These rules are therefore directed at both, the teaching staff and the students. The rules stipulate rights and responsibilities. Any and all visitors to the school will also observe them.

Rights

1. We have the right to be treated in a friendly and respectful manner. As part of this conduct we greet each another.
2. We expect safety and consideration for our personal well-being at all times.
3. We treat private property with care.
4. We have the right to work in a disturbance-free atmosphere and to express our opinion in a fair and reasonable manner.
5. We have the right to express our individuality as long as it does not infringe upon the honor or self-respect of another person, upon the laws for the protection of the children and the youth, and upon universal human rights.

Duties and Responsibilities

6. Each person is obliged to support and encourage a peaceful and friendly school atmosphere and to help wherever help is needed.
7. Each person will behave in a considerate and thoughtful manner so that no one will feel harassed, be in danger or injured. Words can also hurt.
8. Individual and common property will be respected by all persons. This includes the school building and its furniture and fixtures.
9. Each person has the duty to respect the opinion and individual personality of other persons.
10. Each person must observe the rules that regulate working and living together at the school.

11. Students are to follow the orders and instructions of teachers and other authorized persons, provided that these directives are within school regulations or necessary for the orderly operation of the school.

12. With our actions and deeds, we all wish to contribute to the protection of our natural environment.

Comments and Specific Regulations

The rights and responsibilities described in these Building and Grounds Rules and Regulations conform to general principles of appropriate human interaction. Everyone is called upon and committed to putting these general rules into practice. The following regulations bring clarity to specific cases.

1. Traffic Management Plan

German School International New York has made a commitment to the City of White Plains to implement a Traffic Management Plan, TMP. The goal of the Traffic Management Plan is to control the number of private vehicles entering and leaving the school premises. For this reason, the School requires each student who qualifies for the use of the public school bus system provided by the school district of his / her residence, to actually use this form of transportation to and from German School New York. If public school buses are available, other means of transportation are not permitted.

For all students who do not qualify for the public school bus system, the School reserves the right to request car pools and will then assist the parents in organizing such car pools.

Any and all other steps that can be taken to reduce traffic density are welcome. As a matter of principle, no vehicles are permitted to park at the turning circle on Partridge Road. This area must be kept clear for school busses and for the fire department. If children must be brought to school by car, then they are to get out of their car in the parking lot and walk to the school entrance on the sidewalk. At the end of the school day, the children will be picked up in the foyer or in the parking lot.

Everyone who comes to school in a private car, but especially our students, are required to drive very slowly and carefully in the parking lot and on the access roads to school. To help protect our environment, all vehicles will shut off their engines when parked or waiting.

2. Instruction Schedule

Instruction begins at 8:30. The schedule is:

1. Period	8:30 - 9:15 a.m.
2. Period	9:20 - 10:05
Recess	10:05 - 10:20
3. Period	10:20 - 11:05
4. Period	11:10 - 11:50
5. Period	11:55 - 12.35 p.m.
6. Period	12.35 - 1:15
7. Period	1:20 - 2:05
8. Period	2:15 - 3:00
9. Period	3:00 - 3:45
10. Period	4:00 – 4.45
11. Period	4:45 – 5:30

Lower School students eat lunch during 5th period. All other students eat lunch during 6th period.

Before the beginning of classes, students will wait in front of their assigned room. Empty classrooms are locked.

Classes are to begin and end on time. Everyone has the right to breaks. When a teacher does not show up within ten minutes after the beginning of a period, the student class representative will inform the school administration.

3. Orderliness and cleanliness in the classrooms, in special subject rooms, and on the school grounds

Orderliness and cleanliness are an integral part of the classroom and of each workspace in order to maintain a smooth-running program of instruction and for the well- being of each person.

School Property

Care must be taken with school and personal property. Tables, chairs and school furnishings are not to be carelessly or willfully damaged or painted. Student desks will only contain instructional materials (books, notebooks). Food and drinks are not permitted.

Cleanliness

Each individual is responsible for cleanliness in the classroom as well as in the special subject rooms. At the end of the school day, chairs will be placed on top of the desks to facilitate the work of the cleaning personnel. Any trash or litter lying on the floor will be picked up and put into the containers provided for this purpose. We should not feel that it is beneath our dignity to occasionally pick up some trash or

litter discarded by another person. If the floor is very dirty, it will be swept with a broom and a dustpan. The class that last used this room is responsible for keeping it clean.

Closing up the Rooms

During the longer recess periods, teachers will lock up all classrooms in grades 1 - 9 and the special subject rooms (including the gymnasium). At the end of the school day, all lights and the air-conditioner will be turned off, windows closed, and all rooms will be locked. All teachers are called upon to check on the cleanliness in the rooms. The homeroom teachers in particular will regularly monitor their classrooms.

Clean-up Service

Each class needs to have a clean-up service. Two students will perform this service on a weekly rotation. The rotation will be recorded in the class register. Planning for these assignments is the responsibility of the classes in cooperation with their homeroom teacher. The student clean-up service's main tasks are to wipe the blackboard, to fetch chalk and to see to the general cleanliness of the classroom.

Trash pick-up on the school grounds is the responsibility of a student clean-up service which will be provided by grade levels 5 - 7 on a monthly rotation schedule. Planning for these assignments is the responsibility of the classes in cooperation with their homeroom teachers.

Class Register

The class registers or class book is an important document. The digital class book is an important development. The homeroom teacher will make sure that the entries are accurate and complete.

Hallways

During and after class time, nobody is allowed to make noise in the hallways since there are people who wish to work without interruption.

School Grounds

We have large and very beautiful school grounds which should not be spoiled by trash or destructive vandalism; we want to enjoy these open spaces. For this reason, no one is to litter expecting someone else to pick up afterwards. If necessary, however, we will pick up the trash left by others and properly dispose of it. It is understood that we will respect the animals and plants on our school grounds. We should be mindful of the fact that we are presenting ourselves to the neighborhood with which we wish to maintain a good relationship. Climbing on trees is absolutely prohibited. Anyone who notices any dangerous areas on the school grounds will immediately report this to the school administration.

Electronic Devices

Cell phones, Smartwatches and other electronic devices must be turned off and may not be used during class, recess or any break. All devices must also be put away.

In an emergency, a student may go to the front office and get permission to make an urgent phone call in the foyer.

It is explicitly not allowed to take pictures or movies on our campus during the school day.

Only a teacher may approve the use of electronic devices during class.

Upper School students (grades 10 – 12) may use electronic devices during their free periods and recess in their classrooms and upper grade lounge only, provided that these devices are being used for reading and communications with headphones only.

In the event of an infraction or repeated infraction against these rules, appropriate discipline measures will be taken i.e. the device will be taken away from the student till the end of the school day or till the next day, pick-up of the device by a parent or guardian, or prohibiting a student from bringing a device to

Smoking, Drugs and Weapons

According to the regulations of the City of White Plains and the laws of the State of New York, smoking is not permitted in schools and on school grounds. Students are not permitted to drink alcoholic beverages. The possession, use or distribution of drugs is forbidden. Weapons (cutting, stabbing or firearms) or any objects that can be used as such may not be brought to school.

Cafeteria

No one will take any dishes, cups, glasses, silverware etc. or food from the cafeteria. We are doing our best to prevent any unnecessary trash or litter. Students are not permitted to go into the cafeteria during class time. Special regulations are applicable for the pre-K, Kindergarten and the Lower School.

Environment

An important daily task for all of us is to avoid as much as possible any garbage or littering (cans, plastic, and paper) and to conserve energy (electricity, heat). For the protection of the environment, we are making an attempt to avoid any unnecessary pollution. Materials suitable for recycling will be collected separately and disposed of in a proper manner. Private vehicles and school busses will shut off their engines when parked or waiting.

4. Conduct during Recess, Supervision

Recess Regulations

When the weather is good, students in grades 1 through 12 are expected to go outside. Students of grades 10 - 12 may opt to stay in their classrooms. Classrooms (except of grades 10 -12) and all special subject rooms are locked during breaks of more than 5 minutes. The entrance foyer is not a lounge area during recess. Sitting on the railing along the glass windows outside of the auditorium and in the cafeteria corridor is prohibited.

Lower school students may use the playground and the upper athletic field during recess. Students in grades 5 through 12 may use both athletic fields but not the playground. During the break from 10:05 – 10:20AM, students in grades 5 – 12 will use the lower fields including the basketball and volleyball courts. All other areas of the school grounds are off limits.

In rain or cold weather (announced by the triple ring of the bell), all students will stay inside, either in the classrooms or in the school corridors. Those supervising teachers who would otherwise have been outdoors will now help with student supervision inside the school building. Because of the lack of outdoor supervision, no student will be permitted outside.

Older students will be considerate and respectful of younger students. Dangerous games are not permitted. Tennis balls can cause injuries and are therefore not permitted. In the winter months, no throwing of snowballs is permitted.

Teachers are obligated to carry out their recess supervision duties conscientiously. They are to oversee what is going on around them and take appropriate action whenever necessary.

During recess, students are allowed to return or take out books in the library. Current library regulations are posted on the bulletin board and will also be made known regularly.

Leaving the School Grounds

In compliance with our Traffic Management Plan, students will not be permitted to leave the school grounds before the end of the official school day without special permission from the school administration and from the parents.

End of the School Day, Bus Transportation

At the end of the school day, those students who regularly use the bus as transportation will enter the busses. During the trip home, they will behave in an orderly and considerate manner.

In case no bus transportation is possible or scheduled, the parents are required to pick up their children promptly at the end of the school day. If this is not possible, the school must be notified in advance. When the students' bus is delayed or their parents do not pick them up on time, the children will wait in the foyer (inside the front entrance) of the school building.

Teachers and students who drive to school will drive with the utmost caution on the access roads and on the parking lot. This is especially important both before the opening of school and at the end of the school day.

5. Additional Regulations

Additional Rules

Conduct in Case of an Emergency
Fire Drill Regulations
Bus Drill
Library Rules

Disciplinary Measures

If pedagogical intervention fails, disciplinary measures may be initiated. They are described in the school's Rules and Regulations whose primary goal is to preempt any such measures.

Notification

All homeroom teachers will discuss these regulations with their classes at the beginning of each semester. They will then enter a memo about this instruction in the class register.

Each member of the school community is bound by these regulations and is called upon to enforce their observance.

Report Card and Promotion Rules for German International School New York
(Approved by BLASchA in 2004, amended on June 3, 2009)

1. Definition of Report Cards

A report card is a legal document in which a student's achievements in his/her subjects (mandatory and electives) and other important statements are summarized. Each report card covers a specific time period.

2. Type and Content of Report Cards

2.1 Report cards cover a semester or a school year and they can be issued as leaving certificates (*Abgangszeugnis*).

Secondary Level I includes grades 5 – 10. Grade 10 has a double function. It is the last year of Secondary Level I and, at the same time, it is the introductory phase for the upper grades or Secondary Level II.

Grades 5 and 6 form an introductory and orientation phase within Secondary Level I. At the end of grade 5, the promotion conference makes a recommendation for a specific program or school career for each student individually. (*Schullaufbahneempfehlung*, see 11 below) At the end of grade 6, the promotion conference makes a binding decision on the type of program each student will be assigned to. (*Schullaufbahntentscheidung*, see 11.3 below)

In 6th grade and in all following grade levels, report cards have to specify the type of program in which the student is enrolled.

2.2 In the Secondary Level I, grades range from 1 (best) to 6 (fail); in Secondary Level II, grades are expressed as points from 0 (fail) to 15 (best).

2.3 Semester and school year report cards for the Secondary Level I may include remarks on conduct, class participation and other notes of importance for the school career of a student.

2.4 School year report cards for the Secondary Level I include a note on the promotion or lack of promotion to the next grade level.

2.5 The following regulations are applicable for students who leave the school:

- A student who leaves German International School New York at the end of a semester or a school year is issued a regular report card with a note that he/she is leaving the school. The report card specifies in which type of program the student was enrolled.
- A student who leaves German International School New York at any other time is issued a leaving certificate (*Abgangszeugnis*).

- When a student leaves within eight instruction weeks or less after he/she has received a semester or school year report card, the leaving certificate will show the grades of the previous report card.
- When a student leaves four weeks or less before the school year report card, German School NY decides on his/her promotion to the next grade level.
- Students who do not qualify for promotion will be issued a leaving certificate without the promotion note and, in addition, a regular report card with the note that they were not promoted.
- The leaving certificate is handed out on the last day of the student’s attendance.

3. Grades in the Report Cards

Very good	(1)	Work meets and exceeds all expectations
Good	(2)	Work meets all expectations
Satisfactory	(3)	Work meets expectations in general
Sufficient	(4)	Work shows weaknesses but in general still meets expectations
Insufficient	(5)	Basic knowledge is evident, however many deficits need to be overcome quickly
Inadequate	(6)	Work does not meet expectations. It is evident that basic knowledge and foundation are lacking to such an extent that the student will not be able to catch up in the near future.

On the report cards, no “in-between” grades may be given. In grades 11 and 12, the numbers 15 - 0 are used. (See scale below)

Grades	1+	1	1-	2+	2	2-	3+	3	3-	4+	4	4-	5+	5	5-	6
Points	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0

3.1 Grading

Subject teachers compile grades in due time before the report card and promotion conferences. The grades are not mathematical compilations but the result of a subject related pedagogical evaluation. The grades may not just be based on written examinations but must take account of all other achievements in appropriate ratio, for example the quality of students' contributions to class discussions and all other assessments of their learning progress. Teachers must be able to explain their grades to the Head of School. He supervises the fair application of grading as part of his/her responsibilities.

In subjects of group 1 (See 6.1) and in additional foreign languages, written examinations are credited for approximately half of the final grade and all other achievements (e.g. speaking ability, short vocabulary tests) account for the other half. In Secondary Level I, in subjects of group 2 and 3, the one written examination is credited as approximately one third whereas all the other achievements count as two thirds of the final grade.

In the upper grades, the semester grade is composed of two written examinations which account for approximately 50% and of all other achievements. If only one examination is offered, the other achievements account for more than half the grade. (Official German regulation)

In cases where it is the student's fault that his/her achievements cannot be assessed (e.g. unexcused absence), the report card grade for this subject may be 6 (fail), respectively 0 points.

3.2 The decision to promote students to the next grade level is primarily based on their performance in the second semester. However, their overall progress in both semesters is taken into account. The decision to promote is based on their grades in all core subjects as well as on their overall personal development. The core subjects are defined as all mandatory subjects of the school year. They also include the subjects that will become electives or will not be offered in the following year.

3.3 Subjects that were offered in only one of the two semesters count for the promotion. The grade will be noted on the report card. (e.g. Music, satisfactory, 1st semester)

3.4 All teachers who teach the student on that particular grade level have a vote in the promotion conference. The decision is based on a simple majority. If the vote is tied, the Head of School or the Assistant Head of School casts the decisive vote. No one may abstain from voting.

3.5 During the report card and promotion conferences, minutes have to be taken. They record the results; they also record a promotion granted with the balancing of grades. In cases of non promotion, the minutes must record the reason.

3.6 When a grade is two or more values lower or higher than in the previous report card, the subject teacher must give an explanation which will be recorded in the minutes.

4. Report Cards Details

- 4.1 Report cards are written electronically and may not contain visible corrections.
- 4.2 Homeroom teachers and the Head of School or their representatives sign report cards by hand.
- 4.3 Report cards are dated for the day on which they are handed out to the students. Report cards carry the school's stamp.
- 4.4 An electronic copy of all report cards is stored in school.
- 4.5 Report cards and student records must have identical content.
- 4.6 Report cards up to and including grade 10 show words (e.g. very good) instead of numbers.
- 4.7 When the report card template shows a subject that was not offered, teachers mark the empty space behind it with a dash. In case the subject was not offered although it is part of the curriculum, teachers write "not offered".
- 4.8 In case a student was exempted from the subject, teachers write n.b. (not graded) in place of a grade.
- 4.9 When a student has participated regularly in an extracurricular activity offered by the school, this activity is noted on the report card.
- 4.10 Each report card notes the number of days a student has missed class.

5. Promotion

- 5.1 The decision to promote a student is made at the end of the school year by the report card conference whose members are the teachers of the student's class and the Head of School or his/her designated representative.
A promotion is a pedagogical decision whose purpose is to maintain the proper correlation between a student's progress and school career with the performance requirements for the grade level. The requirements are defined in the curriculum. The promotion decision needs to ensure that students have acquired the necessary skills for the next higher grade level for their own benefit as well as for the benefit of the entire class.
- 5.2 A conditional promotion is not compatible with the above principle. As a rare exception, the Head of School may temporarily assign a student to a higher grade level. After three months, the class conference decides whether the assignment is to be made permanent.
- 5.3 When students enter German International School New York towards the end of the school year without a promotion to the next grade level issued by their previous school, the Head of School decides on the student's assignment to the proper grade level, possibly with examinations in the core subjects. In this case, the report card conference need not decide on the promotion.

6. Promotion Policy for Grades 5 – 10

6.1 Mandatory subjects are classified in three groups:

Group 1: German, Mathematics, English, second foreign language, third foreign language

Group 2: Geography, History/Politics, Biology, Chemistry, Physics, Computer Science, Religious Studies, American History and Economics.

Group 3: Art, Music, Sports

6.2 Students are promoted when they have passing grades in all their subjects.

6.3 Students are promoted when

- A) Only one grade in the subjects of the first group is insufficient (5) and, at the same time, one or more grades in this group are satisfactory or better.
- B) Only one grade in the subjects of group 2 and 3 is insufficient (5).
- C) Only one grade in the first group and only one additional grade in group 2 or 3 are insufficient (5) provided that the student has three or more satisfactory grades in other subjects. One or more of the other subjects must be from group 1 and only one of the satisfactory grades may be taken from group 3.

6.4 Students are promoted if only one grade in group 2 or 3 is inadequate (6) and, at the same time, three or more other grades are satisfactory. One of these satisfactory grades must be in group 1 and only one of the satisfactory grades may be taken from group 3.

6.5 Students are **not** promoted when one or more grades in group 1 are inadequate (6). No balancing out with satisfactory grades is possible.

6.6 Students are **not** promoted when three or more grades are insufficient (5) and when one grade is insufficient (5) and an additional grade is inadequate (6) and when two or more grades are inadequate (6).

6.7 When a student is assigned to a different program, the promotion rules of the new program apply.

6.8 In rare and exceptional cases, students may be promoted even if the regulations would not ordinarily allow it. In such cases, it may not be the students' fault that their grades are too low. Teachers expect them to catch up and to soon work on grade level based on their performance in the past and their overall capabilities and development. In such cases, the report card conference's vote must be unanimous. A detailed explanation must be recorded in the minutes. This promotion cannot be granted if it awards a graduation or other additional rights.

7. Cases of No Assessment

- 7.1 When a student causes a situation in which no assessment is possible, his/her grade in this subject will be inadequate (6).
- 7.2 When a student is not responsible for the lack of assessment, no grade will be given. The particular subject will not be considered in the promotion decision.
- 7.3 The report card conference may decide to suspend the grade in German for students who enter German International School New York in grades 5 – 9 and come from an environment where German is not spoken. Instead, the teacher of German includes a handwritten comment on the student's ability to speak and write German. This comment is not relevant for the promotion.

8. Promotions in Grades 11 and 12

In these grades, special rules apply which are described in the latest "Guidelines for the Upper Grades in German Schools Abroad" and the "Regulations for the German Abitur/Maturity Examination Abroad".

9. Repeating a Grade Level

The following regulations apply:

- 9.1 As a rule, a student may repeat a grade level only once. As a rule, a student may then not repeat the next higher grade level. When the grades do not permit a promotion the second time, the student will be assigned to a different program. If he/she was in *Gymnasium*, he/she will be assigned to *Realschule*. If he/she was in *Realschule*, he/she will be assigned to *Hauptschule*. This decision is made by the report card conference.
- 9.2 In case the promotion is in jeopardy a second time, the report card conference may decide to leave him/her in the original program if the student was not responsible for the failure.
- 9.3 Parents may request the voluntary repetition of a grade level on behalf of their child. It is the Head of School's decision whether to grant the request. This does not change a previously made promotion decision.

10. Information for the Parents

- 10.1 When teachers see that a student's promotion may be in jeopardy, a notification is added to the first semester report card.

10.2 When teachers see that the promotion is in jeopardy in the second semester, parents will be informed in writing at least 10 weeks before the report card is issued. The notification lists the subjects in which the student has failing grades. Students may not claim the right to be promoted if this notification is not mailed.

11. School Career Decisions

11.1 In grades 5 and 6, the school stays in close contact with parents to ensure timely information and advice on the development, performance and school career of their children.

11.2 At the end of grade 5, the class conference makes a school career/program recommendation for each student. The following criteria are used:

- Student achievement and progress in the core subjects which are taught more hours than other subjects;
- Verbal, writing, and cognitive skills;
- Perseverance and willingness to strive for success in class and at home;
- A student's interests and practical abilities in and possibly outside class.

11.3 When the school's decision and the parents' wishes do not coincide, the parents' wishes will prevail at first. However, a student who was recommended for *Hauptschule* may not enter *Gymnasium*. The only option is *Realschule*. The school will evaluate the student's progress and make a final decision after one or two semesters based on the above criteria.

11.4 Based on the principle of free movement between school career options, students may change programs until the end of grade 8. The school proposes the change and the class conference makes the decision, usually at the end of the second semester.

12. Skipping a Grade

12.1 The class conference may propose that unusually gifted students who are willing to put in the work may skip a grade up to and including grade 9. When the parents agree, the Head of School makes the final decision.

These students' performance level must be well above their classmates and they must show evidence that they will be able to succeed in the higher grade.

12.2 The decision may not be based on the outcome of an examination.

12.3 Such students may be promoted at the end of the first or second semester.

13. Students of *Realschule* and *Hauptschule*

13.1 When students of *Realschule* and *Hauptschule* are taught in the same class together with the students of *Gymnasium*, the promotion criteria must be adjusted for them.

13.2 The promotion decision will be based only on the subjects taught in *Real-* and *Hauptschule*.

13.3 In exceptional cases, the class conference may decide to allow students of *Hauptschule* into the next higher class although their grades would not ordinarily warrant this. Such a decision may be based on the students' age or the fact that repeating the grade level may not benefit them and possibly lead to behavioral problems.

A note on the report card will say: "... may participate in grade level ..."

13.4 Exceptional Students

At German Schools abroad, exceptional students can only be taught within the framework of the school's pedagogical capacity.

**Report Card and Promotion Regulations of the Lower School of
German International School New York**

(Resolution of the General Conference on November 8, 2001 and March 5, 2003)

These regulations for the Kindergarten (ES) and the Lower School (grades 1 – 4) are part of the German International School New York Rules and Regulations.

1. Report Cards

1.1 Definition

A report card is a legal document in which a student's achievements in his/her subjects (mandatory and electives) and other important statements are summarized. Each report card covers a specific time period.

1.2 Type and Content of Report Cards

- 1.2.1 Report cards may cover a semester and a school year. They may also be issued as *Abgangszeugnisse* (leaving certificates) and as *Abschlusszeugnisse* (Lower School Graduation).
- 1.2.2 The end of year report cards in ES, grades 1 and 2 are evaluations made by the homeroom teacher. They describe the students' performance level, participation and conduct. The report cards of grades 3 and 4 have grades (See 3) for all subjects.
- 1.2.3 Semester and end of year report cards may have additional remarks on conduct, participation, and school career.
- 1.2.4 End of year report cards include a note on the promotion to the next grade level.
- 1.2.5 The following regulations are applicable for students leaving the school:
 - Students who leave German International School NY at the end of a semester or a school year are issued a regular report card with a note that they are leaving the school.
 - Students who leave German International School NY at any other time are issued a leaving certificate (*Abgangszeugnis*).
 - When students leave within eight instruction weeks or less after they have received a semester or school year report card, the leaving certificate will show the grades of the previous report card.
 - When students leave four weeks or less before the school year report card, German International School NY decides on their promotion to the next grade level.

- Students who do not qualify for promotion will be issued a leaving certificate without a note on promotion and, in addition, a regular report card with a note that they have not been promoted.
- Leaving certificates are handed out on the last day of the students' attendance.

1.2.6 The school calendar shows the days when report cards are handed out to students.

1.2.7 Students who have successfully completed fourth grade will be issued a report card with the note that they have successfully completed Elementary School. (*Abschlusszeugnis*)

1.3 Grades in the Report Cards

Very good (1)	Work meets and exceeds all expectations.
Good (2)	Work meets all expectations.
Satisfactory (3)	Work meets expectations in general.
Sufficient (4)	Work shows weaknesses but in general still meets expectations, passing grade.
Insufficient (5)	Basic knowledge is evident, however many deficits need to be overcome quickly.
Inadequate (6)	Work does not meet expectations. It is evident that basic knowledge and foundation are lacking to such an extent that the student will not be able to catch up in the near future.

No other grades are admissible in report cards.

2.4 Grading Regulations

2.4.1 Subject teachers compile the grades for their subject. The Head of School has the right to request an explanation of the criteria used. He/she supervises the fair application of grading within as part of his/her responsibilities. He/she may delegate the supervision to the Principal of the Elementary School.

2.4.2 The grade is an overall assessment of the student's performance in the subject. The grade is composed of various individual achievements, but it is not the mathematical average of all individual grades because their value may not be equal.

2.4.3 The curriculum may require that one combined grade be made for a group of related subjects. The instructors who teach the various sub-subjects cooperate in the compilation of their grades into one. This combined grade may not be the mathematical average of the individual grades, especially if the subjects or parts of the subjects have an unequal level of difficulty or if the schedule does not assign them the same number of periods per week.

2.4.4 The grades in the second semester report card cover the entire school year. In cases where a student enrolls in German International School New York during the school year, the grades on the report card of the previous school may be taken into account.

2.4.5 When a subject is offered in the first semester only, its grade will be noted on the end of year report card.

2.5 Report Card Details

2.5.1 Report cards are written electronically.

2.5.2 Words (e.g. very good) are used not numbers.

2.5.3 When the report card template includes a subject that was not offered, teachers mark the empty space behind it with a dash.

2.5.4 When a student was exempted from the subject, teachers write n.b. (not graded) in place of a grade.

2.5.5 When a student has participated in an extracurricular activity offered by the school, this activity is noted on the report card.

2.5.6 Each report card notes the number of days a student has missed class.

2.5.7 Report cards are dated for the day on which they are handed out to the students. Report cards carry the school's stamp.

2.5.8 The Principal and homeroom teachers or their representatives sign report cards by hand.

2.5.9 An electronic copy of all report cards is stored in school.

3. Promotion Regulations and Lower School Graduation

3.1 General Rules

3.1.1 Promotions are pedagogical decisions which harmonize a student's educational program with his/her cognitive development and learning abilities. Promotions are based on the evaluation that a student has successfully completed a grade level and will probably also succeed on the next higher grade level.

3.1.2 Promotion decisions are made by the class conference. It is chaired by the Head of School who may delegate the chair to the Lower School Principal.

3.2 Promotion Regulations

3.2.1 Grade levels ES, 1 and 2 of the Lower School form a pedagogical unit. Pedagogical aspects are therefore the primary decision factor in promotions from ES to grade 1 and from grade 1 to grade 2. The class conference may decide that a student who is not likely to succeed remains one more year in ES or in grade 1.

3.2.2 At the end of grade 2, those students will be promoted who have generally fulfilled expectations for second graders and can therefore be expected to work successfully in grade 3.

3.2.3 On grade levels 4 and 5, the minimum requirement for promotion is two passing grades in German, Mathematics and Science. A student may have an insufficient (5) grade in only one of the above subjects.

3.2.4 Exceptions to this promotion rule can be made if a student's performance is only temporarily lacking but can be expected to improve sufficiently for success in the higher grade.

3.2.5 Conditional promotions are not permitted.

3.2.6 The promotion is noted on the report card as "... promoted to grade..."

3.3 Notification

3.3.1 When teachers see that a student's promotion may be in jeopardy, a note is added to the first semester report card.

3.3.2 When teachers see a threat to the promotion in the second semester, parents will be informed in writing at least two months before the report card is issued. The notification lists the subjects in which the student has failing grades. Students may not claim the right to be promoted if this notification was not mailed.

3.4 Repeating a Grade Level

3.4.1 Students who have not been promoted repeat the same grade level.

3.4.2 The Head of School may honor a parent's request for a student to repeat the same grade level a second time if the class conference agrees.

3.5 Lower School Graduation

See 3.2 for the successful completion of Lower School.

4. Skipping a Grade and Voluntary Repetition of a Grade

4.1 Skipping a Grade

- 4.1.1 The Head of School may allow an unusually gifted student who is willing to put in the work to skip a grade when the class conference, in cooperation with the parents, proposes this leap. The student's performance level must be well above his/her classmates and he/she must show evidence that he/she will be able to succeed in the higher grade. The teachers of the class into which the student may be promoted participate in the class conference. After an appropriate observation period, the class conference makes the final decision.
- 4.1.2 The decision may not be based on the outcome of an examination.
- 4.1.3 The student may be promoted at any time throughout the school year.
- 4.1.4 Grade 4 may not be skipped.
- 4.1.5 The skipping of a grade is noted on the report card.

4.2 Voluntary Repetition of a Grade

- 4.2.1 Students in grades 1 – 4 may return voluntary to the next lower grade level once in the four years. They must do so at least eight weeks before the end of the school year. They may not return to a lower grade level if they have repeated the same before or if they repeat their present grade level.
- 4.2.2 Parents request the voluntary return to a lower grade level in writing. The Head of School makes the final decision.
- 4.2.3 No new promotion decision is necessary for the late move to a grade level if the student was promoted there before.
- 4.2.4 The voluntary return to a lower grade level is noted on the report card.

5 Voting in Class Conferences

All teachers who teach the student on that particular grade level have a vote in the promotion conference. The decision is based on a simple majority. When the vote is tied, the chairperson casts the decisive vote even if he/she does not teach the student. No one may abstain from voting.

Regulations for the Use of School Computers, iPads and the Internet

(Appendix 5, Resolution of the General Conference on November 8, 2001)

1. Conduct Expected from Users

Students have to follow the directives of the supervisor.

No food or drink is permitted while at the computers or iPads.

Furniture, hard- and software are to be treated with due care.

Users who cause damage on purpose or due to carelessness are liable for recourse.

Users who do not comply with these regulations may be excluded from computer use temporarily or for the entire time they are enrolled in German International School New York. Supervisors have the right to make this decision.

2. Computer Use

The following actions are categorically forbidden: changes of the installation and configuration of the computer stations and the network, manipulations of the hardware and software installation. This includes any modifications to the system, to the log-on screen or the desktop etc. If modifications are needed, students have to inform the supervisor or the administrator who will make any necessary adjustments. The supervisor and the network administrator will gladly accept proposals for technical and organizational improvements.

Computers and iPads may only be used for school purposes. Data stored or printed must be related to a student's classes. Computers are work tools. Computer games are not permitted in school.

Users are not permitted to change or destroy the data stored by other users.

In case of errors or serious malfunctions (e.g. a virus), the supervisor has to be informed immediately.

Computer software is protected and may not be copied. Users who pirate software are liable to prosecution.

Log-in is permitted only with the assigned password. All users are responsible and liable for all activities showing with their user identity. Users should not leave a computer unsupervised while they are still logged in. At log-out, the computer should be returned to its original status. The supervisor will assist if necessary.

Under no circumstances may passwords or codes be given to other users or third parties or stored on the computer.

3. Internet Use

Information on the internet is produced and distributed worldwide. If users feel insulted, threatened or in any other way injured by such information, they must take up the issue with the source. German International School New York is in no way responsible or liable for such information accessible on its computers.

Users are strictly forbidden to use their access to the internet to distribute material that is damaging to the school or illegal, such as insulting, racist, extremist, or pornographic material and data that glorify violence.

Users are not permitted to access pornographic, violent, and extremist websites – text, picture, audio, and video. In cases of non-compliance, users are liable for the legal consequences. The supervisor makes spot checks to ensure that no such material is accessed or distributed from school computers.

Users may not download software, text, pictures, audio or video material without the supervisor's permission.

Users must respect the copyright of text, pictures, audio and video material.

Users may not engage in any business in the name of the school or charge material to the school (e.g. order material) or use billable internet services.

4. Data Protection and Security

The school cannot guarantee the protection of data stored on computer stations (e.g. deletion, modifications made by other users,).

The administrator has the right to regularly check log-files.

Users may not store pirated copies, software that should have been registered, data that glorify violence and extremist or pornographic material. If users are suspected of doing so, the administrator has the right to check their user account.

Regulations on Student Attendance: Pre-K, ES, and Grade 1- 12

(Appendix 6, Resolution of the General Conference on March 5, 2003)

1. Procedures

Attendance will be taken during the first period and on a period-by-period basis.

1.1 The following will be recorded in the class book or in WebUntis for each student:

- a. legal absence
- b. illegal absence
- c. truancy, cutting class
- d. lateness
- e. early departure

2. Definitions

2.1 Legal absences (as determined by the NY State Education Dept.):

- Sickness
- Sickness or death in family
- Approved college visits
- Job interviews and exploration
- Medical appointments
- Religious observances
- Appearances in court
- Weather conditions that prevent travel
- Quarantine
- Music lessons
- Approved cooperative work programs
- Military obligations

Students are responsible to obtain and complete all work missed due to any legal absences. The time or schedule for completion of assignments will be established by teachers.

2.2 Illegal Absence

Travel, vacation, work, and presence needed at home are some examples of illegal absences. The school acknowledges the occasional necessity of these absences. However, parents must obtain written permission from the Head of School in advance of any anticipated absences, in particular for absences directly before or after school vacations. Students are responsible for making up missed work and for asking teachers to eventually reschedule tests.

2.3 Truancy, Cutting Class

Cutting class and truancy are defined as the absence from a period, a day, or days without the knowledge and consent of the parent. The class conference decides on pedagogical or disciplinary measures.

2.4 Lateness

Students are expected to be on time in the morning and to each class and to stay until the end of classes. If they miss part of a class period or the entire period, the teacher who arranged this special leave must give them a pass in writing.

3. Long Absences

Any student who exceeds 25% absenteeism in any given subject in any one semester may be denied a passing grade for that course. This policy applies to all absences, legal or illegal. Absences due to school sponsored activities (such as class trips) are not included in this policy.

4. Responsibilities

4.1 Parents and Students

4.1.1 It is the responsibility of the parents to ensure that their children attend school in accordance with the School Calendar. It is the obligation and responsibility of each student to attend all classes as specified on his/her schedule.

4.1.2 Each absence must be accounted for. It is the parents' responsibility to notify the front office on the morning of the absence (Tel. 914 948-6513 x 200). It is essential that parents provide a written excuse for each absence. Such excuses have to state the reason of the absence and be presented to the homeroom teacher no later than the third day of the student's absence. The homeroom teacher will make a note in the class book and inform the school nurse of any contagious diseases, serious illnesses or injuries.

4.2 Data Review

4.2.1 The Front Office will call the parent of an absent student on the morning of the absence if the school does not receive a call from home.

4.2.2 The Head of School will be advised by the homeroom teacher if the attendance register of a student needs to be reviewed. They initiate appropriate action to address unexcused absences, tardiness and early departures.

4.2.3 The School Nurse will review the register and consult with the Head of School on health related issues affecting student attendance.