

**Good to Know About Life at
German International School New York (GISNY)**



Important Phone Numbers

Sekretariat – Front Office	Frau Puschner Frau Stiebel (Student Billing)	(914) 948 – 6513 x 200 (914) 948 – 6513 x 205
Schulleiter – Head of School über die Assistentin stellv. Schulleiter – Asst. Head of School Grundschulleiterin – Head of Lower School	Herr Hierath Frau Klessen Herr Frühwein Dr. Simone Bruemmer	(914) 948 – 6513 (914) 948 – 6513 x 211 (914) 948 – 6513 x 216 (914) 948 – 6513 x 213
Verwaltungsleiter – Administrator über die Assistentin Admissions & Marketing Buchhaltung – Accountant Bibliothek – Library College Advising Sonderpäd.- Resource Specialist Teacher	Herr Schlieben Frau Riemman Mrs. Ge Ms. Lopatukhin Frau Panitz Mrs. Ge Frau Sträter	(914) 948 – 6875 (914) 948 – 6513 x 232 (914) 948 – 6513 x 220 (914) 948 – 6513 x 204 (914) 948 – 6513 x 206 (914) 948 – 6513 x 218 (914) 948 -6513 x 228
Schulkrankenschwester - Nurse Security	Ms. Beirne Mr. Purdy	(914) 948 – 6952 (914) 948 – 6513 x 215

Rules and Regulations

Grading, Student Work, Honesty
Student Rights and Responsibilities
Field and Class Trips
House and Grounds Rules
Report Cards
Computer and Internet Use
Attendance

Basic Rights and Bullying – German School Guidelines

Parents accept the **Rules and Regulations** with their signature on the enrollment contract. The **Rules and Regulations** are available under **School Life** on the school's website www.gisny.org as well as on Blackbaud <https://gisny.myschoolapp.com/app/#login>

School Structure

GISNY has a Pre-Kindergarten, Kindergarten (Entry Stage) and Lower School (gr. 1 – 4). Grades 5 and 6 serve as an orientation level in the middle school. Middle School includes grades 5 - 9 and the upper school includes grades 10 - 12.

Sources of Information

Use the school's website as important source of information. www.gisny.org

Weekly newsletters (INFOS) are emailed to parents on Wednesdays. The newsletter is also available under **School Life** on the website.

Bulletin boards are located throughout the school building.

The bulletin board in the entrance foyer is for information by the Head of School, the Board of Trustees, the Student Government, the PA, the Nurse and the Newcomers' Club.

Announcements from parents and the community can be posted through **THE CLASSIFIEDS** on the school website. Any ads posted on the bulletin board in the hallway of the Lower School must be approved and stamped by the front office. The nurse and library have bulletin boards in front of their rooms.

The **Yearbook** is available in June. It is published by the student run yearbook club and gives a synopsis of the events of the year.

The **Newcomer's Guide** is a brochure with practical information on the daily life of people new to the area. It does not claim to be complete. Corrections and additions are always welcome. The Newcomers' Guide is available under **Community/Parents' Association** on the website.

The tab **Community/Parents Association** on the website has a list of German speaking realtors.

School Calendar

A daily calendar with important events as well as a calendar with the vacation schedule is available online at **School Life**.

Attendance

The New York State Education Department regulates the attendance procedures of all schools in the State of New York. They do not only control daily attendance but also intend to prevent late coming and unscheduled early leaving. It is important that parents cooperate with these state regulations.

Please adhere to the following procedures.

Call the front office tel. (914) 948 – 6513 ext. 200 **before 8.30 am** and state the child's name, grade, **afternoon club** and **the reason for the absence**. (Please leave a message if no one picks up the phone.) To make sure that no child is lost between home and school, the office will call the parents in case of an unexplained absence. On the **third day** of the absence - at the latest - a **written** explanation has to be given to the homeroom teacher. It needs to include the reason and probable length of the absence.

If a student is late in the morning, they should inform the front office when they arrive at school.

Students in grades 11 and 12 need to submit a doctor's note if they are absent on the day of an exam.

No student is allowed to leave the school without the nurse's or the homeroom teacher's knowledge.

For more details, please see the Rules and Regulations on the school website.

Safety and Emergencies

Also see House and Grounds Rules in the information package and online.

Our school grounds are so large that safety requires some **access restrictions**. The area along the street between the main entrance and the kitchen door is out of bounds for students. Students should not unnecessarily stay in hallways because it disturbs classes in session.

During class, **all exterior doors are locked** from the outside. Visitors ring the bell at the main entrance and speak to the front office via the video system. The entrance foyer serves as the waiting room for visitors and parents. This also includes parents waiting for a teacher conference. The teachers will pick them up in this area. All visitors and parents sign in and out in the **guest book** at the entrance of the front office.

All **extracurricular activities** such as class parties, parent sports etc. have to be registered with the school administration and approved by the Head of School.

In case of **emergencies** (e.g. school closing due to snow, catastrophic events), the school's automatic calling system is activated. Three numbers are usually registered: the family's landline, the mother's and the father's cell phones. After picking up the phone, you need to acknowledge with a "hello" or a similar brief answer so that the emergency message begins. The calling system will then "know" that you have received the message. Your answering system or service must have a greeting for the same reason.

In general, parents/guardians will be notified between 5:30am and 6.30am if the decision to close school or delay its opening is made by the Head of School. In the event of a delayed start, we usually begin TWO hours after the normal starting time. In the event of an early dismissal, we will announce an official dismissal time as well as follow the dismissal times set by the transportation departments of various school districts.

Very important: Please fill out the **Emergency Contact Information Form in Blackbaud**. It is important that we have the most current contact information and above all that we know what to do when we have an early dismissal, especially for students in grades ES – 6. You also need to name friends or neighbors – including their phone number – who take responsibility for your child in case of an emergency when you cannot be reached.

School Busses, Traffic, and Parking on School Grounds

School Busses

In Westchester County, the Board of Education of the town in which you live may arrange for free school bus transportation, provided you live approximately within a 15 mile radius of our campus. Each Board handles this task differently and uses a variety of bus companies. The towns of Rye, Rye Neck, and Yonkers do **not** provide school bus transportation. For residents of New York City, New Jersey and Connecticut, no free school bus transportation is available to GISNY.

Sign-up your child as soon as possible and **renew the sign-up** annually by April 1. If you arrive in the middle of the school year, **sign-up within 4 weeks** of your signed rental or purchase contract to secure a place for your child on the bus. Information on the procedure and the regulations is available in the front office, including the phone numbers of the respective Board of Education and the bus companies.

Additional information can be obtained directly from the particular Board of Education, respectively the bus company.

The school provides supervision during the morning and afternoon arrival and departure of the busses. We advise, however, that the parents of young children be present during the first week of the school year. Experience has shown that bus drivers and school bus numbers often change in the beginning which makes it difficult for young children to find the correct bus.

If your child is absent, you need to inform the school as well as the bus company.

It is an American custom to tip the driver at Christmas and at the end of the school year.

Traffic

We advise parents who drive their children to school to form **car pools**. This reduces traffic in our residential neighborhood. It is also imperative to respect all speed limits and traffic rules. We do not want to create an unnecessary risk of accidents nor raise the noise level for our neighbors.

Very important: **Never pass a school bus with a red flashing light and/or open stop sign in either direction.** It's the law in all fifty states. Children getting in and out of the bus do not pay attention to traffic.

The driveway circle around the flag poles is off limits to cars **at all times**. When you drop off and pick up your children, use the parking lots but do not block incoming and outgoing traffic. Experience has shown that cars that unload in the street and directly in the entrance lane to the parking lot cause traffic jams and endanger students walking to school.

Do not leave children alone in the car. You will have considerable problems with the American authorities if the police or conscientious neighbors see your children alone in the car.

Parking on School Grounds

All employees and students need to display a permit obtained in the front office.

Parent-Teacher Conferences

Twice a year, personal parent-teacher afternoon and evening conferences are scheduled, usually until 7:30 pm. Please sign-up beforehand on our school website. In addition and at other times, you can arrange meetings with teachers via e-mail.

Schoolbooks and Other Materials

The school orders textbooks and gives them to the students. At the end of the school year, the books are collected and stored for the following year. The Lower School also provides notebooks.

Some materials may be purchased in the school's library, i.e. notebooks for upper school students, fountain pens (Lamy) and cartridges, protractors.

Student ID Cards

The school issues **student ID cards** for students in grades 5 -12. Some venues offer fee reductions for students when presented with the card.

Extracurricular Activities

For Students

GISNY offers free **clubs**. In addition, the school offers space for clubs and activities such as music lessons that are privately organized and charge a fee. Students showcase their musical talents in special evening performances. Detailed information is available in the newsletters, on the website, on the bulletin boards, and in the front office.

The members of the student government organize numerous activities such as movie afternoons/nights and bashes for students.

For All Members of the School Community

In addition, from Monday through Thursday, students, parents, and teacher may participate in an array of activities such as **soccer, basketball, volleyball, and choir**.

Throughout the school year, several events are scheduled. To note the most well-known: **Holiday Bazaar, Book Week, and School Olympics**. Dates and details are announced in the newsletters and on the bulletin boards.

The Newcomers' Club organizes field trips – often to New York City.

Lockers

We have a limited number of lockers. Students may apply for them in the front office. They need to supply their own locks. The school assumes no liability for the lockers.

Babysitting and Tutoring

You will find a list of students who babysit and/or tutor in the closed bulletin board in the foyer or on the school website under Community/Parents. You will need to log in as a parent to view this information.

Lost and Found

Lost clothing, school materials and other items are put in boxes next to the nurse's office and in the front office. Please check there. The items are discarded at the end of each semester.

College Advising and Career Guidance

Throughout the school year, the college, university and career advisors offer several sessions and events. Mrs. Ge and Schmalhofer are the college advisors for the USA, Canada and England. Mrs. Schmoeckel is the college advisor for German universities and organizes career guidance events at the school.

Nurse

Ms. Beirne is our nurse. Her office is at the end of the right hand Hallway A opposite the Kindergarten. (Phone 914 948 6952) She takes care of all children with minor ailments. In serious cases, she calls the parents and, if necessary, the hospital. If your child has a specific medical condition, please contact the nurse immediately.

All medications taken at school must be given by the nurse. Please let the nurse know if your child needs medication at school. She will assist you with the required forms and will administer the medications as ordered. If your child has orthopedic restrictions or other restrictions for the physical education program, this must be ordered by the pediatrician or orthopedist. Please see the nurse for the appropriate forms.

The nurse always participates in the Newcomer's Club's first meeting of the school year. She informs parents of the specific requirements of the State of New York such as vaccination regulations for school children. Please feel free to contact her with any medical concerns and questions you may have. Additional information can be found on her bulletin board and also on the bulletin board in the foyer.

Physician's Health Certificate

This certificate is required by the State of New York. The form is available in the front office and has to be filled out by the child's physician. All new students, all Pre-K, Kindergarten children, first, third, fifth, seventh and ninth and eleventh graders need to give this certificate to the nurse at the beginning of the school year. The physician does a standardized check-up and certifies that all necessary immunizations are up-to-date. In some cases, lab tests may be necessary.

Library

The library is located on the second floor in the new building. All students, their siblings and parents may borrow books.

Librarian: Mrs. Panitz

Opening hours: Monday through Friday from 8:30am - 12:15pm and 1:00pm – 4.00pm

The library has a selection of German and English books:

Picture books for Kindergarten and Lower School students

Beginning readers for 1st and 2nd graders

Books for children between the ages of 6 and 10

Fiction for young adults

Non-fiction and information materials

A small selection of general fiction

Classic fiction in German, English, and French

Books on pedagogy and education for parents

Books on the arts, humanities, and the natural sciences

Reference books and encyclopedias

Books on New York, other cities and countries

German newspapers and magazines

DVDs in English, German and French for the German PAL and the American NTSC system

Additional Information

The library has an electronic catalog of its approx. 12 000 items. Users may access the catalog from our school website under School Life. In addition, users may access a recommended reading list for grades 5 – 9. The librarian will gladly help you.

Lower School students are introduced to the library by their teachers. The goal is to teach students the independent and responsible use of the library.

The librarian also offers guided tours of the library to interested individuals and groups. She cannot, however, order books for private users. Instead she gives you information on companies through which you can order books from Germany.

Lunch

Lunch for the Lower School: 11:55 a.m. - 12: 35 p.m.

Lunch for the Middle and Upper School: 12:35 - 1:15 p.m.

The menu changes monthly. It is published online at School Life.

Parents' Association and Newcomers' Club

Questions may be addressed to the two elected class parents of their child's class or members of the Newcomers' Club. The class parents of all grade levels represent the parents' interests in the Parents' Association. For details see Community/Parents/Association on the school website.

http://www.gisny.org/RelId/607385/ISvars/default/Parents_Association.htm

The Newcomers' Club is a parent initiative with the goal to help new families transition more easily to their new environment. Club members answer questions, give information and offer the opportunity to form new friendships. The club organizes a welcome party and excursions. Please see the bulletin board in the foyer, the newsletters, and the website.

Language School

The Language School offers German classes to children and teenagers. It is located in our building. Mrs. Zose is the principal of the Language School. The students of the German School support the teachers of the Language School by volunteering as classroom assistants. For more information see

http://www.gisny.org/RelId/606477/ISvars/default/Language_School.htm