



GERMAN
INTERNATIONAL
SCHOOL
NEW YORK

School Rules and Regulations

(Effective March 20, 2024)

This is an unofficial translation for your convenience.

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By signing the enrollment agreement, parents/legal guardians agree to abide by these regulations.

I. SCHOOL RULES AND REGULATIONS

A. General

1. Scope

The school rules and regulations of German International School New York are based on the *"Guidelines for School Regulations for German Schools Abroad"* according to the Sample Regulations issued by the Commission for Schools Abroad of the Standing Conference of the Ministers of Education and Cultural Affairs of the Federal Republic of Germany in the version of January 15, 1982.

2. Mission and Educational Goal of the School

German International School New York is a school leading to the German International Abitur and the New York State High School Diploma. In its multilingual, culture-connecting environment, it supports its students and educates them to become critically thinking global citizens who take responsibility for fellow human beings and the environment.

It places particular emphasis on the teaching of the German language, German educational content, and a realistic image of Germany in its manifold aspects as well as the language, history, and culture of the USA. In this way, it enables its students to encounter other peoples and cultures and educates them to open-mindedness, international understanding, and an attitude of peace.

The aim of the school is to enable its students to pursue an individual educational path that is appropriate to their abilities. It therefore has the task of imparting knowledge and skills to them, leading them to independent thinking and promoting their personal development and social development. It is intended to educate students to self-determination, responsibility towards their fellow human beings, the recognition of ethical norms and religious values, tolerance, and respect for the convictions of others.

Learning objectives and the organization of lessons are based on the regulations adopted by the Federal Republic of Germany and the State of New York.

3. Purpose of the School Regulations

The school can only fulfil its mission if the corporation, school management, faculty, staff, students and parents/legal guardians (hereinafter referred to as parents) work together in a spirit of trust. The provisions of the school regulations are intended to serve this interaction.

4. Other Regulations

The following regulations are part of the school rules and regulations:

- Regulations on Attendance and Missed Lessons
- Regulations on Performance Appraisal, Performance Records and Acts of Deception
- Regulations on Report Cards and Promotion
- GISNY Rights and Anti-Bullying Policy
- Regulations on Educational and Disciplinary Measures

- Regulations on Use of Digital Devices and Services
- Regulations on Trips and Excursions
- Building and Ground Rules

Other regulations and statutes of the school are: the GISNY BYLAWS, the BYLAWS of the Student Council and the Elected Student Advisors (SV), the BYLAWS of the Parents' Association and the Conference Regulations.

B. Position of Students in School

In order to fulfil the school's educational mission, it is essential that students are given the opportunity to participate in teaching and school life, that they are prepared to do so and that they are enabled to exercise their rights and duties in accordance with the school's mission.

1. Students' Rights

Through their participation in the classroom and their participation in the organization of teaching and school life, students contribute, in accordance with their abilities and age, to the realization of the right to education created for them.

In particular, they have the right to:

- to be informed about matters concerning them,
- to be informed about their level of achievement and to be advised on matters relating to their school career,
- to complain if their rights are infringed,
- to be heard before the application of disciplinary measures.

2. Duties of the Students

The achievement of the educational goal and the fulfilment of school tasks are central components of a successful school career, which can only be guaranteed by the regular participation of the students in lessons and in the compulsory school events. In this context, it is imperative that all students treat each other with respect and consistently avoid disturbing others in order to promote a positive and supportive learning environment.

In addition, the students are obliged to comply with the necessary directions and instructions of the school management, their teachers and other persons commissioned by the school management. This commitment not only serves to maintain the necessary order within the school, but also makes a decisive contribution to creating a respectful coexistence and a disturbance-free learning atmosphere, which are indispensable for the fulfilment of the educational objective and for living together in the school.

3. Student Involvement

The educational mission of the school is linked to the task of enabling the students to take joint responsibility, especially to help shape lessons in an age-appropriate way, and to promote their participation in the life of the school.

The school creates the conditions for this. It develops forms of student participation for all ages. Further details are set out in the Bylaws of the Student Council and the Elected Student Advisors of the school.

By participating in special committees and working groups, students can participate in activities that are important to them and to the school and that have an impact beyond the narrow framework of the school.

The publication of a school newspaper is carried out by agreement between the students and the Head of School.

C. Parents and School

1. Interaction between Parents and School

The education and upbringing of students is a joint task of parents and school.

This includes, above all, that parents and the school are in close contact with each other and communicate in good time in such a way as to avoid, as far as possible, difficulties that threaten to impair the students' academic development.

The school advises parents on technical and pedagogical issues. It provides insight into guidelines and regulations, sets up office hours and provides for parents' evenings and meetings.

The parents support the school in its educational mission. They therefore work together with teachers and school management and inform themselves about their child's behavior and performance level.

Parents shall ensure that their child fulfils his or her duty to attend school and is appropriately equipped for instruction. They encourage their child to treat school property with care. Parents undertake to pay school fees and other fees determined by the school on time. Applications for waiver or reduction of school fees are submitted by the parents to the school management for a decision by the Business Manager.

2. Parental Involvement

Parents have the opportunity to join the "German *International School New York Corporation*"; they can then participate in their decisions. The details are specified in the bylaws of the *corporation*. In addition, parents have the opportunity to participate in the Parents' Association (see Bylaws of the Parents' Association).

D. Enrollment and Withdrawal of Students

1. Registration

Student registration is done by parents or legal guardians. The evidence required by the school (certificates, degrees, medical certificates, visa, etc.) must be presented at the time of registration.

The enrollment agreement entered into by parents and the school only becomes legally binding once the school fees to be paid have been duly received by German International School New York. Special arrangements on the method of payment must be made in writing.

2. Enrollment and Withdrawal

The Head of School decides on admission and placement in a grade level. With the entry into the 1st grade, sufficient knowledge of German is necessary. The Head of School may make admission conditional on passing an examination. There is no legal entitlement to admission.

When admitting students who wish to obtain a German school-transcript, the regulations of the Standing Conference of the Ministers of Education and Cultural Affairs must be observed.

When signing the enrollment agreement parents receive the school rules and regulations and recognize them. The school rules and regulations can be found on the website.

3. Discharges

Students will be discharged from school if they

- have graduated from the corresponding school path;
- have been withdrawn in writing by the parents;
- are excluded from further school attendance due to a disciplinary measure.

In the first case, they receive a *certificate of completion*, in the other cases, depending on the time of the school year, a *transcript*.

E. School Attendance

1. Participation in Classes and School Events

The obligation to attend classes means that students prepare for the lessons, cooperate, be punctual, carry out the tasks assigned to them and have the necessary learning and work tools ready. Registering a student to participate in an elective or study group obliges him or her to participate regularly. Exceptions are decided by the school management or the teacher responsible for coordination.

The obligation to participate also extends to study trips that are carried out in connection with the subject matter of a specific subject. If parents wish to be exempted from participating in one or more day class trips that do not directly serve educational purposes, a reasoned written application must be submitted in good time. In this case, the students participate in the lessons of another class. If a student's participation is in question due to significant costs, the parents or guardians can contact the Head of School and, if necessary, submit an application for financial support to the Parents' Association through the school management.

2. School Absences

If a student is prevented from attending classes or other school events due to illness or other unforeseeable reasons, parents shall inform the school immediately by sending a message to the front office before the start of the missed lesson and in writing to the homeroom teacher during the day.. The reason and the expected duration of the absence must be stated. Each day of absence must be reported again. In special cases, the presentation of a medical certificate may be required. For students in the upper school (10th to 12th grade), a medical certificate must always be presented in case a class test/exam is missed on the day of absence.

If a student is prevented from returning from the holidays on time due to unforeseen circumstances, this must be reported to the school management immediately.

Unexcused absences may result in disciplinary action. In addition, missed tests or class tests due to unexcused absence may be graded "6 (failure)". If more than a quarter of the lessons in a subject are missed in a half-year, the grade "6 (failure)" can be awarded.

3. Leave of Absence from Classes and other School Events

In the event of foreseeable missed lessons (absolutely necessary travel or appointments, visits to the doctor and the like), an application for leave of absence must be submitted in good time. Leave of absence for individual lessons is granted by the respective subject teachers. The homeroom teacher takes up to two days of leave of absence, in all other cases the Head of School decides. The front office must be informed of this by the homeroom teacher.

Immediately before or after holidays, a student may not be granted leave of absence. Exceptions in demonstrably urgent cases are decided by the Head of School.

The applicant assumes responsibility for any possible drop in performance due to the leave of absence. The subject teachers decide whether a missed class assignment will be rewritten. From grade 10 onwards, a missed exam will only be rewritten if there is an excused absence. In the event of an unexcused absence, a missed exam can be assessed as "failed" (0 points).

4. Exemption from Participation in Physical Education Classes

A short-term exemption from physical education is only possible after written notification by the parents to the physical education teacher. A longer exemption from participation in physical education (more than five days) can only be granted if this is attested by a certificate issued by a doctor, which must contain the duration of the absence. The certificate must be presented to the nurse of the school.

F. Student's Performance, Homework, Promotion

1. Performance and Forms of Work

Teachers determine the performance of the students in pedagogical responsibility. In doing so, they observe the applicable regulations and the standards set by the subject and general conferences. The assessment is based on as many oral, written and practical forms of work as possible. All forms of work used to determine performance must have been practiced in class. Regulations on proof of performance and penalties for acts of deception are to be found in the [Regulations on Performance Appraisal, Performance Records and Acts of Deception](#) composed.

2. Homework

In all subjects, the main work is in the classroom. Homework grows organically out of the lessons and serves for repetition, consolidation, and preparation. The scope and difficulty of the homework must be prepared and set so that the students can complete it as independently as possible in a reasonable time to encourage the students without overwhelming them. The students can approach the homeroom teacher should they consider the load too high.

3. Promotion

The promotion to the next higher grade level and the issuance of report cards are regulated by the report card and promotion regulations.

G. Disruption of School Regulations and Disciplinary Measures

School life and teaching require a certain order that helps to make the educational process possible. Administrative measures may be applied to a student if he or she culpably violates the rules of law or the rules applicable to the school. Disciplinary measures are taken if this is necessary for teaching and educational work or for the protection of persons and property involved.

It is part of the educational task of the teachers to make the necessity and the meaning of these regulations understandable and thus to contribute to the fact that the students recognize the order of the school and act accordingly.

Disciplinary measures should be applied with the pedagogical aim of strengthening the students' social responsibility. They are therefore not to be taken in isolation from the educational mission of the school and its pedagogical responsibility towards the individual student. Further details are regulated by the [Regulations on Educational and Disciplinary Measures](#)

As a general rule, educational measures take precedence over disciplinary measures. Their application must be proportionate to the occasion. Collective action, corporal punishment or other measures that violate human dignity are not permitted.

H. Duty of Supervision and School Liability

1. Supervision

The school is obliged to supervise students during lessons and breaks, during participation in mandatory school events, as well as for a reasonable amount of time before and after classes. For students of the upper school, there is a special regulation with regard to free periods and breaks (see [Building and Grounds Rules](#)).

Supervision is exercised by teachers or other persons entrusted with supervision. These can be parents who have agreed to do so, or suitable students who have been entrusted by the school with the performance of special tasks, or employees of the school in charge of doing so. The students are bound by the instructions of these persons.

2. Insurance Coverage and Liability

Students must be covered by their parents' health insurance. In the event of accidents that they suffer while attending school and school events, their private health insurance is the primary insurance. The students are only secondarily insured by the school authority.

No liability can be assumed for items owned by the students.

3. Health Care at School

The school takes appropriate measures to ensure a healthy environment. Parents and students must follow the school's instructions. If contagious diseases occur in students or within the household they live in, the nurse must be informed immediately. The nurse shall implement the necessary measures, taking into account the regulations of the local health authority.

I. School Year and School Trips

1. School Year

The school year usually lasts from the beginning of September to the end of June of the following year. The school's holiday schedule as well as the other non-teaching days are determined annually by the school management in agreement with the Board of Trustees and announced to the parents in due time. Regulations of the authorities of the State of New York and German guidelines are taken into account when determining the vacation schedule in an appropriate and school-related manner.

2. School Trips and Excursions

For more information, see [Regulations on Trips and Excursions](#).

J. Rules for Adult Students

Adult students can and are allowed to act independently in many areas. This includes the possibility to call in sick themselves and to register independently for school trips and similar school activities. The personal responsibility of adult students is thus expressly recognized in these aspects.

At the same time, the school generally assumes that parents are still entitled to act and be informed about academic achievements and school matters even for adult students, unless the adult student expressly objects to this procedure. In such a case, the student will be asked to formulate his objection in writing and then to accept the school rules by signing it himself or herself.

K. Handling of Appeals and Complaints

Decisions of the responsible conferences in cases of promotion and disciplinary measures are basically internal affairs of the school. Appeals and complaints are dealt with by the school under its own responsibility. They are submitted in writing to the Head of School. The Head of School may resubmit the objections or complaints to the relevant conference or committee of the Board of Trustees for consideration or opinion. Since the issues under consideration here are mainly pedagogical matters, the decision on the complaint is usually taken by the Head of School and by the relevant conference.

L. Final Provisions

The school regulations were approved by the Standing Conference of the Ministers of Education and Cultural Affairs (KMK) in a letter dated September 2, 1988. After consultation with the Committee for Schools Abroad, a revision was put into effect by the Board of Directors resolution of June 18, 2001.

The present version of 2009 was brought into force after consultation with the Federal-State Committee for School Work Abroad with the Board of Directors resolution of October 19, 2009. The present version of 2024 was approved by the GLK (March 30th 2024), KMK and Board of Trustees (approval pending).

II. REGULATIONS ON ATTENDANCE AND MISSED LESSONS

1. Attendance Control

Attendance will be checked during the first lesson and also during each subsequent lesson.

1.1. In the digital class register (), the following is noted for each individual student:

- a) excused absence
- b) unexcused absence
- c) Skipping individual lessons or an entire day of classes
- d) Lateness
- e) Leaving class early

2. Definitions

2.1. Excused or Legally Permitted Absences (as defined by the State of NY)

- Illness
- Illness or death in the family
- Approved college visits
- Interviews and job exploration
- Doctor's appointments
- Religious festivals
- Court Dates
- Weather conditions that prevent school attendance
- Quarantine
- Music classes
- Approved internships
- Military Commitments

All content missed due to excused absences must be made up by the students independently and without being asked. The teacher specifies the time frame for the completion of the work to be submitted.

2.2. Unexcused or Unlawful Absences

This includes absences due to travel, vacation, work or necessary presence at home. The school knows that sometimes it is necessary to be absent for one of the reasons mentioned. However, parents must inform the Head of School in writing or ask in writing for approval, which must be done in advance. This is especially true for absences immediately before and after the holidays. Students must ensure that they work through the subject matter. There is no entitlement to make up for missed performance appraisals or exams.

2.3. Truancy (by the hour or by the day)

Is defined as absence without the knowledge and consent of the parents. In such cases, educational and disciplinary measures may be decided upon in the class conference.

2.4. Lateness and Leaving Class Early

Students are expected to arrive on time for the start of class and the start of each lesson and to be present until the end of class. In case of absence from class due to school obligations, the responsible teacher excuses the student..

3. Long Absenteeism

If more than a quarter of the lessons in a subject are missed within half-year, the grade "6 (failure)" can be awarded. This rule applies to all absences, excused or unexcused. Absences due to school activities (e.g. class trips) are not covered by this regulation.

4. Responsibilities

4.1. Parents and Students

Parents are responsible for ensuring that their children attend classes according to the school calendar. Students are required to attend all classes according to their schedule.

If a student is prevented from attending classes or other school events due to illness or other unforeseeable reasons, parents shall inform the school immediately by sending a message to the front office before the start of the missed lesson and in writing to the homeroom teacher during the day. The reason and the expected duration of the absence must be stated and a report must be made for each day of absence. In special cases, the presentation of a doctor's note may be required. For students in the upper school (10th to 12th grade), a doctor's note must always be presented in case a class test/exam is missed on the day of absence.

4.2. Data Verification

If a student is absent without a call from home, the parents will receive a call back from the front office the same morning.

The Head of School will be notified by the homeroom teacher if a student's absences need to be checked in general in order to be able to take action against unexcused absences, late arrivals and early departures from class.

The nurse will review the daily entries and discuss with the Head of School any health issues that may affect school attendance.

Revision History

Rev. #	Description of the main changes	Person in charge	Rev. Date
1	Clarifications and adjustments	School Management / GLK	Pending
0	Resolution of the General Conference	GLK	March 5, 2003

III. REGULATIONS ON PERFORMANCE APPRAISALS, PERFORMANCE RECORDS AND ACTS OF DECEPTION

PERFORMANCE EVALUATION PRINCIPLES

Teachers continuously track the students' performance by assessing their oral and written performances during individual, partner, and group work, which they accomplish at home and school. These grades are the basis for their report card grades at the end of each semester. Every teacher has a high pedagogical responsibility in the evaluation of the students. The large number of factors that determine the evaluation make this evident. The areas that must be considered are the clearly definable assessment criteria based on facts, individual student development, aspects of comparison, and pedagogical aspects. In principle, the following regulations apply at the German International School New York based on the corresponding statements in the School Regulations ("Performance Assessment, Performance Certificates and Acts of Deception") and in the "Report Card and Passing Regulations of the German International School New York."

A. General considerations

- Grades are used for self-monitoring, as proof of performance, as proof of learning progress or learning difficulties, and as a basis for information for parents. They can also be an effective motivational tool but should never be misused as a means of discipline.
- Report card grades are based on an average of the individual grades (weighed according the grading transparency table). In cases of ambiguity, the criteria for determining the report card grade can also include the teacher's overall integrated pedagogical decision.
- The final grade in a subject is determined in the report card conference. Therefore, any discussion about a grade with the student or a parent before the report conference is to be regarded as non-binding advice.

B. Grading criteria

- The teacher bears the pedagogical responsibility for the given grade.
- The grade transparency table details how the individual components of the grade (written, oral and/or other achievements) are to be weighed.
- The teacher discloses criteria for grading (e.g., maximum and achieved number of points for subtasks, point-grade conversion, etc.) to the students.
- The teacher is obliged to inform students and parents/guardians regarding the level of achievement.

C. Written achievements

- Written subject tests are graded with whole grades or grades a plus or minus to display tendencies (e.g. 2- = 2.33; 3+ = 2.67).
- In report cards, only whole grades are given.
- The written achievements are class tests or exams.

1. Equivalent Performance Assessment

In grades 5 – 9, 50% of the class tests per year can be replaced by an equivalent performance assessment in all subjects, according to the decision of the faculty conferences at the beginning of each school year. Equivalent assessments can include, for example, presentations, oral reports, project assignments, experimental assignments, oral examinations in foreign languages, etc. The following conditions must be met.

i. Topic

- The problem content of the task must be identifiable to the examinee; therefore, the formulation of the topic should not be limited to the naming of a subject area.
- The teacher sets the topic. It is possible to take into account areas of interest of the examinees; these must be sufficiently abstract to allow adequate freedom for the topic.
- The task must allow performance across the entire grading spectrum, meaning that all areas of learning requirements must be covered.

ii. Assessment

- Evaluation criteria must be clearly formulated in advance.
- Subject-specific criteria remain valid.
- The evaluation must be transparently documented (in writing).
- The substitute performance is weighted like a class test.
- In group work, the contribution of each student is assessed individually.

iii. Work Load

- The amount of work required for the equivalent assessment must be comparable to a written class test.

2. Regulations for Grade 10 (Introductory Phase)

- In subjects with two hours/week, two written tests per year are given (History, EP, Bio, Music, Art)
- In Economics, which is taught for two hours in grade 10 with an additional hour of social studies/politics, two exams are written, plus one exam in social studies/politics.
- Three-hour subjects (Chemistry, Physics, French/Spanish 2nd semester) include three exams in grade 10.
- Four-hour subjects (De, Ma, En) are evaluated through four written exams.

3. Regulations for Grades 11 and 12 (Qualification Phase)

- On a formal and content level, the expectations must be gradually adjusted to the expectations of the written Abitur examinations. This not only applies to the corrections but also to the assessment and grading. In each of the first three semesters, there is at least one written exam given in all subjects (except for Physical Education); in the subjects with higher levels of performance (German, Mathematics, First Foreign Language, Second Foreign Language

– see the guidelines 2.1.3 and regulations for the DIA §4 (1)) two subject tests are given. In the fourth semester (in which the Abitur exams are taken), only one subject test is required in each subject.

- During the first two semesters of the qualification phase, one written exam for each subject can be replaced by an equivalent individually measurable assessment based on the requirements and format of the fifth examination subject (P5).
- In grade 11, one subject test in modern foreign languages must be replaced by an examination covering the competencies of speaking/listening comprehension or listening/reading comprehension. This is obligatory and counts as much as a regular written exam.
- The duration of the exams depends on subject-specific requirements. The time frame must allow proof of technical and methodological competencies. The minimum duration is 90 minutes. The maximum duration may not exceed the duration of the respective written Abitur examinations.

from: Guidelines for the Regulations for the Attainment of the General Higher Education Entrance Qualification at German Schools Abroad, "German International Abitur", (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of 11.06.2015), 1.7.2, p.11 et seq.

4. Announcement and Scope

- Written tests must be announced (at least one week in advance) and, if possible, scheduled at the end of a teaching unit (i.e., after the phases of topic development, consolidation, practice, and application).
- Written tests (or "quizzes ") are based only on the material covered in the previous 2-3 lessons and don't take more than 20 – 25 minutes.
- Testing on the material covered over an entire semester is educationally not sound nor permitted.
- On any one day, only one subject test / written examination may be given.
- No more than three exams may be given in a week, ideally only two.
- Written tests are to be evenly spread out over the school year.

5. Correction and Returns

- No new written test may be given in the same subject, before the previous exam has been returned and discussed in class.
- Correction and return of written work should be carried out as quickly and promptly as possible.
- Assessment criteria must be discussed and disclosed.
- In principle, the Head of School / Assistant Head of School can have class tests submitted for quality control.

6. Refusal to perform and absenteeism

- Refusal to perform and deception should be responded to appropriately – if possible, by pedagogical means.
- If a written assignment is missed, a follow-up appointment may be scheduled if a proper performance assessment would otherwise be impossible. A student is not entitled to make up for missed written exams.
- Tests or class tests missed due to unexcused absence may be graded "unsatisfactory".

D. Oral and other performances

- Oral grades include not only oral contributions but also participation in general, which is expressed in attention and working attitude.

1. Criteria for the assessment of oral and other performance

i. Dimensions

- semantic: vocabulary, language sensitivity, subject-specific language
- syntactic: grammatical correctness, complexity
- pragmatic: partner-related speaking, comprehensibility, ability to argue

ii. Participation in the classroom

- Quantity: frequency of contributions, volume of contributions, regularity of contributions
- Quality: productive contributions, reproductive contributions / unproductive contributions
- Partner work: Interaction, cooperation

iii. Miscellaneous contributions

- Individual presentation, short presentation,
- presentation of the results of the assignment/term paper,
- binder or notebook completeness/neatness,
- individual oral exam,
- vocabulary tests,
- protocols
- practical work, etc.

2. The teacher is obliged to try to obtain the cooperation of silent and reserved students. Students must not be judged solely based on their reluctance.

E. Version

The principles of performance evaluation were adopted at the GISNY faculty meeting on March 20, 2024.

Revision History

Rev. #	Description of the main changes	Person in charge	Rev. Date
0	Clarification and Adjustments	School Administration & GLK	March 20 th 2024

IV. REGULATIONS ON REPORT CARDS AND PROMOTION OF THE LOWER SCHOOL (ZVO GS)

A. Scope

This regulation applies to the Lower School of German International School New York (Kindergarten ES, Grades 1 to 4) within the framework of the school rules regulations of German International School New York.

B. Report cards

1. Definition of Report Cards

A student's end-of-year report card, transcript and graduation certificate are documentary records that summarize the assessment of performance in the subjects taught (compulsory subjects and study groups) and other important statements about a period of instruction.

2. Type and Content of Report Cards

2.1. Report cards are issued as half-year, end-of-year or transcripts. In Kindergarten (ES), students receive a development report three times a year. Grades 1 to 4 receive a half-year and an end-of-year report card.

2.2. The end-of-year report cards for grades ES, 1 and 2 each contain an overall assessment of the student's performance, behavior and cooperation by the homeroom teacher. Grades 3 and 4 are graded in all subjects.

2.3. Half-year and end-of-year report cards for grades 3 and 4 contain additional information about cooperation and conduct as well as remarks that are important for the student's school career.

2.4. End-of-year report cards contain a note on the promotion or non-promotion.

2.5. For students leaving school, the following rules apply:

- If a student leaves school at the end of a semester or year, a half-year or end-of-year report card will be issued stating that the student is leaving school.
- If a student leaves school during the school year, a transcript will be issued.
- If there are less than eight weeks of school between the issue of the last report card and the departure from the school, the grading of this report card will be included in the transcript.
- If the school attendance ends later than four weeks before the last day of school, the transferring school must decide on the promotion.
- Non-promoted students receive a transcript without a promotion note and an additional end-of-year report card with a note of non-promotion.
- The report card is handed out on the last day of school attendance.

2.6. The date of issuance of half-year report cards and end-of-year report cards can be found in the school calendar.

2.7.

3. Report Card Grades

The grades are based on the following definitions:

Very good	(1)	a performance that meets the requirements to a particularly high degree.
Good	(2)	a performance that fully meets the requirements.
Satisfactory	(3)	a performance that generally meets the requirements.
Sufficient	(4)	a performance that has deficiencies, but on the whole still meets the requirements.
Deficient	(5)	a performance that does not meet the requirements but indicates that the necessary basic knowledge is available and that the deficiencies could be remedied in the foreseeable future.
Failure	(6)	a performance that does not meet the requirements and where even the basic knowledge is so incomplete that the deficiencies could not be remedied in the foreseeable future.

Intermediate grades in report cards are not permitted.

4. Determination of report card grades

- 4.1. The grade of a subject is determined by the responsible subject teacher. The subject teacher must disclose the basis for the assessment at the request of the Head of School. Within the framework of the current regulations, the Head of School ensures that grades are given properly.
- 4.2. The report card grade summarizes the student's overall performance in the subject in question. It is formed from the grades for individual achievements. The report card grade is not the arithmetical average of the individual grades. The individual grades can be weighed differently.
- 4.3. If, according to the weekly hours or the curriculum, the achievements of subject-specific sub-areas or the achievements of individual subjects are to be combined, a joint report card grade must be formed. If different teachers teach, they determine the report card grade together. The joint report card grade does not have to be the arithmetical average of the individual grades. This is especially true if the individual subjects or subject areas differ in terms of the number of hours and the weight of the performance requirements.
- 4.4. The grades of the end-of-year reports are determined on the basis of performance throughout the school year. When changing schools, the grades of the transcript of the sending school can be taken into account.
- 4.5. In the case of subjects in which instruction was only given in one school semester, the grade of the half-year report must be included in the end-of-year report card.

5. Issuance of report cards

- 5.1. Report cards are issued electronically and may not contain any corrections.
- 5.2. The respective words are to be used for the report cards.

- 5.3. The field for the intended grade must be crossed out if the subject has not been taught.
- 5.4. In the case of subjects in which the student has been exempted from class or performance assessment, this is indicated with “n.b.” instead of the grade entry. (not assessed).
- 5.5. If a student participates in after school activities (AGs), this will be noted on the report card.
- 5.6. Development reports, half-year and end-of-year report cards contain the number of excused and/or unexcused absences.
- 5.7. Report cards and development reports bear the date of issue and the school stamp.
- 5.8. Report cards and development reports are signed by the Head of Lower School, the homeroom teacher or their representatives.
- 5.9. The school keeps an electronic copy of all report cards and transcripts.

C. Promotion

1. General

- 1.1. Promotion and non-promotion are pedagogical measures that adapt the student’s educational path to the mental development and ability to learn. They are based on determining whether a student has successfully attended one year and is likely to be able to work successfully in the next higher grade.
- 1.2. Promotion decisions are made by the class conference chaired by the Head of Lower School.

2. Promotion Provisions

- 2.1. In ES, grades 1 and 2, pedagogical considerations play a decisive role in the promotion from ES to grade 1 and from grade 1 to grade 2. If necessary, the class conference may decide that a student who is not expected to be successful in grades 1 or 2 will remain in grade ES or 1 for another year.
- 2.2. In the promotion from grade 2 to grade 3, those students are promoted to the next higher grade who, on the basis of their performance, have met the requirements of the current school year as a whole and therefore indicate that they will be able to meet the requirements of the next higher grade.
- 2.3. The prerequisites for a promotion to grades 4 and 5 are met if the student has achieved at least “sufficient” in two of the subjects German, mathematics, sciences and at least “deficient” in the third subject in the end-of-year report card.
- 2.4. A student may also be promoted if the class conference is of the opinion that his or her performance is only temporarily insufficient for promotion, but that he or she is likely to be able to meet the requirements of the next higher grade after a transitional period.
- 2.5. A probationary promotion is not permitted.

- 2.6. The promotion or non-promotion of a student must be noted on the report card as follows: “Promoted to class ____” or “Not promoted”.

3. Notification of Students at Risk of Repetition

- 3.1. If a student’s promotion is at risk due to his or her performance in the first half of the school year, a corresponding note must be included in the half-year report card.
- 3.2. The parents/legal guardians will be informed in writing in due time, at least ten weeks before the last day of classes, if the promotion is at risk, stating the subjects in which the grades are below “sufficient” at that time. However, if the notification has not been given, a right to promotion cannot be derived from it.

4. Non-promotion

- 4.1. Students who have not been promoted repeat the last year they attended.
- 4.2. The Head of Lower School may, at the request of the parents/legal guardians and in agreement with the class conference, allow a student to repeat the last year attended a second time.

D. Skip and Repetition

1. Skipping a Grade Level

- 1.1. A particularly gifted student who is willing to perform may be allowed by the school management to skip a grade if the class conference has made a request to this effect in agreement with the parents/legal guardians. The prerequisite is that the student clearly excels in class and that the way of working suggests that he or she will be able to work successfully in the new grade. This class conference is attended by the teachers of the class to which the student is to be promoted to. Participation in the lessons of the next higher class is decided by the class conference after an appropriate probationary period.
- 1.2. The decision may not be made dependent on an examination.
- 1.3. Skipping can be done at any time after a reasonable probationary period.
- 1.4. Skipping grade 4 is not permitted.
- 1.5. Skipping a grade is noted in the report card.

2. Voluntary Repetition

- 2.1. During grades 1 to 4, students can voluntarily request to go back to the next lower grade. The request must be made no later than eight weeks before the end of the school year. It is not permissible to repeat from a year that is being repeated or into a year that has been repeated.
- 2.2. The repetition must be requested by the parents/legal guardians in writing. The Head of Lower School decides on the application.

- 2.3. No new promotion decision is required for the subsequent promotion to a grade to which the student has already been promoted to.
- 2.4. The repetition will be noted in the report card.

E. Voting Procedures

Under this regulation each teacher teaching the student has one vote at the class conference. The chair has the right to vote, even if the person does not teach in class. Abstention is not permitted. In the event of a tie, the chair's vote shall be decisive.

Revision History

Rev. #	Description of the main changes	Person in charge	Rev. Date
1	Clarifications and adjustments	School Management / GLK	Pending
0	Resolutions of the General Conference	GLK	November 8, 2001 and March 5, 2003

V. REGULATIONS ON REPORT CARDS AND PROMOTION (ZVO)

1. Definition of Report Cards

A student's report card is a documentary record in which the performance in the subjects (compulsory subjects, elective subjects, study groups) and other important statements about a period of instruction are reported.

2. Type and Content of Report Cards

2.1. Report cards are issued as half-year, end-of-year or transcripts. In the 12-year system, middle school comprises grades 5 to 10, with grade 10 having a dual function: it is the last year of middle school, but at the same time it is also the introductory phase to the upper school. The introductory phase of middle school is organized as an orientation stage. Grade 5 ends with a promotion conference and an individual school career recommendation (see point 11 below). Grade 6 ends with a promotion conference and a final school career decision (see point 11.3 below). The report cards from grade 6 onwards must show the type of school career (Hauptschule, Realschule, Gymnasium).

2.2. The performance assessment takes place in grades 5 – 10 in report card grades, in grades 11 and 12 in points.

2.3. Half-year report cards and end-of-year report cards up to grade 10 may contain additional information about conduct and cooperation as well as remarks that are relevant to the student's school career.

2.4. End-of-year report cards contain a note on the promotion or non-promotion.

2.5. For students leaving school, the following rules apply:

- If a student leaves school at the end of a half year or year, a half-year or end-of-year report card will be issued stating that the student is leaving school. The affiliation to the type of school career (Hauptschule, Realschule or Gymnasium) is also noted.
- If a student leaves school during the school year, a transcript will be issued.
- If there are less than eight weeks of school between the issuance of the last half-year report card or end-of-year report card and the departure from school, the grading of this report card will be included in the transcript.
- If the school attendance ends later than four weeks before the last day of schooling, the transferring school must decide on the promotion.
- Students who have not been promoted receive a transcript without a promotion note and an additional end-of-year report card with a note of non-promotion.
- The transcript is handed out on the last day of school attendance.

3. Report Card Grades

The grades are based on the following definitions:

Very good (1) a performance that meets the requirements to a particularly high degree.

Good	(2)	a performance that fully meets the requirements.
Satisfactory	(3)	a performance that generally meets the requirements.
Sufficient	(4)	a performance that has deficiencies, but on the whole still meets the requirements.
Deficient	(5)	a performance that does not meet the requirements but indicates that the necessary basic knowledge is available and that the deficiencies could be remedied in the foreseeable future.
Failure	(6)	a performance that does not meet the requirements and where even the basic knowledge is so incomplete that the deficiencies could not be remedied in the foreseeable future.

According to the Regulations for the Completion of Middle School at German Schools Abroad, § 3 Performance Assessment (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of March 16, 2017), report cards generally only contain full grades. From grade 11 onwards, a points system applies.

The points are assigned to the grades as follows:

Note	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. The grade of a subject is determined by the responsible subject teacher in good time before the conferences. The grade is the result of a professional-pedagogical, evaluative overall assessment and is not calculated schematically. In particular, it must not be based solely on the results of written class tests but must take into account the performance of the current lessons and the quality of the oral contributions and other learning success assessments in an appropriate proportion. The subject teacher must disclose the basis for his assessment at the request of the Head of School. Within the framework of the current regulations, the Head of School ensures that grades are given properly.

In the subjects of group 1 (see paragraph 6.1) and other foreign languages, the written performance in the class tests and the “other participation” (oral performance, achievements from current lessons) are taken into account more or less equally. In the subjects of groups 2 and 3, the weighting of “other work” to written performance should be about two to one at middle school. For the upper school, the following applies: the results of two exams on the one hand and the continuous performance in class on the other hand result in roughly equal parts of the grade for the half-year report card. If only one exam is written in the first half of the year, the continuous performance in the classroom is given a correspondingly higher weight (see Regulation of the KMK on the Upper School).

If performance in a subject cannot be assessed for reasons for which the student is responsible, it may be assessed as “6 (failure)”.

- 3.2. The promotion decision is made on the basis of the student’s performance in the second half of the school year, taking due account of the development of performance throughout the school year. The promotion decision takes into account the grades of all compulsory subjects as well as the general development of the student’s personality. In principle, all subjects are important for the assessment of a student’s performance, including those that are being phased out or will no longer be compulsory in the next school year.

- 3.3. In subjects for which lessons were only given in one school semester, this must be noted in the reports (e.g. Music: satisfactory, 1st semester). In these cases, the grade of the half-year report must be included in the end-of-year report; It is relevant for promotion.
- 3.4. All teachers who have taught the respective student are entitled to vote in the promotion conference. In the case of voting, the decision is made by a simple majority. In the event of a tie, the Head of School (or his deputy) decides; Abstentions are not possible.
- 3.5. The results of the report card and promotion conferences must be recorded. A promotion with compensation of grades must also be noted in the minutes. The decision not to promote must be specifically stated in the minutes of the promotion conference.
- 3.6. Grade jumps of more than one level must be justified by the subject teacher. The reasons for this shall be recorded in the minutes of the promotion conference.

4. Issuance of report cards

- 4.1. Report cards are issued electronically and may not contain any corrections.
- 4.2. Report cards are signed by hand by the Head of School, the homeroom teacher or their representatives.
- 4.3. The report cards bear the date of the handover and the school stamp.
- 4.4. An electronic copy of all report cards will be kept.
- 4.5. The information in the report cards must be documented in the student file (student record).
- 4.6. For the entry of the report card grades, up to and including class 10, the word names are to be used.
- 4.7. The field for the intended grade must be deleted if the subject has not been awarded according to the timetable. If a subject has not been taught, although it is provided for in the timetable, this is noted as "not taught".
- 4.8. In the case of subjects in which the student has been exempted from class, this is indicated with "n.b." instead of the grade entry (not assessed).
- 4.9. If a student regularly participates in after school activities (AGs), this will be noted in the report card.
- 4.10. Half-year and end-of-year report cards contain the number of excused and/or unexcused absences.

5. Promotion

- 5.1. At the end of the school year, the class conference, as a promotion conference, decides on the promotion of the individual students with the Head of School as chair or a representative appointed by the Head of School.

The promotion or non-promotion of a student is a pedagogical measure. Its purpose is to keep the individual student's personal learning development and school education in line with the performance requirements of the grade according to the curriculum. The promotion decision is intended to secure the basis for learning progress in the next higher grade, both for the individual student and for the whole class.

- 5.2. A 'probationary' promotion is contrary to this principle. A "probationary" classification can be made for three months in special exceptional cases. At the end of this period, the class conference decides on the final placement.
- 5.3. A student who transfers to German International School New York at the end of the school year without a promotion decision from the transferring school will be assigned by the Head of School or examined in the compulsory teaching subjects. In this case, the promotion decision may be suspended.
6. Principles for Promotion Decisions in Grades 5 - 10
- 6.1. The compulsory subjects are divided into the following groups in grades 5 - 10:
- Group 1: German, Mathematics, English, 2nd foreign language, 3rd foreign language
- Group 2: Geography, History, Biology, Chemistry, Physics, Computer Science, Religious Studies/Ethics, American History and Economics
- Group 3: Art, Music, Sports
- 6.2. Sufficient or better performance in all subjects will lead to a promotion.
- 6.3. A student will also be promoted if the performance
- a) is deficient in no more than one of the subjects German, mathematics, 1st foreign language, 2nd foreign language and 3rd foreign language and the deficient performance is compensated by at least satisfactory performance in another subject of this subject group, or
- b) is not sufficient in more than one of the other subjects, or
- c) although deficient in one of the subjects German, mathematics, 1st, 2nd and 3rd foreign language and one of the other subjects, the certificate shows a total of three at least satisfactory grades, one of which is in the subjects German, mathematics, 1st, 2nd and 3rd foreign language. Of the musical-artistic subjects and sports, only a minimum satisfactory grade can be used for compensation.
- (d) is deficient in two of the other subjects, but these deficiencies are compensated for by at least three satisfactory performances, with a maximum of one in the arts and sports.
- 6.4. The grade "6 (failure)" in one of the other subjects must be compensated by at least three satisfactory grades, one of which is in German, mathematics, 1st, 2nd and 3rd foreign language. Of the musical-artistic subjects and sports, only a minimum satisfactory grade can be used for compensation.
- 6.5. The grade "6 (failure)" in one of the subjects German, mathematics, 1st foreign language, 2nd foreign language or 3rd foreign language rules out a promotion. Compensation is not possible.
- 6.6. A promotion is also ruled out if the performance in more than two subjects is deficient or deficient in one subject, '6 (failure)' in another subject or '6 (failure)' in two or more subjects.

- 6.7. If a student is reclassified to another type of school career, the regulations of the respective type of school career apply.
- 6.8. In exceptional cases, a student may also be promoted if the promotion requirements could not be met for reasons beyond the student's control, but it can be expected that successful participation in the next higher grade is possible due to the student's performance and overall development. The promotion decision requires unanimity. A detailed statement of reasons shall be recorded in the minutes. A promotion in accordance with sentence 1 is ruled out if it involves the award of a certificate or further qualification.

7. Non-assessable Performance in Individual Subjects

- 7.1. If performance in a subject cannot be assessed for reasons for which the student is responsible, it is considered "6 (failure)".
- 7.2. If the student is not responsible for the reasons for the lack of performance in a subject, the subject will not be graded and will not be taken into account for the promotion decision.
- 7.3. In the case of children who enter the 5th to 9th grades of German International School New York from a foreign-language environment, the report card conference may decide not to award a grade for the first report card in German. It is then replaced by a handwritten comment by the German teacher, which refers to the performance profile in the subject German, whereby this remark is not effective for promotion.

8. Promotion in the Upper School (Grades 11 and 12)

Special provisions apply to promotions in Grades 11 and 12. These provisions are laid down in the "Guidelines for the Upper School with Class Instruction at German Schools Abroad" and in the "Regulations of the German Abitur Abroad" as amended.

9. Repetition of Grade Levels

The following principles apply to the repetition of grades:

- 9.1. As a rule, a grade may only be repeated once. As a rule, the year that follows the repeated grade may not also be repeated in the same type of school career. If the student is not promoted again, the student will change from the Gymnasium to the Realschule or from the Realschule to the Hauptschule. The class conference decides on the placement.
- 9.2. If a student is not responsible for the insufficient performance in the repeated grade or the following, the promotion conference may decide to keep the student in the respective type of school career.
- 9.3. At the request of the parents/legal guardians and at the decision of the Head of School, a student in middle school may voluntarily repeat a year once. A promotion decision that has already been taken will not be affected.

10. Notice to Parents

- 10.1. If a student's promotion is at risk due to the performance in the first half of the school year, a corresponding note must be included in the half-year report card.

- 10.2. The parents/legal guardians will be notified in writing in good time, no later than ten weeks before the end of the school year, stating the subjects in which the grades are below "sufficient" at that time. However, if the notification has not been given, a right to promotion cannot be derived from it.

11. School Career Decisions

- 11.1. In grades 5 and 6, particularly close contact with the parents/legal guardians of the students is necessary to ensure timely information and advice on development, performance level and school career.

- 11.2. At the end of grade 5, the class conference gives an individual school career recommendation. The following criteria serve as a basis for this:

- performance and performance development, especially in the core subjects with a higher proportion of hours,
- the ability to express oneself verbally and abstractly,
- perseverance and willingness to make an effort in the classroom and in homework,
- the interests and commitment in the field of practical skills in the classroom and, if applicable, extracurricular areas.

- 11.3. If the recommendation of the school and the parents'/legal guardians' wish for a school career do not coincide, the decision of the parents/legal guardians applies first, whereby only the Realschule status is considered for a student recommended for the Hauptschule. The school regulates whether the final placement takes place after half a year or after one year. The decision is made by the school on the basis of probation according to the mentioned criteria.

- 11.4. In accordance with the principle of maximum permeability after the orientation level, school career changes from school to the end of grade 8 can be proposed, usually at the end of each school year.

12. Skip a grade level

- 12.1. At the request of the class conference and in agreement with the parents, the Head of School may allow a particularly gifted and motivated student to skip a grade level up to and including grade 9. The prerequisite is that the student clearly excels in class and that the way of working can be expected to enable the student to work successfully in the new grade level.

- 12.2. The decision must not be made conditional on examination.

- 12.3. Skipping a grade level can be done at the end of the half school year or at the end of the school year.

13. Realschüler und Hauptschüler

- 13.1. If Realschule students or Hauptschule students are in the Gymnasium classes, a standard appropriate to a Realschule or Hauptschule is necessary when deciding on a promotion in these cases.

- 13.2. In the promotion decision, only the subjects taught in Realschule or Hauptschule are taken into account.

13.3. Exceptionally, the promotion conference may determine that a middle school student who does not meet the conditions for a promotion will attend classes in the next higher grade without being promoted, if it can be assumed that the student cannot be better supported by repeating the class or that additional difficulties in behavior will arise in the event of a repetition of the class. The age of the student must also be taken into account here. In such cases, the report card note reads: "... can participate in the classroom of the grade level"

14. Special Needs Students

Special needs students can only be taught within the framework of the pedagogical possibilities of German schools abroad.

Revision History

Rev. #	Description of the main changes	Person in charge	Rev. Date
1	Insertion of reference on Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs on Grades and Adaptation of the Groups of Subjects	School Management / GLK	Pending
0	In the version of June 3, 2009, approved by the BLASchA in December 2004		

VI. GISNY RIGHTS AND ANTI-BULLYING POLICY

In a diverse community where many people have to live together, we need to respect each other. For this reason, we have established the following basic rights:

1. Every human being has the right to be treated kindly and humanely.
2. At all times, one should expect consideration and protection of one's own personal being.
3. Personal property in the school must be respected.
4. Everyone has the right to work in a trouble-free atmosphere and to express their opinion in a fair and reasonable manner.
5. Everyone has the right to express their individual personality, as long as this does not violate the personal honor or self-respect of another person, the laws on the protection of minors and the universal rights of people.

No form of bullying, including cyberbullying, is tolerated at GISNY because, as mentioned above, it violates students' rights.

A. What is Bullying/Cyberbullying?

(Cyber) Bullying is a persistent and deliberate abuse of power in relationships through repeated verbal, physical, and/or social behavior aimed at causing physical, social, and/or psychological harm. It can happen in person or online (cyberbullying), and it can be obvious (overt) or hidden (covert). Bullying behavior is repetitive or has the potential to recur over time.

Literal	Verbal abuse, making fun of a person, etc.
Physical	Hitting, shoving, breaking things, etc.
Relationship relevant	intentionally excluding someone from a game or group in an unfriendly way, ignoring them, implicitly or explicitly telling others to do the same, etc.
Indirect	Spreading false and negative stories or rumors
Blackmail	Stealing someone else's money or property directly, or forcing another person to give something against their will/wish
Online	Posting pictures online without someone's permission, sending mean texts, being rude or mean to someone in an online game, pretending to be someone else to spread hurtful messages online, etc.

B. Reporting

All forms of bullying are considered unacceptable by the school. Any student who believes he or she has been or will be bullied or harassed by other students, or who has witnessed an incident of harassment/bullying by (a) schoolmate, should take the following steps:

- Address the abuser directly if they feel comfortable doing so and ask that the harassment/bullying stop. At GISNY, we believe that many disagreements between students can be successfully resolved by both parties focusing on the GISNY core values of mutual respect and reasonable behavior. However, in cases of bullying, including sexual or other harassment, reports must be made to a teacher or staff member that the student trusts (who will then report to a member of the school management). The student can also use the bullying report form.
- If the student is uncomfortable talking directly to the person(s), or if the harassment/bullying does not stop, the incident should be reported to a teacher, a member of the school administration, the school psychologist, or any other trusted person with whom the student is comfortable (this person will then report to a member of the school management). The student can also use the bullying report form.

Anyone who knowingly or maliciously makes a false report under this policy will be subject to disciplinary action. Retaliation against a person who reports bullying, provides information during an investigation of bullying, witnesses or has reliable information about bullying is prohibited.

C. Investigation

If the school receives a report of bullying behavior, the school will immediately launch an independent investigation. This may include interviewing the complainant, the alleged perpetrator and/or other persons. It may also include other methods, such as viewing emails, text messages, photos, and social media pages. The school will try to protect the privacy of the people involved during the investigation by restricting the information associated with it on the basis of the "need-to-know" principle. Although the school cannot guarantee confidentiality, GISNY will not reveal the name of a person who complains of harassment/bullying without their permission, if possible.

D. Disciplinary Measures

If the school determines that this policy has been violated, the school will take disciplinary action against the offender(s) in accordance with the GISNY School Rules and Regulations. These actions include but are not limited to: a verbal or written warning to the offender by a teacher or Head of School, an apology (if requested by the target), and/or referring the case to school management for consideration of disciplinary action, such as temporary suspension or expulsion of students. The school psychologist will also be informed of any cases of harassment/bullying by students and may seek external counseling if necessary.

E. Record Keeping

The Head of School and the Head of Lower School will keep records of complaints of harassment/bullying, any subsequent investigations and, if applicable, disciplinary action. Access to these files is strictly limited.

Revision History

Rev. #	Description of the main changes	Person in charge	Rev. Date
0	Resolution of the General Conference	GLK	October 22, 2020

VII. REGULATIONS ON EDUCATIONAL AND DISCIPLINARY MEASURES

The school must ensure a safe learning environment for all students. Clear rules and consequences for all parties involved support the development of a sense of responsibility and social skills. These measures are not intended to punish, but rather to promote constructive cooperation and personal development in order to ensure a trouble-free and conducive school day for all.

A. Educational Measures

Taking into account educational principles, teachers should choose the educational measure that best suits the situation as well as the age and personality of the students.

In the case of particularly frequent misconduct by a student or collective misconduct by a learning group/class, the causes should be investigated.

Educational measures can be:

- a) Verbal rebuke
- b) Detailed discussion with the student or parents/legal guardians
- c) Changing the seating arrangement in the class
- d) Assignment of special tasks that are suitable for making the students aware of their misconduct

As a rule, measures (a) to (d) are not recorded in the student's file.

B. Disciplinary Measures

The application of disciplinary measures is only considered if educational measures are not sufficient. Disciplinary measures serve to ensure an orderly teaching and educational environment at school as well as to protect the persons and property involved. They are applied in the event of a breach of duty by students, in particular in the event of disruption of lessons or other school events, in the event of a breach of the obligation to participate as well as in the event of violations of the school rules or the Building and Grounds Rules.

The following regulatory measures may be considered:

- a) Entry in digital class register
- b) Written reprimand by the teacher
- c) Exclusion from class under supervision
- d) Written reprimand by the Head of School
- e) Threat of exclusion from classes or other school events (e.g. school trip)
- f) Temporary exclusion from school attendance or other school events from one day to two weeks

g) Threat of expulsion from school

h) Expulsion from school

Corporal punishment and collective action are not permitted.

C. Procedural Principles

The disciplinary measure must be proportionate to the behavior of the student, taking into account all the circumstances of the individual case.

The following procedures apply to the administrative measures:

1. Measures a) - c) are carried out by the teacher.
2. Before deciding on the disciplinary measures d) - h), the student and the parents/legal guardians are given the opportunity to comment before the decision-making body. Those affected can request the presence of an advocate of their choice (classmates or teachers they trust).
3. The parents/legal guardians will be notified of the disciplinary measures in writing, stating the facts. Measures (d) to (h) shall be recorded in the student's file.
4. The class conference decides on the issuance of a written reprimand by the Head of School, the threat of exclusion from classes and the temporary exclusion from school attendance (measures d - f). Members of the class conference are all the teachers who teach the student.

Exclusion from classes can be limited to individual subjects. The student is obliged to make up for the missed content.

In urgent cases, the Head of School may immediately exclude a student from classes or other school events. The hearing of the parties concerned, and the decision of the competent body will then be made up for.

5. The threat of expulsion from school (measure g) is decided first by the class conference, then by the general conference.

The decision on expulsion *from the school* (measure h) is made by the general conference in agreement with the Board of Trustees. As a rule, expulsion from school must be preceded by the threat of expulsion.

6. All disciplinary measures may be subject to conditions (e.g. additional afternoon classes, auxiliary services, etc.).

Revision History

Rev. #	Description of the main changes	Person in charge	Rev. Date
1	Formulation adjustments	School Management / GLK	Pending
0	Resolution of the General Conference	GLK	June 19, 2001

VIII. REGULATIONS ON USE OF DIGITAL DEVICES AND SERVICES

The use of digital devices in GISNY serves to support the educational mission and to improve the teaching and learning process. These regulations set out the rules and guidelines for the use of digital devices, including social media and the school's own platforms.

The following applies to the use of the school's own computers and Internet access:

1. General Rules

- 1.1. When using digital devices and services, the instructions of the supervising person must be followed.
- 1.2. Students up to grade 9 cannot use digital devices like mobile phones before or between classes. These times are important for socializing and active movement.
- 1.3. Students are responsible for their own digital devices and the school's own devices. The use should always be for educational purposes. The student is responsible for damage caused intentionally or negligently and is liable for recourse.
- 1.4. The privacy of all students and teachers must be respected. It is not allowed to share private information, pictures, or videos without permission. Everyone is encouraged to be polite and respectful of each other, both in person interactions and online.
- 1.5. Violations of these rules may result in disciplinary action, depending on the severity of the violation. Teachers and school administrators reserve the right to block access to digital devices or platforms in the event of rule violations. Supervising persons can prohibit their use.
- 1.6. Additional instructions about the use of electronic devices, e.g. mobile phones, electronic wristwatches, at school can be found in the Building and Grounds Rules.

2. Use of School-owned Devices

- 2.1. Basically, changes in the installation and configuration of school devices and the network, e.g. manipulation of the hardware equipment as well as interference with the software installation (including changing system settings) is prohibited. If this is necessary, the responsible person (supervisor or administrator) must be informed, who will then change the settings if necessary. Suggestions for technical and organizational improvements are accepted by the responsible persons at any time.
- 2.2. The works of other users may not be altered or destroyed without permission.
- 2.3. In the event of malfunctions and serious errors (e.g. malware), the supervising person must be notified immediately.
- 2.4. Computer software is protected and may not be copied. Users who copy software without authorization are liable to prosecution and may be subject to civil or criminal prosecution.
- 2.5. Logging on to computers and the network is only permitted under the assigned username. Each user is fully responsible for all activities that take place under his or her identity and, if necessary, bears all legal consequences.

The device to which a user has logged on to the network should not be left unattended by the user. After terminating use, the user must log out again.

- 2.6. Under no circumstances may passwords or PIN be shared with other users or third parties or stored on school-owned devices.

3. Use of Personal Devices

- 3.1. The use of personal electronic devices in schools is intended to promote education and the learning process by providing students and teachers with tools to enrich lessons, facilitate access to educational content, and improve communication. At the same time, the use and security of these devices must be ensured.
- 3.2. Students are allowed to use their own digital devices (e.g. laptops, tablets, smartphones). The school reserves the right to prohibit certain devices or applications for safety or educational reasons.
- 3.3. Students are responsible for the safety and security of their device. The school accepts no liability for loss or damage to personal equipment. Students must protect their devices with passwords or PIN codes and are not allowed to share this information. Devices brought along must comply with the applicable safety and technical standards of use.

4. Internet Usage

- 4.1. The information provided on the Internet comes from sources around the world. If anyone feels hurt, degraded or otherwise attacked by such information, they must clarify this matter with the author of the information. The school is in no way responsible for the content of the information provided via its internet access.
- 4.2. It is strictly forbidden to use the Internet access or the platforms or services used in schools to disseminate information that is likely to damage the reputation of the school in any way. This applies in particular to information and data that is offensive, racist, glorifies violence, extremist, pornographic or violates applicable law. Access to inappropriate or blocked websites is prohibited.
- 4.3. It is not permitted to obtain pornographic, violence-glorifying or extremist text, image, audio and video material via the Internet, or the platforms or services used in schools. In the event of a violation, the user will be liable for the legal consequences. The supervising persons reserve the right to carry out random checks to ensure that the above materials are neither received nor sent at the school.
- 4.4. Students are required to respect copyright and licensing terms for digital content. Unauthorized copying, distribution, or use of copyrighted materials is strictly prohibited.
- 4.5.
- 4.6. No user has the right to enter into contractual relationships in the name or to the detriment of the school (e.g. ordering items via the Internet) or to use paid services on the Internet.
- 4.7. The use of social media during class is not permitted. Outside of class, social media may be used on personal devices as long as it does not interfere with school order and respectful interaction with each other. Disseminating or sharing confidential or defamatory information about schoolmates, teachers or the school is strictly prohibited.

- 4.8. Exchange and communication platforms are used for communication, collaboration, and organization of school activities. Students are required to use the services (Teams) provided for all for their respective classes and courses. Access is via individual student accounts, whose access data must be treated confidentially.
- 4.9. Respectful and polite interaction contributes to a positive learning environment. Offensive, disrespectful or discriminatory statements are prohibited.
5. Data Protection and Data Security
- 5.1. When storing data on school's devices, no guarantee of data security (protection against deletion, alteration, etc.) can be given.
- 5.2. Students should not share personal information, images, or data on public or semi-public insecure platforms.
- 5.3. Teachers and school management reserve the right to inspect the data and communication on the platforms used in schools. The IT administrator also has the right to regularly check the log file for Internet access.

Revision History

Rev. #	Description of the main changes	Person in charge	Rev. Date
1	Differentiation between school-owned and personal devices, additions to internet use	School Management / GLK	Pending
0	Resolution of the General Conference	GLK	November 8, 2001

X. REGULATIONS ON TRIPS AND EXCURSIONS

A. General

A distinction is made between.

- **Class trips** serve to develop and improve the class community.
- **Study trips** are closely related to teaching. The focus is on practical and extracurricular learning.
- **Exchanges** serve the purpose of cultural exchange.

School trips and study trips are mandatory for every student.

The implementation of a trip requires the agreement of the teacher concerned, the class and the parents/legal guardians. There is no right of a particular class to carry out a trip.

B. Organizational

Multi-day school trips must be arranged in good time before the start of a school year. All other trips must be requested from the school Head of School or Deputy Head of School at least eight days before the start of the trip. Only after the approval has been granted can binding reservations and the like be made.

C. Cost

The cost of a trip (including the costs of teachers and accompanying persons) is apportioned according to the number of students and is covered by the families. The costs must be discussed with parents/legal guardians beforehand.

For financial reasons, no student should have to forego participation. In cases of hardship, parents/legal guardians can contact the Head of School and, if necessary, submit an application for financial support to the Parents' Association via the Head of School.

As a rule, the school covers the transport costs of one trip per year, regardless of the duration of the trip. Parents may be required to pay an appropriate co-payment. Exchanges are generally to be paid for by the parents.

D. Frequency

The following rules apply:

1. School Trips

Each class conducts a mandatory class trip **every year**.

It is determined either centrally by the school management or individually by the homeroom teacher.

The destination of the trip is determined by agreement between the homeroom teacher and the class.

2. Multi-day Trips

For multi-day trips, the following rules apply:

Grade **4** receives up to five school days for a class trip, e.g. to Nature's Classroom.

Grade **7** receives up to five school days for a **class trip** (e.g. to Frost Valley).

Grade **9** receives up to five school days for a class **trip** (e.g. to Cape Cod).

Grade **10** receives up to five school days for a **study trip** (e.g. to Boston)

Grade **12** receives up to five school days for a **study trip** (e.g. to Washington DC)

Revision History

Rev. #	Description of the main changes	Person in charge	Rev. Date
2	Elimination of class trip 6th grade and community services	School Management / GLK	Pending
1	Elimination of the multi-day study trip in the 11th grade and introduction of the Community Service	GLK	January 17, 2019
0	Decided at the General Conference	GLK	October 5, 2010

XI. BUILDING AND GROUNDS RULES

In a community where many people live together, everyone has to be considerate of each other. Living together requires an agreed order, based on mutual respect and respect for each other's rights.

Each individual is responsible for the whole and for every other member of our school community. They are also responsible for the protection of the natural environment.

Everyone has access to all school facilities. However, they must treat them with such care that others can and want to continue to use them.

As part of the School Rules and Regulations, these Building and Grounds Rules are intended to create a clear framework for orderly school operations in the interest of all. For this reason, it is aimed at teachers and students alike and defines rights and obligations. It is also to be observed by visitors to the school.

A. Rights

1. Every human being has the right to be treated kindly and humanely.
2. At all times, one should expect consideration and protection of one's own personal being.
3. Personal property in the school must be respected.
4. Everyone has the right to work in a trouble-free atmosphere and to express their opinion in a fair and reasonable manner.
5. Everyone has the right to express their individual personality, as long as this does not violate the personal honor or self-respect of another person, the laws on the protection of minors and the universal rights of people.

B. Duties

1. Everyone is obliged to provide a peaceful and friendly atmosphere in the school and to help where help is needed.
2. Everyone behaves in such a considerate way that no one is endangered, hurt or harassed. Words can also hurt.
3. The property of others and that of the general public is respected by all. This includes the school building and its facilities.
4. Everyone has a duty to respect each other's opinions and personalities.
5. Everyone must observe the regulations that govern school interaction.
6. The students follow the orders and instructions of teachers and other authorized persons, insofar as they derive from our school rules and regulations or are necessary for the orderly operation of the school.
7. We all want to contribute to the protection of our natural environment through our behavior.

C. Explanatory Notes and Specific Provisions

The rights and duties as laid down in these Building and Grounds Rules correspond to general principles in dealing with each other. Everyone is called and obliged to put these general principles into practice. In order to provide clarity in the specific case, explanations and individual provisions are set out below.

1. Traffic Management Plan

German International School New York has made a commitment to the city of White Plains and its neighbors to implement a *Traffic Management Plan (TMP)*.

The aim of the traffic management plan is to control the number of private cars driving to and from school. The school therefore requires all students to travel to school on the school bus provided by the school district of their place of residence. The use of private cars is not permitted if it is possible to travel to and from school with school buses.

The school reserves the right to require that parents of students who are not allowed or unable to use school buses to set up carpooling.

All measures that lead to the reduction of traffic density are welcome. As a general rule, no cars should be present in the turning circle of *Partridge Road*. This area must be kept free for the school buses and for the fire brigade.

If children have to be brought to school by car, they get off in the parking lot and walk from there to school on the sidewalk. It is not allowed to drop off students outside the school premises (e.g. Roger Place). After school, students will be picked up in front of the entrance of the school. Students from grade 5 onwards can also wait at the parking lot for their ride.

Everyone who comes to school by car, but especially our students, is required to drive particularly slowly and carefully in the parking spaces and on the access roads to the school. To protect the environment, no one leaves their car with the engine running.

Teachers and parents of PreK/ES as well as students park in the parking lot at Masur Dr. All other teachers, parents and guests must park in the car park on Partridge Road.

2. Class Schedule

The school building is open from 8 a.m. Classes start at 8:30 a.m. The lesson times are:

in the morning:		in the afternoon:	
1st period	8.30 - 9.15	Pause	14.05 - 14.15
2nd period	9.20 - 10.05	8th period	14.15 - 15.00
Break	10.05 - 10.20	9th period	15.00 - 15.45
3rd period	10.20 - 11.05	Break	15.45 - 16.00
4th period	11.10 - 11.50	10th period	16.00 - 16.45
5th period	11.55 - 12.35	11th period	16.45 - 17.30
6th period	12.35 - 13.15		
7th period	13.20 - 14.05		

The lower school has lunch during the 5th period, the middle and upper school during the 6th period.

Classes should start and end on time. Everyone has a right to a break. If a teacher is not with the class five minutes after the start of the lesson, the class representative will report this to the front office.

3. Order and Cleanliness in Classrooms, Subject Rooms and on School Grounds

Trouble-free teaching and personal well-being include order and cleanliness in the classroom, i.e. also at one's own workplace.

Dealing with school property

School property and personal property must be handled with care. Tables and chairs, the furniture of the school, must not be carelessly or even deliberately damaged or painted. In the compartments of the tables there are only teaching materials (books, notebooks); Food and drink are not allowed there.

Cleanliness

Each individual is responsible for the cleanliness of the classrooms and subject rooms. Waste lying on the ground is collected and placed in the bins provided. If the floor is very dirty, it is cleaned with a broom and shovel. The class that last used the room is responsible for cleaning it.

Closing the rooms

During breaks and after the end of classes, the lights and air conditioning are switched off and the windows and the room are closed. All teachers are requested to check the cleanliness of the rooms. In particular, the homeroom teacher regularly checks the classroom of their class.

Classroom duty

Every class needs a person who is responsible for order and cleanliness. The homeroom teacher and students are responsible for assigning a person on duty. This person is responsible in particular for a clean blackboard, for the chalk and for keeping the classroom clean.

Digital Class Register

The digital class register (Webuntis) is an important documentation institution. The homeroom teacher ensures that all entries in the digital class register are complete.

School grounds

We have a large and very beautiful ground around our school building. The school grounds should not be defaced by litter or destruction; Everyone wants to relax there. That's why no one just throws something away and leaves their waste to others. If necessary, we also take other people's waste with us and dispose of it. Of course, we respect the animals and plants on our school grounds. Let's remember: with the school grounds we also present ourselves to the neighborhood with which we want to have good relations. Climbing trees is prohibited. Anyone who identifies danger zones on the school grounds must report this immediately to the Building Manager. The instructions of the supervisory staff must be followed.

Electronic devices at school

Mobile phones, electronic wristwatches (smartwatches), and other electronic devices are switched off at school, must remain in bags, and may not be used during class and breaks. Students in grades 5 to 9 may wear a smartwatch but cannot use it for digital communication.

In urgent cases, the front office can give permission to make an urgent phone call in the entrance area.

It is expressly prohibited to take photos or films in the school area during class time and breaks.

The use of electronic devices in the classroom respectively during class is decided solely by the responsible teacher.

Upper School students (grades 10 to 12) are only allowed to use electronic devices in the classroom and student lounge during free periods and breaks, if they use them exclusively for reading, silent communication, listening to music with headphones, and not disturbing anyone.

In the event of a violation or repeated violation of the rules on the use of electronic devices, staggered measures may be taken, such as temporarily confiscating the device until the end of classes or until the next school day, picking up the device by a parent/legal guardian or prohibiting it from being brought along.

Smoking and drugs, weapons

Smoking (incl. electronic cigarettes) is not permitted on school grounds in accordance with White Plains City regulations and New York State laws. Students are not allowed to consume alcoholic beverages. Possession, use or distribution of drugs is prohibited.

It is prohibited to bring weapons (slashing, stabbing or firearms) or objects that can be used as such.

Kitchen

No one takes dishes, cutlery, or food from the cafeteria outside. Here, we pay particular attention to avoiding unnecessary waste. No students go to the cafeteria during class. Special regulations apply to Pre-K and Kindergarten (ES).

Environment

Waste avoidance (cans, plastic, paper) and energy saving (electricity, heating) are important daily tasks for us. To protect the environment, we avoid any unnecessary environmental pollution. Substances that are suitable for recycling are collected separately and disposed of appropriately. Cars and school buses do not wait with the engine running or are not parked with the engine running.

4. Behavior during Breaks, Supervision

Break regulation

If the weather is suitable, students in grades 1 - 12 should leave the school building and go outside. The upper school (from grade 10) can also stay in their classroom and in the student lounge.

The entrance area (foyer) is not a lounge during breaks. The subject rooms are closed during breaks by the teachers leaving the classrooms. Sitting on the railing along the glass surfaces in the auditorium and cafeteria corridor is prohibited.

During the breaks, the playground and the upper sports field are available to the lower school students. Students from grade 5 onwards can use the lower sports field (including basketball and volleyball courts) and the Energy Garden as a recreation area. All other areas are not lounge areas.

In case of bad weather (heat, wind, rain or cold break: ring the bell three times), the students stay in the corridors or classrooms. The teachers, who usually supervise outdoors, help with supervision in the school building. Due to the lack of supervision in the outdoor area, no students are allowed outside.

Older students are considerate of younger ones. Dangerous games are not allowed. This includes snowball throwing in winter. Tennis balls are also dangerous and must not be brought along.

Teachers are obliged to be diligent in supervising their breaks. They should keep a close eye on what is happening during the breaks and, if necessary, intervene.

During the longer breaks, students from the 5th grade onwards can return or borrow books from the library. The current library regulations are posted and published at regular intervals.

During and after class, no one makes noise in the corridors; Others want to work undisturbed.

Leaving the school premises

In line with our Traffic Management Plan, students are not allowed to leave school premises before end of school without special permission from the school management and parents. However, in recognition of the increasing independence of our students, it is stipulated that students in the upper school (grades 11 and 12) are given the right to arrive later or leave earlier if school starts later or ends earlier. Students in grades 11 and 12 are not allowed to leave the premises during free periods.

End of school, bus transport

After school, students board the buses in a disciplined manner and behave properly and considerately on the bus and during the journey.

If bus transport is not possible or planned, parents/legal guardians are obliged to pick up their children on time after school hours. If this is not possible, the school must be informed. Students whose bus is late or who are not picked up on time wait in the foyer of the school building.

Students are allowed to wait at school for their study groups (AGs), which start at 4 p.m., either in the Silentium or at the front office if their regular classes end at 2:05 p.m. However, due to the duty of supervision, students are not allowed to wait for their siblings. In addition, no tutoring sessions from students to other students may take place on the school grounds. Teachers may provide private tutoring on school premises, provided that they are not their own students, and tutoring takes place immediately after the student's last lesson. Teachers and students coming to school by car drive extremely carefully on the access road and in the parking lot. This is especially true before the start of school and after school hours.

5. Supplementary Regulations

Supplementary Regulations

The following rules and regulations are part of the Building and Grounds Rules:

- Crisis Management Plan
- Emergency Evacuation Plan
- Bus Drill Procedure
- Library Regulations

Notice

The homeroom teacher discusses the regulations with their class at the beginning of each semester and enters a note about it in the class register.

Every member of the school community is bound by these Building and Grounds Rules and is called upon to enforce their observance.

Revision History

Rev. #	Description of the main changes	Person in charge	Rev. Date
	Addition of parking regulations, leaving the school grounds, staying on the school premises after the end of classes and tutoring	School Management / GLK	Pending
	Resolution of the General Conference of May 2, 2001 as amended on June 3, 2009	GLK	