

# PARENT HANDBOOK

German International School Portland



**German International School**  
**Portland**

# TABLE OF CONTENTS

<b>LETTER FROM THE HEAD OF SCHOOL</b>	<b>3</b>	<b>GENERAL INFORMATION</b>	<b>24</b>
<b>INTRODUCTION TO GIS</b>	<b>4</b>	Admissions & Re-Enrollment Policy	25
Our Mission	5	Re-enrollment policies	25
Our Philosophy	5	Change of Enrollment	25
School Governance	6	Classroom Assignments	25
School Climate & Non-Discrimination Statement	6	Volunteer Service	26
		Financial Commitment	26
		Donations	26
		Teacher Gift Fund	26
<b>STAFF INFORMATION</b>	<b>7</b>	Netiquette	27
Staff Roster	8	School Pictures	28
Staffing Standards	8	Visitors	28
		Bringing Items from Home	29
<b>SCHOOL INFORMATION</b>	<b>9</b>	Holidays and Events	30
GIS Daily Schedule	10	Lost and Found	30
Pick-Up & Drop-Off Procedures	10		
Attendance	11	<b>EXTENDED CARE PROGRAM</b>	<b>31</b>
GIS Values and Code of Conduct	13	Extended Care	32
GIS School Rules	14	After School Clubs –	
Student Behavior Expectations	14	<i>Arbeitsgemeinschaften</i> (AGs)	32
Discipline	14		
Second Step	15	<b>POLICIES PROCEDURES</b>	<b>33</b>
Consequences	15	Inclement Weather Policy	34
Suspension	16	Security, Safety and Emergency Procedures	34
Student Dress	16	Child Care Division Notice	35
Communication	17		
Field Trips	17	<b>FUNDING</b>	<b>36</b>
Chaperone Code of Conduct	18	How Independent Schools Are Funded	37
Lunch and Snacks	18	GIS Funding Sources: How you can help GIS grow & thrive	37
Student Health	19		
<b>ACADEMICS</b>	<b>21</b>		
Meeting with Teachers	22		
Academic Program	22		
Homework	22		

# LETTER FROM THE HEAD OF SCHOOL



Dear GIS Parents,

German International School (GIS) is a special place for students, their families and the faculty. We are driven by a unique mission to provide an excellent educational experience for our children while developing and maintaining fluency in both the German and English languages. We foster cross-cultural understanding that enables our children to actively participate as citizens in a global community.

The four main tenets of our school are academic excellence, German language as an access point to the multicultural world, GIS as a community of learners, and environmental stewardship. These pillars of our program are focal points for this school year. Two external organizations help us stay on track; the Zentralstelle für das Auslandsschulwesen (German Schools Abroad) and the International Baccalaureate Organization (IBO). The school is an accredited Primary Years Programme (PYP) with the IBO and is accredited as a German School of Excellence.

At GIS, the talented and caring faculty inspires students to realize their potential through a program characterized by rigorous academics and a wide array of extracurricular opportunities. GIS emphasizes strong writing, speaking, and thinking skills while also focusing on those habits of mind often found in successful people: self-discipline, self-respect, a passion for excellence, and a willingness to embrace change. Moreover, we do this in a school community predicated on trust, honor, responsibility, and integrity.

This parent handbook has been created for you to help you get questions answered, find information, understand our program and strengthen the community. Please read through and keep it available throughout the year. We hope that most of the answers you need are contained within these pages.

We look forward to working with you and your children throughout the coming year. If we may be of service, please contact us at (503) 626-9089.

Sincerely,

Blake Peters  
Head of School

# INTRODUCTION TO GIS

## Our Mission

GIS is a collaborative community with a student-centered learning environment that encourages growth into bilingual world citizens, who:

- strive for academic and creative excellence,
- embrace healthy and responsible behavior, and
- value independence and lifelong learning.

GIS ist eine Lerngemeinschaft, in der unsere Schüler im Mittelpunkt stehen. Hier wachsen Kinder in einer zweisprachigen und weltoffenen Umgebung auf und

- streben nach akademischer und kreativer Exzellenz,
- übernehmen Verantwortung für sich selbst und ihre Umgebung, und
- entfalten ihre Individualität und werden an selbständiges, kooperatives und lebenslanges Lernen herangeführt.

## Our Philosophy

German International School provides a warm, caring, supportive environment for children as they explore the world around them and learn a second language. Our school creates a setting rich with language, play, music, art, and crafts while stimulating the children's innate creativity and curiosity. The GIS curriculum encourages children to use all their senses to explore their environment and to excel academically, artistically, physically, socially, and emotionally.

Our teachers believe that each child's natural curiosity of the world is the origin of learning and that we must respect each child's level of readiness, ability, and curiosity as we promote learning. We encourage each child to become an active group member by promoting cooperative and collaborative group learning. We provide a structured learning environment that fosters their inner motivation and stimulates each child to advance their level of knowledge and skills.

The education of each child requires consistent and cooperative involvement of the home, school, and child. Each participant in this process has important contributions to make to the learner's personal development. All parties share responsibility toward the learner to foster qualities needed for constructive world-citizenship, such as respect for human values, the ability to solve problems and to adapt to a diverse world of rapid change, and the acceptance of responsibility.

## School Governance

German International School is a non-profit 501(c)(3) organization. As such, we are governed by a Board of Directors. The Board of Directors consists of between 5 and 13 members who provide overall governance for the School and are the School's ultimate authority. The majority of the members of the Board of Directors are current School parents who are elected by the parent body; the remaining members come from the community at large and are appointed by the Board. For more information, please [click here](#) to learn about our board members.

The main duties of the School Board are strategic planning, school finance, school governance and evaluation of the Head of School.

You can communicate your ideas and concerns to the School Board by:

1. Sending an email to [gspboard@gspdx.org](mailto:gspboard@gspdx.org).
2. Writing a letter to the School Board or to an individual member.
3. Serving as a member of a committee or a task force appointed by the School Board.

Board meetings are scheduled on the third Thursday of each month at 6:00pm at the school and are open to the public. To have an item placed on the School Board's agenda; parents can contact a Board member at least two weeks prior to the next school board meeting. If you are interested in a particular topic and would like to find out more about committees or the Board, please contact the Front Desk.

## School Climate & Non-Discrimination Statement

Everyone has the right to a positive environment free from disruptions which interfere with teaching and learning activities. German International School admits students of any race, creed, color, religion, sex, national or ethnic origin, age, sexual orientation, gender expression or identity, disability, genetic information, uniformed service or veteran status, familial status, marital status, or any other status protected by local, state or federal law in employment or the administration of its educational policies, admissions, scholarship and other financial aid programs, or athletic, extra-curricular, and other school-administered programs and activities.

## STAFF INFORMATION

## Staff Roster

A list of current staff members can be found on the GIS website:

<http://www.gspdx.org/School/Staff>

## Staffing Standards

All of our teachers and assistants meet education and experience requirements appropriate to their position, as required by the Child Care Division of the State of Oregon. Our Grade School classroom head teachers hold a MA equivalent teaching degree (1st and 2nd State Examination or equivalent) from a German speaking country, while our Preschool and Kindergarten teachers have an average of 10 years of experience as Head Teachers, hold Early Childhood Education Diplomas from a German speaking country or have an equivalent U.S. degree. Near-native or native fluency of the German language is a requirement for all teachers who instruct in German.

The German International School regularly conducts professional development training for teachers and assistants. Early Childhood Teachers and assistants (Preschool and Kindergarten) and Extended Care teachers are required by the Child Care Division to take a minimum of 15 training hours per year. Our staff maintains current certification in basic First Aid and CPR and staff involved in the Preschool & Extended Care snack program also maintains current Food Handler certification. State of Oregon criminal background checks are completed on each employee of the German International School, regardless of their level of child contact. All employees are required to be fingerprinted and nationally screened.

As one of the seven North American German Schools Abroad (Boston, Montreal, New York, Portland, Silicon Valley, Toronto and Washington DC), GIS staff regularly participates in regional and international conferences and seminars. In addition, GIS staff regularly participates in IB focused trainings and workshops.

# SCHOOL INFORMATION

## GIS Daily Schedule

### Before-school Care

Grades 1-5: 7:00 a.m. to 8:00 a.m.

Pre/K: 7:00 a.m. to 8:15 a.m.

### Monday – Thursday:

Grades 1-5: 8:00 a.m. to 2:50 p.m.

Pre A.M. only: 8:30 a.m. to 12:30 p.m.

Pre/K All day: 8:30 a.m. to 2:50 p.m.

### Friday:

All full-day programs (Pre-5) end at 2:00 p.m.

### Extended Care

Monday-Thursday: 3:00 p.m. 6:00 p.m.

Friday: 2:00 p.m. 6:00 p.m.

## Pick-Up & Drop-Off Procedures

### a. Morning Drop-Off Procedure:

- **Preschool and Kindergarten:** A responsible adult must accompany Preschool and Kindergarten students into the main school entrance each morning. The main entrance is unlocked at 7:00am, and Before Care is available from 7:00am to 8:15am. If you arrive before 8:15am, please escort your child to the Before Care room, and then check in with the Before Care teacher before leaving the classroom. If you arrive after 8:15am, escort your child directly to his/her classroom, remind the child to wash his/her hands, and then check in with the child's classroom teacher before leaving the classroom.
- **Grade School:** Students in grades 1 – 5 may enter the school unattended. The main entrance is accessible at 7:00am, and Before Care is available from 7:00am to 8:00am. Students who arrive before 8:00am should check in with the Before Care teacher. Students arriving at or after 8:00am should follow the Tardy procedures below. See "Attendance".

### b. Afternoon Pick-Up Procedure:

- **Half-Day Preschool:** Students attending ½ day preschool should be picked up from their classroom promptly at 12:30 pm. (Late pick-up fees apply. See below.)
- **Full Day – All Grades:** Students should be picked up from their classroom at 2:50 pm Monday – Thursday and at 2:00pm on Fridays, unless the student is enrolled in the Extended Care Program.
- **Late Pick-Up:** All students who are not picked up at dismissal time will be sent to the

Extended Care Program. Parents will be billed at the drop-in rate of \$10/hour per child with a one hour minimum and subsequent time billed in 30 minute increments. In addition, if your child is not enrolled in the Extended Care Program, the school will charge an Extended Care registration fee of \$10.

### c. Leaving School With Someone Other Than a Parent:

- If someone other than a legal parent/guardian will pick up your child from school and this person is not listed on the Emergency Form as someone who is authorized year-round to pick up your child, you must give written permission by filling out a Pick-Up Release Form (available at the Front Desk) or by sending a timely email to the **Administrative Assistant**. The designated pick-up person should park near the main entrance, show photo identification to the front desk, and then be escorted to the child's classroom. Please note: If your child is enrolled in the Extended Care program, photo identification must be shown to the staff when picking up.

### d. Divorce, Custody, and other Legal Agreements:

- If there are any legal restrictions on the ability of a parent/guardian to pick up a student or to be involved in his/her school activities, please inform the school staff and provide copies of the legal documents which support these restrictions.

### e. Security:

- If any individual authorized to pick a child up from the school appears to pose an imminent danger to the health or well-being of the child, the German International School is authorized to contact local law enforcement officers and refuse to release the child pending investigation, or to follow the instructions of local law enforcement.

### f. Unsupervised children after school hours:

- If a child is unsupervised in the building, playground, or parking lot after dismissal time, the child will be brought to the Extended Care program. Parents will be billed at the drop-in rate of \$10/hour per child with a one hour minimum and subsequent time billed in 30 minute increments. In addition, if your child is not enrolled in the Extended Care Program, the school will charge an Extended Care registration fee of \$10.

## Attendance

Your child should be in school, on time, every day, all day, unless there is an illness or family emergency. However, if your child is ill, it is better to have your child remain at home until full recovery is made or fever-free without medication for 24 hour before returning to school. If absences become excessive and begin interfering with the student's instruction, a meeting will be called with parent, teacher and administrators.

### Attendance Check-In System

GIS uses an attendance check-in system. This system provides a convenient method of recording your child's absence, whether illness, vacation or appointment and provides peace of mind for both parents and staff that all children have arrived at school safely. The procedure will be as follows:

1. If your child will be absent or late, BEFORE 8:00 a.m. call or email [frontdesk@gspdx.org](mailto:frontdesk@gspdx.org)

and classroom teacher and provide the following details: your name, student's name, date of absence (all day, 1/2 day or late arrival), grade level and teacher's name, and reason for absence.

2. When the classroom teachers electronically send in their attendance each morning, the **Front Desk** will compare the messages with the daily attendance and make necessary calls to the parents to confirm or verify absences. If we do not hear from you, someone from our office will follow up and call you to verify your child's absence. In order for this system to be successful, we need your help. It is the responsibility of parents to contact the school. If you choose to email your student's teacher, please copy it to the Administrative Assistant as well.

### Late Arrivals, Tardy Students, and Absences

Instruction begins at 8:00 a.m. for Grade School and 8:30 a.m. for Preschool and Kindergarten. At this time teachers will take attendance for the day. When students arrive late it takes away from instruction time and is disruptive to the other students. Students arriving late must check in at the front desk. The Administrative Assistant will then mark students tardy instead of absent and the student will report to the classroom. Student safety is our priority. If arriving after 9:00 a.m., Parents are asked to walk in with their child regardless of grade & age and check in at the front desk.

All tardies will be documented on each report card. If tardies become excessive and begin interfering with the student's instruction, a meeting will be called with parents. A lot happens in the first few minutes of the day. This is often the time when announcements are made or learning targets shared so if a child arrives late, they often feel disconnected or lost throughout the day. Please plan ahead for traffic and changing weather conditions so your child can take advantage of every minute of instruction time.

**a. Illness, injury, and family emergency:** If a student cannot attend school due to illness, injury, or family emergencies, a parent or guardian should call or email the school – **Front Desk** and classroom teacher – before 8:00 a.m. every day that the student will be absent. The parent or guardian should also make individual arrangements with teachers regarding missed assignments.

**b. Vacations:** The German International School **strongly** discourages families with grade school children from taking vacations on regular school days. If it is necessary to be absent from school, it is the responsibility of the parents/guardians to affirmatively inform both the school administration and all teachers two weeks prior to the absence. It is the parent's responsibility to make sure that assignments missed due to the absence are turned in as soon as possible. Teachers are available to share materials after the return. The nature of our lessons usually do not allow for preparing "packages" for students in advance.

**c. Tardiness:** Grade school students who arrive after at or after 8:00 a.m. need to pick up a tardy slip from the Administrative Assistant before entering their classroom, unless such tardiness is due to a pre-arranged medical appointment.

**d. Early dismissal for medical appointments:** Whenever your child will leave school before his/her regular dismissal time, you must fill out an Early Release Form with the school's Administrative Assistant. Please indicate if your child will be returning to Extended Care if enrolled in the program.

**e. Preschool students who attend less than 5 days per week:** If a child misses a day of Preschool, regardless of the reason, the child is not permitted to substitute another day for the

missed day. Similarly, children are not permitted to make up for days missed due to Holidays, In-Service Days, Conference Days, or Planning Days. Extra hours may be added for a rate of \$10/hour. Arrangements should be made with the classroom teacher two weeks in advance. Last minute arrangements should only be made in an emergency and all requests are subject to approval by administration. Drop-in childcare should only be used occasionally as it interferes with classroom dynamics and preparation. If drop-in childcare requests become a regular occurrence, staff and administration may request a re-evaluation of your child's schedule. If you want your child to attend an extra event on a day they are not regularly scheduled, please contact the classroom teacher at least two weeks in advance. Additional charges for attending may apply.

**f. If a field trip is scheduled on a day that your child is not regularly attending:** Your child may participate on a space available basis. Please check with your teacher. If space is available, we require you to accompany your child on the field trip unless the child was signed up for an additional day in advance.

## GIS Values and Code of Conduct

The following values determine the GIS code of conduct for students, staff, and visitors. Teachers and staff strive to model these values throughout the year.

- **Safety/Sicherheit:** Safety means maintaining a clean and healthy environment and avoiding unsafe actions. This includes use of equipment, facilities, and our own bodies as we interact. When we are safe in our actions we consider the consequences of our behavior before we do something. By avoiding unsafe behavior and hazards in our environment we help to make sure that nobody gets hurt.
- **Friendliness and Courteousness/Freundlichkeit und Höflichkeit:** Friendliness means being kind and helpful. Courteous and friendly people are polite, kind, civil, and thoughtful to others. Friendly people smile and greet others. They include everyone in their activities. Friendly people make others feel better about themselves.
- **Responsibility and Self-Discipline/Verantwortung und Selbstdisziplin:** Responsibility means doing what you say you will do. Responsible people try hard to keep their promises. They follow rules and accept the consequences of their words or actions. People will trust you if you are responsible. Self-discipline means knowing your responsibilities and carrying them through without supervision. Self-disciplined people use calm words when they are upset. They keep trying until they reach their goals. Being self-disciplined will help you become independent.
- **Respect /Respekt:** Respect is to believe in the worth of yourself and others. Respect means treating others as you want to be treated. You promote respect by considering others as important as yourself. You show respect by considering the needs and feelings of the people around you. By showing respect for others, property, and the environment you show that you believe in the worth and rights of all human beings.

- **Honesty/Ehrlichkeit:** Honesty means being truthful. Honest people do not lie or cheat. Honesty is earning something in a fair manner without cheating or stealing. It is telling the truth and thereby earning the trust of others. Honesty can mean admitting that you need help with something, telling your parents or friends how you feel, keeping a friend's secret, or following the rules of a game. Honesty helps you to make and keep friends.
- **Diversity and Inclusion/kulturelle Vielfalt:** Diversity and inclusion are about accepting the differences between people. Being inclusive means understanding that people often are different from what you expect. You can be tolerant within yourself and accept that you make mistakes and learn from them. You can also show this by talking and listening to others, even when you do not agree with them. People who embrace diversity and inclusion allow and encourage others to have their own likes and dislikes. They are willing to learn new things. They know that people look and act differently, that people have different skin colors and speak many different languages.

The German International School provides a positive environment for learning. All members of our community are encouraged to achieve their personal best and to work collaboratively. Our Code of Conduct is founded on three basic rules: **BE RESPECTFUL, BE KIND, AND BE SAFE. All students must follow these rules.**

## GIS School Rules/GIS Schulregeln

Please remember that all school rules are to be followed before, during and after school. Parents are asked to help their children remember these rules outside of school hours and are responsible for behavior and any issues during these times.

## Student Behavior Expectations

GIS students are expected to follow the GIS values and Code of Conduct as well as classroom rules.

## Discipline

"Discipline stops a behavior. Problem solving teaches a skill that has a lasting effect. Us-

ing problem solving skills can reduce the need for discipline." -Committee for Children

The disciplinary policy at GIS recognizes the relationship that students have with their individual teachers. Each classroom has developed its own standards of behavior consistent with school-wide norms. Every effort is made by the teacher and student to work together to resolve any problems.

Recognition is given to those students who demonstrate appropriate behavior and work with other students to resolve problems. However, if there are infractions of school rules which need further attention, a student may be referred to the Head of School at which time the following consequences may be applied. These are not necessarily sequential and one or more may be used in a given situation.

Students at GIS will develop the skills to manage their emotions and solve their own problems through the Second Step social skills building curriculum.

## Second Step

The purpose of the GIS Second Step program is to build children's social-emotional skills not only with the goal of promoting a caring classroom community but also to foster children's lifelong learning to become healthy, responsible, and productive members of society. All children receive weekly lessons to develop empathy, emotional management, and problem solving skills, and all GIS staff have been trained to support the Second Step program in and out of the classroom.

## Consequences

If a student is not being safe, respectful or responsible, interventions will be used to re-teach the desired behavior. Possible interventions that may be useful might include one or more of the following, and the school principal may get involved in meetings with the students and parents as needed:

- Verbal reminder and re-teaching of expectations
- Time out in another part of the classroom or in another room with adult supervision
- Problem-solving conference with parents
- Behavior Contract
- Loss of privileges

## Suspension

The Head of School or his designee may suspend a student in any case of extreme or repeated infraction of the discipline policy. An extreme infraction includes, among other things, any of the following behaviors:

1. Hurting a teacher
2. Calling a teacher names
3. Threatening behavior to anyone on campus, including but not limited to biting, severe hitting.
4. Threatening the use of a weapon
5. Possession of a weapon, drugs or alcohol

**In-School Suspension:** Students are restricted in their movement through the school, and are closely supervised while they complete their assigned work.

**Full Suspension:** In situations where there is extreme behavior, where the safety of others in the community is threatened, or where behavior continues even after interventions, a student will be suspended and be required to go home.

## Student Dress

Students will be encouraged to practice good grooming and to differentiate between play clothes and school clothes. Students are encouraged to dress comfortably and cleanly.

- Boys and girls are required to wear clothes appropriate to running, jumping, and playing on the playground.
- Students may not wear hats in the building. Clothing having inappropriate words and pictures is not allowed.
- Students may be directed to change dress or grooming if it interferes with the learning process or school climate, is unclean or threatens the health or safety of the student or others.
- Students must wear a pair of sneakers appropriate for gym, outdoor play and for PE class. Students not wearing appropriate shoes may not be able to participate in certain activities during gym class.
- Remember to label all shoes, garments, hats, and boots with your child's name.
- All children in Pre-K must have raincoats and boots at school at all times. GIS t-shirts and black pants, or skirts for girls, are required attire during concerts. Students in grades 4-5 are required to purchase a choir shirt, which should be worn at concerts and special events as determined by GIS staff.

The German International School is not responsible for the loss or damage of personal items brought to school.

## Communication

Communication between school staff, students, and parents is vital. Below is a list of the methods used by the school to keep you informed:

- a. Classroom Updates:** Teachers inform about PYP units and classroom activities regularly in form of newsletters by email.
- b. Whiteboards:** Teachers use whiteboards in front of each classroom to inform about daily activities, upcoming tests.
- c. ParentsWeb:** GIS's student management system allows for easy, 24/7 access to GIS information.
- d. Das Laternlein Newsletter:** In order to efficiently deliver notices and announcements to our parents, a weekly newsletter is sent electronically to all parents.
- e. Parent folders:** Parent folders are located in the front lobby. Please check your parent folder daily. Please inform the Administrative Team if you have any special needs (such as dual folders for separated/divorced parents). Parent folders are to be used only for school and social communications; please do not use them for any form of business solicitation. GIS is a green school and whenever possible will communicate via e-mail to limit paper consumption.
- f. Annual Report:** An annual report will be published on the school's website.
- g. Parent Night:** All classroom teachers hold at least one Parent Night per school year. These events help you get to know your child's classroom teacher, find out about daily schedules and routines, receive curriculum updates, and develop a relationship with other parents in your child's classroom.
- h. Conferences:** Individual conferences are held twice per year. Teachers will provide feedback on your child's progress and will provide you the opportunity to share questions, observations, or concerns about your child. Watch the school newsletter for conference dates and sign-up availability. Conferences will mostly be with student involvement. The format will be determined by grade-level and announced early in the school year. Please make every effort to attend conferences. Usually conferences cannot be rescheduled at other times than the ones designated by GIS twice a year.
- i. Parent Partnership Council (PPC):** During back-to-school night in September, each class elects a representative. This group meets monthly with members of the GIS leadership team and helps organize events and facilitates communication between staff, parents and the board.

## Field Trips

- Field trips are a valuable way of extending a child's educational experience beyond the walls of the classroom; each class will participate in several field trips per year.
- In order to be able to participate in a field trip, parents need to give their electronic consent by completing the ParentsWeb Field trip survey. This form states specifics such as destination, purpose, mode of transportation, time of departure, and return. Children who do not have an approved ParentsWeb field trip survey on the date of the field trip will stay at the school and will

- be placed with another class for the day.
- The teacher will notify you at least one week in advance of any field trip. In addition, every field trip at GIS will be posted in the entrance area and listed in the lesson plans.
- All children must wear the school's T-shirt on GIS field trips. If a student arrives without a shirt on a field trip day, a shirt will be provided by the school and the parent's account will be charged.
- Usually school buses or public transportation will be used for transporting children on field trips. If, in the unlikely event, a bus is not available to transport students, the field trip will be cancelled. It is school policy that private transportation to field trips is not acceptable.
- Although student field trips occur off campus, school policies and procedures remain in effect. Prior to each field trip, the teacher will discuss safety procedures specific to the trip with students and accompanying adults.
- Field trip chaperones are either a) current school staff or b) parent/guardian of current students.
- Field trips may require different numbers of Parent chaperones. Teachers announce their volunteer needs and how volunteers will be chosen if there were too many volunteers. In general GIS wants this valuable opportunity to be available to as many parents as possible throughout the school year.
- School staff will carry a Field Trip Bag that contains: emergency forms, contact information, permission slips, first aid kit, student medication, extra snack & utensils, tissues, hand sanitizer, and a camera.
- Chaperones will carry cell phone during field trips for emergency purposes
- At each location, if the group splits into smaller groups we will have a designated meet up spot & time before returning to school (ex. Meet at the zoo entrance at 1:30pm)
- Bathrooms: If students need to use public restrooms, then first check to see that there is no one using the bathrooms ("Is anyone in here?"). Then send students in as you stand at door. Do not allow any member of the public to use restroom until our students are finished.

## Chaperone Code of Conduct

1. Emphasize quiet and awareness: Most places we visit on field trips are either quiet places (animal habitats as well as libraries, theaters or concert halls) or special places (parades, performances, sheriff's office) where we can learn best if we listen.
2. Demonstrate appropriate behavior: Stay on trails, move quietly and be respectful of the world around you. The students will learn the above by copying your behavior. Modeling appropriate behavior and attitude is the most powerful type of teaching. Refrain from buying students refreshments or snacks. Many of our families have food preferences or allergies and we want to be respectful of their choices.
3. Keep the group together: The chaperone should make sure that the entire group is together and able to see and hear the leader's presentation.
4. A chaperone cannot leave the students assigned to them.
5. Keep students focused: Make sure that students are participating in activities, and help them if they have trouble.
6. If a chaperone has concerns about a student's behavior, he/she will refer to a GIS staff member (teacher).

## Lunch and Snacks

**a. Mid-Morning Snack:** The school provides a mid-morning snack in all Preschool classes. These snacks meet USDA guidelines, and the weekly menu is posted in the lobby. Children in classes K – 5 need to bring their own mid-morning snack.

**b. Lunch:** All students need to pack their own lunch or order through [My Lunch Box](#). This lunch should include protein, grains, dairy, fruits/vegetables, a cloth napkin, and an ice pack for freshness. Please do not send any caffeinated or energy drinks. Microwaves are available for re-heating food.

**c. Forgotten Lunch:** If your child forgets his or her lunch, the school will provide an emergency lunch. However, the school has limited lunch resources. The school can provide up to two lunches at no charge throughout the school year. Upon the third and subsequent requests to provide a lunch, your account will be charged \$5.00 for each lunch provided.

**d. Keep a Green School:** In an effort to preserve our environment and reduce waste, the school strongly encourages the use of cloth napkins and washable/re-usable containers in lunch boxes. For drinking water, each child is also asked to bring his/her own washable water bottle to class. The school participates in the City of Beaverton's composting program. Composting containers for left-overs are available in the lunch room and preK classrooms.

**e. Allergies/Food Sensitivities:** If your child has any allergies or food sensitivities, please report this on the student's Enrollment Form. Please also see the Allergy policy and forms in the appendix.

**f. School Birthday Party Protocol:** On your child's birthday, his/her classmates will typically have a small celebration during the day. You are welcome to provide a special snack for the students.. As we have children with allergies, please always talk to your child's teacher before making arrangements.

**g. Sweets & Chewing Gum:** We encourage you to find healthy alternatives to sweets and candy in your child's lunchbox; chewing gum at school is not acceptable.

**h. Extended Care Snack:** The school provides a snack to all children enrolled in the Extended Care program. These snacks meet the USDA guidelines and a monthly menu is posted in the Extended Care classrooms.

## Student Health

**Sick Days:** Students who are ill should be at home. If your child is staying home sick, please call the office before 8:00 a.m. and briefly describe the illness. See "Attendance" above. If you think that your child has an illness that can be spread to others, please keep him/her home. [Please see the appendix for the complete "School Exclusion Guidelines" from the Oregon Department of Human Services.](#) Students with head lice will not be allowed to return to school until all evidence of head lice is gone.

**Head Lice Policy:** A child who is found with lice will be sent home for treatment. Once a child has been treated by washing and nit combing, all lice & nits have been removed, the house and cars have been treated, then the child may return to school. Upon arrival the child will be head checked while their parent is still in the building.

**Medications from home:** If your child must be given medicine at school, whether prescribed or over the counter, the following rules apply:

- A parent or guardian must fill out a Medication Authorization Form with the Administrative Assistant.
- All medications must be in the original container; prescription medications must be labeled with the child's name, medication, dosage, instructions, and physician's name.
- The Parent/Guardian must provide all supplies necessary for proper administration of the medication, such as measuring devices and pre-cut pills.
- All medication will be kept locked in the First Aid room. Teachers will not store or dispense medications from their classrooms, and students must never keep medications in their desk, lunchbox, or other personal locations, unless medically necessary.
- The German International School staff is not currently trained in the administration of needle injections. If your child requires injections, please make an appointment with the Head of School to discuss alternatives (such as specialized injection training for your child's teacher).

**Illness or Injury at school:**

- **Illness:** If a child is too sick to remain at school, a parent/guardian will be contacted and asked to pick up the child as soon as possible. The child will rest in the First Aid Room until a parent/guardian arrives.
  - [For a complete list of illness and symptoms that your child will be asked to stay home or will be sent home for please click here.](#)
- **Minor injuries:** Our staff is trained in basic First Aid and CPR. Minor scrapes and bumps (requiring no more than soap, band-aids, ice, or hugs) will be treated by our staff and then the student will be returned to regular class activities.
- **Major injuries:** Parents/guardians will be contacted immediately and asked to pick up the student from school and take him/her to the family's medical practitioner. In the event of a severe injury, Emergency Services will be contacted first, and the parent/guardian will be contacted immediately afterwards.
  - All major injuries require that an Incident or Accident Report be signed by the parent/guardian, teacher, and Administration. The Report will be kept in the student's file, and a copy will be provided to the parent/guardian.

**Immunizations:** Oregon law requires that students entering Oregon schools follow health department immunization requirements. Prior to enrollment, one of the following written verifications must be presented to the school:

- **Immunization Verification:** [A complete list of immunization dates, presented to the school, verified by a parent/guardian signature, and reported on the Oregon Certificate of Immunization Status form.](#)
- **Medical Exemption:** A physician's statement that the student has had measles, mumps, rubella, or that immunization would endanger the student's health.
  - **Non-Medical Exemption:** Please refer to the [Oregon Health Authority Website](#) for information on the new requirements.
- **Student Verification:** A written statement signed by a parent/guardian of a student entering school as a transfer to the effect that a verification of immunization will be presented to the school within 30 days of the initial enrollment.

Requirements for complete immunization can be found on the [Oregon Health Authority website](#).

# ACADEMICS

## Meeting with Teachers

Your child's teacher will be at school prior to 8:00 a.m.; however, keep in mind that this time is teacher planning time. If you wish to talk with your child's teacher, please make an appointment.

## Academic Program

The GIS academic program builds on

- The competency-oriented curricula from Thuringia, Germany – in alignment with the German Schools of North America.
- The curriculum framework of the [International Baccalaureate \(IB\) Primary Years Programme](#).
- Elements of the U.S. Common Core standards in English, Math and Science.
- Integrated German language acquisition from Preschool through 5th grade.

## Homework

Homework is meant to reinforce topics covered in class and is intended to provide the student with necessary practice. Homework also gives students a chance to formulate questions about the subject matter and provides an opportunity to responsibly manage assigned tasks. Teachers are aware that children do not learn or work at the same pace. We ask that you work with your children to gauge the amount of time they spend completing their homework assignments.

Parents/guardians are expected to support their children's homework assignments in the following ways:

- At pick-up time, remind your child to pack their homework folder or notebook and any books/ materials necessary for that evening's homework.
- Provide an appropriate place in your home where the child can regularly work.
- Encourage your child to complete assignments neatly, thoroughly, and on time.
- Ask your child to explain what s/he did for homework or look over it together after s/he has completed it.

When special projects are assigned, you can assist your child with research (searching the Internet, visiting the library, collecting collage materials, etc.) and help him/her stay aware of project due dates. There are times when the teacher may assign projects or special interest activities that demand repeated and continued effort and attention over a longer time period. These projects will be presented by the teachers with sufficient lead time and with clear guidelines for completion. Grade school classrooms may either assign homework on a daily basis or students may work with a weekly plan. Homework may be differentiated for students' ability levels.

- **Preschool:** Homework is rarely assigned. When homework is assigned at this age level, it will normally consist of a simple request to remember to bring a particular item from home or to sing

a special song to one's family.

- **Kindergarten:** Homework is assigned no more than once per week. The expectation is that the child will spend approximately 10 minutes on these assignments, with the help of a parent or guardian.
- **Grades 1 and 2:** Reading homework is assigned on a daily basis. The expectation is that the child will spend approximately 20 minutes reading each day. This may be reading with somebody, being read to or reading on his/ her own. Occasionally there might be project-related homework.
- **Grades 3, 4, and 5:** Homework is assigned on a daily basis, often in several different subjects per evening or with a weekly plan. The expectation is that the student will spend from 30 to 45 minutes on homework each evening. Students record daily assignments in their Hausaufgabenheft; the Heft will become increasingly important as the number and complexity of the student's homework increases. The amount of self-organization increases throughout these grade levels to help prepare students for the expectations of middle school.
- **Special projects:** Longer assignments will occasionally be assigned to grade school students. The completion time for these projects may vary from one week to several months. Project assignments will be broken into smaller units of work, which should be completed according to the teacher's timeline in order to avoid an overload of work during the final days of the project.

Teachers make an effort to ensure a healthy amount of work. If you feel too much, or not enough, time is spent on homework, please contact your child's teachers. They are interested to hear how things are going at home and can help.

## GENERAL INFORMATION

### Admissions & Re-Enrollment Policy

GIS seeks students who can contribute to and benefit from its challenging and rewarding curriculum. GIS strives to admit students whose families value the advantages of an international oriented curriculum and small class sizes. For complete details on admission to GIS please go to our [website](#).

### Re-enrollment policies

Students presently enrolled at GIS receive the highest priority in admission for the following year. Re-enrollment typically takes place in January. Parents seeking to re-enroll a student must provide the following:

- Submit online re-enrollment by stated date
- Re-enrollment deposit paid in full by stated date

GIS reserves the right to release spots after the re-enrollment deadline has passed. Students seeking to re-enroll after the deadline will be considered based on the admission criteria above and will be placed on the waiting list, if any.

### Change of Enrollment

If you wish to make any schedule changes, please contact the [Admissions Office](#). The Administration will then notify the parents and teachers if the request is possible and will inform you of any changes in tuition. Your child's schedule will remain unchanged until the change request is finalized.

### Classroom Assignments

Classroom assignments are made based on various criteria including but not limited to having them equally balanced according to gender, language background, and age. GIS's goal is to create the best learning environment for all students. Parents may submit a request for a specific classroom. Requests will be considered but are not guaranteed.

## Volunteer Service

The German International School would not be what it is today without the tremendous support that it has received from parents since its beginning in 1993. Parent support has been, and always will be, a vital part of our school.

- a. We require that every family contribute **25 volunteer hours each school year** (pro-rated for single-parent families and mid-year enrollees).
- b. Every parent/guardian must keep track of volunteer hours in ParentsWeb. We ask that you record your hours at least once per month, even if you accumulate more than the required number of hours. A comprehensive record of our parents' volunteer hours is important for our records and also assists the school in the successful pursuit of grants and donations.
- c. Our Extended Programs Coordinator is available to provide information regarding volunteer opportunities throughout the school year. She will also send three reminders during the school year indicating the number of hours remaining to fulfill the volunteer hour requirement.
- d. On June 1st, GIS will bill your account \$15 per unfulfilled volunteer hour. All billing is final.

## Financial Commitment

- a. Timely payment of tuition and fees is essential to the school's continued operation, as the school operates on a careful budget. Please read your Student Enrollment Contract carefully for the terms of your financial commitment to the school.
- b. Monthly invoices and statements are issued on the 16th of each month. The balance owed is due by the 1st day of the following month. Statements and invoices not paid in full within 30 days will incur a \$25/month late fee.
- c. As a courtesy to our parents, some items (such as Spirit Wear and Student Store purchases) may be billed to your account interest free for one billing cycle.

## Donations

GIS greatly appreciates the generosity of our community and parents. Gifts are necessary because tuition doesn't cover all the opportunities your student receives. GIS provides opportunities throughout the year for you to give. If you would like to discuss your donation or have information regarding corporate donations or sponsorships, please contact the [Development Director](#). Gifts are tax-deductible to the extent allowed by law. Please consult your tax advisor.

## Teacher Gift Fund

This fund is established by the Parent Partnership Council (PPC) to acknowledge all staff members

in an equal and positive manner. In September, classroom representatives will collect a suggested cash donation which will then be pooled and equally divided by the total number of staff members. The allotted amount will be used to purchase gifts (birthday, Christmas, and end of year) and to supplement expenses for teacher appreciation week.

If a student wishes to make his/her teacher a small, heartfelt gift or card in addition to the group gift and give it personally to the teacher, he/she is welcome to do so.

## Netiquette

GIS uses a number of internal distribution lists as well as [social media sites](#) to communicate with its community. We strongly recommend communicating directly with the sender and avoiding the 'reply all' function. The following guidelines have been established to help maintain consistency and avoid miscommunication.

1. Adhere to the same standards of behavior online that you follow in real life. Be honest, respectful, and polite.
2. If you wouldn't say it to someone's face, don't say it online.
3. If you disagree with someone, criticize the idea, not the person. One good way to do this is by asking questions or by using "I" messages. Instead of writing, "You're nuts!" you could write, "Can you clarify what you meant by?" or "I disagree with that idea..."
4. Avoid offensive language and personal attacks. If you realize things are getting out of hand, please go offline to finish your discussion. Don't monopolize distribution lists with your disagreement.
5. Be conscious of your choice of language - sometimes words that might not sound hurtful when said in person (when tone of voice and gesture can help communication) might feel offensive to someone when they are written. Sarcasm and sardonic humor do not translate well into writing.
6. Avoid generalizations about entire groups of people, including racial, ethnic, religious, gender, sexual preference or other stereotypes. For example, grouping "all teenagers" (or "all parents") together is unfair and inaccurate.
7. If your message is directed at a specific person (and would not be of interest to everyone), reply to that individual rather than the entire group. This particularly applies if you have a private or sensitive comment to make. Remember others right to privacy. Refrain from naming names, especially those of students other than your own, when rising issues that may be sensitive or controversial.
8. Know what you're talking about and make sense. Proofread your message before you post it. Do not post rumors or information that you have not personally verified, particularly if they might be damaging to someone.
9. Be forgiving of other people's mistakes. Assume people mean well, and that any omissions or offensive comments were inadvertent. If you really feel the need to correct them, do so respectfully and, if it's personal, in private.
10. Respect other people's time and bandwidth. Keep your postings short and to the point.
11. When replying to a previous poster, delete any irrelevant text and copy only the relevant

part of her or his message into your posting, not the entire discussion.

12. Some topics may be of interest only to a small sub-group of the GIS community. Please choose the appropriate distribution list.

13. Be especially careful that your subject line is appropriate to your message. Don't just push "reply" without also considering whether you need to change the subject line for clarity and accuracy.

14. It is not appropriate on the list to name a teacher or staff person with whom you are having issues. You MAY talk in general terms about class work, expectations, etc. But if you have issues with a particular teacher, please deal with that teacher directly.

15. Distribution lists are not a classified ad list; please do not use it as such. Remember that there are hundreds of users on this list and each one has at least one item they would like to advertise for sale.

16. We all have an interest in some kind of political view point and/or party and/or candidate. Please share them with your friends and family, but please keep them off the list. Remember we have over 200 members on this list and that can lead to thousands of different points of view.

In addition, GIS is an IRS Section 501©3 non-profit organization and therefore cannot take any position on any political campaign.

## School Pictures

Class and individual pictures are taken each Fall. Information about the cost and other details will be put into your parent folder. The purchase of pictures is entirely optional and the photographic company makes no contacts with parents. GIS does not receive a commission for offering this service.

## Visitors

The German International School welcomes visitors, such as prospective parents, professional educators, and alumni. However, the safety of our children and the quality of instruction are our priority. Therefore, we have developed the following visitor guidelines:

**a. Custodial parents/guardians**, in order to maintain the classroom focus, we ask that you plan ahead with your child's teacher for classroom involvement, except in the case of emergency.

While visiting in the classroom, please allow normal classroom activity to progress as much as possible. The needs of each classroom vary greatly by teacher and grade level; please contact your child's teacher to find out where and when you can be of assistance in the classroom.

**b. GIS Alumni/nae** may visit GIS for an entire class day, free of charge, once per semester. (Visits beyond one day per semester will be billed the same as visiting students, below.) Alumni/nae must be age-appropriate to the classroom, must possess adequate German language abilities, and must have the permission of the Head of School or designee at least one week in advance of the visit. Alumni/nae parents must submit a signed Student Information Form (available from

the office) prior to the visit.

**c. Prospective Students** may visit a GIS classroom, free of charge, during the enrollment period, in order to assist families in the process of selecting the best school for their child. The length of such visits may vary from one class period to an entire class day, and will be determined by GIS based on the age and language abilities of the prospective student. Prospective students must make arrangements with the Head of School or designee at least one week in advance of the visit. If a prospective student is not accompanied by his/her parent during the visit, then the parent must submit a signed Student Information Form (available from the office) prior to the visit.

**d. Visiting Students** may attend GIS classes for a fee of \$100 per school day, for a period not to exceed 20 school days. (Visits longer than 20 days would constitute enrollment in the GIS.) Visiting students must have the permission of the Head of School at least one week in advance of the visit. By the first day of the visit, visiting students must also present a signed Limited Enrollment Contract, a signed Student Information Form, an up-to-date Certificate of Immunization Status, and payment in full.

**e. Visiting Professionals** (such as educators and graduate students) may observe GIS classes free of charge, as a courtesy to the educational community. Visiting professionals must have the permission of the Head of School prior to the visit. For the safety and comfort of GIS students, visiting professionals will wear a GIS Visitor's Badge at all times and will always be accompanied by a current GIS staff member. No visiting professional will be left alone with a GIS student unless the visitor has been affiliated with the GIS community for at least six months and has passed a criminal history check.

## Bringing Items from Home

**a. Toys:** We realize that young children often still need to bring a favorite toy or "lovey" from home in order to ease their transition to a new environment. These types of "security" objects are welcomed in the preschool classrooms. However, we subscribe to the rule that anything that prevents a child from concentrating on his/her best work at school should not be brought to school. The following items are specifically prohibited: toys (unless requested by the teacher for a specific time and purpose), pets (see below), radios, mp3 players, cameras, or anything else that beeps or requires batteries, gum or candy (unless arranged with the teacher for a special event), matches or other dangerous articles, and all instruments of warfare. Specifically, any toy or item that resembles an instrument of warfare (sword, gun, etc.) is prohibited on school property. Any prohibited item will be confiscated and returned to the parent/guardian at the end of the school day.

**b. Pets:** Except for guide animals (or similar), any animal visits must be cleared with the Head of School or Designee.

**c. Electronics:** we do not allow any personal electronics use during the school day. If a student brings a cell phone to school, it needs to be silenced and kept in his/her backpack until the end of the school day. GIS does not allow the use of e-readers during the school day and is not responsible for the loss or damage of any devices.

## Holidays and Events

**a. Holidays:** GIS does not affiliate itself with any religious organization. We support and honor the celebratory traditions of all of our families. If your family has traditions or holidays that you would like to share with your child's classroom, you are encouraged to arrange a Sharing Day with your child's teacher. Similarly, if you prefer that your child not participate in specific types of celebrations, please inform your child's teacher and we will be happy to honor your request. Please refer to [our website](#) for brief descriptions of some GIS traditions and events.

**b. School concerts:** All GIS elementary students are asked to participate in concerts each school year. These concerts are typically held in December and May, and provide an opportunity for parents, grandparents, and friends to see our students perform German and English songs, skits, and dances.

**c. Additional concerts and school events:** Throughout the year our choir may perform at Cultural events. The school will announce these opportunities as early as possible.

## Lost and Found

To eliminate the loss of personal items, particularly clothes and lunch boxes, please mark all items with the child's name. This makes it easier for the GIS staff to return lost and found items to your child's cubby. Parents and grade school children are asked to assume responsibility for checking the lost and found periodically for lost articles. The Lost and Found Area is located in the lunch room. Lost and found items are kept for no longer than one term. At the end of each term, all remaining items are donated to charity.

# EXTENDED CARE PROGRAM

## Extended Care

GIS offers a quality **Extended Care program**, with a focus on independence, consistency and socialization. We offer three programs: one for our Preschool, Kindergarten, and Grade School classes. We are licensed through the Child Care Division and follow all state guidelines. As a portion of the GIS day we follow all GIS school rules and policies listed in the Parent Handbook.

GIS strongly encourages families to sign up with this program, if you have varying schedules that may prevent you from picking your child(ren) up on time.

### **Extended Care Hours**

Extended Care begins at school dismissal time and ends at 6:00 p.m. Hours for In-Service and Breaks are 7:00 a.m. to 6:00 p.m. We provide all-day or half-day programs when we have early dismissal days, teacher planning days, in-service days, and Spring Break..

**Extended Care phone number:** In the event of an emergency, on-site Extended Care staff may be reached after hours at 503-927-3532. Please call the main number for all other inquiries.

### **Registration**

For Scheduling options and to register for Extended Care, please download the Registration form from the [School website](#) or [ParentsWeb](#).

## After School Clubs – *Arbeitsgemeinschaften* (AGs)

AGs offer children the opportunity to participate in programs with students from other grades. Clubs offered in the past have included: HandBall, Ballet, Cooking & Baking, Paper Making, LEGO and Messy Science to name a few.

- Each AG meets from 3:15pm until 4:15pm Mon-Thurs & 2:15-3:15/3:15-4:15 on Fridays
- Students signed up for AG will be in the care of Extended Care staff from 2:50-3:15
- Students are welcome to sign up for more than one AG, but may not enroll in two on the same day.
- Minimum of 5 student are required to run the AG. Enrollees are accepted upon full payment of fees.
- Enrollment and Authorization Forms must be complete and in office to be enrolled.
- Clubs will not meet during school closures (Winter & Spring breaks, holidays, staff service days, etc.).

## POLICIES & PROCEDURES

## Inclement Weather Policy

In case of inclement weather (snow, ice, etc.):

- a. The school will make announcements by 6:00 a.m. on inclement weather days. As a general rule GIS will follow the Beaverton Public School decision.
- b. Check the [GIS website](#), your radio or television for additional information. If there is a schedule change for the school, we automatically report this by 6:00 AM to all major news & radio stations. The school may also send an email to all community members, but the school website and media outlets should be your first resource.
- c. If the onset of inclement weather occurs during normal school hours, you will be contacted. If GIS is closed, all associated programs will also be closed including Extended Care, AGs, concerts, etc. If you expect to need childcare on inclement weather days, you are responsible for arranging this with a private sitter.
- d. Open doors - On late start days, there will be no before care provided and school will start immediately at the stated time. Since everyone (staff and parents) will be arriving late, parents must stay with their children until school starts.

## Security, Safety and Emergency Procedures

Security and safety are our top priority. While it is impossible to predict or prepare for every situation, our school community takes security and safety extremely seriously. Below is an overview of some of the preparedness measures we have in place.

- 1) **Mandatory reporting:** As required by State law, all GIS employees are mandatory reporters of suspected child abuse. In order to avoid any unfortunate misunderstandings, please provide your child's teacher with written explanations of any unusual injuries/illnesses sustained by your child.
- 2) **Identification of responsible adults:** Any adult who picks up your child from school must be identifiable to a GIS staff member as authorized to pick up your child (See "Pick-Up, Drop-Off Procedures & Extended Care," above).
- 3) **GIS Emergency Training:**
  - a. All staff members are CPR and First Aid certified.
  - b. Using the SRP system the school runs monthly drills for fire, earthquakes, lockdown, lockout and teacher down situations. The students are well trained to participate in these drills. Note: While in the building during a drill, parents & visitors are expected to follow staff instructions.
  - c. A small group of staff members have participated in trauma response training.
- 4) **Emergency Closure/Evacuation:**
  - a. **Emergency Closure:** in the event that it becomes necessary to close the school during the day, parents will be notified via email or phone call. Additionally and depending on the situation, we will also communicate using other established communication tools (social media, website, etc.).

**b. Evacuation:** if the school campus needs to be evacuated, we have a partnership established with the Sisters of Saint Mary of Oregon. Our staff will relocate our students to:

**Valley Catholic School, 4275 SW 148th Avenue, Beaverton, OR 97007**

GIS staff and students will be located on the lawn located at the corner of Murray and Tualatin Valley Highway.

### 5) Contact

a. In the case that communication directly to and from GIS is interrupted, we will attempt to get status updates to our partner school:

**German International School Boston  
57 Holton St. Allston, MA 02134, (617) 783-2600**

### 6) Emergency Supplies

- a. GIS has emergency supplies on site to aid us in the case of a natural disaster.
  - i. On-site AED with adult and pediatric pads
  - ii. Each classroom has its own Medical First Aid Kit
  - iii. Advanced Medical Trauma Kit
  - iv. Food & Water
    1. At any given time GIS has at least 2-3 days' worth of food and water supplies for students and staff.
    2. GIS also has an emergency water filter and iodine tablets which will aid us in providing additional clean water to the staff and students.
  - v. Other Supplies
    1. Hand powered portable radio for weather alerts
    2. Emergency lights

## Child Care Division Notice

1. All inspection reports concerning this facility and the Child Care Division Rules are available for inspection. Child Care Division regulations for child care centers:
  - Child Care Division inspection reports
  - Fire Safety inspection reports
  - Sanitation inspection reports
2. This center is open to all custodial parents during all hours of operation, without advance notice.
3. To register a complaint:
  - Please discuss your concerns with your child's teacher.
  - If the problem is not resolved, contact the Head of School.
  - If you continue to have concerns, do not feel your concerns are being addressed, or you are uncomfortable discussing the issues with center staff, contact Abby Strom of the State of Oregon Child Care Division at (503)612-4272.

(THE CHILD CARE DIVISION DOES NOT INTERVENE IN MONEY MATTERS)

## General Facts About GIS & How Independent Schools Are Funded

- GIS is a not-for-profit 501(c)3 organization registered with the State of Oregon and accredited by the Zentralstelle für das Auslandsschulwesen.
- It receives no financial support from either the Oregon or U.S. governments.
- Basic tuition revenues must be supplemented by approximately 20% (as in all independent schools) by a number of fundraising programs.
- The American independent school system of supplemental funding, through fundraising, permits lower basic tuition, and the opportunity for parents and friends to make tax-deductible donations to bridge the gap.

## How you can help GIS Grow & Thrive

# FUNDING

- **Standard Tuition:** approximately 80% of basic operation needs (salaries and benefits, rent, financial obligations, routine maintenance and supplies (including special expenses related to being a language immersion school-foreign language books, faculty visas, work permits etc.) are covered by Standard Tuition. Standard Tuition is not tax deductible.
- **Development Fee:** this one-time fee per family helps cover the costs of registration, administration, and physical growth of the school facility. The Development Fee is not tax deductible.
- **Actual/Corporate Tuition:** this tuition rate primarily applies to international transfer families and covers the actual cost for a year of school at GIS. The difference between the Standard Tuition and the Actual/Corporate Tuition is tax deductible. Everyone is welcome to choose this payment option.
- **German Government, Zentralstelle für Auslandsschulwesen (ZfA):** GIS is one of five schools in the United States accredited by the ZfA and receives financial support based on enrollment, income, expenses and growth. This funding fluctuates annually and is used primarily to supplement salaries and rent.
- **Annual Fund:** donations to the Annual Fund campaign are 100% tax deductible. They are used to fill the gap between the Standard Tuition expense categories and the actual cost to educate your student at GIS. These funds go to the General Operating Budget, unless otherwise specified by the donor or the school. Please contact the Development Director for information about this fund.
- **Corporate Matches:** many employers will match cash donations and/or will match volunteer hours with a financial contribution. Please contact your employer's human resources department or see the school's Development Director for further details.
- **Fall Fundraiser:** this event is open to anyone willing to make a specified minimum donation to the school. Donations are typically for General Operating funds and are 100% tax deductible beyond the value of the meal. Please contact the Development Director for information about this event.

- **Holiday Market:** this community event is inspired by the wonderful German markets that are held throughout Germany during the holidays. Featuring traditional German holiday crafts, sweets and treats, Adventkalendars and more, many vendors have been a part of this annual event since the first market held at GIS in 1999. These funds go to the General Operating Budget. Please contact the Development Director for information about this event.
- **Annual Spring Fundraiser and Special Appeal:** each spring, a committee of volunteer parents and the Development Director organize and host an event for the entire GIS community, including teachers, families and friends. The goals of this event are to raise General Operating funds as well as a Special Appeal for a program that is otherwise not funded in the budget. Purchases made are partially tax deductible. In-Kind donations are 100% tax deductible. Special Appeal donations are 100% tax deductible. In recent years, Special Appeal funds have helped build our soccer field, build and furnish our library, indoor play space and science rooms, purchase musical instruments, technology and more. Please contact the Development Director for more information about this event.
- **Other Fundraisers:**
  - o Our delivered pizza lunch program raises funds toward the General Operating Budget.
  - o Set your web browser to [www.goodsearch.com](http://www.goodsearch.com) and every search you make raises one cent for GIS.
  - o [Read more on how to support GIS our website.](#)



## German International School Portland

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Phone: (503)626-9089  
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[www.gspdx.org](http://www.gspdx.org)