



**GERMAN  
INTERNATIONAL  
SCHOOL | Boston**

*empowering students for success in a global world*

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*Parent Communication*

# Middle and High School Reopening

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Dear Parents,

All over the US, families are curious to know what the reopening of their kids' schools will look like this fall, and like many other schools in the country, GISB finds itself facing many different questions and challenges as well as expectations and hopes. We witnessed a rather drastic switch from full in-person learning to an entirely remote setting within three days last spring, and although we received a lot of positive feedback for this transmission, it is fair to say that remote learning is by no means a replacement for students learning together with their teachers at school.

Our goal for the upcoming school year is, therefore, to bring the students of our Middle and High School back on campus while at the same time taking all the precautions possible to protect the health and safety of our community. Our school will look and feel very different when our students will return on August 26. The classroom set-up will have to follow strict guidelines, the school yard will be divided into different sections and the lessons will have to be taught differently, all while being masked up. As you can imagine, there will be many new regulations and procedures in place to ensure everyone's safety. Frequent handwashing regulations, bathroom times, outside classrooms and mask breaks are terms we have not been familiar with at our school so far. The leadership team, the task force (under participation of our parent representatives Kirstin Dechantsreiter and Melissa Lucius for MS and HS) and the staff of GISB have worked continuously during the last weeks to make sure our school is ready to reopen this fall. This has not been an easy task and changing regulations on the state and / or city level limit our ability to plan and decide independently. These guidelines were our starting point and will possibly have to be readjusted as soon as new regulations and developments will create a new reality of how schools can operate in 20/21.

The needs and concerns of all GISB families in mind, we have decided to give priority to our younger students, particularly the Lower Campus and the Elementary School, regarding the amount of time they will be allowed on campus. This affects not only the number of days of in-person learning, but also the distribution of ASP as well as substitution lessons. Unfortunately, we will not be able to accommodate the needs and wishes of every family at GISB. Rest assured that we are trying our very best to provide as much "normalcy" for our students as possible while balancing our resources and keeping everyone safe. We greatly appreciate your support in making our new unusual drop-off and pick-up routines work and in - at least for now - abandoning long established car-pooling traditions.

Please read our guidelines very carefully and talk them through with your children who attend GISB Middle and / or High School. We will guide the students through these relevant changes during our Student Orientation Week.



Should you decide not to send your child back on campus (see *Participation from Home*), please contact the responsible coordinator until Wednesday, Aug 19th. Please find their email addresses below:

Classes 5-7: Andreas Weber ([andreas.weber@gisbos.org](mailto:andreas.weber@gisbos.org))

Classes 8-10: Catharina Luderer ([catharina.luderer@gisbos.org](mailto:catharina.luderer@gisbos.org))

Classes 11 and 12: Ludger Jägersküppler ([ludger.jaegerskuepper@gisbos.org](mailto:ludger.jaegerskuepper@gisbos.org))

Thank you very much for your cooperation and understanding. We are hopeful that the number of COVID cases will remain low and wish you and your children a good start into 2020/21!

Best wishes and stay safe,

Catharina Luderer

Ludger Jägersküppler

Andreas Weber



# Content

<b>Official Guidelines</b>	<b>4</b>
<b>Daily Health Screenings at Home</b>	<b>5</b>
<b>The Hybrid-System</b>	<b>6</b>
<b>Schedule</b>	<b>12</b>
<b>Entering and Exiting the Building</b>	<b>15</b>
<b>Recess</b>	<b>16</b>
<b>Misbehavior</b>	<b>18</b>
<b>Communication</b>	<b>19</b>

## *abbreviations and explanations*

**GISB** - German International School Boston

**UC** - Upper Campus (i.e. the GISB building at 57 Holton Street)

**ASP** - After school Program

**Pod** - A group of students which has no interaction with other students in order to limit transmission and hence avoid the complete closure of our school in case of a positive COVID case. A pod can be one class or two classes combined.

**MS** - Middle School (classes 5-8)

**HS** - High School (classes 9-12)

This English-language document will use the English nomenclature in referring to these levels.

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## Official Guidelines

We are strictly following the guidelines issued by the state of Massachusetts for a safe reopening of our school.

Minimum Requirements for Health and Safety released by the Department of Early Education and Care: [https://eeclead.force.com/resource/1595274325000/Min\\_Req](https://eeclead.force.com/resource/1595274325000/Min_Req)

FAQ about the Minimum Requirement released by the Department of Early Education and Care: [https://eeclead.force.com/resource/1591036171000/FAQ\\_Min\\_Req](https://eeclead.force.com/resource/1591036171000/FAQ_Min_Req)

Initial Fall School Reopening Guidance released by Massachusetts Department of Elementary and Secondary Education: <http://www.doe.mass.edu/covid19/return-to-school/guidance.pdf>

Considerations for school released by the Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

GISB Health and Safety Guidelines: <https://www.gisbos.org/wp-content/uploads/2020/08/GISB-Reopening-Safety-Standards-and-Procedures.pdf>

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## Daily Health Screenings at Home

Daily health checks are key to mitigating the risk of transmission. After an in-depth analysis by our Health & Safety department we have decided that we will be working with the mobile app “MyMedBot”. This app enables us to track our students’ as well as our staff’s well-being on a daily basis.

How does it work? You will receive an invitation and further explanations from our nurse, Alicia Nurnberger. The app, easily and quickly installed on your smartphone, is basically a daily questionnaire about your child’s health. Every day before bringing / sending your child to school, you will be asked to check your child for COVID-19 related symptoms, including taking their temperature. After this daily check-up, the app, on the one hand, transfers a confirmation to the school and provides you, on the other hand, with advice as to whether you can bring your child or whether your child should remain at home, seek medical advice, etc.

Only children for whom we have a confirmation that they are symptom-free will be allowed into our school building. The questionnaire will be available each morning from 6:30 - 7:45 am. It must be submitted by 7:45 am every day. You will receive a reminder on your phone.

### **PLEASE NOTE:**

**It is crucial that you keep your child home when they show symptoms. If your child comes to school with symptoms, learning in their entire pod will be compromised, possibly leading to the campus having to close down. It is the responsibility of all our teachers, parents and staff to keep our school safe. We are all responsible for everyone’s safety in our community.**

**Please also be aware that students arriving at school who have not completed the check-up in the app on time will be denied entry into the building. This may result in the students having to stay outside for a longer period of time (if the check-up is late) or in them being sent back home.**

# The Hybrid-System

## 1. In-Person Lessons at School

The GISB Hybrid-System allows our students to have half of their lessons on campus. In total, all MS/HS students are divided into six pods according to the classes, i.e. their so-called “home groups”. Every day of the week, three of these six pods will be present at school, hence aiming at having about 50% of our MS and HS students on campus. The in-person lessons will follow the regular timetable.

### Pods in MS:

**Class 5                  Class 6a + 6b                  Class 7                  Class 8**

### Pods in HS:

**Class 9 + 10                  Class 11 + 12**

These pods must not mix at any given time. Students are only allowed to be in the same room and the same recess area with students from the same pod. Combined classes in some pods are a result of combined lessons in for example French, Spanish, as well as presently PE, Music and Art.

**Students are at school or in remote-learning according to the following table:**

<b>class/pod</b>	<b>Week A (starting Aug 31)</b>	<b>Week B (starting Sep 7)</b>
5	<b>At school: Mo, Wed, Fr</b> Remote: Tue, Thu	<b>At school: Tue, Thu</b> Remote: Mo, Wed, Fr
6a + 6b	<b>At school: Tue, Thu</b> Remote: Mo, Wed, Fr	<b>At school: Mo, Wed, Fr</b> Remote: Tue, Thu
7	<b>At school: Mo, Wed, Fr</b> Remote: Tue, Thu	<b>At school: Tue, Thu</b> Remote: Mo, Wed, Fr
8	<b>At school: Tue, Thu</b> Remote: Mo, Wed, Fr	<b>At school: Mo, Wed, Fr</b> Remote: Tue, Thu
9 + 10	<b>At school: Mo, Wed, Fr</b> Remote: Tue, Thu	<b>At school: Tue, Thu</b> Remote: Mo, Wed, Fr
11 + 12	<b>At school: Tue, Thu</b> Remote: Mo, Wed, Fr	<b>At school: Mo, Wed, Fr</b> Remote: Tue, Thu



In order to provide safety for all our students and teachers, social distancing is a crucial part of the in-person lessons. The following rules therefore apply to every lesson at school:

- All students must social distance at an appropriate distance at all times, keeping the required distance of 6 feet whenever possible. This especially applies during lessons and recess. For safety reasons, students are not allowed to leave their desk without specific permission of the teacher.
- Students are not allowed to move their seats or desks.
- All forms of physical contact (shaking hands, hugging, etc.) are forbidden.
- Students must wear masks at all times during the school day, except for explicit mask breaks which will be announced by the teacher. During mask breaks inside the building, the students will not be allowed to talk.
- Students won't be allowed to share their equipment (pens, books, laptops, etc.).

There will not be any storing opportunities inside the classrooms for the student's equipment. Each student has to bring the materials they need for each day's lessons.

### *1.1 Participating from Home*

Students who prefer not to be at school or are not allowed on campus because they violated the safety regulations of our school will be required to participate from home. Each classroom has a camera and a microphone transmitting a picture of the front of the classroom as well as the conversations inside the classroom to the students at home. Hence, these students can join the classroom via google meets for their lessons and follow these lessons remotely. It is thereby required they have their own camera on so that the teacher can see and interact with them, too, as they will be graded for their classes. Their microphones are to be muted unless they contribute something to the lesson. Unmuted, the students and teacher in the classroom will be able to hear what they say and can interact. This participation from home is not possible in all subjects and all lessons as classes may go outside for lessons for example. In these cases, the teacher will assign a certain task to the students at home instead. **Please note that participating from home is an additional option, but that it cannot possibly replace the quality of in-person instruction.**

All students in MS/HS will receive a proper introduction into the streaming system during their student orientation week. Teachers are allowed to remove students from the online-classroom if they behave in an inappropriate way.

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## 1.2 Physical Education

Sport and physical education lessons are especially challenging during a pandemic. Nevertheless, GISB is confident to be able to offer P.E. lessons following the specific MMA guidelines:

[https://www.mma.org/wp-content/uploads/2020/07/DESE\\_additional\\_safety\\_guidance\\_7.24.20.pdf](https://www.mma.org/wp-content/uploads/2020/07/DESE_additional_safety_guidance_7.24.20.pdf)

As a result, our focus will be on teaching as much outside as possible. Only in bad weather conditions will we plan to switch to inside lessons. Half the lessons will be taught remotely, which can consist of for example exercises, games or theoretical content. During sport lessons, the following regulations apply:

- **If outdoors, without masks:** these activities can occur within 10 feet of distance between individuals.
- **If outdoors, with masks required:** these activities can occur with 6 feet of distance between individuals.
- **If indoors, with masks required:** these activities can occur with 6 feet of distance between individuals.
- No physical education classes can have activities with close physical contact (f.e. basketball, soccer, ...).
- Physical education should prioritize activities that do not require shared equipment such as for example agility training exercises, bodyweight strength training (such as push-ups), yoga, track and field, running, step aerobics, or racquet activities (as long as racquets are disinfected before and after use).

**Please note: No activities can be carried out indoors without wearing a mask.**

## 1.3 Class tests and grading

In contrast to earlier this year, classes in MS and HS are planning on having their class tests written on campus. With students being 50% of the time “remote”, teachers will have less options to schedule their tests which can result in a more uneven distribution of the tests. We aim to have the class test plans for the first semester online by the end of September. You will receive an email with the link to your child’s respective class test plan. Please keep in mind that these plans are open for change, especially during these special times, and please check them regularly.

As usual, grading in classes 5-12 consists of 50% class test grade and 50% other grades. Participation during in-person lessons and remote lessons are equally important.

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## *1.4 Outdoor Lessons*

Teachers are encouraged to teach their classes outdoors when possible. Being outside has proven to greatly lower the risk of infection. GISB will provide tent-areas for MS and HS which allow the classes to leave the building. All students must have sitting-cushions or blankets with them (which they may also use for recess) and sit in one assigned spot in the assigned outside area to allow for social distancing. When being socially distanced outside, the teacher may allow the students to remove their masks.

## *1.5 Use of Bathrooms*

Students of MS and HS are only allowed to use the bathrooms in the basement. Each bathroom has a maximum capacity of 2 students at a time. The students are not allowed to remove their masks inside the bathroom and must wash their hands for a minimum of 20 seconds after using the bathroom. Each class will have an assigned time during recess during which they will be allowed to go to the bathroom.

## *2. Remote Teaching Concept*

Half of the lessons will be conducted in a remote setting very similar to the remote lessons we had in spring 2020. In our distance learning concept we combine synchronous and asynchronous lessons with independent learning and guided instruction. Remote days are defined as regular school days where we follow the regular schedule.

At the beginning of the day at 8.00am students will have access to their assignments and lesson plans in their google classrooms. On occasion, teachers post assignments and papers that need to be printed in the morning. The remote school day starts at 8.30am.

In synchronous parts of the lessons the students meet with the teacher in real time via video conferencing (google hangout) to get instructions, to discuss assignments and to compare results. In asynchronous parts of the lessons, the students work independently on the assignments, but can still reach out to the teacher directly in an additional hangout or via chat to ask questions and get further support. In double-periods, teachers usually meet the students directly in a hangout meeting, while in single-periods students might get instructions in the digital classroom (depending on the number of video conference meetings the students already have

scheduled for that day). We try our best to always find the right balance between on-screen and off-screen assignments as well as analytical and creative activities.

At the beginning of the lessons, the teachers are required to take attendance to make sure that the students are prepared to learn remotely. The main platform we use is Google Suite for education (Google Classroom, Meet, Docs, Slides and Sheets). Google classroom provides a digital structure for each subject teacher to upload assignments and to communicate directly with the students.

Other resources we use (depending on the grade level) are i.e.:

- Bettermarks
- Quizlet
- Anton App
- explain videos by sofatutor
- Kahoot
- Padlet

All students are required to attend their remote classes and to complete the assignments by the scheduled due dates. If a student does not attend, teachers are required to leave an absent note in the class book. If a student is sick or excused by parents, we ask to send the information to the office, to the classroom teacher and the subject teachers.

Participation and written results on remote learning days are also part of the grade of the student in the different subjects.

## *2.1 Remote learning norms at GISB*

Students:

1. Are prepared and on time when the video meeting starts.
2. Find an appropriate space for their video meeting.
3. Turn on their camera while participating in the video meeting (see new regulation below).
4. Mute their microphones at the beginning of the lesson after a first greeting.
5. Raise their hand or write in the chat box if they would like to say something.
6. Participate actively in the lesson and listen to their classmates.
7. Use the chat functions only in an appropriate way and follow our school's Code of Conduct.
8. Students are neither allowed to invite others to a meeting nor to block, remove or unmute other students.

- 9. Students are only allowed to share the screen or present something with the teachers permission.

Parents, please

1. Talk to your children about these distance learning norms and make sure that they understand the meaning.
2. Help them identify an appropriate space for video meetings.
3. Supervise the children during the meetings as appropriate for their age level, or check-in with them while they are following the remote lessons.
4. Support your kids and praise them for all the effort they put into remote learning. In spring, the majority of our Middle and High Schoolers did a tremendous job in the digital learning setting.

**PLEASE NOTE:**

**The students are now required to have their camera switched on at all times, except for explicit cases when their parents request in written form an exception from this rule.**

All students will receive invitations to google classroom from their subject teachers in order to follow the lessons remotely.

## *2.2 Technical support*

Students need a computer device and stable Internet connection at home to be able to follow the remote lessons. Therefore, GISB will provide a school-owned chromebook to each individual student in grade 5-8. The students will be given these devices on the first day of school to ensure that they can follow the remote lessons from home. On school days in the building, the students need to bring their chromebook fully charged. Our IT-Department will reach out directly to families with more detailed information on the first day of school; further information can also be found in our “student handbook”.

In classes 9-12 we continue to follow the “bring-your-own-device”-policy. All students in these grades use their own laptop.

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## Schedule

In order to ensure a good start into the new school year for everyone in our community while getting used to the new setting, we will start as follows:

### *Phase 1 - Student Orientation Week*

#### **August 26 - 28**

The first days in a new classroom are always crucial, and even more so in these uncertain times. It is our utmost goal during the first days of school to support our students in order for them to feel positive about being back at GISB and to establish a daily routine in this “new normal”. Furthermore, we are taking as much time as necessary to make sure that everyone learns and understands how to follow the health and safety protocols in the building.

Further goals for the first days back on campus:

- Welcome the students back at GISB. Arrive in building and adjust to the “new normal”.
- Meet the new classroom teachers, our School Counselor and our School Nurse
- Conversations about the last months and weeks + Social and Emotional support
- Training on hygiene regulations and guidelines:
  - Training on how to enter and exit the building/classrooms. Learn about the new ways, how to walk through the building and how to read the signs in the school building.
  - Learn about the new recess procedure
  - Training on how to keep a proper distance, wear the mask, the use of the restrooms, how to wash hands and sanitize
  - Fostering awareness that the kids are not to share food or working materials
- How to organize the desk and the material without a cubby in the classroom
- Set-up of the new classroom
- Organization: Schedule, new teachers and subjects, material
- Introduction of safety rules: rules in the classroom and the building / remote learning norms / GISB Code of Conduct

- Introduction of new chromebook and the Google classroom setting (grade 5)
- (Distance and/or remote) games and activities

In order for all of our classes to start the new school year in person together with their class teachers, **August 26th** will see a morning and an afternoon present time for all six pods. Thursday and Friday will follow the in-person / remote schedule you can see in the table below. We understand that this requires some extra flexibility on your part. Please note that we have to limit the number of students on campus at all times and decided on this arrangement for the very first day only to make sure that all our students can return to campus and familiarize themselves with the new setting on their first day of school.

**Times at the School Building during Student Orientation Week:**

<b>grade/pod</b>	<b><u>8/26</u></b>	<b><u>8/27</u></b>	<b><u>8/28</u></b>
<b>5</b>	8.30 - 11.00	8.30 - 15.00	remote
<b>6a + 6b</b>	12.30-15.00	remote	8.30 - 15.00
<b>7</b>	8.30 - 11.00	8.30 - 15.00	remote
<b>8</b>	12.30-15.00	remote	8.30 - 15.00
<b>9 + 10</b>	8.30 - 11.00	8.30 - 15.00	remote
<b>11 + 12</b>	12.30-15.00	remote	8.30 - 15.00

From August 31st onwards, the weeks will follow our Week A -Week B system:

8/31 - 9/6 - Week A

9/7 - 9/13 - Week B

9/14 - 9/20 - Week A

9/21 - 9/27 - Week B

...

*Phase 2 - Hybrid System with Focus on Language Skills and curriculum evaluation (classes 5-10)*

*August 31 - September 4 (if needed September 11, depending on the grade)*

Even though GISB offered an ambitious distance learning program in Middle and High school last spring, we are aware that this long period of remote learning might have impacted the academic and linguistic performance of some of our students. We will therefore focus at the beginning of

the school year on communication skills in the target languages at our multilingual school in order to identify possible academic or curricula gaps in the different subjects .

In phase 2 we will be following the regular schedule, but might identify specific subjects in which the students will be focusing especially on speaking, identifying language “patterns” and idioms as well as grammar.

All through the subjects, the teachers will review the curriculum of the spring semester and identify topics the students will need to repeat after four months of distance learning.

### *Phase 3 - Regular Hybrid-System Schedule*

**September 7 (if needed September 14) and following weeks**

### *Further Information on the First Days back at School*

#### *Social and emotional support - School Counseling*

Our school counselor, Lea Rossu, will be working closely with our staff to ensure that the students will be supported emotionally as they settle into the new school year. Lea will meet with the different pods to talk through any concerns that they may have about returning to school and to discuss the importance of incorporating mindfulness and taking time to destress. Please feel free to reach out to [Lea Rossu](#) directly if you would like to discuss any questions or concerns related to your student's social or emotional health in relation to school reentry.

#### *Role of the classroom teacher*

The classroom teacher in Middle and High school is not only a subject teacher, but also a close contact person for students and parents regarding social-emotional well-being and “pod”-related matters. In this special time, the classroom teachers will be even more important to support the students when they come back to campus and will help them feel safe and welcome in their new environment. More detailed information about the respective classroom teachers in the different grades will be shared next week.

#### *Class 5: Start in Middle School*

In grade 5, we welcome our new Middle School students. We are aware that the transition from Elementary School to Middle School is a huge step for students and parents in general and in this school year even more so. We will therefore focus especially on our new 5th graders:

- The classroom teachers and the school counselor will provide support and guidance

- We will gently and gradually introduce them to new subjects
- We will support the students in organizing the material for all new subjects
- And we will also provide a school-owned chromebook for each 5th grader and introduce the google classroom setting as soon as possible so that they students are able to successfully follow the remote learning program.

## Entering and Exiting the Building

### *In the Morning*

**Please read this section extra carefully.** Students of grades 5-8 will arrive and gather every morning in our school garden facing Holton Street. Classes 9-12 will enter our building through the door on Everett Street and gather right outside that door. Each pod will have assigned waiting areas. **Social distancing is not optional and the students are required to wear masks.**

As of 8.15am, a teacher will be present to supervise the students in the Holton Street as well as in the Everett Street yard. At 8.30am the individual classes will be greeted outside by the teacher they have class with in the first period. This teacher will lead them into their classroom. It is required to wear a mask **and** to social distance at all times when inside the school building.

Students who are not cleared in the school-app will not be allowed inside the building. They will have to stay outside and reach out to their parents to fill out the questions in the app. Only after this process has been confirmed on the school's end, a teacher will allow those students to enter the building as well. It is therefore important that parents fill out the app every day and can be contacted by phone after dropping off their children.

### *During Recess*

The individual pods will leave and re-enter the building accompanied by their respective subject teacher through their assigned exits. Students are not allowed to do so on their own behalf.

### *In the Afternoon*

All lessons for MS and HS end at 3pm, except for HS on Tuesdays when lessons end at 3.45pm. After their final period, all students will wait at their desks for their subject teacher to bring them outside to the designated meeting point of their pod.

**Students grades 7-12:** They will leave the school building using the same exit they entered through in the morning and will be released at their individual gathering area. It is only from there on that they are free to go to their parent's cars, bicycles or walk home while socially distancing.

**Special pick-up procedure in class 5 and 6:** In classes 5 and 6 we will follow the sign-out procedure known from Elementary School. At 3.00pm, the parents pick up their children at the designated meeting point of class 5 or 6 in Holton Street garden.

**PLEASE NOTE:**

**Social distancing is required on the ground of our school at all times in order to keep everyone in our community safe.**

**Parents are not allowed to enter the school building without special permission of the Principal or the School Nurse.**

## Recess

### *Regular Recess*

During recess all pods are only allowed to gather in certain assigned areas.

Once the teacher has ended the lesson, all students will leave the room and the building through designated exits and go to the areas assigned to their pod. Within these areas, masks can be removed as long as a distance of at least 6 feet is respected. No ball games or other sports are allowed during recess. When recess is over, all students go back to their classrooms in the same way they left.

During COVID times, outside recess is even more important than ever. Therefore, we will try to get the kids outside as much as we can, during cooler temperatures and also in light rain. **It is therefore very important that all students will be equipped with adequate clothing** (sweaters, jackets, warm shoes, rain gear, etc.) for when the temperatures will drop. Students will not be allowed to stay inside their classroom when they are ill equipped.

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## *Rain Recess*

We aim to have less rain recess than in the past. However, there will be cases in which all students will have to have their lunch inside the school building. Rain recess is announced about 15 minutes before the end of period 2 or 4.

In this case, half of the students of each class will leave the classroom at the end of the lesson and go have their lunch in an empty classroom. This sidestep-room will not be used during the whole school-day by any other pod and is therefore clean and safe to use. Each class teacher will prepare a room plan for the classroom as well as the sidestep-room which allows for a maximum distance between the students (half a class in each room). Once the students have taken their seats they can remove their masks and eat their lunch in this extra-distanced setting. The students in the sidestep-room will stay there, socially distancing, until called back by the next subject teacher.

## *Lunch*

For hygiene purposes, all microwave ovens have been removed from the classrooms. Students cannot warm up their lunch at school. It is highly recommended that parents provide insulation containers for their kids. With recess being an essential opportunity to take off the masks, the students will have to leave the building through the assigned exits and go to their designated areas. Sitting on picnic-benches is restricted while following the guidelines for social distancing, therefore all students must have an outdoor-cushion or small blanket with them, on which they can sit during recess.

Students are required to follow hand hygiene before and after eating.

## *Field-trips and extra-curricular activities*

All planning for overnight field-trips, day trips and further extracurricular activities outside GISB compound are currently on hold.

## *After-School-Program (ASP)*

We kindly ask all of you to please understand that organizing child care for Elementary kids is even harder than for our youngest ones in Middle School. This is why, after careful consideration, GISB decided to prioritise our “little ones” in ES over our MS and HS students and draft an ASP program for them. Unfortunately, we are limited in our organizing an ASP program for all our students due to COVID-related safety regulations.

In the first phase of reopening Middle and High School, GISB cannot offer the After-School-Program and homework supervision for students in class 5 to 12. We do understand that this might cause some challenges for families, but do hope for everyone's understanding that

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this is necessary due to limited resources and health and safety aspects. Therefore, the general pick-up time for students in class 5-12 is 3.00pm.

## Misbehavior

Violating the school's COVID-guidelines can lead to an increased risk of infection and possibly endanger the well-being of our staff and fellow students. These violations are therefore no trivial offense, but can have grave and serious results. By signing the school disclaimer, all parents assure that they understood these guidelines and went over them with their child/ren.

Because the health and safety of every member of our GISB community is our highest priority, GISB can only allow students inside the building who prove through appropriate behavior that they are aware and willing to contribute to a safe school environment. Therefore, the school will enforce these regulations in the following manner:

- Students who violate these guidelines purposefully and / or even repeatedly will have to leave the school building as soon as a reported violation is confirmed by the principal, vice-principal or a coordinator.
- In such a case, the school will call the parents or guardians of the student. The student who has to leave the building must be picked up by her/his parents or guardian as quickly as possible and is not allowed to return to campus for 7 days.
- This removal from campus is not a suspension, but a time-limited move into an online-only setting during which the student will continue participating in the lessons from home.

It is not our goal to punish the student in question, but rather to ensure the safety of all GISB community members.

Serious misbehavior involves, but is not restricted to,:

- Removing the mask without permission
- Violating purposefully social distancing rules
- Not following a teacher's instructions in this regard
- Discouraging other students from following the covid-guidelines
- ...

## Communication

In an effort to minimize in-person contacts, no face-to-face communication between parents and teachers will take place. Please contact the teachers of your child by email to arrange an online meeting or phone call if needed.

If your child is sick or can not attend school for other reasons, please inform the school as soon as possible by either sending an email to [attendace@gisbos.org](mailto:attendace@gisbos.org) or call +1 (617) 783-2600 x 10 and leave a message on our voicemail.

+1 (617) 783-2600 x 10 (Front Desk)	<a href="mailto:attendace@gisbos.org">attendace@gisbos.org</a>
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### Additional Contact Details:

Andreas Weber	Coordinator Grades 5-7	<a href="mailto:andreas.weber@gisbos.org">andreas.weber@gisbos.org</a>
Catharina Luderer	Coordinator Grades 8-10	<a href="mailto:catharina.luderer@gisbos.org">catharina.luderer@gisbos.org</a>
Ludger Jägersküpper	Vice-Principal Coordinator Grades 11 and 12	<a href="mailto:ludger.jaegerskuepper@gisbos.org">ludger.jaegerskuepper@gisbos.org</a>
Alicia Nurnberger	School Nurse	<a href="mailto:alicia.nurnberger@gisbos.org">alicia.nurnberger@gisbos.org</a> +1 (617) 783-2600 x 15

### Last but not least

Thank you for your ongoing support in reopening GISB during these uncertain times. We do not take for granted any of the efforts you are willing to make in order for our students and staff to stay safe and are looking forward to welcoming your children (back) soon!

Stay safe!