

Policies of the Elementary School

The classes and educational goals are largely based on the curricula of the German State of Thuringia.

The School Entry Level (SEL) provides a bridge from preschool to first grade. It prepares the students for the requirements of the Elementary School in all areas.

The English program at our school cannot be compared to a language program at a school in Germany. English is taught mostly through our host country's language.

In first and second grade students have 4 English lessons per week within their classroom group. In first grade we focus on the alphabet and first English words with an emphasis on clear intonation and proper pronunciation in a relaxed learning environment. In third and fourth grades the number of instructional hours increases to five hours per week. English instruction is then divided into three levels: *Entry Level/Lower Intermediate, Intermediate Level/ Advanced und Advanced Level.*

Towards the end of the Elementary School phase the requirements are consistent with the highest requirements at American schools.

The **Counselor** provides students the opportunity to resolve problems and conflicts. Students can set up recess appointments, alone or with one or two other children and work on solutions.

Social learning takes place every day and in all areas. Therefore, the Elementary School team has developed **F.R.O.G.**, a system that rewards friendly, respectful, organized and community-oriented behavior. Specific topics on social learning can also be addressed in class. Conflict mediation and learning to overcome other conflicts are also part of the program.

The counselor's office hours for parents offer an opportunity to discuss educational questions or a student's academic challenges, to search for solutions and, if necessary, establish a support system.

Class room visits offer an opportunity to meet all students and to better start and accompany important processes.

The Elementary School counselor cooperates with the secondary school counselor, thus ensuring professional communications.

The elementary and secondary school counselors are available with regards to questions concerning academic alternatives and contacting American schools.

Religious Education is conducted non-denominational in all grade levels.

Swimming classes are conducted once a week for all Elementary School grades, except for SEL. Flip flops are mandatory for health reasons. Especially with cold temperatures, we strongly recommend wearing a swim cap and bringing a warm hat for walking back to the classroom in cold weather.

Physical Education is conducted at the Elementary School's gymnasium. Gym clothes and non-marking gym shoes are mandatory. (T-shirts and shorts can be purchased in the PE department.)

With more than 6,500 media, German and English language books and a variety of German-language films and CDs our electronically equipped **library** offers a great choice of materials. The library's computers provide access to the internet. Our Elementary School librarian will advise the students in regard to their book selections.

Field trips are offered on a regular basis in all grade levels. Your written permission is always required to allow your child to participate in a field trip.

The Elementary School's afternoon program

Extracurricular activities take place after the end of classes during the seventh and eighth periods. Homework support, Sports activities, Arts and Music programs and Science are all part of our standard program. English and German intensive classes give additional reading and spelling support to your children in a variety of areas.

Courses are different from year to year. Enrollment takes place through online registration. You will receive more specific information via email before registration starts. Volunteers who are willing to run an activity are always welcome. Your creative ideas and abilities enrich our afternoon program. If you are interested or have any questions with regard to

the afternoon program, please contact the afternoon program coordinator.

Parents, whose children cannot attend the activity they are enrolled in, are requested to call in in a timely manner. (Frau Eberhard 301.767.3841).

On Thursday afternoon (language-day) languages are given priority. We offer different programs like “*Reading Mice*”, literature-projects, student newspaper, book - and film club, *Talk and Play*, and more. These programs are meant to be a fun experience for our students.

Our **Extended Care Program** runs from 3:10 to 4:45 pm for students starting at School Entry Level through 9th grade. Additional enrollment is required (Note: There is an extra cost). You can also have your child stay in Extended Day on early dismissal days.

Parent-teacher meetings and conferences – Every teacher offers one hour of parent-teacher-meeting time once a week. Please take advantage of these times or of the bi-annual conferences to stay informed about your child’s progress and behavior.

Report cards are given to all first- and second-graders at the end of the school year in form of a written assessment. Third- and fourth-graders receive grades twice per year.

Schedules, Sick Notes, Absences, Transportation to and from School

***Classes begin at 8:10 am. Please make sure your child is on time.**

In case of rain, the students can remain in the main building’s cafeteria before school starts, where they will have access to bathrooms.

Lunchtime and Cafeteria: Students can bring food and beverages in a lunch box. They have breakfast and lunch breaks. **Please pack healthy snacks.** Do not pack any nuts for your child’s snack or lunch. Please find additional information on our website.

Class cancelations due to inclement weather or other reasons – please visit our website.

Illness: If your child is sick, please inform Frau Eberhard **immediately**, library (301.767.3841) or inform the respective home room teacher via email.

GRADES 1-4 - TIMETABLE		
	7:55 - 8:10 am	before-school supervision*
1 st period	8:10 - 8:55 am	
2 nd period	8:55 - 9:40 am	incl. snack break
	9:40 - 9:55 am	recess
3 rd period	9:55 - 10:40 am	
4 th period	10:40 - 11:25 am	
	11:25 - 11:45 am	lunch break
	11:45 - 12:00 noon	recess
5 th period	12:00 - 12:45 pm	
6 th period	12:45 - 1:30 pm	
	1:30 - 1:40 pm	recess
7 th period	1:40 - 2:25 pm	
8 th period	2:25 - 3:10 pm	buses leave at 3:20 pm
9 th and 10 th period	3:10 - 4:45 pm	Extended Day, buses leave at 4:55 pm, pick-up by 5:00 pm

Absences: Please submit all requests for absences in writing to your child's homeroom teachers. Approval will be granted by the Principal's office upon review of academic achievements and on an individual basis. Please do not use days before and after breaks to prolong your vacations.

School year, parties and festivities: Please inform yourself in the online, or in this agenda book about our vacation schedule plus German and American holidays. We celebrate Halloween/Carnival (in alternating years), St. Martin, Thanksgiving, Christmas and Easter. In addition, we celebrate our annual Summer Festival, hold a Sports Day and/or the Party of the Sea Creatures. In April, we invite English and/or German speaking book authors of children's books to help us celebrate the International Book Day.

School bus: All students who are registered for bus service will receive a bus pass before the start of each school year. Parents often underestimate the challenges of this new situation. Please help your child especially during the first days of school. Prepare your child by teaching her/him the **bus number** and pointing out the **pick-up location** before his/her first ride. We will assist your child as well!

Drop-off and pick-up by car: Please do not stop in front of or on the pedestrian crossing to the Elementary School, but behind it or, even better, use the parking lot where your child can exit safely at the posted drop-off area.

Drive slowly and cautiously, pay special attention when backing up. Please make sure that your child uses the sidewalks walking to and from the school buildings.

Important: If for any reason you cannot pick up your child on time after the end of classes, please call the library (301.767.3841). After **1:30 pm** your child will participate in the afternoon program until you pick her/him up, no later than 3:10pm. After **3:10 pm** we will care for your child in the Extended Day-Program if space is available and only upon prior registration and fee payment. The school closes at **4:45 pm**.

Changes to your regular after-school-pick-up routine: If your child wants to use a school bus to

visit a friend, he/she needs a written permission slip (in English) for the bus driver. If your child does not normally take the bus, he/she also needs a permission slip to buy a bus ticket, which can be purchased at the Business Office.

Important: The supervision of students at the German International School Washington ends at the conclusion of classes when an authorized adult picks up the child or when the child leaves the school property on a school bus. In case of privately arranged play dates, we expect that the families involved contact each other for confirmation. Only the adherence to these procedures will ensure the safety of the children involved. A written note from a parent/custodian to the school is required.

Our Wednesday Mail, sent to you regularly by email, will keep you up-to-date on all school and class room business and activities. Other important communication will be sent to you through your child. As another communication tool teachers will use the agenda (student planner). As a rule, you will receive emails from the school.

Lost and found: Lost clothes, gym bags etc. are kept in a container in the Elementary School. There is an additional container in the SEL. Gym bags can often be retrieved in the main building's Lost and Found. Items lost on the bus are placed into the **lost and found box** in the main building. All lost and found 8 items that have not been picked up will be donated to charity from time to time, usually during scheduled breaks.

Fundraisers, e.g. through supermarkets, boost our school's budgets. You will find additional information on our website. Please support us!

Guidelines and Codes of Conduct: The following publications can be reviewed in the Main Office:

- House Rules of the Elementary School
- Framework directive of the Elementary School
- By-laws, Rules and Regulations for Conferences, Disciplinary Code
- Regulations for the office of the Head of School
- Admission regulations, Guidelines for Field and Class Trips

House Rules of the Elementary School

School Rules for Everyday

We, the students of the Elementary School treat others fairly and respectfully.

We have the right to be treated fairly and with respect.

We speak quietly and politely to each other.

We follow the instructions of the teachers and staff.

We are careful with school property and the belongings of others.

We arrive at school on time.

We follow our school and class rules, so everyone will feel at ease in our school.

A – Behavior inside and outside of the school building

1. We walk and do not run inside the school building.
2. We speak quietly inside the school building.
3. We hang coats, jackets, sports bags, etc. on the hooks outside the classroom.
4. We place backpacks and lunch boxes on the shelves in the corridor.
5. We throw trash into the trash can or recycling bins.
6. We keep the bathrooms clean.
7. If we cannot go outside during recess because of rain (*Regenpause*), we spend time quietly in the classrooms.
8. We have class rules, which tell us what is expected of us inside our classrooms.
9. Balconies of our main building may be used in emergencies only when accompanied by a teacher.
10. We respect the borders of our schoolyard. They end at the lowest concrete bench in front of the cafeteria.
11. The concrete benches in front of the entrance are for sitting only.
12. We do not hurt anyone. We do not hit, kick, push, spit at, or scratch others.

13. We do not bring matches, lighters, knives, weapons, or other dangerous objects to school.
14. We do not use Nintendo DS, I-pods, MP3-players or other electronic devices at school.
15. We do not intentionally destroy school property.
16. Using wheels on school property is not allowed. Students of the School Entry Level and Extended Day program may use tricycles and scooters provided by the school.
17. We wait on the concrete benches, until we are picked up. We are not allowed to walk to the pick-up zone (parking lot) without a grown-up. If we are not picked up, we will talk to someone at the Elementary School.

B – Behavior in the Schoolyard

1. We only enter the schoolyard when there is a teacher on duty.
2. Before recess, we line up properly in front of the main exit and wait for the teacher on recess duty to open the door.
3. We let other children join us while playing, if they want to.
4. We only leave the schoolyard with the permission of a teacher.
5. During the break, we play ball only on the grass.
6. We play soccer on the soccer field (Bolzplatz), when it is our turn.
7. We will play fair at all times and act in such a manner as to avoid accidents.
8. After the break, we line up with our class.
9. We clean our dirty shoes before entering the school building, or we take them off.
10. If we have *Steinpause*, we do not step on the grass.
11. During winter, we do not throw snowballs or pieces of ice. We do not skate on icy patches.
12. We respect plants on the school grounds. We do not play in the bushes and do not hang on tree branches.

C – Library Rules

1. We respect the directions of our librarian.
2. We are quiet in the library.
3. We treat books with care.
4. We check out books for one week. The books may be renewed.
5. Students, who do not return their books after four weeks, will receive a written reminder.

After six weeks, the parents will be notified by the librarian.

6. Damaged and lost books, movies, cassette tapes and CDs must be replaced.

D– Cafeteria

1. Before school and during the lunch break, we are allowed to be in the cafeteria.
2. We line up to get our food. We do not cut in line.
3. We show good table manners.
4. We sit quietly at the table and eat.
5. We take the used dishes and place them on the carts and throw the trash in the bins.
6. We do not give away money, or ask for money.
7. We do not use the vending machines in the cafeteria.
8. We do not exchange lunch tickets for money.

E– Behavior on the Bus

1. We use the sidewalks to get to the bus. We do not walk in between or around buses.
2. We get to the bus on time and wait at the bus stop until the bus leaves.
3. We follow the instructions of the bus driver.
4. We are considerate when entering or leaving the bus.
5. We share the benches.
6. We put our backpacks and school gear under the seat.
7. We keep quiet while on the bus.
8. We do not use MP3-players, or musical instruments.
9. We remain seated during the trip.
10. Windows are only opened if the bus driver permits.
11. We do not lean out of the windows.
12. We do not throw anything out of the windows.
13. At the end of our bus ride, we put the trash into the trash container on the bus.

F – Afternoon Programs

1. The school rules apply to the complete afternoon program.
2. Students of the afternoon program return to their classrooms after their break as usual. They pick up their backpacks and the rest of their belongings and take them along to the assembly area (in front of the cafeteria below the overhang) and wait for their instructor.

3. The school must be informed of absences prior to the start of the activity.
4. Three absences from any afternoon program will result in losing your spot.
5. Any classrooms or facilities used for the afternoon programs must be left behind in an orderly fashion: chairs placed on tables, blackboards cleaned, etc.

G – Visitor Regulation

Visitors to the school must register at the school office in the main building or at the Elementary School.