



Introduction to the Elementary School

**8617 Chateau Drive
Potomac, MD 20854**

www.ds washington.org

Email: mail@ds wash.org

Elementary School Principal: m.rodrigues@dswash.org

Tel.: 301.767.3841

Dear Parents,

The teachers and the Principal of the Elementary School of the German School Washington DC, Monika Rodrigues, would like to extend a warm welcome to you and your child. We want you to feel at home and are here to help your child prosper at our school.

Approximately 195 students are currently learning in 10 classrooms ranging from School Entry Level (SES) to fourth grade, taught by our 25 teachers and our Elementary School librarian. In addition, teachers, parents and external providers offer an afternoon program including sports and other activities.

The Elementary School is a learning and living environment where, based on German curricula, children are taught in a community-oriented, open-minded, true to life and forward looking manner.

In some regards our school is different from a neighborhood Elementary School in Germany or an American school. The following introduction is meant to familiarize you with life at our school, and to provide you and your child with some help for a smooth transition into our school community.

Your Principal and the Elementary School faculty.

General information

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 grade students begin with only two oral English lessons per week within their classroom group, because acquiring the German phonetic system has priority at the German School. In grade two as the students learn to read and write in English, the number of weekly lessons increases to four, in third and fourth grades to five hours per week. English instructions are then divided into three levels: *Entry /Lower Intermediate Level, Intermediate/Advanced Level und Advanced Level*.

Towards the end of the elementary school phase the requirements are consistent with the highest requirements at American schools.

During her office hours for students the **Counselor** provides students with an opportunity to take charge of their problems and conflicts and to work on and solve them. 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 in acute cases 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 the counselor 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 taught non-denominational in all grade levels.

Swimming classes are given once weeks for all Elementary School grades, except for SEL. Flip flops are mandatory due to 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 taught in the Elementary School's gymnasium. Gym clothes and non-marking gym shoes are mandatory. (T-shirts and shorts can be purchased for \$15 each from Dr. Apel in the PE department.)

With more than 6,500 media, German and English language books and a variety of German-language films, cassettes 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 with 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 seventh and eighth period. Homework support, different sports activities, photography, Lego building blocks, Science, Arts and Music are part of our standard program. English and German intensive classes give additional support to your children in a variety of areas. (Note: There are extra costs for these special classes.)

Courses are different from year to year. Enrollment takes place through online registration. You will receive more specific information via email and a parent letter before registration starts. Volunteers who are willing to run an activity are always welcome. Your creative ideas and abilities enrich our colorful afternoon program. If you are interested or have any questions with regard to the afternoon program, please contact f.weinhardt@dswash.org.

Parents whose children cannot attend the activity they are enrolled in need to call in a timely manner.

(Frau Eberhard 301.767.3841 or Frau Atai 301.767.3818).

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 to 9th grade. Separate enrollment is required (Note: additional fees). You can also have your child stay in Extended Care on early dismissal days.

Parent-teacher meetings and conferences – Every teacher offers a parent-

teacher meeting once a week for an hour. 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 graders and second graders at the end of the school year in form of a competence based assessment. Third graders and fourth graders receive grades twice per year.

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

Period	Time	
	7:55 - 8:10 am	before-school supervision*
1.	8:10 - 8:55 am	
2.	8:55 - 9:40 am	incl. snack break
	9:40 - 9:55 am	recess
3.	9:55 - 10:40 am	
4.	10:40 - 11:25 am	
	11:25 - 11:45 am	lunch break
	11:45 - 12:00 noon	recess
5.	12:00 - 12:45 pm	
6.	12:45 - 1:30 pm	
	1:30 - 1:40 pm	break
7.	1:40 - 2:25 pm	
8.	2:25 - 3:10 pm	buses leave at 3:20 pm
9. and 10.	3:10 - 4:45 pm	Extended Care, buses leave at 4:55 pm, pick-up by 4:45 pm

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

**In case of rain in the morning, the students can remain
in the main building's cafeteria before classes begin,
where they will also have access to bathrooms.**

Lunchtime and Cafeteria: Students bring food and beverages in a lunch box. They have a breakfast and a lunch break. **Please pack healthy snacks.** Please find additional information regarding the cafeteria on the German School website.

Class cancellations due to inclement weather or other reasons – please see the DSW website.

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

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. You will find guidelines and the request form attached to this brochure.

Holidays, parties, and festivities: Please inform yourself in the Business Office or online 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 authors of children's books to help us celebrate the International Day of the Book.

School bus: All students registered for the bus will receive a bus pass before the beginning of each school year. Please support your child especially during the first days of school. Parents often underestimate the challenges of this new situation. 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, park your car in 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, but no later than 3:10pm. After **3:10 pm** we will care for your child in the Extended Care Program upon prior registration and fee payment, if space is available. 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 in the Business Office.

Important: The obligatory supervision of the German School Washington, D.C. concludes with the end 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.

Additional Information

Main Office: 8617 Chateau Drive
Potomac, MD 20854
phone: 301.365.4400
mail@dswash.org

Opening hours during the school year: 7:45 am – 6:00 pm. Please call the school ahead of time to make an appointment during vacations.

Book account: The book account is located in the Main Building of the DSW. Here you can buy new and used text books and other school materials. During the school year the office hours are:

Tuesdays: 8 am-1:00 pm
Thursdays: 8 am-1:00 pm

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 planer). 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 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 DSW website. Please support us!

Guidelines and Codes of Contact: The following publications can be reviewed online or at 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
- Parking regulations
- Policies regarding the Use of Computers and the Internet

Telephone List

Main Office: 301.365.4400

Fax: 301.365.3905

Weather Line: 301.767.3850

Email: mail@dswash.org

Elementary School Principals

Frau Monika Rodrigues **301.767.3827**
Elementary School Principal

Frau Britta Scholl **301.767.3849**
Deputy Principal of the Elementary School

Administrative Positions in the Elementary School

Frau Yalda Atai **301.767.3818**
Elementary School Assistant

Frau Ursula Eberhard **301.767.3841**
Elementary School Librarian/Attendance

Frau Dörte Hardage **301.767.3816**
Coordinator School Entry Level (SEL)

Frau Gleitz-Schellkopf **301.767.3854**
Coordinator Extended Care

Frau Ulrike Schweitzer **301.767.3848**
Elementary School Counselor

Herr Frank Weinhardt **f.weinhardt@dswash.org**
Coordinator Afternoon Program

Additional Contacts in Alphabetical Order

Mr. Dan Conway **301.767.3839**
Bus Department Supervisor

Frau Klara Fabina **301.767.3805**
Counselor grades 5-12/College Counseling/Transcripts

Frau Anne-Lee Gilder **301.767.3808**
Executive Assistant to the Head of School

Mr. John Green **301.767.3830**
Facilities Manager

Frau Kerstin Hopkins	301.767.3824 Principal at German Language Courses; Language Courses age 3 to adults
Ms. Denise Jackson	301.767.3814 School Nurse
Herr René Jörg	301.767.3803 High School Coordinator (grades 10/11/12)
Frau Mojdeh Khojasteh	301.767.3838 Preschool Principal
Frau Susanne Köhler	301.767.3829 Director of Food Services / Catering
Frau Antje Linnenbrink	301.365.4400 Coordinator grades 5/ 6 Level
Herr Marc Aurel Löckmann	301.365.4400 Coordinator grades 7/8/9
Ms. Courtney Lieb	301.767.3809 Staff Accountant/Tuition
Frau Beate Mahious	301.767.3810 Communications Director
Ms. Sandy McCormack	301.767.3833 Controller/Financial Aid
Frau Petra Palenzatis	301.767.3808 Head of School
Frau Dagmar Pertsch	301.767.3822 Book account: textbooks / school supplies
Herr Andreas Pfann	301.767.3813 Business Director
Frau Susanne Rosenbaum	301.767.3810 or 301.767.3807 Outreach & Admissions Coordinator
Herr Jürgen Sarpe	301.767.3804 Deputy Head of School
Frau Martina Uhas	301.365.4400 Main Office Mo - Fr 10:00 -6:00pm
Frau Jutta Wagner	301.365.4400 Main Office Mo - Fr 7:45am -3:45pm

German School Washington, D.C.

www.ds washington.org

Absence

Parent/Guardian:

Please excuse my child's absence:

..... Grade:.....

Date:

Reason:

Parent's/ Guardian's signature/date

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Information concerning a Request for Temporary Exemption from Class Elementary School

- Written request – minimum of one week before absence to ensure timely decision.
- Forms are attached and also available on our DSW website.
- Submission to class room teacher, who will comment on the application and assign appropriate school work to your child, based on his/her absence.
- Forwarding by classroom teacher to Elementary School Principal.
- Forwarding by Elementary School Principal to Head of School for decision.
- Information to parents/guardian.
- Filing of request in student file.