

GERMAN INTERNATIONAL SCHOOL WASHINGTON D.C.

To all students as well as their parents and guardians

Regulations for the duration of e-Learning

- Until the school reopens, instruction and lessons will continue in the form of weekly schedules and offerings in **e-Learning**, so that the students don't miss out on class. All teachers will focus on offering materials through e-Learning to provide continuous, differentiated and challenging assignments.
- In our Kindergarten, the SEL and in Grades 1 through 4 (Elementary School), the responsible teachers will be in direct contact with the parents. The students have already taken their books and learning materials home with them. The support of the parents and close cooperation with the teachers will be very important for the success in this phase.

Beginning with grade 5, the following regulations are in effect for our students:

- The KMK (The Conference of Ministers of Education and Cultural Affairs) has made the following statement: Until the re-opening of schools, e-Learning, as made possible by the school, completely replaces teaching face-to-face in the classroom.
- Basically, we assume that the students will do their work in the subjects according to the timetable in their schedules. The subject teachers will be available via e-mail at the times communicated to the students.
- The required assignments have to be made available to the teacher at the times specified. There can be different arrangements on how to do so outlined by the teacher in each class.
- In some cases, teachers may ask the students to complete substitute assessments in place of upcoming exams.
- If students are invited by their teachers to participate in video conferences, where classes are held, participation in those online lessons is mandatory, provided that no technical issues arise.
- All assignments and meetings are documented by the teachers online via Microsoft Office 365; teachers will send a short summary of their lessons to the Head of School at least every third day.
- The students are required to check for new communication/assignments from their teacher daily (or as communicated by the subject teachers).

- All members of the school community are encouraged to check the school website regularly to make sure they are up to date on information.

Exams in the Upper Level (Grades 10 to 12)

- During the duration of e-Learnings we are required to give written exams for students of the Upper Level at the GISW. To do so, we will yet again step up our thorough disinfecting/cleaning guidelines at the school to ensure a safe environment.
- At the beginning of the week, we will have the entire school building deep cleaned. Right before and after the exam, the desks used for the exams will be individually cleaned and disinfected.
- While taking the exam, the students will be supervised and seated at desks in the Assembly Hall, which will be spaced far apart to comply with the safety measures and keep the recommended distance from each other.
- We want to ask our students to keep that same distance to each other and follow the hygiene etiquette when entering the building. There is a poster put up in the school building that will remind them of these important measures. Please don't assemble in groups but rather enter and leave the school building separately to ensure that everyone stays safe.
- If a student is sick on the day of the exam, please bring in a doctor's note at your earliest convenience to be considered for a make-up date for the exam.
- In case of another pressing reason that doesn't allow for a student to participate in the exam, please inform the subject teacher as well as Mr. Tack in his role of Coordinator of Grades 10 through 12 (rtack@giswashington.org).
- The current exam schedule (as of 3/13/2020) is attached to this letter and can be viewed online at the known location.

How to get in touch with the school

- An essential admin team will be present at the school during the core business hours of 9 am to 4 pm.
- The teachers can be reached via their e-mail addresses.
- Entering the school building is restricted, the key cards will only work during the hours of 8 am to 5 pm (Monday through Friday). There are no visitors allowed on the grounds, except after prior express approval by the Head of School.

Technology

Students who don't have access to a computer at home will be able to borrow a school laptop. To do so, please contact our IT Department.

Support

This situation is new to all of us. Children, adolescents, parents, guardians, other family members and the GISW staff are doing their best to cope with the fact that the school day has now been moved to their own home. It brings with it various changes and you may feel like you want to talk to a trusted person at the school. All students and parents at the GISW can receive support and advice from our counselors, Klara Fabina and Ulrike Schweitzer. Appointments can be arranged by email at any time.

Stay safe and healthy!

Potomac, March 13, 2020

Petra Palenztis, OStD'