

RILKE
SCHULE



GERMAN SCHOOL
OF ARTS & SCIENCES
ANCHORAGE ALASKA

Familienhandbuch

Family Info Booklet

Ein Ratgeber für deutsche Immersion im Kindergarten

www.asdk12.org/rilkeschule

Herzlich Willkommen an der Rilke Schule!

Although Rilke Schule is a public school and part of the Anchorage School District, we are a charter school and thus have a special mandate, and we do some things a little differently than at a regular neighborhood school. This handbook is designed to give you some familiarity with the way things are at Rilke Schule and what you need to know to support your child in their first year of school. You can get more information from our website and from the ASD parent handbook, available online at www.asdk12.org.

COMMUNICATION / KOMMUNIKATION

Teachers and Staff Contact / Kontakte

Each child will have two teachers, one on the English side and one on the German side. They will switch classrooms halfway through the day, so 50% of their time is spent immersed in German and 50% in English.

Contact information for all teachers and staff can be found on our website, www.asdk12.org/rilkeschule

Our office phone number is 742-0900, and the email address is inforilke@asdk12.org

Teacher Conferences / Elternsprechtage

Conferences are scheduled in October and February in alignment with the ASD calendar. You will receive more information about conference scheduling from your child's teachers. You do not need to wait for the formal conference period to check in about your child's progress. Just email them to set up an appointment. Dismissal time is not a good time to discuss your child's progress or any other issues. Teachers are happy to connect with you at other times to partner for your child's success.

Our principal, Herr Christopher Barr, and all of our teachers are partners with you in your child's education. If you have questions, concerns, or just want to check in with the school administration or your child's teacher, please contact them directly. *Starting school is a grand adventure and in starting at Rilke Schule you are joining a family of adventurers, ready to support you and your child on their path to bilingualism and world citizenship.*



„KINDERGARTEN“ IN DER RILKE SCHULE

Kindergarten Learning Goals / Lernziele

Our goal is to guide our kindergarten students to become good citizens of Rilke, Alaska and the world. Social and emotional learning are at the core of the Kindergarten experience: for example, learning to share, use your words, use inside voices, respect yourself and others, respect school property, wait your turn, keep your hands to yourself. Your child will learn to do this in two languages!

In English, we follow the developmentally appropriate ASD curriculum for English/language arts and math, with additional support from Lexia reading software. We use educational technology on both sides of the curriculum to support learning and prepare for testing in future years. Music, art, and physical education are included in the classroom environment and also taught in separate classes by specialists.

In German, by the end of the kindergarten year, most children will be able to understand everything that goes on in the classroom. They will be able to speak in simple sentences and phrases using limited vocabulary...but they will not be ready to be your tour guide in Germany just yet! However – if you stay with the program you can expect they will be up to that task eventually!

For more information on our overall curriculum and learning goals, please visit our website.

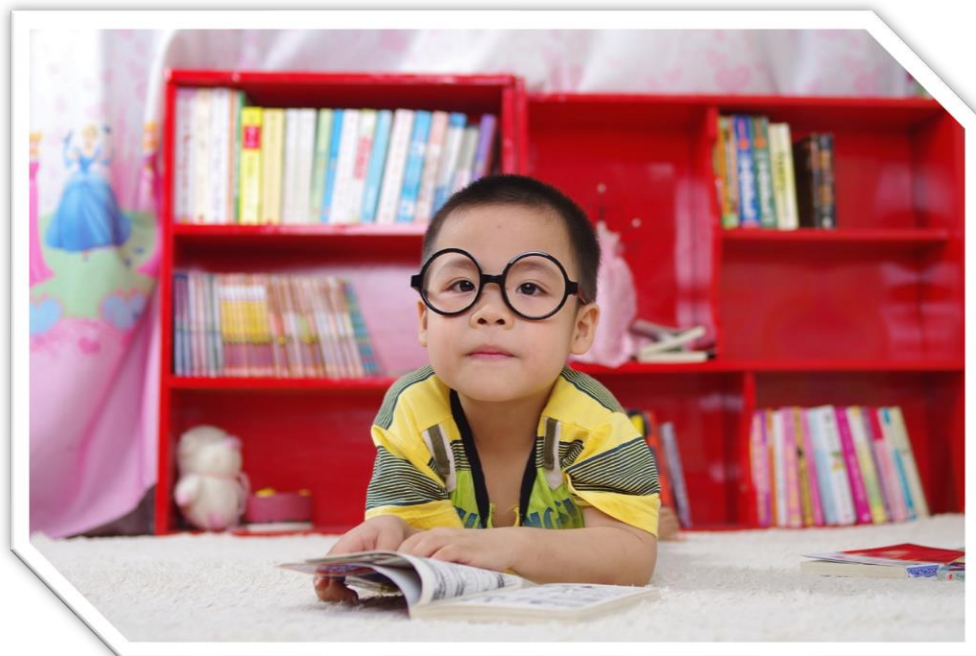
Supporting your child in learning German / Wie unterstütze ich mein Kind in Deutsch?

Encourage your child to use German at home by asking them to teach you – ask what new words they learned today.

Learning German should be fun – do not force them to speak, but show them your interest in what they are learning.

Please refrain from speaking English during class time in the German classroom. Your child's German teacher will be happy to speak with you in English outside of class time.

Reading is fundamental to all learning. Whether your child reads in German or English doesn't matter – literacy transfers across languages. Read with your child, or if they already can read, encourage them to read to you or with you. German and English books at all reading levels are available in the school media center for your family to borrow.



OUR JOYFUL COMMUNITY / UNSERE SCHULGEMEINSCHAFT

Rilke Schule Verein

All parents are invited to participate and become members of the Rilke Schule Verein (RSV). The RSV is the parent-teacher organization for Rilke Schule, supporting Rilke through fundraising, and sponsoring most of our cultural celebrations such as Oktoberfest and Fasching/Karneval. They also support teachers with activities such as Teacher Appreciation Week and luncheons during in-service days. Getting involved in the RSV is easy and it's the best and most fun way to make connections with the Rilke Community. You can find more information about the RSV on the Rilke website.

Volunteering / Engagement

Volunteering a minimum of four hours per month is required of all our parents. There are many ways to fulfill this obligation, including participating in the RSV mentioned above. Teachers also welcome parent volunteers to help in the classroom, with craft activities or making copies. Volunteering in the classroom must be arranged in advance with the teacher. Please log volunteer hours on the school website. Volunteers in the German class *must be able to speak German fluently*.

Another opportunity for volunteering is to get involved with the Academic Policy committee by serving on the board or on a committee, ranging from facilities management to strategic planning. The Academic Policy Committee is the governing board for Rilke Schule. You can attend a monthly APC meeting to find out more.

- contact your teachers at lastname_firstname@asdk12.org
- contact the RSV at rsvboard@rilkeschuleverein.org
- contact the APC at apc_rilke@asdk12.org

Transportation & Carpooling / Transport und Fahrgemeinschaften

As a charter school, Rilke Schule does not have bus service. Parents must transport their children to and from school punctually. School starts at 8:15 a.m. and ends at 3:00 pm, Monday thru Thursday; on Fridays, dismissal is at 1:45 p.m. Some parents connect with each other to form carpools. Due to privacy restrictions the school itself cannot facilitate carpooling, but the RSV has an app that can help you connect with other parents for carpooling. Find out more by contacting the RSV at www.memberplanet.com/rsv

Activity Fee / Aktivitätsbeitrag

A supplemental resource and activity fee goes toward special school supplies and activities, such as German materials and class field trips. This is payable via online via the ASD website, using Zangle/Q. As of 9/2018, this fee is \$125.00 per child. Please contact the principal if a fee waiver is needed due to financial hardship or other circumstances.



THE SCHOOL DAY / TYPISCHER SCHULTAG

School Start and End Times / Schulzeiten

School starts at 8:15 and ends at 3:00 Monday –Thursday; Fridays school ends at 1:45. Doors open at 7:45 am and early-arriving students line up and sit in designated lines in the gym. Teachers pick up their students at 8:05 am and go to their classrooms.

Please pick up your child at 3:00 pm in his/her afternoon classroom, or 1:45 if it's Friday. *If your child will be picked up by a different person than usual, please let front office and teachers know via email in the morning. Teachers also cannot dismiss a child to someone who is not on the pick-up list. This is for your child's safety.

Calendar / Kalender

We follow the Anchorage School District calendar regarding holidays and start and end dates for the school year. We also have a calendar specific to Rilke Schule which covers our community events like assemblies and cultural celebrations, as well as testing dates and other important information. This calendar is frequently updated with new information. Links to the ASD calendar and the Rilke Schule calendar can be found on our website,

www.asdk12.org/rilkeschule



Attendance / Anwesenheit

Attending school regularly and on time is vital to your child's success. School starts at 8:15, at which time students should be in their classrooms ready to learn.

- If your family plans travel during the school year, please communicate with your child's teachers in advance.
- If your child is sick or otherwise absent for a day or longer from school, please phone or email the school to excuse the absence. Simply email inforilke@asdk12.org to let the school know, or call 742-0900.

Assemblies / Versammlungen

We schedule awards assemblies every quarter, and other assemblies occasionally for special events. Awards assemblies are designed to recognize students' academic and behavioral progress, along with their German speaking skills. Assemblies can last anywhere from 30-60 minutes. Parents are welcome to come to awards assemblies and your classroom teacher will notify you in advance if your child is receiving an award.

Before and After School Care / Morgen- und Nachmittagsbetreuung

The school contracts with Rilke Schule Incorporated (RSI) to manage clubs and childcare both before and after school, starting as early as 7:00 a.m. and after school until 6:00 p.m. if needed. Contact the RSI for more information and to register for Rilke-based clubs. <http://rilkeschuleinc.org>

There are also several private organizations that provide childcare and pick up at Rilke Schule after school. Information about those providers can be found on our website. Contact them directly to register your child(ren).

Parking Lot Safety / Parkplatzsicherheit

We request that you stay off your cellphone and drive no faster than 5 mph in the school parking lot. Take extra care when backing out of parking spots. When leaving the school in the afternoon, we ask that you follow the “Rilke Turns Right” protocol, to ease congestion down 64th Avenue. Please follow the signs and respect the school staff as they direct traffic into and out of the parking lot during the busy pick up and drop off times.



IN THE CLASSROOM AND IN THE SCHOOL / IM KLASSENZIMMER UND IN DER SCHULE

Cubbies / Garderobe

All the kindergarten students have assigned cubbies and coat hooks to use during the day. The only item that remains in the classroom all the time is the students' gym shoes and their art shirts; otherwise everything goes home with the student every day.

Dress Code / Kleiderordnung

The dress code is explained in great detail on the website. Generally, the dress code consists of solid colored collared shirts (such as polo shirts) and solid colored pants, skirts, jumpers, skorts or shorts.

- colorful, patterned tights or leggings worn as tights are allowed under skirts or dresses.
- no distracting hairstyles or accessories are allowed, such as baseball hats, “fair hair” or, sadly, unicorn and kittycat headbands.

Potty Pack / Wechselwäsche

Please pack a small Ziploc with spare clothing for your child to keep permanently in their backpack, in case of accidents.

Seasonal gear / Kleidung je nach Jahreszeit

Children have outdoor recess during all seasons, and are required to wear appropriate gear during the winter months. Please check your child's backpack daily for wet winter gear. We send out emails throughout the school year to establish outdoor gear expectations based on changing conditions.

- *It is important that your kindergarten aged child is able to completely dress themselves without assistance in their winter gear, including zipping coats. Practice at home if you need to.*
- A note about shoes: if your child is not able to tie their own shoes easily, please send them in slip-ons or shoes with Velcro fasteners.



Supplies, Toys and Other Stuff / Sonstiges

Your child's teacher will provide you with information about specific school supplies, such as pencils or glue, that are needed.

- Please do not buy shoes or lunch boxes, etc. with flashing lights or other distractions.
- Please do not allow your child to bring toys or stuffed animals to school.
- Water bottles will be stored with lunchboxes until recess & lunchtime.

Lost and Found / Fundbüro

Parents can check the lost and found at the end of the school day. The lost and found closet is located in the music and art wing of the school, in the hallway. We clean out and donate unclaimed items on a monthly basis. Please label your child's clothing, sweaters, shoes, everything so that you can easily reclaim items.

Lunch & Recess / Pause und Mittagessen

Your child has 20 minutes to eat lunch in the cafeteria with the other children, supervised by Lunch Duty Aides and Teacher Aides. There is also usually an opportunity for snack at some point in the day. Please pack a nutritious and easily consumed lunch, and ensure your child has a healthy balanced breakfast before school. Either before or after lunch, they will have a 20-minute outdoor recess. This recess is also supervised by aides and parent volunteers. Recess is outside in all weather conditions, so please be sure your child has appropriate outdoor gear.

Nutrition / Ernährung

Rilke Schule advocates and promotes a healthy food policy. No candy, cookies, pudding or other sugary foods, or "junk" foods like potato chips, are allowed in lunches or snacks. Milk, 100% fruit juice, and water are allowed; no soda please. More information on the nutrition policy is available on our website, including a nutrition pamphlet with lots of suggestions for easy, healthy school lunches. *Our healthy food policy only works if families actively support it by helping children pack a healthy lunch.*



Homework / Hausaufgaben

There is no homework in kindergarten except for a few circumstances: if classwork is not finished during the day, or if the teacher deems that the student needs more practice with a specific skill. We recommend reading with your child at least 20 minutes a day.