

German Language School Westwood
Parent and Student Handbook



GLSW

German Language School
Westwood

“Teaching German Language & Culture to Children and Adults”
„Deutsche Sprache und Kultur für Kinder und Erwachsene“

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Unlawful Harassment Policy (Including Sexual Harassment)

The School expects all employees, students and non-employees to be treated and to treat others with respect. The aim is to provide an educational environment free from unlawful harassment, intimidation, or discrimination in any form, which may affect the dignity of the individual or the individual's ability to participate in the educational experience. The School's policy prohibits sexual harassment and harassment based on race, sex, sexual identity, color, ethnicity, religion, national origin, disability, genetic information, age, military status, or any other basis protected by federal, state, or local law or ordinance or regulation.

Enrollment

The school is open to both children and adults with the academic skills and desire to master the German language. A significant number of our students hear and/or speak German at home. Students range in age from 18 months of age to Adulthood.

Mommy/Daddy and Me

At the entry level, students must be at least 18 months or age by August 31 of the enrolling year. A caregiver of enrolled student is required to be present in the classroom at all times.

Kindergarten and Above

Children are placed in classes according to age and/or language ability. The school may combine children from different classes/ages to maintain a positive learning environment.

The school reserves the right to transfer a student to a different class if it is deemed to be in the best interest of the student. The Principal makes the final decision about classroom placement and parents will be notified about any changes.

Registration and Tuition

Registration and tuition payment must be completed online through the school's Active Network Portal. To register a child, parents need to visit the "Registration" area on our website (www.germanschoolnj.org) where instructions are posted.

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Tuition

The Board of Trustees sets tuition annually, announced at our Annual General Meeting, and posts it on www.germanschoolnj.org. To keep tuition costs as low as possible, the school greatly relies on Volunteers. For further information see section “Parent Participation”.

Non-refundable fees

Registration fees, installment charges and late fee are non-refundable.

Registration Deadline and Late Fee

Registrations after July 31st are subject to a non-refundable late fee per family.

Withdrawal

In case of withdrawal, notification must be made in writing to the Principal (principal@germanschoolnj.org). The withdrawal policy provides for refunds is as follows:

- Prior to the 3rd class - 100% of the tuition
- Prior to the 4th class - 75% of the tuition
- Prior to the 5th class - 50% of the tuition
- After the 5th class – no refund

Academic Program

The goal of the German Language School Westwood is for every graduating student to have a strong command of German vocabulary and structure, to understand spoken German in a conversational situation, and to be able to express ideas fluently and accurately in oral and in written form, as well as to prepare students for German placement exams and college courses. German is the primary language of instruction. Acquainting students with the cultures of German-speaking countries is an integral part of our curriculum. Please visit our school website www.germanschoolnj.org for more information about our academic program.

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Standardized Testing

Several standardized German tests are administered at the school including:

- AATG
- DSD Level I
- DSD Level II

Students

Attendance

Regular attendance to your assigned class is integral to the academic program of the German Language School Westwood. Students should make every effort to attend classes.

If classes are missed, it is the parent's responsibility to inform the teacher ahead of time.

Attendance sheets are maintained, and attendance is noted on the report cards. Teachers are not expected to provide extra help to make up any missed work; rather, it is the student's or parent's responsibility to obtain worksheets, homework assignments etc.

Homework

Students are expected to prepare for class. Weekly homework assignments begin at an early level. In the upper grades there are quizzes, compositions, reading assignments, and long-term projects. Practice with parental participation and encouragement is important at all grade levels.

The general guidelines for homework each week are as follows:

- Grades 1 and 2: 1/2 hour
- Grades 3 to 5: 1 hour
- Grades 6 to 12: 1.5 - 2 hours

These guidelines do not take into consideration individual student motivation, efficiency or work pace. Parents are expected to reinforce the learning process outside the classroom and to encourage their children to use supportive materials such as books and other audio/visual materials. The library at the school offers a selection of these materials for all ages and language abilities.



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Illness Policies

Please keep your child home from school if he/she:

- has been vomiting during the past 24 hours
- has diarrhea
- has an oral temperature of 100.5 degrees or higher (A child must be fever-free for 24 hours before returning to school.)
- has a severe sore throat
- has pink bloodshot eyes with discharge
- has just begun antibiotics (Any child with a contagious condition, such as strep throat, must be taking the medication for 24 hours before returning to school.)
- has lice or untreated nits. A child should be checked by a medical professional before returning to the classroom.

Children are expected to be up to date on their normal childhood vaccines

Student Allergy Information

It is the parent's responsibility to inform a child's teacher as well as the school administration of any food or environmental allergies the child may have and to document any procedures that are to be followed in case of an allergic reaction. The school does not employ a school nurse and medication for students cannot be held at the school for the duration of the school year. In cases of severe allergies, the school may require a parent to remain in the building while the student attends class.

Communication

Throughout the year the school administration communicates with parents primarily via e-mail. It is therefore extremely important to provide the school with updated e-mail addresses. Parents can opt to receive text messages from the school ("Remind" app). Parents also obtain information from the school's website at: www.germanschoolnj.org.

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Facebook

The school administers a closed Facebook business page under the name “GLSW” where general contact info and school information is posted.

The school communication team also administers a closed Facebook group “German Language School Westwood” to which only current school or family members are admitted. This is where photos, school events, news and other information of interest to the school community are posted on a regular basis. Parents and students are encouraged to “like” the school’s business page, and follow school news in the closed group.

Parents and students can post to this closed group if e.g. they are looking for babysitters, want to offer tutoring services, are looking for a carpool, or the like.

Communication with Teachers/ Principal

Questions about a child’s classroom, academic progress etc. should first be directed to your child’s teacher. Parents may contact the Principal if a matter requires further attention.

Ongoing Communication

The Principal, and several board members are at the school on Saturdays and are also accessible by e-mail to respond to any questions or concerns. For e-mail contact information see section “Contact Information.”

Report Cards

Report cards are issued twice a year, in January and May. Grades are based on an evaluation of the student’s performance in the areas of participation and written work in class, homework, attendance and achievement tests.

Family Contact Information

Each family is responsible for keeping their family, student and emergency contact information updated during time of registration and also during the school year in Active Network in their family account. Should any edits to the contact information during the school year be performed, please notify the teacher that changes have been made.

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Contact Information

School Telephone Number: **201-675-7281**

On Saturday mornings during the school year, the hall monitor can be reached directly under this telephone number.

On all other days, email members of the school administration.

Please do not call the office of Saint John’s Academy with questions regarding the Saturday School.

Parent Participation

The GLSW depends heavily on parent helpers to keep tuition costs as low as possible. An added benefit of becoming part of the parent helper system is the increased involvement of parents in their children’s educational experience at the school. The tuition fees have been set assuming that the administration and operation of the school can continue to rely on families pitching in. The School offers a variety of opportunities for parents to help with various time commitments and based on a diverse range of interests and skills.

General Information

Calendar

Classes are held on thirty Saturdays from September to May. In order to accommodate families and keep absences to a minimum the school calendar is tailored to public school calendars and major holidays as best as possible. The School reserves the right to alter the calendar if necessary during the school year. A make-up day is scheduled in case of school cancellation due to snow (see snow cancellation) or other emergencies. A copy of the school calendar is available on the school’s web site: www.germanschoolnj.org.

Hours

Classes are from 8:45 AM to 11 and 11:15 to 1:30 PM. Students are expected to be punctual and to be ready to start class at 8:45 AM/11:15 AM. Parents should arrive a few minutes early for pick-up, so teachers are able to dismiss the children promptly at dismissal time. Before and after class, parents are solely responsible for their children.

Break Time

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For organizational reasons, break times vary from class to class and are held in the designated break room.. Please check with the teacher at the beginning of the school year for the specific times. During break students may eat snacks brought from home in the break room(no eating allowed inside the classroom). All snacks must be nut-free as Saint John’s Academy is designated as nut-free. Students must clean up after themselves to ensure that no food or drink is left in the cafeteria. Students are not allowed to leave the building during breaks or at any time while school is in session unless under supervision by the teacher. Please also see section “Student Conduct”. Teachers supervise the breaks and are helped by aides.

Location and Parking

All Saturday classes are held at Saint John’s Academy, 460 Hillsdale Avenue, Hillsdale, NJ. The school is a parochial school building that the German Language School Westwood leases for the purpose of teaching on Saturdays.

There is sufficient parking available by the main entrance at Saint John’s Academy. We ask that parents park responsibly, and most importantly to not block fire exit roads, handicap access ramps or double park on lanes which will narrow to a degree that emergency vehicles may not be able to pass. The Town of Hillsdale will periodically check if parking rules have been followed and issue tickets if necessary.

Entrance Procedures

Students, teachers and parents may only use the designated entrance on Saturday mornings to access the building.

School Cancellations

School may have to be cancelled due to inclement weather (i.e. snow) or other emergency conditions. The school administration will make every attempt to communicate any short notice cancellations in a timely manner via e-mail and text messages. For snow cancellations, check the school’s web site at www.germanschoolnj.org or Facebook page. Weather conditions can vary greatly from locality to locality. Parents should therefore use their own discretion and best judgment in making the decision to travel in bad weather. A snow make-up day is scheduled in case of snow cancellation.

Photo permission

From time to time the school uses photos or videos taken during the school year and school events on the school’s Web site, Facebook site and other promotional printed materials such as a

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brochure or year book. Permissions to do so were included in the agreement section during online enrollment.

Handbook Acknowledgement

Each family is required to acknowledge during the online registration process that this Handbook has been read, understood and its rules and regulations have been accepted. The purpose of this handbook is to acquaint students and parents with the rules and regulations of the German Language School of Westwood. The handbook provides students with a better understanding of the school and its expectations. Parents will find useful information about the organization and operations of the school.

Student Conduct

The rules of proper conduct apply to all students throughout the school day.

Students are expected to:

1. Show proper respect to teachers, staff and classmates at all times.
2. Be punctual when arriving for class and returning from breaks.
3. Remain inside the building between 8:30 AM and 1:30 PM while classes are in session (unless otherwise directed by and under supervision of the teacher or for break purposes).
4. Respect personal property, in particular the St. John's Academy building and its property, as well as the property of the German Language School of Westwood. Parents shall be held responsible for any damage caused by their children.
5. Not remove, damage or alter in any way any items from the walls, teachers' desks, shelves, or black/white boards that belong to students or teachers of SJA and GLSW.
6. Not eat or drink while inside any of the classrooms or hallways at the SJA. Snack time will be held in the break room during assigned break times.
7. Help at the end of the school day to return the classroom to its original condition.
8. Not prop open any locked door.
9. All students of GLSW have to enter and leave through the designated access door, except in case of a fire or similar emergency.
10. Come to class properly prepared to participate fully in all classroom activities. This preparation includes bringing completed homework assignments, the class textbook and workbook, a notebook, paper, pen or pencil and any other materials required by the teacher.
11. Not run or play ball in the hallways.



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12. Not bully or harass any individuals in the school including but not limited to engaging in verbal or written abuse, actual or threatened physical harm, or destruction of school or personal property

Also note: the following are NOT allowed during class:

- Eating, drinking and gum-chewing
- Use of electronic devices (e.g. iPod, cell phone) unless authorized by the teacher (upper grades only).

Disciplinary Measures

Violations of the school's rules are dealt with on an individual basis according to the specifics of the infraction. Teachers will resolve minor offenses, such as disruptive behavior in class. For continued offenses, teachers will work with the Principal. After consultation with the parents, the Principal will decide on a resolution.

The Principal will report serious offenses to the Board of Trustees for a final determination. Serious offenses include, but are not limited to, physical violence, possession or use of weapons or other dangerous objects (i.e. firecrackers), possession or use of drugs, including alcohol or tobacco, vandalism and triggering of false fire alarms. Such offenses constitute illegal behavior and may result in immediate expulsion and referral to legal authorities if appropriate. The GLSW also reserves the right to dismiss students due to poor academic performance, improper conduct and lack of regular attendance.

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Corporal Punishment

The German Language School of Westwood Board of Trustees assert that corporal punishment is not a desirable method of enforcing decorum, order or discipline. The Board prohibits the use of corporate punishment by any German Language School Westwood (GLSW) employees and volunteers.

- A. No teacher, administrator, officer, employee, volunteer or agent in the German Language School Westwood shall use corporal punishment against a pupil.
- B. As used in this section, corporal punishment is defined as the use of physical force for the purpose of punishing a pupil, except otherwise provided in subdivision (C), below.
- C. In situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed, nothing contained in this section shall be construed to prohibit the use of reasonable physical force for the following purposes:
 - a. to protect oneself from physical injury;
 - b. to protect another student or teacher or any other person from physical injury;
 - c. to protect school property or the property of others;
 - d. to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of GLSW functions, powers of duties, if that student has refused to comply with a request to refrain from further disruptive acts.

Investigation of Complaints

Any complaint about the use of corporal punishments shall be submitted in writing to the German Language School Board of Trustees. This written complaint will be investigated by the Board of Trustees to determine whether an incident actually took place, and if so, to determine the identity of the person or persons who administered the punishment, the identity of the student or students punished, reasons for the action and any other relevant facts or circumstances.

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PHYSICAL or MENTAL ABUSE AND SEXUAL ABUSE AND SEXUAL MOLESTATION PREVENTION POLICY

German Language School Westwood does not permit actual or threatened acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct (“prohibited conduct”) to occur in the school or at any activity sponsored by or related to it. In order to make this “zero-tolerance” policy clear to all employees, volunteers and staff members, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals and victims must follow when they reasonably suspect, learn of or witness prohibited conduct.

Abuse or molestation means each, every and all actual, threatened or alleged acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct performed by one person or by two or more persons acting together.

Reporting Procedure

All staff members who learn of, have a reasonable suspicion of prohibited conduct must immediately report it to: Principal and/or Assistant Principal and/or Board Member. If the victim is an adult, abuse or neglect will be reported by this designee to the legal authorities. If a child is the victim of abuse or neglect the designee will report it to the legal authorities. Appropriate family members of the victim must be notified immediately of suspected child abuse or neglect.

Investigation & Follow Up

We take allegations of prohibited conduct seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that the prohibited conduct has occurred and that it was committed by the target(s) of the investigation. The investigation may be undertaken by an internal team comprised of fellow employees or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the target(s) of the investigation on an involuntary leave of absence or reassigning that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected prohibited to appropriate authorities, we will endeavor to keep the identity (ies) of the target(s) and the alleged victim(s) confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the target’s relationship with our organization.

Retaliation Prohibited

We prohibit retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports prohibited conduct. Retaliation against a participant in the investigation is also prohibited.



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Anyone who retaliates against someone who has made a good faith allegation of prohibited conduct or intentionally provides false information to that effect will be subject to discipline, up to and including termination.

**ACKNOWLEDGEMENT OF RECEIPT OF PHYSICAL or MENTAL ABUSE or SEXUAL ABUSE,
SEXUAL MISCONDUCT and MOLESTATION POLICY**

I, _____, acknowledge that I have received and read the physical or mental abuse and sexual abuse, sexual misconduct and sexual molestation policy immediately preceding my signature below. I understand that I am bound to follow the policy and understand the consequences in the event that I fail to do so.

Dated

Print Name of Employee/Volunteer

Signature

Date(s) of Annual Review(s) (employee/volunteer to write date in his/her own handwriting) (Add additional sheets if necessary).

- | | | | |
|----------|-----------|-----------|-----------|
| 1. _____ | 2. _____ | 3. _____ | 4. _____ |
| 5. _____ | 6. _____ | 7. _____ | 8. _____ |
| 9. _____ | 10. _____ | 11. _____ | 12. _____ |