

## SCHOOL RULES AND REGULATIONS - School Year 2024/2025 -

### 1. MISSION

If you are looking for German language classes with focus on a holistic, hands-on learning experience either for your child(ren) or yourself, you will find this at our beautiful and culturally rich school, located in a quiet residential neighborhood in White Plains.

We provide our students – starting with PreK-4 through high school, and adult learners - with a caring environment based on academic excellence and individual growth. Our students improve their German language skills while experiencing traditions and culture of all German speaking countries.

We encourage our students to take part in standardized exams providing formal proof of their language skills. Our students have the opportunity to take all levels of the German National exam, the Advanced Placement “AP German Language and Culture” exam, and last but not least the German standardized exams including the German Sprachdiplom DSD1 (level A2/B1) and DSD2 (level B2/C1). Particularly the German Sprachdiplom provides our students with a gateway to the European higher education system.

We are proud that we have been recognized as a Center of Excellence by the American Association of Teachers of German, listed as an official PASCH school by the Partner School Initiative of the German Federal Foreign Office, and are members of the American Association of Teachers of German and the German Language School Conference GLSC.

We believe that learning multiple languages is more important than ever in today’s global community. It is an important stepping stone for deeper understanding and appreciation of other cultures. Thus, if you agree with Wilhelm von Humboldt, that LANGUAGES ARE THE GATEWAY TO THE WORLD, we encourage you to explore what the German Language School at GISNY has to offer thanks to its high quality, yet affordable, small language classes, and our supportive, and stimulating learning environment.

### 2. REGISTRATION

#### 2.1 Current / Returning Families

Registration takes place in the spring. Current families are notified by email about registration dates and forms. Registration must be completed online [Language School - German International School New York](https://www.gisny.org/languageschool). For billing purposes, the Tuition Management account must be confirmed online under <https://enroll.blackbaud.school>. Spaces are guaranteed for returning students. Their siblings are given preference over new students when registration and payment have been completed by June 30, 2024.

#### 2.2 New Families

Registration for new families follows the enrollment period of current families. Registration dates and forms will be communicated via email to a list of interested families.

Prior to registration parents are required to meet with the Head of the German Language School. Students (age depending) will have to take a placement test. 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. Please note that the final grade level for each school year will be assigned by the Head of the Language School.

Registration must be completed online [Language School - German International School New York](https://enroll.blackbaud.school). A Tuition Management family account must be created under <https://enroll.blackbaud.school>. Once the School has received the enrollment information and the tuition payment, the student is enrolled in the Language School program.

Please note that on the first day of school only registered and enrolled students will be admitted to the classroom and no registration is accepted on site.

### 3. TUITION

Tuition is defined annually by German International School New York and posted on the School's website [Language School - German International School New York](https://www.gisny.org/language-school).

Registration fee for <b>new</b> students:	\$150.00
German Language School <b>Student</b> Tuition	\$1,545.00
Second Child Discount	\$50.00
Third Child and more Discount	\$100.00
German Language School Tuition <b>Adult</b> Class	\$1,470.00

Full payment is due by August 15, 2024. After that date a late fee of 1.5% per month (annual rate of 18%) will be added. In the event that tuition is not paid when due, the German Language School at German International School New York reserves the right to prohibit a student's participation in any academic or school activity.

### 4. EARLY DROP-OFF FEE AND LATE FEE

Parent(s)/legal guardian(s) dropping off/picking up their child(ren) before 4:05 p.m. and after 6:40 p.m. on Wednesday and before 9:20 a.m. and after 12:10 p.m. on Saturday will be charged a \$30.00 flat fee for the first 30 minutes for each instance. Parent(s)/legal guardian(s) are required to supervise their children until the beginning of classes.

### 5. NON-REFUNDABLE FEES

Registration fee and a \$300.00 tuition deposit (for all students), due when registering the Tuition Management account, are non-refundable. All applicable transaction fees and the late fees are also non-refundable.

### 6. WITHDRAWAL

In case of withdrawal, notifications and requests for refunds must be made in writing to the German Language School at German International School New York. Registration fee and tuition deposit are not refundable on any withdrawal.

The withdrawal policy for 2024/2025 is as follows:

100% prior to first class	75 % prior to third class	50 % prior to fifth class	There will be no refund after the fifth class.
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Allow 6 to 8 weeks for refunds. Your registration acknowledges the school's refund policy. Please note: Failure to attend class does not constitute an official "DROP".

## 7. SCHOOL HOURS

Wednesdays:	4:15 pm to 6:30 pm	(children)
	4:30 pm to 6:30 pm	(adults)
Saturdays:	9:30 am to 12:00 pm	(children)
	12:30 pm to 3:00 pm	(DSD II)

Students are expected to be punctual and to be ready to start class at the appropriate time.

## 8. CALENDAR

Classes are held on either thirty Saturdays or thirty-two Wednesdays from September to June. The School reserves the right to alter the calendar if necessary, during the school year. The school calendar can be found on our website [Language School - German International School New York](http://www.languageschool-germaninternational.com).

## 9. ATTENDANCE

Regular attendance is integral to the academic program at the Language School at German International School New York. Students should not miss classes for reasons other than illness or unavoidable emergencies. If a class is to be missed, it is the students'/parents'/legal guardians' responsibility to inform the teacher ahead of time at least prior to the beginning of each lesson with a copy to [languageschool@gisny.org](mailto:languageschool@gisny.org).

## 10. STANDARDIZED TESTS, HONOR SOCIETY AND CONTESTS

### IVA Internationale Vergleichsarbeit - Level A1 and A2

Both tests are designed for younger students and are an important step in preparing for the DSD examinations. The IVA tests written and oral communication skills, as well as listening and reading comprehension. The IVA exams provide teachers, students and parents with excellent feedback on individual progress and areas of possible improvement.

### DSD Deutsches Sprachdiplom - Level A2/B1 and B2/C1

Both tests are administered and corrected by the Deutsche Kultusministerkonferenz (Standing Conference of the Ministers of Education and Cultural Affairs). Only advanced students who exhibit high levels of mastery of spoken and written German, and knowledge of the German culture, history and literature will be able to take the DSDs. These examinations satisfy the German language requirement for matriculation at a German Studienkolleg (pre-university study) and at German universities, respectively.

### GNE German National Exam - Level 2, 3 and 4

The German National Exams are designed for high school students but students as young as sixth grade might take these exams at the German Language School. By doing so, students can measure their achievement on an

American national standardized test. If results are at the achievement or higher level, we encourage parents to report these results to their child's day schools for inclusion in the permanent school records.

### **AP Advanced Placement German Language and Culture**

This is an exam provided by the College Board enhancing a students' admission portfolio for American colleges and universities. In addition, it may give a student a head start by allowing students to fulfill basic language competency requirements or testing out of introductory levels of German courses.

**Delta Epsilon Phi** is an honor society for high school students of German. To be eligible for induction, students must have completed three semesters of German with a 3.6 grade point average in German and have an overall GPA of 3.0 on a 4.0 scale. They must be at least 15 years old, score above 3 on the AP exam or pass the DSD 2 exam and fulfill a minimum of 30 volunteer hours at the German Language School.

German Language students are encouraged to participate in various **language contests** provided by German or American organizations.

### **11. INCLEMENT WEATHER**

In the event of inclement weather, classes will be held via Zoom. Students/parent(s) or legal guardian(s) will be informed via email.

### **12. REPORT CARDS AND RELEASE OF SCHOLASTIC RECORDS**

Report cards are issued twice a year, in January and June. 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. The Language School at German International School New York will present report cards to those who successfully meet course requirements and maintain 75% attendance.

Scholastic records will be sent to individuals or institutions within the United States upon written request. A service fee of \$25.00 for official documents will be charged. However, DSD I and DSD II Diplomas need to be picked up in-person.

### **13. FACILITIES**

Classes are held at the campus of the German International School New York. The Language School community will treat the building including its outside campus with care and respect.

### **14. STUDENT PHOTO USAGE POLICY**

Unless students/parent(s)/legal guardian(s) provide the School with written notice otherwise, students/parent(s)/legal guardian(s) give the school permission to use the following, without restriction or compensation, in the School's publications and on the School's website or social media sites, as well as in publications, websites, and social media sites of the School's partner schools, including but not limited to for promotional uses: (i) digital, photographic, video, and audio recordings or images or likenesses of the student; and (ii) statements, written extractions, articles, music, art, films and videos created by the student, or including the student or the student's image or likeness, or otherwise originating from the School or from school-related activity. Such authorization survives the term of this Contract and serves as authority to use such material both during and after the student is enrolled at the School.

When students appear on the School website, in the media gallery, on our social media, and/or in print and digital marketing materials, they are NOT named or given any other personally identifiable information. In the event the School would like to include the student's name along with a photograph, for example, to personally recognize the student on the School website for an achievement, written consent from the parent(s)/legal guardian(s) will be obtained in advance.

If students/parent(s)/legal guardian(s) do not consent to the use of photographs, please send an email to [languageschool@gisny.org](mailto:languageschool@gisny.org). Failure to exercise this option releases and discharges German Language School at German International School New York from any and all claims arising out of the use of photographs or any right that the students/parent(s)/legal guardian(s) or minor may have. If parent(s)/legal guardian(s) wish to take pictures and videos of events held at our program, they may only photograph and record their own child, unless written permission is given by the other parent(s)/legal guardian(s).

#### **15. STUDENT USE OF THIRD-PARTY ONLINE PLATFORMS, APPS, AND ONLINE SERVICES**

The School contracts with a variety of third-party software programs, apps, and online services that may collect personal information from students in order to provide services used by the School and our students. These services are governed by their own privacy policies. These services are available on devices to support effective communication, collaboration, and creativity while strengthening technology skills. Sometimes, students are required to register by providing personal information such as a name and email address. The School has consented to such collection of personal information on behalf of parents and guardians. In addition, as a student, parent or guardian of a German Language School student, students/parent(s)/legal guardian(s) consent to these services collecting personal information by agreeing to the German Language School Rules and Regulations.

#### **16. LIBRARY**

The German International School New York has a library which will be visited by the German Language School students with their classroom teachers usually on the first Wednesday or Saturday of each month. For that purpose Language School students will receive a free library account. Students will be given a user ID and temporary password to use the online catalog ([LINK](#)) on their first visit.

Students are allowed to borrow two books at a time for a period of two weeks. Books should be returned to the yellow library cart at the Front Office. Students with overdue loans will not be allowed to check out new materials until the previously loaned items are returned.

Students/parent(s)/legal guardian(s) are responsible for the replacement costs of lost or damaged books. Such damage includes water/liquid damage, markings/drawings on the pages, torn/torn out pages, broken covers or spines and any other damage occurring while the book is checked out to the student. The replacement fee of \$35.00 will be charged for all books that are damaged beyond repair. If an overdue item or an unpaid lost fee is still outstanding at the start of the new school year, library loan privileges will be suspended until the fee has been settled or the books are returned.

Detailed information about library materials, policies, and procedures are also posted on the School's website [Language School - German International School New York](#).

With registering in our German Language School program students/parent(s)/legal guardian(s) acknowledge and agree to the Library Policies and Procedures.

### **17. ACTIVITY PERMISSION, ASSUMPTION OF THE RISK AND RELEASE**

Students/parent(s)/legal guardian(s) authorize and give permission to attend and participate in all aspects of the educational experience and school activities, including on campus, distance learning and off-campus activities, travel, transportation, field trips, sporting events, and other school-sponsored travel and/or activities (“Activities”).

Students/parent(s)/legal guardian(s) understand that the School will have adults participate in on-campus, off-campus, or distance learning activities, who will attempt to exercise reasonable diligence to ensure the safety and well-being of student during her/his/they participation; however, students/parent(s)/legal guardian(s) also understand that it is not possible for the School to supervise all aspects of the Activities at all times.

Students/parent(s)/legal guardian(s) understand that there are inherent risks of illness, serious personal injury and loss, theft or damage of personal property involved in some Activities, and students/parent(s)/legal guardian(s) voluntarily assume and accept such risks of illness, personal injury and loss, theft or damage of personal property arising from student’s participation in the Activities. Students/parent(s)/legal guardian(s) release the School, its Trustees, employees and agents (the “Released Parties”) from all claims, liability and damages that parent(s)/legal guardian(s) or student may have for illness, personal injuries or property damage, loss or theft resulting from student’s participation in the Activities. Students/parent(s)/legal guardian(s) agree that this release includes personal injury or loss, theft or damage of personal property caused by or resulting from negligence, active or passive, of the Released Parties; however the release does not apply to liability for gross negligence, willful injury, or fraud, and is not intended to release the school’s insurers, if any, or non-agent third parties of any responsibility for any claims that may otherwise be asserted. Students/parent(s)/legal guardian(s) agree to reimburse and indemnify the School and its agents for any costs and expenses incurred in providing for the student’s return home as well as for other services related to the special or emergency needs of student. Students/parent(s)/legal guardian(s) represent that all medical problems which might affect student’s participation in the Activities have been fully disclosed to the Head of the German Language School. Students/parent(s)/legal guardian(s) also agree that the School has the right to substitute transportation and change off-campus activity itineraries as it deems appropriate.

Students/parent(s)/legal guardian(s) hereby agree, on behalf of themselves and the student, to hold harmless and indemnify (that is, defend and pay, including costs and attorneys’ fees) the Released Parties from liability for any claim, including damage to property or personal injury or illness, of any third party (including other students) arising from or in any way related to the student’s enrollment in the school. This indemnity includes claims arising from negligence (excluding gross negligence or intentionally wrongful conduct) of the Released Parties.

### **18. COMMUNICABLE DISEASE WAIVER AND RELEASE OF LIABILITY**

Communicable diseases, including without limitation COVID-19, the flu, and RSV, are extremely contagious and are spread by person-to-person contact; and, as a result, may spread at a higher rate in community settings, such as schools. The School follows the protocols, policies and procedures designed by the German International School New York to reduce the spread of communicable diseases. Students and their families are expected to adhere to these protocols in order to reduce the risks of contracting or spreading communicable diseases at the School.

Despite the measures in place to mitigate the risk of transmission of communicable diseases on campus, there are inherent risks that students and/or their families may become infected with one or more communicable diseases due to the Student's presence on campus. These risks include, but are not limited to, the following: exposure to a communicable disease, becoming infected with a communicable disease, or becoming a symptomatic or asymptomatic carrier of a communicable disease. Any person who contracts a communicable disease, including a student or their family member, may encounter medical care, hospitalization, other potential complications, and the risk of death. By allowing the student to come to campus for any reason, students/parent(s)/legal guardian(s) understand, acknowledge, and voluntarily assume these risks on behalf of themselves and their student.

Students/parent(s)/legal guardian(s) understand that the student's presence on campus creates the risk that parent(s)/legal guardian(s) and/or the student could be exposed and or contract a communicable disease. By signing this Contract, students/parent(s)/legal guardian(s) release the Released Parties, from all claims, liability and damages that parent(s)/legal guardian(s) or student may have for personal injuries, illnesses, medical expenses, theft or damage of personal property, or other loss resulting from student's presence on campus. Students/parent(s)/legal guardian(s) agree that this release includes personal injury, illness, medical expenses, or other losses caused by or resulting from negligence, active or passive, of the Released Parties; however, the release does not apply to liability for gross negligence, willful injury, or fraud, and is not intended to release any of the Released Parties' insurers, if any, or non-agent third parties of any responsibility for any claims that may otherwise be asserted.

## 19. STUDENT ALLERGY INFORMATION

It is the students'/parents'/legal guardians' responsibility to provide accurate medical information regarding any food or environmental allergies during the registration process. In addition, students/parent(s)/legal guardian(s) should provide information to the classroom teacher and the office on 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 case of severe allergies, the School requires a parent to remain in the building while the student attends class.

Students/parent(s)/legal guardian(s) are required to submit the Emergency Contact Form **prior** to the start of the first class. The School reserves the right to exclude a student from class if no Emergency Contact Form is available.

## 20. CODE OF CONDUCT

The rules of proper conduct apply to all students throughout the school day. Students are expected to:

- Show proper respect to teachers, staff, and classmates at all times.
- Remain inside the building while classes are in session (unless otherwise directed by and under the supervision of the teacher or for break purposes).
- Respect all property, in particular all property of the German Language School at German International School New York. Students/parent(s)/legal guardian(s) shall be held responsible for any damage or loss caused by their children/themselves.
- 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.

- Not run or play ball inside the building.
- Not bully, speak profanely, or make inappropriate gestures.
- Not play-fight, wrestle, hit, poke, or climb trees.
- Not eat, drink, or chew gum during class.
- Not use electronic devices (e.g. cellular phones), unless instructed by the teacher.
- Leave some personal items, such as skateboards, roller blades, toys, collector cards, lighters, etc., at home.
- Stay home if there are symptoms of contagious diseases, e.g. fever, vomiting, diarrhea, etc.

## **21. DISCIPLINARY MEASURES AND EXCLUSION**

Violations of the School's Code of Conduct 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 Head of the German Language School. After consultation with the parents, the Head of the German Language School will decide on a resolution.

The Head of the German Language School will report serious offenses to the Head of the German International School New York for a final determination. Serious offenses include, but are not limited to, physical violence, possession or use of weapons or other dangerous objects, 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.

In general, the German Language School reserves the right to exclude students due to improper conduct.

## **22. ACKNOWLEDGEMENT**

Each student or family is required to acknowledge during the online registration process that the School Rules and Regulations have been read, understood, and accepted.