CeLTA Language School
Parent/Guardian and Participant Handbook

CeLTA Language School (CLS)
Center for Language Teaching Advancement (CeLTA)

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Introduction

Welcome

We’re glad to have your child/children join us for a CLS program. This booklet will assist you in learning more about our school, the curriculum, and rules and expectations. In particular, this handbook provides information about CLS, our teaching philosophy, and general rules and regulations. Please don’t hesitate to ask questions.

Background Information about CLS

CLS is the outreach arm of the Center for Language Teaching Advancement (CeLTA). CeLTA is housed within the College of Arts and Letters and was formed in August 2008 to assist with the administration and coordination of language offerings, the promotion of best teaching practices, the sharing of curricula across languages and departments, and the advocacy of service learning and outreach.

CLS provides community-based language and culture programming for preschoolers, elementary school students, teens, and adults. These programs also offer advanced high school and undergraduate students service-learning opportunities. Programs include enrichment programs at area elementary schools and in Detroit and Flint, culture events on and off campus, weekly academic classes for preschoolers, kids, teens, and adults on campus, language summer camps on campus, and professional development workshops for teachers. Language offerings vary depending on the program and currently include Chinese, French, German, Hebrew, Hindi, Italian, Japanese, and Spanish.

Our mission is to raise global citizens who are competitive on the job market through demonstrated foreign language proficiency and with an appreciation for diversity and different cultures.

Our program goals are to:
1. create awareness among schools and parents about the importance of early language acquisition and appreciation of other cultures;
2. introduce students to language learning and help them achieve cultural awareness and at least minimal language proficiency;
3. offer alternative learning and teaching opportunities;
4. provide a training venue for pre- and in-service teachers and those who seek practical applications for their futures in foreign language teaching; and
5. offer community volunteers alternative ways to put their language knowledge to practical use.
Curriculum

The overarching goal of our curricula is to provide a positive language learning experience for all participants and to expand existing knowledge of language and culture. We hope to equip our students with communicative skills that will allow them to use the target language in authentic situations. The focus of our classes is therefore speaking and listening with minimal exposure to reading and writing at the higher levels. Our curricula are aligned with the Michigan World Language Standards and Benchmarks as well as with ACTFL Proficiency Guidelines.

The curricula are modular so that new topics and themes are introduced each semester. We have children joining our program at different stages and ages and need to ensure that every child learns something new each semester. The preschool and kids curricula build vocabulary and form the foundation for more rigorous language study in later years.

In addition to language, the curricula also include cultural aspects such as holidays, celebrations, songs, games etc.

Preschool Program

Our preschool program is open to children ages 3-6. The preschool curriculum consists of a 4-year cycle of language learning modules, which are based on communicative goals. Participating children typically are at varying stages of physical and mental development as well as varying stages of language development in their first and second/third language.

At the end of the preschool program, students will be able to

- understand the teacher’s instructions in the target language and either follow directions or respond in an appropriate manner;
- name objects, people, and actions from daily life in the target language;
- string words together to form short sentences in the target language;
- recognize a few letters of the alphabet or characters in the target language;
- memorize songs and finger plays in the target language;
- use art to express ideas; and
- take part in group activities.

Kids Program

Our kids program is open to children ages 6-12. The kids curriculum consists of a 6-year cycle of language learning modules, which are based on communicative goals. Participating children typically are at varying stages of physical and mental development as well as varying stages of language development in their first and second/third
language. Most languages will have concurrent sections so we can divide children by age and prior experience.

At the end of the 6-year cycle, students will be able to

- comprehend and produce vocabulary that is related to everyday topics and actions on a limited number of familiar topics;
- use words and phrases primarily as lexical items without awareness of grammatical structure;
- recognize and use vocabulary from a variety of topics including those related to other curricular areas;
- clarify meaning by repeating words and occasionally selecting substitute words to convey their message;
- primarily use facial expressions and gestures to indicate problems with comprehension;
- imitate culturally appropriate vocabulary and idiomatic expressions;
- use gestures and body language that are generally those of the student’s own culture, unless they are incorporated into memorized responses; and
- comprehend general information and vocabulary when the communication partner uses objects, visuals, and gestures in speaking or writing.

Teen Program

Our teen program is open to children ages 13 and older. The teen classes offer a conversational supplement for older students with prior experience. A minimum of one year of the target language is required. This is the newest addition to our programmatic offerings, and we are in the process of developing a curriculum for this level. We currently offer teen programs in French (summer only) and German (regular semesters and summer).

Adult Program

Our adult program offers practical communication skills in the target language. Most courses focus on basic conversation in preparation for travel abroad. Some courses develop advanced reading and conversation skills. The adult classes allow participants to advance your conversation skills with our experienced language instructors, interact with other like-minded people in class, and learn about the nuances of how to navigate a different culture. Our small group sizes and supplemental online resources provide hands-on learning experiences for individuals with and without prior foreign language knowledge.
Teaching Philosophy

Our approach to language teaching is learner centered. Lessons are built around thematic units that are of relevance to the learners’ life horizons and experiences (so we would not teach preschoolers how to tell time, for example). Language is mapped to functions to allow our participants to communicate. Functions are ways of expressing a message such as likes, wants, or needs. Instead of teaching individual words in isolation, we contextualize our teaching so that our learners can utilize phrases and sentences. Grammar is taught implicitly and our lessons do not focus on explicit grammar instruction. Additionally, cultural components are interwoven throughout our lessons.

One of our main goals is to equip our participants with the ability to communicate. We therefore focus on speaking and listening skills. We also want to instill a positive frame of mind toward second language learning so that our students will continue to learn languages throughout their educational careers and professional lives.

Given the short amount of time we have the students in class each week, it is of utmost importance to maximize target language use from the beginning. English is therefore avoided (unless, of course, there are emergencies) in order to provide an immersive language experience. The target language is supported by the use of visuals, gestures, and movements to clarify messages.

For the preschooler and kids classes, our approach to language learning and teaching is playful. Children learn best through being active and engaged. Language games are a great way to teach and review materials and for the children to have fun and be active.

Classroom Management

Behavior Agreement for CLS Students

To ensure a safe and positive learning environment where we are respectful of each other and the university environment, CLS has adopted the following behavior policy:

- Treat your instructor, volunteer, and the other children in class with respect.
- During class it is important that you LISTEN and learn. When the instructor or volunteer is talking, your attention should be on him or her. You should not draw or write anything unless you are asked to do so.
- Please do not talk about other things in your language class when doing an activity or when the instructor or volunteer is teaching a lesson.
- Keep your hands and feet to yourself. Do not have any inappropriate body contact with other students or their belongings.
- Feet need to be on the floor. You cannot put your feet on a chair.
• Classroom materials (like pencils, crayons, markers, handouts) should be handled properly. DO NOT play with classroom materials, handouts, or your folder.
• Do not write on the chalkboard unless you are asked to do so as part of an activity.
• Do not leave the classroom by yourself and without asking for permission.
• Walk, do not run inside the classroom or in the hallway.
• Always use your indoor voice.
• Please do not chew gum or eat candy in your language class.

Teachers

Our teachers are MSU faculty members, graduate students, advanced undergraduate students, and community members. We hire native and near-native speakers to teach in our program. All teachers are trained in house to sensitize them to our student demographics and teaching philosophy.

All teachers have to attend a mandatory training session and are background checked per MSU policy for programs working with minors. They are responsible for leading classes, lesson planning and implementation, classroom management, engaging students, and supervising children and volunteers. It is the top priority for our staff to create a safe and positive learning environment in which all children can thrive.

Volunteers

In addition to the lead teacher(s), all our classes have volunteers to assist the teacher and children. Volunteers are mostly MSU undergraduate students who are learning the target language but also include graduate students, advanced high school students, or community member. All volunteers have to attend a mandatory training session and are background checked per MSU policy for programs working with minors.

The volunteers are also responsible for picking up the children outside before class, bringing them to the classroom, and walking them back outside at the end of class. Please look for them as you bring your children to campus.

Volunteers also assist our teaching staff in supervising the children at all times. The children are never left unattended and our staff will communicate any problems to parents/guardians.

Cell Phones and Social Media

Cell phones should stay in bags/pockets, unless there is an emergency. Program participants should not check Facebook, email, or other social media during class. This applies to instructors, volunteers, and children alike.
University Rules and Regulations

Program Safety and Security Procedures

MSU has an extensive set of emergency management protocols and published community safety information. Our program follows MSU’s Emergency Operations Plan (EOP), which outlines emergency management organization, policies, and response guidelines.

- 1-888-MSU-ALERT: Listen to pre-recorded messages about campus safety
- alert.msu.edu: Register for SMS and phone notifications
- police.msu.edu: For more information about EOP and general campus safety

All adults who are working with minors in our programs are background checked. Participating minors are supervised at all times. The adult:child ratio is generally 1:5 or lower in our programs.

Bullying, harassment, abuse, and assault
Our program has a zero tolerance policy with regard to bullying, harassment, abuse, and assault. Examples of bullying include but are not exclusive to

- Intimidation, either physical or psychological;
- Threats of any kind, stated or implied;
- Assaults on students, including those that are verbal, physical, psychological, and emotional; or
- Attacks on student property.

Any inappropriate behavior will be communicated immediately to the CLS Director, so parent meetings can be scheduled. Any participants involved in any such instances (including children, volunteers, and/or teachers) may be dismissed from our programs.

Injuries and emergencies
If a child gets hurt or if there is another emergency, our program staff will notify the CLS Director immediately and call 911 if necessary. We will also communicate injuries or emergencies to parents/guardians. Our number one concern is the safety of all children. Teachers keep class rosters with medical and contact information with them while teaching. Our senior staff members are Adult and Pediatric First Aid/CPR/AED certified.

Rules of Conduct

All CLS program staff and volunteers must abide by all University regulations and may be removed from the program for violation of such rules. General University rules include the following:
1. CLS programs provide an adult:child ratio of 1:5. Generally, adults should not have one on one contact with minors without other adults being present.

2. Adults may have no personal, non-programmatic related electronic communications with participants (email, phone, text, Facebook, etc.) during the youth program.

3. Adults may not take pictures of minors or post information about minors to social media sites without parental permission.

4. Adults may not meet participants off-site or off-hours.

5. Adults may not give personal gifts to participants.

6. Adults may not possess, consume, or be under the influence of alcohol, medical marijuana, or illegal drugs at any time the adult has responsibility for minor participants.

7. Adults may not possess a firearm or other weapon at any time during the youth program.

8. Adults must adhere to all University regulations regarding drivers and vehicles.

University Rules

MSU Ordinances provide for the care, preservation, and protection of the property governed by the Board of Trustees, for the security and well being of persons on said property, to promote the University's successful operation, to maintain good order, and to ensure against undue interference with the lawful activities of persons coming upon land governed by the Board. For more information, please go to http://trustees.msu.edu/ordinances/.

University Reporting Protocols

The University strives to offer a safe and supportive learning and working environment for all individuals. In support of that goal, the University has established reporting protocols for its employees and volunteers with respect to child abuse, sexual assault, and child pornography.

Suspected child abuse or child neglect
Notify the CLS Director of any suspected child abuse or child neglect. Verbal and written reports will be filed with Child Protective Services and/or MSU Police Department.

Suspected sexual assault
Notify the CLS Director of any suspected sexual assault. Written reports will be filed with MSU Police Department and the Office for Inclusion and Intercultural Initiatives.
Suspected child pornography
Notify the CLS Director of any suspected child pornography. Written reports will be filed with MSU Police Department.

For more information, please go to http://www.hr.msu.edu/documents/uwidepolproc/ReportingProtocols.htm.

Program Policies and Procedures

Registration
The CeLTA Language School (CLS) academic year consists of a 10-week fall semester, a 10-week spring semester, and an 8-week summer session. Fall semesters generally begin the second week of September and end the week before Thanksgiving in November. Spring semesters generally begin in mid January and end in mid/late April. Spring classes break during MSU and area schools spring breaks. Summer sessions begin in mid/end June and end in mid August. Summer classes in the various languages typically run for one week each. There are no classes during the week of July 4.

Attendance
Regular attendance is expected. Full tuition is due for all scheduled lessons/classes/sessions, even those missed by the participant. Lessons/classes/sessions missed due to faculty absence or school closings caused by weather will be rescheduled. Faculty are not obligated to make up lessons/classes/sessions missed by participants. Refunds will not be granted for participant absences.

Tuition Payment and Discounts
Full tuition is due at time of registration. Multiple-child/program discounts of 10% apply per semester. Full tuition is charged for the most expensive class, any additional classes in the same semester/session receive a 10% discount each. Registration for multiple programs/children each semester must be completed at the same time in order to qualify for the discount. The discount applies per transaction and cannot be carried forward. A $25 late fee is assessed on all past-due accounts, within one week of a program start date. Accounts overdue by 90 days will be sent to collections.

Overrides
The list of CLS programs is sensitive to a participant's age. If you are unable to enroll your child in a certain program online, he/she does not meet the age criteria. Please contact the CLS Director to discuss possibilities for overrides.
Withdrawal
A notice of withdrawal by phone or in writing must be submitted to the CLS Director for a participant to be withdrawn. Notifying the teacher is not sufficient. Participants who withdraw up to two weeks prior to the start date of a program will receive a full refund minus a $50 administrative fee. Withdrawal within two weeks before a program start date results in a 50% refund. Refunds for programs are not possible after the first class.

Program Cancellation
Programs will be cancelled if fewer than five participants enroll. Participants will be notified about the program cancellation and a full refund will be issued.

Participants with Special Needs
All programs are accessible for participants with special needs. CLS must be notified at least four weeks prior to a program start date in order to determine reasonable accommodations.

Financial Aid
CLS awards limited financial aid to participants based on need. Aid funding is limited each semester/session and is awarded in order of application. If your child receives free or reduced lunch at school, your family may qualify for financial aid. Financial aid application deadlines fall on the Monday two weeks before the start date of each semester/session. Please email our office to apply and for more information.

Office Hours
CLS office hours are 9:00 a.m. – 5:00 p.m. Monday-Friday.

Drop Off and Pick Up
We have set up a drop-off point outside the A-wing of Wells Hall for easy drop off and pick up. Our staff will wait 5 minutes before a program start time to gather and walk the children to their classroom. Parents are asked to wait by the North-West entrance of Wells Hall on Red Cedar Road, by the bus stop/small parking area across from the Red Cedar River. Please wait with your child in your car until we get there. We will also walk the children back there at the end of class (approximately 5 minutes after class has ended). Please be on time for drop off and pick up. Our staff will not be able to wait. Visitor parking is available in the Spartan Stadium Lot (#79).

To ensure your child’s safety, we ask that you communicate with us if you have instructed your child to be at a different pick up location other than the drop-off/pick-up point outside the A-wing of Wells Hall. Should there be any other people (family or friends) that you would like to authorize to pick up your child for a specific week/program, please notify our
office as well. Please note that CLS is not responsible for dropping your child off at any other pick up locations or wait with your child.

School Closings
In the event of inclement weather, classes will be rescheduled when possible or account credits will be arranged. When CLS is closed, announcements will be posted on our website. Please remember that CLS closes independently of area schools, including East Lansing Public Schools. If you have any question about whether or not CLS is closed, you should check our website or call the office.

Media Release
CLS uses photography and video to document classes and events. These images and/or recordings may be used for educational, advertising, and promotional purposes in all conventional and electronic media, including but not limited to the Internet and any future media. Said images and recordings may be duplicated, distributed with or without charge, and/or altered in any form or manner without future or further compensation or liability, in perpetuity. Images and recordings featuring registered participants are considered eligible for educational, advertising, and promotional purposes unless a participant (or parent/guardian of a participant under age 18) submits a Request for Non-Use, available through our office.

Illness Policy
Participants/teachers should stay home if they have symptoms of possibly severe illnesses that they might be able to spread to others. Participants with influenza-like-illness, which is a fever of 100° Fahrenheit or higher plus a sore throat and/or cough, need to stay home until they have been fever-free (temperature below 100° Fahrenheit without using fever medicines) for at least 24 hours. Instructors who are unable to teach due to illness need to contact the CLS office immediately so that we can arrange for a substitute teacher. Lesson plans and materials need to be submitted to the CLS office. For planned absences, it is the responsibility of the instructor to arrange for a substitute after consultation with the CLS office.

No Nuts Policy
Over the past decade, there has been a rise in the number of children who have life-threatening food allergies. Our goal is to keep all children in a safe and inclusive environment, where accommodations are explored and implemented when safe. CLS adopted a No NUTS policy in 2016. Although we can not guarantee a nut free school, we make reasonable effort to purchase nut free products for our programs. CLS makes a reasonable effort to inform those who might bring food onto the school’s campus such as parents/guardians, teachers, and volunteers. CLS cannot guarantee a nut free campus.
Approval of Policies and Procedures
All participants and their responsible parties must verify in writing that they understand and accept the CLS policies and procedures before their first class. A valid signature form must be on file at CLS for each participant under the age of 18 before they can participate in any program. The signature form must be signed, dated, and returned to the office within two weeks of the first lesson. If the signed signature form is not received within two weeks of the first lesson, the participant may not attend until the form is returned, and there will be no refunds for lessons missed due to non-receipt of the signature form. Signature forms are valid for one year and need to be renewed each year.

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