



# SAKURA GAKUEN Japanese Language School

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## SCHOOL RULES AND GUIDELINES

### GENERAL RULES

1. Students should take care of school related business and personal matters before school, during recess, or after school hours.
2. Students shall not leave the classroom without teacher permission. Students shall never be outside the classroom during class time without permission and never be unsupervised by an adult.
3. Students are required to obtain permission from their teacher before leaving the school campus during school hours.
4. Use of cell phones, Ipods or other electronic devices is NOT allowed during class hours. Without exception, any infraction will result in the teacher confiscating the device until the end of the school day. With parent present, the device can be reclaimed at the end of the school day. Please mark all valued belongings from home with student's name.
5. Students shall keep their hands and unkind remarks to themselves. The Golden Rule is worth practicing: "Do unto others as you would have them do unto you."
6. Students shall show courtesy to the teachers, classroom assistants, and others.
7. Doors leading to the alley are not to be used other than in an emergency.
8. No drugs or smoking is allowed on property of the Buddhist Church of Sacramento/ Sakura Gakuen.
9. Students are responsible for the clean maintenance of their classrooms. The students shall empty trash from their desks at the end of the day. No food will be left in the rooms at the end of school.
10. Students shall keep the restrooms clean and neat and report any malfunctions to their teacher.
11. Students are not permitted to operate automobiles, motorcycles, and bicycles during school hours or during recess.
12. Any damage caused to the school and/or Buddhist Church of Sacramento property will be the responsibility of the students involved and their parents and full restitution will be required.

### SAFETY

1. Do not run up or down the staircases or play in the stairwells.
2. No rough play, excessive shouting or screaming at any time at the school.
3. Under no circumstances are children allowed to leave the school grounds during school hours without their parent or guardian, unless specific permission is granted by the teacher or Dean, for a fire drill or an emergency.
4. Drop-off and pick-up of students outside the school property, i.e., the alley, is prohibited to protect your child and you. Students will be picked up promptly after class.
5. Under no circumstances are children allowed to leave the courtyard area to retrieve anything in the parking area during the recess. They must ask an adult to retrieve the item or accompany them.
6. When church members or guests are in the courtyard, children must stop playing, be courteous, and yield to the church members or guests.
7. Playing with toys in a manner that could possibly damage church property is not permitted.
8. Only church employees may retrieve equipment that ends up on the roof or awnings.
9. Never attempt to swing from or climb the courtyard trees or climb or use church structures in an unsafe manner.
10. Skateboards, roller blades, roller skates, and bicycles are not permitted on the school campus
11. No student may possess any flammable item such as matches, lighters, and other such related items.
12. Students are not permitted to possess firearms, toy guns, or knives while in class or on the Church grounds.

#### Parent Recess Supervision:

All parents are expected to guide students to prevent unsafe behavior during recess. Please report all damages and injuries to the teachers, who will report them to the Church Office. A first aid kit is available in the teacher's office for minor injuries.

## RESTRICTED AREAS

Students are not allowed in the following areas of the Sacramento Buddhist Church:

1. Main chapel (Hondo) and little chapel
2. Japanese garden and Nokotsudo (columbarium)
3. Church office area
4. "Reiko's" kitchen area on northside of courtyard
5. The caretaker's residence and yard
6. Church roof

Students are only allowed in the following areas of the Sacramento Buddhist Church when accompanied by an adult or given permission by a teacher:

1. Kaikan (gymnasium)
2. Kaikan stage
3. Kitchen
4. Teacher's office (Annex Room #5)

## CLASSROOM RULES

1. Be on time to school, and be at your desk ready to study when the bell rings. Go straight to class when the bell rings or when the recess monitor says to return to class.
2. Be prepared for class: have a notebook, textbooks, sharpened pencils, assignments and homework at the start of class.
3. Follow the teacher's directions.
4. No talking without permission, or leaving one's desk without permission, unless the teacher directs otherwise.
5. Leave the room only with the teacher's permission.
6. Be polite and respect other people's property.
7. Eating, drinking or chewing gum during class is prohibited, unless the teacher directs otherwise. A snack may be eaten in the classroom during recess.
8. Wearing distracting attire, including hats or caps during class is prohibited.
9. Usage of foul or obscene language and gestures, or the making of remarks which will offend the self esteem of students, teachers or other adults will not be tolerated.
10. Please walk young children to their classrooms for their safety and your peace of mind.
11. Students are responsible for the clean maintenance of their classrooms. The students shall empty trash from their desks at the end of the day.
12. All class guests must be approved by the teacher.

## INFRACTIONS OF THE RULES WILL RESULT IN DISCIPLINARY ACTIONS

Three step disciplinary procedures for violations of school rules or disturbances in the classroom by student(s):

1. A written warning will be sent to the parent of any student who disrupts the class with horseplay or unnecessary conversations with others, or any infraction of the school rules, as the first documented notification of misbehavior.
2. If the above measure does not result in an improvement in the student's behavior, the school will request the student's parent/guardian to attend classes/recess with their child. If the parent/guardian is unable or unwilling to attend and the student's negative behavior continues, a letter of final warning will be mailed.
3. If the above mitigation measures do not result in a marked improvement in behavior, the School Dean will advise the parent that the student will be expelled effective immediately. There will be no refund for tuition, dues or fees for expelled students.

If a violation is severe enough to injure, intimidate or otherwise make the school environment unsafe or not conducive to learning, the disciplinary steps may be truncated at the discretion of the school's Dean.

**At Sakura Gakuen we expect our students to make every effort to be kind and gentle to others, protect all who are weaker, think pure and beautiful thoughts, say pure and beautiful words, and do pure and beautiful deeds. This behavior will promote the goals of the school to be a safe and welcoming place to learn and to be a window into the culture of Japan.**