

## **GUIDELINES FOR STUDENT CONDUCT AT SAKURA GAKUEN**

Please review the points below with your child(ren) so that each member of the family understands what is expected when attending class at Sakura Gakuen.

### **For our students:**

- Furniture in the class is to be used with care and respect. Chairs and desks are to be used for sitting and writing only.
- Walk the hallway quietly and with care. There are almost always other students studying.
- Be respectful to one another: Keep your hands to yourself, talk instead of shouting.
- Trips to the bathroom, and drinking or eating are to be finished before class begins. Please remember that every time a student goes to the bathroom, the class is interrupted.
- Clean up after yourself: Books and videos are to be returned to the bookshelves where they were found originally.
- Japan is a society based on respect. Remember your manners: Greet your teachers before and after class and when entering the faculty room.

### **For parents and caregivers:**

- Please drop off children no more than 5-10 minutes prior to class and pick them up no later than 5 minutes after class is dismissed. Please remember that your teacher may be still preparing for the class. We understand that emergencies do come up, so if you are running late, please notify the office as soon as possible.
- Please be courteous and understanding by exiting the waiting area and hallway soon after the class is dismissed in order to lessen interruptions to other students.
- The faculty room is for teachers only. Should you need to speak to a teacher, please ask her if she could speak with you in the waiting area or an unused classroom. Please be courteous of the office staff.
- Files for your children are located near the front door. Please check them each time you arrive.
- The new waiting room is for your use. Please abide by the rules posted on the wall.

Your understanding is greatly appreciated.

Sakura Gakuen Staff

## さくら学園規約・保護者同意書

## Sakura Gakuen School Regulations · Parents Consent Form

下記は学園の運営を円滑に進めるために、また児童生徒の安全への配慮から、必ず守って頂きたい規約事項です。これらの規定や約束が守れるよう、各家庭においても責任ある生活指導やしつけをお願いします。

The following are the regulations which need to be followed for the student's safety and in order to run the school smoothly. We ask the parents to instruct your children to follow these rules;

1. 学園はビジネスオフィスビル内にありますので、公共の場（廊下やお手洗い等）では走り回ったり、騒がないよう、保護者の責任のもと、指導をお願いします。また児童生徒の安全管理上、登園は授業開始の10分前以降に、お迎えは授業が終了してから10分以内をお願いします。

Since our classroom is located in a business-oriented office building, a student must not run and make noise in the public areas, such as the hallways and in the restroom. Also, a student must be dropped off a maximum of 10 minutes before class begins and picked up within 10 min after their class is over.

2. 授業の妨害をする、暴力的行為をする等、問題の見られる児童生徒については、必要に応じて保護者に連絡をします。再三の注意・指導にもかかわらず、反省の見られない児童生徒がいる場合、学園の健全な運営を維持するため、また他の児童生徒の安全を守るため、学園側の判断で、該当児童生徒を除籍に処する場合があります。

If a student causes problems, such as interrupting the class or acting violently, the parents will be contacted immediately. If the student does not improve his behavior after repeated warnings, the school has right to dismiss the student.

3. 児童生徒の安全面への配慮、また授業に集中するために、ご自宅から教室に危険物やおもちゃを持ちこまないで下さい。また、食べ物や飲み物についても、医師からの処方など、特別な理由がある場合以外は教室に持ち込まないように指導をお願いします。

Student shall not bring anything dangerous to the school from home. No food, drink, or toys may be brought to the classroom, unless a child has a special need as prescribed by a physician.

4. 授業中に事故・急病などで保護者への連絡が必要になった場合は個人調査票に書かれた情報に基づいて対処します。授業日には必ず連絡が取れるようにしていただくと同時に、担任の先生がどこに連絡をすればよいかを知っている状態にしておいてください。(携帯電話の番号、その日の行動予定を伝えておく等。) 軽い切り傷やすり傷などについては教室に備え付けの薬品で手当てを行いません。尚、飲み薬を差し上げることは原則的にできません。

If a student has an accident or becomes sick suddenly during a class, we will deal with the situation based on the information on the child information sheet. Please make sure that the instructor knows where you are and how to reach you during a class. If it is only a minor cut or a scratch, temporary treatment will be given with first aid. We are not able to give any medicine for internal use.

5. 体調不良の場合、登園は控えるようにお願いします。また、軽いけがや病み上がりなど、担任が知っておいた方がよい情報がある場合は、その旨および、当日の確実な連絡先を担任にお知らせ下さい。また、伝染病の病気にかかった場合は出席停止扱いとなり、登園させることはできません。再登園させる場合は、医師の証明書を持たせてください。担任がその生徒の健康面を考慮した結果、授業に出席させることで他の児童生徒に悪影響を及ぼす、と判断した場合は、欠席をして頂くこともあります。

If your child is sick, they may not attend the class. If there is any health related information that teachers should be aware of, such as injuries or the child has recently recovered from an illness,, be sure to notify us. If they have a contagious disease, they may not attend the class. When the child returns to the class, be sure to bring a certificate from a doctor. The instructor has the right to make the decision not to allow a student to attend a class if it is of the instructor's opinion that the student's current health may be detrimental to the rest of the class.

6. 病気や個人的な事情で授業を欠席する場合、振替授業はありません。

No make-up classes are allowed when the student misses a class in any reason.

7. 学園から書面での承認のない場合、授業料は返金されません。

No tuition will be refunded without the written approval of the school's administration.

8. 授業料、休学、割引、等につきましては、別紙 “納入金及びその他諸費用のご案内” をご覧ください。

Regarding the more detailed tuition/discount and long term absence, please see the attached “Tuition Information” sheets.

9. 転居・帰国・その他の理由により退園される場合は時期判明次第、遅くとも退園日の30日前までに書面にてご連絡下さい。

If your child is going to leave the school permanently for any reason, please notify us in written form at least thirty (30) days prior to their last day.

10. 災害時や緊急事態が発生した場合、担任の判断で授業を停止し、生徒を帰宅させる場合があります。そのため、保護者の方は、授業日には携帯電話のスイッチを常時ONにするなど、万が一に備え、常に連絡が取れる状態にしておいてください。

**In case a disaster or emergency occurs, teacher in charge of the class may decide to send students home. Therefore, please make sure that a child's parents are reachable while the child is in the classroom.**

11. さくら学園では、教室内の安全管理には十分注意しておりますが、事故が発生した際の、傷害または損害（含故意）に対する賠償の責任を負いません。安全に授業を行なうために、授業中においては担任の指示に従うよう、各ご家庭においても、責任のある生活指導やしつけをお願いします。

**We will do our best to insure the well being of the children while they are in class, but ultimately the school can not be responsible for injuries or accidents that may occur during the classes. Please instruct your children to follow the directions of the instructors to help insure their safety and well-being.**

# Sakura Gakuen Emergency Response Plan

**Contact Sakura Gakuen**

**9 2 5 - 9 2 4 - 0 3 0 7**

\* Phone line may be hard to connect in case of emergency

**When instructed to shelter-in-place:**

Students will stay and wait for pick-up, either inside school or at the assembly point, located in the north side of parking lot.

**When evacuation is necessary:**

Students will evacuate to the two designated evacuation facilities below, or to another area indicated by the city of Pleasanton. See attached map for the location of these facilities. A note will be left at the school entrance, if the situation allows.

①

**Valley Bible Church**

**7106 Johnson Drive  
9 2 5 - 2 2 7 - 1 3 0 1**

②

**Val Vista Community Park**

**7350 Johnson Drive**

③

**An area instructed by the city of Pleasanton over the radio.**

\* Sakura Gakuen will make all possible effort to communicate with the parents of whereabouts, as soon as we secure our safety.



# Tips for Borrowers

## 本・DVD・ビデオ貸出しについて

Sakura Gakuen Library



A variety of materials including books, magazines, dvds, and videos in Japanese are available in the Sakura Gakuen Library.

**CHECK OUT:** Item limit is **TWO books** per student, **ONE book** for parents and /or **ONE DVD/video** per person at one time.



**RENT PERIOD:** **2 WEEKS**

**HOW TO BORROW:** Please check out yourself.

First, find your **Book/DVD/Video Number** on the cover.

Second, write down the number and title name in the **Library Notebook**.

Enter **Your (Student's) Name** and **Check Out Date** in the column.

\*Specific Library Card is used for Wakaba students for book rental.

**HOW TO RETURN:** Please fill out a **return date** next to the check out date in the **Notebook**.

Return the items to the shelf where they belong.

Please return the items on time. Reminder will be given for overdue items.

Please handle them with care on your own responsibility.



We welcome book/DVD/video donations at anytime!



**貸出し冊数:** 図書は2冊(+1冊/保護者)、DVD・ビデオはいずれか1本まで



**貸出し期間:** 2週間

**貸出し方法:** 貸出しから返却まで、ご自身で行って下さい。  
それぞれ番号が付いています。図書用バインダーに該当する番号とタイトル、自身(生徒)のお名前と貸出日をご記入下さい。

**返却方法:** 返却時は図書用バインダーに返却日を記入願います。  
本はそれぞれ専用本棚に立てて、ビデオは巻き戻して返却して下さい。《整理整頓》

\* 小学生用特別推薦図書コーナーにある図書はどなたにでもご利用いただけます。

小学生は専用の"貸し出しカード"にて貸出し記録を自己管理して下さい。

\* 図書は学園の大切な宝物です。皆が気持ちよく読めるよう、丁寧に取扱って下さい。



ご自宅で使われない日本語の本やビデオがありましたらご寄付頂ければ幸いです。

