



2023-2024

SACBC JAPANESE LANGUAGE SCHOOL PARENT-STUDENT HANDBOOK



SACBC Japanese Language School
32975 Alvarado-Niles Road
Union City, CA 94587
Tel: (510) 972-8863
www.sacbc-jls.org

Table of Contents

Contact Information	2
Welcome	3
ようこそ	3
History of the School	3
日本語学園の歴史	3
Location, School Year and Class Hours	4
所在地、学年度、授業時間	4
School Map/学園内案内図	4
Registration	5
レジストレーション	5
Fees	5
費用	5
Church Associate Membership Fee	6
仏教会準会員費	6
Co-Op Deposit Fee	6
Co-op(協同組合)預入金	7
Mandatory Co-Op Participation Requirements	8
Co-Op(協同組合)必須参加条件	8
Board Member Selection	9
役員を選出	9
High School Credit	10
ハイスクールクレジット	10
Student Conduct - Code of Conduct	11
生徒の行動規範	12
Student Discipline (“Disciplinary Action”)	12
生徒の懲戒処分	14
Student Birthdays and Other Celebrations	15
生徒の誕生日とその他のお祝い	16
Student Absences	16
生徒の欠席	16
Registration Checklist	16
レジストレーション・チェックリスト	17

Contact Information

Parent-Teacher Association Board		
President	Megumi Yokoyama	megyoko@hotmail.com
President - Elect	Open	
Vice President of Instruction 1	Juliet Masumi	Ju.masumi@gmail.com
Vice President of Instruction 2	Open	
Vice President of Operations 1	Sonali Vagholikar / Rahul Sharangpani	sonalirv@yahoo.com
Vice President of Operations	Linda Ishiguro	Hiroko_10@hotmail.com
Treasurer - Accounts Payable	Kurina Chendra	kchendra@gmail.com
Treasurer - Accounts Receivable	Hisako Chi	c0c0juli5@gmail.com
Secretary	Jennifer Kitajima	Jenniferkitajima@gmail.com
Teaching Staff		
Principal	Aya Iwasuji	isjinsf@gmail.com
Japanese 1	Kaori Miller	goandgetitusa@gmail.com
Japanese 2	Mai Jansson	Maikoborijansson@gmail.com
Japanese 3	Mai Polo Carres	maytkwtsh@gmail.com
Japanese 4	Taeko Johnson	Shiro777us@gmail.com
Bilingual 2	Tomoe Asami	Tomoeasami.jls@gmail.com
Bilingual 3	Tomoko Komori	tomokomori.js@gmail.com
Bilingual 4	Manami Kaneko	manamikaneko123@gmail.com
Parent Volunteers		
School Photographer	Kaori Miyaji	
Internal Auditor	Open	
High School Credit Coordinator	Jennifer Kitajima	

Welcome

Welcome to the Southern Alameda County Buddhist Church (SACBC) Japanese Language School (JLS). JLS is a non-denominational Japanese language school for students between kindergarten through 12th grade. This JLS Parent-Student Handbook (Handbook) is intended to provide with you with helpful information about JLS such as fees, activities, disciplinary guidelines as well as the necessary forms to register your student.

ようこそ

南アラメダ郡仏教会(SACBC)日本語学園(JLS)へようこそ。当日本語学園は、キンダーガーデンから12年生までの無宗教系日本語学校です。このJLS Parent-Student Handbook (ハンドブック)には当学園へのレジストレーションに必要な書類、費用、活動、懲戒ガイドライン等の役立つ情報が記載されています。限なくお読みください。

History of the School

SACBC was officially formed in 1961. Prior to that time, members of the Alameda Buddhist Temple, primarily Japanese-Americans practicing Jodo Shinshu Buddhism from the Tri-City areas of Fremont, Newark and Union City, would meet at one another's homes, a grammar school and a hall in Fremont until the purchase of its current site in Union City, California.

JLS was officially formed shortly thereafter in 1964 and was SACBC's first "sponsored" organization. Since that time, several other "sponsored" organizations were formed, including several that continue today, including the Athletic Association (AA), kendo, taiko, and the Boy Scouts, and Cub Scouts.

JLS' first principal was Yoshie Yamada who is still a member of the temple. Today, JLS offers non-denominational Japanese language classes for students in kindergarten through high school and it is one of the few Japanese language schools in the area accredited to provide high school language credit.

日本語学園の歴史

南アラメダ郡仏教会(SACBC)は1961年に正式に設立されました。カリフォルニア州ユニオンシティーに敷地を所有するまでは、Fremont、Newark、Union Cityエリアで浄土真宗仏教を信仰している日系アメリカ人が、自宅や小学校、Fremontの会館で会合を行っていました。

SACBC日本語学園は仏教会支援の最初の組織として1964年に正式に設立されました。それ以来、今日まで続いているAthletic Association (AA)、Kendo、Taiko、the Boy Scouts、Cub Scouts、を含む仏教会支援の組織が設立されました。

初代校長の Yamada Yoshie氏は現在も仏教会のメンバーです。今日、当学園は、キンダーガーデンから高校生までを対象に日本語授業を提供する無宗教系学校です。また、高校の外国語単位取得が認定された数少ない日本語学校の一つです。

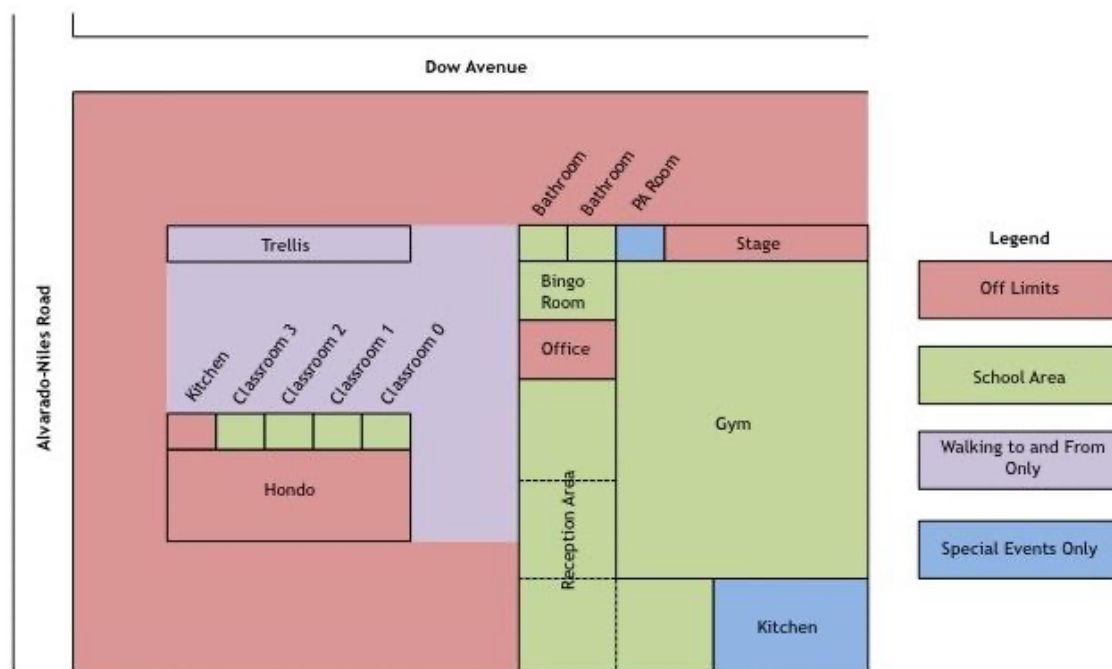
Location, School Year and Class Hours

JLS is located at SACBC at 32975 Alvarado-Niles Road in Union City, California. The school year typically begins in September and ends in June and generally follows the start, end and holiday schedules of the local public school districts. Classes are held on Saturdays from 9:00 a.m. to 12:00 p.m. For high school students seeking high school language credit, classes are held on Saturdays from 9:00 a.m. to 2:00 p.m. A yearly calendar, with specific dates, is included as part of the registration packet.

所在地、学年度、授業時間

日本語学園 (JLS) は、南アラメダ郡仏教会 (SACBC) が位置する 32975 Alvarado-Niles Road Union City, California にあります。学年度は通常 9 月から 6 月迄、この地域の 公立学区の始まり、終わり、休みに合わせています。授業は土曜日の午前 9 時から午後 12 時迄です。高校生の高等部クレジット取得クラスは土曜日午前 9 時から 2 時迄です。詳細日程の記載された年間カレンダーはレジストレーション書類一式に含まれます。

School Map/学園内案内図



Registration

Registration packets for the upcoming school year are sent out during the summer, typically in August. Priority is given to continuing students and siblings of continuing students who have indicated they intend to re-enroll. Due to physical space limitations and teacher-to-student ratios the school cannot guarantee acceptance of all potential students.

レジストレーション

次年度のレジストレーション書類一式は、通常8月下旬頃に電子メールにて送付されます。継続する生徒、および入学を希望する継続生徒の姉妹・兄弟が優先されます。限られたスペースおよび先生・生徒の比率の都合上、入学を保証することはできません。

Fees

As a parent-run organization JLS tries to keep its fees as reasonable and fair as possible. Fees are divided into four general categories:

1. School fee directly related to the operation of JLS.
2. Church associate membership fee charged to the school by the temple.
3. Co-op deposit fee which is reimbursable at the end of each school year and which is intended to encourage family participation in school activities (please do participate in JLS' activities, as we would like to return your co-op deposit fee back to you!).
4. Miscellaneous fees for temple events and school supplies.

All fees must be paid at the time of registration with the exception of school fees which may be paid monthly or annually. Payments are due by the first school day of each month for monthly payments. Late payments are subject to a late charge of \$25.00 per month.

Note Regarding Payments: With the exception of the first monthly payment which should be paid during registration, families paying monthly may deposit checks in the payment envelope with their last name located at the Yard Duty desk in the reception area.

費用

保護者運営による組織として、当学園は費用をできるだけ抑えることに努めています。費用には大まかに以下の四つのカテゴリーがあります。

1. 学校の運営に直接かかわる学費
2. 教会より学園に課される仏教会準会員費
3. 学園行事へのご家族のご協力を促し、年度末に還付されるCo-op(協同組合)預入金
(年度末にCo-op(協同組合)預入金が還付されるよう学園行事にぜひご参加ください。)

4. 仏教会活動及び学用品諸経費

すべての費用はレジストレーション時にお支払いいただきます。ただし、学費を月払いされる場合はその限りではありません。月払いは毎月第一土曜日。支払いの遅延には月 \$25 の延滞料が課されます。

支払いに関する注意点：月払いおよびの最初の学費はレジストレーション時にお支払いいただきます。2回目以降のお支払いは、受付エリアのヤード当番デスクに準備された名前入りの封筒にチェックをお入れください。

Church Associate Membership Fee

For families that have more than one child attending JLS or who have one or more children or adults involved in other temple organizations such as basketball, scouts, kendo, or taiko, you will pay a slightly higher annual church “family” associate membership fee, but you only need to pay this fee once per year. So, for example, if your student attends JLS but also participates in the temple’s basketball program you would only need to pay the annual “family” associate membership fee once, not once for the school and again for basketball. This is a great deal!

If your family has already paid its annual “family” associate membership fee through another temple organization, please let our treasurers know, so they can verify.

仏教会準会員費

当学園に二人以上のお子様がいる、もしくは仏教会の他の組織(バスケットボール、スカウト、剣道、太鼓)にも大人子供問わず一人以上在籍されている場合、「家族」向けの仏教会準会員費が適用されます。個人会費より少し高くなりますが、お支払いは年に一度のみです。例えばお子様が当学園だけでなく仏教会のバスケットボール・プログラムにも参加した場合、「家族」向けの仏教会準会員費を年一度お支払いいただき、バスケットボール・プログラムへ再度お支払いする必要はありません。また他の仏教会組織を通して「家族」向けの仏教会準会員費をすでにお支払い済みの場合は、当学園会計担当までお申し出ください。

Co-Op Deposit Fee

JLS depends on its parents and guardians to help with the school’s activities and to help operate the school through its Board of Directors (BD). These activities include undokai and mochitsuki and assisting the church with its fireworks booth, bazaar and other activities. In an effort to encourage families to participate in the school’s various activities the school requires each family to pay a co-op deposit fee. For each school activity a family participates in a portion of their co-op deposit fee will be returned to them up to the full amount of the co-op fee the family deposited. If, at the end of the school year, a family has not participated in sufficient activities for return of their full co-op deposit fee, the family will forfeit that portion of their co-op

deposit fee not earned, and will be required to pay a higher co-op deposit fee the following school year equal to the number of co-op points not earned.

Example 1: Family A makes a \$300 co-op deposit fee. During the course of the year they participate in various school events equal to \$300. At the end of the school year their full co-op deposit fee will be returned to them or they can apply it to the following school year.

Example 2: Family B makes a \$300 co-op deposit fee. During the course of the year they participate in a number of school events equal to \$340. At the end of the school year their full co-op deposit fee (but not an additional \$40) will be returned to them or they can apply it (but the \$40 does not carry over) to the following school year.

Example 3: Family C makes a \$300 co-op deposit fee. During the course of the year they only participate in a few school events equal to \$220. At the end of the school year they would only be entitled to the return or rollover of \$220 of their co-op deposit fee and will be required to deposit the balance of \$80 to re-register the following school year.

Co-op (協同組合) 預入金

当学園の運営と学園行事は保護者の皆様のご協力で成り立っております。学園行事には運動会、餅つき、花火販売、バザーなどがあります。これらの行事へのご協力に同意し、各ご家庭に協同組合預入金 (Co-Op Deposit) をお支払いいただいております。各行事にご協力いただくごとに預入金の一部が各ご家庭に返金され、最大でお預けいただいた金額の全額が年度末に返金されます。年度末、もしご協力の累計が全額返金に満たなかった場合、差額は放棄したとみなされ、次年度は差額金額が加算された預入金をお支払いいただきます。

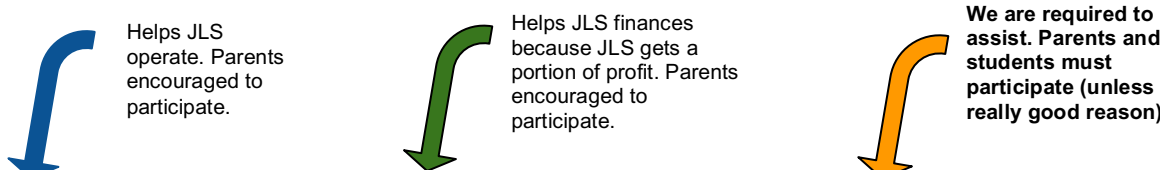
例 1: A 家族が\$300 の預入金を支払う。年間を通じて\$300 に相当する様々な学園行事に参加協力した。年度末に\$300 全額返金される、もしくは次年度の預入金として使うことができる。

例 2: B 家族が\$300 の預入金を支払う。年間を通じて\$340 に相当する様々な学園行事に参加協力した。年度末に\$300 全額返金される (差額の\$40 は返金不可)、もしくは次年度の預入金として使うことができる (\$40 は持ち越し不可)。

例 3: C 家族が\$300 の預入金を支払う。年間を通じて\$220 に相当するいくつかの学園行事に参加協力した。年度末には\$220 のみ返金、もしくは次年度も当学園を継続する場合は次年度の預入金として使うことができるが、次年度登録時に差額の\$80 の支払いが必要となる。

Mandatory Co-Op Participation Requirements

As a “sponsored” organization of SACBC, JLS pays no rent or usage fee for use of SACBC’s facilities. This is the primary reason, in addition to the fact that JLS is not a for-profit business operated by a BD, that JLS has been able keep its fees low compared to other language schools. However, in exchange, JLS is expected to participate in SACBC’s fundraising events. There’s been some confusion in the past as to what events are mandatory and which are optional but encouraged. Below is a chart outlining the various events that JLS operates or participates in:



JLS Events	JLS Fundraising Events	SACBC Fundraising Events
Undokai (November)	Fireworks Booth (July)	Bazaar (July)
Mochitsuki (January)		
Graduation (June)		

While JLS would love your family’s participation in *all* of our events (they’re fun too!), because of our commitment to SACBC in exchange for use of its facilities, JLS families are required to sign-up for multiple shifts at the SACBC Fundraising Events to ensure that JLS meets its commitment to the temple.

Note Regarding Sign-Ups: If you have signed-up for an event please remember to show up and to show up on time, and if for some reason you cannot show up, please find a replacement. It makes it difficult for the BD when they receive last minute cancellations and difficult for other JLS families when we do not have sufficient help during a shift at an event. Families who have signed up for an event and who do not show up for their scheduled shift will be penalized the number of co-op points they would have otherwise earned if they had shown up for their scheduled shift.

Co-Op (協同組合) 必須参加条件

当学園が他の日本語学校に比べて費用を低く維持できるのは、当学園が保護者運営による非営利組合であり、仏教会が支援する組織のためレントや使用料を支払うことなく教会施設を使用できるからです。その引き換えに、当学園は仏教会の資金調達イベントに参加する事が義務付けられています。過去、どのイベントが必須参加でどのイベントが任意参加であるか、若干の混乱がありました。以下は当学園が主催、もしくは参加している様々なイベントを概説する表です。



当学園運営の援助。
ご協力をお願いします。



当学園の資金調達の援助。利益の一部が当学園に還元されます。ご協力をお願いします。



援助が義務付けられています。保護者と生徒は必須参加です。（よほどの理由がない限り。）

JLS Events (当学園主催イベント)	JLS Fundraising Events (当学園資金調達イベント)	SACBC Fundraising Events (仏教会資金調達イベント)
運動会 (11月)	花火販売 (7月)	バザー (7月)
餅つき (1月)		
卒業式 (6月)		

当学園では、皆様による全イベントへの参加を推奨します（いずれも楽しいイベントです！）。仏教会への義務として、各ご家族でSACBC Fundraising Eventsにて複数シフトへのサインアップが必須です。ご協力をお願いします。

サインアップの注意点：サインアップをしたら、必ず忘れずに時間通りにそのイベントに来て下さい。何らかの理由で来られなくなった場合は、代わりの人を自分で見つけて下さい。土壇場のキャンセルはヘルプが足りなくなるだけでなく、役員会やそのイベントに参加されている他の保護者に多大な迷惑を与えます。サインアップしたにも関わらずそのイベントの日時に来なかった場合、参加して得られる予定のポイントがペナルティーとしてマイナスされますのでご注意ください。

Board Member Selection

JLS encourages parents/guardians to join its Board of Directors (BD). Because JLS operates as a co-op, JLS relies on its parents/guardians to run its activities such as Undokai and Mochitsuki as well as to serve on its Board of Directors. In the event of vacant Board positions, JLS has adopted a “raffle system,” similar to that of other local Japanese language schools, whereby vacant Board positions are filled by conducting a raffle of the names of families who are not currently on the Board of Directors to fill vacant positions. Board members will have their Co-Op points fulfilled each year for the duration of their service.

役員を選出

当学園は、保護者による役員会への参加を強く推奨しています。当学園はCo-Op（協同組合）による運営によって成り立っており、保護者による運動会や餅つきなどのイベントや役員会への参加が必要不可欠です。近隣にある他の日本語学校と同様、役員ポジションが空席の場合は「くじ引き」方式を採用

し、現役員を除くご家族の中から選出された方に役員をしていただきます。役員の間中は、Co-Op ポイント取得の義務は免除されます。

High School Credit

JLS is currently only offering high school language credit for high school students attending the Fremont Unified School District. Students must attend a minimum number of class hours in order to obtain high school language credit.

ハイスクールクレジット

ハイスクール外国語クレジットクラスは、フリーモント学区内の高校に通学している生徒のみを対象に提供しています。外国語の単位を取得するためには一定数の授業に出席する必要があります。

School and Other Activities/学園と他の活動

In addition to language instruction, JLS believes its students benefit from cultural and other activities outside of the classroom. Among the cultural and other activities organized and conducted by JLS include radio taiso (morning exercises), undokai (sports day), mochitsuki, holiday party, open house and graduation. In addition, JLS assists SACBC with certain activities including its fireworks booth, bazaar and other events. JLS receives a portion of the proceeds for its participation in certain of these temple activities so parent participation is important to keep our fees low.

In addition to JLS activities and SACBC activities which JLS assists with, SACBC has a number of other "sponsored" organizations and cultural events.

言語教育だけでなく、生徒には授業以外の文化的活動も大切な学びです。学園が企画・提供する文化活動には、ラジオ体操(朝の体操)、運動会(体育の日)、餅つき、ホリデーパーティー、オープンハウス、卒業式などがあります。これらに加え、当学園は仏教会が主催する花火販売やバザーなどのイベントのお手伝いも行っています。イベント協力により、仏教会から収益の一部を受領し、学園運営に役立てています。

学園の運営と学園が参加する仏教会活動以外にも、仏教会は様々な組織とイベントを支援しています。

SACBC Organization	Description	Contact
Hawks Basketball aka "AA"	Runs from September through April. Practices are weekly at different times depending on team.	Nate Tanabe sacbcaa@gmail.com

Palo Alto Kendo Dojo	Runs yearly. For adults and kids. Practices are held Monday at 7:30 p.m.	Y Tran ytransplant@gmail.com
Onami Taiko (general group) Heiwa (women's group)	Runs yearly. For adults and kids. Practices vary.	Onami Taiko - Bob Kitajima bkrealtyworld@gmail.com Heiwa – Amy Hatsushi amy@ha2shi.com
Boy Scouts and Cub Scouts	Runs yearly. Cub Scouts is for boys between 7 and 10. Boy Scouts if for boys between 10 and 18. Cub Scout and Boy Scout meetings are held on the first and third Tuesdays in the evening.	Cub Scouts – Don Urui duriu@flash.net Boy Scouts – John Arai johnmarai1428@gmail.com
Dharma School	Runs from September through June. Meets on most Sundays.	Cindy Sakihara fruityc@att.net Cathleen Yoshida cathleenandken@yahoo.com
Jr. Young Buddhist Association (Jr. YBA)	Meets periodically during the year.	Kyle Yamasaki djyamix@gmail.com

Major SACBC Religious and Cultural Events	
Sunday Service	Sundays at 10:00 a.m.
Bazaar	Third weekend in July
Obon	Second Saturday in August

Student Conduct - Code of Conduct

Students must arrive promptly, inform their teachers in advance if they are unable to attend class or need to leave early except in emergencies, and to treat their teachers, teacher's assistants, fellow students, parents/guardians and SACBC's property and the property of others respectfully.

Students should be prepared for class, having completed any homework required to be turned in at class, and bringing any required textbooks, school binders, homework and other papers and having sufficient school supplies including notebooks, pencils, pens, and other items necessary to learn and participate fully in class.

Electronic and other devices, other than those required for health and/or safety reasons, including, but not limited to, mobile phones, electronic tablets, laptops, gaming devices, toys, and other items which would

cause a distraction in the classroom are not permitted to be used while class is in session. Illegal drugs, guns, knives, poisons, explosives, or other dangerous items are never allowed at the school. Smoking, drug use, and gum chewing is not allowed at the school. Students may bring snacks and drinks which can be consumed during breaks as appropriate but only bottled water may be consumed while class is in session.

Discrimination and/or harassment based on age, race, gender, religion, national origin, ancestry, disability will not be tolerated. Inappropriate language, lewd conduct, bullying, and fighting will not be tolerated. Theft or damage of school property or the property of others will not be tolerated. Cheating and plagiarism will not be tolerated.

生徒の行動規範

生徒は遅刻することなく登校し、欠席や早退は(緊急の場合を除いて)事前にその旨を教師に伝えること。また、生徒は教師、教師アシスタント、他の生徒、保護者に敬意を払い、仏教会及び教師や生徒の所有物を大切に扱うこと。

生徒はすべての宿題を完了・提出し、必要な教科書、バインダー、宿題、プリント類をすべて持参し、ノート、鉛筆、ペンなどを含む授業に参加して学ぶために必要な学用品を準備して授業に臨むこと。

電子機器を含む機器類は、医療上もしくは安全上の理由で必要な場合を除き、授業中の使用を一切禁止する。これら機器類は、携帯電話、タブレット、ノートパソコン、ゲーム機、おもちゃ、その他授業中の注意散漫を引き起こす全ての品目を含む。違法薬物、銃、刃物、毒物、爆発物、およびその他すべての危険物の持ち込みを禁じる。学校内での喫煙、薬物使用、ガム咀嚼を禁じる。生徒が休み時間に飲食する軽食と飲料の持ち込みは許可されるが、授業中は容器に入った水のみとする。

年齢、人種、性別、宗教、国籍、家系、障害に基づく差別を禁じる。ハラスメント、不適切な言語、わいせつ行為、いじめ、暴力、喧嘩を禁じる。学校施設や他者の所有物の窃盗や損害を禁じる。カンニングや盗用は容赦されない。

Student Discipline (“Disciplinary Action”)

Students whose conduct does not adhere to the Code of Conduct or whose conduct causes disruption, harassment, danger or threat of danger, or damage or threat of damage to themselves, others, or to property are subject to discipline (“Disciplinary Action”).

The school has four levels of Disciplinary Action: (1) Warnings; (2) Detention; (3) Suspension; and (4) Expulsion. The four levels of Disciplinary Action are levels not steps, and depending on the severity and circumstances of a student’s conduct, a student may be immediately be subject to detention, be suspended, or be expelled.

Disciplinary Action	
Warning	If a student's conduct is subject to Disciplinary Action a warning will typically first be given. If a student continues to engage in conduct subject to Disciplinary Action the student may be sent by a teacher, assistant teacher, Board Member, or yard duty parent to the school's Principal or such other person designated by the school's Principal, typically, the Assistant Principal and/or Vice President of Instruction for detention.
Detention	If the Principal, or such other person designated by the school's Principal, determines that the student should remain in detention, the Principal or his/her designee shall have the student complete any required class work and then have the student write an essay discussing why the student is in detention, including what conduct resulted in the student being in detention, and what better choices the student can make in the future. For students too young to write, the Principal or his/her designee will have the student work on the Japanese alphabet until the student calms down and then talk to the student about why he/she is in detention. Within forty-eight (48) hours following detention, the parent/guardian of the student will be contacted by phone, email or in person and a "Notice of Detention" will be sent containing the grounds for the detention facts the student stated, and facts other students and/or adults observed. A conference between the Principal, teacher, student and/or parents/guardians may be held as necessary.
Suspension	<p>If a student has been subject to detention three (3) or more times, whether during one (1) school year or over multiple school years, the Principal may propose to the Board of Directors that the student be suspended for a period not to exceed three (3) class days. The procedure for suspension shall be as follows:</p> <ol style="list-style-type: none"> 1. The student and his/her parents/guardians shall be notified of the proposed suspension; 2. The parents/guardians shall be afforded an opportunity to request that the student not be suspended; 3. If requested by the parents/guardians of the student, an informal hearing shall be held at which the Principal or his/her designee and teacher shall be afforded an opportunity to be present and to speak; 4. In the event contradictory facts are presented, the Board of Directors may request that school authorities attempt to ascertain the true facts before deciding on whether to institute suspension; 5. If a student presents a danger to person(s) or property or an ongoing threat of disrupting the academic environment, the Board of Directors may immediately suspend the student without providing an opportunity for the student's parents/guardians to request that the student not be suspended; 6. A student who is suspended must leave the school immediately; 7. A conference between the student, parents/guardians, teacher and Principal must be held before a student is allowed to return to school.
Expulsion	<p>If, following a suspension, a teacher, assistant teacher, Board member, or yard duty parent refers a student for Disciplinary Action to the Principal or such other person designated by the Principal, the Principal or his/her designee may propose to the Board of Directors that the student be expelled. The procedure for expulsion shall be as follows:</p> <ol style="list-style-type: none"> 1. The student shall be suspended from school until a decision is made regarding expulsion; 2. The student and his/her parents/guardians shall be notified of the proposed expulsion; 3. A hearing before the Board of Directors shall be held no later than three (3) school days from the Principal's proposal. The parents/guardians and the

	<p>Principal or his/her designee and teacher, assistant teacher, Board member (who shall not be entitled to vote) or yard duty parent shall each be afforded an opportunity to speak.</p> <p>4. The Board of Directors shall immediately make a decision on whether to expel or not expel the student following the hearing.</p> <p>5. A student who is expelled must leave the school immediately.</p> <p>6. The school shall not enroll or re-enroll the student thereafter.</p>
--	--

生徒の懲戒処分

行動規範に準じない生徒、授業の中断、ハラスメント、自身や他者への危険や危害、もしくは危険や危害を孕む行動を取る生徒は懲罰の対象となる。

当学園には(1)警告、(2)拘留、(3)停学、(4)退学の4レベルの懲戒処分がある。この4レベルの懲戒処分は段階ではなくレベルであり、生徒による行動の深刻さと状況によっては、その生徒は直ちに拘留、停学、もしくは退学に処されることがある。

懲戒処分	
Warning 警告	生徒の行動が懲戒処分の対象となった場合、まずは口頭で警告をする。生徒が問題行動をやめない場合、教師、教師アシスタント、役員、もしくはヤード当番の保護者によって、校長もしくは校長に指名された人物(通常、校長補佐もしくは Vice President of Instruction)のもとへ送られ拘留される。
Detention 拘留	校長もしくは校長に指名された人物が、生徒の拘留延長を決定した場合、生徒は授業で必要な作業を完了させ、さらに、拘留の原因となった行動を顧み、今後の改善策などを考察する反省文を書く。反省文を書く年齢に達していない生徒の場合は、校長はその生徒が落ち着くまでひらがな/カタカナを練習させ、その後、拘留された理由について話し合う。拘留から48時間以内に拘留の理由、生徒本人の供述、他者による目撃供述が含まれた「Notice of Detention」が生徒の保護者に対し電話、email、または口頭で通知される。必要に応じて校長、教師、生徒及び保護者の間で会議を行う。
Suspension 停学	その期間を問わず、生徒が在学中に3度以上拘留処分を受けた場合、校長は役員会に対し停学処分を提案できる。停学期間は登校日3日分未満とする。停学の手順は以下とする： <ol style="list-style-type: none"> 1. 生徒とその保護者に、停学処分が通知される。

	<ol style="list-style-type: none"> 2. 保護者は停学処分撤回を要求することができる。 3. 保護者が停学処分撤回を要求した場合、校長もしくは校長の指名人と教師の出席による非公式な聴聞会が開かれる。 4. 矛盾する事実が提示された場合、役員会は停学処分を決定する前に、学校当局に正確な事実究明を要求することができる。 5. 生徒が他者を危険に晒したり、学校所有物に損害を与えたり、継続的に学習環境を妨害した場合、役員会は生徒の保護者に停学撤回要求の機会を与えることなく直ちに停学に処することができる。 6. 停学に処された生徒は速やかに学校を去ること。 7. 生徒、保護者、教師、校長間の話し合いは、生徒の復学が許可される前に実施されなければならない。
<p>Expulsion 退学</p>	<p>停学処分後、教師、教師アシスタント、役員会、もしくはヤード当番によって生徒がさらなる懲戒処分の対象となった場合、校長もしくは校長の指名人は、役員会に対し生徒の退学を提案できる。退学の手順は以下とする：</p> <ol style="list-style-type: none"> 1. 生徒は、退学が決定するまで停学とする。 2. 生徒とその保護者が、退学の提案通知を受ける。 3. 校長による提案から3登校日以内に、役員会公開の聴聞会が開かれる。保護者、校長もしくは校長の指名人、教師、教師アシスタント、役員会役員(投票権を持たない)、ヤード当番はそれぞれ発言する機会を与えられる。 4. 聴聞会后、役員会は直ちにその生徒を退学にするか否かを決定する。 5. 退学に処された生徒は、速やかに学校を去らなければならない。 6. 以後、学校はその生徒の入学もしくは再入学を許可しない。

Student Birthdays and Other Celebrations

If you wish to bring snacks or treats to share with other students in celebration of your student's birthday or other celebration please obtain prior permission from your student's teacher. Snacks and treats should be delivered to the classroom after 11:40 a.m. to avoid disrupting the class. Please be mindful that many children have food allergies including allergies to peanuts and gluten.

生徒の誕生日とその他のお祝い

誕生日のお祝いに他の生徒とシェアするスナックやおやつを持ち込みたい場合、事前に担任の先生の承諾を得てください。スナックとおやつは授業の混乱を避けるため、11:40am 以降に教室に運んでください。ピーナツアレルギーやグルテンアレルギーを含む食物アレルギーをもつ生徒へのご配慮をお願いします。

Student Absences

If your student will be absent due to sickness or other emergency, or for any other reason, please contact your student's teacher as soon as possible. Teacher contact information can be located at the beginning of the Handbook. Please contact your teacher as soon as you know that your student will be absent as teachers often prepare class handouts in advance of class. Makeup homework and tests are subject to the class rules of each teacher.

Note to High School Students: High school students taking Japanese language class for high school credit must complete a minimum number of hours in order to earn high school credit. Excessive absences, whether for sickness, emergency, or any other reason may result in the student unable to complete the minimum number of hours in order to earn high school credit.

生徒の欠席

病気、急用、又は他の理由で生徒が欠席する場合は、できるだけ早く担任へご連絡ください。教師連絡先一覧はハンドブックの2ページ目をご覧ください。先生はしばしば授業のプリントを前もって準備するので欠席が分かり次第至急担任へご連絡ください。宿題やテストの埋め合わせは各担任のクラスルールに従ってください。

高校生の注意点：ハイスクールクレジット取得のために授業を受ける高校生は、クレジット取得に最低必要な時間数を完了しなければなりません。病気、急用、又は他の理由に関わらず過度の欠席は、クレジット取得に必要な時間数を完了できなくなる恐れがあるため、くれぐれもご注意ください。

Registration Checklist

In order to register your student at JLS the following forms/actions must be completed:

Continuing Students Only		Deadline
<input type="checkbox"/>	Submit Notice of Intent to Continue Enrollment	Mid April

Continuing and New Students		Deadline
<input type="checkbox"/>	Submit JLS Emergency Medical Authorization Form	First Day of School
<input type="checkbox"/>	Submit JLS Minor Image Consent Form	First Day of School
<input type="checkbox"/>	Submit Southern Alameda County Buddhist Church Associate Membership Application Form	First Day of School
<input type="checkbox"/>	Submit registration fee	First Day of School
<input type="checkbox"/>	Sign-up for Co-Op volunteer activities	Online on Signup Genius

Note Regarding Registration: Continuing students will receive a Notice of Intent to Continue Enrollment form a few months before the end of the school year. Failure to submit the Notice of Intent to Continue Enrollment form by the deadline will result in the student not receiving priority for registration the following school year. SACBC Members do not need to submit a SACBC Associate Membership Application Form but should inform school staff during registration so that membership can be verified.

レジストレーション・チェックリスト

お子様のレジストレーションには以下を完了する必要があります：

継続の生徒		締切
<input type="checkbox"/>	オンラインで” Notice of Intent to Continue Enrollment” を提出	4月中旬
継続及び新規の生徒		締切
<input type="checkbox"/>	JLS Emergency Medical Authorization フォームを提出	年度初日登校日
<input type="checkbox"/>	JLS Minor Image Consent フォームを提出	年度初日登校日
<input type="checkbox"/>	Southern Alameda County Buddhist Church Associate Membership Application フォームを提出	年度初日登校日
<input type="checkbox"/>	レジストレーション費用の支払い	年度初日登校日
<input type="checkbox"/>	ボランティアへのサインアップ	オンライン (signupgenius)

レジストレーションに関する注意点: 継続の生徒は Notice of Intent to Continue Enrollment form を年度が終わる 2～3 か月前に受け取ります。Notice of Intent to Continue Enrollment form がフォームに記載されている期日までに提出されなかった場合、その生徒には翌年度のレジストレーションが優先されません。南アラメダ郡仏教会(SACBC)のメンバーは SACBC Associate Membership Application Form を提出する必要はありませんが、会員であることを確認するためレジストレーション時に学園スタッフに申し出てください。