



2021-2022

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

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Contact Information

Parent-Teacher Association Board		
President	Garret Murai	gmurai@me.com
Vice President of Instruction	Etsuko Tankikawa	vpsacbc@gmail.com
	Kazuyo Green	kazuyo.yoshida.green@gmail.com
Vice President of Operations	Open	
	Open	
Treasurer - Accounts Payable	Sachiyo Corners	sachiyocorners@gmail.com
Treasurer - Accounts Receivable	Naomi Saeki	
Secretary	Kathy Murai	katmurai@me.com
Teaching Staff		
Principal	Keiko Ohara	ohara.keiko@gmail.com
Japanese 1	Sophia Cao	naiaw2014@yahoo.com
Japanese 2	Open	
Japanese 3	Mrunal Bhonde	mrunal.bhonde@gmail.com
Japanese 4 Course Instructor	Aya Iwasuji	isjinsf@gmail.com
Bilingual 1 Course Instructor	Tomoko Komori	tomokomori.js@gmail.com
Bilingual 2	Yumi Audy	yumiaudy@gmail.com
Bilingual 3	Tomoe Asami	tomoeasami.jls@gmail.com
Bilingual 4	Manami Kaneko	manamikaneko@hotmail.com
Parent Volunteers		
School Photographer	Open	
Website Manager	Mark Hashimoto	
Internal Auditor	Yuki Murphy	
High School Credit Coordinator	Kathy Murai	katmurai@me.com

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。当日本語学園は特定宗教に属さない、幼稚園生から12年生までの日本語学校です。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のでぜひお役立てください。

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, Cub Scouts, and Venture Crew.

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購入するまでは、主にFremont、Newark、Union Cityの三都市の浄土真宗仏教を信仰している日系アメリカ人が、お互いの家や小学校、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, そして Venture Crewを含む仏教会支援の組織がいくつも設立されました。

初代校長の Yamada Yoshie さんは現在も仏教会のメンバーです。今日、当学園は特定宗教に属さない日本語クラスを、幼稚園生から高校生までを対象に提供しています。また、高校のクレジット支給を認定された数少ない日本語学校の1つです。

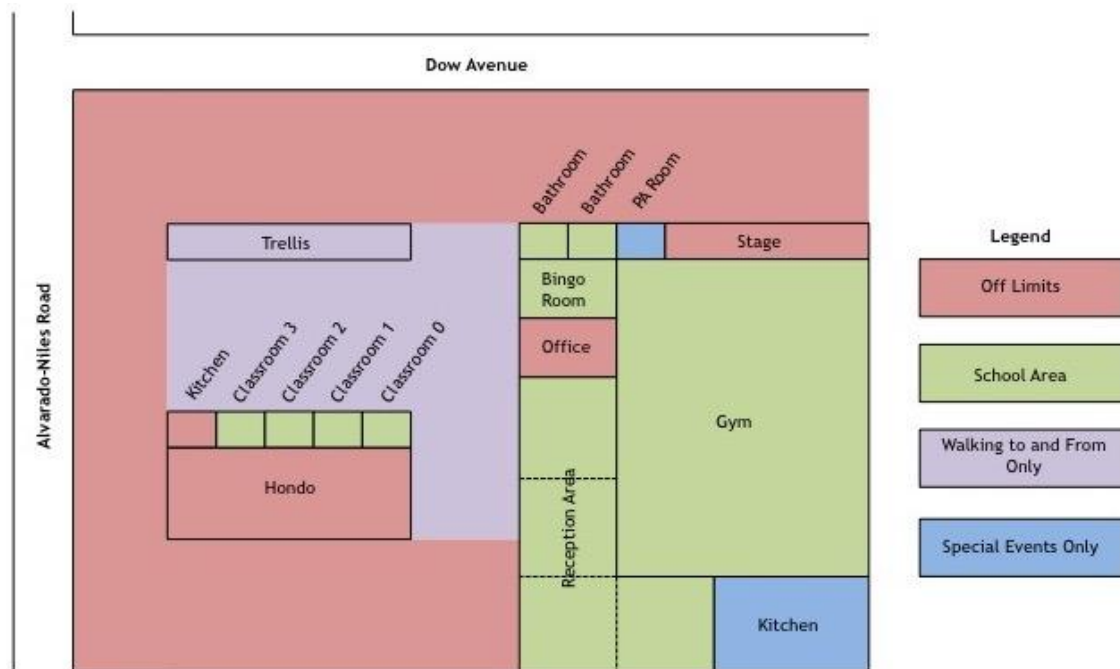
Location, School Year and Class Hours

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, tri-annually, or annually. Payments are due by the first school day of each month for monthly payments and by the first school day of September, December and March for tri-annual 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 or first tri-annual payment, which should be paid during registration, families paying monthly or tri-annually may deposit checks in the payment envelope with their last name located at the Yard Duty desk in the reception area. However, JLS encourages families paying monthly or tri-annually to sign up for automatic payment through their bank.

費用

保護者運営組織として、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る学費
2. 教会より学園にか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、もしくは年三回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、年三回払いは9月、12月、3月の第一土曜日が支払期日です。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:月払いおよび年三回払い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。また当学園は、月払いおよび年三回払いには、各自の銀行を通しての自動支払いのご利用を推奨しております。

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在籍、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ますが、バスケットボール・プログラムへ再度お支払いの必要はありません。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、当学園会計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 Parent Teacher Association (PTA). These activities include undokai and mochitsuki and assisting the church with bingo, 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 \$200 co-op deposit fee. During the course of the year they participate in various school events equal to \$200. 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 \$200 co-op deposit fee. During the course of the year they participate in a number of school events equal to \$240. 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 \$200 co-op deposit fee. During the course of the year they only participate in a few school events equal to \$120. At the end of the school year they would only be entitled to the return of \$120 of their co-op deposit fee and will be required to deposit \$200 plus an additional \$80 in order to 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、仏教会のビンゴ、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\$200の預入金を支払う。年間を通じて\$200に相当する様々な学園行事に参加協力した。年度末に\$200 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\$200の預入金を支払う。年間を通じて\$240に相当する様々な学園行事に参加協力した。年度末に\$200 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\$200の預入金を支払う。年間を通じて\$120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\$120 のみ返金される。次年度に当学園を継続する場合は\$200 の預入金と差額の\$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 PTA, 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:

 Helps JLS operate. Parents encouraged to participate.	 Helps JLS finances because JLS gets a portion of profit. Parents encouraged to participate.	 We are required to assist. Parents and students must participate (unless really good reason).
JLS Events	JLS Fundraising Events	SACBC Fundraising Events
Undokai (November)	JLS Bingo Night No. 1 (October)	Luau (April)
Mochitsuki (January)	JLS Bingo Night No. 2 (February)	Bazaar (July)
Graduation (June)	Fireworks Booth (July)	

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 at least **two** SACBC Fundraising Events (this can also be multiple shifts at one of the 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 PTA 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キープできるのは、当学園は保護者運営の非営利組合であり、仏教会支援の組織のため家賃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。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)	第1回JLSビンゴナイト(10月)	ルアウ(4月)
餅つき(1月)	第2回JLSビンゴナイト(2月)	バザー(7月)
卒業式(6月)	花火販売(7月)	

当学園では、皆様に全てのイベントに参加してほしいと考えています(どのイベントも楽しいです！)。仏教会への義務として、施設利用と引き換えに各ご家族少なくとも**2つ**のSACBC Fundraising Events (又は1つのイベントで複数のシフト)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、PTA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。

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

JLSでは現在ハイスクール外国語クレジットをフリーモント学区に属する高校に通学している学生のみを対象に提供しています。クレジット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 bingo, 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だと学園は考えます。学園が計画して実施する文化活動には、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ビンゴ、花火販売、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。

学園と学園が参加する仏教会の活動以外にも、仏教会はたくさんの他の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.	Royce Mori sacbcaa@gmail.com
Palo Alto Kendo Dojo	Runs yearly. For adults and kids. Practices are held Monday and Thursdays at 7:30 p.m.	Dr. Walter Hashimoto Telephone: (510) 656-1212
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, Cub Scouts Venturing	Runs yearly. Cub Scouts is for boys between 7 and 10. Boy Scouts if for boys between 10 and 18. And Venturing is for boys and girls between 14 at 20. Cub Scout and Boy Scout meetings are held on the first and third Tuesdays in the evening. Venturer meetings vary.	Cub Scouts – Don Urui duriu@flash.net Boy Scouts – John Arai johnmarai1428@gmail.com Venturing – Hideo Okada hideookada@me.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.	Noreen Osaki n.osaki@comcast.net

Major SACBC Religious and Cultural Events	
Sunday Service	Sundays at 10:00 a.m.
Bazaar	Second 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

生徒は遅刻しないよう登校し、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、教師、教師アシスタント、他の生徒、保護者、仏教会及び教師や他の生徒の持ち物に敬意を払うこと。

生徒は提出する宿題をすべて完了し、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充分準備して授業に臨むこと。

電子機器及び他の機器類は、健康もしくは安全上の理由で必要とされる場合を除き、授業中の使用を一切禁止する。これら機器類は、携帯電話、タブレットコンピューター、ラップトップ、ゲーム機、おもちゃ、その他授業中の注意力散漫の原因となる品目を含むが、これらに限定されない。違法薬物、銃、刃物、毒物、爆発物、および他のいかなる危険物の学校へ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。生徒は休み時間に飲食するスナック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、差別、国籍、家系、障害に基づく差別およびハラスメント、不適切な言語、わいせつな行動、虐待、暴力、窃盗、学校そして教師および他の生徒に帰属するものへの危害、不正行為および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, Parent Teacher Association 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 Parent Teacher Association 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 Parent Teacher Association 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 Parent Teacher Association may immediately suspended 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	If, following a suspension, a teacher, assistant teacher, Parent Teacher Association

	<p>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 Parent Teacher Association 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 Parent Teacher Association shall be held no later than three (3) school days from the Principal's proposal. The parents/guardians and the Principal or his/her designee and teacher, assistant teacher, Parent Teacher Association board member (who shall not be entitled to vote) or yard duty parent shall each be afforded an opportunity to speak. 4. The Parent Teacher Association shall immediately make a decision on whether to expel or not expel the student following the hearing. 5. A student who is expelled must leave the school immediately. 6. The school shall not enroll or re-enroll the student thereafter.
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生徒の懲戒処分

行動が行動規範にじない生徒、もしくは行動が自身、他者、所有物の破壊、ハラスメント、危険もしくは危険の脅威、危害もしくは危害の脅威の原因となる生徒は懲罰の対象となる。

当学園には四つのレベルの懲戒処分がある:(1)警告; (2)拘留; (3)停学; (4)退学 この四つのレベルの懲戒処分は段階ではなくレベルであり、生徒の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。

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、一般的にまずは口頭での警告が与えられる。生徒が懲戒処分の対象となる行動にさらに従事し続けた場合、その生徒は教師、教師のアシスタント、PTA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、校長アシスタントもしくは 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、その生徒の引き続きの拘留を決定した場合、校長もしくは校長の指名人は、その生徒に必要なクラスワークを完了させ、どの行動が拘留の原因になったのか、今後のよりよい選択にはどんなものがあるかを含む、なぜ拘留されているのかを考察するエッセイを記述させる。エッセイを書く年齢に達していない生徒には、校長もしくは校長の指名人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、なぜその生徒が拘留されているのかについて話し合う。拘留から 48 時間以内に、その生徒の保護者には、電話、email、もしくは直接、拘留の理由、その生徒の供述、他の生徒もしくは大人の目撃供述が含まれた” Notice of Detention” が通知される。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	<p>一年度であろうと数年度に渡ってであろうと、生徒が三度以上拘留の対象となった場合、校長は、PTA に、その生徒の三登校日を超えない期間の停学処分を提案できる。停学の手順は以下の通り:</p> <ol style="list-style-type: none"> 1. 生徒とその生徒の保護者に、提案された停学処分が通知される; 2. 保護者はその生徒の停学処分撤回を要求することかができる; 3. 保護者により停学処分撤回が要求された場合、校長もしくは校長の指名人と教師が出席し、発言する機会をもつ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、PTAは学校権威者に、停学処分の施行を決定する前に、忠実な事実の究明を要求できる; 5. 生徒が人物もしくは物的所有物に危険をもたらし、学習環境を妨害する継続的な脅威であった場合、PTA は、その生徒の保護者に停学の撤回要求の機会を提供することなく、その生徒を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らなければならない; 7. 生徒、保護者、教師、校長間の話し合いは、生徒の復学が許される前に行わなければならない。
Expulsion 退学	<p>停学処分後、教師、教師アシスタント、PTA 役員、もしくはヤード当番の保護者が懲戒処分のために生徒を校長もしくは校長の指名人に差し向けた場合、校長もしくは校長の指名人は PTAにその生徒の退学を提案できる。退学の手順は以下の通り:</p> <ol style="list-style-type: none"> 1. 生徒は退学についての決定がなされるまで停学とする; 2. 生徒とその保護者は退学案を通知される; 3. 校長の提案から三登校日以内に、PTA 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、PTA 役員(投票権を持たない)、ヤード当番の保護者はそれぞれ発言する機会を与えられる; 4. 聴聞会后、PTAは直ちにその生徒を退学にするか否か決定する; 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の取得目的で日本語クラスを受ける高校生はそのクレジットを取得する為に最低限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を取得する為に必要最低限の時間数を完了できなくなる恐れがあるのでくれぐれもご注意下さい。

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 Enroll Online	Mid April
Continuing and New Students		Deadline
<input type="checkbox"/>	Submit JLS <u>Emergency Medical Authorization Form</u>	First Day of School
<input type="checkbox"/>	Submit JLS <u>Minor Image Consent Form</u>	First Day of School
<input type="checkbox"/>	Submit <u>Southern Alameda County Buddhist Church Associate Membership Application</u> Form	First Day of School

<input type="checkbox"/>	Submit registration fee	First Day of School
<input type="checkbox"/>	Sign-up for volunteer activities	Online

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 indicated in the form 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” を提出	4月中旬
継続及び新規の生徒		締切
<input type="checkbox"/>	JLS <u>Emergency Medical Authorization フォーム</u> を提出	年度初日登校日
<input type="checkbox"/>	JLS <u>Minor Image Consent フォーム</u> を提出	年度初日登校日
<input type="checkbox"/>	<u>Southern Alameda County Buddhist Church Associate Membership Application フォーム</u> 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

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。