



STEVESTON JAPANESE LANGUAGE SCHOOL SOCIETY

スティーブストン日本語学校

Adult course information 2020-2021 – policies

Thank you for registering at the Steveston Japanese Language School.
Please read the following IMPORTANT information on our general policies.

1. Privacy Act

The personal information in the registration form will assist the school authority in making an informed decision as to your suitability, appropriate placement and safety in the school. Steveston Japanese Language School does not share personal information with any other organizations, contractors and services for purposes other than those stated above. In addition, teachers, staff and the Board are required to respect and protect the confidentiality of all student information.

2. Parking

Please refrain from parking at and driving into the parking lot in front of the school building. It is a parking lot reserved for the senior. Please use the general parking lot for the community centre facing Moncton Street.

3. Code of Conduct

The school has a Code of Conduct (see next page), by which all students, teachers and parents must abide. If a student does not follow the Code of Conduct, they may be suspended or expelled from the school.

4. Refund Procedure

If a student wishes to withdraw from a term, a withdrawal form must be given to the school prior to the beginning of the third lesson in the term to receive a pro-rated tuition refund. No refunds will be issued if the withdrawal form is given after the beginning of the third lesson in the term.

A \$30.00 administrative fee is charged for each withdrawal form submitted. Withdrawal forms are available at the school office.

5. NSF Cheques

The amount of NSF cheques, bank fee on NSF cheques and any outstanding tuition must be paid immediately by cash upon notification from the school. Until such outstanding amount is paid in full by cash, attendance to school may be suspended, or may result in termination.

6. Photographs

Steveston Japanese Language School on occasion will use photos and work samples of students in the media, on our website and promotional materials. In principle, the school will not use names of our students on such venues. If names are to be shown, the school will obtain approval from you in advance.

7. Membership

Individuals enrolled in adult classes are granted automatic membership. Members have a say in the running of the school through their vote at the Annual General Meeting or through an extraordinary general meeting if convened. Where membership is registered in the name of two or more persons, only one of the members may vote.

8. School Closures

Unplanned closures of the school may occur on days when weather, facility or other conditions make attendance hazardous for staff and students. In these circumstances, parents will be notified of the closure as soon as possible by email. Please note there will be no refund or makeup classes.

Code of Conduct

The Steveston Japanese Language School (SJLS) is obligated to provide a safe, positive and productive learning environment for all of our students, staff and members of our school community.

To this end, the code of conduct applies to everyone in our school and at school functions.

As we learn and work together, we will

- Be respectful of teachers, students and other members of our school community.
- Behave in a safe, considerate and courteous manner.
- Not threaten, harass, intimidate or assault, in any way, any person within our school community, through physical violence, offensive language, verbal abuse, print or electronic media.
- Not be in possession of weapons, dangerous articles, alcohol or illegal drugs while in school or work.
- Show respect and pride in the Steveston Japanese Canadian Cultural Centre building and school equipment through care and appropriate use of school property.
- Respect the non-smoking environment of our school.

Any violation of the code of conduct will warrant intervention and/or disciplinary action.

Expectation of Students:

As described in the Code of Conduct, students are expected to behave in a respectful and non-disruptive behavior towards teachers, other students, parents and guests of our school community. Name calling, swearing, hitting, pushing, and offensive facial expressions are not tolerated.

If such behavior occurs, the student will be asked to withdraw.