



STEVESTON JAPANESE LANGUAGE SCHOOL SOCIETY

スティーブストン日本語学校

E-mail: ngakko@telus.net Website: <https://sjls.ca/>

Dear Parents and Guardians:

Thank you for registering your children at the Steveston Japanese Language School. Please read the following IMPORTANT information on our general policies and the Code of Conduct following them before registration.

1. Volunteering

The Steveston Japanese Language School is a non-profit charitable society run by parents, guardians, and members who volunteer to be on the Board of Directors. To keep the tuition fees reasonable, to operate the school soundly and build community, volunteering is essential. **We ask that every family commit to volunteering at least once per year and more is always appreciated.** The school is an active part of the Steveston community, and as such we participate in many of the local events, including the July 1st Salmon Festival, Doors Open and the Cherry Blossom Festival. We need members to volunteer for these and other events to show our dedication to the community, which, in turn, will be beneficial for our school and our students.

2. Code of Conduct

The school has a Code of Conduct, 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.

Please read the Code of Conduct (3rd and 4th pages) carefully.

3. Parking

Please refrain from parking at and driving into the parking lot in front of the school building to drop off or pick up your child(ren). It is a parking lot reserved for the seniors; moreover, it is very dangerous to have traffic in such a small space with many children around. Please use the general parking lot for the community centre facing Moncton Street.

4. Drop-off and Pick-up

Parents and guardians are responsible for dropping off and picking up children at the school building. Also we ask parents and guardians to supervise and be responsible for children who may play outside the school building before and after the classes.

5. Leaving the School Building During Class

Children are not allowed to leave the school building during recess unless special permission is granted by the teachers. Please contact your child's teacher if your child(ren) need(s) to do so.

6. Preschool Children

Children who are entering the preschool classes have to turn 3 years old by December 31, 2020. Please let the teacher know if they are not toilet-trained.

7. 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.

8. NSF Cheques

The amount of NSF cheque, bank fee on the NSF cheque 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.

9. Privacy Act

The personal information in the registration form will assist the school authority in making an informed decision as to your child(ren)'s suitability, appropriate placement and safety in the school. It will also allow the school to respond immediately to an emergency. 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.

10. 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 the website and promotional materials. If names are to be shown, the school will obtain approval from parents/guardians in advance.

11. Membership

Parents and guardians of children enrolled in the school are granted automatic membership in the Steveston Japanese Language School Society, but only one membership shall be granted per family. 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.

12. 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.

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

1. Be respectful of teachers, students and other members of our school community.
2. Behave in a safe, considerate and courteous manner.
3. 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.
4. Not be in possession of weapons, dangerous articles, alcohol or illegal drugs while in school or work.
5. Show respect and pride in the Steveston Japanese Canadian Cultural Centre building and school equipment through care and appropriate use of school property.
6. 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.

Interventions/disciplinary actions may vary depending on relevant factors. Consequences for the behaviours of individual students which make it difficult or impossible for teachers to provide a safe and/or productive learning environment, may include the following steps:

1. The student's parents/guardians will be provided with a first written notice of violation of the Code of Conduct.
2. If the issues are not resolved following the first notice, parents/guardians will receive a second written notification and a meeting with teachers and the principal will be held to create a plan to improve the student's behaviour involving the active participation of the student's parents/guardians.

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3. All reasonable efforts will be made by the school to work together with the parents/guardians to resolve the issues, however if the child's behaviour does not improve after these steps, the school will ask the student(s) in question to withdraw from the program. As such, SJLS reserves the right to withdraw students who repeatedly violate the school's Code of Conduct.

Expectation of Parents

Support and encourage your child to follow the school's Code of Conduct.

Recognize that you are partners in your child's education and actively participate in your child's learning of the Japanese language and culture.

Provide opportunities for an open and ongoing dialogue with the teacher to discuss your child's progress and conduct.