



## General Information & Forms

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## JAPANESE LANGUAGE SCHOOL

Buddhist Church of Sacramento  
2401 Riverside Boulevard  
Sacramento, CA 95818

<http://www.japaneselanguageschool.us/>

### 2010 –2011 SCHOOL YEAR

Thank you for choosing Sakura Gakuen Japanese Language School for your child. The Sakura Gakuen Board, the dedicated teachers and the Parent Teacher Committee (PTC) work together to provide your child with many cultural enrichment programs throughout the school year. The more we put into this endeavor the more our children and we receive. Therefore, we encourage families to sign up for as many events, recess monitor days or snack days as they can. Each family is required to fulfill their parent participation obligations. The more participation we have, the better our programs are for the students.

**REGISTRATION and the first day of school are on Saturday, September 11, 2010.**

#### **Important Dates and Times**

Saturday, August 28, 2010 10:00am to noon Classroom 1	Pre-Registration and Parent Participation sign ups. Please bring the signature page of the school rules signed by both parents and student, as well as the photo-release form.
Saturday, September 11, 2010 8:30am to 9:00am	Registration, Parent Participation signups, signed school rules from both parents and student, photo-release form, tuition, fees and deposits need to be turned in.
9:00am to 12:30pm	First day of school. Students will meet their teachers and will follow them to their classrooms for their first Japanese lesson.
9:30am	Mandatory PTC meeting. . ALL parents MUST attend. Introduction to PTC officers, overview of events and activities for the school year.
12:30 pm	End of the first day of school

Please complete the **registration form, signature page of the school rules, and photo release form**. Don't forget to bring your personal or family calendars to the parent meeting.

Questions? Comments? Please contact Miki Wheeler, PTC President at (530) 753-4136 or email her at [cmwheeler@yahoo.com](mailto:cmwheeler@yahoo.com). We look forward to seeing you at registration.



## JAPANESE LANGUAGE SCHOOL

2010/2011 SCHOOL YEAR

### TUITION, FEES AND DEPOSITS

**Semester Tuition:**           **\$200.00 for the first student**  
**\$150.00 for each additional student (25% sibling discount)**

**Semester Dues for the (PTC):**           **\$25.00 for each student enrolled**  
These dues help fund the school's annual cultural events, activities, and gifts for the students and teachers. Registered members of the Buddhist Church of Sacramento are exempt.

**New Student Fee:**           **\$10.00**  
This is a one-time fee upon registration to Sakura Gakuen. This fee is per student.

**Parent Participation Deposit** **\$50.00 (per family, per semester)**  
The success of our school depends on parent participation and your child directly benefits from all the time contributed. This deposit is per family, per semester to encourage parent participation. See [Parent Participation Program](#) for program details about deposit refunds and rolling over deposits to the following school year.

**Late Tuition Fee Charge:**           **\$10.00**  
Tuition not paid by the first day of school will be charged a late fee per student.

**Returned Check Fee Charge:**           **\$20.00**  
All checks returned to Sakura Gakuen Japanese Language School will be charged an additional fee.

**Text Books:**  
Once an accurate number of enrolled students is determined, text books will be ordered. Each family will subsequently be informed of the price. Text books will be distributed in the classroom.



**JAPANESE LANGUAGE SCHOOL  
PARENT PARTICIPATION PROGRAM  
2010/2011 school year**

**DEPOSIT**

\$50.00 for each semester, \$100.00 for the school year.

**FAMILY REQUIREMENTS PER SEMESTER**

- 2 Recess monitor/snack duty days
- 2 Cultural Day Event/Activity
- 1 Shift at the Buddhist Church of Sacramento August Bazaar, per school year.

**PTC OFFICERS/BOARD MEMBERS**

All PTC officers and school board member who have attending students are required to sign up for either an event or a recess monitor/snack day each semester and also sign up for a shift at the bazaar.

**DEPOSIT REFUNDS**

Since the Bazaar requirement is not fulfilled until after the end of the first semester, the first semester deposit can not be refunded or carried forward for the spring semester. There for requiring the spring semester \$50.00 deposit. Upon completion of the required duties for the 2008/2009 school year, families may have the option to roll there deposit (s) to the next school year. If your child has/is graduating or not continuing the nest semester/school year, you have the option of donating the deposit (s) to the PTC or request a refund after completing your shift (s) at the Buddhist Church of Sacramento August Bazaar. Any requests for refunds must be submitted to the PTC in writing by September 10th of that year. All refunds will be mailed out by the end of September. The preceding year's deposit account will be closed on the first of October and all funds remaining will be transferred to the General fund for the current school year.

**RESCHEDULING OF WORK DAYS/EVENTS**

If there is a conflict with the date you scheduled, you may either (1) ask another family member to take your place and have them sign in for you (2) contact another person at Sakura Gakuen to switch off with you or (3) contact the Parent Participation Coordinator (PPC), and let him/her know your situation. In any event, please inform the PPC of the work day and the person replacing you for the day. If the PPC is unavailable inform the committee chairperson, if the event has one or the PTC president. We want to ensure each family has the opportunity to fulfill their parent participation requirements. In special circumstances, you or someone from your family may be able to work for an additional shift at the Buddhist Church of Sacramento August Bazaar to cover any missed requirements.



## **JAPANESE LANGUAGE SCHOOL**

### **GENERAL INFORMATION**

#### **CLASS SCHEDULE**

1 <sup>st</sup> PERIOD	9:00 AM TO 9:45 AM
2 <sup>nd</sup> PERIOD	9:55 AM TO 10:40 AM
3 <sup>rd</sup> PERIOD	10:50 AM TO 11:35 AM
4 <sup>th</sup> PERIOD	11:45 AM TO 12:30 PM

#### **RECESS MONITORS/SNACK DUTY**

Monitors are needed to supervise the following areas during recess: courtyard, classrooms, halls, Kaikan (gym), parking lot. One or two people are needed to help with selling snacks during recess. Recess hours are:

9:45 am to 9:55 am  
10:40 am to 10:50 am  
11:35 am to 11:45 am

#### **EVENTS/CULTURAL DAYS**

Events are scheduled during regular school hours of 9:00 am to 12:30 pm, unless otherwise specified. Most events require parents to start preparation at 8:30 am. All parents are asked to stay and help clean up after events.

#### **PTC MEETINGS**

The main purpose of the Sakura Gakuen PTC is to promote a sense of belonging among students, parents, and teachers through cultural activities planned during the year. It also serves as a communication link between home and school. Our meetings are scheduled from 11:30am to 12:30pm on the first Saturday of each month.

#### **SAKURA GAKUEN JAPANESE LANGUAGE SCHOOL BOARD MEETINGS**

The Educational Committee and PTC President meets with the Sakura Gakuen School Board members on the last Monday of each month at 7:30 pm. Attendance for board members is mandatory.

## 2010-2011 Sakura Gakuen School Calendar

Aug.	28	Pre-registration (rooms 1-4)
Sept.	11	Registration (rooms 1-4) 1 <sup>st</sup> semester starts PTC meeting @ 9:30am
	25	Teacher's meeting / Teacher's Observation
Oct.	2	PTC meeting @11:30am
	16	Teacher's meeting / Teacher's Observation
	30	Culture Day – Undokai (Kaikan)
Nov.	6	PTC meeting @11:30am
	20	Teacher's meeting / Teacher's Observation
	27	no school – Thanksgiving
Dec.	4	PTC meeting @11:30am
	11	End of semester test
	18	Open House / Luncheon (Kaikan) Teacher's meeting
	25	no school – winter break
2011		
Jan.	1	no school – winter break
	8	Culture Day (3 & 4 <sup>th</sup> periods) program unknown (rooms 1-4) PTC meeting @11:30am
	15	Teacher's meeting / Teacher's Observation
	29	End of 1 <sup>st</sup> semester – report card 2 <sup>nd</sup> semester Registration (rooms 1-4)
Feb.	5	2 <sup>nd</sup> semester starts PTC meeting @11:30am
	19	Teacher's meeting / Teacher's Observation
Mar.	5	Speech Contest (1 & 2 <sup>nd</sup> periods) (Kaikan) Culture Day (3 & 4 <sup>th</sup> periods) program unknown (rooms 1-4)
	12	PTC meeting @11:30am
	19	Teacher's meeting / Teacher's Observation
Apr.	2	PTC meeting @11:30am
	16	Field Trip – San Francisco Cherry Blossom Festival
	23	no school – Easter
	30	Teacher's meeting / Teacher's Observation
May	7	PTC meeting @11:30am
	14	End of year test
	21	Teacher's meeting / Teacher's Observation
Jun.	4	Teacher's meeting PTC meeting @11:30am
	11	Graduation/Promotion Ceremony (Hondo/Kaikan)



Please fill out the [SCHOOL RULES VERIFICATION SHEET](#)

1. Restricted areas for all students
  - a. Main chapel and little chapel
  - b. Japanese garden and Nokotsudo (columbarium)
  - c. Church office area
2. Recess Time/Class Time Rules:
  - a. Doors leading to the alley are not to be used other than in an emergency.
  - b. For safety purposes, all school students are restricted to the church premises during school hours. Students are not allowed to leave the school building or grounds.
  - c. No defacing of church properties such as walls, doors, windows, desks, chairs, etc.
  - d. Maintain cleanliness of drinking fountain, rest rooms, hallways, etc.
  - e. No misuse or damaging of church equipment (fire extinguishers, pay phone, etc.)
  - f. The pay phone is not to be used without teacher permission.
  - g. No student will go into the church hall (kaikan) without teacher permission.
  - h. Eating and drinking are not allowed during class hours. A snack may be eaten in the classroom during recess.
  - i. Every student is expected to go straight to class when the bell rings or when the recess monitor says to return to class.
  - j. No electronic devices will be allowed in the classrooms, i.e. Walkman radios/CD players, video games, etc. These devices will be confiscated and returned to parents, either upon request or at the end of the year.
  - k. There are to be no outdoor recess toys in the classrooms or hallways, without the teacher's permission.
  - l. The teacher will hold toys, books, and magazines brought from home until recess time if the student has it out during class time. Please mark all belongings from home with student's name.
  - m. **No drugs/smoking** on property of the Buddhist Church of Sacramento/ Sakura Gakuen.

3. Parent Recess Supervision:

All parents are expected to guide students to prevent unsafe behavior during recess. Please report all damages and injuries to the teachers, who will report them to the Church Office. A first aid kit is available in the teacher's office for minor injuries.

4. Disciplinary procedures for violations of school rules or disturbances in the classroom by student(s):

- a. A written warning will be sent to the parent of any student who disrupts the class work with horseplay, unnecessary conversations with others, etc as the first documents notification of misbehavior.
- b. If the above measure does not result in an improvement in the student's behavior, the school will request his/her parent to attend classes with their child. If the parent is unable or unwilling to attend and the student's negative behavior continues, the same procedure will be followed; a letter of final warning will be mailed.

**SAKURA  GAKUEN**  
**REGISTRATION FORM**

**Date** \_\_\_\_\_ **Class Level** \_\_\_\_\_

**PLEASE PRINT**

Student's Last Name	First	Middle	DOB
Mother/Guardian's Last Name	First		
Home Telephone	Work/Cellular Telephone	Email Address	
Father/Guardian's Last Name	First		
Home Telephone	Work/Cellular Telephone	Email Address	
Address	City	State	Zip
School Name	School Address	Grade	
In Case of emergency, contact Name	Relationship	Telephone	
Physician in case of emergency Name	Address	Telephone	

Month and year first registered with Sakura Gakuen \_\_\_\_\_

Member of Sacramento Betsuin? \_\_\_\_\_ Yes \_\_\_\_\_ No

I, parent/guardian will notify the classroom teacher immediately when a student drops from Sakura Gakuen. I understand that tuition will continue until official notice is given.

I, parent/guardian, hereby HOLD HARMLESS Sakura Gakuen of the Buddhist Church of Sacramento from all claims for damages which may arise as a result of participation in the Sakura Gakuen's language and activity program.

Furthermore, I hereby agree that Sakura Gakuen, its staff and Education Committee may act in emergency as best fits the situation if effort to contact myself or other emergency person fail.

I have read the above application and agreement and fully understand that I assume all risks for any injuries received.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**



Japanese Language School  
Photo Release Form, 2010-2011

Dear Sakura Gakuen Parent or Caregiver,

We will be taking photographs of teachers, students, parents, and friends who attend our various cultural events, field trips, and end-of-term ceremonies held during the course of the academic year. The Sakura Gakuen PTC would like your permission to use images taken of your child for future publications and promotional material. The following is a list of media for which we may wish to use these images:

Our official website (japaneselanguageschool.us)  
Information flyers  
Guidance booklets  
CD ROM / Electronic-based documents  
In-house videos

We would like to have your permission to use your child's image for these purposes and in these formats. Therefore, it would help us greatly if you would check off (✓) the following items for which you **give consent** to the use of photographs of your child:

Paper-based documents / publications   
Internet media   
CD ROM / electronic documents   
Video   
Policy Documents   
News media (i.e., newspaper items)

The pictures will remain in our regular database unless (or until) you withdraw your consent.

**DECLARATION**

I grant permission for photographs of my child to be used in the formats indicated on the previous page.

Name of Child \_\_\_\_\_

Your Name \_\_\_\_\_

Signature \_\_\_\_\_

Child's Signature (if over 12 years) \_\_\_\_\_

Date \_\_\_\_\_

Should you wish to view the photographs / images of your child, copies will be made available at the school for you to look at.

**SAKURA  GAKUEN**  
**SCHOOL RULES VERIFICATION SHEET**

Sakura Gakuen Parent:

Please read the accompanying "Sakura Gakuen School Rules" with your children. After reading and understanding the rules, please sign the space provided. Your children's signatures are also required. One form per family is required to be on file. Please turn this form in at the time of registration.

I acknowledge that we have read and understand the Sakura Gakuen Rules:

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**Parent or Guardian Signature**

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**Date**

---

**Student Signature**

---

**Student Signature**

---

**Student Signature**

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**Student Signature**



## ATTENDANCE RULES FOR CREDIT STUDENTS

The following rules apply to high school students who wish to obtain credit for foreign language study. Both students and parents must read these rules carefully. Please sign and return the lower portion to your teacher at Sakura Gakuen at the time of registration.

### RULES

1. The first semester after admission into this school cannot be applied toward high school credit.
2. Students will earn high school credit with letter grades of “B” or higher after they complete the first semester.
3. Students that miss a total of **9 hours** in one semester will not earn credit for that semester.

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We have read the Sakura Gakuen Attendance Rules for Credit Students and fully understand its contents.

Student's Full Name: \_\_\_\_\_

Student's Address: \_\_\_\_\_

Parent's or Guardian's Name: \_\_\_\_\_

Student's Birth Date: \_\_\_\_\_

Date Entered Sakura Gakuen: \_\_\_\_\_ Grade (@ Sakura Gakuen): \_\_\_\_\_

Name of High School: \_\_\_\_\_

High School Address: \_\_\_\_\_

Grade in High School Grade: \_\_\_\_\_ Counselor's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_