



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.