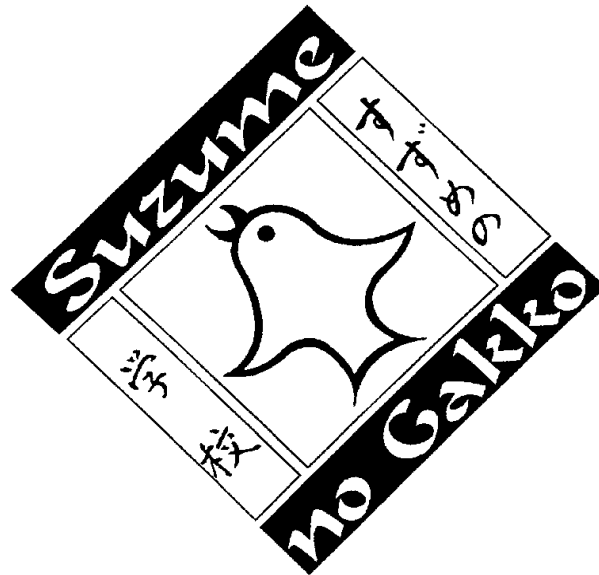


Suzume no Gakko

Family Orientation Handbook



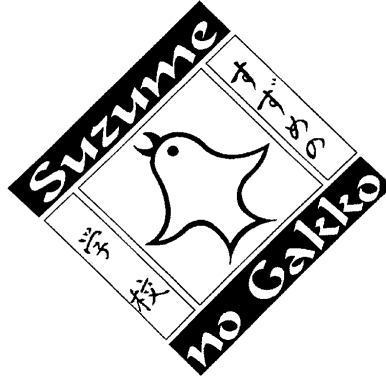
Located at Wesley United Methodist Church
566 North 5th Street
San Jose, CA 95112

www.suzumenogakko.org

SUZUME NO GAKKO FAMILY ORIENTATION HANDBOOK

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MISSION STATEMENT

Suzume no Gakko is a parent participation school dedicated to:

- Encouraging an awareness of Japanese American culture and heritage, and
- Promoting a positive self-image and identity within the Japanese American community.

INTRODUCTION TO SUZUME NO GAKKO

Welcome to Suzume no Gakko!

Incorporated in 1979, Suzume no Gakko is a parent participation summer school which relies heavily on the support of our parents for every aspect of our daily program.

With your assistance, your child will have a memorable summer experience, discovering and celebrating the rich cultural heritage of our Japanese American community.

As your representatives, please do not hesitate to communicate with us about ways in which we may better serve your children's needs.

We look forward to an exciting year with you and your children!

Sincerely,

The Suzume no Gakko Board of Directors

THE HISTORY OF SUZUME NO GAKKO

During the spring of 1976, a young Sansei mother had returned from an Air Force tour in Japan and wondered how her renewed appreciation for her Japanese ancestry could be passed on to her young children. As a third-generation American, Karen Akahoshi had never thought much about her cultural heritage. But personally discovering her “roots” in Japan had awakened in her a proud fascination for being part of a “centuries-old” culture.

While waiting in the checkout line at the neighborhood library, a mother struck up a conversation with Karen. The Saito family recently had moved to California from India. Ann Saito had two daughters about the same age as Karen’s sons. Upon discovering that they lived near each other, the two families soon were exchanging babysitting favors.

One day Ann saw a newspaper article about San Jose’s Bicentennial Celebration that would be held in the summer of 1976. At one of the planning meetings for this celebration, the idea of hosting a Japanese American street fair was discussed. The chairman for the celebration then turned to Ann and the woman sitting next to her and asked if the two women would co-chair the street fair. This is how Ann met Karlene Koketsu, a mother of six and a Japanese Community Youth Service (CYS) representative who had an ardent interest in arts and crafts.

A newspaper article later appeared about Jan Ken Po, a Japanese American summer cultural program in Sacramento. This article prompted a discussion amongst the three newly acquainted women over bowls of noodles about the idea of starting a similar school in San Jose. Looking through a book of Japanese children’s songs, the women discovered the song, “Suzume no Gakko.” They all liked it, and were especially pleased that the song was about a school! Karen volunteered her sister, Reiko Murakami, to come up with a school logo for the “School of Sparrows.”

A bicentennial youth fair was held in a few weeks. This seemed like an ideal place to gauge possible interest in a Japanese American heritage school. At a display booth at the youth fair, dozens of people expressed their support for a school of this nature. Summer was just around the corner so the women worked feverishly developing a basic curriculum for the school. They called upon their friends and relatives to collect materials and to help them teach classes. Three weeks later, Suzume no Gakko (SNG) opened its doors for the first time.

That first summer SNG ran for two weeks, five days a week, out of the San Jose Buddhist Church. There were four combination classes from kindergarten through the sixth grade, with a total of fifty-nine students enrolled. Karen Akahoshi served as SNG’s first President and Director.

Today SNG meets five days a week for three weeks. The session is held at the Wesley United Methodist Church. Classes are held for first through sixth grade students, with an attendance of roughly one hundred and twenty students annually.

POLICIES

MEMBERSHIP

- The child must be entering the first through sixth grade the fall following the Suzume no Gakko summer session.
- Upon full payment of the application fee and tuition, parents become members of the Corporation and have one vote per family.
- Members shall be subject to assessment for a pro rata share of the operating expenses of Suzume no Gakko that may not be met by the fees or scheduled fundraisers.

Notice of Nondiscriminatory Policy

Suzume no Gakko admits students of any race, color, religion or belief, ancestry, national origin, citizenship, age, gender, sexual orientation, medical condition, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion or belief, ancestry, national origin, citizenship, age, gender, sexual orientation, medical condition, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

Notice of Anti-Harassment Policy

Suzume no Gakko is committed to providing teaching, learning, and volunteering environments in which all students and volunteers, both minor and adult, involved in school programs and activities can participate in an atmosphere free from all forms of harassment and discrimination. Harassment or discrimination on the basis of race, color, religion or belief, ancestry, national origin, citizenship, age, gender, sexual orientation, medical condition, or disability is prohibited.

Definition of “Good Standing”

A member in “good standing” with Suzume no Gakko shall pay the required dues, fees, and/or assessments within fourteen days after they become due, as well as fulfill all Parent Participation duties.

FEES

- The registration fee, which includes an application and tuition fee, is payable as follows:
 - Pre-enrolled students: payment due in December or January
 - Registration Lottery: payment due in January or February
 - Balance of tuition: payment due at the Mandatory Orientation Meeting in May
- The application fee is non-refundable unless the child is not accepted for enrollment or the class is cancelled.

- Refund requests for tuition will be honored at the discretion of the Suzume no Gakko Board of Directors.

PRE-ENROLLMENT AND CLASS SIZE

- Children of Suzume no Gakko Board of Directors are pre-enrolled for the term(s) of the Director, as well as for the following year after the Director's term(s) has expired.
- Children of Suzume no Gakko Officers are pre-enrolled for the session the Officer serves.
- Children of Suzume no Gakko Staff Members are pre-enrolled for the session the Staff Member serves.
- Suzume no Gakko students who have completed four years at SNG, not necessarily in consecutive order, may be pre-enrolled for their fifth and/or sixth grade session(s).
- Pre-enrollment privileges are only for members' children and may not be applied to other relatives.
- Due to fire and safety regulations, class sizes shall not exceed fire code limits.
- All pre-enrollment privileges are subject to a family's compliance with the policies and procedures established by Suzume no Gakko (i.e., the family must be in good standing).

REGISTRATION

First Lottery

- All children registered in the previous session, their siblings, and siblings of former Suzume no Gakko students entering 1st grade will be given the opportunity to participate in the First Lottery.
- Families must be in good standing to participate in this registration process.
- Registration forms for the First Lottery will be accepted only during the designated time and place. Forms not received by the designated time and place automatically will be entered into the Second Lottery.
- All vacant spots will be filled, with each child's name filled in at the next available open slot. Please note that registering in this manner DOES NOT guarantee that every child in the family will be enrolled.
- Classes will be filled by this method until there are five (5) remaining vacancies in each grade unless filled by pre-enrolled students. In this manner, new families will have the opportunity to enter their children in the Second Lottery.
- Notification of the results from the First Lottery will be sent. Children who were not enrolled in the First Lottery will automatically be entered in the Second Lottery.

Second Lottery

- New and returning children whose names were not drawn during the First Lottery will be given the opportunity to participate in the Second Lottery.
- Families must be in good standing to participate in this registration process.
- Registration forms for the Second Lottery will be accepted only during the designated time and place. There should be at least five (5) vacancies per class, which will be filled by this lottery unless the class is filled by pre-enrolled students. Classes are limited to 16 students (with some exceptions).
- Notification of the results from the Second Lottery will be sent.
- A waiting list will be created of those children not drawn in the Second Lottery.
- When notified of an opening, the applicant from the waiting list must make a decision about whether to take the opening within 48 hours.
- For those children whose names were drawn for enrollment during the First and Second Lotteries, Parent Participation Forms must be downloaded and returned to the Parent Participation Coordinator by the date designated on their notification letter. Parents or legal guardians are required to sign up for their Classroom Work Days (one per child) and Float Days (one per family) during the Mandatory Parent Meeting.
- Should there be an opening in the grade level immediately above the level to which an applicant is applying, the Board may offer this opening to a family in good standing on the waiting list. Should there be an opening in the grade level immediately below the level to which an applicant is applying, the Board may offer this opening to a family in good standing on the waiting list as well, as long as the applicant has not attended that class before. When notified of an opening, the applicant must make a decision about whether to take the opening within 48 hours, with the following understandings:
 - the applicant may not repeat this grade nor return to the grade missed, and
 - the applicant must sign an agreement acknowledging their acceptance of the above terms.

Extended Class Policy

The first two classes whose waiting list reaches eight (8) students may qualify for the extended class for that particular grade level.

Payment

Checks will be cashed after the child's name is placed on the class roster.

PARENT PARTICIPATION RESPONSIBILITIES

The parent or legal guardian must fulfill the Parent Participation Responsibilities for **each child** enrolled in Suzume no Gakko. These responsibilities may **NOT** be delegated to other individuals without prior approval from the Suzume no Gakko Board of Directors.

Primary Committees

Each family shall serve on **one** of the following Primary Committees:

1. Open House Committee (Vice President, Chair): Responsible for planning the SNG Open House
 - Set up and clean up displays and chairs
 - Organize and serve refreshments during Open House, as well as during the last day of school
 - Must be available on site during the last week of the school session
2. Purchasing Committee (Purchasing Coordinator, Chair): Responsible for purchasing and maintaining all SNG supplies.
 - Take inventory of supplies in storage
 - Purchase new supplies as needed
 - Transport supplies to and from storage
3. Historical Committee (Historian/Publicity Coordinator, Chair): Responsible for publishing the weekly SNG Newsletter and SNG Yearbook
 - Type and distribute weekly Newsletter
 - Take photographs and create layouts (using software) for the Yearbook
 - Create and manage the end-of-session slideshow to be featured at Open House
4. Social Committee (Social/Fund Raising Coordinator, Chair): Responsible for social functions and all moneymaking activities for SNG
 - Fulfills both Primary and Secondary Committee responsibilities
 - Plan, organize, set up, run, and clean up Nikkei Matsuri Children's Activities
 - Plan, organize, set up, run, and clean up food and games for the Suzume no Gakko Family Picnic
5. Instructional Materials Committee (Instructional Materials Coordinator, Chair): Responsible for organizing and delegating projects/materials that need to be prepared for class. On site as needed during the session to handle any issues with project materials that may arise.
 - Grade Level Parents (part of IMC Committee): Coordinate the distribution of projects to the IMC Committee Members for their assigned grade level, purchase teacher gifts (oreis), and may also need to complete a (small) IMC project
 - Committee Members (IMC): Complete arts and crafts, sewing, and carpentry projects as assigned and purchase supplies as needed
6. Parent Participation Committee (Parent Participation Coordinator, Chair): On site during session to handle daily manpower. Prepares SNG manpower assignments for all committees. Works closely with the Wesley United Methodist Church Liaison and the Facilities Coordinator to ensure a smooth session.
 - Communicate with parents about their volunteer responsibilities
 - Handle daily sign-in/out sheets
 - Prepare snack for volunteers and staff

- Set up and clean up school facilities before and after the session
 - Complete special projects as directed
7. Facilities Committee (Facilities Coordinator, Chair): Set up and take down SNG classrooms/facility. Works closely with the Wesley United Methodist Church Liaison and the Parent Participation Coordinator to ensure a smooth session.
- Set up and take down classrooms/facility prior to and after session.

Secondary Committees

Each family shall serve on **one** of the following Secondary Committees:

1. Nikkei Matsuri (Supervisor: Social/Fund Raising Coordinator): Work at the Nikkei Matsuri Children's Craft Center
2. Family Picnic (Supervisor: Social/Fund Raising Coordinator): Work at the SNG Family Picnic
3. Open House (Supervisor: Vice President): Work at the SNG Open House

Work Days

- One parent is required to work one day as a Floater (Float Day) per family. In addition, one parent is required to work one day in the classroom for each child enrolled in Suzume no Gakko (Work Day).
- On the Work Day and Float Day, the parent is to report by no later than 8:30 A.M. to the Parent Participation Coordinator. If the parent is more than 20 minutes late (i.e., arrives after 8:50 A.M.), he/she must complete the assigned Work Day and must make up the time on another day (at the discretion of the Board).
- Children not enrolled in Suzume no Gakko cannot be brought to school on the Work Day. This includes siblings.
- Presence in the classroom should be limited to Work Days.
- Parents are not to visit and socialize with other adults while working. Parents should not discuss any children while at Suzume no Gakko.
- Parents are responsible for providing a snack and necessary paper goods for all students in their assigned classroom on their Work Day. Nutritious snacks are encouraged. The school will provide water.
- Parents who are unable to fulfill a Work Day may exchange Work Days with other Suzume no Gakko parents. If both parents agree, they must notify the Parent Participation Coordinator.
- In order for any individual that is not a member of Suzume no Gakko to serve as a substitute on Work Days, prior approval must be obtained by the Suzume no Gakko Board of Directors. Such approvals are infrequent as they are not consistent with our basic philosophy as a parent participation school.
- In the event of absences due to emergency and/or medical or family leaves, the fulfillment of Work Days and Parent Participation Responsibilities will be left to the discretion of the Board of Directors.
- If a parent fails to be present for a Work Day and does not contact a Board member prior to the assigned day, the procedures stated below under

“Procedure for Failure to Complete Parent Participation Obligations” will be in effect, and the parent may be rescheduled at the discretion of the Board of Directors.

- The procedure for Failure to Complete Parent Participation Responsibilities is as follows:
 1. Parent(s) will receive a Warning Letter notifying them of unfulfilled Parent Participation Responsibilities.
 2. A second offense will result in a Letter of Proposed Expulsion.
 3. Records of offenses will be kept in the Board Meeting Minutes, and infractions will be cumulative for the duration of the family’s membership in Suzume no Gakko.

FIELD TRIPS

- Field trips must be authorized by the Program Director and the Curriculum Director.
- No child will be allowed on a field trip without a written permission slip from the parent or guardian.
- Parents that volunteer to drive during field trips must provide adequate proof of insurance and a copy of their valid California Driver’s License, as mandated by current California legislation. They also must submit a completed Driver’s Application Form to the Program and Curriculum Directors for review and approval prior to the field trip.
- Volunteer drivers do not receive Work Day credit unless the field trip falls on their Work Day.
- Field trips that do not have adequate parent participation/support may be cancelled at the discretion of the Program and Curriculum Directors.
- A parent who has agreed to assist with a field trip and has to cancel because of a personal emergency is expected to contact the grade-level Sensei, as well as the Program and Curriculum Directors, by email and/or by phone as soon as possible.
- Alcoholic beverages on field trips, at events, and on campus where children are involved are prohibited.

PARENT MEETINGS

- A New Parents Meeting will be held in February to explain and answer questions about the Parent Participation Responsibilities.
- A Mandatory Parent Meeting will be held in May to sign up for Work and Float Days, meet the staff, and conduct other orientation business.
- The Open House and Annual Membership Meeting will be held on the third Thursday of the school session. Elections for Board of Director positions will take place at that time.
- If a fundraiser is scheduled for the year, each family may be required to participate.

STAFF

- The Suzume no Gakko Staff is dedicated to providing a full and varied program emphasizing the unique history and culture of Japanese Americans.
- Staff includes the following positions:
 - Program Director
 - Curriculum Director
 - Grade-level Teachers
 - Language Teacher
 - Music Teacher
 - Physical Education Teacher
 - Artists-In-Residence
 - Child Care Provider
 - Grade-level Teacher Aides
 - Student Helpers
- The Program Director, the Curriculum Director, and Grade-level Teachers are required to have a valid California Teaching Credential.
- The Language, Music, and Physical Education Teachers are qualified in their areas of specialization.
- The Artists-In-Residence are skilled in their designated fields.
- The Child Care Provider supervises the pre-school children of full-time on-site SNG Board members, and Staff. S/he is selected by the Program Director, the Curriculum Director, and the Board of Directors.
- Student Helpers are approved and appointed by the Program and Curriculum Directors. They will be entering the 7th grade at minimum, must have knowledge of Japanese American culture and heritage, and must demonstrate an ability to work independently and ethical behavior. They also must have good standing in the community. The number of student volunteers per session will be determined at the discretion of the Program and Curriculum Directors.

BOARD OF DIRECTORS

The Suzume no Gakko Corporation is run by the Board of Directors. The Board consists of nine elected Directors.

Election and Terms of Directors

- Election notices are provided during the Mandatory Parent Meeting designating the Write-in Nomination Period, which takes place between the Mandatory Parent Meeting and the second week of the school session. Any member of Suzume no Gakko may be nominated with that individual's consent. Individuals may nominate themselves.
- Candidates receiving the highest number of votes are elected as Directors.
- Directors serve for a two-year term. A Director may only serve for two consecutive terms in the same office. The term begins on the day they are

elected and will end the month of the first Board Meeting of the newly elected Directors.

- Board meetings are held monthly. Board members are expected to attend all Board and Parent meetings.
- Elections will be held annually for vacant Director positions.
- Five (5) Director positions are filled in even years and four (4) Director positions are filled in odd years.
- The immediate past President of the corporation shall have the right to attend and participate at all meetings of the Board of Directors for one year following her/his term of office, but shall have no voting powers. No vacancy in the position of the past President shall be filled.

Meetings

- Immediately following the Open House and Annual Membership Meeting, the Board meets briefly to welcome its newly elected Directors.
- The Board meets monthly from September through June, and additionally as needed. All Directors and Officers are expected to be present at all meetings, for the entire meeting.
- A Director must contact the President prior to a meeting if he/she is unable to attend this meeting.
- The Program Director and the Curriculum Director, as well as appointed Officers, are non-voting members of the Board of Directors.
- These requirements stated above will be enforced at the Board's discretion.

OFFICERS

Duties of the Officers of the Corporation

- The Officers of Suzume no Gakko are: President, Vice President, Secretary, Chief Financial Officer, Purchasing Coordinator, Historian/Publicity Coordinator, Social/Fundraising Coordinator, Instructional Materials Coordinator (IMC), and Parent Participation Coordinator.
- After their term has expired, all Officers shall serve for a one-year period in an advisory capacity. This commitment can be fulfilled by membership on the Primary Committee he/she organized, or as otherwise needed.
- In addition to the responsibilities set forth in Suzume no Gakko's Bylaws:
 - The President is the Chief Executive Officer of the Corporation and shall, subject to the control of the Board, supervise and control the affairs of the Corporation. The President must be present on site daily during the school session.
 - The Vice President shall perform the duties of the President in her/his absence, coordinate registration and orientation, maintain membership records, serve as Chairperson for the Open House Committee, and supervise Open House. The Vice President must be available during the last week of the school session to coordinate the Open House.

- The Secretary shall keep minutes of all Board meetings, handle all general correspondence, and update forms, handouts, and this Handbook as needed. The Secretary also must maintain custody of corporate records.
- The Chief Financial Officer (Treasurer) shall have charge of all funds and accounts of the Corporation and maintain custody of financial records.
- The Purchasing Coordinator shall purchase, stock, and inventory all standard supplies, and serve as Chairperson of the Purchasing Committee. The Purchasing Coordinator must be available daily during the school session.
- The Historian/Publicity Coordinator shall handle publicity, coordinate class pictures, manage the publication of the school yearbook, update the school brochure as needed, publish the school newsletter, create and manage the Open House slide show presentation, and serve as Chairperson of the Historical Committee.
- The Social/Fund Raising Coordinator shall coordinate all social and fund raising activities, serve as Chairperson for the Social Committee, and supervise the following activities: Nikkei Matsuri and the Family Picnic. The Social/Fund Raising Coordinator also manages all merchandise ordering, sales, and distribution.
- The Instructional Materials Coordinator (IMC) shall purchase and maintain a comprehensive list of all instructional items used in the curriculum and serve as Chairperson of the Instructional Materials Committee (IMC). The Instructional Materials Coordinator (IMC) must be present on site as needed during the school session.
- The Parent Participation Coordinator shall coordinate Primary and Secondary Committees and Work and Float Day assignments as Chairperson of the Parent Participation Committee. The Parent Participation Coordinator must be present on site daily during the school session.

Duties of Officers Appointed by the Board

- The Church Liaison is responsible for coordinating all SNG events held at Wesley United Methodist Church. The Liaison also is responsible for ensuring that SNG is in compliance with all policies and practices of Wesley Methodist Church, facilitating all communication between the two entities as a representative of the SNG Board of Directors and staff. The Church Liaison must be present on site daily during the school session.
- The Facility Coordinator is responsible for the set-up and take-down of SNG classroom facilities under the direction of SNG staff.
- The Webmaster is responsible for working collaboratively with the SNG staff and Board of Directors to maintain the SNG webpage. The Webmaster also maintains the SNG general email account (info@suzumenogakko.org), answering and/or relaying emails received in this account to the appropriate people in a timely manner.

STUDENTS

Arrival and Dismissal

- School hours are 8:45 A.M. to 12:00 noon. There will be no supervision of children prior to 8:45 A.M. or after 12:00 noon.
- For your child/ren's safety and protection, please walk your child/ren in or drop your child/ren off at the designated drop-off area before school begins.
- Please notify the Sensei and the Program and Curriculum Directors by 8:00 A.M. if your child will not be attending that day.
- At the end of the school day, a parent or authorized person (photo identification may be required) must pick up and sign out the child from their Sensei by 12:00 noon.

Health

- Each family is responsible for checking their child for illness before sending her/him to school in the morning. Suzume no Gakko has the authority to send home any child for the following reasons: fever, injury, nausea, or suspected contagious conditions.
- In case of illness, the child must be fever and vomit-free for 24 hours prior to returning to school.
- If the child contracts a communicable disease, the Program Director(s) must be notified and contacted prior to the child's return to Suzume no Gakko. Suzume no Gakko will notify other parents in the class who may have been exposed.
- All allergies should be listed on the Emergency Form and brought to the attention of the Program Director(s) and Teacher prior to session.
- In the event that your child has a medical emergency, the school will make every effort to contact the parents or guardians listed on the Emergency/Disaster Release Form first. If the parent(s) or guardian(s) cannot be reached, the school will follow a standard emergency protocol and contact the doctor listed on the Emergency/Disaster Release Form.

Code of Conduct

The Suzume no Gakko Code of Conduct supports our effort to maintain a safe and supportive school environment. Each student is expected to behave appropriately in all activities and accept responsibility for her/his actions. Parents and staff share responsibility for supporting the school's objectives and working together to correct problems when they arise.

School Rules

At Suzume no Gakko, students are expected to:

1. Treat Sensei, other adults, students, and each other with courtesy and respect.
2. Obtain permission from an adult before leaving the class or group.
3. Use appropriate language and gestures.
4. Refrain from physical and verbal aggression.

5. Do not bring any dangerous objects to school.
6. Exercise good judgment in attire and shoe choices for school.
7. Remain on school grounds during school hours unless signed out by a parent or guardian.
8. Respect and take care of school property.
9. Refrain from using cell phones or other electronic devices during school hours. SNG is not responsible for lost or damaged items.
10. Do not take pictures of each other and post on any social network sites without permission.

Consequences

When a student fails to act responsibly and school rules are violated, the following consequences will be administered based on the severity of the offense and/or the frequency with which a student breaks school rules.

1. **CLASS SUSPENSION:** Teachers reserve the right to send any disruptive student from a class to the office. This form of suspension requires a phone call or conference between the suspending teacher, the Program Director, the Curriculum Director, and the student's parent(s)/guardian(s).
2. **IN-SCHOOL SUSPENSION:** This form of suspension requires a conference between the Program Director, the Curriculum Director, and the student's parent(s)/guardian(s). The length of the in-school suspension will be assigned by the Program Director based on the severity and/or frequency of the offense. The student will be allowed to remain in the class, provided her/his legal guardian is present to directly supervise the student throughout the entire day for the duration of the in-school suspension.
3. **OFF-CAMPUS SUSPENSION:** This form of suspension requires a conference between the Program Director, the Curriculum Director, and the student's parents/guardians. The length of the off-campus suspension will be assigned by the Program Director based on the severity and/or frequency of the offense. The student will be temporarily removed or excluded from the school and school programs.
4. **EXPULSION:** This form of suspension is assigned by the Program Director, the Curriculum Director, and the Suzume no Gakko Board of Directors. An expulsion is a complete exclusion and removal from Suzume no Gakko and all Suzume no Gakko programs for the remainder of the current session. The ability for the expelled student to return to Suzume no Gakko in future years will be reviewed by the Suzume no Gakko Staff and Board of Directors on an individual basis. Fees will not be refunded for expelled students.

Prolonged Absences

- Students are expected to attend every day of the three-week summer session.
- If it is anticipated that a student will miss more than three (3) days of the session, parents must submit a written request to the Program and Curriculum Directors for prior approval of this prolonged absence by April 20th. Once a request has

been submitted, parents will be notified within two (2) weeks about whether their request has been approved or denied. Approval will only be granted for extenuating circumstances by the Program Director.

- During the session, if there is an unforeseen circumstance that causes a student to be absent for more than three (3) days, such as a sudden illness or family emergency, parents should notify the Program and Curriculum Directors as soon as possible. A student may be expelled for more than three (3) absences without prior approval. A student will not be allowed to complete any projects that were unfinished or missed due to a prolonged absence.

WESLEY UNITED METHODIST CHURCH CHILD AND YOUTH PROTECTION POLICIES

Anyone who uses the Wesley United Methodist Church facility for non-church sponsored activities involving children or youth will be asked to comply with the fundamental guidelines of our safety policy. This is to protect the children and youth participants, as well as the volunteers who are supervising and responsible for the program or event.

Safety Guidelines

At no time shall one employee or volunteer be allowed to be alone with a child or a youth. The only exception to this policy would be in a situation in which the contact occurs in a public place and other persons are in and out of the area where the employee or volunteer is working with the child or youth.

The “Two Adult” or “Buddy” Rule

Always have at least two (2) adults or a secondary helper present at all times in every activity involving children/youth. This means there will always be a witness built into the situation. An adult should never find herself/himself alone with a child.

Visibility/Open Door Policy

The “open space” rule shall require that all activities occur in open view. Each room or space where children are being supervised shall address this by:

1. Open doors, if no windows present
2. Meet in a room with windows (open blinds)

Open doors are always a good idea so that teachers may be observed at all times and thus prevent false accusations of improper supervision.

Minimum 18 Years of Age

The adult worker who will be present and assume primary responsibility for a church-sponsored program involving children shall be at least 18 years of age.

Five-Year Gap

Any volunteer or staff recruited to work with children/youth should be at least five (5) years older than any of the children or youth with whom he/she will be working with.

Restroom Guidelines

When taking children to the restroom, volunteers should supervise children of the same gender (if possible). If the child needs assistance, an adult will accompany her/him to the restroom and wait outside for the child to exit and then escort them back to the program. If the child needs assistance, and a parent/guardian is not available to assist them, a second adult must be present when assisting the individual.

One-on-One Counseling

Parental permission shall be obtained before a Director, Volunteer, or clergy member can meet privately with a child/youth (infancy–17 years old). If necessary, one-on-one meetings can be conducted in an open space, with others knowing that you are meeting.

Supervising Ratios

Supervising Ratios (Adult to Child):

Infants	1:2	Toddlers	1:5	Pre-Schoolers:	1:7
1 st –5 th Grade	1:15	Youth	1:20		

Transportation

All drivers must complete an “Authorized Driver Form.” Drivers can never drive only one child, unless they are the custodial parents. If only one child, two unrelated adults must be present. Driver must have a copy of each passenger’s medical/liability release form.

Church Rules

- Respect church property (i.e. do not climb on furniture).
- No running inside the church.
- Children must have adult supervision when playing outside.
- A First Aid table will be centrally located for supply accessibility.
- Accident/Injury Report Form must be completed in the event a child/adult sustains an injury.
- Cars will not be allowed to drive into an area where children are playing.

EMERGENCY PROCEDURES

- Suzume no Gakko is fully prepared for emergencies by maintaining adequate supplies of food, water, and first aid equipment should students need to remain at school for a substantial period of time.
- Suzume no Gakko has established the emergency procedures below to ensure the safety of all of our students, including both fire and earthquake drills.

- The children will be kept at the school or the nearest safe area, under adult supervision, until picked up by their parents or legal guardians. Parents should try to pick up their children as soon as possible.
- Use the telephone only to report a life-threatening situation. When telephone lines become overloaded, telephones will be turned off for outgoing calls. Phones will still accept incoming calls. In this way, the lines are open for official use only.

Emergency Phone Numbers

Fire Department: **911**

Police Department: **911**

Paramedics and Ambulance (CPR): **911**

Wesley United Methodist Church office: **(408) 295-0367***

** Only call the school in the event of an emergency.*

Locations

Fire Extinguishers

Sunday School Building: Rooms 14 and 21, First Floor
Rooms 23 and 24, Second Floor

Fellowship Hall: Kitchen
Behind Coat Closet
Behind Men's Bathroom

Sanctuary: Electrical Closet
South corner near organ

Electrical Box

Sunday School Building: Rooms 15, Print Room

Fellowship Hall: Behind Coat Closet
Near bathroom on right

Gas Main

- On street-side front of church, to the left of steps. The rectangular knob in the vertical position should be turned horizontally to turn gas off.
- On south wall of classrooms.

Water Main

- On street-side front of church, to the left of steps. The green painted handle next to the gas main controls the water to the Fellowship Hall and the Sunday School Building. The green painted handle to the far right controls the water for the church building.
- On parking strip, near corner of the office and driveway. Lift cover and turn green valve.

In Case of Fire

- Yell **"FIRE!"** or pull alarm lever.

- CALMLY EVACUATE THE CHILDREN out of the school building to the parking lot. Each teacher will account for his/her students against the class roster, then lead students and adults down the street to a safe area.
- Call the Fire Department: **911**

In Case of Earthquake

- IF INDOORS, STAY THERE. Don't rush outside.
- Have students ASSUME THE "EMERGENCY DROP POSITION" under a desk or table or in a doorway with their backs to the windows.
- IF OUTSIDE, MOVE AWAY FROM BUILDINGS AND POWERLINES. Stay in the open.
- IF IN A CAR, STOP THE CAR BUT STAY INSIDE.
- After an earthquake: Check for injuries. Stay away from damaged structures. Inspect utilities for damage and turn them off, if damaged.

In Case of Explosion, Surprise Enemy Attack, or Nuclear Attack

- The enemy attack warning signal is a three- to five-minute wavering tone on sirens or short blasts on horns. TURN ON RADIO FOR EMERGENCY INFORMATION.
- IF INDOORS, HAVE STUDENTS ASSUME THE "EMERGENCY DROP POSITION" under a desk or table with their backs to the windows.
- IF OUTDOORS, HAVE THE CHILDREN FIND SHELTER behind, under or in something away from danger of flying glass or debris.

INSURANCE

Suzume no Gakko does not carry medical insurance. The school is covered by a general liability policy.

Children not officially enrolled in the program are not allowed on school grounds while school is in session.

All participating students are required to have a signed photography release and parental consent waiver on file.

DISCLAIMER

This handbook is intended to serve as guide to help students, parents, and volunteers—both adult and minor—to work together to ensure a safe and comfortable teaching and learning environment for our students.

Please note that the policies listed in this handbook are by no means exhaustive. Suzume no Gakko reserves the right to update or vary the application of the rules and policies listed in this handbook as appropriate/necessary in accordance with our by-laws.