

# SUZUME NO GAKKO PARENT 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
- \* 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,*

*Suzume no Gakko Board of Directors*

## HOW SUZUME NO GAKKO BEGAN

During the spring of 1977, a young Sansei mother had returned from an Air Force tour in Japan and wondered how the inspiring cultural heritage she recently had garnered a new appreciation for could be passed on to her young children. As a third-generation American, Karen Akahoshi had never before thought much about her Japanese ancestry. But personally discovering her “roots” in Japan had awakened a fascination for and pride in being part of a “centuries-old” culture.

While waiting in the check-out line at the neighborhood library, another friendly mother struck up a conversation with Karen. The Saito family recently had moved to California from India, where Jiro had been working on his doctorate in Asian Studies. 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, which would be held in the summer of 1977. 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 to be held in a few weeks. This seemed like an ideal place to gauge possible interest in a Japanese American heritage school. A display booth was thus manned at the youth fair, at which 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 all their friends and relatives to collect materials and to help them teach the 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 runs for three weeks, meeting five days a week. The session is held at the Wesley Methodist Church. Classes are held for first grade through sixth grade students, with an attendance of roughly one hundred and forty four students.

# **POLICIES**

## **MEMBERSHIP**

The child must be entering the first through sixth grade the September following the Suzume 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 the School which may not be met by the fees or scheduled fund raisers.

Notice of Nondiscriminatory Policy as to Students. Suzume No Gakko admits students of any race, color, national and ethnic origin 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, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

## **FEES**

The registration fee, which includes an application and tuition fee, is payable as follows:

Pre-enrolled students (Payment due by December or January)  
Registration Lottery in January or February  
Balance of tuition due at 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 the tuition portion will be honored up to a specified date or at the discretion of the Board of Directors.

## PRE-ENROLLMENT AND CLASS SIZE

Children of Suzume no Gakko Board Members are pre-enrolled for the terms(s) of the Board Member, as well as for the following year after the Board Member's term(s) has expired.

Children of Suzume no Gakko Staff Members are pre-enrolled for the session the staff member serves.

Children of Suzume no Gakko Artists-In-Residents are pre-enrolled for the session the Artist-In-Resident serves.

Suzume no Gakko students that have completed four years, 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, such as nieces, nephews, or cousins.

Due to fire and safety regulations, class size should 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. family must be in good standing).

## REGISTRATION

**PRE-ENROLLMENT:** Staff and Board Members in good standing, along with the 4- and 5-year students in good standing, will be eligible for pre-enrollment. (Note: Siblings of 4- and 5-year students must register through the lottery.)

**FIRST DROP-OFF LOTTERY:** All children registered in the previous session, their siblings entering 1<sup>st</sup> grade, and siblings of former Suzume no Gakko students entering 1<sup>st</sup> grade will be given the opportunity to participate in the First Drop-Off Lottery. Families must be in good standing to participate in registration. Registration forms for the First Drop-Off Lottery will be accepted on the designated evening and time, at Wesley United Methodist Church. **Forms not received by the designated time will automatically be entered into the Second Drop-Off Lottery.** (Siblings, grades 2 through 6, who were not registered in the previous session must register in the Second Drop-Off Lottery).

All vacant spots will be filled by families, with each child's name filled in at the next available open slot. 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 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 Drop-Off Lottery.

**Children who were not enrolled in the First Lottery will be automatically entered in the Second Drop-Off Lottery.**

NOTIFICATION: Families will be notified of the results. For those children whose names were drawn for enrollment, parent participation forms must be downloaded and returned to the Parent Participation Coordinator by the designated date.

SECOND DROP-OFF LOTTERY: New children and returning children whose names were not drawn in the First Lottery, and children whose family did not complete parental responsibilities from a prior session will be given the opportunity to participate in the Second Drop-Off Lottery. Registration forms for the Second Drop-Off Lottery will be accepted on the designated evening and time at Wesley United Methodist Church. There should be at least two vacancies per class which will be filled in this lottery unless the class is filled by pre-enrolled students. Classes are limited to 16 students (with some exceptions). The "family" registration procedure as described above will apply. Notification letters for the Second Drop-Off Lottery will be sent. A waiting list will be created from those children not drawn in the Second Lottery. When notified of an opening, the applicant must make a decision within 48 hours. For those children whose names were drawn for enrollment, Parent Participation Forms must be downloaded and returned to the Parent Participation Coordinator. Parents or legal guardians are required to sign up for their first, second and third choice of Primary and Secondary Committees.

DOUBLE CLASS POLICY: The first two or three classes whose waiting list reaches 12 students may qualify for the second class for that particular grade level.

NEW PARENT MEETING: A meeting for parents new to Suzume no Gakko will be held in February at Wesley United Methodist Church to explain and answer any questions about the Parent Participation requirements.

MANDATORY PARENT ORIENTATION MEETING: In May, one parent from each family is **required** to attend to sign up for Classroom and Float Work Days. Those families not in attendance will be **assigned** their parent Work Days. If there is a conflict with your assigned days, it is your responsibility to trade work days with another family.

CHECKS: 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. These responsibilities may **NOT** be delegated to other individuals without prior approval from the Board.

### Primary Committees

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

#### Open House Committee

Chairperson: Vice President

Responsible for planning the Open House

#### Committee Members

Set up and clean up of 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

#### Purchasing Committee

Chairperson: Purchasing Coordinator

Responsible for purchasing and maintaining all supplies

#### Committee Members

Take inventory of supplies in storage

Purchase new supplies needed

Transport supplies to and from storage

#### Historical Committee

Chairperson: Historian/Publicity Coordinator

Responsible for publishing weekly Newsletter and Yearbook

#### Committee Members

Type and distribute weekly Newsletter

Take photographs and create layouts (using software) for the Yearbook

#### Social Committee

Chairperson: Social/Fund Raising Coordinator

Responsible for social functions and all money-making activities

#### Committee Members (fulfills both Primary and Secondary Committee responsibilities)

Plan, organize, set up, run and clean up of Nikkei Matsuri Children's Activities

Plan, organize, set up, run and clean up food and games for Suzume no Gakko

Family Picnic

#### Instruction Materials Committee

Chairperson: Instructional Materials Coordinator

Responsible for organizing and delegating projects/materials that need to be prepared for class.

On site daily 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.

Responsible for purchasing teacher gifts (oreis). May also need to complete a (small) IMC project.

### Committee Members (IMC)

Complete arts and crafts, sewing, carpentry projects and purchase supplies as needed.

### Parent Participation Committee

Chairperson: Parent Participation Coordinator

On site daily during session to handle daily manpower

Prepare SNG manpower assignments for all committees

Responsible for providing manpower for various activities as needed.

Assign manpower to the families and inform them of their jobs. During session, PPC will handle daily sign in/out sheets of floater and classroom helpers. PPC also needs to prepare snack for volunteers, staff and faculty. This person will work closely with Church Liaison and Wesley to ensure a smooth session.

### Committee Members

Communicate with parents

Set up and clean up of school facilities before and after the session

Complete special projects as directed by chairperson

### Facilities Coordinator

Set up and tear down classrooms/facility with Committee Members

Classroom and floater days are not exempt

Attend walk through meetings with Wesley Liaison

### Secondary Committees

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

1. Nikkei Matsuri (Supervisor: Social/Fund Raising Coordinator)  
Work at Nikkei Matsuri Children's Craft Center
2. Family Picnic (Supervisor: Social/Fund Raising Coordinator)  
Work at the Suzume no Gakko Family Picnic
3. Open House (Supervisor: Vice President)  
Work at Open House  
(Purchase and serve refreshments, and assist with set up/clean up)

### Work Days

One parent is required to work one day as a floater. In addition, one parent is required to work in the classroom for each child enrolled in Suzume no Gakko.

On the work day, the parent is to report **no later than 8:30 am** to the Parent Participation Coordinator. If the parent is more than 20 minutes late (i.e. arrives after 8:50 am), 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 during their Work Days. Nutritious snacks are encouraged. The school will provide water.

Parents that 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 substitute on the work days, prior approval must be obtained by the Board. Such approvals are infrequent as they are not consistent with our basic philosophy of a parent participation school.

In the event of absences due to emergency, medical or family leaves, the fulfillment of Work Days and participation requirements will be left to the discretion of the Board and the Director(s).

If the 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 will be rescheduled (at the discretion of the Board).

### **Parent Meetings**

New Parents Meeting will be held in February to explain and answer question about the Parent Participation requirements.

Mandatory Parent Meeting will be held in May to sign up for Work Days, meet the staff, and conduct other orientation business.

Open House and Annual Membership Meeting will be held on the third Thursday of the school session. Elections for Board positions will take place at that time.

Fundraiser Participation – If a fundraiser is scheduled for the year, each family may be required to participate.

### **Procedure for Failure to Complete Parent Participation Obligations**

Parent(s) will receive a Warning Letter notifying them of unfulfilled parent participation duties. A second offense will result in a Letter of Expulsion.

Records 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.

Appeals or Special Requests – Any appeals or special requests must be made in writing to the Board for approval.

## **STAFF, ARTISTS-IN-RESIDENCES, AND CHILD CARE PROVIDERS**

The Suzume no Gakko Staff is dedicated to providing a full and varied program emphasizing the unique Japanese-American heritage.

Staff includes the following positions.

- Director(s)
- Grade-level Teachers
- Language Teacher
- Music/Physical Education Teacher(s)
- Artists-In-Residence
- Child Care Providers

The Director and Grade-level Teachers are required to have a valid California Teaching Credential.

The Language and the Music/Physical Education teachers are qualified Artists-In-Residents in their areas of specialization.

The Artists-In-Residence are experts in their field. Their participation enhances the students' experience at Suzume no Gakko.

The Child Care Providers supervise the pre-school children of Board Members, Staff, and Artists-In-Residence. They are selected by the Director(s) and Board President.

Class Helpers-provide daily assistance in the classroom. Tasks to be accomplished are outlined by the classroom teacher(s).

## **BOARD OF DIRECTORS**

The Suzume no Gakko Corporation is run by the Board of Directors which includes the Officers and the Ex-Officio (immediate Past President).

### **Election and Terms of Officers**

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 to the office.

Board Members serve for a two-year term. A Board Member 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 officer.

The following Officers of the Corporation are elected during the even-numbered years:

- Chief Financial Officer (Treasurer)
- Purchasing Coordinator
- Social/Fundraising Coordinator
- Parent Participation Coordinator
- Facilities Coordinator

The following Officers of the Corporation are elected during the odd-numbered years:

Secretary  
Historian/Publicity Coordinator  
Instructional Materials Coordinator

The following Officer is elected annually:

Vice President/President-Elect/Ex-Officio (Three year term of office)

The Ex-Officio acts as the advisor to the Board of Directors, but has no voting privileges. The Ex-Officio may coordinate specific fundraisers and any other special project requested by the Board of Directors.

Meetings:

Immediately following the Open House and Annual Membership Meeting, the Board meets briefly to welcome its newly elected officers.

The Board meets monthly from September through June. All Board Members are required to be present at all meetings, for the entire meeting.

If a Board Member misses more than one meeting, he/she must bring an extra refreshment during the Suzume no Gakko session or work an extra Float Day. Notification to the President must be made prior to the May Mandatory Parent meeting.

A Board Member must call the President prior to a meeting if he/she is unable to attend the meeting.

The Director(s) attending the Board meetings are non-voting member(s).

These requirements will be enforced at the Board's direction.

Duties of the Officers of the Corporation

After their term has expired, all Board Members shall serve for 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.

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 Vice President shall perform the duties of the President in his/her 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. After service one year, the Vice President becomes the President for the second year of office.

The Secretary shall keep minutes of all meetings, handle all general correspondence, update forms, handouts, and Parents' Handbook as needed and 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 as needed during the school session.

The Historian/Publicity Coordinator shall handle publicity, coordinate class pictures, publication of yearbook, update the school brochure as needed, publish the school newsletter, maintain a corporation scrapbook, 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 Family Picnic.

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 daily during the school session.

The Parent Participation Coordinator shall coordinate Primary and Secondary Committees, Work Day assignments and serve as Chairperson of the Parent Participation Committee. The Parent Participation Coordinator must be present on site daily during the school session.

The Facility Coordinator shall set up the classrooms per teacher's request. This person will also need to make sure the committee can make it to the set up and tear down day(s). This person will work closely with the Church Liaison.

## STUDENTS

### Arrival and Dismissal

**There will be no supervision of children prior to 8:45 am or after 12:00 noon.**

### Field Trips

Field trips must be authorized by the Director(s)

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 Drivers License, as mandated by current California legislation.

Volunteer drivers do not receive Work Day or Float Day credit.

Field trips which do not receive adequate parent participation may be cancelled.

A parent who has agreed to assist with a field trip and has to cancel because of a personal emergency is expected to provide a substitute.

Alcoholic beverages on field trips and all school functions where children are involved are prohibited.

### Health

Each Family is responsible for checking their child for illness before sending him/her to school in the morning. Suzume no Gakko has the authority to send home any child believed to be ill. If the child contracts a communicable disease, the Director(s) must be notified and contacted prior to the child's return to Suzume no Gakko.

All allergies should be listed on the Emergency Form and brought to the attention of the Director(s) and Teacher.

Suzume no Gakko will contact the doctor and/or emergency contacts(s) listed on the emergency form in the event of an emergency when the parent cannot be reached.

### 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 3 days of the session, parents must submit a written request to the Director(s) for prior approval of this prolonged absence. Written requests must be submitted by April 20th. Once a request has been submitted, parents will be notified within 2 weeks about whether their request has been approved or denied. Approval will only be granted for extenuating circumstances by the Director(s). During the session, if there is an unforeseen circumstance that causes a student to be absent for more than 3 days, such as a sudden illness or family emergency, parents should notify the Director(s) as soon as possible. A student may be dismissed for more than three absences without prior approval. A student will not be allowed to complete any projects that were unfinished or missed due to a prolonged absence.

### Student Expulsion

The Director(s) have the authority to expel a student when Suzume no Gakko's best interests are obstructed by the student's continued attendance.

The parent of an expelled student may request a special meeting of the Board of Directors to discuss the problem. However, this does not delay or in any way affect the expulsion of the child.

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

## **WESLEY 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 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 themselves alone with a child.

**Visibility (Open Door Policy):** 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. Meeting 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 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 him/her 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 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 clergy, Director or Volunteer 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 (Adult to Child):**

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

**Transportation:** All drivers must complete an "Authorized Driver Form". Driver 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 copy of each passenger's medical/liability release form.

**Church Rules:**

Respect for church property (do not climb on furniture)

No running inside the church

Children must have adult supervision when playing outside

Parents/Guardian must sign in their children when they arrive, and sign out their children when they leave each day

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

### Emergency Phone Numbers:

Fire Department: **911**

Police Department: **911**

Paramedics and Ambulance (CPR): 911

School Emergency, Wesley United Methodist Church office: **(408) 295-0367**. Only call school in the event of an emergency.

### Location of:

#### 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 room**

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-site 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-site 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.

#### General Emergency Procedures

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.

#### 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

During an earthquake:

**IF INDOORS, STAY THERE.** Don't rush outside. The greatest hazard is from falling debris. 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 Explosions, 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.



# SUZUME NO GAKKO PARENT AGREEMENT

I hereby agree to allow my child/children, listed below, to participate in the SUZUME NO GAKKO PARENT PARTICIPATION SUMMER SCHOOL PROGRAM, to be held at the Wesley Methodist Church,

**[July 8, 2013 – July 26, 2013]  
[9:00 am – 12:00 noon]**

**I will:**

- 1) serve on a Primary Committee and complete the required assignments as requested by the Committee Chairperson or designee;
- 2) participate on a Secondary Committee (e.g., Nikkei Matsuri, Family Picnic, or Open House);
- 3) work at Suzume no Gakko one day as a Floater and one day in the Classroom per child enrolled in Suzume no Gakko (2 Work Days for one child, 3 Work Days for two children, and so forth), and complete all tasks listed on Work Day cards.

**I:**

- 1) understand the Program Participation requirements, agree to meet them, and am willing to stand by this commitment;
- 2) have read the Policy Manual and agree to abide by the requirements listed therein, and understand that signing this form represents a commitment to participate and cooperate in the required support of the program;
- 3) understand that failure to meet these requirements will necessitate the expulsion of my child/children's enrollment in the Suzume no Gakko Parent Participation Summer School Program, and further, pre-enrollment privileges will be revoked;
- 4) acknowledge that I am not to delegate these responsibilities to individuals who are not Suzume no Gakko members or to a parent/guardian who has not signed this form<sup>1</sup>; and
- 5) understand and agree that my child/children is/are not covered by medical insurance under Suzume no Gakko.

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Child(ren)'s Name(s)

**\*Both parents/guardians must sign below for child to attend.**

---

Signature of Mother/Guardian

---

Signature of Father/Guardian

---

Date

---

<sup>1</sup> \* If only one signature, that person is solely responsible for all of the requirements of the session.  
(v. 02/13)

## SAMPLE WARNING LETTER

[date]

[parents' name]

[street address]

[city, state, and zip code]

Dear [family surname]:

Parent participation is a requirement of membership and is essential to the Suzume no Gakko program. The fulfillment of your Primary and Secondary Responsibilities, as well as the classroom and float days, are **mandatory**, not optional requirements. You have signed the Suzume no Gakko Parent Agreement form on [date form was signed], which states that you had “read the policy manual and agree to abide by the requirements listed therein.”

This letter constitutes your first warning informing you that your failure to complete [offense explained] on [date of occurrence], has been documented.

A second occurrence of failure to complete all required tasks will result in the immediate suspension and the possible expulsion of your child(ren) from the Suzume no Gakko program. Infractions are cumulative for the duration of your family’s enrollment in Suzume no Gakko.

Suzume no Gakko is a successful program because it relies on the parents to participate in every aspect of the daily program. For this reason, it is imperative that parents fulfill their responsibilities.

Thank you,

The [year] Session Suzume no Gakko Executive Board of Directors

## SAMPLE STUDENT EXPULSION LETTER

[date]

[parents' name]

[street address]

[city, state, and zip code]

Dear [family surname]:

You signed the Suzume no Gakko Parent Agreement Form on [date form was signed], which states that you had “read the policy manual and agree to abide by the requirements listed therein.”

As stated on this form, parent participation is a requirement of membership and is essential to the Suzume no Gakko program. More specifically, the fulfillment of your Primary and Secondary Responsibilities, as well as the Classroom and Float Days, is a **mandatory**, not an optional, requirement.

It has been documented that on [date of occurrence], you failed to complete the mandatory duties of [ \_\_\_ first offense \_\_\_ ], and on [date of occurrence], you failed to complete [ \_\_\_ second offense \_\_\_ ]. Due to these failures, your child/children is/are immediately suspended upon receipt of this letter. The effective expulsion date will be [ date ].

You have the opportunity to be heard, either orally or in writing, at least five days before the effective date of the proposed expulsion. The hearing shall be held, or the written statement considered, by the Suzume no Gakko Board of Directors to determine whether or not the expulsion should be carried out.

Please contact the Board President should you have any additional questions about this matter.

Thank you,

The [year] Session Suzume no Gakko Executive Board of Directors

## ADDITIONAL REQUESTS

We are always on the lookout for items that pertain to our curriculum. Please save any newspaper or magazine articles or pictures that relate to (but not limited to) the following topics:

- Family life depicting Japanese Americans
- Japanese clothing
- Japanese Americans in different occupational roles
- Ikebana
- Bonsai
- Martial arts
- Tea ceremony
- Japanese gardens
- Japanese architecture and/or influence on western buildings
- Nihonmachi, San Jose, and San Francisco
- Japanese products found in USA
- Kabuki
- Relocation
- Prominent Japanese Americans
- Rice plants and products
- Koi
- Bamboo and products
- Seaweed and products
- Soybeans and products
- Silkworms and products
- Abacus
- Japanese Festivals
- Folk Tales
- Haiku
- Japanese cooking and recipes
- Tracing our roots

Please bring any materials to the Parents' Orientation Meeting in May. Also, if you know of any commercial materials worth purchasing, please jot down the information and give it to the Suzume no Gakko Director(s). We really appreciate all you help to make Suzume no Gakko a better learning experience for our children.

We are also looking for resource people to come in to the school for assemblies.

**If you know of anyone with a special talent that relates to our Japanese heritage, please have them contact the Suzume no Gakko Director.**