HOURS OF OPERATION
School Hours: 8:50 AM - 3:25 PM Monday - Friday
Office Hours: 7:30 AM - 4:00 PM Monday - Friday

ANTI-DISCRIMINATION ACT
The Sheridan Japanese School and the Sheridan Japanese School Foundation do not discriminate based on race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

The material covered within this student handbook is intended as a method of communication to students and parents/guardians regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy or administrative regulation. The Sheridan Japanese School Handbooks are available at the SJS office. Any information contained in this student/parent/volunteer handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.
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INTRODUCTION

Dear Sheridan Japanese School Community,

Welcome to the 2019-20 school year! I commend your choice to join the Sheridan Japanese School (SJS) community.

Our school has a rich history in commitment and purpose. Since the school’s inception in 1994, our mission has been to provide students and families with a top-quality education that expands their knowledge of the Japanese language and culture while maintaining high and rigorous academic and behavior expectations. To accomplish this, we work towards individual student excellence through a quality education.

At SJS, we provide one of the most diverse and highly-regarded Japanese language and cultural programs in the United States. SJS students learn in a facility that was designed and built with their specific needs in mind. Working together across grade and ability levels, our students grow in respect for each other. Our staff and faculty are dedicated, creative, knowledgeable, and skilled in teaching each of their specific subjects. Students, families, and staff are team minded. Our program contains the only public Japanese language and culture camp - Aozora Gakkou - on the West Coast. Additionally, we provide the opportunity for student travel to Japan every other year. Finally, we partner with families and community stakeholders through volunteer opportunities. The Sheridan Japanese School is a high quality, rigorous, and community minded experience!

Though some may deem us small, our size enables us to provide students with the individual rigor, support, and encouragement that we value at SJS. Our 88 students are the focus of our eleven staff members, the SJSF Board, and the School Council. Whether you are returning or just joining our small community, you should be proud. There are those who very much desire to be a part of what we have at SJS. I encourage you to make the most of your coveted position here.

This handbook is a tool for success in our community. It contains the policies, rules, regulations, and expectations that enable us to achieve our vision and mission. Most importantly, this handbook encourages our students and families to place value in the people and surroundings of our community. By signing it, you are consciously choosing to be positive contributing members of the SJS community.

My hope is that together, we will continue the long tradition of high rigor and performance that sets SJS apart from all other schools. Though we all come to SJS for different reasons, essentially, we all desire the same things - the best possible outcomes for our students. I am committed to doing my part to see that happen. I am excited to work alongside each of you as well.

Jennifer Schulze
Executive Director
Who to Contact for What at SJS

The Sheridan Japanese School strives to communicate directly with staff, students, parents/guardians, school council, SJSF board members, and community members. This form should help you decide whom to contact for specific questions:

### Administrative Issues

<table>
<thead>
<tr>
<th>Concerns/Questions About:</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Placement/Schedule/IEP/504, Discipline and Rewards, Curriculum, Grievances, State</td>
<td>Schulze Sensei</td>
</tr>
<tr>
<td>Testing and AP, Student-Parent Handbook, Technology, Homeroom Program, Teachers, etc.</td>
<td></td>
</tr>
<tr>
<td>Aozora Gakkou Camp, Exchange students, Japan trip, Japan Bowl, Japanese Honor Society</td>
<td>May Sensei, Willis Sensei</td>
</tr>
<tr>
<td>Day-to-Day Operations, Health/Immunizations, Attendance/Absence, School District Meals,</td>
<td>Hyde Sensei</td>
</tr>
<tr>
<td>Transcripts Ordering, ESchool Home Access, Field Trip permission slips and events, student</td>
<td></td>
</tr>
<tr>
<td>account and fees, library.</td>
<td></td>
</tr>
<tr>
<td>Mission &amp; Vision/Issues with Director</td>
<td>SJSF Board</td>
</tr>
<tr>
<td>Outdoor School Program</td>
<td>1. Hyde-Sensei 2. Giavan-Sensei</td>
</tr>
<tr>
<td>Building &amp; Maintenance</td>
<td>1. Dick Paay</td>
</tr>
<tr>
<td>Willamette Promise, Advanced Placement, National Honor Society</td>
<td>Weiher Sensei</td>
</tr>
<tr>
<td>Inclement Weather</td>
<td><a href="http://www.flashalert.net/news.html?id=116">http://www.flashalert.net/news.html?id=116</a></td>
</tr>
<tr>
<td>Sports</td>
<td>SHS <a href="http://www.highschoolsports.net/school/Sheridan-School-District-Sheridan-OR/All/All/All/">http://www.highschoolsports.net/school/Sheridan-School-District-Sheridan-OR/All/All/All/</a></td>
</tr>
<tr>
<td>College-Counseling</td>
<td>Ballard Sensei</td>
</tr>
</tbody>
</table>

### Teacher-Level Issues

<table>
<thead>
<tr>
<th>Concerns/Questions About:</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading, assignments, curriculum, leveling in particular classes, classroom management,</td>
<td>Individual staff members,</td>
</tr>
<tr>
<td>classroom activities, Google Calendar, etc.</td>
<td>Executive Director-only when</td>
</tr>
<tr>
<td></td>
<td>issue remains unresolved.</td>
</tr>
</tbody>
</table>

### Important SJS Email Addresses / Phone Numbers

Please call the school phone number (503) 843-3400 during school hours and/or email. If you must call a staff member, please do so before 8:00 PM.

<table>
<thead>
<tr>
<th>Executive Director</th>
<th><a href="mailto:director@sjsnihongo.com">director@sjsnihongo.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Schulze</td>
<td></td>
</tr>
<tr>
<td>Office Manager</td>
<td><a href="mailto:hydesensei@sheridanjapaneseschool.com">hydesensei@sheridanjapaneseschool.com</a></td>
</tr>
<tr>
<td>Lisa Hyde</td>
<td><a href="mailto:info@sheridanjapaneseschool.com">info@sheridanjapaneseschool.com</a></td>
</tr>
<tr>
<td>Staff</td>
<td>All teachers have an email address which is <a href="mailto:_LASTNAMEsensei@sjsnihongo.com">_LASTNAMEsensei@sjsnihongo.com</a></td>
</tr>
<tr>
<td>School Support Committeee (PSSA)</td>
<td>Leah Spencer, <a href="mailto:leah73@wavecable.com">leah73@wavecable.com</a></td>
</tr>
<tr>
<td>SJSF Board Chair</td>
<td><a href="mailto:dickpaay@gmail.com">dickpaay@gmail.com</a></td>
</tr>
<tr>
<td>Dick Paay</td>
<td>(971) 237-7745 (c)</td>
</tr>
<tr>
<td>College Counseling/ASPIRE</td>
<td><a href="mailto:ballardsensei@sjsnihongo.com">ballardsensei@sjsnihongo.com</a></td>
</tr>
<tr>
<td>Anne Ballard</td>
<td></td>
</tr>
<tr>
<td>Building &amp; Maintenance</td>
<td><a href="mailto:dickpaay@gmail.com">dickpaay@gmail.com</a></td>
</tr>
</tbody>
</table>
SECTION 1: SCHOOL OVERVIEW

1.1 Mission Statement

 Inspiring passionate learners and global leaders.

1.2 Core Values of the Sheridan Japanese School

The following are the core values the Sheridan Japanese School:

1. High behavioral expectations
2. High academic standards
3. Sense of family/community
4. Organizational skills
5. Communication
6. Proficiency in Japanese
7. Respect for others
8. Respect for space and property
9. Teamwork – Staff and Students
10. Lifelong learning
11. Appreciation of other cultures
12. Education of the whole child
13. Recognition of achievements and failing forward
14. Opportunities for giving
15. Building student-teacher trust
16. Older-younger student camaraderie
17. Community Service

1.3 Definition and Funding of ‘Charter School’

The Sheridan Japanese School is a charter school, an independent public school, which allows us to be more innovative and creative and have the autonomy that allows us to provide excellent education to our students and families.

The Sheridan Japanese School receives a per-pupil allotment from the State of Oregon based on daily attendance for each student enrolled which is forwarded by the Sheridan School District to the SJSF. By law the SSD is allowed to retain 20% for each 4th-8th grade student and 5% for each high school student and also receives additional funds for our students with special needs. Our negotiated charter contract with the SSD now funds at 85% for elementary and 95% for high school.

1.4 Roles and Responsibilities of the SJS Foundation Board

The SJS Foundation Board is the legal entity responsible for the SJS. The founding Board established the SJS mission statement and vision for the school. The current Board establishes and develops programs and policies to fulfill the mission. The Board has overall fiscal responsibility for SJS and develops and adopts the annual SJS budget. In addition, the Board is responsible for maintaining positive relationships with state and local agencies and the SJS community.

1.5 School Support Committee (PSSA)
This group is comprised of parents/guardians, students, and family members of students currently enrolled at SJS, and is responsible for, among other things: coordinating volunteers and fundraising efforts, encouraging and supporting the students and staff of SJS in as many ways as possible. Service in this committee counts towards regular volunteer hours.

1.6 Academic Information

1.6a Academic Structure

Instruction is a combination of whole group demonstration/discussion, small group instruction, individual conferencing, and cooperative learning structures. Instructional strategies used by staff strive to meet the needs of individual students. At SJS we focus on self-directed and multi-age collaborative learning, research, and experimentation--evidenced best by our two exhibitions (school-wide projects in the fall and spring), as well as the annual Undoukai (sports festival).

1.6b Academic Agreement

SJS is a rigorous, multi-age, integrated academic program with high behavioral expectations. Student commitment and self-discipline, as well as parent/guardian involvement is crucial. The student, the parent/guardian, and the staff agree to collaborate together to reaffirm these foundational goals of the school.

1.7 Academic Grading System

In content-based subject areas, students will receive one of four possible letter grades. Grades are based on factors including oral and written assignments, class participation, special assignments, research activities, exhibitions, and other criteria designated by the teacher. Any grade less than C is considered failing, for this reason there is no D in the SJS grading system.

A – Exceptional: This grade indicates advanced mastery of the subject at the appropriate level for the student. To achieve this grade, the student will have completed and turned in all of the required assignments at an A quality level (including projects).

B – Above Average: This grade indicates initial mastery of the subject at the appropriate level for the student. To achieve this grade, the student will have completed and turned in most of the required assignments with good quality (including projects).

C-Proficient: This grade indicates satisfactory progress towards mastery of the subject at the appropriate level for the student. To achieve this grade, the student will have completed and turned in most of the required assignments (including projects).

D – Non-existent.

F- Unsatisfactory: This grade indicates that the student's work was unsatisfactory at the end of the grading period. If such a grade is given for a progress report, every effort will be made by staff to work with the student and parents/guardians to meet expectations and be academically successful. See “Credit Recovery” for information on resolving a failing grade.
Academic Grading Scale:

A  93 - 100%
A-  89.5 - 92.9%
B+  87 - 89.4%
B   83 - 86.9%
B-  79.5 - 82.9%
C+  77 - 79.4%
C   73 - 76.9%
C-  69.5 - 72.9%
F   69.4% or below

+ and – grades do not affect the students’ GPA

1.8 Classes

Students receive Japanese language and cultural instruction. In addition, students take math, science, English/language arts, social studies, PE/health, and electives.

1.9 Homeroom Activities

Every student is assigned to a homeroom. The homeroom teacher develops personal relationships and rapport with students for academics, social activities, parent/guardian communication, and school-related events. Throughout the year, homerooms compete for points to earn rewards and bragging rights.

1.10 Curriculum Content Rotation Cycles

Each year the curriculum content focuses on a historical time period or geographical area, a literary genre and a science subject. The curriculum content rotations generally follow a four-year cycle:

Language Arts
- 4-8th grade: no rotation of major content; focus is on skill-building and foundational knowledge within world and American literature
- 9-12th grade: four-year rotation of European, world, American, and Ancient literature

Science
- 4-5th grade: no rotation of major content; focus is on skill-building and foundational knowledge within general science
- 6-8th grade: three-year rotation of life, Earth and physical science
- 9-12th grade: four-year rotation of biology, chemistry, Earth science, and physics

Social Studies
- 4-7th grade: rotation of Ancient and US history, 4th-5th also study Oregon history; focus is on skill-building and foundational knowledge within world and American History
- 8th grade: no rotation; world geography
- 9-12th grade: four-year rotation of European history, world history, U.S. history, and economics/government

Courses such as Japanese and mathematics do not rotate – these are based on student
1.11 Offerings to Our Students

SJS offers several services and activity opportunities for our students outside of the regular classroom.

1.11a ASPIRE and College Counseling

SJS offers both the ASPIRE college-counseling service, and a mandatory course in college-prep which addresses aspects of career and college-choice and applications. ASPIRE is a program through the State of Oregon Office of Student Access and Completion (OSAC). The SJS ASPIRE program is run by parent/guardian volunteers, and provides support and mentoring to upper level high school students by helping them with scholarships, financial aid forms, and college visitations, as well as other college decision making. High school juniors and seniors wishing to be mentored by an ASPIRE volunteer must have parental permission. Volunteering with ASPIRE counts towards required volunteer hours.

1.11b Clubs and Electives

SJS students have the opportunity to be involved in activities such as: Student Council, SJS Taiko Drummers, the Japanese National Honor Society, National Honor Society and others—all of which require a full-year commitment.

Students will also take elective classes, ranging from choir, Japanese culture and art, to martial arts, physical education, academic skills class, sex education, Robotics, Oregon Battle of the Books, and more. Elective options will be provided to the students at the beginning of each semester.

Students who have significant academic or disciplinary issues may lose eligibility to participate in these activities.

1.11c Student Council

Students may run to serve on student council. Student Council (StudCo) is mentored by an advisor and consists of elected officers and grade-level representatives. The student council is in charge of activities such as Spirit Week, Doernbecher Week, Undokai, dances, etc. The Student Council is a valuable resource of feedback for staff and the Executive Director.

Proven academic success is required when running for a Stud!Co or grade rep position. Students fill out an application, and if accepted, run a small campaign including posters and speeches. In order to maintain a position on Stud!Co, students must have a 3.0 GPA.

Students may run to serve on student council. Student Council (Stud!Co) is mentored by a staff member and consists of elected officers (high school students) and grade-level representatives (grades 4 - 8). The student council is in charge of activities such as Undokai, Spirit Week, Doernbecher Week, dances and other such events. Stud!Co elections, for officer positions, are held in the spring.

Proven academic success is required when running for a Stud!Co or Grade Rep position. Students must have a cumulative GPA of 3.0 or above and/or no F’s. If students meet the
grade requirements, they may obtain an application, and if accepted, run a small campaign including posters and an interview panel. Grade Rep and Stud!Co intern elections and interviews are held in the fall.

Stud!Co is comprised of eight members. The President, Vice President, Secretary, Treasurer, Parliamentarian, Hype Man and a Member-at-large. In the event that all positions are not filled, Stud!Co will open intern positions up to the remaining high school student body.

Grade Representatives work very closely with Stud!Co when planning all Stud!Co sanctioned events. We offer four Grade Rep positions: elementary rep, sixth grade rep, seventh grade rep, and eighth grade rep. The representatives are responsible for working with Stud!Co, communicating information to their various grades, planning whole grade projects, fundraising for various grade level activities, etc. If you have any further questions, please contact Glavan-Sensei.

1.11d Japan Bowl

Students in Japanese 3A and above may opt to participate in the annual Japan Bowl in Portland. An elective will be offered to prepare for the bowl. Lower level students may take the elective to grow their Japanese language and culture skills. The Japanese Director will determine the team(s) for the Japan Bowl. The cost of entering the Japan Bowl will be split by the student and the school to insure students participate in the bowl and don’t drop out at the last minute. If you have questions about the Japan Bowl, please speak with May-sensei.

1.11e VEX Robotics

SJS is proud to offer VEX Robotics as part of our extra curricular programs. Teams are organized and run under his leadership. Students in grades 6-12 are welcome and encouraged to participate in VEX. Students have the opportunity to attend events and compete with other VEX teams from around Oregon. The VEX Team does numerous fundraisers to build their program. If you are interested in joining VEX, please contact Bione-sensei, the Robotics advisor.

1.11f Aozora Gakkou Summer Camp

Each summer, SJS hosts a public summer day camp that focuses on Japanese language and culture. Contact the main office for registration information.

1.11g Field Trips

There are two types of field trips at SJS: academic (6th Grade Outdoor School, etc.) and extracurricular/optional (water park, homeroom party, etc.) All extracurricular/optional field trips are privileges earned by the students, students may lose eligibility to participate if significant academic or disciplinary issues exist. Additionally, as they are non-academic, fees may be charged to cover expenses.

Academic field trips serve educational purposes. All students are “in school” while participating in school or district sponsored field trips. Permission forms will be sent home to parents/guardians prior to any trip, which must be signed and returned. As it is an academic field trip, no fees will be charged; however, donations will be solicited.

Parents/guardians will sign a form during registration for shorter, walking field trips in town.
Students are expected to follow all school rules and to participate in all aspects and activities on any field trip unless prior arrangements are made with the Executive Director, or as required by special needs, or IEP (Individual Education Plan) specifications.

1.11h Sports

SJS and the Sheridan School District have a co-operative OSAA (Oregon Sports Athletic Association) agreement which allows Sheridan students to participate in sporting activities offered in the district. Non-district students may participate in sports in their home district. A sports physical is required every two years. Guidelines, code of ethics, and other requirements for SJS, Faulconer-Chapman, and Sheridan High School must be followed. All students who participate in sports must have insurance coverage either through the school district or home, and pay the required sports fee (See Fees). Please see eligibility for more information. SJS Students are held to SJS Extra Curricular rules for grades when participating in sports. See Section 2.8.

1.11i Talented and Gifted

In accordance with ORS 581-22-403, Sheridan Japanese School has the ability to identify and to provide services for students with exceptional academic talents or intellectual gifts. It is our assumption that all students are talented and gifted, and our curriculum is currently designed to provide individual students with appropriate educational programs to maximize their potential.

1.11j Hosting Exchange Students

During various times of the year, we will host both short-term (September) and long-term (January-April) exchange students and will need host-families. Hosting an exchange student provides your family with a fantastic opportunity to not only experience the Japanese language and culture first-hand, but also share your culture. If you are interested, please contact May sensei.

1.11k Foreign Travel

We offer a Japan trip every two years for interested high school students who demonstrate not only a passion for and competency in the Japanese language and culture, but a sense of responsibility, maturity required for traveling. Spots on this trip are difficult to earn and require academic and behavioral excellence.

We also may offer additional foreign travel experiences to locations such as Europe, etc. These trips are not guaranteed to be offered on a consistent basis.

SECTION 2: GENERAL EXPECTATIONS

2.1 Summary

The Sheridan Japanese School is a rigorous and unique school which requires a great commitment from students and their families in terms of: academic rigor, academic time at home, attendance, timeliness, adherence and belief in the mission/vision and behavioral code, and parents/guardian/family volunteering, among others. Ultimately, for success at Sheridan Japanese School, it is necessary to have a high level of parent/guardian
involvement including but not limited to volunteering, timely and meaningful communication, as well as a student/parent/guardian commitment to honesty, self-discipline and behavioral/academic excellence, and full attendance.

The academic focus of our school requires that our students attend weekdays from 8:50 a.m. until 3:25 p.m., Monday through Friday. Classes include rigorous studies of English/language arts, social studies, mathematics, Japanese, science, and PE/health. Student progress is guided by mutually developed, regularly updated, individual learning plans and goals. Required scheduled group performance demonstrations (Living History and Exhibition) are graded on an individual and group basis.

Successful SJS students are those who take ownership of and responsibility for their work, can solve complex problems, and conduct research, serve the community and are passionate and open-minded about the Japanese language and culture. Successful SJS students are those who do much more than the minimum required and actively participate in every opportunity at SJS.

2.2 Student Code of Conduct (RSPBP)

The school has authority over a student during the regular school day, on the property, at any school-related or school-sponsored activity, or means of transportation (school bus, public transportation, etc.). The Code of Conduct is an ethics guide for students that outlines the expectations of SJS. These expectations were thoughtfully created to reflect and foster the SJS core values. At SJS all students are Respectful, Sensible, Persistent, Brave, and Proud. Adherence to the code provides students with certain basic privileges, including but not limited to privileges at lunch, with technology, and in the classroom.

Respectful
At SJS we use our words, actions, and belongings in ways that value ourselves, others, and our spaces.

Sensible
At SJS we make choices that positively protect and/or enhance ourselves, others, and our spaces.

Persistent
At SJS we continue in a course of action despite difficulties or challenges, realizing that what we cannot do now is only what we cannot do yet.

Brave
At SJS we strive to be academically curious, to understand the learning value of mistakes and failures, and to do what may be difficult or unpopular.

Proud
At SJS we are empowered by our efforts, progress, choices, relationships, and spaces.

The SJS staff will spend the first few weeks of school working with SJS students to clearly define and articulate actions that reflect the Code of Conduct.
2.3 Bullying / Harassment / Hazing / Intimidation / Cyberbullying

2.3.a SJSF Policy

Policy SJSF5016-B: Bullying / Harassment / Hazing / Intimidation / Cyberbullying

Sheridan Japanese School is committed to operating a school where no employee or student is subject to sexual harassment, hazing, harassment, bullying (including cyber bullying), intimidation, or menacing by students, staff or third parties. Such conduct is strictly prohibited and shall not be tolerated on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school or public bus stop.

Further, such conduct involving off-campus actions or communication, or actions or communication during non-school hours is also prohibited if it causes a substantial disruption in this educational process. This includes cyberbullying that is an ongoing series of actions or communications by a student (or group of students) to pick on another student (or group of students) using electronic means, such as emails, instant messaging, cell phone texts, defamatory web sites, blogs, and chat rooms. Examples include sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person; and pretending to be someone else to make that person look bad.

ORS 339.351: “Harassment, intimidation or bullying” means any act that:
   a) Substantially interferes with a student’s educational benefits, opportunities or performance;
   b) Takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school or public bus stop;
   c) Has the effect of:
      A. Physically harming a student or damaging a student’s property;
      B. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
      C. Creating a hostile educational environment, including interfering with the psychological well-being of a student; and
   d) May be based on, but not be limited to, the protected class status of a person.

“Sexual harassment” of students or employees includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature when the following occurs:

   a) The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.
   b) Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff.
   c) The conduct or communication is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with a student’s educational performance or with an employee’s ability to perform his/her job, or creates an intimidating, offensive, or hostile educational or working environment.
“Menacing” includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

“Cyberbullying” means the use of any electronic communication device to harass, intimidate or bully.

2.3.b SafeOregon Reporting Line

The Sheridan Japanese School has partnered with SafeOregon for anonymous reporting of bullying, drugs, violence and possible harm to students. The contact information for reporting is:

E-mail: tip@safeoregon.com
Phone: 844-472-3367

More information on the SafeOregon program is available at safeoregon.com.

2.4 Dress Code

SJS expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the school’s intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student’s attire resides with the student and their parent(s) or guardian(s). The school is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms and that covers the torso), **AND**
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), **AND**
- Shoes

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoe requirements are permitted (for example, athletic shoes for PE).
3. **Students May Wear**, as long as these items do not violate Section 1 above:
   - Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
   - Religious headwear
   - Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
   - Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
   - Pajamas
   - Ripped jeans, as long as underwear and buttocks are not exposed.
   - Tank tops
   - Athletic attire

4. **Students Cannot Wear:**
   - Bandanas
   - Violent language or images.
   - Images or language depicting drugs or alcohol (or any illegal item or activity).
   - Hate speech, profanity, pornography.
   - Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
   - Any clothing that reveals visible undergarments
   - Swimsuits (except as required in class or athletic practice).
   - Accessories that could be considered dangerous or could be used as a weapon.
   - Any item that obscures the face or ears (except as a religious observance).

All students are expected to have indoor shoes. The reason for this is three-fold: aligning with Japanese custom, keeping the cost of carpet cleaning and maintenance down, and protecting students. For PE and science, closed toed and closed heeled shoes must be available.

5. **Dress Code Enforcement**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

   - Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
     - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
     - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

- School staff shall not enforce the school’s dress code more strictly against transgender and gender nonconforming students than other students.

- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to:
  - kneeling or bending over to check attire fit;
  - measuring straps or skirt length;
  - asking students to account for their attire in the classroom or in hallways in front of others;
  - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
  - accusing students of “distracting” other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Executive Director Associate Principal for Educational Services.

2.5 Violations of the Code of Conduct

There are three major levels of infractions: Shidou, Chuui, and Keikoku. All students who maintain the SJS Code of Conduct (RSPBP) are entitled to basic privileges, including but not limited to privileges at lunch, with technology, and in the classroom.

The first step in the infraction levels is Shidou. In Japanese, Shidou means “guidance” or “coaching.” If a student breaks the Code of Conduct, we believe that a student has taken away from the community of the school – either by wasting instructional time, causing more work for another, draining the energy of another, etc. The goal of correcting behavior is to teach students how to adhere to the Code of Conduct as well as provide an opportunity to give back to the community. When a basic code violation occurs, the student will receive a Shidou. The code violation will be explained to the student, guidance will occur, and a Shidou slip will be handed to the student and tracked in a Google Sheet, which the Executive Director manages. The student has until the end of the next school day to “repay”
the Shidou. For example, if the violation occurs on Monday, the student has until the end of the school day on Tuesday to repay the Shidou. Each staff member has a list of ways that students can repay Shidous. Shidous are repaid on student’s time, not during instructional, assembly, or cleaning time - unless approved by a staff member. Once a Shidou has been repaid, a staff member – who witnessed or offered the repayment – will sign the Shidou and provide a brief written explanation for how the Shidou was repaid. It is then the student’s responsibility to turn the marked Shidou slip into the office (Tokyo) so that the Shidou is recorded as repaid on the Google Sheet. Shidous not repaid and returned to the office by the end of the next school day immediately become a Chuui. If a Shidou is repaid, but not returned to the office in time, the Shidou will become a Chuui.

The second level of infraction is a Chuui. In Japanese, Chuui means, “warning”. The consequences of receiving a Chuui are loss of privileges, including but not limited to privileges at lunch, with technology, and in the classroom. When a student allows a Shidou to become a Chuui, the student will lose all basic privileges for the following school day. For example, if a Shidou becomes a Chuui at the end of the school day on Tuesday, the student’s privileges will be revoked for the entire day on Wednesday.

Parents/guardians will be informed when their student has received three Chuuis. Parents/guardians can contact the office if they would like to know more about the Chuuis and their nature.

The third level of infraction is a Keikoku. In Japanese, Keikoku means “admonishment”. Keikoku is a much more serious infraction which severely detracts from the experience of the teachers and students at SJS, including but not limited to: accumulation of five or more Chuuis, making negative comments about race, sexual orientation, gender, political beliefs of a student, family member, or friend of student, leaving the school without permission, bullying, intimidating or harassing others, destroying or stealing school property or property of others, serious non-compliance and disruption of classroom/school activities, plagiarism or cheating, fighting, inappropriate physical contact, violence, threat of violence, and other such infractions.

If a student receives a Keikoku the following is the minimum that will happen:

1) Keikoku issues are immediately passed to the Executive Director.
2) The student will be informed and sent to the office to meet with the Executive Director.
3) The parents/guardians will be called. Depending on the severity of the student’s actions, parents/guardians may be required to pick up their student immediately.
4) The Executive Director, after speaking to all parties involved, will determine appropriate consequences for Keikoku offenses.

The SJS staff will spend the first few weeks of school working with SJS students to clearly define and articulate actions that are in violation of the Code of Conduct.

2.6 Academic Requirements and Expectations

We pride ourselves on creating an environment of rigor, responsibility, and advanced critical thinking skills. While staff will work to support all students, it is ultimately the student and parent/guardian responsibility to ensure they meet these standards. At the minimum, it is expected that students do the following:

- Turn in all assignments on time and complete.
• Study regularly for quizzes, upcoming projects, etc.
• Focus in class and do not distract others.
• Collaborate with others in group projects and assume an active and reasonable role.
• Check Google Calendar and/or keep a planner.
• Be honest and compose your own work.
• Participate actively in discussions, class activities, etc.
• Be in constant communication with teachers about performance and how to improve/maintain their grade.
• Use study hall efficiently, or it will be taken away.
• Take class seriously.
• Pass all classes and meet grade-level expectations.

In the case of extreme difficulty in any of the above aspects, such as ongoing Fs or academic issues, a conference will be held to discuss and design a formal action plan. Regular meetings will occur to revisit this issue.

2.7 Failure to Comply with Behavioral and Academic Expectations

In the case that the student demonstrates extreme difficulty in adhering to our Code of Conduct and/or academic expectations, despite interventions such as student support plan, or specialized education plans, it may be our recommendation that the student and family explore other placement options where their needs can be better met. We want students to receive the support they need, but also it is our goal to maintain the high standards of our school, and due to our limited staff, we may be unable to meet/serve the needs of every child.

2.8 Eligibility to Participate in Sports, and Extracurricular Activities

If a student has one or more Fs or has serious behavioral/disciplinary issues the student's eligibility for district sports, and activities such as the Taiko team and Student Council will be in serious jeopardy. Generally speaking, eligibility will be determined the Monday when grade-checks are issued, and ineligibility will begin on Tuesday. Status will be reevaluated weekly.

Academic:
1 F: Student will be able to participate in district-level sports practice (no games) and remain on the Taiko team (no performances).
2 Fs: Student will not be eligible for sports or extracurricular activities while he or she has multiple Fs. Participation in Taiko, student council, and other activities will be suspended until grades are brought up to passing.

Disciplinary
One Keikoku: the student will be ineligible for sports and extracurricular activities until all consequences for the Keikoku are served. Unless noted otherwise, the student will be suspended from participation on the Taiko team and Student Council for a period of time to be determined, the minimum of which will be two weeks.
Two or more Keikoku: the student will be ineligible for sports for the entire semester. Student will be permanently removed from the Student Council and Taiko team.

2.9 Rewards for Success
We appreciate students who adhere to the Code of Conduct. As a means of showing our appreciation, we thank students with Arigatous. In Japanese, Arigatou means “Thank you”. In the real world, we often thank people for doing the things they should do – being respectful, sensible, persistent, brave, and proud.

At SJS, staff will recognize students adhering to the Code of Conduct by distributing Arigatous. Arigatous can be used in the following ways:

1) Arigatous have monetary value at the school store
2) Classroom drawings/rewards as determined by individual teachers
3) School-wide drawings and incentives
4) Homeroom points

Occasionally a student goes above and beyond SJS expectations. In such cases, staff will recognize these efforts with a Yatta. In Japanese, Yatta means, “Hooray!” or “I did it!” Upon receiving a Yatta, a student becomes a member of the Yatta-kai (Yatta Club) for the current month. Being a member of the Yatta-kai is an honor. This honor is rewarded with the following:

1) Each Yatta earned equals one ticket in the Yatta-kai drawing (one per semester/two each year)
2) A Yatta-kai bracelet
3) Attendance at the monthly Yatta-kai Director luncheon
4) Recognition at a weekly assembly

Once a student has been a member of the Yatta-kai for four months (consecutively or not), they will receive a Yatta-kai t-shirt and special recognition at a weekly assembly. At the end of semesters one and two, there will be a drawing exclusively for students who have received Yattas. Each Yatta earned equals one ticket in the drawings. Tickets will accumulate over the entire year, providing Yatta-kai members with multiple chances to win.

In addition to Arigatous and Yattas, there will be opportunities for students to earn homeroom points as well. Sometimes points will be earned through activities sponsored by Student Council and staff. Points will be regularly totaled by Student Council members. A special trophy will be awarded to the points leader at the end of each semester, and other privileges may be granted.

With every individual success of a student, they contribute to the success of themselves, their homeroom, and the school community in general.

2.10 Expectations of All Parents/Guardians

As with the students, there are very high expectations of the families at Sheridan Japanese School. As we are a small school, it is essential that all of us work together to not only ensure that the individual student succeeds but the school continues to evolve and succeed. If a parent/guardian/family cannot comply with the following, it is encouraged that they explore additional educational options.

2.10.a General Expectations

1. Instill in students the understanding that they earn their grades as well as disciplinary rewards/consequences. The teacher does not “give” them the
2. Work to create self-advocates in your students, in which they are the first line in addressing their school issues, communication with teachers, etc.
3. Be responsible for your student’s on-time attendance and departure. Please call ahead if there is a planned absence or tardiness.
4. Instill the importance of professional habits including arriving on time, being clean, neat, and properly attired. Encourage a positive attitude towards the academic and social atmosphere at SJS.
5. Visit the school website regularly, read emails and Weekly Update, and respond promptly to all school communications.
6. Assist and support the students outside of school hours with trips to the library, homework, presentations, group collaboration, and curriculum enrichment activities.
7. Be proactive in communicating with the staff regarding concerns about expectations, assignments, low student grades, or other program issues through required conferences, personal visits, emailing, and/or calling with any questions, suggestions, or concerns. Remember, the education of your student(s) is a team effort.
8. Procure and equip the student with necessary school supplies and assist in acquiring additional tools necessary for academic success throughout the school year.
9. Collaborate with staff and Director to create an individual learning plan, set academic goals and needs reflecting strengths and areas of concern and review this plan throughout the school year.
10. Support rules, norms, and expectations agreed upon by students, parents/guardians, staff, and community members.
11. Work collaboratively with school personnel to support and promote a shared school vision that embraces intellectual rigor for all students.
12. Model respectful and professional behavior and language during formal and informal communications. Never use inappropriate language.
13. Respect the staff’s schedule and time commitments; please make an appointment when possible.
14. Complete cleaning and required volunteer hours. There are several ways a family can complete volunteer hours outside of the regular workday, such as take-home tasks, hosting homestay students, making phone calls, etc. Please contact the office for more information on volunteering.
15. For all class-specific issues, please talk to the teacher first, work with the teacher to establish and implement a plan, and give the plan time to take effect.
16. Provide an environment at home conducive to studying.
17. Respect the roles of our teachers. Our teachers were hired for several reasons and are experts in their fields of study.
18. Schedule your lives to ensure that students have adequate work time at home, with no distractions (younger siblings, television, etc.).
19. Report issues and ask questions immediately to prevent issues from festering.
20. Respect our rules and expectations.
21. Donate to SJS or be active in soliciting donations or contributing (preparation, planning, etc.) in any way with fundraisers.

SECTION 3: ATTENDANCE
Attendance is important for success in school. Poor attendance is considered any percentage below 92% average attendance. Research shows that poor attendance makes it harder to graduate from high school on time.

At SJS, we recognize that students’ sleep patterns differ greatly from adults. We believe that well rested students learn better than tired students. As a result, we have moved our student start time to better match their natural sleep needs. We strongly encourage students to sleep later and come to school well rested. However, we recognize that parents’ sleep patterns and work requirements might not always allow for later drop off times. (See early drop-off section 3.1a)

3.1 Picking Up and Drop-Off

It is of the utmost necessity and out of respect for the staff members and safety of your children, that you both ensure that your students are dropped off prior to 8:50 am and picked up prior to 3:40. It is your responsibility, not ours, to see that it happens. We would like to avoid having to make students wait outside if we have to leave. The only students that should be at SJS after 3:40 are those who have pre-scheduled appointments with the staff and/or Executive Director.

During drop-off (8:30 to 8:50) and pick-up times (3:25 to 3:30), the area needs to stay clear so students can cross the parking lot safely and families can easily and safely drop off or pick up their students.

3.1a Early Drop Off

We encourage drop off times between 8:40 am and 8:50 am. However, we open the doors to students at 7:30 am. If students are dropped off before 8:30, they will join our Quiet Room (Nihonkai in the morning).

The Quiet Room is supervised by volunteers who have all the award/discipline privileges of an SJS staff member during Quiet Room time. This is a no talking and no electronics time. If students must speak, they are required to whisper. Students are invited and encouraged to sleep or study during this time. Student may bring pillows and blankets for this time, but must keep them in their cubbies during the rest of the school day.

If classroom doors are open, students can enter those classrooms and work quietly. Please keep in mind that this is our teachers’ only prep time during the school day; we ask that students and parents/guardians be very respectful of this time.

Electronics, including personal and school technology, are NOT allowed during this time as research shows that electronic can further disrupt sleep patterns. Students can use electronics beginning at 8:45 am.

Students who fail to comply with the rules of the Quiet Room will lose the privilege of an early drop off. Unfortunately, it will be the parents/guardians responsibility to find care for students who lose the early drop off privilege.

3.2 Tardies
The Sheridan Japanese School day begins at 8:50 a.m. Students arriving after 8:45 a.m. are considered tardy. Students entering a class late (whether excused or unexcused) disrupt instruction and miss important announcements.

SJS is an extremely rigorous school which requires regular and on-time attendance, the lack of which will result in negative impacts to their learning and grades. Regardless of whether students drive themselves or carpool with others, it is the parents/guardians’ responsibility to ensure that the student arrives on time and attends school regularly. If this is not possible, then please consider alternatives for schooling. SJS is not the correct placement for those who cannot attend school regularly.

3.3 Absences

The Parent/Guardian must contact the school before 8:50 a.m. to report a child’s absence for that day. We will not accept phone calls/texts/emails from students regarding attendance. Regular and punctual attendance is expected of our students. Students who are absent miss an important part of their education. Safety is also a factor, and if students who drive or walk to school on their own are absent without notice and we are unable to reach the parent/guardian, we reserve the right to call authorities.

If the absence is for 3 or more school days and the school was not previously notified, parents/guardians must provide a reason in writing and a direct call to the school to excuse the absence or severe consequences may ensue.

Absence from school or class will be excused under the following circumstances:

1. Illness of the student, including mental health;
2. Illness of an immediate family member when the student’s presence at home is necessary;
3. Emergency situations that require the student’s absence;
4. Field trips and other school-approved activities;
5. Medical or dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school Director when satisfactory arrangements have been made in advance of the absence.

Students may be excused on a limited basis from a pre-planned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

Absences for reasons outside those defined in the above list will not be excused.

Regardless of being excused or unexcused, excessive absences will result in consequences to the parents/guardians, including but not limited to: attendance contract, truancy letter, report to the SJSF board, and additional consequences if necessary.

3.4 Absences for Academic Field Trips, Living History, and Exhibitions

Academic field trips are counted as class time. If a student is unable to participate in the field trip, Living History, or exhibition, a make-up assignment will be required by the teacher.
3.5 Early Departure

Please notify the school ahead of time (by 9:00 am the day of) if your child will be leaving early. Any amount of school time missed by a student is a loss of an educational opportunity. Therefore, parents/guardians are encouraged to schedule medical appointments, etc. AFTER school hours. We understand that occasionally your child will need to leave school early. Parents/guardians picking up their students early for any reason, must check in with the office and sign out their children. Failure to do so creates a potential safety situation for the school, and if we do not know where a student is, we may need to call the authorities.

High school students wanting to go off-campus must have a signed permission slip and must sign-out and sign back in.

3.6 Planned Absences

When a student is going on a trip, has an appointment, or has some situation that will require absence from school, please notify the school via email or phone call in advance so that a program may be developed to prevent him/her from getting too far behind in work. It is best to inform both the SJS office and the students’ teachers. Unless the absence involves bereavement or incapacitation, it is expected that the student will keep up with all classes and homework assignments missed during the absence. (See Section 3.5)

3.7 Voluntary Withdrawals

When it becomes necessary for a student to withdraw from school for any reason, please notify the SJS office in writing at least one week prior to the actual departure. Parents/guardians and the student may be asked to participate in an exit interview. All school textbooks and supplies must be turned in.

3.8 Involuntary Withdrawal

Students with ten (10) consecutive days of absence – excused or unexcused – will be, by Oregon Administrative Rule 581-23-0006(4)(b), dropped from school enrollment. Absence, for the purpose of this O.A.R., is defined as not being present in more than half of assigned classes. Re-enrollment will require a parent/guardian conference with school personnel. Failure to comply with expectations may result in a referral to law enforcement and a citation may be issued under ORS 339.925. Parents/guardians should pre-excuse long term absences such as family circumstances that cannot be avoided.

3.9 Truancy

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action. Consequences may result including, but not limited to: detention, suspension, expulsion, ineligibility to participate in athletics or other activities, and/or loss of driving privileges. Parents/guardians of students absent for more than 5 days will receive a truancy letter.

3.10 Leaving the Grounds

Sheridan Japanese School is a closed campus which means that once students arrive at school and until they leave school (picked up by parents/guardians, etc.) they are not allowed
to leave campus for any reason. This includes going to the store/market in the morning right after they are dropped off, leaving school activities such as dances, and generally leaving without permission. Additionally, no outside visitors with the exception of family members are allowed on campus without direct, written permission from the Executive Director. There are exceptions to the closed-campus rule:

1. Students are picked up by parents/guardians and are properly signed out.
2. Students leave campus for a school-sponsored field trip, sports activity, or Mainichi Undo.
3. 9th-12th graders, with permission from parents/guardians and the Executive Director, may leave campus during lunch.

Those who leave during lunch are responsible for their actions. Students will face severe consequences for the following violations: driving other students without written permission, drug and alcohol use, entering the grounds and building of Sheridan High School, failure to sign in and sign out, and going to other students’ homes.

3.10 Athletic Events and Practices

While we take pride in, and support, our student athletes, during school hours, we are responsible for their safety. We recognize that they will often need to leave school early to go to practice and games/meets. All attempts will be made to secure accurate times from the coaches. Prior to leaving, the student(s) must check-in with the office manager and sign out.

SECTION 4: ACADEMIC/CREDIT POLICIES AND PROCEDURES

4.1 Absences/Tardies

Full-time attendance from 8:45-3:10 is not only the responsibility of the student, but of the parents/guardians/families. Arriving late, leaving early, or completely missing one or more school days will be detrimental to your student’s education. The policies in this section detail absences specifically in relation to academics. Please consult the previous section for additional information on attendance/tardies.

4.2 Late/Make-Up Work

For those who have an excused absence or tardy, students/parents/guardians must contact the teachers directly to receive make-up assignments. We are growing SJS students to be responsible, sensible, persistent, brave, and proud citizens. We recognize that the real world does not always have consistent guidelines and consequences for missing appointments or turning in work late. Therefore, each teacher has their own policy regarding absences, late/make-up work, deadline extensions, and extra credit. These will be posted in the class syllabus.

4.3 Extra-Credit and Remediation

In order to maintain the high expectations of SJS, retakes, test/project remediation, and extra credit are ultimately at the discretion of the SJS staff. These will be posted in the class syllabus.
4.4 Plagiarism

The SJS staff will provide adequate instruction and training regarding plagiarism and strategies to prevent plagiarism.

Policy SJS5001B: Cheating and Plagiarism

It is the Policy of the Sheridan Japanese School to be pro-active in dealing with issues of cheating and plagiarism. Faculty is encouraged to discuss with students’ academic ethics and the formulation of one’s own intellectual material. It is also the Policy of Sheridan Japanese School to impose sanctions on students who cheat or plagiarize. Students are expected to be honest in meeting the requirements of their courses. Cheating or plagiarism is dishonest, undermines the necessary trust upon which relations between students and faculty are based, and is unacceptable conduct. Students who engage in cheating or plagiarism will be subject to academic sanctions, including a lowered or failing grade in a course, and the possibility of an additional administrative sanction, including probation, suspension, or expulsion.

4.4.1 Definition of Cheating and Plagiarism

A. Cheating includes but is not limited to the following:
   o Copying a test or assignment
   o Letting someone copy from one’s test or assignment
   o Plagiarism (presenting someone else’s words or ideas as your own)
   o Stealing tests or answer keys
   o Copying and pasting directly from the internet or other electronic sources

4.4.2 Minimum Academic Sanctions for Cheating and/or Plagiarism

A. First Offense: A Keikoku is administered. Student will receive a zero on the assignment and must redo it for 50% of the total grade. The teacher contacts a parent/guardian and a note is placed in the student’s discipline file.

B. Second Offense in any subject: A Keikoku is administered. Student will receive a zero on the assignment and must redo it for 25% of the total grade. The director contacts a parent/guardian and a note is placed in the student’s discipline file.

C. Third Offense in any subject: A Keikoku is administered. Student will receive a zero on the assignment and an F in the class. The director contacts a parent/guardian and a note is placed in the student’s discipline file.

Plagiarism offenses are tracked throughout the academic year.

4.5 Resources to Check Student Progress

There are several resources to check student progress at SJS:

- Direct Communication with the teacher
- Home-Access Website
- Grade check
- Parent/guardian Conferences

4.6 Alternative Courses

Students may earn credits from up to two alternative instructional opportunities per semester, with prior approval from the Executive Director. Students must already be
enrolled in five or more Sheridan Japanese School classes to be eligible for earning credits from alternative instruction. If a student wishes to replace a class currently offered at SJS, the alternative class must be taken at an accredited institution of higher learning. Credits will be awarded upon receipt of official transcripts.

The following are examples of potential alternative credit-earning opportunities:

1. College or Community College classes
2. Educational travel / study
3. Challenge tests (AP, ACT, SAT, PSAT, college placement, etc.)
4. Independent study
5. Sheridan High School or Sheridan All-Prep classes – speak with the Director
6. Others approved by the SJSF Board

Students shall bear any and all costs of alternative instruction.

4.7 Advanced Placement, College-Credit Now, Willamette Promise

The Sheridan Japanese School offers three categories of college/dual-credit classes. Please note, that upon registration and the end of the add/drop period, students cannot drop the class without penalty. All dual-credit courses require a contract. Please note that these classes are COLLEGE-level and will be extremely intensive.

Advanced Placement
AP classes at SJS are encouraged for high school students (not eighth-graders) but are not required. The student is responsible for the costs of each AP test (approximately $90) before the day of test administration. There is a waiver form for students who qualify for free/reduced lunches. Students who take the AP test and AP course offered, regardless of their score on the College-Board Advanced Placement exam, will receive AP status on their transcript. College-credit determination is made by the individual university/college, not the Sheridan Japanese School.

Willamette Promise (WP): WP classes are taught by an approved SJS teacher and result in successful students receiving credit from both SJS and Western Oregon University, for a fee of approximately $30 for as many classes as are offered and they want to take.

4.8 Independent Study Courses

For those juniors/seniors who have exceeded the graduation requirements in a subject area and would like to pursue an independent-study course, this is possible, but will require multiple discussions with the Executive Director, and a clear curriculum and a timeline being established. A student will be also required to sign a contract. If requirements are met, their grade will be placed on their transcript. If they fail to satisfy the contract, and F will be added to their transcript. All independent study classes must comply with our Alternative Credit Policy and must be approved by the Executive Director.

4.9 Middle-School School Students Taking High School Courses

We pride ourselves on allowing students to be challenged and work at their levels. If a non-high school student takes a high school-level course, that student will receive high school credit on their transcript, once they become a high school student at SJS. The determination of whether or not the class and the students’ work is high-school level is up to the teacher. In
terms of mathematics, students will begin earning high school credit from Algebra 1. For Japanese, for non-high school students, they will begin earning credit once they reach the Intermediate level of Japanese. Please note that SJS requires a written agreement from the parent.guardian and teacher.

4.10 Advancement, Graduation and Promotion

The Sheridan Japanese School may not promote students in the 8th or 12th grade if their proficiency or effort does not warrant promotion or graduation. A high school student earning an F in a class will earn zero credits towards graduation and will need to complete credit recovery at their own expense. Students from 4th-8th grade may be retained if they have multiple Fs, have not passed OAKS/Smarter-Balanced tests or have not demonstrated through other means that they have met grade level. While we will do our best to provide remediation and extra services, all students are held to the same expectations and requirements at their given level. Those who are on official IEPs will receive the formally agreed-upon accommodations.

4.11 8th Grade Promotion and High School Graduation Ceremonies

At each of these grade levels, students will have the opportunity to participate in ceremonies to recognize their accomplishments and advancements. Seniors optionally can participate in the commencement exercise of the Sheridan High School. The 8th graders and seniors will have the option of an end-of-year trip. Students will only participate if they are passing all their classes, have completed all credit and project requirements, and have maintained the high behavioral standards of the Sheridan Japanese School.

In the case of the senior trip, it is the students’/parents/guardians’ responsibility to plan, fundraise, and arrange for chaperones for their trips. Ultimately, final approval rests with the Executive Director. The trip will be limited to a location in the state of Oregon, be a maximum of 4 days and 3 nights, and be taken after graduation, but before the end of the school year. Please see further requirements in Policy SJS45047-Senior Trip Policy.

4.12 High School Graduation Requirements

High School students who have completed their graduation requirements at the Sheridan Japanese School will receive a College Preparatory Diploma consisting of 24-27 total credits.

- English – 4 credits
- Math – 4 credits. Math courses will begin at the Algebra I level and may include one credit college level course
- Science – 4 credits
- Japanese – 4 credits
- Social Sciences – 3-4 credits
- Physical Education – 1 credit
- Health Education – 1 credit including CPR
- Electives – 5-7 credits (two of which will be comprised of the Junior/Senior Seminar)

Students who graduate with a cumulative GPA from 3.5 to 3.75 will receive a diploma designated as “High Honors.” A cumulative GPA of 3.76 or above will receive a diploma designated as “Highest Honors”

4.12a Recovering High School Credits
1. Students who receive an F in any class will need to meet with staff and parents/guardians.
2. The lost credit may be earned through alternative means. (See 4.6)
3. If an SJS teacher is available to do credit recovery, then that takes priority; however, due to the already existing demands on the teachers, this is not a requirement or expectation. It is generally our policy that credit recovery occurs elsewhere.
4. The course referred to above must be satisfactorily completed by the agreed upon due date. There are no exceptions.
5. The highest grade a student may receive for a recovered class is a B, no matter the grade earned at a credit recovery institution. However, if the credit is recovered at a community college or university, this limitation is waived.
6. We do not offer the option to retake a passed class for a higher grade at some other institution. The Executive Director must approve the credit recovery program. 4.13 Additional Information

**4.12b Study Hall / Physical Education**

Students in elementary grades are required to participate in 175 minutes of organized physical education. Students in middle school grades are required to participate in 225 minutes of organized physical education. This time will be part of elementary and middle school students’ core curriculum.

Students in high school have Physical Education requirements as well, but their one credit will be earned over the course of their high school careers through participation in Rajio Taiso, Mianichi Undo, and elective classes.

All high school students will be provided one study hall period each year. This time should be used to complete homework, study for their classes, read, or engage in online classes. Students are not permitted to waste this time. Work must be geared towards their academic success.

**4.12c Finals and Exhibitions/Living History**

Students are given multiple opportunities for summative assessment including an exhibition, Living History, projects and final exams. While the two projects (Language Arts/Social Studies in Fall, and Math/Science in Spring) represent the significant amount of work to summatively assess the students, it is up to the discretion of the staff to assign tests and quizzes throughout this period. While midterms and large unit exams may be given at the end of a semester, cumulative finals/projects will occur in all subjects, at the end of semester II.

**4.12d Portfolios/Personal Learning Plans (PLP)**

Students are expected to use Google Drive. Every student has a portfolio which includes: testing results, activities, volunteer hours, and a working portfolio for documents required by the Oregon Department of Education. Every student will keep files of all of their work on the computer via Google Drive. Portfolio work is kept every year. At the end of the year, the staff review each student’s portfolio for completeness and accuracy of documentation, as well as college prep information, such as earned credits, goals, etc.
4.12e Infection/Disease Instruction

An age-appropriate plan of instruction about infections/diseases and other health-related topics including diversity, human sexuality, AIDS, HIV, and HBV has been included as part of the curriculum, as required by Oregon law. Any parents/guardian may request that his/her child be excused from that portion of instruction by notifying the school in writing. However, the parent/guardian is required to furnish curriculum material that is deemed appropriate.

4.12f Honor Roll

Students receiving a grade point average of 3.5 or higher on a semester final progress report will be on the Honor Roll and will be publicly recognized for their efforts and success.

SECTION 5: TECHNOLOGY IN THE SCHOOL

5.1 Technology in our School

To ensure that teachers can teach and students can learn, it is essential that all students comply with regulations regarding technology. This form represents the primary regulations governing technology use at our school. These are NEW regulations for the 2019-2020 school year.

Sheridan Japanese School currently has 60 Chromebooks for student use. Each classroom is also equipped with at least three desktop computers - some classrooms have more - for student use. Our goal is to have 88 Chromebooks - one for each student - beginning fall of 2020. This year, we will be transitioning our technology policy to match our school's current and future technology offerings.

Personal technology refers to tablets, cell-phones, smartphones, iPods/MP3, iWatches, Fitbits, personal laptops, gaming devices, wireless headphones, and any other device or platform that may be created in the future. It does not refer to calculators, electronic dictionaries, etc. Use of personal technology is limited at Sheridan Japanese School. In general, we operate on a SEE IT - HEAR IT - TAKE IT basis. There are a few exceptions to this rule. Personal technology must be kept in backpacks, purses, cubbies, or lockers at all times, except under the following circumstances:

1. The student is on a Student Support Plan, 504 Plan, and/or IEP which specifically requires a laptop or other technology to support their needs. Use of required technology is limited to the established plan.
2. A staff member invites a student or students to use their personal technology for a specific school-related purpose. For example, to take a picture of the homework board, or listening to an audio book.
3. During 10-minute break, lunch, and Hiruyasumi.
4. During Mainichi Undo, if students are walking/running ONLY. Cell phones can be used to listen to an audio book or music, or to make an emergency call.

Technology Code of Conduct

The use of technology is a privilege, not a right. These guidelines must be followed for all school and personal electronic devices:
1. Permission and supervision by a staff person or volunteer is required for all technology use.
2. NO technology can be used by students prior to 8:45 am.
3. If a student needs to call or text a parent/guardian, they may use the office phone with permission.
4. Students will adhere to the Code of Conduct when using technology and the internet for any purpose during school. Bullying of ANY type will not be tolerated.
5. Students will only use their SJS accounts - email, Google, and accounts created by the school or staff members for school purposes. No personal accounts may be used.
6. School technology may NOT be used for personal entertainment - games, music, social media, etc.
7. During independent work time, students may be invited to listen to music, HOWEVER, to keep bandwidth available this is limited to audio only, no video.
8. Chromebooks must be signed out and in using the sign out sheet assigned to each cart.
9. Students may check a Chromebook out for one period at a time. Chromebooks MUST be returned before the start of the next period.
10. Students will not change the backgrounds or the settings (hardware and software) on any SJS device, nor may they change the control panel settings on the devices.
11. Students will not touch or use the school Apple computers without specific permission from Ballard-sensei or the Executive Director.
12. Students will not print materials at school. If a student needs to print a document, they may send their document to a staff member; the staff member will print for students when appropriate.
13. Students will not remove SJS Chromebooks, laptops, computers, or any other hardware (mice, speakers, etc.) from the school unless given direct permission from a staff member.
14. Students will only use the student/guest password for WIFI and will not attempt to steal/borrow/use the teacher password.
15. Students will not degrade, disrupt, remove, or vandalize the equipment, software, or materials.
16. Students will not intentionally access, transmit or download any text file, picture, video-file, or communication which is libelous, obscene, indecent, vulgar, profane, or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words. All downloads must be school-related.
17. No student or guest may post or publish personal student contact information unless authorized by a staff member. Personal contact information includes photograph, age, home, school or work addresses, or phone numbers.
18. No student or guest may arrange student meetings with anyone on the system, unless authorized by the teacher and with prior parental approval.
19. Absolutely no downloading of illegal software, videos, music, on sites such as BitTorrent, Pirate-Bay, etc. This both violates our code of conduct and international law.
20. Students will immediately stop using technology when asked by any staff member, without question.
21. If a staff member sees or hears a personal technology device that does not fall under one of the above listed exceptions, the device confiscated at teacher discretion. The device will be returned to the student at the staff member’s discretion.

Liability for Lost or Broken Technology
Sheridan Japanese School is not liable for any form of student personal technology which is lost, damaged, broken, or stolen. If an item is lost or stolen, we will do our best to recover it. However, personal devices are the student’s and family’s responsibility, not the school’s.

**Suspension of Technology Privileges**

If the above rules are not followed, the offending student may lose personal technology privileges. In some cases, students may receive a Shidou or Keikokou.

**5.2 Liability for Lost of Broken Technology**

Sheridan Japanese School is not liable for any form of student personal technology which is lost, damaged, broken, or stolen. If an item is lost or stolen, we will do our best to recover it. It is however the student and family’s responsibility to maintain, not the school’s.

**5.3 E-Mail Acceptable Use**

All students will have an individual school e-mail address both for communication among students and teachers, and for logging in to Google Drive. This account is to be used for school purposes ONLY.

*The Sheridan Japanese School e-mail address should be used for the following:*
1. Communication between the Director and teachers and students for **school-related business** (homework reminders, news, etc.).
2. Communication between students for school-related business **ONLY** (coordinating group projects, clubs, etc.).
3. Logging into digital portfolios.
4. All communications should follow our Code of Conduct.

*In having this school e-mail address, you absolutely SHOULD NOT do the following:*
1. Send mass e-mails, chain letters, spam-mails, etc. (If you feel the need to send out a bulk e-mail to promote clubs, etc., you must send it to Schulze-sensei, Hyde-sensei, or Omega-sensei to send out.).
2. Share your e-mail address with anyone except teachers, parents, and SJS students.
3. You must NEVER share your password with anyone. (Hyde-sensei and Omega-sensei will have your password in case you lose it.).
4. Use the e-mail for chatting, IM-ing, or sending out non-school-related business.
5. Use disrespectful language when referring to others.
6. Send / Share attachments (photos, videos, documents, etc.) unless given permission to do so by a teacher. Additionally, inappropriate documents (spam, explicit language and images) will be met with severe consequences.
7. Send e-mails from friends’ addresses or let someone else send an e-mail from your address.
8. Share your password or forget to log out of e-mail, Google Drive, etc.
9. Use or hack someone else’s e-mail and / or Google Drive Account.

*If violations occur, you will be subject to disciplinary action under the School Code of Conduct, and you may have your e-mail address and technology privileges temporarily suspended. Please take these seriously.*

**Things to know about your e-mail address:**
1. It will serve as your login for both the e-mail and your Google account.
2. The Director has complete access to your e-mail accounts. We will respect your privacy, but if needed, we can get into your accounts.

3. You need to check it every day!

4. If you forget your classmates’ e-mail here is how they go: FirstnameLastname@sjsnihongo.com (example: Fred Smith = fsmith@sjsnihongo.com).

5. LOG OUT!!!!!!

5.4 Suspension of Technology Privileges

If the above rules are not followed, the offending student may lose personal technology privileges. In some cases, students may receive a Shidou or Keikokou.

5.5 Use of School Printers and Copiers

Students will receive one copy of any assignments, projects, homework, etc. that is given in paper format. Students who lose or destroy these class handouts and need another copy will be charged 5 cents per page for additional black and white copies and 25 cents per page for color copies. One arigatou may be used for a black and white page, and 5 arigatous may be used for a color page.

5.6 Staff and Volunteer Technology Use

Staff and volunteers may use personal technology at SJS; they are adults and are not subject to the same rules/scrutiny of students. If there are egregious violations which inhibit professionalism, this will be dealt with between the director and the individual staff member.

SECTION 6: TRANSPORTATION

6.1 General Guidelines for the Transportation of Students

General Rules:
1. Staff members/faculty/interns/volunteers may only drive students if it is to or from a school-sponsored activity.
2. Staff members/faculty/interns/volunteers may never drive alone with a student. There must be one or more students and/or two chaperones with one student. Trips involving students must have a sufficient number of adult chaperones and students to preclude the appearance of inappropriate personal involvement with students.
3. Transporting students requires parental approval that indicates the transportation is by personal vehicle.
4. The SJS Executive Director must approve any use of personal vehicles.
5. All drivers shall conduct themselves in a professional manner at all times.
6. (NEW 2015) Due to regulations and safety concerns, ALL volunteer drivers must complete a background check (at the SJS Office) and submit a DMV issued driving record to the office. All information will remain confidential. Those who have DUI or serious infractions pose a risk to our students and will not be able to drive students.
7. The driver must be at least 21 years of age, possess current drivers license, registration, and insurance.

A volunteer driver should check the following items before transporting anyone:
1. Be sure that the vehicle is in safe and legal operating condition
2. Be certain of the route and destination
3. Bring a cell phone and have contact numbers to call should he/she encounter difficulties.

A volunteer driver shall **not**
1. Inquire about any student’s personal information, including but not limited to age or immigration status.
2. Make sexually explicit comments, solicit sexual favors or engage in sexual activity of any kind.
3. Solicit or accept money or bribes from riders.
4. Solicit or accept controlled substances, alcohol, or medications from riders.
5. Use alcohol, narcotics or any controlled substance or be under their influence while transporting persons.
6. Smoke in the vehicle when rider(s) are present.
7. Wear any type of headphones or use a cell phone while driving.
8. Proselytize individuals being transported on any subject.

Verified incidents of staff member/faculty/intern/volunteer driver misconduct will cause the immediate revocation of driving privileges for SJS.

**6.2 Picking Up and Drop Off in the Parking Lot (See 3.1)**

**6.3 Parking**

When parking at SJS, please use any available spaces in the parking lot before parking on the street. During school events, in an effort to reduce our impact on the neighboring residences, parking will be allowed in the back parking lot and along the parking lot curb.

As noted above, except for pick up and drop off times and student/staff parking, vehicles may park at the curb in the front of the building.

**6.4 Cars**

Vehicles parked on school property are under the jurisdiction of the school. Students possessing a vehicle must have a valid driver's license, current vehicle registration, and automobile insurance. Parental and administrative approval is required in order for students to drive during the lunch hour. We ask that students who drive to and from school use the parking lot and not park on the street.

**6.5 Bicycles, Roller blades, Scooters, and Skateboards**

Bicycles may be parked near the school building during school hours. A bike lock is recommended. The school assumes no responsibility for loss. Helmets must be worn. Skateboards, scooters, and roller blades are not to be used on raised sidewalk areas or in the building. Items must then be carried to the sidewalk off campus before being taken home. The Sheridan Japanese School is not liable for lost or stolen items.

**6.6 Bus Transportation**

*6.6a Transportation Rules*
The following rules shall apply to student conduct on district or public transportation:

1. Students being transported are under the authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Students will use the emergency door only in case of emergency.
4. Students will be on time for the bus, both morning and evening.
5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus.
6. Students will not bring animals, except approved assistance guide animals, on the bus.
7. Students will remain seated while bus is in motion.
8. Students may be assigned seats by the bus driver.
9. When it is necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
10. Students will not extend their hands, arms or heads through bus windows.
11. Students will need written permission to leave the bus at locations other than home, school or standard drop-off point.
12. Students will converse in normal tones; loud or vulgar language is prohibited.
13. Students will not open or close windows without permission of the driver.
14. Students will keep the bus clean and must refrain from damaging it.
15. Students will be courteous to the driver, fellow students and passers-by.
16. Students who refuse to obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

6.7 Student Drivers

Licensed student drivers may drive to and from school, but must not drive other students, with no exception unless the other student is a member of their family, or both students have written permission given by both families. In the case that both the passenger and driver are both 18, the requirement of parental permission is waived. Any violation of this policy will result in severe consequences. All DMV regulations still apply.

SECTION 7: ALCOHOL, TOBACCO, OTHER DRUGS, WEAPONS, AND STUDENT POSSESSIONS

7.1 Alcohol, Tobacco, Vaping, and Drugs

Sheridan Japanese School is a NON-SMOKING campus, including the building, sidewalks, and parking lot.

It is against the law for minors under the age of 18 to possess any form of tobacco. A student, volunteer, family member, staff-member will not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, drug-related paraphernalia, or intoxicant of any kind on school grounds or off school grounds at a school activity (including FCS/SHS events, function, or event). If this law is violated, law enforcement officials will be notified. Student possession, use, sale, or supply of tobacco, alcohol or unlawful drug resulting in arrest or citation reflects on the greater SJS Student Body and will result in severe disciplinary action. Use of a drug authorized by a medical prescription from a licensed physician for use during school hours will not be considered a violation of this rule, as long as it is kept in the office in
a labeled container.

Additionally, disciplinary actions will occur for those who verbally promote drug or alcohol use by bragging about prior use, or encouraging others.

Finally, if you are a community member that directly witnesses drug or alcohol use by an SJS student, please report it to the Executive Director. When reporting, make sure to be specific: 1) name, 2) time/date, 3) what type of drug, etc. This report will be confidential. While, as a school, we are not able to enforce consequences for drug/alcohol use off-campus, in their personal homes, etc., we can and will assist the student in stopping this use, whether in conferencing with parents/guardians, securing counseling, or informing law enforcement.

7.2 State Law Pertaining to Dangerous Weapons

In accordance with state laws, students are not allowed to bring onto the school grounds firearms, knives, straight razors, explosives, noxious or irritating or poisonous gases, poisons, drugs, and any other device or instrument that could potentially cause physical harm if used improperly. In addition, students may not bring replicas of weapons to school.

If this law is violated, law enforcement officials may be notified. The Sheridan Japanese School has a zero tolerance policy in regard to weapons, conversations that may mention violence to others, or "pretending" to have a weapon. Under state and federal law, expulsion from school is required for a of not less than one year for any student who is determined to have brought a weapon to school.

7.3 Distribution of Material

All aspects of school-sponsored publications, including web pages, newspapers, and/or yearbooks, are completely under the supervision of the staff. Students may be required to submit such publications to the Director for approval. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on school property by anyone without the approval of the administration.

SECTION 8: CONCERNS/CONFLICT RESOLUTIONS

We pride ourselves on transparency, prompt and professional communication and availability to be contacted. Additionally, we as a staff, prefer direct communication via email, phone, and in-person (with appointments). We will attempt to address any concern that you or your student has and will value any professional and constructive feedback received by our community. We do however require that parents/guardians/students approach us in a professional/respectful manner and make all efforts to make appointments with the teachers. It is also asked that the student/parent/guardian does not bring up issues in front of other students, interrupt classes or meetings. No parent/guardian should ever interrupt a staff member while he/she is interacting with students/teaching.

8.1 Voicing Concerns

8.1a Process
Should a student or parent/guardian have any school-related concerns, the following procedure must be followed, progressing through the steps only if the situation remains unresolved:

**Students and Parents/guardians**
- **Step One:** Meeting, phone call, direct-contact with the staff and person involved.
- **Step Two:** Meeting with the Executive Director (only after Step 1 has been completed)
- **Step Three:** Meeting or phone call with the Executive Director, staff member, and person involved. (*Student Concerns will be addressed by Executive Director. In the case of students, the decision made by the Executive Director is final.*)

If the parental complaint/concern is not addressed to the satisfaction of the parents/guardians, they can follow the next steps, only after step one through three have been completed.

**Parents/guardians**
- **Step Four:** Meeting with a SJSF Board Member representative, Executive Director, and staff-member.
- **Step Five:** Formal appeal to the SJSF Board. This requires prior contact with the board and being placed on their meeting agenda. It is not guaranteed that you will placed on the very next meeting.

SJS is an autonomous entity from the Sheridan School District. Conflict resolution must be addressed within the SJS structure.

**8.1b Communication**

To best track issues, it is strongly encouraged that:
1) You submit all requests for meetings, grievances/concerns via email.
2) Please CC all communication from interested parties to the Executive Director
3) Letters of concern for a large group shall be kept at the individual level (each person needs to write their own letter) and signed by the individual.

**8.2 Role of the Executive Director**

The Executive Director is in charge of all school operations including but not limited to: staff hiring and evaluations, general operations, curriculum development and oversight, among others. While all the best efforts will be made to be transparent and allow for student and parent/guardian/family feedback when making decisions, parents/guardians and students are neither staff nor the administration and do not/cannot make/force schoolwide decisions or force action to occur on parent/guardian/student timelines. At all points in the grievance process, the Executive Director will work to investigate and address the situation. All major decisions will be determined to be the best for the school and the SJSF Board will be consulted.

**8.3 Confidentiality**

While all opinions are valued as is the grievance process, it is of the utmost necessity to maintain the highest level of confidentiality of our discussions, action plans, and decisions, to not only maintain the dignity of all parties, but to avoid open conflict in our school.
SECTION 9: RECORD-KEEPING, HEALTH & MEDICAL

9.1 Enrollment Deadlines

All re-enrolling students are required to submit the “Returning Student Intent to Enroll Forms” to the SJS office specified deadline in April. “New Student Enrollment Applications” are also required to be submitted by the specified April deadline.

9.2 Change of Status/Contact Information

Families must inform the school, in writing, of any changes that occur during the year for all contact information. This includes, but is not limited to, emergency numbers and contact info, emails, address, guardianship, etc. Students cannot be released from school without permission from a parent/guardian, guardian, or designated emergency contact.

9.3 Transcripts

High school students who wish to obtain an official or unofficial transcript must give a one-week notice to the ExecutiveDirector and/or Office Manager. There will be no charge for transcripts.

9.4 Student Records

A student's cumulative school records and files are confidential and protected from unauthorized inspection or use. All access and release of education records, with or without parent/guardian notice and consent, will comply with all state and federal laws.

Permanent records include but are not limited to the following: name of student, birth date and place of birth, name of parent/guardian, date of entry into school, name of school(s) previously attended, subjects taken and grades received, credits earned, attendance, and date of withdrawal.

9.5 Health and Medical

Health Insurance Portability and Accountability Act (HIPAA) Disclosure. SJS may be required by law to disclose protected health information regarding students. We may disclose your student's protected health information to state and federal agencies that regulate us as required by law. For example: Oregon Department of Education, Oregon Department of Human Services, Oregon Medical Assistance Programs, United States Department of Education under the Individuals with Disabilities Education Act also known as IDEA.

9.6 Wellness Policy

The Sheridan Japanese School is committed to the optimal development of every student and believes that a positive, safe and health promoting learning environment is necessary for students to have the opportunity to achieve personal academic developmental and social success. In accordance with this the school has adopted SJS Policy 5046-Student Wellness Policy.
9.7 Emergency Medical Treatment

A student who becomes ill or is injured at school must notify staff as soon as possible. In the case of a serious illness or injury, the school will attempt to notify parents/guardians according to information provided on emergency forms and submitted by parents/guardians to the school. Please note that in serious cases including but not limited to: losing consciousness, etc., the school may need to dispatch an ambulance. ALL attempts will be made to inform the parents/guardians prior to this occurring. If the student is too ill to remain at school, the student will be released to the student’s parents/guardians or to another person as directed by parents/guardians on the student's emergency form. A copy of the Injury Form will be sent home when applicable.

9.8 Medication

Center for Disease Control (CDC) and local health recommendations will be followed as applicable. Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information above is included.

Written instructions by the parent/guardian must include the above information. Instructions are required for all requests to staff in order to administer nonprescription medication, i.e.: aspirin, Tylenol, ibuprofen (Advil), cough drops, eye drops, nasal spray, etc. The office will not provide any over-the-counter medication under any circumstances.

All medication to be administered by the school is to be brought to school by the parent/guardian in its original container. Medication not picked up by the parent/guardian by the end of the school year will be disposed of by the school.

Students in grades 9-12 are permitted to self-medicate prescription and nonprescription medications upon written request of the parent/guardian and with Executive Director permission. Such permission may be indicated on the prescription label. All medication must be kept in its appropriately labeled, original container. The student’s name is to be affixed to nonprescription medication. The amount of medication in the possession of the student while at school must not exceed the dosage necessary for one school day.

9.9 Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements (See ORS 433.235 through 433.280). Parents/guardians will be notified of the reason for the exclusion. Students will be held accountable for all missing assignments. Please refer to the section on missing assignments.

9.10 Insurance

The Sheridan Japanese School does not carry medical accident insurance on its students.
SECTION 10: ADDITIONAL POLICIES

10.1 Fees

The student body fee for the 2019-20 school year is $125.00 per student. This money is used for purchasing supplies for cultural activities, presentation groups, assemblies, field trips, awards night (any student body fund activities). Hardship waivers/payment plans are available. Please contact Hyde Sensei for payment options.

Students may be charged an activity fee per club or extracurricular activities they join, including but not limited to: AP classes, district-sports, as well as damaged or lost textbooks.

10.2 Textbooks and Other Purchases

As per SJSF policy and current SJS practice, no student should be required to purchase a textbook, workbook, etc., for class. They may be required to read a text, but it will be provided to them if necessary. These textbooks will be kept in the SJS Office, and loaned to the students. If damage or loss occurs, the family is responsible for the full cost of the textbook. Not having a textbook is no excuse for missing deadlines for required reading; students are responsible for making all deadlines.

While SJS will loan out items such as rulers, calculators, etc., it is the students’ responsibility to use them properly.

10.3 School Lunch

Applications for free or reduced lunches are distributed during the SJS registration. All applications will remain confidential. Additional forms are available. Filling out these forms is critical for us to receive grants! Even if you choose not to participate in the lunch program, filling out these forms still helps us. Any student wishing to participate in the Sheridan District Lunch Program must pay in advance. Payments are made to Sheridan School District 48J, and given to the office manager to take to the high school. No credit is given to anyone.

10.4 Dances

All students must adhere to SJS policies and discipline requirements. Students in a process of serving consequences for a Keikoku are unable to attend.

A minimum of two parent/guardian/volunteer chaperons (over the age of 21, with a background-check) and one SJS staff member are required before a dance will be authorized.

No backpacks or personal beverages will be allowed at dances. Additionally, attendees of SJS dances are not granted in and out privileges. Once they leave the building for any reason, they are not allowed to return.

Non-SJS student visitors must have a pre-authorized form signed by their home school principal or assistant principal and must have a signed permission slip with sponsoring SJS student and parent or guardian.
Any non-SJS student over the age of 18 must have permission from the Executive Director before being admitted to the dance. The Executive Director reserves the right to refuse any visitor(s).

10.5 Office Telephone Use

Students may not use the office telephone or accept phone calls during class time unless an emergency exists. During non-class time, students may use the phone with staff permission if it is urgent.

10.5.a. Cell Phone Use

Students may not use personal cell phones or technology to make calls or text anyone - including parents/guardians - during the school day. If a student needs to contact a parent/guardian, they may use the office phone during non-instructional times (passing time, 10-minute break, lunch, or Hiruyasumi) with staff permission. The only exception to this rule is during Mainichi Undo or other serious emergency situations where calling for help is appropriate.

If parents need to contact their student(s) during the school day, we request that you call the office at (503) 843-3400. A staff member will happily relay a message or retrieve your student to talk with you if necessary. Calling and texting students during the school day is very disruptive to the educational process.

10.6 Lost and Found

All equipment, books, clothing, etc. should be marked with the student's name. Please check the Lost & Found frequently during the year. All items will be donated to charitable organizations as the Lost & Found fills up. Sheridan Japanese School is not responsible for any lost personal and/or technology items such as IPAD/IPODS, e-readers, etc.

10.7 Media Access to Students

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events and summer camps. Information obtained directly from the student does not require parents/guardian approval prior to publication. Parents/guardians who do not wish their child to be interviewed or photographed should instruct their child accordingly. Parents/guardians will be asked to give permission for their students to be photographed. This form will be provided in the registration packets.

10.8 Foreign Exchange Students

The Board of Directors must approve the enrollment of foreign exchange students. The Sheridan Japanese School may have one full-year exchange student per year, but additional spaces exist for students for stays of three months or less.

Admissions of a full-year exchange student will be made only at the beginning of the school year. All arrangements for admission must be completed by August 1, prior to the beginning of the school term. Foreign exchange students admitted to school under an F-1 visa status will be required to pay tuition as required by law and at the rate established by the Board.
Exchange students attending school under a J-1 visa will be granted tuition waivers. Foreign exchange students may be awarded an honorary high school diploma upon satisfactory completion of the school's prescribed course of study.

10.9 Visitors

Family members are always welcome and encouraged to visit. Sign-ins are required and visitor tags are to be worn. Siblings must be accompanied by an adult. Shoe covers or school-approved footwear are required. Non-SJS student visitors are not allowed without special permission at least 24 hours in advance and must have adult supervision.

10.10 Volunteers

10.10a General Volunteer Information

The Sheridan Japanese School welcomes and encourages community involvement and support. Opportunities exist in the classroom, office, elective/enrichment classes, Board meetings, doing work for school from home, etc. All adults who volunteer during school hours MUST sign in upon arrival. Logging volunteer hours will assist the school in applying for grants. All volunteers must follow SJS cultural guidelines. All volunteers must have necessary background check information completed prior to the start of volunteering.

10.10b Guidelines for Staff Members/Faculty/Interns/Volunteers Interacting with All Students at Sheridan Japanese School

Adults acting in a staff, faculty, intern or other paid or volunteer position in the Sheridan Japanese School (SJS) are role models who are called to treat each student with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with students whether on or off school locations.

1. Staff members/faculty/interns/volunteers will ensure that students are properly supervised at all times, thus providing them a safe environment. Students must be viewed as "restricted individuals" because they are not adults and are not independent.

2. If staff members/faculty/interns/volunteers who are supervising students observe a situation where civil law, and/or school rules are being violated, they must take appropriate action immediately.

3. Staff members/faculty/interns/volunteers should always be aware they have considerable personal power because of their positions. Therefore, they will maintain respectful relationships, avoiding manipulation and other abuses of power.

4. Staff members/faculty/interns/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.

5. Attraction between adults and students is possible, and care and caution should be taken in all interactions. The SJS Executive Director should be informed immediately if such an attraction exists. Dating or sexual relationships between staff members/faculty/interns/volunteers and a student are inappropriate, unethical, and unlawful.

6. Communications with students (e.g., notes, email, texts, telephone calls, internet exchanges) must be for professional reasons only. Staff members will
7. Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with students.

8. Staff members/faculty/interns/volunteers will respect confidential information concerning students or confidential information of a personal nature shared by a student. However, if a student shares confidential information that could pose a threat to the student or to others, the staff members/faculty/interns/volunteers have an obligation to notify the proper authorities.

9. When staff members/faculty/interns/volunteers are supervising students or young adults at SJS school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol or offer alcohol to persons under age 21, smoke, or use/be under the influence of narcotics.

10. When a staff member/faculty/intern/volunteer is alone in a room with a student, the door must be open and/or there must be clear visibility through windows.

11. Staff members/faculty/interns/volunteers are to engage in games or sports activities with students only in the presence of other adults, or in a place openly accessible/visible to others.

12. Staff members/faculty/interns/volunteers planning SJS school events in their homes with students must have the permission from the Executive Director. In addition, staff members/faculty/intern/volunteers may not have any student in their homes without a signed permission slip or note of the student’s parent/guardian.

13. Staff members/faculty/interns/volunteers may only drive students if it is to or from a school-sponsored activity and may never drive alone with a student.

10.10c Volunteer Efforts

Volunteers are key collaborators and vital members of the school community. It is essential that volunteers share in the vision/goal setting process by doing the following: communicating input into planning; implementing school improvement plans; reviewing data, and assessing school programs.

Parents/guardians and volunteers create a learning environment that is both hospitable and authentic by leading extra-curricular activities such as job-shadowing experiences, initiating participation in student exhibitions, lunch duty, chaperoning field trips, etc. We have numerous committees and annual activities which will benefit from extra help!

10.10d Signing Up to be a Volunteer

Please contact the office for volunteer activities and contacts.

10.10e Logging Volunteer Hours

We request that you to log your volunteer hours by using our online form, currently on the sheridanjapaneseschool.org website. Here is some additional information/requirements:

- Log all hours, including those of any family-member that volunteered.
- 12 hours/day can be logged for hosting students, participating in overnight field trips, etc.
- If you do not log the hours using our online system, they will not count.
- If a parent/guardian serves on the SJSF Board, School Council, Volunteer Committees, those meetings should be logged as volunteer hours.

10.11 Inclement Weather Closure

The Sheridan Japanese School will follow the Sheridan School District decisions for delay or emergency weather closure. In the event of inclement weather, access the school web site www.sheridanjapaneseschool.com. The status will be clearly displayed on the front page. Specific information regarding school delays and closings will be posted and updated. We also use Remind App. Instructions for Reimd are passed out in the fall and can be found on the school website.

McMinnville radio station KLYC 1260, Salem radio station KSLM 1390, Portland Station KEX 1190, KATU Channel 2, KOIN Channel 6, KGW Channel 8, and the Oregonlive website will also carry any school schedule changes. Our schedule may change in one of four ways:

1. One hour late start (10:00 a.m.)
2. Two hour late start (11:00 a.m.)
3. Three hour late start (12:00 a.m.)
4. School closure.

There could also be the possibility of an early dismissal due to bad weather or other district emergency. It is important for parents/guardians to discuss with their students what to do in this type of situation and to follow the instructions for "Sheridan Schools" or "Sheridan School District" that may be broadcast on the news.

On some occasions, the Sheridan High School or Faulconer-Chapman may be closed due to site-specific issues, which do not directly affect SJS. SJS will still proceed with classes. When the District issues a closure, you will be informed automatically via their autodial system regardless if SJS is in session or not. **ALWAYS** check the SJS website for the most accurate and updated information regarding SJS.

10.12 Emergency Contacts Required

SJS needs to have emergency contact information for all students in case we are unable to reach the parents/guardians in an emergency. This means phone numbers of people who can pick up a student as well as additional contact numbers for parents/guardians (i.e. work and cell).

10.13 Lockers

High School students are provided with lockers with a combination lock. Lockers are school property and are NOT private. Student lockers may be opened and searched by the administration at any time for any reason. The privilege of having a locker may be revoked at any time by the administration.

10.14 Animal Policy

With exception to documented service animals and specific class pets (guinea pigs, tarantula, etc..) no animals are allowed in the SJS building due to issues with allergies and possible disruptions.