



## *San Fernando Valley Japanese Language Institute*

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12953 Branford Street, Pacoima, CA 91331 • Tel. (818) 896-8612,  
Email: sfvjli@hotmail.com

### **SCHOOL RULES AND GUIDELINES**

1. Students should take care of school business and personal matters before, during recess, and after school hours.
2. Students shall not leave class without permission. Students shall never be outside the classroom during class without permission.
3. Students are required to obtain permission from the teacher before leaving the school campus during school hours.
4. Students must wear closed toe shoes during school hours.
5. Electronic devices such as radios, personal audio player, tape recorders, and games may not be brought to school.
6. Use of cell phones and I pods is NOT allowed during class hours. Without exception, any infraction will result in the teacher confiscating the device until the end of the school day. With a parent present, the device can be reclaimed at the end of the school day.
7. Students shall keep their hands and unkind remarks to themselves. The Golden Rule is worth practicing: “Do unto others as you would have them do unto you.”
8. Students shall show courtesy to the teachers and others.
9. Students shall keep the school campus clean by properly disposing of their trash and recyclables. A clean campus is safer and healthier for everyone.
10. Students are not permitted in the Office, unless permission is granted.
11. Students are responsible for the clean maintenance of their classrooms. The students shall empty trash from their desks at the end of the day.
12. Students shall keep the restrooms clean and neat and report any malfunctions to the office staff.
13. Students are not permitted to operate automobiles, motorcycles, and bicycles during school hours or during recess.
14. Any damage caused to the school and/or Community Center property will be the responsibility of the students involved and their parents and restitution will be required.

### **SAFETY**

1. Students are not permitted outside the school campus from 8:30 am to 12:30 pm unless permission is granted by the teacher or principal.
2. Drop-off and pick-up of students outside the school property is prohibited.
3. Please use the SFVJLI parking lot, either in front of or behind the school building, to park your car. The CC parking lot is not recommended because it's not visible from the school.
4. The gate will be closed between 8:45 am and 12:15 pm in order to keep out anyone passing by the school.

5. If you are tardy, please call the office at 818-896-8612 before you arrive. One of the board members will open the gate.
6. Please walk small children to their classrooms, especially the Nyumon students. There will be a sign-in and sign-out form in the Nyumon classroom for the responsible adult to fill in on arrival and departure.
7. All teaching staff, the office manager, PTA Board members, classroom assistants, and regular volunteers will wear Photo ID BADGES.
8. Other volunteers who decided to remain on the school property will need to wear a Visitor badge and sign their names on the sign-in and sign-out form located in the office.
9. Skateboards, roller blades, roller skates, and bicycles are not permitted on the school campus
10. All sporting equipment such as baseballs, basketballs, baseball bats, and other related sports equipment is not permitted in the classroom.
11. No student may possess any flammable item such as matches, lighters, and other such related items.
12. Students are not permitted to possess firearms, toy guns, or knives while in class or on the school campus.
13. Students are not permitted in or around the Community Center Gym before, or during school hours.

## **ATTENDANCE**

1. School hours are from 8:30 am to 12:30 pm. Any student who comes to school after the opening bell (8:30 am) will be marked late.
2. Students must enter their classrooms immediately after the bell has rung.

## **CLASSROOM RULES**

1. Be on time to school, and be at your desk ready to study when the bell rings.
2. Be prepared for class: have a notebook, textbooks, sharpened pencils, assignments and homework at the start of class.
3. Follow the teacher's directions.
4. No talking without permission, or leaving one's desk without permission, unless the teacher directs otherwise.
5. Leave the room only with the teacher's permission.
6. Respect other people's property.
7. Be polite.
8. No gum chewing, eating or drinking during class.
9. No wearing of hats or caps during class.
10. If you need help or have a problem in class, ask to speak with the teacher before or after class. Speak quietly and calmly. If you are unable to communicate with your teacher, ask to see the coordinator.
11. Usage of foul or obscene language and gestures, or the making of remarks which will offend the self esteem of students, teachers or other adults will not be tolerated.

***INFRACTIONS OF THE RULES MAY RESULT IN DISCIPLINARY ACTIONS.***



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**SCHOOL RULES AND GUIDELINES**

***Please read and review this document with your child/children, sign this agreement to abide by SFVJLI RULES AND GUIDELINES and return this page to school office with Registration Form.***

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/ Guardian Name

\_\_\_\_\_  
Email Address

**Student(s) Information**

Class	Last Name	First Name