



ワシントン日本語継承センター

**Washington Japanese Heritage Center**

**Keisho Center  
Student and Family  
Handbook**

**School Year 2017-2018**

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## **Mission**

The Washington Japanese Heritage Center (Keisho Center) is designed to meet the needs of families residing in the Washington, DC, metropolitan area permanently or for the foreseeable future who want their children to learn the language and culture of Japan. Keisho Center provides:

- An environment tailored to the needs of each child so as to develop a life-long interest in Japanese culture while maintaining and expanding their Japanese language skills.
- A student-centered curriculum based on Progressive Education theory to increase the children's knowledge of Japanese culture as well as maintain and develop their skills in the language.
- An opportunity to study in an atmosphere that respects each child as an individual, building their self-esteem and social skills so that each child can become a contributing member of their communities.

For those families who plan to live outside Japan, there are few opportunities to use Japanese on a daily basis. While traditional methods of studying of Japanese often lead to frustration, Keisho Center's goal is to develop a desire in each child to continue learning throughout his or her life.

## **Philosophy**

Keisho Center provides a natural learning environment where children develop their knowledge about current and traditional Japanese culture, Japanese history, and Japanese language skills. Our children build self-esteem, self-confidence, and the social skills needed to support their lives in both Japanese and American communities.

Keisho Center offers a developmentally appropriate approach where each child can learn at his/her own pace. We recognize that each child has a unique learning style, strengths and weaknesses. It is very important for our children to realize that they can learn by themselves and that learning is a joy. Our children develop critical thinking skills which they apply to academic and social problems in both Japanese and American cultural contexts.

Keisho Center recognizes that our multicultural children are in a unique, fortunate, and often challenging situation of living in two worlds, Japanese and American. Our program views and helps develop the whole child, supporting and validating their cognitive, social, emotional and artistic development.

## 5 C's

The [\*Standards for Foreign Language Learning\*](#) developed by an eleven member task force, including the [\*American Association of Teachers of Japanese\*](#), with funding from the U.S. Department of Education and the National Endowment for the Humanities identifies the essential 5 C's of any language program:

- **Communication:** Language is always a tool for communication, which can take place face-to-face, in writing, and/or reading. At the Keisho Center, children have a variety of opportunities to communicate with their peers in many different ways.
- **Cultures:** Exposure to another language leads to an understanding of the relationships between the practices, products, and perspectives of that culture, in this case, Japanese.
- **Connections:** Learning another language provides a connection to a whole new set of knowledge and a different perspective on the world.
- **Comparisons:** Encountering another language and culture different from one's own provides language learners with a basis for comparison and evaluation. By comparing Japanese and American cultures and languages, children expand and enrich their knowledge and understanding of both.
- **Communities:** Learning another language also gives children an opportunity to be able to participate in multilingual communities both at home and around the world in many different ways. Learning a language and culture in this environment fosters the development of life-long learners using the language for personal enjoyment and enrichment.

## Integrated Curriculum

At Keisho Center, the Japanese language is taught as a part of an integrated curriculum, not in isolation. Children use the language as a tool for listening, speaking, reading, and writing, while working on individual and small group projects. While a variety of instructional strategies are used, the primary model is a hands-on approach with cooperative groups.

Teaching and learning occur in a child-centered, open-ended environment. Each child finds his/her own learning style and life-long interest in Japanese culture and language while maintaining and expanding their current language skills in both Japanese and English. Peer teaching in cooperative, multi-age groups helps guide the children toward becoming independent, self-directed learners.

Our classroom style gives children a sense of belonging, helping them develop many friendships at the Keisho Center, while working together to learn and discover something new – learning which may not be available from a book. At Keisho Center, children develop a sense of responsibility, self-respect, and pride in the fact that they belong to both Japanese and American communities by acquiring the cultures of their heritage in an enjoyable learning environment.

## Leadership and staff

### BOARD OF DIRECTORS

Keisho Center is incorporated in the state of Virginia and has been designated a not-for-profit 501(c)(3) Corporation by the U.S. Internal Revenue Service. The current *Keisho* Center board members are:

Shigeru Tsubakitani, Chairman	
Mike Ermarth	Kelly Richards
Shoko Hamano	Deborah Sauri
Naohiro Koshiya	Jeffrey Schwartz
Edson Mori	John Tobe

### OFFICERS OF THE CORPORATION

President / Chairman of the Board	Shigeru Tsubakitani
Secretary	Jeffrey Schwartz
Chief Executive Officer / General Manager	Sean Kinnard
Treasurer / Bookkeeper	Yoko Arrington

### EDUCATION TEAM

Curriculum Coordinator	Akane Shirata
Teacher	Miho Austin
Teacher	Yayoi Bourne
Teacher	Mika Ebisawa
Teacher	Coreen Endo-Davis
Teacher	Mari Hamada
Teacher	Tomomi Koga
Teacher	Keiko Koshiya
Teacher	Masayo Nishida
Teacher	Yumiko Yoshida
Music Director	Eriko Murray
Teacher Assistant	Mie Brown
Teacher Assistant	Maiko Nagaoka
Teacher Assistant	Yuko Stack
Teacher Assistant	Ryoko Tritten

### OTHER PAID STAFF

IT / Webmaster	James Steiner
Acting Admissions Assistant	Masayoshi Kamizono

### CORE GROUP

Keisho Center was founded by a group of parents and Japanese community members known as the “Core Group”. The Core Group was interested in providing children and others of Japanese heritage or an interest in Japan with an environment in which they

could learn the Japanese language and culture. The Core Group developed the initial framework and curriculum. While membership changes periodically, the Core Group continues to guide Keisho Center today. The Core Group is composed of the Board of Directors, paid staff members, the Education Team, Volunteer Coordinators, and Core Group members. Volunteer Coordinators have taken the lead on school management matters and meet monthly with Core Group members or as needed during the school year. Current Volunteer Coordinators are listed below.

### VOLUNTEER COORDINATORS

Communications Director	Toshiko “Riko” Saidel
Embassy of Japan Liaison	Nao Koshiya
Family Responsibilities Coordinator	TBA
Fundraising Coordinator	Edson Mori
Library Coordinator	Masami Usui
Mochitsuki Coordinators	Yuhi Higuchi, Masami Usui
Photography Coordinator	TBA
Potluck Coordinators	Riko Saidel, Reiko Briscoombe
Registration and Student Records (Registrar)	Mitsue Steiner
Sakura Matsuri Tent Coordinator	Tomomi Koga
Sakura Stage Coordinator	TBA
T-Shirt Coordinator	Masayoshi Kamizono
Undokai Coordinators	Peter Farrell, Shigeo Yoshikawa
Yearbook Coordinator	Akiko Darcey

### STUDENT COUNCIL

The student council (*seitokai*) provides opportunities for students to plan school activities and serves as a representative student voice. The student council consists of three officers – president, vice president, and secretary – and one representative from each class (if the class has a student eligible to be a representative). Students must be fourth grade and up to be a class representative and seventh grade and up to be an officer. All positions are chosen through election by their peers. Meetings are held on the first class day of each month, either during or immediately after class, with additional meetings for possible planning and preparation of student council-led activities. The main purposes of the student council are to increase the motivation of the students to learn the Japanese language and culture and to create a better relationship between the students, teachers, and parents.

## *Keisho Center Student and Family Calendar*

### School Year 2017-2018

(Note: Dates are subject to change. Please check the Keisho Center website for updates.)

Class	Date	Events & Activities	Notes
	<b>August</b>		
	26	Admissions Interviews	<b>NO CLASS</b>
	<b>September</b>		
	2	<b>NO CLASS</b> Labor Day	
1	9	First day of school	Opening assembly in Common Room
2	16	Back-to-School day  JLPT Registration Due (TENTATIVE)	Students will have supervised recess while homeroom teachers meet with parents. JLPT online registration must be completed before September 16 <sup>th</sup> (TENTATIVE) for students taking the JLPT test in December.
3	23		
4	30		
	<b>October</b>		
	7	<b>NO CLASS</b> Columbus Day	
5	14		漢字検定 (Kanji Kentei) practice test
6	21		
7	28		漢字検定 (Kanji Kentei)
	<b>November</b>		
8	4		
9 Sunday	12 Sunday	Norwood open house on Saturday	Classes held on SUNDAY instead of Saturday 運動会 Undokai (meet in gym). <b>No Adult Class</b>
10	18		
	25	<b>NO CLASS</b> Thanksgiving weekend	
	<b>December</b>		
11	2		(Off-Site: JLPT Test Sunday, December 3, 2017)
12	9	Norwood PSAT Testing	All classes in Murray Arts Building <b>No Adult Class</b>
13	16	歌の発表(utanohappyō)	Student performance / potluck <b>No Adult Class</b>
	23	<b>NO CLASS</b> winter break	
	30	<b>NO CLASS</b> winter break	
	<b>January</b>		
14	6	新年会 (New Year celebration)	<i>Mochitsuki</i> (rice pounding) and <i>Ozoni</i> <b>No Adult Class</b>
	13	<b>NO CLASS</b> Martin Luther King Day	<b>(CONTINGENCY SNOW MAKE-UP DAY)</b>
15	20		
16	27		End of First Semester

	<b>February</b>		
17	3		Parent-Teacher conferences (tentative)
18	10		
	17	<b>NO CLASS</b> Presidents' day	<b>(CONTINGENCY SNOW MAKE-UP DAY)</b>
19	24		
	<b>March</b>		
20	3		
21	10		
22	17		
23	24		
	31	<b>NO CLASS</b> spring break	Easter weekend
	<b>April</b>		
24	7		
25	14	桜祭(Cherry Blossom Festival) (TENTATIVE)	Classes meet in D.C. location TBA <b>No Adult Class</b>
26	21		
27	28		
	<b>May</b>		
28	5		
29	12		
30	19		
	26	<b>NO CLASS</b> Memorial Day	<b>(CONTINGENCY SNOW MAKE-UP DAY)</b>
	<b>June</b>		
31	2		
32	9	<b>Last class</b> 発表(happyō)	Student performance / potluck <b>No Adult Class</b>

**YELLOW shading indicates Sunday meeting and/or different location.**

Classes are held Saturdays, 9:00 a.m. - 12:30 p.m. Students will assemble in the Common Room and teachers lead their classes upstairs to the classrooms at 9:00 a.m.; the Common Room may be entered around 8:45.

## Drop-Off, Dismissal and Pick-up Policies and Procedures

The following are Keisho Center's Student Drop-Off, Dismissal and Pick-up Policies and Procedures. Please refer to the [Norwood School Map](#).

- Children may be dropped off at the upper level entrance of the Norwood Middle School between 8:45 a.m. and 9:00 a.m.
- If child(ren) arrive after 9:00 a.m. or depart before 12:30 p.m., the parent/legal guardian/designated adult must park in a marked parking space in the Norwood Middle School Parking Lot, or if full, may park in the Visitor Parking Lot and personally escort their child(ren) in or out of the school. (Younger children may also need to be escorted upstairs directly to their classroom.)
- Cars cannot be parked and left unattended in the driveway of the upper level entrance of the Middle School. This is a fire lane and as such any unattended cars are subject to ticketing and/or towing. Please park in a marked parking space when escorting your child(ren) into and out of Norwood School.
- ALL KEISHO FAMILIES must review and digitally sign ("agree" to) the ***Consent and Release*** section of their online Keisho Center Family Account and (if applicable) designate any Additional Adults ***in addition to*** parents/legal guardians and emergency contacts who have permission to pick up their child(ren).
- Children at least ten years of age whose parent/legal guardian has selected "Yes" in the ***Permission for Direct Dismissal*** field of the ***Consent and Release*** section may also be picked up at the upper level entrance of the Norwood Middle School at the end of the regularly scheduled class time.
- Older siblings whose parent/legal guardian has selected "Yes" in the ***Permission for Direct Dismissal*** field of the ***Consent and Release*** must go to the younger sibling(s)' teacher to pick up the sibling(s) and receive their red folder.
- If parents/legal guardians/designated adults are not able to arrive by the end of the regular class time, they must call and/or text Keisho Center ***directly prior to 12:30 p.m.*** at **703-868-3241**. The Keisho phone number should be given to every family member/legal guardian/designated adult who is responsible for picking up Keisho students.
- During regularly scheduled class time, children will be dismissed from the Common Room following music time at approximately 12:30 p.m.
- After 12:30 p.m., parents/legal guardians/designated adults are responsible for their children and must supervise them at all times.
- Child(ren) eligible to be dismissed directly are instructed to remain on the walkway in front of the upper level entrance of the Norwood Middle School. Older sibling(s) must remain with the younger children they are escorting at all times until the parents/legal guardians/designated adults arrive.
- In the event of inclement weather, child(ren) eligible to be dismissed directly are instructed to wait inside the upper level entrance of the Common Room and then exit when the parents/legal guardians/designated adults arrive.

- Child(ren) eligible to be dismissed directly who are not picked up by 12:45 p.m. are instructed to return inside the building and notify a teacher or Core Group member.
- If no contacts listed on the child(ren)'s online Keisho Center Family Account can be reached by 1:00 p.m. of a regularly scheduled class, or a half hour following a Keisho Center event, a teacher or other Core Group member will notify the police.
- Parents/legal guardians will be responsible for any expenses related to the police taking custody of a student whose contacts could not be reached by 1:00 p.m. of a regularly scheduled class, (or a half hour following a Keisho Center event).

### **Class Attendance**

Students are expected to attend all classes. The curriculum and activities build from class to class and teachers plan activities for a certain number of students. When students are absent they may find it difficult to follow the lessons. When an absence is unavoidable, please email both the Target Class (if applicable) and Homeroom teachers in advance so that they can adjust their plans if necessary. Should a last minute illness or other condition prevent attendance on the day of class, please text the Keisho Center phone (703-868-3241) stating the name of the student, the name of their teacher(s) and the reason for the absence.

In the case of a planned substantial absence, generally six or more consecutive class sessions, or substantial absence due to circumstances beyond the control of the family, parents may request a prorated tuition for that term. Requests must be made in writing (email is acceptable) to the teacher General Manager or President. Whenever possible, requests are to be made prior to the planned absence or as soon as possible under the circumstances. When re-enrolling in Keisho Center, students will be charged the enrollment fee in effect at that time. If there is not an immediate opening, students will be put on the enrollment waiting list with "sibling priority". Space in Keisho Center may be reserved by paying 50 percent of the pro-rated tuition for the period of absence. Upon return, all students may need to be evaluated and a new class placement made. Payment of tuition does not guarantee that a student will be placed in the same class.

Students absent more than four consecutive sessions or who miss a substantial number of sessions during a term or school year may need to be re-evaluated and placed in a different class.

### **Late Arrival and Early Dismissal Policies and Procedures**

The following are Keisho Center's Late Arrival and Early Dismissal Policies and Procedures.

#### **Late Arrival**

- If child(ren) under the age of ten, arrive after 9:05 a.m. and the class(es) have left the Common Room, the parent/legal guardian/designated adult must park in a marked parking space in the Norwood Middle School Parking Lot and personally escort their child(ren) into the school. The parent/guardian/designated adult must sign the child(ren) in on the Late Arrival Attendance Roster (located near the Keisho bulletin board in the Common Room) and then escort the child(ren) upstairs directly to their classroom.
- If child(ren) at least ten years of age who are eligible for direct dismissal, arrive after 9:05 a.m. and the class(es) have left the Common Room, the child(ren) can be dropped off at the front entrance **but the child(ren) must sign in on the Late**

**Arrival Attendance Roster before** going upstairs to their classroom.

### LATE ARRIVAL ATTENDANCE ROSTER

Date	Time of Arrival	Name of Student	Name of Parent/Legal Guardian/Designated Adult	Signature of Parent/Legal Guardian/Designated Adult (or student eligible for direct dismissal)	Reason for Late Arrival

### Early Dismissal

- If child(ren) under the age of ten, must leave class before the end of regular class *and have given the teacher advance notification*, the parent/guardian/designated adult must sign the child(ren) out on the Early Dismissal Attendance Roster in the Common Room, then go upstairs to the child(ren)'s classroom to escort the child(ren) directly out of the school.
- If child(ren) at least ten years of age who are eligible for direct dismissal, must leave class before the end of regular class *and have given the teacher advance notification*, the child(ren) **must first sign out on the Early Dismissal Attendance Roster in the Common Room**, and then can be picked up at the upper level entrance of the school.

### EARLY DISMISSAL ATTENDANCE ROSTER

Date	Time of Dismissal	Name of Student	Name of Parent/Legal Guardian/Designated Adult	Signature of Parent/Legal Guardian/Designated Adult (or student eligible for direct dismissal)	Reason for Late Arrival

### Advance Notification of Early Dismissal

- Parents/legal guardians must notify teachers of early dismissal either by sending an email directly to the teacher before 4:00 p.m. Friday or in the form of a written and signed note that the child(ren) give directly to the teacher at the beginning of class.
- If the teacher does **not** receive advance notification, the parent/legal guardian must sign the child(ren) out on the Early Dismissal Attendance Roster in the Common Room, then go upstairs to the child(ren)'s classroom to escort the child(ren) directly

out of the school, regardless of the age of the child(ren). ***No child(ren) will be directly dismissed early from the classroom without advance notification.***

### **Homework**

Suggested homework assignments are usually given after each class. Homework is generally voluntary. Assignments are designed to stimulate interest and excitement in learning Japanese as well as reinforce and extend class learning, prepare for activities and new learning in the next class, and provide language practice between classes. Assignments are usually discussed the following class. Teachers instruct the students to write the assignments in their notebooks.

### **Tuition**

All fees are due at time of registration. Tuition payment is due by the first class session of each semester.

Tuition and fees are subject to change. For the current rates, please see the [Keisho Center website](#). Tuition and fee payments can be paid with a credit card (via PayPal) or by check only. Keisho Center is not able to accept cash. Checks may be given to the Treasurer (currently Ms. Yoko Arrington), General Manager (currently Sean Kinnard), President (currently Shigeru Tsubakitani), an on-duty Core Group member, or mailed to the Keisho Center PO Box.

PO Box 142  
Cabin John, MD 20818-0142

Enrollment fees and early registration fees, used to reserve a student's space the following term, are non-refundable. If a student is not able to attend some or all sessions after tuition has been paid, the unearned portion of the tuition may be refunded less a \$60.00 handling fee. This fee is necessary to cover the processing and other costs incurred by Keisho Center. Any requests for reimbursement must be made in advance. Tuition for sessions missed will not be refunded except under extenuating circumstances. Following the completion of the eighth session of a semester, and/or the midpoint of a semester, the total tuition for that semester will not be refundable except under extenuating circumstances.

Limited financial support, including monthly tuition payments, is available. The Keisho Center Core Group and Board want to make every effort to assure that all who want and qualify to participate in Keisho Center activities are able to do so. However, please understand that our resources are limited. All inquiries and requests are kept strictly confidential. See a member of the Keisho Center Board of Directors for details.

### **Enrollment and Waiting List**

Some of our students have Japanese family members. Others have lived in Japan and want to continue learning Japanese. We do our best to welcome everyone. Students should be motivated to come to Keisho Center and learn, have some Japanese language ability, be able to understand and follow basic age-appropriate instructions in Japanese, and have a home environment that supports their Japanese language studies.

All students enrolling in Keisho Center for the first time or re-enrolling after a substantial absence will need to be evaluated by a member of the instructional team. The instructional team will then place the student in the most appropriate class based on the student's language ability and maturity. Should there not be any space in an appropriate class, the student will be placed on a waiting list.

In general, students are placed in classes from the waiting list in the order in which they signed up ("first-come-first-served"). Siblings of current Keisho Center students, however, will be given priority. Families wishing to enroll siblings and take advantage of the "sibling priority" must notify Keisho Center by the dates designated on the [\*Keisho Center Student and Family Calendar\*](#) (see page 5-6 of this manual or the Keisho Center website), generally in early June for the fall semester and in early October for the spring semester. At the discretion of the Education Team, students who have been on the waiting list may be re-evaluated and a new placement decision made at the time of enrollment.

If all age-appropriate classes are full, students may be placed on the waiting list without being evaluated by a member of the Education Team. Final acceptance and placement into a Keisho Center program or class is contingent upon an evaluation and recommendation by the Education Team.

### **Family Responsibilities**

Keisho Center requires each family to contribute to the success of our programs by working at least one shift of each Family Responsibility per school year. This helps us keep our costs down and allows us to provide a wider variety of services (e.g., the library).

The Family Responsibilities include:

- Library
- Common Room Monitor
- Hall Monitor

A detailed description of each of these Family Responsibilities is listed in the Appendix of this Handbook.

Keisho Center uses SignUpGenius to coordinate families' shifts. Families will receive a notification from SignUpGenius and if they do not have a current SignUpGenius account, they will need to register. Families with more than one student at Keisho may be asked to sign up more often. If a family wishes, they may work more than the required three shifts per year. If all shifts are not filled by November 1, Keisho will assign shifts starting with the families who have not yet signed up. If a family wishes to change their date, please arrange with another family to switch shifts by using the "swap" feature in SignUpGenius. If a family is not successful in finding another family to swap shifts, they should delete their name from the slot and sign up for another slot. Then send an email via SignUpGenius to the Volunteer Coordinator notifying Keisho that they were not able to find a replacement for that slot. Please send the notification at least by the Wednesday prior to the shift so Keisho has enough time to find another family to cover that shift.

In addition to the required shift for each Family Responsibility, parents may be asked to help with other tasks. Such tasks may include supervising children during recess time, chaperoning

field trips, assisting in the classroom with special activities, or assisting with clerical work such as photocopying or sorting paperwork. Keisho Center always needs assistance with Japanese activities (e.g., origami) as well as with general skills (e.g., accounting, computer skills).

Keisho will also ask for one set of parents/guardians to volunteer as “room parents” for each classroom. Room parents will assist the teacher in communicating with the other families and with getting volunteers that may be needed for a special class activity. When other assistance is needed, our Volunteer Coordinator may contact specific parents or distribute a general request for assistance. Volunteers are always welcome.

### **Library Use**

The library is open during school hours for students and family members who may each check out two items at a time per person: books, videos, CDs, magazines, or other items. Additional items may be checked out if requested and available. Students come to the library during class time. Other family members wishing to use the library are welcome to do so during school hours. Please note that library materials are locked in a storage area after all classes have completed their library time and may not be available shortly before classes end.

All library materials are available for loan for a two-week period. When items are overdue, a note will be sent home with a student. Please return all overdue items the next class session. Families will be asked to pay for lost, damaged, or unreturned items. Students and their family members who are registered for the following term may borrow up to three items each during vacation periods (winter and summer). Again, more items may be requested if desired.

### **Behavior**

Students are expected to exhibit appropriate school behavior and must follow all directions given by the teachers, volunteers, and Core Group members. Parents will be asked to intervene if their children do not exhibit appropriate behavior or do not follow directions. Disruptive and defiant students interfere with others' learning. Therefore, Keisho Center reserves the right to withdraw a student or refuse admission of a student who shows through their actions that they do not wish to attend Keisho Center. Students withdrawn for behavioral reasons during the first half of a semester will receive a prorated tuition refund equal to half a semester's tuition plus the following semester's tuition if already paid. Students withdrawn for behavioral reasons after the midpoint of a semester will not receive a tuition reimbursement for that semester. Enrollment, book and other fees are not refundable.

As Keisho Center uses another organization's facilities, students, their families and other visitors are asked not to touch or play with the equipment, displays, or other items at that facility unless directed or given permission by their teacher or other Core Group member or by staff of that facility. Parents/guardians are asked to instruct their children not to touch any of the items in the classroom desks, on the shelves or elsewhere in the classrooms. Families will be asked to pay for and/or replace any lost or damaged items belonging to the host facility or its other users.

To be sure that all students and parents understand the level of behavior that is expected, Keisho Center has adopted a Code of Conduct (see Appendix of this Handbook). The Code of Conduct will be distributed to all students at the beginning of each academic year or upon enrolling in classes at Keisho Center. Parents are asked to review the Code of Conduct with their children,

and both students and parents are required to sign and return the Code of Conduct to their child's teacher.

### **Student Safety and Security**

Students are asked not to bring any sports or athletic equipment to Keisho Center. Students are given a classroom break and, weather permitting, are encouraged to go outside. However, older and younger students are often in the same area, so most team sports and many active games cannot be played safely. If students must bring sports or athletic equipment to Keisho Center for after school use, it should be kept in a bag in the classroom and not used.

The use of skates and shoes with wheels (e.g., Heelys) is not permitted in Keisho Center or during any Keisho Center fieldtrip or other Keisho Center-sponsored activity. If students wear such shoes to Keisho Center or a Keisho Center-sponsored activity, they must remove the wheels.

Students are encouraged not to bring music players, cell phones, and other electronic items to class. Such items are easily lost and neither Keisho Center nor our host facility (e.g., Norwood School) is responsible for lost, misplaced, stolen, or broken items. Students will be provided with laptop or tablet computers for use in class when needed. To create and maintain an environment that facilitates learning, Keisho Center has adopted the following policy regarding electronic devices:

- Students must power off all cell phones and other devices (e.g., smart phones, tablets, and games such as DS) during the school hours including breaks. Students must request permission to use a specific application/app or to show other students something on a personal device.
- Cell phones can be turned on at 12:30 p.m., after dismissal.
- If parents/guardians or others need to contact a student during class time for any reason, they should call the Keisho Center phone (703-868-3241) and the information will be relayed to the student.
- If students use electronic devices during school hours, a teacher or Core Group member may take those items away from the student and will return them directly to the parent/guardian.
- This policy applies to all areas, including in the Common Room, hallways, and playground.

### **Fieldtrips**

Teachers, in consultation with the Board of Directors and Core Group, schedule fieldtrips from time to time. Parents/guardians will usually be asked to provide transportation. This lessens the cost of the trip, simplifies making arrangements, and lessens Keisho Center liability. It also helps ensure an adequate number of chaperones are present.

Fieldtrips are considered class time and we request that you notify us in advance if the student cannot attend. Fieldtrips contribute to the mission of the school and support the curriculum. Teachers prepare the students for the experience in advance of the trip. During the fieldtrip, teachers guide the students and chaperones through the experience. After the fieldtrip, students may be given a writing or drawing assignment as follow-up. Upon return to the class, the fieldtrip and assignments are discussed and the students aided in applying what they have

learned. Parents/guardians are generally asked to supervise during fieldtrips and are given event-specific instructions from the teacher(s).

### **Inclement weather and emergency procedures**

Keisho Center will close when:

- The host facility (e.g., Norwood School) is closed and we do not have access to the building.
- Weather or other conditions make travel to and from the school hazardous.
- Power outage or other circumstances make it difficult or hazardous to conduct classes.

### **HOW TO FIND OUT ABOUT CLOSURES**

Notification of emergency closures will be posted on [our website](#), sent by email, posted to [Twitter](#) and [Facebook](#), added to the recorded announcement on the Keisho Center telephone number (703-868-3241) and, at times, by telephone tree. Announcements about our regular Saturday classes will be posted by 7:00 a.m. Saturday morning. Announcements about other activities will be posted two hours prior to the start of the activity. If there is no announcement, we will have classes/activities as planned. Please check the website and your email or call the Keisho Center phone for all announcements.

When weather or other circumstances are a factor and the host facility is open, Keisho Center will make its own decision to open or close. The President, General Manager, and Core Group members who live in different parts of the Washington metropolitan area will consult via telephone. They will review the travel conditions in their areas and decide as a group whether to open or cancel school or other activity for that day. When Keisho Center is open, we understand that each family must do what is safest and best for them. If you are not able to get to Keisho Center or join the activity that day, please text or call the Keisho Center telephone number to let us know.

### **Make-up classes**

If a class or other activity must be canceled, Keisho Center will make every effort to reschedule it, and we have included “snow make-up days” on the calendar. This will not always be possible, however. Much will depend on the host facility or other site’s schedule and availability as well as the teachers’ and students’ schedules.

Tuition is NOT refunded when classes or other activities must be canceled. Refunds of activity fees will be decided on a case-by-case basis and will depend on whether Keisho Center is able to get a refund of expenses already incurred.

### During school emergency procedures

While we cannot anticipate every emergency that might arise, we can keep everyone safer by preparing for those that we can anticipate. Following are three types of emergencies and responses Keisho Center prepares for:

	Situation	Response
1	Urgent in school emergencies (e.g., fire)	Evacuate the building immediately.
2	Urgent outside emergencies (e.g., sudden snowstorm, terrorist attack)	Go into a lockdown mode, remaining in the classrooms or the Common Room, depending on circumstances, with the doors locked.
3	General disruptions (e.g., power failure)	Gather in the hallway or Common Room; then, if it is not safe to remain in the first location, go to another common area such as the gym or another part of the building; call parents to arrange for students to be taken home and dismiss early.

#### EVACUATION

Each building location has at least two escape routes. There is also a designated meeting location outside the building – in the front of the school by the playground equipment. After evacuating the building all students, staff, and others should go to the designated meeting location.

If anyone sees a fire, activate the building alarm. The building fire alarm will sound and all teachers will evacuate the students following one of the prearranged routes from their classrooms. Core Group members will assist in evacuating the Common Room and Library area. Teachers and Core Group members located near or passing through the common areas such as the restrooms will need to ensure all students, parents, and other visitors also leave the building. Once outside the building, call the fire department using 911. When outside, all teachers and students will proceed to the prearranged meeting location and take attendance to ensure everybody is accounted for. Parents and volunteers should follow the classes to the prearranged location. If anyone is missing, notify the other teachers and any Core Group members. Teachers must stay with their students at the prearranged location while other Core Group members and parents may search around the outside of the building for the missing student or other individual. Do **NOT** go back into the building.

We will have one scheduled practice fire drill towards the beginning of each term, and may have unscheduled fire drills during the school year.

#### LOCKDOWN

Should there be a violent intruder or other dangerous situation in or near the building, teachers will need to keep their students in the classroom with the doors locked. Teachers are advised to continue teaching their regular lessons as best they can so as to prevent the students from becoming alarmed. Parents and visitors already in the building may be asked to move into one of the classrooms or other area. If in a classroom, parents and visitors please stand or sit in the back

of the room or assist the teacher with the lesson. Try to avoid talking about the situation so as not to overly alarm the students. It is best that nobody stands or sits directly in front of the door, and it may be necessary or advisable to move away from windows. Communication with other classrooms and Core Group members will be possible via radios in each Norwood classroom and teachers' personal cell phones. Please note that anyone not already in the building may not be able to enter the building. If the doors are locked, call the Keisho Center phone (703-868-3241). We will have one scheduled lockdown drill towards the beginning of the school year, and may have unscheduled lockdown drills during the school year.

### GATHERING IN COMMON AREA

In the event of a power failure or other condition making one or more classrooms unusable, teachers will lead students, parents, and visitors to the hallway. If only one classroom is affected the teacher will continue the lesson in another part of the building. If all classrooms are affected, the Curriculum Coordinator and/or General Manager will provide direction.

### EARLY DISMISSAL

Keisho Center will consider early dismissal under the following conditions: when there is a power failure; when weather is making travel conditions hazardous; or when other conditions make the building either unusable or travel conditions dangerous. An early dismissal decision will be made by teachers and any Core Group members present. If the decision is made to cancel the class or activity, teachers, Core Group members present, and parent volunteers will be asked to call parents to pick up the children immediately. If a parent cannot be reached, a Core Group member will either stay at the host facility with the child or, if conditions warrant, take the child with him/her and leave a note securely affixed to the exterior door leading directly into the Common Room instructing the parents on how to locate their child(ren). Children will not be sent home with another family unless directed by the parents or the child regularly car pools to school with that family.

Tuition is NOT refunded when classes or other activities must be ended early. Refunds of activity fees will be decided on a case-by-case activity and will depend on whether Keisho Center is able to get a refund of expenses already incurred.

### **Keisho Communications**

#### KEISHO CENTER PHONE 703-868-3241

The Keisho Center phone is for parents who need to contact us during class hours and the convenience of others who wish to contact us and leave a message outside of class hours. Generally, the phone is kept turned off during the week. The phone will be turned on the day of class or prior to any activity. We will check for voice and text messages at that time and pass those messages on to the appropriate people.

## KEISHO CENTER EMAIL

**[ACCOUNTING@KEISHO.ORG](mailto:ACCOUNTING@KEISHO.ORG)** The “accounting” email address is used for bookkeeping and billing purposes. Keisho invoices are sent electronically from [service@paypal.com](mailto:service@paypal.com) but any questions about payments, invoices and related matters should be sent to [accounting@keisho.org](mailto:accounting@keisho.org).

**[INFO@KEISHO.ORG](mailto:INFO@KEISHO.ORG)** The “info” e-mail address is how most parents and students will contact Keisho Center and individual teachers. This e-mail address is checked several times a week by Core Group members. This is also the email we use to contact families. We try to limit the number of mass emails sent to families. Please read these messages carefully since they contain important information for the Keisho community.

**[REGISTRAR@KEISHO.ORG](mailto:REGISTRAR@KEISHO.ORG)** The “registrar” e-mail address is how the Keisho Center Registrar will contact families currently enrolled or in the process of enrolling at Keisho Center. This e-mail address is checked regularly by the Keisho Center Registrar (currently Mitsue Steiner). This is also the email address used to send out information specific to Keisho Center registration.

**[SIGNUPGENIUS@KEISHO.ORG](mailto:SIGNUPGENIUS@KEISHO.ORG)** Keisho Center uses SignUpGenius to create and maintain volunteer and other lists. Expect to see emails from SignUpGenius requesting you to sign up for family duty positions and before our two annual potlucks in December and June.

### KEISHO CENTER WEB SITE: [KEISHO.ORG](http://www.keisho.org)

The web site (<http://www.keisho.org>) provides a description of our program, a school year calendar, forms, and other useful resources.

### KEISHO CENTER FAMILY ACCOUNT PAGE: [KEISHO.ORG/PARENTS](http://www.keisho.org/parents)

The [Keisho Center Family Account page](http://www.keisho.org/parents) provides online payments, electronic release forms, and an online directory of teacher, student, and parent/guardian contact information. Parents not wishing to have their contact information published are asked to indicate this on the Consent and Release section of the Family Account page. If at any time you wish to no longer have your child or children appear in this directory, simply sign in, visit the Account tab, and modify your directory preferences.

### KEISHO CENTER TWITTER ACCOUNT: [@KeishoCenter](https://twitter.com/KeishoCenter)

The Twitter account (follow us at [@KeishoCenter](https://twitter.com/KeishoCenter) or at <http://twitter.com/keishocenter>) provides brief news, reminders, and emergency announcements specifically related to Keisho Center. Twitter is particularly useful for finding out about school closures due to weather and last minute updates when we meet at other locations (e.g., when we meet in D.C. for the Sakura Matsuri).

### KEISHO CENTER FACEBOOK PAGE

The Keisho Center Facebook page (<https://www.facebook.com/keishocenter/>) is used for sharing photos, news items, and/or announcements. Please “like” us and stay connected.

## MAIL

The official Keisho Center mailing address is:

PO Box 142  
Cabin John, MD 20818-8142

The address is used for all official correspondence including tuition payments made by mail. The box is checked weekly during the school year and periodically at other times.

## STUDENT FOLDERS

Each student is given a two-pocket folder for homework and messages from the teachers and Keisho Center. Parents are asked to sign the class schedule on the front of the folder each week after reviewing their child's homework and any notes. The left pocket contains information or assignments that are to be reviewed and removed from the folder. The right pocket contains items that are to be signed by the parent and/or completed by the student and returned to Keisho Center. These folders are also an excellent way to send notes to teachers.

### **Data Security and Student Confidentiality**

Keisho Center collects information on all of its students necessary for the operation of its programs and the safety of its students. This information is kept confidential and is not shared with anyone outside of Keisho Center except emergency personnel during health or other emergencies. Within Keisho Center, only those who need to know the information have access to it. All information, including but not limited to names, addresses, telephone numbers, and health information, is kept in a secure location or online site. Parents are asked to update all information at the start of each academic year and to notify Keisho Center of any changes.

Keisho Center occasionally publishes pictures of students, student work, and their names on our website and other publications. Keisho Center only publishes the pictures, work and/or names of those students/participants with an electronically signed release on file.

## Student Health

Teachers have a copy of their students' information with them in the school, on fieldtrips, and at other activities. Student information includes regular and emergency contacts, allergy information, and health insurance information. Teachers need to be aware which of their students have allergies, take medication, and have health problems. Should a student have a health emergency, Keisho Center will call 911 and request an ambulance. The General Manager or other available Core Group member will accompany the student in the ambulance while the teacher remains with the other students. The person who accompanies the student will take the emergency information with him/her. The teacher or other Core Group member will try to make contact with a parent or emergency contact and brief them on the situation.

### FOOD AND OTHER ALLERGIES

Several Keisho students have severe allergies to various food items as well as other items commonly found in the environment. Keisho Center maintains a list of those students and the special protocols to follow should they have an allergic reaction during class time. Should any parent notice a student who appears to be having a severe allergic reaction (e.g., difficulty breathing, redness of skin, swelling of throat), notify a member of the Core Group immediately.

The host facility (e.g., Norwood School) maintains the classrooms so as to be free of most common allergens. To preserve this environment and for the safety of all students, Keisho Center has adopted the following policy:

- No food or snack items are to be eaten in the classrooms. Students may eat their snacks in the Common Room (which is specially cleaned by Norwood School) or, weather permitting, outside.
- Parents will instruct their children **not** to share food (including candy, snacks, and drinks).
- Students may have water in the classrooms only in spill-proof bottles.
- Adults may have water or other drinks (e.g., coffee or tea) in the upper hallway and classrooms in spill-proof containers only.

## Classroom Visitors and Observers

**Current Families** are encouraged to visit the school and observe classes. Families are also welcome to bring visiting family members to observe classes. We request current families send an email to the classroom teachers and [info@keisho.org](mailto:info@keisho.org) at least 3 days prior to any observation. Please note that teachers may request their class not be observed at a particular time if the teacher feels it would be disruptive or interfere with their lesson (e.g. administering a test).

**Prospective Families** are also encouraged to visit the school and observe classes. We request at least 3 days notice prior to any observation. Prospective Families should send an email to [info@keisho.org](mailto:info@keisho.org) and the General Manager, Curriculum Coordinator, or Admissions Assistant will contact the prospective family to arrange a classroom observation. Parents of prospective students must sign a *Waiver of Liability for Classroom Observation* form prior to prospective students observing or participating in the classroom.

**Prospective Classroom Volunteers, University Students, Academics, and Staff from other language heritage programs** who are interested in classroom observation should send an email to [info@keisho.org](mailto:info@keisho.org) at least one week prior to their intended visit and a the General Manager or Curriculum Coordinator will contact the prospective visitor to arrange a classroom observation. Please note that teachers may request their class not be observed at particular time if the teacher feels it would be disruptive or interfere with their lesson (e.g. administering a test).

**Official Observers** requested by Keisho Center to observe part or all of the Keisho Center operations, will be engaged from time to time and coordinated in advance by our Board, General Manager, and/or Education Team. These observers will be asked to comment on Keisho Center classes and/or other operations so that we can improve our instruction and operations. Teachers may request that their class not be observed at a particular time if they feel it will be disruptive or otherwise interfere with their lesson. Every effort will be made to observe classes at pertinent times that do not interfere with learning.

**Guest Lecturers and Performers** are occasionally invited to work with one or more classes or the entire school and coordinated in advance by our General Manger and Education Team. Teachers may also arrange for visitors to their classrooms to demonstrate, share or assist with a lesson. As with a fieldtrip, the guest lectures, performances, demonstrations and other activities fit with the curriculum and are a part of the classroom instruction.

## **Appendix**

This Appendix contains important documents including: detailed descriptions for each of these Family Responsibilities; the Code of Conduct; and school supplies list.

## Family Responsibilities

### LIBRARY RESPONSIBILITIES

#### COMMON ROOM

##### **Common Room Set-Up (8:45 a.m. – 9:30 a.m.):**

- Ask parents/others to assist with:
  - Taking coffee and tea supplies from Library room and move to Common Room.
  - Set out coffee and tea supplies, fill and heat water and make coffee.
  - **Set-Up for Library:** Place a table by the library room door and set 2 chairs around table.

##### **Common Room On-Going:**

- Ask parents/others to assist with:
  - Refresh coffee and water for tea as needed.

##### **Common Room Tear-Down (11:15 a.m. – 11:45 a.m.):**

- Ask parents/others to assist with:
  - Emptying coffee pot and hot water pot, packing tea and coffee supplies and equipment and placing in Library room.
  - **Tear-Down for Library:** Return the table and 2 chairs to their original locations.

#### LIBRARY

- **8:45 a.m. – 9:30 a.m.** = Oversee Common Room Set-up (above).
- **9:00 a.m. – 12:00 p.m.** = Remain at library table (or until all classes have visited the library).
  - Take the supply box and folding crate for returned books from the bookshelf; remove the yellow book card box from the supply box and place the crate on or near the table.
  - Books returned by students will be placed in the crate. Find the matching book cards insert them in the pockets of the books, then re-shelve.
  - When students or family members check out books (general limit is 2 books each but more are allowed if asked), have them write their names on the book card (in Japanese if able) and stamp the due date on the back of the book. Put the book cards in the yellow box sorted by the category.
  - For DVD check out, write the borrower's name in the orange DVD check out books as well as in the pink card in the DVD case.
  - If it is a week of *Aikata* ("Paired") Reading, older students will check out a book with a colored name card. Keep these separate. Teachers are responsible for putting back all of these books into the green tote bag at the end of the lesson.
  - Oversee On-Going Common Room (above).
- **11:15 a.m. – 11:45 a.m.** = Oversee Common Room Tear-Down (above).

- **12:00 p.m.** = (or after all classes have visited the library) Start closing the library by returning the supply box and crate. Volunteers are asked to help make sure that the Library room is neat and orderly.

If you have questions while you are at the table, ask any of the parents around you. Most have done it before.

### STUDENT HEALTH EMERGENCIES OR MINOR INJURIES

- If a student or other person has a health emergency, call 911 and request an ambulance. If administering first aid, direct someone else to call 911 and have them confirm that the call was completed. Do not assume that someone else has called 911 unless you observe them do it or they tell you they have made the call. When in doubt, err on the side of safety and call 911.
- Ensure that the General Manager, President, or on-duty Core Group member is aware of the health emergency and follow the **Student Health, Safety, and Security** procedures on pages 18-20 of the Keisho Staff Handbook.
- If a student or other person has a minor injury that requires a band aid or ice pack, administer first aid using supplies from one of the First Aid Kits located either in the Library Room or with the Hall Monitor on the 3<sup>rd</sup> floor.
- Record all minor injuries on the First Aid Log located inside each of the First Aid Kits.

## COMMON ROOM MONITOR RESPONSIBILITIES

### First Shift (9:00 a.m. – 10:45 a.m.)

- Wear Keisho ID while on duty in order to be identified as “Common Room Monitor”.
- Monitor the building entrance, opening the door as needed and making sure that the exterior doors are NOT propped open.
- Monitor entrances and assist students coming in late or leaving early to sign in/out.
- Greet any Keisho visitors and ask a Core Group member or Keisho parent to notify the Keisho staff or Core Group member responsible for the visit that their guest(s) have arrived in the Common Room
- Direct people not associated with Keisho Center either to the security guard at the rear gym entrance or to sections of the Norwood building where other activities may be taking place. People not associated with Keisho Center or not employed by the Norwood School should not be allowed in the 1<sup>st</sup> floor hallway or the Common Room. Norwood employees all have Norwood ID badges. Norwood students are only allowed in when accompanied by or meeting a teacher.
- Ask parents to assist with:
  - After students go up to their classrooms, ask other adults to take out additional tables for the students to use during snack/break times and for parents to use while waiting. Check with General Manager or on-duty Core Group member to see if there are requests from teachers for special table arrangements.
  - Take out printer/copier from the Library Room and move to Common Room.
- Make photocopies per teachers’ request and if also requested, deliver them to the classroom.

### Second Shift (10:45 a.m. – 12:30 p.m.)

- Wear Keisho ID while on duty in order to be identified as “Common Room Monitor”.
- Monitor the building entrance, opening the door as needed and making sure that the exterior doors are NOT propped open.
- Monitor entrances and assist students coming in late or leaving early to sign in/out.
- Greet any Keisho visitors and ask a Core Group member or Keisho parent to notify the Keisho staff or Core Group member responsible for the visit that their guest(s) have arrived in the Common Room
- Direct people not associated with Keisho Center either to the security guard at the rear gym entrance or to sections of the Norwood building where other activities may be taking place. People not associated with Keisho Center or not employed by the Norwood School should not be allowed in the 1<sup>st</sup> floor hallway or the Common Room. Norwood employees all have Norwood ID badges. Norwood students are only allowed in when accompanied by or meeting a teacher.
- Ask parents to assist with:
  - Make photocopies per teachers’ request and if also requested, deliver them to the classroom.
  - Returning all chairs and tables to their original locations/configurations.
  - Pack printer/copier in Common Room and return to the Library Room.

## STUDENT HEALTH EMERGENCIES OR MINOR INJURIES

- If a student or other person has a health emergency, call 911 and request an ambulance. If administering first aid, direct someone else to call 911 and have them confirm that the call was completed. Do not assume that someone else has called 911 unless you observe them do it or they tell you they have made the call. When in doubt, err on the side of safety and call 911.
- Ensure that the General Manager, President, or on-duty Core Group member is aware of the health emergency and follow the **Student Health, Safety, and Security** procedures on pages 18-20 of the Keisho Staff Handbook.
- If a student or other person has a minor injury that requires a band aid or ice pack, administer first aid using supplies from one of the First Aid Kits located either in the Library Room or with the Hall Monitor on the 3<sup>rd</sup> floor.
- Record all minor injuries on the First Aid Log located inside each of the First Aid Kits.

## HALL MONITOR RESPONSIBILITIES

### **First Shift: 9:00 a.m. – 10:45 a.m.**

- Take the small Emergency Kit and Hall Monitor badge out of the Library Room.
- Move a desk and chair from one of the classrooms to work on.
- Wear the Hall Monitor badge and remain on duty in the 3<sup>rd</sup> floor hallway.
- Monitor students in the hallway as they go to the restrooms or water fountains.
- Escort younger children to/from the restroom if needed.
- Step into a classroom should the teacher need to leave the room momentarily.
- Do **not** allow any student to use the elevator unless accompanied by an adult.
- Do **not** allow any student to leave the 3<sup>rd</sup> floor unless a teacher has escorted the student to the classroom doorway and informs the monitor that the student has permission to go downstairs.
- Provide directions to authorized visitors, and escort **un**authorized visitors to the Common Room on the first level and alert the General Manager or the on-duty Core Group member.
- When the volunteer reports for the second shift, identify which classroom the desk and chair should be returned.

### **Second Shift: 10:45 a.m. – 12:30 p.m.**

- Wear the Hall Monitor badge and remain on duty in the 3<sup>rd</sup> floor hallway until all classes have moved to the Common Room for group singing.
- Monitor students in the hallway as they go to the restrooms or water fountains.
- Escort younger children to/from the restroom if needed.
- Step into a classroom should the teacher need to leave the room momentarily.
- Do **not** allow any student to use the elevator unless accompanied by an adult.
- Do **not** allow any student to leave the 3<sup>rd</sup> floor unless a teacher has escorted the student to the classroom doorway and informs the monitor that the student has permission to go downstairs.
- Provide directions to authorized visitors, and escort **un**authorized visitors to the Common Room on the first level and alert the General Manager or on-duty Core Group member.
- Return table and chair back to the classroom from which it was moved.
- During group singing:
  - Stand near the 1<sup>st</sup> Floor elevator and monitor students as they go to the restrooms or water fountains.
  - Do **not** allow any students to return to the 3<sup>rd</sup> floor unless a teacher has escorted the student to the stairway entrance and informs the monitor that the student has permission to return upstairs to the classroom.
- Return the small Emergency Kit and Hall Monitor badge to the Library Room.

## Code of Conduct

Dear parents/guardians:

The standards, rules, and list of prohibited behaviors within Keisho's Code of Conduct are intended to: maintain a mutually trusting and respectful relationship with our host, the Norwood School and between all Keisho students, their parents, teachers, guests, and visitors. This is essential for protecting (a) the long-term security of our lease with our host, (b) the smooth functioning of our school on a day-to-day basis, and (c) the long-term reputation and standing of our school within the wider Washington, D.C. community in which Keisho exists. Please go over these rules and review them with your child. We must maintain these rules in order to ensure a healthy relationship and future at Norwood.

Keisho has defined a set of rules for our students that fall under two categories of importance: respect and safety.

### Respect:

- Do not touch any item that is not yours. Don't touch items in book bags, in desks, on shelves, or in lockers. This means no taking or borrowing of any items from the desks, as well as touching another classmate's items without asking. Borrowing without asking is called "stealing".
- Do not write on desks, walls, papers, or anything else that is not yours.
- Do not write on or erase anything on the classroom boards.
- Listen and follow directions the *first time* they are given.
- Behavior in the classroom and during singing must be attentive and not distracting.
- Do not talk while the teachers are talking.
- Be responsible and bring all materials needed for class.

### Safety:

- No food upstairs (only drinking water in bottles with a *closeable* lid are allowed).
- No running in the hallways or on the stairs.
- Look both ways before crossing the street to the playground.

These rules will be enforced by a series of actions including:

1. Warning
2. Interventions by teachers
3. Meeting with student, teachers, General Manager, and parents/guardians
4. Withdrawal

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

**General Supplies and Other Items for All Keisho Students to Bring Every Saturday:**

- Pencils or mechanical pencils (no ink pen with eraser for writing)
- Eraser
- Snack (small amount that can be consumed in the Common Room in about 10 minutes )
- Drink (only water in classroom) in a bottle with a spill-proof lid

**Additional Supplies for each Class:**

からくれない

**Karakurenai:**

- Colored Pencils (no markers)
- A Pair of Scissors
- Glue

てりがき

**Terigaki:**

- Colored Pencils (no markers)
- A Pair of Scissors
- Glue

うぐいす

**Uguisu:**

- Colored Pencils (no markers)
- A Pair of Scissors
- Glue

とき

**Toki:**

- Colored Pencils (no markers)
- A Pair of Scissors
- Glue

わかたけ

**Wakatake:**

- Colored Pencils (no markers)
- A Pair of Scissors
- Glue

菜の花

**Nanohana:**

- Red ballpoint pen
- Loose leaf paper or notebook
- Folder to keep assignments

あさぎ

**Asagi:**

- Colored Pencils (no markers)
- A Pair of Scissors
- Glue