



## CODE of CONDUCT

Dear Keisho Center Families:

Please review this Code of Conduct together as a family. It is important that you understand and abide by our norms, expectations, and policies.

Please indicate that you and your child(ren) have read and understand this Code of Conduct by checking the appropriate box in your online Family Account.

Sincerely,

Keisho Center Board of Directors

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### Purpose

The Code of Conduct is intended to maintain an environment of mutual trust and respect among Keisho Center students, staff, families, visitors, our host school, and the larger community. These groups are hereafter referred to as “community members” or “members.”

The Code of Conduct creates community norms for behavior and therefore provides a system of discipline for Keisho Center. The Code of Conduct is a means of promoting the healthy growth and development of all community members. This system of discipline should never demean or condemn, but rather should serve as a tool for developing sound habits and self-discipline.

This Code of Conduct applies to all Keisho Center activities – including in-person as well as virtual classes – and during off-campus activities such as field trips and community outreach events.

Community life requires restraints as well as freedom. Rights must be balanced with responsibilities. The Code of Conduct is predicated on the belief that people can learn



from their mistakes. The system of discipline is an educational tool that helps community members learn that actions have consequences.

The Code of Conduct is a tool for reflection. When community members become aware that their actions have impacted others, they should reflect on how to change their behavior to restore relationships. They should acknowledge that what they did was wrong and how their actions were hurtful. If appropriate, members should communicate their feelings to those individuals they have wronged and try their best to improve their conduct in the future.

## Core Values

The conduct of Keisho Center community members is guided by the following core values:

- **Respect**
- **Kindness**
- **Integrity**
- **Responsibility**

## Norms and Expectations

Keisho Center expects all members to act as responsible participants in the learning environment, including in-person as well as during distance learning activities. Any behavior, including behavior that happens online or off-campus, that is contrary to our community norms and expectations may result in a disciplinary response. The following standards are important for the safety and well-being of our community and its members:

**Respect:** All members are expected to show regard for and appreciation of the dignity and worth of all other community members. Members are expected to be polite and courteous, and may not use obscene, profane, or disrespectful language or gestures. No one may deface or misuse Center property or the property of others or our host school.

**Kindness:** All members are expected to help create a positive and welcoming environment. Members may not engage in hurtful verbal or physical behavior, including threats, harassment, abuse, or fighting. Any pejorative or discriminatory language,



including but not limited to, demeaning comments related to ethnicity, race, gender, religion, sexual orientation, ability, or social or economic status are unacceptable. Teasing or joking are not excuses for unkind comments or behavior.

**Integrity:** All members are expected to be honest. Students are expected to ensure that their academic work is their own. Deliberately giving or receiving unauthorized assistance on assignments or tests is considered cheating and is unacceptable. Taking or using the property of another person without permission – including the property of Norwood staff and students who may not be present during Keisho Center activities – is considered stealing.

**Responsibility:** All members are expected to help maintain a safe and clean school environment and follow all laws and Center policies. Students are expected to be prepared for lessons and take charge of their learning, including managing their materials. Possessing, using, distributing, or remaining in the presence of illegal or potentially harmful substances, including alcohol, tobacco, e-cigarettes, vapes, prescription medications, and illegal drugs is strictly prohibited. A student may not possess knives, weapons, or firearms of any kind, or use other objects in that manner, at any time. Further, a student who knows that weapons or potentially harmful substances are in another student's possession must report it to an adult immediately.

Note: All members must ethically and responsibly use all educational materials, including technology resources such as Zoom, personal devices (e.g. cell phones), and laptops belonging to Keisho Center. Telecommunications are subject to the same standards and expectations as all other Center activities.

## Response

When a member breaches a community norm, there will be a response from Keisho Center. Teachers and/or staff will handle each case individually based on the developmental needs and characteristics of those involved. In serious cases of misconduct, the Board of Directors may become involved in the response.

Possible responses to infractions may include, but are not limited to:

- Verbal reminder
- Counseling
- Restrictions on participation in Center activities



- Loss of privileges
- Suspension
- Written reminder
- Parent conference
- Expulsion
- Restorative discipline
- Legal consequences

Response to infractions will vary according to the nature of the infractions and **will not necessarily follow a prescribed sequential order**. Disciplinary matters will be treated with sensitivity and confidentiality, keeping the needs of those involved and the safety of the community in mind at all times.

### Specific Rules - Norwood School

Keisho Center's relationship with Norwood School is important to the viability of our program. Out of respect for our long-standing relationship with Norwood School and to abide by our contract, we require all community members to follow these rules:

1. No food or drinks in classrooms, stairways, hallways, or in the gym (only drinking water in sealable bottles are allowed).
2. No running in the hallways or on the stairs.
3. Students may not use the elevator unless accompanied by an adult.
4. If you move furniture, return it to its original location when you are finished.
5. Do not enter areas not explicitly permitted by our contract with Norwood School.
6. Do not touch, use, or remove any property that belongs to Norwood School or a Norwood School staff member or student (including lockers, laptops, and learning materials such as notebooks, books, or markers).

### Specific Rules - Distance Learning

The confidentiality and security of our families while online are extremely important. We need everyone's cooperation to make sure that we follow good digital citizenship behavior. Please follow these guidelines:

1. Never share the meeting IDs or passwords of Keisho Center sessions with people not associated with our program.



**Washington Japanese Heritage Center (Keisho Center)**

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2. You will be required to identify yourself to the meeting host when accessing an online session. Anonymous participants are not allowed. Students must use their full name. Nicknames such as “iPhone” or “K’s laptop” are not allowed.
  3. Your computer’s camera must be kept ON at all times during a session. If you need to turn off your camera to preserve bandwidth, please communicate your needs with your teacher.
  4. Do not record online sessions on any device (e.g. cell phone) nor broadcast online sessions on any social media (e.g. Snapchat).
  5. Do not share personally-identifying information such as the names or photos of any Keisho Center community member online.
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