Sheridan Japanese School Foundation
シェリダン日本語学校
2011-12
Employee Handbook

“Building Excellence Through Global Education”
EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge that I have received the Employee Handbook.

I also acknowledge that I understand the policies and procedures set forth in the Employee Handbook.

I understand that failure to comply with any of the policies of the Sheridan Japanese School Foundation and/or Sheridan Japanese School may subject me to disciplinary action, up to and including discharge.

I also understand that the Sheridan Japanese School Foundation reserves the right to change or amend any of its policies at any time, with or without prior notice to me.

I understand that my employment with the Sheridan Japanese School Foundation is AT-WILL and may be terminated by the Sheridan Japanese School Foundation or me at any time with or without cause.

Print Employee Name

____________________________________________

Employee’s Signature

____________________________________________

School Executive Director’s Signature

____________________________________________

Date

Date

Date
FIRST MONTH OF WORK

The following items are due by the end of the first week of work:

- Emergency contact information (copy to Administrative Assistant)

- Payroll forms, if needed (speak with Administrative Assistant)

- Employee Handbook confirmation (top page in Employee Handbook to Administrative Assistant)

- Signature that you were made aware of communicable diseases, blood-borne pathogens, and infectious disease control (give to Administrative Assistant)

- Signature that you understand the laws on reporting child abuse (give to Administrative Assistant)

- Signature that you have read how to use MSDS and warning labels (give to Administrative Assistant)

- Signature that you have read the Guidelines for Interacting with Students and the Guidelines for Transportation of Students (give to Administrative Assistant).
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These policies may be unilaterally modified, revoked, suspended, terminated, or changed at the discretion of the Sheridan Japanese School Foundation. Furthermore, there may be times when policies are revised before the written policies and guidelines are revised. Federal, state, and local laws and regulations govern in the event of conflict with any of these policies. The Board of Directors of the Sheridan Japanese School Foundation approves all changes to policies and guidelines to the policies. Any suggested changes to these policies and guidelines to the policies are to be submitted to the Executive Director of the Sheridan Japanese School. Employees will be notified in writing of any changes in policy. For the purpose of this document, company refers to those operations doing business as the Sheridan Japanese School or the Sheridan Japanese School Foundation, also referred to herein as the SJS or the SJSF, respectively. Personnel Committee refers to the members of the Board of Directors of the Sheridan Japanese School Foundation who are appointed to the committee along with the School Executive Director of the Sheridan Japanese School and appointed community members. This is an advisory committee to the Sheridan Japanese School Foundation Board. Employee or Staff refers to any individual(s) on the payroll or acting on behalf of the Sheridan Japanese School Foundation. While contracted workers are required to comply with school policies and procedures, they are not paid employees of the school.
Section 1: Mission and Objectives

MISSION STATEMENT AND OBJECTIVES

The Sheridan Japanese School was created in 1994 to academically challenge students and expand their knowledge of another language and culture, while providing a small, unique, multi-age learning environment with high academic and behavioral expectations as well as exceptional parental and community support. The program was substantially incorporated into a public charter school in the Sheridan School District in 2003.

The Sheridan Japanese School has a rigorous program that is designed to enable a wide range of learners to enjoy academic success. Students are encouraged to advance their learning at a rate that is challenging and rewarding for them. A profound student-family commitment to rigorous education is necessary. Parent participation is encouraged. The objectives of the Sheridan Japanese School are

(a) To promote academic excellence through a rigorous academic program that equips students with the skills necessary to pursue the future of their choice.

(b) To provide a safe, positive learning environment by insisting on high behavioral expectations and respect, therefore enabling students to learn at a rate and level that is challenging and rewarding for them.

(c) To provide students with challenges that foster group efforts so they may develop and learn the necessary collaborative tools for the future they choose to pursue.

(d) To celebrate the Japanese language/culture by providing classes with high expectations whereby students might pursue colleges seeking bilingual students as well as careers demanding multi-lingual skills.

(e) To involve parents, students, and community members in the education process.

Requirements and expectations for students, parents, and staff are outlined in detail in the Admissions Agreement, which all parties sign prior to the beginning of the school year. Students participate in rigorous studies of English/language arts/literature, social studies, mathematics, Japanese, and science. Students are expected to lead, facilitate, and work with multi-age project teams to provide demonstration of subject matter competence through performing and visual arts, as well as through more traditional assignments.

In 2008, the Sheridan Japanese School began work on becoming an affiliate school in the Coalition of Essential Schools. CES started in 1984 through the work of Ted Sizer, a professor at Brown University, and 11 schools in six states who agreed to redesign themselves according to principles essential for school improvement. These principles, now known as The 10 Common Principles, define a vision of teaching and learning that is open to discussion and individualization by member schools rather than a prescription for a model that is to be imposed upon schools as if one size fits all. The Coalition’s principles fit well with the vision that first created SJS and kept it alive and vibrant, and they will provide a touchstone for the years of growth to come.

The Ten Common Principles:
1. Learning to use one's mind well
2. Less is More, depth over coverage
3. Goals apply to all students
4. Personalization
5. Student-as-worker, teacher-as-coach
6. Demonstration of mastery
7. A tone of decency and trust
8. Commitment to the entire school
9. Resources dedicated to teaching and learning
10. Democracy and equity
Section 2: Employment Policies

EQUAL EMPLOYMENT OPPORTUNITIES/AFFIRMATIVE ACTION

The policy applies to all employees of the Sheridan Japanese School Foundation who are citizens of the U.S. However, the Sheridan Japanese School Foundation may vary from this policy due to federal, state, and local laws and customs.

Policy: The SJSF provides equal opportunity to all its employees and applicants for employment, ensures nondiscriminatory treatment in all aspects of personnel policy and procedure, and maintains compliance with applicable laws and regulations. No person is to be discriminated against because of race, color, creed, religion, sex, national origin, sexual orientation, disability, armed services veteran status, or age with respect to terms, conditions, and privileges of employment including hiring, discipline, training, placement, development, promotion, transfer, compensation, benefits, educational assistance, layoff, social and recreation programs, employee facilities, termination, and retirement.

If an employee feels s/he has been subject to discrimination s/he must report the concerns to the School Executive Director. This complaint must be filed in writing and will be forwarded to the Personnel Committee of the Board of Directors. In the event the employee feels s/he has been subject to discrimination by the School Executive Director, the employee may report his or her concerns directly to the Chair of the Personnel Committee. Employees will not be retaliated against for reporting discriminatory issues. However, if an employee knowingly makes a false claim, the claimant may be subject to disciplinary action.

Effective Date: 6/03

AT-WILL EMPLOYMENT

The Sheridan Japanese School Foundation reserves the right to employ at will. This means that employment can be terminated, with or without cause, and with or without notice, at any time, at the option of the school or at the option of the employee.

These policies are not to be construed as a contract of employment. We expressly reserve the right to change, add to, or delete policies at any time. Changes will be effective on dates determined by the school, and you may not rely on policies that have been superseded.

AMERICANS WITH DISABILITIES ACT

The policy applies to all U.S. Citizens who are employees of the Sheridan Japanese School Foundation.

Policy: The SJSF provides equal employment opportunity and reasonable accommodations where necessary to qualified individuals with disabilities in every aspect of the employer-employee relationship. This policy is intended to comply with the Americans with Disabilities Act (Act) and Oregon law. The Company prohibits discriminating against qualified individuals with disabilities in the employment process and in all terms and conditions of employment including:

- Recruitment, advertising, and the processing of applications for employment.
- Hiring, promotion, demotion, layoff, termination, and return from layoff.
- Rates of pay or any other form of compensation and changes in compensation. Job assignment, job classification, organizational structures, job descriptions, lines of progression, and seniority.
- Leaves of absence, sick leave, or any other leaves.
- Fringe benefits available by virtue of employment.
• Selection and financial support for training, and including apprenticeship, professional meetings, conferences, and other related activities and leaves of absence to pursue training.

• Employer-sponsored activities, including social or recreational programs.

Effective Date: 6/03

VIOLENCE IN THE WORKPLACE

The policy applies to all employees of the Sheridan Japanese School Foundation while they are on Company time, the Sheridan Japanese School Foundation premises, and/or conducting Company business.

Policy: The SJSF is committed to providing a safe place for employees to work. Any verbal or physical threats and/or violent acts are prohibited. All such incidents or allegations of such acts will be investigated and may be grounds for disciplinary action and should be reported immediately to the School Executive Director.

Firearms and lethal weapons are not permitted on Company owned or leased property, including vehicles, at any time. Employees bringing firearms and weapons onto the Sheridan Japanese School Foundation property are in violation of the policy and are subject to immediate discharge or other appropriate disciplinary action.

Employees who make statements, joking or otherwise, about having possession of weapons on the SJSF property are also in violation of this policy, and are also subject to immediate discharge or other appropriate disciplinary action.

The SJSF reserves the right to inspect any person or personal property on the SJSF premises including, but not limited to, the contents of a lunch box, purse, briefcase, parcel, duffel bag, personal vehicle or locker. Employee’s consent to an inspection is a condition of employment and an employee’s refusal to consent may result in discharge or other appropriate disciplinary action.

All such incidents or allegations of violence should be reported immediately to the School Executive Director, both orally and in writing. This complaint will be forwarded to the Personnel Committee of the Board of Directors. The School Executive Director is obligated to resolve issues without retaliation. However, if an employee knowingly makes a false claim, the claimant may be subject to disciplinary action, up to and including termination.

Effective: 6/03

NON-DISCRIMINATION AND ANTI-HARASSMENT

The policy applies to all applicants, employees, and volunteers, of the Sheridan Japanese School Foundation, and anyone doing business with the school. The policy prohibits harassment, discrimination, and retaliation whether engaged in by fellow employees, by a supervisor or manager, or by someone not directly connected to the Sheridan Japanese School Foundation (e.g., an outside vendor, contractor, or parent). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace.

Policy: The SJSF is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and that prohibits sexual harassment or other discriminatory practices. Therefore, the SJSF expects that all relationships among employees will be professional and free of harassment. Every employee has the responsibility to contribute to a work atmosphere that has zero sexual harassment or harassment on the basis of any protected characteristic as set forth below.

Sexual Harassment constitutes discrimination and is illegal under federal, state, and some local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of
unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Sexual Harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess, or sexual deficiencies; leering, catcalling, or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal, or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, national origin, age, disability, citizenship, sexual orientation, marital status, or any other characteristic protected by law or that of his/her relatives, friends, or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual’s work performance; or (iii) otherwise adversely affects an individual’s employment opportunities. Harassing conduct includes but is not limited to epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

The SJSF encourages employees to report incidents of discrimination or harassment whether they are the object or the observer of such conduct. If an employee has concerns or feels that he/she or a coworker has been the subject of harassment or sexual discrimination, the employee should report the conduct to the School Executive Director or the Chair of the Personnel Committee. Employees should not feel obligated to file their complaints with the School Executive Director first before bringing the matter to the attention of the Chair of the Personnel Committee when appropriate. The SJSF will take immediate action by conducting a thorough investigation. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. To the extent possible, the SJSF will respect confidentiality and privacy of all individuals involved.

Important Notice to All Employees: Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. Any employee’s failure to fulfill this obligation could affect his or her right in pursuing legal action.

The SJSF prohibits retaliation against an individual for reporting harassment or discrimination, or for participating in an investigation of a claim of harassment or discrimination. Retaliation against such an individual will be dealt with appropriately and a retaliating employee will be subject to appropriate discipline up to and including discharge. Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling, and/or disciplinary action such as warning, reprimand, temporary suspension without pay, or termination as the SJSF believes is appropriate under the circumstances.

Finally, this policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the SJSF prohibit disparate treatment on the basis of sex or any other protected characteristic with regard to terms, conditions, privileges, and prerequisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Effective: 6/03

**DRUG AND ALCOHOL-FREE WORKPLACE**

The policy applies to all employees of the Sheridan Japanese School Foundation. This policy will also be enforced and adhered to by all independent contractors and contract personnel who are within 500 feet of the Sheridan Japanese School Foundation property. Violations of this policy may result in disciplinary action, up to and including termination.
Policy: The SJSF believes that the abuse of alcohol and illegal and controlled substances adversely affects workplace safety, productivity, and morale, as well as the personal health of employees, and the safety and well being of the general public. Therefore, the SJSF supports and encourages activities, which will lead to and maintain a safe and drug-free working environment for all employees. The SJSF also intends to comply with all federal and state regulations regarding drug and alcohol use. To assure that the SJSF meets its objectives relative to the aforementioned areas, the following will be enforced and adhered to:

Being under the influence of alcohol or illegal drugs while on the SJSF property, or in a vehicle owned, leased, or otherwise controlled by the SJSF, or while performing the SJSF business, is prohibited.

Employees taking prescription or over-the-counter medications which could impact the employee’s vigilance, judgment, coordination, or job performance, may also be compromising fitness for duty. Employees should consult a physician when in doubt about their fitness for duty. Employees should notify the School Executive Director if they are aware of any impairment potential from taking these medications. Instructions provided by the physician and manufacturer on such medications should be followed.

The possession, use, sale, purchase, transference, or distribution by an employee, of alcohol or any illegal drug or controlled substance while performing the SJSF business, or while on the SJSF property, or in vehicles owned, leased, or otherwise under the control of the Company, is prohibited.

Effective: 6/03

STUDENT HEALTH AND WELFARE

The policy applies to all employees of the Sheridan Japanese School Foundation. This policy will also be enforced and adhered to by all independent contractors and contract personnel

Policy: All decisions and courses of action that impact the school will be made in light of the core philosophy that student welfare comes first. Any actions or behaviors that put a student need of safety or welfare (including academic welfare) at risk may lead to disciplinary action up to and including termination.

Effective: 6/03

Section 3: Employee Responsibilities

ALL EMPLOYEES

All employees and volunteers of the SJS are expected to work together to fulfill the school’s Mission Statement. This statement provides structure to the responsibilities and accountabilities for each position. The SJS, however, expects to employ professionals who work beyond job descriptions, creating both a fulfilling career environment as well as successful environment for the students. Values held high include trustworthiness, honesty, diligence, open communication, fairness, and politeness, and it is expected that these be evidenced in the work place.

The SJS places an emphasis on hiring certified teachers who demonstrate competence in all areas of content responsibility, are computer literate, are respected as individuals, have excellent verbal and written expression, and possess strong interpersonal skills. In compliance with the No Child Left Behind Act of 2001, all staff, if not already endorsed in their subjects and grade levels, will devise and implement a 3 year plan to achieve the “highly qualified” status of the law.

The expectations for SJS teachers are high and can best be described as “working beyond the job description.” This includes openness to new ideas demonstrated by such behavior as active participation in school-sponsored in-service. Teachers are expected to be fully present when they are with students—not distracted by grading papers or working on computers during class time. Also, teachers take ownership for all students at SJS so they are willing to cover classes when necessary and intervene when witnessing inappropriate student behavior, even when they are not “on duty.” In fact, teachers are always on duty because they are role models for their students and key members of the SJS community. As such, though it is not required, some teachers join students for lunch as a way of building the SJS family feeling.
PERFORMANCE RESPONSIBILITIES:

- Shares a commitment with all of the SJS staff to the success of the mission, goals, and objectives of the SJS including the benefits of multi-age learning, Japanese language and culture, self-directed learning, and college prep
  - Field trips
  - Undoukai
  - Fall Exhibition
  - Spring Exhibition

- Accepts responsibility for the achievement of all students while providing for a variety of learning styles, ability levels, and educational backgrounds and institutes use of:
  - planners
  - note taking
  - technology
  - google calendars
  - student portfolios (hard copy and google portfolios)
  - completing a classroom safety check within the first month of school

- Guides the learning process toward achievement of curriculum goals and implementation of personal learning plans, including goals of students, student electronic portfolio choices, and planners

- Demonstrates effective cross-curriculum planning with other staff and organization for instruction

- Selects appropriate materials for implementation of the curriculum and provides differentiated materials and methods to learning styles and abilities of students

- Uses creative instructional methods and procedures, and adapts effectively to unusual situations

- Motivates students to achieve at their highest level of ability and potential through classroom activities, assignments, relationships, participation, and feedback

- Holds high expectations and demonstrates sensitivity to different learning styles

- Uses resources effectively to support learning activities in the classroom, the school, and the community

- Works cooperatively and frequently with parents and generates parents' confidence through e-mails, phone calls, notes home, and personal contact.

- Demonstrates genuine concern and deep respect for students in a climate characterized by high personal expectations

- Promotes good citizenship through actions as role model

- Provides an atmosphere based on the principles of firm, fair, and consistent practices, respect for individual students, and development of modeling responsible citizenship

- Has experience in teamwork and applies that to staff work

- Uses technology effectively for instruction, record keeping, communications, and other tasks

- Has knowledge of the Oregon State Standards and Benchmarks

- Conducts himself or herself according to professional, ethical principles

- Facilitates collaborative work in multi-age groups, helping students develop team-building skills

- Assumes other responsibilities assigned by the School Executive Director

Effective: 6/03

ATTENDANCE

The policy applies to all the Sheridan Japanese School Foundation employees. Violations of this policy could result in disciplinary action, up to and including termination.
Policy: It is expected that employees will be to work every day they are scheduled and ready to begin work at their assigned time, unless they are too incapacitated by illness, injury, or overwhelming, compelling personal circumstances to work. However, when absences or tardies are unavoidable, the following shall be required:

Absences

Employees must call in to report an absence directly to the School Executive Director or his/her designee, at least two hours prior to the regular starting time. The School Executive Director or his/her designee will inquire as to the general reason for the absence or tardy. Employees are expected to call in each day of an absence unless other arrangements are made with the School Executive Director, such as an extended absence or leave of absence. It is expected that employees will let the School Executive Director know where s/he can be reached while absent, particularly if the absence is the result of an occupational injury or illness where modified/transitional work may be assigned. Upon return from an absence, an employee must report his or her return directly to the School Executive Director.

The School Executive Director will document or log call-ins and other reports, noting time, date, and reason for call or report.

The School Executive Director may require written doctor’s statements attesting to the ability of the employee to return to his/her regular work duties without unnecessary risks and/or to verify illness or injury. The School Executive Director also reserves the right to determine whether or not personal circumstances are so overwhelming or compelling as to require absence from work.

The Company endorses a no-fault attendance policy. Absenteeism for any reason, excused or not, except for jury duty, bereavement, or on-the-job injury, which is in excess of: the following instances, shall be grounds for corrective action, which may culminate in discharge if sustained improvement in attendance is not immediately forthcoming.

- Three (3) separate incidents totaling at least ten (10) regularly scheduled days in a 12-month period (Note: a three-day absence for flu is recorded as one incident), or
- Five (5) incidents of absenteeism in a 12-month period, regardless of number of days missed,

Tardies

Tardies must be reported directly to the School Executive Director or his/her designee upon arrival to work. In general, an employee who knows or should know that he/she may be late for work is required to call in to the School Executive Director or his/her designee.

Two (2) or more tardies in a 30-day period will be grounds for corrective action which could culminate in discharge if performance does not improve on a permanent basis.

Substitutes

In the event of an absence, the employee shall notify the School Executive Director and a determination will be made if a substitute shall need to be notified for the absence. All efforts will be made to inform the School Executive Director as soon as the absence is known, no later than two (2) hours prior to starting time of 7:30 a.m.

Quotas

Employees are not to assume that there is a quota for absenteeism or that they are allowed so much absenteeism or tardiness per year. Employees are still expected to be at work every day they are physically able.

Misrepresentation

Misrepresenting reasons of absences or tardiness is dishonesty and grounds for immediate discharge.

Effective: 6/03
SUPERVISION OF STUDENTS

The policy applies to all employees of the Sheridan Japanese School Foundation.

Policy: The SJSF believes that student supervision is critical to all employees. Employees may be asked to supervise lunch, recess, and before and/or after school periods. During the eight-hour day, the School Executive Director has the right to expect that no group or individual student will be unsupervised. This applies in both classrooms, hallways, outside areas, and lunch facilities.

The School Executive Director and staff will develop supervision duties that must be carried out by all staff members. In the event that an employee of the SJSF does not comply with either a staff or Administration request to supervise, notification of discipline proceedings will occur.

Only the School Executive Director or his/her designee may release an employee from supervisory duty and only as long as prior notice has been given.

Effective: 6/03

MEDIA INQUIRIES

The policy applies to all employees of the Sheridan Japanese School Foundation.

Policy: It is the goal of the SJSF to develop positive relationships with all media outlets. Positive media and public relations is an important aspect of our school and the communities we serve; only designated SJSF spokespersons are authorized to respond to media inquiries. All media contacts and inquiries should be forwarded to the designated spokespersons. Forward any inquiries to the attention of the School Executive Director.

Effective: 6/03

Section 4: Additional Employee Guidelines

ACADEMIC FREEDOM

The Executive Director, in consultation with the staff of the school, the School Council and the SJS Curriculum Committee, shall recommend curriculum for the Sheridan Japanese School.

STUDENT ASSESSMENT

Teachers shall have the right to evaluate students and determine grades based on the reporting system adopted by the administration and Board of the SJSF. Staff must use the SchoolMaster system and provide weekly updates. Parents will be encouraged to meet directly with the teacher. All educators will communicate parental concerns directly and as soon as possible after parent communication has occurred to the administration. All teachers will participate in the development of each child’s Student Learning Plan during the first Parent/Student/Teacher Conference in the fall. The staff will determine deadlines for grading and reporting. It is the responsibility of the staff to make sure that their work is completed and turned in on time. Repeated offenses will be cause for corrective action to occur.

Staff is required to make modifications for IEP students, 504 plans, and any other student identified as special needs. Any staff member with an IEP student is expected to provide samples of student work, modifications made, and an explanation of student achievement at all IEP meetings.

STUDENT DISCIPLINE

The SJSF is committed to instilling in students respect for the rights of others. The Board of Directors will demand safe and secure schools for teaching and learning and will incorporate admission, suspension, and expulsion statutes into the Code of Student Conduct, including the due-process rights to which a student attending a public school in Oregon is entitled. A
student will be expelled for violation of the statute concerning a weapon on school property and will be excluded from attending the SJS. Additional reasons for expulsion may include drug-related violations, arson, assault and battery, and other serious crimes.

The Code of Conduct in the Parent/Student Handbook describing the rules governing discipline and conduct will inform parents, students, teachers, other staff, and administrators what is required of students. These adults, along with the Board of Directors, are charged with the responsibility of helping students to develop self-discipline.

The employees will expect and develop the highest standards of student behavior. Staff will keep the School Executive Director or his/her designee informed and included in all decisions surrounding disciplinary actions. The genten/chuui system will be implemented in classroom procedures. All disciplinary actions that are deemed serious in nature by the staff member will be submitted in written form to the School Executive Director or his/her designee. The School Executive Director or his/her designee will determine the appropriate sanctions.

If an employee is having difficulty with student discipline, administration will assist and provide feedback and development opportunities.

PERSONAL LIFE

The personal life of employees is not of appropriate concern or attention of the Board of Directors or Administration, except where it can be documented that it affects job performance and classroom responsibilities. Speaking to students about personal problems or venting personal frustrations is not appropriate and will not be tolerated.

SAFETY CONDITIONS

Employees who notice unsafe or hazardous conditions in their work environment shall report such conditions to the School Executive Director. The School Executive Director shall respond in writing to the employee indicating what action(s), if any, the Board intends to take to address the reported condition.

EMERGENCY CLOSURE

If the Sheridan Japanese School Foundation cannot open or must close due to emergency conditions over which neither school nor students and staff have control, it is school policy to provide clear directions in order to minimize personal difficulties.

DEFINITION: Emergency conditions are defined as those which seriously affect the ability to carry on work at the school or represent a threat or danger to the general welfare of staff and students. These conditions include, but are not limited to, weather conditions such as blizzards or hurricanes, power failures, or fire.

Policy: The School Executive Director or his/her designee is responsible for emergency School shutdown. The School Executive Director will establish, communicate, and administer all procedures necessary to effectively handle any emergency shutdown.

Every attempt is made to give adequate advance notice to staff and students of a shutdown so that they will not report to school.

The Executive Director shall determine the length of adequate advance notice but in no case shall it be less than one hour before the time the staff and students are due to report. The method for notifying staff and students, including the amount of time considered to be adequate advance notice, will be regularly communicated through radio, television, phone, and/or email. The SJSF follows the Sheridan School District's procedures for storm closures and delays. However, the Board reserves the right to reschedule any or all lost days/time at no additional pay to the employee.

WORKDAY

Work Hours
The regular workday for full-time employees is considered to be 7:30 a.m. to 3:30 p.m. These will be considered the hours staff is expected to be on site at the school for teaching or administrative functions. Additional hours may be required for staff meetings or school functions, and will be at the discretion of the School Executive Director and/or the SJSF Board.

Work Breaks

Full-time employees are entitled to take a 30-minute continuous, duty-free lunch break during their work shift, which will be scheduled to conform to the current year’s school day schedule.

Each full-time, non-exempt employee is also entitled to two rest breaks during the day. These rest breaks are in accordance with Oregon State Law. It is up to the employee to make sure to take the appropriate rest breaks. The rest breaks are to be no less than 10 minutes, and shall be scheduled to conform to the current year’s school day schedule. Full time teachers will be provided a 45-minute preparation time during which the teacher shall not be assigned any other duties. Employees will make sure that other teachers, the School Executive Director, or other staff are available to cover the supervision of the Sheridan Japanese School students prior to commencing a break. Under no circumstances shall students of the Sheridan Japanese School be left alone in order for an employee to take a work break. Employees may not skip or combine breaks without the express permission of the School Executive Director. Skipping the first rest break and adding it to the lunch break or skipping all breaks and taking the total break time at the end of the shift is not permitted. Breaks are not to be stored for later use. It is the responsibility of the employees to take their breaks at the proper time. If a break is not taken at the appropriate time because the employee chooses not to take it, that break is lost. It is the responsibility and duty of the School Executive Director to see that appropriate break time is always available for all nonexempt employees. However, there will occasionally be emergencies that will preclude being able to allow breaks, but these should be rare exceptions. In such cases, breaks may be arranged to be taken at some other time.

Employees shall be allowed to deviate from the normal workday only by mutual agreement in advance from the School Executive Director. On days when there are required events after the school day, teachers may leave as soon as their required duties are completed.

EVALUATION

The purpose of the evaluation cycle is to allow the educator, the School Executive Director, and the Board to determine the educator’s development and growth in the education profession, to evaluate the performance of the employee responsibilities, and to improve instruction.

Teachers will have at least one formal, planned observation and evaluation during the course of the academic year and several informal or walk-through observations as determined by the Executive Director in the Executive Director’s sole discretion.

As determined by the School Executive Director, other staff will have at least one annual evaluation designed by the employee and Administration to occur at the beginning, middle, or conclusion of a particular task as the supervisor sees fit.

All employees shall have an annual goal setting conference in September, when the evaluation cycle will be discussed and a method agreement reached between the teacher and School Executive Director.

All completed evaluations will be discussed with the Personnel Committee of the Board on an annual basis. The School Executive Director has the discretion to present an evaluation earlier than this particular time if deemed necessary.

PROOF OF PLANNING

The Executive Director has the discretion to review lesson plans at any time. Planning must include measurable objectives, and differentiated instruction where applicable. Adequate lesson plans would include three days of planning, as well as “emergency lesson plans.” Proof of planning will be a factor in the employee’s evaluation.

COMPENSATION
Salaries

Basic employment salaries will be determined at the discretion of the Sheridan Japanese School Foundation Board of Directors and will be considered on a case-by-case basis. Within budgetary constraints set by the Board, the following factors will be considered when determining an individual employee’s salary: (i) years of experience within the field; (ii) educational levels; and (iii) programmatic talents that merit appropriate compensation.

PERS Retirement Contribution

All employees newly hired by the Board who have not begun participating in PERS will become eligible at the completion of six months and 600 hours of work. For all eligible employees, a 6% employee contribution is withheld from the employee’s gross pay. In addition, SJSF makes a contribution for the employee at a rate determined by PERS.

Method of Payment

Salaried teaching staff is paid on a 12 month schedule of equal monthly payments of salary and fringe benefits if applicable. All staff will receive payment on the 25th day of each month, or the preceding business day. Pay issued on the 25th of the month will be for the month ending on the preceding 15th. Staff may elect automatic payment to their bank accounts and will receive a statement of their pay and withholdings on or around the 25th of the month.

HEALTH INSURANCE

The Board’s insurance program will provide an individual health insurance package to eligible staff to be determined by the Board of Directors of the Sheridan Japanese School Foundation.

If the employee wishes to cover his/her family on this medical plan, the employee will be given the option of making additional contributions to the school’s insurance company.

The insurance benefits continue through September for employees fulfilling their current employment agreement regardless of resignation or agreement renewal.

If employment is terminated prior to the end of a school year, the employee’s insurance benefits shall terminate at the end of the month in which the employment terminates.

New employees become eligible for health insurance on the first of the month following 30 days after start date.

PERSONNEL FILES

All pertinent information relevant to an employee and his/her employment with the Sheridan Japanese School is on file with the Sheridan Japanese School Foundation. It is important that employees notify the SJSF of any change in name, address, telephone number, income tax deductions, beneficiaries, and dependents. The SJSF personnel records must be kept up to date so that an employee may be reached easily in the case of emergency, or to ensure that the employee and his or her dependents have an opportunity to receive any earned benefits.

Employee’s personnel records are available for review at the employee’s request. This request is to be submitted 24 hours in advance in writing. The file will be viewed within the presence of the School Executive Director or a representative from the SJSF Board. This file will not be allowed to be taken from the SJSF office. Additionally, employees are entitled to receive a copy of their personnel records, for which a reasonable fee may be charged to cover the time and expense of copying.

Employee personnel records are confidential. Occasionally, the Sheridan Japanese School or the SJSF receives requests for information from an employee’s personnel records as part of court proceedings or government activities. It is the policy of the Sheridan Japanese School and the SJSF to respond to all such requests to the extent required by law. In all other situations, including responses to employment-related reference requests, the Sheridan Japanese School and the SJSF will provide only an employee’s job title and verification of employment dates unless an employee specifically authorizes, in writing, that additional information may be given.
STANDARDS OF CONDUCT AND DISCIPLINE

This policy applies to all employees of the Sheridan Japanese School Foundation:

Policy: While each employee’s employment with the Sheridan Japanese School Foundation is AT-WILL and may be terminated at any time by either the employee or the Sheridan Japanese School without cause, each employee is expected to comply with all the policies, practices, rules, and procedures of the Sheridan Japanese School Foundation including, but not limited to, those set forth in this Employee Handbook. Employees who violate the Sheridan Japanese School Foundation rules, policies, practices, or procedures, or perform their job responsibilities at less than fully satisfactory levels, are subject to disciplinary action. Disciplinary action will be taken at the sole discretion of the Executive Director and/or the Sheridan Japanese School Foundation Board of Directors and may include warnings, suspension, or discharge from employment. The following are some examples of conduct, which might lead to disciplinary action, up to, and including discharge:

- Insubordination, including failure or refusal to carry out job assignments and management requests
- Verbal abuse while at work
- Falsification of student or other records
- Dishonesty
- Discrimination against or harassment of other employees
- Possession, consumption, sale, or being under the influence of alcohol or a controlled substance at work or on the premises (except the use of medications as prescribed by a physician)
- Deliberate damage to the Sheridan Japanese School Foundation property or the property of others
- Fighting with or threatening another employee
- Inefficient, negligent, or below-standard performance
- Excessive absenteeism, tardiness, or failure to report in when absent or tardy
- Discourtesy or other inappropriate behavior toward fellow employees, parents, students, or the Sheridan Japanese School Foundation Board Members
- Violation of any other the Sheridan Japanese School Foundation policy.

Effective: 6/03

GROSS NEGLECT OF DUTY

OAR 584-20-040 (3) Gross neglect of duty is any serious and material inattention to or breach of professional responsibilities. The following may be admissible as evidence of gross neglect of duty. Consideration may include but is not limited to:

(a) Knowing and substantial unauthorized use of: school name or financial credit; school materials or equipment for personal purposes; school personnel to provide personal services unrelated to school business;
(b) Knowing and substantial unauthorized use of employment time or school resources for private purposes
(c) Knowing falsification of any document or knowing misrepresentation directly related to certification, employment, or professional duties;
(d) Unreasonable physical force against students, fellow employees, or visitors to the school, except as permitted under ORS 339.250;
(e) Violent or destructive behavior on school premises or at school-sponsored activity;
(f) Any sexual contact with a student;
(g) Appearing on duty or at any school-sponsored activity while under the influence of alcohol or any controlled substance;
(h) Unauthorized disclosure of student records information received in confidence by the educator under a statutory privilege;
(i) Knowing violation of any order of rule of the Commission
(j) Substantial deviation from professional standards of competency set forth in OAR 584-020-0010 through 584-020-0030;
(k) Substantial deviation from professional standards of ethics set forth in OAR 584-020-0035; and
(l) Subject to the exercise of any legal right or privilege, failure or refusal by an educator under investigation to respond to requests for information, to furnish documents or to participate in interviews with a Commission representative relating to a Commission investigation.

Knowing and unauthorized use of school computer equipment to receive, store, produce or send sexually explicit materials

Gross unfitness is any conduct which renders an educator unable to perform his or her professional responsibilities. Conduct constituting gross unfitness may include conduct occurring outside of school hours and off school premises when such conduct bears a demonstrable relationship to the educator’s ability to fulfill professional responsibilities effectively.

FAILURE TO REPORT SUSPECTED CHILD ABUSE

School employees are required to make good faith reports of child abuse of any child with whom they come in contact to the Department of Human Services (DHS), or a law enforcement agency. A report to the employee’s supervisor is not sufficient. Failure to report can result in criminal investigation and a criminal penalty of up to $1,000 fine.

Child abuse includes, but is not limited to, non-accidental physical injury, mental cruelty, sexual abuse or exploitation, and negligent mistreatment. An employee who comes into contact with an abused child at work should immediately telephone DHS/CW (Department of Human services/Child Welfare) or the police. The report must include the name and address of the child, if known, and the evidence of abuse. Anyone making a good faith report of child abuse, with reasonable grounds, is granted immunity from civil and criminal liability regarding the disclosure.

FAILURE TO MAINTAIN CERTIFICATION OR LICENSE

Failure to maintain certification or license where such is required for the job will result in termination. The employee, not the employer or the state agency, is responsible for maintaining proper certification.

OAR 584-50-040 (1) “A license expires on the date posted on the license unless an application for renewal is received by TSPC prior to that date. If a license expires, reinstatement requirements must be met for further licensure. (2) In spite of the expiration date, a license continues to be valid for 120 days after the date of expiration.”

Every employee will receive and document receipt of “The Ethical Educator” as printed by TSPC.

COMPLAINT RESOLUTION

This policy applies to all employees of the Sheridan Japanese School Foundation.

Policy: The Sheridan Japanese School Foundation knows and understands the importance of an open and reasonable method of resolving complaints and answering questions. One of the Sheridan Japanese School Foundation’s principal goals is to maintain a friendly, cooperative atmosphere with good working relationships among all employees. The maintenance of healthy relationships demands a respectful sharing of concerns in a resolution-oriented format.

Employees are encouraged to bring problems or concerns to the School Executive Director as soon as possible. The School Executive Director will be responsible to get back to the employee with an answer or response as quickly as possible. If the School Executive Director so determines, the matter may be brought to the attention of the Personnel Committee to resolve the matter. The School Executive Director or the Personnel Committee on a case-by-case basis will make the need for any written or oral arguments regarding the matter in dispute. Taking the time to ask and answer questions and state and resolve workplace concerns makes an important contribution to the overall performance and growth of the SJS. All employees and other persons involved with the Sheridan Japanese School Foundation are expected to participate in this process fully and with openness and understanding of each person’s
position and concerns. A decision by the Executive Director or the Personnel Committee may be appealed before the entire Board of Directors for a final decision. Appeal requests should be made in writing and directed to the president of the SJSF Board of Directors, who will inform all parties and schedule the meeting for resolution.

**LEAVE**

The policy applies to all eligible-salaried employees of the Sheridan Japanese School Foundation, unless otherwise addressed in an individual’s “Acknowledgement of Employment” document.

Policy: There are five types of leave, which may be available to eligible-employees of the Sheridan Japanese School Foundation. They are sick leave, personal leave, professional development leave, bereavement leave, and jury duty leave. The procedure for requesting leave is addressed under the section entitled “Absences.”

**Sick Leave**

Sick Leave as defined herein means absence from duty because of employee’s illness or non-work related injury. At the sole discretion of the School Executive Director, an employee requesting or in need of sick leave in excess of three (3) days may be required to provide medical certification of their condition that is satisfactory to the School Executive Director.

Eligible Salaried employees accrue one (1) sick day per month employed, the definition of “day” prorated for part time employees. Completion of one-half (1/2) or more of the workdays in a calendar month shall constitute a month employed as defined herein. For teachers, this amounts to ten (10) days per school year.

Sick leave not taken shall accumulate for an unlimited number of days, but will not be compensated for if employment ends, and an employee only has available the days earned so far in his/her employment.

**Personal Leave**

Two (2) working days, (prorated for part time salaried staff) of non-cumulative, paid personal leave shall be granted for medical, legal, business of a personal nature, religious, family illness, or emergency reasons necessitating absence during school hours for salaried employees per school year. Additional hours may be granted by the Administration on a case-by-case basis.

Notice of the intention to use personal leave shall be made at least one (1) week before taking such leave, except in cases of emergency. In all cases, the School Executive Director will be called at the earliest possible time. Under no circumstances are these personal leave days to be taken by the employee without administrative approval.

Because of a need for adequate student coverage, all attempts should be made to handle appointments outside of the normal hours for school operation. In the event that a problem arises, it will be handled on a case-by-case basis with the School Executive Director.

Personal leave will not carry forward from year to year nor will it be compensated for if employment ends, and an employee has unused days.

**Professional Development Leave**

Leave with or without pay may be granted for professional development as determined on a case-by-case basis in agreement with the Executive Director and the Board of Directors. This leave may be used by the employee to attend to matters related to professional development, including but not limited to, visiting other school districts, working on special projects, completing education reform work, or other school-related work.

Notice of use of professional development leave shall be made at each scheduled Board of Directors meeting, which is held at least once per month. Both the Board and Administration must grant approval.

**Bereavement Leave**
This leave will be handled on a case-by-case basis. The Administrator or his/her designee shall determine in advance of leave, reasonable time frames for length of absence due to a death in the employee’s immediate family. Immediate family shall include the following: spouse, children, grandchildren, or grandparents of the employee or spouse; parents or siblings of the employee or spouse; step relatives of the employee or spouse; persons who have lived in the employee’s home as a family member; and significant or close personal friends of long-standing.

Jury Duty Leave

Paid leave shall be granted to an employee for jury duty. Fees paid to employees for jury service shall be forwarded to the SJSF. The employee shall retain any expense money paid by the court.

Effective Date: 6/03

TERMINATION

This policy applies to all employees of the Sheridan Japanese School Foundation. It is the school’s policy to handle all employee terminations in a fair, equitable and consistent manner. There are four types of terminations:

Voluntary Resignation - A termination initiated by an employee for his or her own reasons.

Retirement - Termination when an active employee retires from the school.

School Discharge - At Will

Death - A termination initiated by the school when an active employee dies.

Voluntary Resignations and Retirement

Voluntary resignations take effect at the end of the school year. Employees should give notice of such resignation in writing to the School Executive Director, no later than April 15th of such year. In the event of such resignation, the school may choose to accelerate the effective date of resignation, and pay the employee through the date on which the employee intended such resignation to take effect.

If this is not the case and the employee works until the last day of school, s/he may request a check representing the balance of pay due for all work completed to be paid in accordance with state law.

If the employee wishes to resign before the end of any school year, s/he must provide the School Executive Director two (2) weeks’ notice in writing.

When an employee retires, he/she will be terminated on the last day of work before retirement. In addition, retiring employees should seek counseling from the administration and from PERS if applicable, concerning benefits they will receive as a retired person.

School Initiated Terminations

In the event of a termination, either by the school or by the employee, the employee shall not be entitled to any earned leave days. Final payment will be made in accordance with state law.

Death

In the event of the death of an employee, the designated contact for the school should be contacted immediately. The beneficiary will be contacted regarding life insurance, medical, dental and other benefits as appropriate.
EXIT INTERVIEW AND SCHOOL PROPERTY

The School Executive Director or his/her designee will conduct an exit interview with the departing employee upon termination of employment with the Sheridan Japanese School Foundation. The purpose of this interview is to gather information concerning the work experiences of departing employee at SJS, the value of orientation programs, and other relevant topics. The information is regarded as confidential and will be shared with appropriate individuals on a need-to-know basis only. In addition, the exit interview provides departing employee with information concerning their benefits upon termination.

All SJS and/or SJSF property should be returned to the supervisor on the final day of employment. This includes, but is not limited to keys, books, computers, and other equipment and curricular materials developed i.e. curriculum, curriculum maps, photocopied and/or purchased during employment at SJS unless such materials directly constituted a non-reimbursed, out of pocket expense.

Section 5: Administrative Policies

STUDENT ILLNESS POLICY

Students who indicate that they are not feeling well will be taken to the Sheridan Japanese School office. At that time, the student will be logged into the health records book located in the office. The employee will determine symptoms and will consult with the School Executive Director or his/her designee. A staff member will stay with the student until the School Executive Director or his/her designee can take over supervision. No student is to be left in the office without the knowledge of the School Executive Director or his/her designee. Only the School Executive Director or his/her designee will be responsible for contacting the parents.

BULLYING

Each staff member adheres to the bullying laws set forth by ODE and will utilize the bullying prevention guide as set forth by ODE:


PARENT/STUDENT CONTACT

All student/parent contact that is sensitive in nature should be relayed to the Executive Director. The School Executive Director will determine if a written record should be kept. If any further contact is needed, the School Executive Director will determine the following steps.

INSTRUCTIONAL SUPPLIES/REIMBURSEMENTS

The Sheridan Japanese School Foundation is held highly accountable for its spending practices. No employee will be reimbursed for supplies purchased without prior approval from the School Executive Director. When approval has been received, the employee will be reimbursed only if the employee can bring in an original receipt or a computer-generated invoice for online purchases for the goods purchased. In general, it is advised that staff requisition materials through the Administrative Assistant after receiving approval from the Executive Director.

Sheridan Japanese School Foundation, Board of Directors

Dick Paay, Board President
Alex Beecher, Vice-President
Jan Smith, Secretary
Ann Meyer, Treasurer
Gay Hall-Pentecost, Member
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. Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at SJS.

- 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.
- 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.
- 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.
- 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.
- 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 and unethical. Dating or sexual relationships between staff members/faculty/interns/volunteers and a student are unlawful.
- Communications with students (e.g., notes, email, texts, and internet exchanges (e-mail, facebook, telephone calls) must be for professional reasons only. If staff members/faculty/interns/volunteers have a student on facebook, or text a student, there must be parental permission.
- 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.
- 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.
- 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 in the presence of persons under age 21, nor offer alcohol to them.
- 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.
- Staff members/faculty/interns/volunteers may not offer individual students food, beverages, or money on or off school grounds; only school-sponsored (classroom-related) parties, food, etc. will be permitted.
• 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.

• 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 or guardian.

• 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. See the GENERAL TRANSPORTATION GUIDELINES for the Sheridan Japanese School for more details.
GENERAL GUIDELINES FOR TRANSPORTATION OF STUDENTS
for The Sheridan Japanese School

While all of these guidelines are very important it’s most important for you to relax and enjoy the opportunity to help our students. The information below is intended to protect the safety and confidentiality of those persons requiring transportation assistance. It is intended to inform staff members/faculty/interns/volunteers of some of the expectations and tips to have a positive experience. Thanks for your support!

General Rules:
- Staff members/faculty/interns/volunteers may only drive students if it is to or from a school-sponsored activity.
- 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.
- Driving students requires parental permission slips that indicate the transportation is by personal vehicle.
- The SJS Executive Director must approve any use of personal vehicles.
- All drives shall conduct themselves in a professional manner at all times.

A volunteer driver must:
- Possess a valid driver's license, vehicle registration and proof of current auto liability insurance in compliance with state standards.
- Be able to read maps and road signs
- Have no history of crime against a person

A volunteer driver should check the following items before transporting anyone:
- Be sure that the vehicle has a current inspection sticker
- Have current registration, driver's license and proof of insurance card in your possession.
- Be sure that the vehicle's tires, steering system, turn signals, tail lights and all running lights, wipers, exhaust system, etc. are in good working order. There should be nothing obstructing the driver's view of the road including anything hanging from the rearview mirror including fuzzy dice as that is a violation of a rule of the road and gives an officer authority to stop a vehicle.
- Be sure that the vehicle has fuel adequate for the full extent of the trip.
- Be certain of the location to which the passenger needs to be transported.
- Bring a cell phone, if one is available, and have contact numbers to call should you encounter difficulties.
- Make sure that everyone in the car is wearing a seat belt.
- Do not exceed any speed limit. Do not drive excessively slowly.
- Avoid driving too closely to either the center line or the fog line. Avoid weaving in lane. Strictly obey all traffic signals and rules.

A volunteer driver shall not:
- Inquire about a rider's legal status.
- Make sexually explicit comments, solicit sexual favors or engage in sexual activity of any kind.
- Solicit or accept money or bribes from riders.
- Solicit or accept controlled substances, alcohol, or medications from riders.
✓ Use alcohol, narcotics or any controlled substance or be under their influence while transporting persons.
✓ Smoke in the vehicle when rider(s) are present.
✓ Wear any type of headphones or use a cell phone while driving a rider.
✓ Proselytize individuals being transported on any subject.

Reports of staff member/faculty/intern/volunteer driver misconduct will be the cause of immediate suspension. Confirmation of misconduct shall be cause for removal of the staff or volunteer driver involved from serving the school. The Executive Director may be required to report any incidents to the proper state or federal funding agencies.

If the state funding agency/s, and/or the SJSF receive complaints regarding any driver transporting riders, and/or it is determined that the driver is not performing the service in a safe, reliable, or responsible manner and corrective action has not resulted in improved performance, the Executive Director will remove the volunteer driver from service to riders.
If any driver is suspended from service due to complaints or a determination that the person is not performing the service in a safe, reliable and responsible manner they will not return to service until the Executive Director has developed a Plan of Improvement.

I have received a copy of the above Driver Code of Conduct and will abide by the contents:

Signature: _____________________________ Date: ___________

#### School Calendar

**Red dates show special activities**

<table>
<thead>
<tr>
<th>July</th>
<th>August</th>
<th>September</th>
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<tbody>
<tr>
<td><img src="calendar.png" alt="Calendar" /></td>
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<td><img src="calendar.png" alt="Calendar" /></td>
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- **School Starts:** 9/6
- **Last Day of School:** 6/8 Early Release
- **Spring Break:** 3/26-30

**Student Contact Days:** 173

- **Inservice Days:** 9
- **Grading Days:** 3
- **Holidays:** 5
- **P/T Conf:** 2

**1st Trimester Ends:** 12/1 (57 days)

**2nd Trimester Ends:** 3/8 (55 days)

**3rd Trimester Ends:** 6/13 (61 days)

**Key**

- **NS:** No School
- **H:** Holiday
- **INS:** Inservice Day
- **GR:** Grading Day
- **ER:** Early Release

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| August       | 1-6; 8-13 Aozora Gakkou Immersion Camp  
|             | 3  City of Sheridan Wednesday Garage Sale  
|             | 13  OBO N Matsuri  
|             | 15-18 Beginning School Conferences/Registration 10-4, evening conferences upon request  
|             | 22-25 Beginning School Conferences/Registration 10-4, evening conferences upon request  
|             | 25-27 Annual SJS Garage Sale  
| September   | 6  First day of school  
|             | 9  Mandatory Family Orientation Night 5:30-6:30  
|             | 15  Student photo day  
|             | 30  Undoukai—all family event 10AM-5PM  
| October     | 6  Required Art Tour Field Trip (Teacher in-service)  
|             | 13  No School In-Service  
|             | 14  No School In-Service  
|             | 12  PSAT testing 8-11 9th-11th grade  
|             | 29  Halloween Party 5:00-8:00PM  
| November    | 10 No School Conferences 8AM-8PM  
|             | 11 No School Holiday  
|             | 14-18 Wreath fundraising  
|             | 23-25 No School Holiday  
| December    | 1  (end of T1)  
|             | 2  No School Grading Day  
|             | 9  22  Exhibition 6:30-8:00  
|             | 9  Evening sleep-over Parent’s night out Fundraiser for outdoor school  
|             | 19-Jan 2  No School Winter Holiday  
| January     | 3  First day back from vacation  
|             | 16-20th Doernbecher week  
|             | 20  Doernbecher dance  
|             | 16  No School (Holiday)  
|             | 19  SJS information night  
| February    | 17  (No School) Conferences 8AM-8PM  
|             | 20  No School (HOLIDAY)  
|             | 25  La Sorella Café fundraiser-Induction Honor Societies  
| March       | 8  (End of T2)  
|             | 9th No School Grading Day  
|             | 10  OBOB Regional Contest  
|             | 10  Evening sleep-over Parent’s Night Out-Fundraiser for outdoor school  
|             | 14  Pi Day Home-made pie sales downtown Sheridan  
|             | 15  SJS information night  
|             | 26-30 Spring Break  
| April       | 2nd  Re-enrollment forms due  
|             | 9-13 Volunteer Appreciation Week  
|             | 11  Regional Spelling Contest (TBA)  
|             | 13  Waitlist lottery draw  
|             | 19  Spring Exhibition  
|             | 21  OBOB State Contest (TBA)  
|             | 22nd Japanese speech contest Portland, WTC  
| May         | 4/30-4 Teacher appreciation week  
|             | 9-11 (6th grade outdoor school)  
|             | 28  No School (Holiday)  
|             | 5/29-6/1 Finals week  
| June        | 1  Awards night 6:30-7:30, Awards night dance 7:45-9:45  
|             | 2  Graduation 4:00PM  
|             | 8  Last Day of School/portfolios  
|             | 11:30-all-School picnic/signing yearbooks Early Release (12:30)  
|             | 3:00PM Promotion  

2011-12 Pay Dates

Sheridan Japanese School
Payroll Schedule
September 2011 through August 2012

<table>
<thead>
<tr>
<th>Calendar Year 2011</th>
<th>Calendar Year 2012</th>
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<tbody>
<tr>
<td><strong>Time Sheet Cutoff</strong></td>
<td><strong>Pay Day</strong></td>
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<tr>
<td>September 15</td>
<td>September 23</td>
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<tr>
<td>October 14</td>
<td>October 25</td>
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Direct deposits will be in your account on pay day. You will receive an e-mail with your pay stub information on or before pay day.