

As the first public Japanese immersion program in the country, Yujin Gakuen staff is committed to providing an innovative academic and cultural experience that serves as a positive foundation for your child's life-long learning.

Welcome to Yujin Gakuen Elementary Japanese Immersion Program!

We offer a unique K-12 bilingual education in English and Japanese language and culture. Our Japanese immersion program continues from elementary to Kelly Middle School and North Eugene High School. Our student body is made up of many different ethnic groups, as well as cultural backgrounds. We welcome families that are interested in providing their children with a bilingual and multicultural learning experience.

This handbook is designed to help you understand some of our goals and commitments to your child/ren, as well as some of the basic policies and unique features of Yujin Gakuen. As questions come up, we encourage you to talk to your child's teacher or the principal – we are here to help ensure that our school environment and students are respectful, safe, and responsible for everyone in our school. We have very high academic expectations at Yujin Gakuen because we are committed to providing Yujin Gakuen students with a solid foundation for the skills they need for their future.

To achieve these expectations, your student needs to come to school ready and eager to learn. You as parents are encouraged to play an active role at home and in the classroom. Yujin Gakuen's rich educational environment is possible because of the amazing amount of time and energy that parents bring to our school. There are many exciting ways to get involved in our school - teachers welcome your help! Please introduce yourself to our teachers and other parents. Come to school events and meetings and bring your questions and ideas.

Yujin Gakuen Japanese Immersion Elementary School

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As the first public Japanese immersion program in the country, Yujin Gakuen staff is committed to providing an innovative academic and cultural experience that serves as a positive foundation for your child's life-long learning.

Mission Statement

Yujin Gakuen's mission is to prepare students through a bilingual, bicultural, integrated Japanese/English curriculum. This educational foundation enables our students to participate as citizens in a global, technological world.

School Purpose/Uniqueness

Yujin Gakuen prepares students through a bilingual integrated curriculum with a strong emphasis in computer technology. Japanese and English speaking teachers cooperatively teach each grade level to meet district and state guidelines. Art, music and dance are systematically integrated into learning activities and are the basis of public performances in the community.

Students spend half of their day learning in Japanese and half of their day in English. Skills in both languages are taught and reinforced as part of instructional units.

Why Learn Japanese?

Japan continues to be a vital economic, political, and cultural influence in our world. As we continue our relationship with Pacific Rim countries, learning Japanese opens the door for our children to develop a deeper and broader perspective of the world. For our students, Japanese will become an invaluable tool, giving them many opportunities in their future.

Japanese is spoken in Japan, Brazil, United States (esp. Hawaii), Guam, Marshall Islands, Palau, Taiwan, and Australia. With a total of 130 million speakers, it is the world's ninth most commonly spoken language.

Studying Japanese is not difficult.

Japanese has a simple, analytical grammatical structure. There are no articles. It has only FIVE vowels and fewer consonants than many other languages. Japanese uses two native syllabaries (hiragana and katakana), Chinese characters (kanji), and an English Romanization. Japanese is full of borrowed, transliterated vocabulary that makes mastery of sophisticated word fairly easy. The following are some examples, kooihii (coffee), aisukuriimu (ice cream), konpyuutaa (computer), iimeeru (email), Happii baasudee (Happy Birthday), and so on. Japanese pronunciation is not difficult.

As with many foreign languages, Japanese language study benefits students in numerous ways:

- **Students can learn Japanese culture, which is very different and unique, through studying Japanese language.**

"Japan, while most often being recognized as the world's second largest economy, is also a very unique island country in which there is a rich history, a distinct culture of people and traditions, and one universal language. With the increasing contact among the people and societies so deeply intertwined, the demand and necessity for, as well as interest in, acquiring proficiency in an Asian language is apparent now more than ever." (Marin Academy 2000)

- **Because Japanese language and culture is so different, learning Japanese helps students learn about their own language and culture.**

"One of the benefits gained by the study of Japanese is learning more about one's native language and about language as a general phenomenon, gaining an appreciation of both one's own and other languages and cultures, improving general cognitive and communicative skills, and gaining access to other cultures and bodies of knowledge. Studying a linguistically and culturally distant language like Japanese is especially likely to awaken in learners an understanding of the degree to which languages and cultures can vary and of what is distinctive about their own culture." (Japanese National Standards Task Force 1998)

- **For some students, studying Japanese contributes to retaining cultural heritage.**

"For American students who have never been exposed to non-Western cultures, the study of Japanese opens the door to Asia. For Japanese-American students, it is a venue in which to understand their cultural heritage." (Japanese National Standards Task Force 1998)

- **Studying Japanese brings career opportunities for international business.**

"With the increasing global importance of Asia and Pacific Rim, and economic and strategic significance of the US-Japan relationship, it is important that more Americans become proficient in Japanese in order to gain access to information available only in Japanese, to increase our national level of understanding of Japan, and to better communicate a deeper knowledge of the United States to Japan." (Japanese National Standards Task Force 1998)

Immersion Parent Guidelines

From the very first day in an immersion program, children hear only the second language from their Japanese teacher. After a few days they accept the fact that the teacher is not speaking in English and will focus on the new language.

1. Do not feel discouraged, if at the beginning, your child cries or seems nervous about this new experience. Your child may need some time to adjust to this new challenge. By the beginning of October, every child should be over the initial adjustment and be looking forward to going

to school. If this anxiety continues or recurs, please schedule a meeting to discuss your child's behavior with the teacher.

2. Listen to your child's comments about school, but do not be upset if he or she does not feel like telling all about the day at school. Children take their routines of school for granted and often are in need of a change of subject once they get home.
3. Get to know your child's teacher either by a phone call or a personal visit. Take the time to get involved in some of the class activities. The teacher will certainly appreciate your assistance and your interest in the class. Much about immersion education is best understood through experience.
4. Your child will start to use the second language at his or her own individual pace. It may be several months before your child will use any language, even though he/she will be acquiring a listening vocabulary and comprehension of what is said. For some children, the "silent period," may last a year before they begin to speak.
5. Your child is learning the language through the immersion method, and therefore, will not understand what "translate" means in the very early grades. This means that your child may not be able to tell you the English version of what he/she just said in Japanese. If you have concerns about your child's progress with the language, contact the teacher.
6. Encourage, but do not force, your child to speak the second language at home. Children are more comfortable with songs and poetry, than they are with conversation. Some children are reluctant "performers" and will be hesitant to use their new language skills outside of the supportive environment of the Japanese classroom. Some children do not like using their language skills with non-speakers.
7. Take advantage of opportunities to expose your child to Japanese language and culture outside the school setting. Your child will gain greater vocabulary and understanding of Japanese language and culture if he/she interacts socially with native speakers.
8. Encourage your child by telling him/her how proud you are that he/she is learning Japanese. A positive attitude toward the language and culture being learned is an important motivator in working hard to acquire a new language.
9. Teach your child the songs and nursery rhymes that are part of his/her own heritage. Read stories to your child in English. Explore ideas and activities together. The attitudes and skills of using language to communicate transfer between languages, giving your child strategies for learning and using a second language.
10. Don't give in to the temptation to compare your child's progress to that of other children. No two teachers teach in the same way, and no two students work at the same rate, or learn in the same manner.
11. Let your child know that you are pleased with his/her progress. Approval and confidence can be as important to second language development as language ability.
12. Be supportive of your child, the program, and the teachers. When you have questions or concerns, contact the teachers or principal right away. Your participation in planning for your child's experience at school is valued.
13. Be actively involved in your child's school. There are many opportunities for participation...PTO, special events and activities, classroom, library, and office volunteers.
14. Keep informed about immersion education and how it benefits your child's cognitive and academic performance.

Parent Information

A. Preparing for School

Enrollment Procedures

Yujin Gakuen is a public school and one of the 4J School District's alternatives schools. Any student within the district's attendance area may enroll in Yujin Gakuen via the school. Yujin Gakuen encourages all students to attend regardless of physical or academic ability, gender, ethnicity, national origin, religion, sexual orientation, or socioeconomic status. In fact, research indicates that students with learning disabilities tend to be more successful in a bilingual immersion environment (Genesee, Fred. Dual Language Development and Disorders 2006).

No tuition is charged; there is a supply fee. Families living outside of the 4J School District must obtain a district waiver. All new students must enter via school choice the first year.

1. Siblings of currently enrolled students will be given priority in the lottery system.
2. School Choice forms for the following year may be submitted anytime from the first week in January until the first of March. School Choice forms may be obtained in the school office or online at www.4j.lane.edu and should be delivered to the district office or any 4J school.
3. Yujin Gakuen will hold school visits, an open house, and other events during this period. Parents should ask questions and be sure that they want their child/ren in a Japanese language immersion program.
4. The school district will hold the lottery drawing in March.
5. Students not drawn for immediate enrollment will be placed on a waiting list in the order drawn.
6. Parents of newly enrolled kindergarten students are asked to attend a "New Student" visitation in May and to pick up and complete an enrollment packet by June 1st.

Daily Schedule

Yujin Gakuen shares a building with Corridor Elementary. Both schools stagger their schedules to accommodate the needs of each school.

Yujin Gakuen Grades 1-5 Daily Schedule

*8:20	Doors open
8:30	Class begins
10:00 to 10:15	K-3 recess
11:20	AM Kindergarten dismissal
11:40	Lunch begins
12:25	Recess ends
12:10	PM kindergarteners arrive
12:10	Wednesday early release 1 st -5 th
	See kindergarten schedule for Wednesdays
1:35 to 1:50	K-5 recess
3:00	PM kindergarten – 5 th grade dismissal M/T/TH/F
*3:00	Classes end, after school pick-up

Yujin Gakuen Kindergarten Schedule

AM Kinders	8:20 – 11:20
PM Kinders	12:10 – 3:00

Wednesday Kindergarten schedule

AM Kinders	8:20 – 10:10
PM Kinders	10:30 – 12:10

* Please note: Student supervision is not available at Yujin Gakuen before 8:20am or after 3:00pm. A purchased breakfast is available in the school cafeteria beginning at 7:45am. To learn about after-school childcare options near Yujin Gakuen, contact the school office at 687-3590.

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Daily Schedule Concerns

- AM & PM kindergarten - Because Wednesday is an early release schedule for all students, the kindergarten schedule is also shortened on Wednesdays.
- Early Release Days are scheduled every Wednesday for teacher prep time. Students have their regular lunchtime and are excused at 12:10pm. Please check the school calendar and yearly schedule sent home in the school newsletter.
- Children who are waiting must choose safe and quiet play activities. Parents will be notified if their child's behavior requires supervision. Parents are expected to pick up their child/ren on time.
- Please set a specific pick up place and routine for the child/ren for whom you are responsible. Please call the office if you know you will be late. If you have a carpool, please call parents who may have concerns about a tardy child.

Attendance

Classes begin immediately at 8:30am. Promptness is expected by the teacher and essential if child is to get the most out of his/her instructional time. If your student is tardy, s/he should check in at the office before going to class. Tardies are only excused under the same situations as absences.

If your child will be absent, please call the office before 9:00 (687-3590), or send a note to school if the absence is anticipated. Excused absences are allowed for personal illness, doctor/dental appointments, pre-arranged absences for family business, and family emergencies. When appointments must be scheduled during the school day, please notify the office or the classroom teachers in advance. Children who leave during the day must be signed out by a parent or guardian in the office. They will need to check in at the office when they return.

Truancy: The school will contact parents when a pattern of absences are noticed. Parents will be notified, in writing, when their child has 8 unexcused half days or 4 unexcused full days of absence within a 20-day period. According to OAR 339.065, a student between the ages of 7 and 18 with this attendance record is considered truant. A Lane ESD truancy referral will be made if a student's irregular attendance continues after the school's interventions.

School Supplies

Rather than having parents purchase all of the standard school supplies, the Yujin Gakuen staff requests an annual fee per child supply and activity fee be paid at the beginning of the school year. This way all students have the same supplies, and teachers have the brands and styles that work best in their classrooms. In addition, fourth grade classes may have a rocket project fee. Please make a check out to Yujin Gakuen and mail or deliver it to the office.

See the Yujin Gakuen School Supply List for other specific grade-level requests. We hope this makes your life simpler.

Children need to leave toys, electronic games, and other personal items at home unless requested by the classroom teacher.

Appropriate School Attire

Have your child/ren wear clothing that covers the midriff, shoulders, and underwear. This is especially respectful of Japanese culture and supports a positive learning environment.

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Transportation

Carpooling

The school district does not provide transportation for students to Yujin Gakuen. Transportation must be provided by parents. Many parents prefer to arrange a carpool to help manage the time that transporting takes. If you would like to be part of a carpool, you can;

1. Sign up on the carpool sheet posted in the hall the first weeks of school
2. Talk to people at the Fall Back-to-School Picnic or at PTO meetings
3. Make a request through the newsletter
4. Use the school directory to call people in your area of town or on your route to school

Parking, Traffic, Pick-up, and Delivery

Silver Lane and the east parking lot are busy places in the morning and afternoon as drivers deliver and pick-up children.

Here are some safety guidelines to remember:

1. Dropping-off in the Yujin Gakuen drop-off loop: PAUSE, DON'T PARK
For safety reasons, be sure to stay on the right hand side and carefully let your child out on the right hand side of the car. This loop is meant for dropping off students. If you need to park, please park in the east parking lot.
2. Parking in the east side parking lot: PARK, DON'T PAUSE
For safety reasons, be sure to properly park your car. Because of heavy traffic, please refrain from pausing in front of the breezeway. This is a busy parking lot with both Corridor and Yujin Gakuen traffic. It is important that we park and walk our child/ren to the Yujin Gakuen school entrances.
3. Neighborhood streets: Please be respectful of our neighbors' driveways and park in legal areas (yellow curbs mean: no parking).
4. Walking to school: Please review with your child/ren the safe procedures for crossing the street. Help us by instructing your child to use proper crosswalks or intersections.
5. Biking to school: If your child/ren rides a bike to school, please have them practice safe bike riding, and remind them about helmets, rules, and signals. Students should lock their bikes in the bike rack in front of the cafeteria.

Food and Food Service

Lunchtime is a great time to come and visit. Parents and children both enjoy having lunch together on a school day. Our lunch program is arranged by the district food services. They offer several entrees daily for students with a salad bar, rolls, milk, and juice.

No lunch is served for kindergarten due to the half-day schedule.

Lunch and milk can be purchased in advance in the school cafeteria. Checks should be made out to 4J Food Services and completed envelopes with payment should be given to the cafeteria. Applications for free and reduced price lunches are sent to families at the beginning of the school year and are also available in the office. Your child will have a personal identification number (PIN) to keep track of his or her lunch expenses. He or she will have this PIN through 12th grade.

If your child has food allergies or special dietary needs, please make sure that the office is informed in writing. We will make every effort to accommodate your child's needs.

Some children at Yujin Gakuen have peanut allergies and a few may be severe enough to be life threatening to that child. The school cannot prohibit students from bringing certain foods, but parents have made the request of other parents to not send peanut products to school.

Some of the younger grades are permitted to bring a morning snack. If you choose to send a healthy snack, please send something nutritious and quick and easy to eat.

Open House

Open House is held each year the day before students return to school from 2:00 to 3:00. This is an opportunity for parents and students to visit informally with teachers and staff. You may also purchase lunch and milk from the cafeteria and pay school and classroom fees at that time. This visit helps tremendously to make the first official day run smoothly.

Curriculum Night

Curriculum Night is held within the first month of school to offer parents an opportunity to visit the classrooms and meet the teachers. Teachers discuss their curriculum and activities for the year, answer general questions and recruit classroom volunteers.

B. Day-to-Day Logistics

Yearly Schedule

The Eugene 4J district office sends out calendars to each family. The calendar has dates for holidays, early release days and no-school days. If you do not receive the calendar in the mail at the beginning of the school year, please ask for one at the school office. These dates are also available on the 4J website at <http://www.4j.lane.edu/>.

Yujin Gakuen school events and no-school days will be printed in weekly editions of the school newsletter distributed on Thursday of each week. Your child's teachers also include this information in their notices in the Thursday envelope.

Lost and Found

Lost articles of clothing are hung in the cafeteria closet to the right of the north entrance. Smaller items such as jewelry, glasses, and keys are stored in the main office. Unmarked and unclaimed clothing will be donated periodically to non-profit organizations after they have been displayed in the cafeteria or breezeway. This is usually the week prior to Winter Break, Spring Break and the end of school in June.

Please be sure that your child's name is in all jackets and sweaters worn or brought to school, as well as on all other possessions: notebooks, back packs, lunch boxes, etc. This is very helpful in getting possessions back to your child when they are found.

Illness, Injury and Emergency Care

Please inform the school if your child has any special health concerns, such as allergies or special health needs. A form for notification is in the back-to-school mailing. A copy of all student allergies and medical concerns is kept in the office. Instructions on care are recorded as well as your list of emergency contacts. Please keep phone numbers and contact information up-to-date by contacting the office.

A school nurse is not available on site. We will consult with the nurse/nurse practitioner at the North Eugene Health Clinic if we have any concerns about injury or illness.

The office staff, teachers, and principal provide health care and first aid, usually in the form of ice packs or bandages. Children can rest in the health room and return to class when they feel better. No medications can be administered without written consent and instructions from parents. Children who feel ill at school may ask their teacher to let them go to the office. Parents or emergency contacts will be notified when a child is injured or ill.

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Please keep your child home from school if they have a contagious condition, vomiting, or a fever over 100° F.

Health Concerns:

If your child suffers from any chronic illness, such as asthma, has a food allergy, is allergic to bee stings, or has any other serious medical problem which may affect his/her well-being at school, it is important that this information be given to the child's teacher and office. It is very important that this information be kept current as possible.

In case of a serious accident, first aid will be given, and parents will be notified as soon as possible.

Medication:

School personnel may give daily prescription medication only with a form completed and signed and from a labeled prescription bottle. Parents or guardians must deliver prescription medications. The container will be kept in a locked area in the office. It is the responsibility of the student to come to the office when the medication is to be taken. Over-the-counter medications should also be kept in the office. DO NOT send medications in lunch box or backpacks.

Inclement Weather - School Closure Days

During inclement weather, information regarding any school closure can be found in the following ways:

1. Check the district website at <http://www.4j.lane.edu/>
2. Listen to local district radio stations KRVM FM (91.9) and KRVM AM (1290). District radio station will broadcast school closure decisions as soon as they are made
3. Watch local TV stations
4. Please do not call the office to check on school closure

When after school activities are cancelled because of hazardous weather conditions, the media and schools will be notified by noon.

C. Parent Communication

It is extremely important that we all support two-way communication between school and home. PTO meetings, Site Council, community building activities, and special events provide opportunities for parents to raise issues, share information, and participate in decision-making. Special events present the program, through children's performances, to the larger community as well as to parents. The main conduit of communication, however, remains children's work, the Thursday Envelope /newsletters, the website, and parent-teacher conferences.

Newsletter, Thursday Envelope, and Website

There are many ways to get information about our school:

1. Each week the school's newsletter is sent home, generally on every Thursday of the week. Teacher communications may also be included in your child's Thursday Envelope.
2. The reader board and signs around the school note special events and meetings.
3. Flyers, minutes of meetings, and special event posters and forms are posted on the community bulletin board. Special notices are sent home as needed.
4. The Yujin Gakuen website can be accessed at <http://schools.4j.lane.edu/yujin/> for additional information.
5. The auto-dialer may be programmed to call home and leave a message.

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Questions and Concerns

1.) Who To Call?

A general guideline:

Any time you have a question or concern about classroom instruction, curriculum, activities, or discipline, contact your child's teacher.

Any time you have a question about the program, policies, school events, etc., call the principal or a Site Council representative, who will help you direct your concern to the appropriate person/committee.

Telephone: 687-3590
FAX: 334-4822
Website: <http://schools.4j.lane.edu/yujin/>

Teachers, staff and the principal are available for conferences by appointment. If you have more than a quick question, it is important that the teacher be able to give you their full attention. Because this is not possible during instructional time, appointments can be arranged by leaving a message in the office.

The following list will help you know whom to contact for specific help and /or information:

FOR INFORMATION ABOUT	ASK FOR	BEST TIME
Your Child and Classroom Instruction	Classroom teacher	before 8:15, after 3:00--leave a message
General Office Procedures	School secretary	7:30 - 3:30pm
Breakfast and Lunch Program	Head cook	Visit our cafeteria (687-3165)
Library	Library assistant	8:30 to 1:00pm
Physical Education	P. E. teacher	Monday to Thursday morning
Technology Program	Technology teacher	Contact the office
Administration of the school	Principal	Contact the YG school office
PTO Meetings and Agenda	YG PTO president	Contact the office
Site Council Agenda	Parent representatives	Contact the office
Reserve building space for a special event	School secretary and district activity coordinator	7:30 to 3:30pm (687-3590)
Homework Club	Homework Club coordinator	Tuesday and Thursday until 4:00pm

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2.) Who Makes Decisions?

The Site-Based Decision-Making Grid is to inform the Yujin Gakuen community of who decides various school-related issues.

Site-Based Decision-Making Grid	Site Council	Administration	Certified Staff	Classified Staff	YGPTO	Students
Vision						
Yujin Gakuen K-12 Vision	DECIDE	RECOMMEND	RECOMMEND	CONSULT	CONSULT	
School Outreach	DECIDE	RECOMMEND	RECOMMEND	INFORM	RECOMMEND	
YG Parent Teacher Organization (PTO)	RECOMMEND	RECOMMEND	RECOMMEND	INFORM	DECIDE	
Staff Issues						
Staff Development Goals	DECIDE	RECOMMEND	RECOMMEND	•	•	
FTE Allotment	CONSULT	DECIDE	RECOMMEND	CONSULT	CONSULT	
Assignments	INFORM	DECIDE	RECOMMEND	INFORM	INFORM	
Evaluations	•	DECIDE	CONSULT	•	•	
Curriculum Instructional Issues						
School Improvement Plan	DECIDE	RECOMMEND	CONSULT	CONSULT	CONSULT	
Curriculum Development	INFORM	RECOMMEND	DECIDE	INFORM	INFORM	
Curriculum Implementation	INFORM	RECOMMEND	DECIDE	INFORM	INFORM	
Positive Behavior Supports (PBS)	CONSULT	RECOMMEND	DECIDE	CONSULT	CONSULT	INPUT
Facility Issues						
Building Use before and after School	RECOMMEND	DECIDE	CONSULT	•	CONSULT	
School Day, YG Structure	CONSULT	RECOMMEND	DECIDE	INFORM	CONSULT	
School-Wide Calendar Events	RECOMMEND	RECOMMEND	DECIDE	INFORM	CONSULT	
Shared Use Schedule	•	RECOMMEND	DECIDE	RECOMMEND	•	
Routine Maintenance	•	DECIDE	•	RECOMMEND	INFORM	
Health/Safety	INFORM	DECIDE	RECOMMEND	RECOMMEND	INFORM	
Financial Issues						
Student Body Budget	•	DECIDE	RECOMMEND	INFORM	•	
Grants-in-Aid	DECIDE	RECOMMEND	RECOMMEND	INFORM	CONSULT	
Japan Exchange						
School Relationships	RECOMMEND	RECOMMEND	DECIDE	INFORM	CONSULT	
Japan Trip Policy	DECIDE	CONSULT	INFORM	INFORM	INFORM	
Visitor/Volunteer Issues						
Volunteer Policy, parents/students	RECOMMEND	DECIDE	RECOMMEND	INFORM	INFORM	
Interns/Teacher Exchange	INFORM	RECOMMEND	DECIDE	INFORM	CONSULT	
Visitor/Guest Policy	INFORM	DECIDE	RECOMMEND	CONSULT	INFORM	
Parent Involvement						
YG Community Building	INFORM	RECOMMEND	RECOMMEND	INFORM	DECIDE	
Fundraising Policy	DECIDE	RECOMMEND	RECOMMEND	INFORM	DECIDE	
Fundraising Events	DECIDE	RECOMMEND	RECOMMEND	CONSULT	RECOMMEND	INPUT
Communications (newsletter/mailings)	RECOMMEND	DECIDE	RECOMMEND	INFORM	CONSULT	

3.) Where to Take Larger Concerns?

District complaint process:

The district makes provisions for those times when a concern is not dealt with to your satisfaction. The process is known as the “Complaint Process” and consists of the following steps:

1. Contact the teacher or person with whom you have a concern.
2. If you are not satisfied with the response, contact the principal. Explain what your concern is and what you would like to see as a resolution.

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3. If you are not satisfied with the response, write your concerns to the district superintendent at 200 North Monroe, Eugene 97402-4295. Explain your concern, what you have done, and what you would like to see as a resolution.

Parent-Teacher Conferences

Parent-teacher conferences are held during Fall term. Notices will be sent home assigning a date and time. Call the office to reschedule conflicts (sibling times are coordinated). It is extremely important that parents attend these conferences to participate in goal setting for your child.

Because each grade level has approximately 50 conferences, the time for each conference is limited to 20 minutes. Teachers appreciate knowing in advance, by way of a short note, if parents have specific questions or specific areas they wish covered during the conference.

Before the conference:

- Decide what you want to ask the teacher
- Determine what you can tell the teacher about your child
- Arrange for childcare for younger children

After the conference:

- Make certain your child understands that you and the teachers are working together in his/her best interest
- Discuss the conference with your child—both strengths and areas for improvement
- Start immediately any action you have decided to take
- Call school to check on progress or to schedule another conference

Report Cards

Report cards will come home at the end of each successive term. Please sign and return the report card envelope to the school. You may keep all report cards as well as the final envelope.

Each child receives a report from the English and Japanese teachers. Specific skills for reading, language arts, and math are evaluated, as well as social skills and work habits.

Student Directory

Each year we publish a student directory of all Yujin Gakuen students. The directory includes the most current address, telephone numbers, email addresses, and parent names for students. The intent is to help parents arrange carpools, after-school playgroups, birthday parties, and conduct committee work related directly to our school activities. Any other use of the student directory information is prohibited.

District policy allows the school to release “Directory Information” relating to students without parent authorization for school purposes, i.e., for use by room parents or other school related needs. This would normally include giving out names, addresses, email addresses, and phone numbers. Please notify the school in writing if any portion of such directory information relating to your child should not be included in the directory or released.

School Information for Non-custodial Parents

Yujin Gakuen is able to provide all co-custodial parents a duplicate copy of all district-labeled mailings. Please let the office know if you would like the name of a co-custodial or a non-custodial parent added to your student’s information. School information is not mailed for the most part, and you are welcome to stop by the office for a copy of the newsletter or other materials.

D. Academic Excellence

Our children – international citizens - respectful, responsible, and confident!

Education is a shared process that begins at home, is shared with school, and continues in the community. Teachers and parents working together provide children with opportunities to learn about their world and themselves. Our children then develop the skills and knowledge necessary to participate in local, national, and international communities.

Students in grades 1 – 5 spend one half of their day in Japanese and one half in English. Grade level teams coordinate areas of the curriculum so that students receive the knowledge and skill instruction necessary to meet the Oregon State Benchmark expectations. Teachers also coordinate enrichment and extension activities.

School Improvement Plan

According to Oregon law, schools in Oregon are required to update an improvement plan every three years. To develop the school improvement plan, the site council conducted a family survey (in the Fall of 2003) and visited the Richmond Japanese Magnet School in the Portland area. Below are the main goals of the Yujin Gakuen school improvement plan for 2005-2008.

Goals for Yujin Gakuen's Plan of Improvement:

1. To promote a cultural work ethic, as defined by students and staff
2. To promote a culture of teamwork among staff, students, and parents
3. To continually integrate aspects of Japanese culture and traditions into the school experience
4. To maintain a strong school-family relationship
5. To continue our school-wide Positive Behavior System

These goals are used to develop school, teacher, and student objectives and outcomes.

Family Survey

From the 2003 family survey, many strengths of Yujin Gakuen were noted. Families were very satisfied with students' academic achievement in both the English and Japanese classrooms. Students felt comfortable, safe, and a sense of ownership and pride in their school. Volunteers felt welcomed and appreciated. Additionally, families were satisfied with the technology skills taught.

The survey revealed two areas of concern. The school needs to develop more effective ways to communicate with our families, and continue to promote safe practices for student arrival and departure.

Using the results of the survey the site council suggested the following plans of action:

- Create a parent volunteer system
- Create more effective communication between the school and families
- Continue to address family-school concerns

Occasionally, teachers, the site council, or PTO members visit the Richmond Japanese Magnet Elementary School in Portland, Oregon. Observation trips, such as these, are a very helpful in gaining outside perspective of the Yujin Gakuen program. Both programs are very successful; the Portland K-12 Japanese Magnet program benefits particularly from a district immersion coordinator and a very active "Oyanokai" K-12 parent group.

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Homework / Academic Responsibilities

With the commitment of learning a second language, it is very important for you to help your child/ren to practice both English and Japanese at home. Although the curriculum is taught in both English and Japanese, the instructional time in either language is condensed to a half a day. Therefore, homework is an extension of the learning process and is needed to help the students practice these skills.

We encourage every child to read a library book and practice Japanese each evening. In addition, homework may be assigned for:

- Practice of skills introduced in class
- Activities for discussion and sharing at home
- Long-term projects
- Review for tests
- Enrichment of classroom study
- Extension of student interest
- Reinforcement of study skills

Teacher Responsibilities:

- Communicate homework to parents.
- Make students aware of homework expectations and assignments.
- Make sure students understand directions and have written directions when appropriate.
- Check homework and provide feedback to students.
- Inform parents about student progress through work sent home, report cards, and conferences.

Student Responsibilities

- Ask questions if directions are unclear in class.
- Write down assignment and put work to be completed in an organizer during class.
- Remember to take assigned work and materials home.
- Complete the assigned work and bring the completed work back to the class.
- Call a classmate to get clarification if questions arise while working at home.
- Tell the teacher if the assignment wasn't understood and redo it after explanation.

Parent Responsibilities:

- Provide time, materials, and a quiet place for studying.
- Provide assistance and support when needed.
- Talk with the teacher about homework concerns.

Enrichment/ Talented and Gifted Program (TAG)

An after-school enrichment program is provided for talented and gifted students. Previously, the enrichment programs focused on various learning styles, as well as a problem-solving unit based on safety and survival needs. These programs are facilitated by our building teachers and are dependent on future grant funding.

Talented and gifted students (TAG) are identified as students who score more than 97 percent on the standardized test. These students are provided activities in the classroom at the student's rate and level.

All Yujin Gakuen teachers strive to offer academic instruction at each student's level.

Tutoring/Homework Club

If your child/ren needs extra assistance, please discuss this with his/her classroom teacher. Private tutoring may be available through the community.

Homework Club offers support mainly in Japanese homework after school on Tuesdays and Thursday for a small fee. For more information, or to help with Homework Club, contact the Yujin Gakuen office.

Parents wishing to learn Japanese may take classes through programs at Lane Community College or the University of Oregon.

Classroom Placement

Teachers begin working in the spring to establish balanced class lists for the coming school year. When making class lists teachers consider many student attributes, including: gender, special needs, social skills, special talents, age, physical size, and academic needs.

School Library

Both English and Japanese books are in the YG library (and Eugene City library) for students to check out. The YG library is automated, and each book is entered into a computerized database. There is much in the YG library for volunteers to do. Please contact the library assistant if you are interested in volunteering.

Performances

Children perform throughout the year. These performances may include singing, speaking, acting, and dancing and are divided into three categories.

First, classroom performances are part of instructional activities. These are often performed during the school day with audiences of peers and parents.

Second, school performances in the evening share instructional units with families and interested community members.

Third, public performances, such as the Asian Celebration, are performed in the community.

We found that singing, acting, and dancing are effective ways for children to learn and use Japanese. Preparing for performances provides opportunities for practicing and perfecting skills. Performances are considered part of the instructional program. All students are expected to participate in on- and off-site performances. Parents are encouraged to volunteer to help with the costumes and performances.

Physical Education / Music

A part-time physical education teacher and/or classroom teacher provide physical education throughout the week. Families are encouraged to continue physical activities at home and after school. Classroom teachers integrate music throughout their academic units. The 4J district typically provides optional string instrument music lessons for students in upper grades.

Field Trip and Activity Guidelines

We provide opportunities for students to expand their learning through field trips and special activities. We frequently ask parents to help with transportation and supervision. Oregon law requires children under six years of age, OR weighing under 60 pounds, to be secured in a child safety system. This child seat or booster needs to elevate the child so that the seat belt properly fits the child. Families must provide their child's own safety seat.

Field Trip and Activity Guidelines:

1. Only students who have a signed permission slip on record at the school may go on field trips.
2. Students are expected to follow directions and behave in a courteous and responsible manner when away from school.
3. Parents who volunteer to help with field trips need to have completed background check on record with the district. Parents who volunteer to drive must complete a Volunteer Auto Insurance Information form and provide a copy of a driver's license and insurance card.
4. Younger, non-school nor school siblings are typically not allowed on school field trips.

E. Parent Involvement

Volunteer Opportunities

Yujin Gakuen values parent volunteers. Many opportunities exist to volunteer in your child's classroom and throughout the school. At the beginning of the school year, a Volunteer Form will be sent home with your child (these forms are also available in the office). We encourage each Yujin Gakuen family to volunteer at least ten hours during the school year. Volunteering for your child's school tells your child that you care about his/her education.

All volunteers are required to first complete the 4J District Background Check Form available in the school office. When you volunteer, please sign in and pick up a volunteer badge in the front office. These badges assist in the security of our students. Thank you for returning your volunteer badge to the front office when you are done.

As a volunteer, your energy, care, and enthusiasm enriches each student and staff member you assist. Please maintain confidentiality in issues pertaining to student and school matters. Please only discuss a student's school progress or difficulties with the student's teacher.

Visiting Classrooms

We encourage parents to visit classes so they can experience the learning environment and activities of their child/ren. As parents, you are welcome at any time in your children's classroom with prior notification. While you are in the classroom, you may be asked to help with some activities. What we can accomplish is extended because of your efforts.

Class Holidays, Parties and Special Events

Many classes have parties and celebrations throughout the year. Other events include performances, 5th grade promotion, and other cultural events. Class parties are generally held within the last hour of the school day.

Our district's Wellness Policy Committee encourages healthy, nutritious foods for your child/ren, fostering life-long healthy eating habits. These foods include fruit, vegetables, 100% juices, and other healthy snacks versus cookies, cakes, and candy. If you have questions or wish to help in these activities, please contact your child's teachers or room parents. If you prefer that your child not participate in planned activities, please notify teachers.

DO NOT pass out invitations to private parties at school unless you are inviting the whole class.

Donations/Fundraising

Every donation helps us stretch district funds just a little further to meet the educational needs and goals of students. Each year we have been able to add to our library, computer, and classroom programs through the generous donations and hard work of Yujin Gakuen families and community members.

Yujin Gakuen is a nonprofit organization eligible to accept tax-deductible donations. You may donate in one of several ways:

1. Eugene Education Fund
2. Directly to the school PTO
3. Support the various fundraisers throughout the year (Sally Foster, Straight to the Chase, and Spring auction)

Yujin Gakuen School fundraising activities will:

- Not interfere with academic pursuits and class time
- Not be too numerous to prevent overloading donors and conflicting fundraisers

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- Provide continuity (include fundraisers that have been successful in the past)
- Other proposed school-wide activities will be screened for appropriateness
- Not promote individual businesses through school efforts (i.e. real estate, insurance, lawyer, mortgage broker type businesses)
- Promote issues relevant to Yujin Gakuen children and their activities
- Will be resolved by the principal when disputes arise

Parent Teacher Organization (PTO)

The Yujin Gakuen Parent Teacher Organization is recognized for its strong involvement and supportive role in our school. Annually, the PTO raises funds, manages finances, and coordinates many community-building activities for our Yujin Gakuen families.

The PTO board consists of the PTO president, vice president, secretary, and treasurer. The board calls monthly meetings, sets agendas, and gives reports to PTO members.

The meeting schedule and minutes are posted on the bulletin board across from the office and in the Yujin Gakuen newsletter.

Parents are encouraged to attend meetings and become involved in PTO activities. PTO board elections are held each year in the spring. If you would like more information, have a question or concern, or would like to offer a suggestions, please feel free to contact any of the PTO board officers.

Site Council

The Oregon Educational Act for the 21st Century (House Bill 3565) mandates that schools will create 21st Century School Councils which consist of parents, administrators, classified district employees, and certified employees. The district's guidelines for site-based decision making state, "Each school will have a site council composed of stakeholders that work together collaboratively and cooperatively to plan programs, make operational decisions, consider curriculum issues, adopt building policies, and rules. Each site council determines what decisions it will participate in making."

Site-based decision making is a participatory, decentralized form of school governance and organization in which the major decisions are made by those closest to the students and classroom, including building staff (administrators, teachers, and classified), and parents.

Site Council Representatives' Commitments:

- Work for the overall program
- Represent the multiple points of view of their constituency
- Commit to the duties of Council Representative to the exclusion of all other school governance offices
- Develop group agreements and operating procedures
- Develop goals and tasks for Site Council reflecting district and state mandates, program goals, and parent input.
- Attend regular monthly Site Council meetings
- Take an active role in establishing and maintaining an inclusive communication network
- Take responsibility for learning background information needed to make decisions about instructional programs, staff development, school restructuring, and student outcomes
- Participate actively in setting agendas and making decisions

Site Council Representatives

- Length of Term - The length of each term is two years. Elections are held in early spring. Parents wishing to be a Site Council representative should submit an application statement that explains the candidate's intentions and qualifications in seeking a Site Council

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position. Notice of elections and ballots listing applicants with their statements will appear in the newsletter.

Hosting Japanese Interns

In Eugene, there are many opportunities to host Japanese students and visitors. At Yujin Gakuen, families host college-aged Japanese interns during for three to four weeks at a time. These typically occur in August/September and January/February. These interns are very valuable to our school and provide needed assistance in the Japanese classrooms.

Your family can practice Japanese and gain insights into and information about Japan and Japanese people through these experiences. Some families have made friends for life with the people who have shared their homes. If you are interested, please contact the office for the Japanese intern coordinator.

Japan Trip

Traditionally interested 5th grade parents organize a trip to Japan the summer after the 5th grade promotion. This trip gives students the chance to speak and hear Japanese in its natural setting and brings their lessons to life. Students typically stay with Japanese families, visit historical landmarks, and participate in cultural and recreational activities. For many, it is the experience of a lifetime.

For liability reasons, this is not a district or school-sponsored activity. Therefore, it is solely up to the 5th grade parents and selected travel organizer to plan and fund this trip. However, these students still represent our school, city, state and country.

Any fundraising needs to be conducted outside of school hours and without the use of a Yujin Gakuen sponsorship. For fundraising, the Japan group needs to have their own private banking account, without the use of school or PTO accounts.

The Japan trip has been an annual event, uniformly recognized for its value by participants and hosts in Japan. This trip reflects the dedication of the students, teachers, and parents toward the fulfillment of Yujin Gakuen's mission to create global citizens.

Students Information

Yujin Gakuen STUDENTS are expected to:

- Be respectful, be responsible, and be safe
- Be prepared and attend class regularly
- Be cooperative and not disruptive
- Study hard and complete all school assignments
- Learn and apply the required concept taught in school
- Fully believe in your abilities to achieve

Yujin Gakuen TEACHERS are expected to:

- Be fair and respectful
- Provide a safe environment
- Provide a positive learning environment
- Teach the required content
- Fully believe in the students' ability to achieve

Yujin Gakuen ELEMENTARY SCHOOL is expected to:

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- Provide a creative, safe, and positive learning environment
- Create a culture that is kid-friendly, kid-focused, and kid-challenging
- Create a learning community for students, teachers, and parents
- Promote effective communication between teachers, students, and families
- Nurture students' total language learning through a well-articulated Japanese language program

Student Goals

By the end of fifth grade, students will demonstrate academic progress that meets or exceeds the state benchmarks in English. In Japanese, students will demonstrate oral and written skills that meet the Japanese proficiency guidelines. These skills are demonstrated through group and individual class projects, plays, individual assignments, and assessment tests.

Additionally, Yujin Gakuen strives to inspire all students to become caring global citizens and life-long advocates between the people of Japan and the United States.

Behavior Expectations – Positive Behavior Support (PBS)

Yujin Gakuen has adopted the Positive Behavior Support (PBS) system to help promote a positive learning environment for our students. The school discipline plan was developed to ensure that school is a safe place for children and adults so that all can participate fully in learning and teaching.

The plan is to clearly communicate behavior expectations of students in their classroom and in various settings throughout the school. The three school rules are:

- **We are Respectful**
- **Our School is Safe**
- **We are Responsible**

PBS Grid	Be Respectful	Be Safe	Be Responsible
These behavioral expectations are to be included with the specific settings below.	<ul style="list-style-type: none"> • Use kind words & actions toward everyone • Wait for your turn • Be silent after responding to the hand clap signal • Acknowledge other's opinions • Care for the environment • Be on time 	<ul style="list-style-type: none"> • Weapons & dangerous substances are not allowed • Walk facing forward • Keep hands, feet, & objects to self • Get adult help for accidents, spills & dangerous situations • Keep pathways clear 	<ul style="list-style-type: none"> • Use appropriate voice level • Remind others to follow school rules • Take proper care of all belongings & school equipment • Solve problems peacefully • Be honest • Take responsibility for your own actions
Students will follow directions of staff and the responsible adults without delay!			
Cafeteria	<ul style="list-style-type: none"> • Allow anyone to sit next to you • Talk in a quiet voice 	<ul style="list-style-type: none"> • Keep all food to self • Sit on bench with feet on floor facing table 	<ul style="list-style-type: none"> • Get permission to leave the area • Raise hand & wait to be dismissed

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Playground/Recess	<ul style="list-style-type: none"> • Play fairly • Include everyone 	<ul style="list-style-type: none"> • Walk to & from the playground • Wait for duty person to enter the playground • Stay within the boundaries • Food, candy, gum & toys are not allowed • Be aware of activities/games around you • Play fighting prohibited • What is on the ground stays on the ground 	<ul style="list-style-type: none"> • Follow & communicate game rules • Line up immediately when whistle blows
Passing areas: halls, breezeway	<ul style="list-style-type: none"> • Hold the door open for the person behind you 	<ul style="list-style-type: none"> • Move to the right & allow others to pass 	<ul style="list-style-type: none"> • Stay on the sidewalks
Arrival & Dismissal Areas: parking lots, pick up areas, bike racks, entrances & exits	<ul style="list-style-type: none"> • See "all settings" 	<ul style="list-style-type: none"> • Wait in designated areas • Use sidewalks & crosswalks • Crossing driveway prohibited 	<ul style="list-style-type: none"> • Arrive on time • Leave on time • Stay all day
Bathrooms	<ul style="list-style-type: none"> • Give people privacy 	<ul style="list-style-type: none"> • Keep feet on the floor • Keep water in the sink • Use soap & water for washing hands • Put towels in garbage 	<ul style="list-style-type: none"> • Flush toilets after use • Return to room promptly • Have a bathroom pass
Special Events: assemblies, performances, field trips, emergency procedures	<ul style="list-style-type: none"> • Use audience & performance manners • Sit so everyone can see 	<ul style="list-style-type: none"> • Wait for arrival & dismissal signal • Stay with your group • Obey vehicle laws 	<ul style="list-style-type: none"> • See "all settings"
Restricted areas: health room, Staff room, office areas, IMC	<ul style="list-style-type: none"> • Get permission before entering 	<ul style="list-style-type: none"> • Check in before entering 	<ul style="list-style-type: none"> • See "all settings"
Classrooms	<ul style="list-style-type: none"> • Listen when teacher or others speak • Have all materials ready to use • Stay on task 	<ul style="list-style-type: none"> • Sit flat in chairs with chair legs on the floor • Walk safely into rooms • Line up quietly 	<ul style="list-style-type: none"> • Get permission when touching others property • Get permission before speaking to the large group

Throughout the school day students are encouraged to do the following:

- Monitor their own behaviors and choose behaviors that are appropriate for the situation.
- Solve problems themselves, when possible, by reminding others of the rules, asking others to stop specific behaviors, walking away, playing with someone else, etc.
- Seek help from an adult if they cannot resolve the problem themselves.
- Seek help from an adult if they are hurt themselves, if they see another person hurt, or if they are concerned about the physical or emotional safety of others.

WOWs & Whoas

In order to give student's feedback on their behavior, Yujin Gakuen uses "Wows" and "Whoas."

WOWs are given to reinforce positive behavior.

Whoas are given to encourage students to self-correct and use appropriate behavior.

Consequences:

If a child engages in inappropriate behavior, several things may occur. He/she may be warned and asked to demonstrate or describe appropriate behavior, be asked to sit out and not participate in activities, receive a warning (Whoa), or be referred to the classroom teacher or principal. Parents will be notified of recurring behavior patterns if more than three Whoas are given in a two-week period or when a behavior is serious enough to warrant a referral.

Referrals

The referral is a communication tool to document an incident of concern, not a request for punishment. The referral is sent home to inform parents about their child's behavior so that parents and children can discuss behavior choices at school. Every effort will be made by the principal to contact you if a referral is issued. If you have questions regarding the referral, please contact the principal.

Bullying

The staff at Yujin Gakuen makes an on-going effort to provide a school environment where everyone feels welcome and safe. As parents, you can help reinforce the lessons we are teaching our children about positive, respectful social behaviors. No youngster should ever have to experience being bullied. Teasing, harassment, discrimination, intimidation, and retaliation are all forms of bullying. Some of the bullying takes the form of physical intimidation or fighting, but other bullying takes the form of teasing. If your child feels that they are being bullied, please notify his/her teacher and principal immediately.

School District 4J has a process for dealing with discrimination, harassment, intimidation, bullying and retaliation at school. These guidelines are available in the school office or on the district web site.

As the first public Japanese immersion program in the country, we are committed to providing a quality academic and cultural experience that serves as a foundation for your child's life-long learning.
