

FUKUOKA INTERNATIONAL SCHOOL

FACULTY HANDBOOK



**18-50, MOMOCHI 3-CHOME, SAWARA-KU, FUKUOKA 814-0006 JAPAN
TEL (092) 841-7601 FAX (092) 841-7602**

**E-mail: admin@fis.ed.jp
Webpage: <http://www.fis.ed.jp>**

Accredited by the Western Association of Schools and Colleges

Revised: October 2010

FACULTY HANDBOOK TABLE OF CONTENTS

I.	SCHOOL MISSION STATEMENT & ESLRs	1
II.	SCHOOL GOVERNANCE MODEL	2
III.	WASC	2
IV.	TEACHER RECRUITMENT, SUPERVISION, EVALUATION, GRIEVANCE PROCEDURE AND GROUNDS FOR SUSPENSION	3
	A. Basic Recruitment Criteria	
	B. Suspension, Evaluation	
	C. Grounds for Suspension, Removal and/or Dismissal	
	D. Grievance Procedure	
V.	PROFESSIONAL EXPECTATIONS	5
	A. Responsibilities of Faculty Members	
	B. Teaching Conditions	
	C. Supervisory Duties and Responsibilities	
	D. Admission to the School	
	E. Use of Teacher Aides	10
	F. Elementary Playground Rules and Duties	
	G. Lunch Duty Guidelines	
	H. Turning over and Collecting of Elementary Students from "Special" Classes	
	I. Student Accident and Illness Procedures	
	J. Faculty Mailboxes or In-trays	12
	K. Student Conduct	
	L. Standards of Behavior	
	M. Fraternization	
	N. Temporary Personnel	
	O. Length of Workday/Time by Which to Be in Classroom/Leaving School during the School Day	14
	P. Parent/Teacher Communication	
VI.	ACADEMIC PROGRAM	15
	A. Assessments	
	B. Grading System	
	C. English Language Use	17
	D. Homework	
	E. Creativity, Action, Service (CAS)	
	F. Inter-Scholastic Sports and Extra-Curricular Activity Participation	19
	G. Guideline for Graduation	

	H. Plagiarism & Cheating Policy Suspension & Expulsion of Students	
	I. Student Rights and Responsibilities	23
	J. Food & Drinks/Littering	
	K. Library	
	L. Dress Code	
	M. In-School Shoes	
VII.	PROFESSIONAL GROWTH & DEVELOPMENT	25
	A. Professional Goals Process	
	B. Professional Library	
	C. Availability of Staff Development Funds	
	D. Teacher Personal Files	
VIII.	MISCELLANEOUS	26
	A. Sick Leave, Personal Days and Related Benefits	
	B. Employment outside FIS	
	C. Taxation	
	D. Provision for Substitute Teachers	28
	E. Tutoring Procedures	
	F. Use of Facilities	29
	G. Gift & Favors	
	H. Faculty Meetings	
	I. Use of Teacher Aides	
IX.	SCHOOL ROUTINES	30
	A. Brief Description of Major Events in School Year	
	B. Attendance Policy & Procedures	32
	C. School Security	
	D. Emergency Procedures	34
	E. Field Trip Procedures	
	F. Visual Media Use Previewing Process	
	G. Budget Responsibilities & Procedures	36
	H. Assemblies	
	I. Others	37
	• Student Withdrawal Process	
	• Smoke-free Campus	38
	• Extra Curricular Activities	
	• School Van Use Policy	
	• Fund-raising Activities	39
	• Student Files	
	• Classroom Cleanliness	
	• Storage	40
	• Textbooks	
	• End of the Year Routine & Forms	
X.	Fukuoka International Community School (FICS)	41
XI.	Appendix	42

- **School Governance Model/Flow Chart**
- **Code of Ethics of the Education Profession (NEA document)**
- **Job Descriptions**
 1. **Teacher**
 2. **Secondary Principal**
 3. **Elementary Division Head**
 4. **Dean of Students**
 5. **Athletic Director**
 6. **Teacher Aide**
 7. **IBDP Coordinator**
 8. **PYP Coordinator**
 9. **Part-time Librarian**
 10. **Part-time Tutor**

- **Educational Order Form**
- **Student Accident Report Form**
- **Library Materials Selection Policy**
- **Faculty Annual Professional Goals Form**
- **Professional Development Request Form**
- **Leave Request Form**
- **Attendance Form**
- **Earthquake Procedures**
- **Field Trip Form**
- **Cash Request Form**
- **Academic Withdrawal Form**
- **Van Use Form**
- **Student Fund-raising Activity Report**
- **Yearend Check List for Teacher Responsibilities**
- **Yearend Check List for Secondary Students**
- **Staff Resignation Check List**

I. Mission Statement and ESLRs

A. Mission Statement

The mission of Fukuoka International School is to create a dynamic learning environment in which students can be educated to high international academic standards. We strive to be a model of unity in diversity in which the individual is respected and each student is challenged at his/her own level.

We believe this can be best accomplished by:

1. nurturing a spirit of inquiry and self-motivation in learning;
2. developing students' analytical, critical and creative thinking ability;
3. teaching skills required for life in the future
4. cultivating a strong sense of self worth and respect for others

B. ESLRS

Communication

FIS students will exchange and articulate ideas clearly, creatively and effectively by

- o Using appropriate language to express themselves orally in formal and informal conditions.
- o Applying appropriate techniques to communicate in writing.
- o Presenting ideas using a variety of media.
- o Striving for proficiency in English

Curiosity

FIS students will demonstrate self-motivation in learning by

- o Setting and adhering to challenging educational and personal goals.
- o Raising meaningful questions that extend learning.
- o Initiating projects that demonstrate individual creativity and appropriate risk taking.
- o Reading and reflecting on information from a variety of sources.

Critical Thinking

FIS students will apply knowledge and skills by

- o Evaluating ideas from multiple perspectives.
- o Selecting and applying appropriate problem-solving strategies.
- o Connecting learning to other disciplines and to the world outside the classroom.
- o Contributing to solutions of community and worldwide issues.

Character

FIS students will exhibit awareness of self and others by

- o Valuing physical, social, and emotional health.

- o Taking responsibility for their own actions and making responsible decisions.
- o Recognizing personal strengths and areas needing improvement.
- o Demonstrating integrity in all aspects of their lives.

Community

FIS students will contribute positively to society by

- o Showing respect for the perspectives of other individuals and cultures.
- o Working collaboratively towards a common goals.
- o Engaging in acts of charity and community service to benefit others.
- o Honoring the role of family.

(revised and updated on April 27, 2007)

II. School Governance Model (see Appendix for flow chart)

Fukuoka International School (FIS) is an independent, nonprofit, private school incorporated in Japan and accredited by the Japanese Ministry of Education as a School Juridical Body, “Gakko Hojin” as well as the Western Association of Schools and Colleges.

A twelve (12) member Board of Directors, elected for two-year terms, by the Board of Trustees and the Board of Directors, governs the school. The Board of Trustees is composed of a maximum of twenty-five (25) members, from which eleven (11) members are elected to the Board of Directors, as specified in the FIS Constitution. A Chairperson for the Board of Directors will be elected from and by the Directors. The Board of Trustees selects the Head of School and will develop the operating policies and conduct the business of FIS. “Articles of Endowment “ provide details and guide Board of Directors and Board of Trustees.

III. WASC School-wide Improvement Plan, Action Plan & visitation Committee recommendations

The Western Association of Schools and Colleges (WASC), was formed in 1962 to promote the welfare, interests, and development of education in the Western Region. WASC is one of six official academic bodies responsible for the accreditation of public and private universities, colleges, secondary and elementary schools in the United States and foreign institutions of American origin. The Western Association of Schools and Colleges has jurisdiction over the states of California and Hawaii, territories of Guam, American Samoa, Micronesia, Palau, Northern Marianas Islands, Pacific Rim, East Asia and areas of the Pacific and East Asia where American schools or colleges may apply to it for service.

The WASC Visitation Team Reports are utilized to develop Action Plan. Copies of the Visitation Team Reports and the Action Plan are available from the Head of School.

IV. Teacher Recruitment, Supervision, Evaluation, Grievance Procedure and Grounds for Suspension

A. Basic Recruitment Criteria

The Head of School, by contract, is responsible for the recruitment of all staff and makes recommendation for hiring to the Chairperson of Board of Directors. In addition, the Head of School is responsible for the supervision and evaluation and if necessary, the termination of all staff.

It is Fukuoka International School's policy to recruit only fully qualified teachers with teaching credentials valid in their country of origin. The School recognizes that, in some exceptional circumstances, this may not be possible in specialized subject areas. In such circumstances an exception should be considered. This waiver should not apply to core subject area such as Math, English, Social Studies or Science.

When an exception is deemed necessary by the Head of School, the matter will be brought to the attention of the Chairperson of Board of Directors, briefly outlining the circumstances, action taken to date, qualifications of the prospective candidate if any, and advice sought as how best to proceed in meeting the needs of the school.

1. Teacher candidates are expected to have a demonstrated record of professional competence in classroom teaching.
2. Teacher candidates are expected to have demonstrated an ability to continue to improve one's educational skills.
3. Teacher candidates are expected to have demonstrated the suitability to teach in a unique cultural atmosphere like Fukuoka International School.

B. Supervision, Evaluation

1. On-going supervision and evaluation will be provided by the Head of School and Principal.
2. In the event that a teacher becomes unable to provide satisfactory instruction in the classroom, the Head of School will make every effort to help the teacher recover his/her teaching effectiveness. But if such rehabilitation is not possible, the Head of School reserves the right to dismiss the teacher with one month's written notice. Salary would be continued to be paid until effective date of dismissal.

3. If an evaluation is unsatisfactory, in that the teacher in question is deficient in some area, the Head of School shall notify the teacher of this evaluation immediately. At that time the Head of School shall suggest ways in which the teacher's methods may be improved.
4. The Head of School shall make a reevaluation of the teacher's progress.
5. After this evaluation the Head of School will make a decision as to whether the teacher should continue to be employed at FIS.

C. Grounds for Suspension, Removal and/or Dismissal

1. Inefficiency, incompetency or insubordination.
2. Lack of cooperation with school authorities in matters which are harmful to the students.
3. Disability as shown by competent medical evidence.
4. If an employee of FIS were to engage in immoral conduct which would bring into question the welfare of FIS students or which would generate public criticism of FIS, then the Head of School has the right to suspend and dismiss the employee immediately.
5. If any employee, as applicable, should violate the Alien Registration Law, the term of his/her visa, or be convicted of violating a criminal law, the Head of School reserves the right to terminate the contract on one month's written notice.
6. The above reasons are not exclusive.
7. Prior to the termination of contract, the Head of School shall give the staff member in question one month's notice in writing.

D. Grievance Procedure

By contract, as well as current and past practice, the Head of School has final authority over all matters pertaining to the instructional program and teaching conditions. A faculty member who disagrees with a decision made relative to teaching conditions should take his or her grievance to the Chairperson of Board of Directors for the purpose of resolution.

V. Professional Expectations

Fukuoka International School subscribes to the ethical standards advocated by the American National Education Association, as evidenced in the **Association's Code of Ethics of the Education Profession**.
(See Appendix)

A. Responsibilities of Faculty Members

1. General Policies

- The faculty members shall guide children in the pursuit of knowledge, skills, appreciation, understandings and attitude that will help them become well adjusted adults.
- The faculty members shall be responsible for understanding and executing all policies of the School approved by the Board of Directors and regulations prescribed by the Head of School concerning the teacher, the student and the designated teaching assignment.
(See Appendix for Job Descriptions)

2. Ordering Instructional Supplies

- Each faculty is allocated fund for the purchase of instructional materials for the current school year. The order forms are located in the faculty lounge next to the mailboxes. (See Appendix for Educational Order Form)

3. Education and Curriculum Policies

- Faculty members shall develop and periodically review and revise the school Vision Statement, School Improvement Plan and curriculum documents in conjunction with the Head of School.

Note: New faculty members should review their respective grade level curriculum content map.

- The teacher shall provide learning experiences consistent with the learning objectives of the school and the curriculum.

4. Committee Membership

Faculty members are required to become a committee member. Standing committees include Calendar Committee, Safety

Committee, Technology Committee, Charity Committee, Student Support Service Committee, Communication Committee, School Culture Committee, and Events Support Committee.

Calendar Committee

Purpose - Creates and submits a calendar for approval by the faculty, administration, and PTA that contains the required instructional days and teacher workdays. The major school events and school year divisions should be identified. All non-instructional days for students will also be identified. The calendar must be approved by March 1st of each school year.

Safety Committee

Purpose - Monitors the school facility and precautionary efforts to ensure a safe environment. The safety committee will review changes to the school facility and design as well as coordinate emergency drills. In-service initiatives and policy development focused on school safety are the responsibilities of the safety committee. A budget is provided for the purchase of essential first aid supplies.

Technology Committee

Purpose – Recommends technology to support administration, students, and faculty with tasks such as electronic record keeping, communication, management of resources, and staff development. Information will be provided to the committee from teachers and students.

Charity Committee

Purpose - Coordinates fund raising activities and communicates these initiatives to students, faculty, and parents. Identifying efforts, researching validity of recipients, insuring the funds are sent to the beneficiaries, creating fund raising plans, with school community members communicating to create interest, and documenting efforts are all responsibilities of the charity committee.

Student Support Services Committee

Purpose – Addresses requests from faculty members and parents to collect documented information on students who are struggling either academically or socially. A chart displaying the steps in the process and the required forms is available from the chairperson on request. The committee does not provide direct services but uses the documented information to help parents seek the additional assistance students require. The documentation is also essential for developing a modified program. The committee also provides essential information for program development to better serve students' needs.

Communication Committee

Purpose – Facilitate two-way communication between school-community members. Verbal, electronic, and printed forms of information sharing will be created and monitored. The committee will assess the efficiency and effectiveness of communication efforts. Attention will be given to cultural and language needs. Necessary staff development will be suggested.

School Culture Committee

Purpose – encourage the formation of friendships and relationships among staff through social events. The committee strives to enhance the cultural environment in the workplace to encourage staff to a longer and committed stay at FIS. The main goal is to build a community among staff and encourage connections with the host country. This includes events spread throughout the school year both during and after work.

Events Support Committee

Purpose – Support the main organizer(s) for an event so that each event can run smoothly. Assistance may differ from one event to another. The committee members should work closely with the organizer(s) and assist them as needed. The following are the events in possible need of assistance:

Sports Day, Halloween, UN Day, Talent Show, Winter Concert, Japan Day, Drama, Spring Festival (every other year), and the Spring Concert.

B. Teaching Conditions

1. Teacher Workload

The Head of School will be responsible for the distribution of work among the members of the staff.

2. Extra-curricular Duties

Teachers will be requested to assume a fair share of extra-curricular responsibilities necessary for the operation of the school. However, all full-time teachers are required by contract to supervise two six-week periods of extra-curricular activities per year as approved by the Head of School. Assignments for these responsibilities will be developed by the staff in consultation with and resulting in approval by the Head of School.

3. Non-teaching Duty

The Head of School will assign teachers, on an equitable basis, to non-teaching supervisory duties that are necessary for the safety and well-being of the students.

C. Supervisory Duties and Responsibilities

Students, especially at the elementary level, are to be under the direct supervision of their respective teachers at all times. Such tasks as getting coffee, checking your mail tray or using the copying machine are to be done during preparation periods, lunch time or either before the instructional day begins or after the end of the students' school day.

D. Admission to the School

1. Admission and Enrollment

Students of all nationalities are eligible for admission to Fukuoka International School. The admission process begins with (1) the completion of the application forms (available from the main office), copy of passport and submitted with official records from the student's previous school as appropriate. (2) An interview must be arranged with the Head of School. Students are admitted and placed in a grade after consideration of age, achievement level and last grade completed at their previous school as well as consideration of their language aptitude.

There is no general entrance test for elementary school students however for Secondary School students English and Math proficiency assessments may be required for acceptance and to determine appropriate placement. Such assessments are conducted only after all admissions forms and documents have been submitted, and prior to the final admission decision by the Head of School. The decision of the Head of School on matters of admission and grade placement is final. Admission is granted when it has been determined that the school has an appropriate program to meet student needs. An application for admission will not be considered if it is more than six months in advance of start date.

Applicants for pre-kindergarten must be three years old. Applicants for kindergarten must be five years old on, or before, September 1st of the school year.

All students must live with at least one parent or a legally appointed guardian. FIS does not consider proposals for alternative living arrangements.

2. Placement

Students are accepted throughout the year and will be placed in a class or grade according to the determination made by Head of School. The placement will reflect the student's previous educational experience, age and academic needs. If there is a waiting list, priority will be given to applicants with English proficiency.

3. English Language Learners (ELL)

English is the language of instruction and communication at Fukuoka International School. Upon graduation, it is expected that students will have acquired at least a standard level of English. It should be noted that in grades 9-12, the programs offered at Fukuoka International School require a high level of spoken and written English proficiency, as course work is academically demanding.

Fukuoka International School provides an active English Language Learner (ELL) support and inclusion program. ELL support is available up to and including Grade 10 and a fee for this service is charged. It should be stressed that non-English speaking students should gain maximum possible exposure to the language, before entering Fukuoka International School. In the event that a student does not have a satisfactory command of English at the time of application, the Head of School may not grant admission to the student.

4. Special Educational Needs

Fukuoka International School does not undertake to provide all specialized educational needs such as severe learning difficulties or job-specific vocational training. In the high school (Grades 9-12) courses are essentially college-preparatory with a demanding academic emphasis. Support for students with special needs, at this level, is limited.

5. Welcoming New Students

Faculty members will be notified of new student's arrival at FIS. Elementary students will be greeted by the receptionist and taken to their assigned classroom. The elementary classroom teacher will have prepared for the arrival of the student by requesting a desk and chair from the business manager, ensuring the availability of the shoe cubby, and securing instructional materials.

Secondary students will be met by the receptionist and assigned a shoe locker as well as a student locker. The receptionist will

accompany the student to their homeroom. The secondary homeroom teacher will have requested a desk from the business manager and a schedule from the Dean of Students. Secondary subject area teachers will have also requested a desk if necessary and secured instructional materials.

E. Use of Teacher Aides

Teacher aides are provided in Pre-Kindergarten, Kindergarten and First Grade classes as student enrollment dictates. Aides are hired to assist the teacher with the instructional process and student supervision. Aides are not hired to replace the teacher at any point in time during the school day. Accordingly, it is expected that aides will be under the direct, personal supervision of their assigned teacher at all times.

F. Elementary Playground Rules and Duties

There are homeroom, lunch and playground duty assignments. The playground duty assignments occur in the morning, during recess as well as before and after school. Duty Rosters are developed annually.

DO'S

1. Be kind.
2. Play safely.
3. Report problems or unsafe behavior right away to the teacher on duty.
4. Swing sitting down, only one person at a time.
5. Return equipment to storage cabinet.
6. Clean up before going inside.
7. Play where teachers can see you at all times.
8. Include everyone.
9. Use English.

DO NOT'S

1. **Do not** purposely exclude others.
2. **Do not** open the storage room or go inside (Teachers only).
3. **Do not** throw rocks and sticks.
4. **Do not** kick, punch, tackle or wrestle with others.
5. **Do not** bring hard balls or bats to school.
6. **Do not** climb on or over the fence.
7. **Do not** go into parking lot to retrieve balls or toys.
8. **Do not** play under or on the silver stairs.
9. **Do not** put pine needles, sand, rocks, or toys on play structures.
10. **Do not** play with balls/ bats, etc. before or after school.
11. **Do not** stand or sit on top of the monkey bars.
12. **Do not** stand on the horizontal bars.
13. **Do not** walk/balance on the yellow bars around the swings.
14. **Do not** climb up the red slide.

Students may:

1. Bring toys from home as long as they are approved by a supervising teacher.
2. Use soft rubber balls or plastic bats.

Possible Consequences:

1. Time-out from play.
2. Clean-up duty.
3. Miss recess.
4. Call to parents
5. In the case of aggressive behavior, student may be sent to the principal's office and further action taken if necessary.

G. Lunch Duty Guidelines

1. Help children to get settled as needed, locating chairs for younger students if the table doesn't have enough.
2. Elementary students have assigned tables and are expected to sit while eating their lunch.
3. Ensure that appropriate social skills and problem solving techniques are observed and practiced.
4. Students are not allowed to run indoors.
5. Students are expected to clean up after themselves after eating and throw trash away. (After cleaning their areas, students take lunch boxes back to their classrooms, change shoes and go out to recess. If raining or the playground is too wet, elementary students play in the gym.)

H. Turning Over and Collecting of Elementary Students from "Special" Classes.

Teachers assigned to teach elementary grades are expected to take their students to and to collect them from Art, Music, Physical education, Computer, and Japanese classes.

I. Student Accident and Illness Procedures

When a student sustains minor injury on the playground or becomes ill during class time, the supervising teacher is to send the student, accompanied by a student, to the office with a short note briefly explaining the student's condition.

The secretary will apply appropriate first aid procedures, i.e., take the student's temperature, apply band-aids, etc. and when appropriate, telephone the parents.

In those cases where the student has a fever or is too ill to return to class and/or while the student is waiting for the parent's arrival, the student can be taken to the dispensary to rest. If the child is enrolled in

Pre-Kindergarten, Kindergarten, or Grade 1, the classroom aide will stay with the child while in the dispensary.

In the case of a dire emergency, the teacher should remain with the individual and call the office to request immediate adult assistance.

After the student has been given first aid the supervising teacher is to complete a **Student Accident Report Form** (See Appendix) and submit it to the Head of School.

J. Faculty Mail Boxes or "In" Trays

Each faculty and staff member has an "In" tray assigned to them. These trays are located in the teachers' lounge. Teachers should review the content of mailboxes on a daily basis.

Teaching materials orders too large for mailbox are placed in the office or teachers' lounge with the respective teacher's name. Students cannot be sent to the office to collect the contents of the in-trays.

K. Student Conduct

Expectations of student conduct, at Fukuoka International School are based on the principle that no one has the right to interfere with others or their property. Respect for one another is paramount. This school seeks to develop and encourage an attitude of individual responsibility that enhances the quality of life in our school community.

L. Standards of Behavior

In the case of general classroom and campus discipline, it is expected that the teacher concerned will initiate appropriate measures.

If the problem continues, a teacher - student conference will be held and a strategy planned to remedy the problem. This student/teacher agreement will be conveyed in writing to the parent or guardian by the teacher and placed on file.

If the problem continues, then a conference will be held with parents/guardian, Dean and teacher to develop a strategy involving home and school. Notice of this strategy will be passed to Head of School.

Incidents involving inappropriate behavior will be reported to Head of School for appropriate action. Parents will be informed of the incident and a letter detailing the incident will be placed on file.

Inappropriate behavior is defined as:

Blatant Disrespect: Refusal to cooperate, refusal to follow directions, use of abusive language, talking back.

Deliberate Injury: Hurting someone (i.e., fighting, punching or throwing objects).

Vandalism: Interfering with property (i.e., intentional breakage, destruction of materials). Students are liable for replacement costs arising from damage to student/school property.

Harassment: Harassment, bullying (i.e., verbal or physical abuse) or any form of physical interference with another student.

Cheating/Plagiarism: Copying another student's work or the presentation of work authored by another as one's own.

Unethical Behavior: Behavior that contradicts the values expressed by the school as expressed in the school mission statement.

Alcohol, Drugs, Tobacco and Substance Abuse: Possession of and/or use of drugs, tobacco products, any form of narcotic substance or drug related paraphernalia, while under school supervision.

Theft: Stealing personal or school property

Equipment Abuse: Interference in any manner with the school's equipment, such as computers, technological equipment, or network.

M. Fraternization

Faculty member must file a field trip form when meeting with students off campus. Socializing with students outside of academic parameters is not allowed. The administration strongly discourages electronic social networking between teachers and students. Any complaint resulting from statements or photos on the internet may result in disciplinary action.

N. Temporary Personnel

1. Part-time Teachers

- Qualified teachers will be given preference in part-time appointment.
- Part-time teachers shall be placed on an hourly basis salary schedule.

O. Length of Workday/time by which to be in classrooms/leaving school during the school day.

1. **Teacher shall be present at the school throughout the established school hours.** Typically the classroom hours will be 8:45 a.m. to 2:00 p.m. for Pre-Kindergarten and Kindergarten; 8:30 a.m. to 3:25 p.m. for grades 6 through 8, 8:30 a.m. to 3:45 p.m. for grades 9 through 12.
2. Generally, full-time teachers are expected to be present for work at least 30 minutes before the start of the school day (8:00 a.m. for secondary and 8:15 a.m. for elementary teachers), and remain at least 30 minutes after the close of the school day with the exception of those days when they have an assigned supervisory duty or staff meetings. Occasionally, additional hours may be required of teacher for special programs and events.
3. Teachers are expected to be at their respective teaching stations promptly at 8:30 a.m.
4. Teachers are required to notify the Head of School prior to leaving school during a preparation period for matters of personal business.

P. Parent/Teacher Communication

Parent-Teacher Conferences

These conferences are scheduled for parents of elementary and secondary students. The conferences are placed on the school calendar. Registration letters are sent to parents by the elementary classroom teachers and secondary principal. This gives the parents a formal opportunity to discuss the progress of their children.

Communication - Step 1:

Parents are also invited and encouraged to consult with their child's teacher about their child's work or progress at any time throughout the year by appointment as questions and/or concerns arise. The school will also initiate a parent/teacher conference when necessary.

If, after meeting with the teacher, a parent still has questions or concerns regarding the progress of his/her child either academically or socially, an appointment with the Head of School is encouraged so that the issue or situation may be addressed.

Communication Letter - Step 2:

Each Friday an electronic communication letter will be sent to staff and parents. This letter contain summaries of activities as well as

notification of future events. Items for the newsletter should be sent to communication@fis.ed.jp by Thursday afternoon.

Operational Matters & Parent Concerns:

WHOM DO I SEE WHEN QUESTIONS ARISE ABOUT:

Policies and operation of FIS in general	Head of School
School fees	Head of Business Administration
Child's report does not arrive	Administration Office
Change of address/telephone number on the school records	Office/Homeroom Teacher
Child is having problems with a particular subject	Subject Teacher
Child contracts an infectious disease or other medical problems	Administration Office
Arranging a teacher conference	Subject Teacher
Withdrawing from school	Secretary to Head of School
Issuing of a transcript	Dean of Students
College/University Placement	Dean of Students
IB Course Selection	IB Coordinator
Division Questions/Concerns	Division Heads

VI. ACADEMIC PROGRAM

A. Assessments

Standards at Fukuoka International School are high, yet appropriate. Evaluation of student achievement is based on informal observation and supervision of classwork and homework. In addition, formal assessments may include: oral recitations/presentations, quizzes, tests, projects, etc. Students in grades 9-12 take semester exams, which are worth 20% of each semester's overall grade.

1. Course Work

Course work grades are based on student participation, quizzes, projects, reports, tests and other assessments. Each teacher

determines the system used to compute course averages. The grading system is shared with parents at Open House.

2. Semester Grades

Semester grades for students in high school are computed as: 80% of the semester grade is based on coursework and 20% is based on semester exam results.

3. Reports to Students and Parents

Students receive four (4) report cards per year. These reports give the results of continuous evaluation and help diagnose a student's progress. In addition, a mid quarter progress report is given to any student who may be in danger of receiving a "C" for the given quarter. This communication is done in a timely manner in order to allow a student to improve his/her performance. Parents are invited to meet with teachers to discuss ways to help student's progress.

B. Grading System

Grading is reported using a letter grade. The following indicators are used to establish grades for students in grades 6-12.

Report Grade Descriptors

A	Indicates excellent achievement in this subject. The student demonstrates a thorough understanding of all or almost all of the concepts. The student is an independent learner and consistently applies the skills and knowledge.
B	Indicates substantial achievement in this subject. The student demonstrates an understanding of most of the concepts. The student needs minimal assistance and usually applies the skills and knowledge.
C	Indicates a satisfactory achievement for non-college-bound students in this subject. The student demonstrates an acceptable level of knowledge and understanding of the course concepts. The student needs an occasional assistance and sometimes applies skills and knowledge.
D	Indicates partial achievement in this subject. The student needs assistance on a regular basis and rarely applies the skills and knowledge.
F	The student failed to obtain the minimum requirements for this subject.

C. English Language Use

English is the language of instruction and communication at Fukuoka International School. All students are expected to use English during school hours. Students are also expected to encourage and support one another in the use of English.

D. Homework

1. The Aims of Homework

- To increase knowledge and understanding of a subject
- To reinforce and apply skills and concepts learned in the classroom
- To aid the development of good study habits

2. Responsibilities of the Student

- To understand the significance of the assigned homework
- To organize time, in such a way, that assignments are turned in punctually
- To note and act on teacher comments on returned assignments
- To approach the teacher if comments appear unclear or require a response
- To speak with the teacher if there are homework related problems
- To seek clarification when an assignment is not understood, well in advance of the due date

3. Role of the Home

- To provide encouragement and support
- To provide assistance, as suggested by teachers, when necessary
- To foster independence by refraining from “over-correction” or too much assistance
- To provide a quiet well-lit place for study
- To limit distractions and commitments during study time (e.g., extra classes, television, social engagements)
- To provide a dictionary and encourage the use of other resources as opposed to “giving answers”
- To contact teachers regarding homework concerns

For students at Fukuoka International School, homework is an expectation and each teacher will be responsible for providing specific homework guidelines for his or her class. It is recommended that each student keep a planner to assist with the organization of assignments. Assignments, specific directions and due dates should be checked regularly as a means of direct communication between home and school.

4. Homework Time Requirements

Homework requirements increase as students progress through grades and will vary with test schedules and the school calendar. Students in grades 9 and 10 should expect between 1 to 3 hours of homework per evening, while students in grades 11 and 12 should expect about 3 hours per evening. Students with IB course options should regard 3 hours as a minimum, as they are expected to conduct in depth research. Please check with the individual teacher if you have questions or concerns.

E. Creativity, Action, Service (CAS)

Fukuoka International School recognizes the process of education neither begins nor ends in the classroom and supports the development of an international mindedness among our students. To this end FIS believes an international education must go well beyond the provision of information and is inevitably involved in the development of attitudes and values which transcend barriers of race, class, religion, gender or politics.

The will to act in the service of the community (local, national or international) complements intellectual development and the academic curriculum. At Fukuoka International School, students are encouraged to develop a positive and active approach towards living and enhancing the communities in which they live. In high school students must meet the CAS requirement to graduate. Specific programs are offered emphasizing Creativity, Action and Service in the community. As a guideline students are expected to complete 150 hours of work in CAS over the final two years of high school.

Furthermore, the program has two components: external and internal. Grading is on a Pass or Fail basis and includes maintaining a journal of experiences.

1. External Component

External community service is offered to all high school students who can communicate in Japanese. This program offers students an opportunity to broaden their perspective of what it means to be a contributing member of society, in the hope this will be the beginning of a life long awareness of the importance of giving to one's community. Fukuoka International School counts on all participating students to be punctual and consistent in their weekly duties.

2. Internal Component

In-house community service opportunities are offered to students who are unable to meet the requirements of the external component of this program.

F. Inter-Scholastic Sports and Extra-Curricular Activity Participation

Students, who wish to participate in inter-scholastic sports, or other extra-curricular activities such as Model United Nations, must complete all in-class and homework assignments in all courses. Students who are not completing their class work and assignments will not be allowed to participate in any extra-curricular activities until cleared by the coach/teacher and Head of School.

If, according to the form, it appears that the student is having academic difficulty, then this student must request extra help from his/her teacher(s) and a plan (approved by Head of School) must be in place to improve class performance in order for the student to continue participation in the activity.

If the student has been suspended from school for behavior problems, he or she is automatically suspended from extra-curricular activities.

Any student wishing to appeal for reinstatement into a program must first serve any suspensions and rectify any academic problems before they may request an interview with the School Head and the coach to appeal for reinstatement.

G. Guidelines for Graduation

Students planning to receive a diploma from Fukuoka International School must complete the final year of high school as a full time student at Fukuoka International School or be retaking some of their IB courses. Students wishing to submit more than two credits of correspondence (completed outside of school at student's own expense) or independent study towards the minimum number of credits required for graduation must request approval through the Dean and Head of School. If more than two external credits are requested they must have the Head of School's approval. Students who have completed all but one of the requirements for graduation may participate in graduation exercises with their class, but will not receive the diploma until all coursework is complete. A student may be no more than twenty-one years of age on the day of their graduation. All students must complete the CAS requirement to graduate with an FIS Diploma.

Graduation requirements: Students must complete a minimum of 26 credits for graduation:

English: 4 credits	Fine and Performing Arts: 2 credits	Electives: 5 credits
Social Studies: 3 credits	Foreign Language: 2 credits	
Math: 3 credits	Health / Physical Education: 2 credits	
Science: 3 credits	CAS / TOK: 2 credits	

H. Plagiarism & Cheating Policy

Plagiarism is defined as “taking and using another person’s ideas, writings, or invention as one’s own.” However, in an international school where the language of instruction is not the native language for a large percentage of the student body, some judgment has to be applied. Therefore, students who wish to work cooperatively on homework assignments may do so only with teacher approval.

Cheating is the same as written above in a testing situation.



Students are strongly encouraged to strive for the highest possible standard of honesty or ethical behavior. To this goal FIS wishes to take a proactive approach to preventing plagiarism. Teachers will discuss the ethics of plagiarism within the context of their classroom expectations. Students in all school divisions will be taught appropriate ways of carrying out research and acknowledging the sources they have used. The IT department and the Library will teach use of the Internet to find reliable websites and the most effective use of library resources. IB Extended Essay guidelines will be in overriding effect by expecting IB candidates to document sources and to be wary of the potential for plagiarism.

Graphic from:

<http://21cif.imsa.edu/resources/lapackage/search/use/plagiarism.htm>

As a point of reference, and not meant to be a complete list of offences, the following will be considered to be types of plagiarism.

- *Buying a paper from a research service or term paper agency.*
- *Turning in another student’s work without the student’s knowledge.*
- *Turning in a paper a peer has written for the student.*
- *Copying a paper from a source text without proper acknowledgement / citation.*
- *Copying materials from a source text, supplying proper documentation, but leaving out quotation marks.*

- *Paraphrasing materials from a source text without appropriate documentation.*

From Cut-and-Paste Plagiarism: Preventing, Detecting and Tracking Online Plagiarism, Lisa Hinchliffe.

janicke@alexia.lis.uiuc.edu , May 1998

Consequences for Plagiarism/Cheating

Level One (First Offence)

In the IB Diploma program, consequence of the first gross malpractice whether plagiarism or cheating on a test will result in the assignment / test being given no credit. Reduction in grade of the assignment will be given for lesser irregularities such as not giving credit for some quotes or illustrations. In all cases discussion with parent(s) and the student is mandatory at level one. The teacher should call the home and documentation should be shown to the parent. A discipline form should be filled out and sent to the Head of School and placed in the student file.

Students not in the IB Diploma Program or in other school divisions will also have their home contacted by the teacher, ensuing discussion with the student with the parent(s) present will take place, and possible reduction in credit with the optional chance of re-doing the project correctly for full credit (if the student chooses).

Level Two (Second Offence)

If gross malpractice occurs, suspension from school for one day followed by a meeting and discussion with parent(s) about blatant plagiarism as part of student re-admission will occur. All documentation should be shown to the student and parent at this meeting. The teacher and Head of School will be present. Where appropriate the IB Coordinator and/or Dean of Students should be present. Credit will be lost for the assignment and removal from the IB Diploma Program will occur. If the students are taking that particular course for an IB Certificate they will be not allowed to sit that course's examination. A discipline form should be filled out by the teacher and sent to the Head of School as soon as plagiarism is established and before carrying out the suspension.

Beyond Level Two

In blatant cases of plagiarism or cheating in exams, consideration of removal from Fukuoka International School will occur; definite removal from all IB Examinations will take place.

I. Suspension and Expulsion of Students

When students disobey school rules, they are given the opportunity to explain their actions and are counseled on appropriate ways to deal with problems or difficulties.

Discipline problems at Fukuoka International School have been rare and the school is proud of its student body. Students are expected to behave *at all times* in a manner that will bring respect and honor to the school and their home countries.

1. Suspension

Head of School may suspend a student who commits a serious infraction of school rules and policies. Student suspension may be “in school” or “out of school.”

Suspensions require students to take time to reflect on inappropriate or dangerous behavior and the impact of their action on themselves and others.

During in school suspension, a student may not attend regular classes, may be given a special schedule and will be expected to complete all missed class work/homework.

A letter will be written to parents stipulating the reasons for and duration of the suspension. This letter will be placed in the student’s file. The letter remains at FIS and will not be shared with any other organization.

A student on suspension cannot return to school or follow the regular school schedule until a conference has been held between Head of School, student and parent or guardian.

Only the Head of School suspends students.

2. Expulsion

The Head of School may judge whether a student’s attendance continues to be appropriate at Fukuoka International School and may deem expulsion to be necessary. Normally, this would be a situation where, following counseling and conferences with the student and parent/guardian, the student:

- Continues to behave in a manner that is detrimental to the school
- Or, is unable to profit from the academic program
- Or, interrupts the learning of others or endangers their safety

However, in severe cases, expulsion may occur without benefit of prior counseling or conferences. In the event of expulsion, all fees for that billing period are forfeit.

J. Student Rights and Responsibilities

Every student at Fukuoka International School has the right to be treated with respect, courtesy and consideration by all members of the school community. Each individual has the right to know what the rules are and to appeal to a division head, Head of School or Managing Director (in order of authority) for a hearing.

Student complaints will be dealt with courteously and promptly between the student and the relevant member of faculty or staff, and, if necessary, Head of School.

K. Food and Drinks/Littering

Food and drink are only allowed in the designated areas. Food and drink are not allowed in the gymnasium, library or computer rooms except for special school occasions. Students are responsible for cleaning their own areas and disposing of their own trash. Spills should be cleaned up immediately. All trash should be placed in the appropriate bins provided.

Chewing gum is not allowed on campus.

L. Library

The school library is on the upper floor of the main building and serves all grades. The library consists of 9,000 English, Japanese and Korean language books including fiction, non-fiction, easy reading and an extensive reference collection. Non-fiction and reference books are shelved by Dewey decimal classification. Fiction and easy reading books are shelved in alphabetical order by author's last name. Newspapers and a wide variety of international periodicals are also available.

The library is computerized, with the catalogue available to students on library computer terminals where they can access books by author, title, subject, or keyword. Also available are SIRS databases of magazine and newspaper articles and country information. Students learn how to carry out electronic searching using appropriate terms to facilitate student research. CD-ROMs are also available, including four sets of encyclopedias and specialized subject information.

Books are available on one-week loan. Reference books, newspapers and magazines may be used only in the library. Grade 11 and 12 students, undertaking research projects, may arrange for long-term loans, at the discretion of the librarian.

Students are responsible for books they check out. Overdue notices are sent via homeroom teachers.

The library offers room for students undertaking research, reading and studying. The library is open from 8:30 A.M. until 4:30 P.M. every school day.

Parents are welcome to visit the library and to check out books for themselves or their children. Volunteer help is appreciated.
(See Appendix for Library Materials Selection Policy)

M. Dress Code

1. Students

Fukuoka International School does not have a school uniform, but it does have a dress code. Students are responsible for being neat, clean and appropriately dressed so as not to offend any of our attending populations.

It is expected that students will demonstrate respect for cultural differences and sensitivity, which will be reflected in their choice of dress for school. Neat and clean attire should be selected appropriate for the classroom so as not to detract from the learning environment. This may include shirts, T-shirts, blouses, polo shirts and tailored clothing whether shorts, slacks, dresses, pinafore dresses or culottes.

Headgear (caps, etc.) is considered inappropriate for indoor wear, except where religious or cultural customs deem these articles necessary.

Obtrusive or offensive writing or images on clothing, is unacceptable. Torn and frayed clothing is inappropriate and not allowed. Tank tops, cut-offs or revealing tops, beachwear, mini-shorts and mini-skirts are not permitted. The administration is ultimately responsible for determining what is considered appropriate wear for school.

The host nation practice of changing into school shoes is also part of the FIS school culture.

2. Teachers

At a minimum, teachers must meet the standards established for students. Appropriate teacher attire encourages professional respect and reflects pride in FIS. The Head of School will direct faculty members not meeting expectation of professional attire to respect the dress code.

N. In-School Shoes

Students are required to wear separate shoes as stipulated in the dress code.

Teachers serve as models for students and accordingly, are required to adhere to the practice of wearing "in-school" shoes.

VII. Professional Growth & Development

A. Professional Goals Process

All faculty members are expected to have goal statements for personal and professional growth and meet with the Head of School to discuss the contents and finalize approval. Annual teacher goals include reference to school-wide efforts, use of resources, collaboration and individual growth as specified in the annual evaluation document. (See Attachment). The Head of School will conduct an annual end-of-year evaluation, meet with the respective teacher and finalize the evaluation with copies going to both the teacher and the teacher's personnel file.

B. Professional Library

A professional library is available to staff in the Library.

C. Availability of Staff Development Funds

1. For each year of employment, the Head of School approves for each full-time teacher the sum of 100,000 yen in in-service training funds which may be used to attend classes, conferences, or workshops. The funds are not accumulative. The Head of School will report such grants to the Chairperson of the Board of Directors. After attending the in-service, the teacher will submit a written report to the Head of School.
2. These funds will be granted contingent upon the teacher's agreement that he/she will continue in the service of the school for the ensuing school year. Written agreement between the teacher and the school prior to the in-service will state the amount of refund by the teacher if employment is not continued. When the contract is not renewed by the school, a refund is not requested. This penalty can be waived by the Head of School in situations when employment is not continued due to an emergency situation.
3. A daily stipend of 2,500 yen will be provided to help cover meal expenses upon approval of the Head of School for an

in-service. Only in-service to improve education at Fukuoka International School will qualify for this benefit.
(See Appendix for Professional Development Request Form)

D. Teacher Personnel Files

Personnel Files are created and maintained for all staff members. These files include, but are not exclusive of the following documents:

1. Initial letter of interest, application form, resume and supporting documents such as references, medical form attesting to the individual's fitness for employment and the initial Employment Memo.
2. Copies of all degrees
3. Copies of transcripts supporting these degrees
- *4. Copies of graduate and post graduate course transcripts
- *5. Copies of all certifications held
- *6. Copy of current passport
- *7. Copy of current visa page of passport

*** = new documents or renewable ones**

Teachers are expected to take responsibility for keeping their file documents current and accordingly, provide the Head of School with copies of new certifications, renewals of certifications, new degrees earned, transcripts of new courses taken and other evidence of professional growth and development such as certificates received for attendance at professional conferences. The file shall be held in the Administrative office. Access to personnel files is limited to the Head of School or designee. An employee may have access to his or her file in the presence of the Head of School or designee, excluding those placement papers for which the employee has waived the right of examination.

VIII. Miscellaneous

A. Sick Leave, Personal Days and Related Benefits

Faculty members have access to sick leave, personal days, maternity leave, in-service leave, compassionate leave and recruitment leave as defined in the BENEFITS section of the individual teacher contract.
(See Appendix for Leave Request Form)

B. Employment outside FIS

FIS teachers have full-time positions and responsibilities. Part-time employment is discouraged during the school year. Part-time employment in any organization in competition with FIS is forbidden.

C. Taxation

1. Income Tax

Our Certified Public Accountant who is in charge of the school account informs us that all benefits are subject to income tax and are included in teacher's income. These include tuition, registration and facility fee for teacher's children, housing allowance, TieCare Health Insurance and Pension etc. Tax for these is deducted by the school in accordance with the Japanese tax system.

2. Resident Tax

All Japanese residents, citizen and non-citizen alike, must pay resident tax after being in the country for a year. This deduction is a tax on your total yearly income, and is in addition to your regular income tax. Consequently, it is listed separately in your monthly pay slip. It figures at about 3 to 8% (though it may be more for larger salaries...check with the office)

The deduction system is quite complicated and needs to be explained at length to avoid any potential confusion. The deduction is taken as follows:

- The first year in Japan is deferred and paid from year two.
- After December 31st of the year, the Japanese governmental body responsible for taxation will assess your taxation rate based on your income for the year just passed. This amount will be the total resident tax you will have to pay the following year.
- The Japanese national government does not take all the resident tax you owe in one lump sum. Instead, the total you have been asked to pay is divided equally into 12 months (from June through May, next year). It will appear as a separate monthly deduction on your pay slip.
- Even if you leave Japan, you are still responsible for paying this tax. This needs to be understood clearly, since the office will deduct all the money you owe. There are no exceptions. This means that from your final salary, the full year's resident's tax will be deducted when you leave.

To summarize:

- In your first year you pay no resident tax.
- In your second year you pay 5 months resident tax in 7 installments beginning with the June salary check.
- In your third and subsequent years you pay 12 months (full amount) resident tax deducted monthly.

- In addition, when you leave you pay 11 months resident tax deducted from your final salary. Teachers may elect to have a nominal amount deducted from their monthly salary during their first two years of service which will be held in escrow for the payment of the 11 month resident tax obligation due upon their departure from the school. This option allows the teachers to not have all of the 11 months resident tax obligation deducted from their last monthly salary payment.

3. Withholding Tax System

Please see the webpage of "National Tax Agency Japan" at <http://www.nta.go.jp/>

4. Tuition, Registration and Facility Fee.

The taxes for these items are deducted from the salaries in 10 installments from August through May. (starting Aug. 2010)

5. TieCare Health Insurance.

Tax for this is deducted by the school in December.

D. Provision for Substitute Teachers

Faculty members who are unable to cover their classes are expected to notify the Head of School by telephone if necessary, as soon as possible, **but definitely not later than 7:00 a.m. of the day in question** so that adequate cover can be arranged.

Teachers are expected to create emergency lesson plans, at least for two days, and submit the plans to the Head of School by September 1. These plans will be on file in the Administration Office.

A list of approved substitutes is in the administration office. Faculty members are encouraged to suggest a preferred substitute whenever advance notice to arrange substitute is appropriate.

E. Visitors (parents, former students, and guests)

Visitors must register with the receptionist and wear a badge while in school. Faculty members are encouraged to ask visitors without a badge to go to the receptionist. Family visitors for faculty members must register. These visits should occur during non-instructional time.

F. Tutoring Procedures

Parental requests for tutoring should be made to the Division Head of the level in which their child is enrolled. The Division Head will recommend appropriate staff members or individuals on the substitute list for parent's consideration. The teacher of the subject in which the student is to receive assistance cannot be the child's tutor for that

subject. The arrangements for tutoring will be presented to the HOS and Chairperson of the Board of Directors for approval.

The FIS Business Office will bill parents for the extra service. Updates concerning the impact of the tutoring are provided to the parent and Division Head.

Special Instruction from Consultants

Occasionally, a consult is hired by parents to provide specialized instruction during the school day. These arrangements are reviewed by the Student Support Committee and submitted to the HOS for approval. The financial arrangements are between parents and the consultant but the school will provide instructional space. Updates will be provided to the Division Head.

G. Use of Facilities

Faculty members are not to use school facilities for purpose of personal gain.

1. Personal items (e.g. clothing, bicycles, personal library) cannot be stored on campus.
2. Alcohol is not permitted on campus with exception of approved school sponsored events.
3. Faculty members may use the 1st floor kitchen for educational activities. A sign-up sheet to reserve the kitchen is available in the receptionist's office. Each time the kitchen is used, the staff member making the reservation will be responsible for making sure facility is cleaned. It is extremely important that all sharp cooking instruments are safely stored and gas is turned off.
4. Individual refrigerators, microwaves, coffee makers, and tea pots are discouraged due to increase electrical costs to the school and the potential to unsanitary conditions and lack of safety. One refrigerator is approved for Pre-Kindergarten and Kindergarten to share for storage of students' lunches. A refrigerator, microwave, coffee machine are provided for staff in the 1st floor kitchen, the small kitchen next to teachers' lounge, and in the Annex. Refrigerators, microwaves, coffee machines, tea pots are not approved for individual classrooms. The main secondary science laboratory has a refrigerator for storage of instructional items requiring refrigeration. No food items for human consumption can be stored in this refrigerator.

5. Faculty/Staff use of the fax and telephone system is permitted but a fee is charged. A form for use is available in the Administration Office.

H. Gifts and Favors

At no time should a staff member solicit or accept gifts, gratuity, or any other object of monetary value from parents, students or persons who might consider the acceptance of such gifts as hope or expectation of obtaining advantage or preference for any reason in their dealings with the school.

We do not encourage the students/parents to give gifts at Christmas. As Christmas gift giving, however, is a cultural practice in some countries, and as it is not our intention to hurt or insult the giver, we strongly recommend that such gifts be limited in value. Since not all students are in a position to give gifts, for monetary or cultural/religious reasons, teachers who do receive gifts should be sensitive towards those who do not give gifts and are therefore asked not to open them in public, or make public comments in regard to the gifts.

I. Faculty Meetings

Generally, full faculty meetings are held on the first Wednesday of the month. Section meetings are held, as needed, on the second and third Wednesday.

Faculty members are expected to keep all Wednesday afternoons free for possible meetings.

J. Use of Teacher Aides

Teacher aides are funded by the school in Pre-Kindergarten and Kindergarten classes. See the Appendix for the current job description. The funding of aides in grade one may be considered when enrollment exceeds 10 students. Requests for an aide should be made to the Head of School to address emergency situations.

VIII. School Routines

A. Brief Description of Major Events in School Year

1. Open House

Open-house is held in the beginning weeks of the school year. The purpose is for parents to meet teachers and visit classrooms. Content area maps are distributed. Grading systems can be presented and samples of textbooks reviewed. Discussions of individual student performance will take place during parent-teacher conferences scheduled at another time.

2. Spirit Week

Spirit week is scheduled for the week prior to sports day. Special events and theme days are identified by faculty and students at elementary, middle and high school levels. The emphasis is on using spirit and energy to unify FIS staff and students.

3. Sports Day

Schools in Japan have a tradition of scheduling an annual School Sports Day to celebrate health and promote physical fitness. Fukuoka International School observes this host nation tradition and has traditionally calendared this event in the beginning months of school.

The entire student body and faculty participate in this. Sports day is a very unifying exercise for the school community with the P.T.A. support.

4. Talent Show

The talent show is an opportunity for students to express themselves and showcase talent. Auditions and practices are held after school. The evening performance is well attended by members of the FIS school community.

5. United Nations Day

Each year, the creation of the United Nations at the San Francisco Peace Conference in 1945 is celebrated in October. Many International Schools use the occasion as an opportunity for the students to re-affirm their values for peace, prosperity and unity for all of humankind.

By taking the opportunity to celebrate the inception of the United Nations and the ideals represented by the organization, the students have the values of tolerance and respect for diversity among cultures as well as individuals reinforced.

6. Winter & Spring Concerts

Another highlight of the school year are the Winter and Spring programs in which the students are able to demonstrate their newly acquired and/or improved musical skills and dramatic abilities.

These programs serve as yet another opportunity for the school and families to come together in support of the student's educational development.

7. Winter Fest

Winter fest is a week dedicated to enjoy winter sports, and theme days designed to build energy and create school spirits. Events and activities vary across elementary, middle, and high

school levels. Japan day is scheduled within the winter fest event.

8. Japan Day

Japan day is an opportunity for FIS to honor the culture of the host country. A whole school assembly is held followed by activities prepared by FIS students. Teachers of Japanese language serve as advisors for this special afternoon.

9. Spring Festival

The P.T.A. sponsors a biannual fund-raising event known as the May Festival traditionally held in the spring. This event is one in which parents, faculty and students are involved.

Proceeds from the Spring Festival are used to purchase items and fund projects which, otherwise, would not be possible.

10. Award Ceremony

Special award ceremonies are held on the same day at different times for elementary, middle, and high school students. A list of traditional awards exists.

B. Attendance Policy & Procedures

Students should be absent from school only for essential and important reasons, such as illness or family emergency.

If a student is to be absent or tardy for any reason, his/her parent is expected to telephone the school accordingly. The school secretaries will communicate this information to teachers by e-mail.

1. Excused Absences

Absences shall be excused for the following reasons only

- Illness or injury of the student
- Illness, injury, or death in the immediate family of the student.

If there is a reasonable doubt concerning the illness claimed, a statement from an accepted medical authority may be required. Failure to comply with this requirement shall result in the absence being "unexcused."

In cases of excused absences, the student shall be allowed to make up work. Makeup work shall be completed within a period of time equal to at least the length of the excused absence, unless the teacher allows more time. No penalty shall be assessed on such work submitted within the designated time frame.

Students have the responsibility to request make up work and assignments from their teachers when they return to school after an absence.

2. Permitted Absences

Only the Head of School shall have the authority to grant, “permitted absences” having considered the merits of each case. Arrangements for makeup work shall be made in advance with the instructor(s) of the specific classes to be missed. The student shall assume complete responsibility for the makeup work and meeting the agreed upon timeline.

3. Unexcused Absences/Truancy

All absences other than “excused” or “permitted” shall be deemed “unexcused/truant” and a failing grade shall be recorded for the period of the unexcused/truant absence. If a student is suspended from school during exams, permission will be granted to write these exams at a later date.

4. Attendance Forms

Attendance form is sent to the receptionist by the homeroom/classroom teacher by 9:00 a.m. each school day. (See Appendix for Attendance Form)

5. Release During School Hours

No student may leave the school grounds during school hours without the approval of the Head of School. Parents need to call the office or send written permission to the homeroom teacher.

6. Punctuality

Good timekeeping is expected from all members of the school. Punctuality is a mark of good manners and students are expected to arrive in school and at their lessons on time. If a student arrives late for school, he/she is required to report to the school office before going to class and annotate the attendance record. Tardiness will be recorded and if persistent may lead to the Head of School contacting the home.

C. School Security

Teachers are provided with keys to an exterior door to the school as well as to their classroom, desk and file cabinets. A card for the alarm system is also provided.

1. School Surveillance Camera

Surveillance cameras are located in a number of locations at the main and administration buildings. The cameras are monitored in the main office.

2. School Campus Guards

Guards are on duty at the main/administration building parking and Annex building during school hours.

3. Intercom

Intercom connections exist in all classrooms within the main/administration buildings. The school intercom is a communication tool for the school. It is an effective means to communicate important issues that concern the entire school community. However overuse of the intercom system can desensitize the listeners and therefore minimize the effectiveness. When the intercom is used, listeners should expect important information or emergency instructions, so it is imperative that there should be minimal use of this form of communication.

D. Emergency Procedures

1. Natural Disasters

Generally, Fukuoka International School will be closed whenever local education authorities close their own schools due to such emergencies as typhoons, transportation strikes, etc. The school may also be closed at the discretion of the Head of School. To the degree possible, the school will notify parent/guardian in advance. For this reason, a school telephone chain is up-dated and distributed in August. Therefore, it is vital telephone numbers are up to date. The office and the homeroom teacher must be informed immediately if there is a *contact* number change.

2. Emergency Plan

The school has a comprehensive Emergency Plan, which contains provisions for evacuation from the school and/or site in the event of a catastrophic disaster, e.g., fire, earthquake or typhoon. Copies of the Emergency Plan are available from Head of School's secretary. (See Appendix for Earthquake Procedures)

3. Typhoon Procedure

When a typhoon is imminent the school may close. The school will attempt to notify parent/guardian and student using the emergency telephone chain.

E. Field Trip Procedures

A field trip may be defined as an educational activity which involves all members of a class outside of the classroom. It will involve prior approval by the Head of School, appropriate pre-planning including parental notification and follow-up evaluation by the teacher after the trip. (See Appendix for Field Trip Form)

In the Secondary School, field-work may involve staying away overnight in order to conduct a particular study for a given assignment. The cost of these trips, including transport and accommodation, is calculated and conveyed to parents in good time before the trip. In the Primary School students take field trips several times during the school year. The purpose and arrangements for a particular field trip will be determined by the teacher, but parents may be asked to assist as chaperons.

Parental permission is required for all field trips. Written permission for students to go on short, "neighborhood" trips is requested during the admission process.

Field trips are designed to support the curriculum or build class community. Any activity outside the school day and off campus which designed by a faculty member is a fieldtrip. These activities require approval by the Head of School.

Faculty member requesting a field trip will complete part I of the 'Field Trip Form' and submit to Division Head for approval. At that point, the form will be forwarded for other required signatures. Once the approval is granted, the faculty member completes the letter and responsibilities stipulated in Part II.

F. Visual Media Use Previewing Process

Previewing Process

Accordingly, please adhere to the following guidelines when conducting a previewing process prior to using **any visual media** in any school related activity.

Review the material with the following questions in mind:

Do any of the scenes portray:

1) overt sexual behavior

- 2) nudity
- 3) profanity
- 4) questionable morals
- 5) excessive violence

Does the video carry an "R" rating?

Under no circumstances should materials containing explicit sexual behavior, nudity (Art forms and exhibits excluded) or excessive violence be used in a school related activity.

G. Budget Responsibilities & Procedures

Initial annual budget development process

The fiscal year for the school runs from April 1st through March 31st and therefore, is not the same as with the school calendar year which runs from August through June.

The annual budget development process begins with faculty submissions of estimated needs for the **following School Calendar year** in October. There are four basic categories of budget submissions:

•TEXT BOOKS

Books which are used to support the basic foundation of instruction. Novel sets for English would qualify for this category for example.

•TEACHING MATERIALS

Maps, charts, globes, manipulatives, spelling labs and science kits are several examples.

•CONSUMABLES

Items and/or materials which are consumed as a direct result of the instructional process.

•INSTRUCTIONAL EQUIPMENT

Overheads, TVs, video/audio players, tables, science lab equipment, computers, etc.

Be certain to ADD 15% shipping to all requests with overseas orders!

Requests for other perceived needs and requirements such as a teacher aide or a new classroom rug or carpeting, the painting of a classroom or hallway should be submitted via an attached memo.

A copy of the initial annual memo of instructions for budget development, with sample copies of the **requisition/purchase order forms** to be used when submitting budget requests, **may be viewed in the Appendix section** of this document.

b) Necessary, but unanticipated, ordering occurring during the school year

Faculty members should submit such orders to the Head of School using the appropriate category requisition form which can be located in the "form" trays in the teachers' lounge.

c) Reimbursement for necessary classroom expenditures

Periodically, miscellaneous items are needed which are not purchased on a yearly basis or stocked in the office. When such circumstances arise, Head of School should be contacted first and then a completed Reimbursement /Purchase Order Form (with the receipt(s) attached, preferably, an official "Ryoshusho". (See Appendix for Cash Request Form) This form can be found in the designated "form" tray located in the office next to your own personal mail tray.

H. Assemblies

Whole school assemblies are held at regular intervals during the year. The regular lesson schedule is slightly abbreviated in order to create the necessary time.

This activity meets a number of objectives.

1. To expand the experiences available to the student body.
2. To give opportunity for recognition of individual and group student achievement.
3. To provide a forum for student performances in the arts, particularly music and public speaking.
4. To promote a sense of school unity.

Teachers are expected to attend all school assemblies and monitor the behavior of the students in their class.

I. Others

1. Student Withdrawal Process

When a student is withdrawing from school, written notice of the last day of school attendance should be given by parents as early as possible to the office. The classroom teacher is then notified of the student's departure. When all obligations have been met, the student's school records and the refundable deposits are then released. The academic withdrawal form is the responsibility of the homeroom/classroom teachers. The form is provided in the tray in teacher lounge.

2. Smoke-free Campus

Fukuoka International School has a smoke-free campus policy. Since teachers serve as role models for students, all staff members are expected to honor this policy at all times.

3. Extra Curricular Activities

Faculty members are expected to contribute to the education of the whole child through serving as either a coach, advisor or teacher of extra curricular activities.

By contract, each teacher is expected to provide as a minimum, two six-week extra-curricular activities scheduled through the Head of School.

4. School Van Usage Policy

A driver must be at least 21 years old.

A driver must have a valid driver's license to drive in Japan. A copy of the license must be submitted to the administration office.

The school van can only be used for school business including moving upon initial settlement and completion of contract. It is not for personal use.

Shopping trip only to COSTCO may be granted for a group of three or more teachers and staff.

Any accident, scrape, indent must be reported to the Head of School.

Smoking, eating and drinking are not allowed in the van. Special use of the new van should be requested from the Head of School or Head of Business Administration.

Old Van: For transporting equipment (furniture, boxes, etc.) and non-educational trips such as shopping.

New Van: For transporting students only with the exception of transporting new faculty members from the airport to their first accommodations.

Procedures:

1. Fill out and submit a "VAN USE FORM" to Head of School and the Head of Business Administration prior to using the van. The form is located in the main office.

2. Upon receiving an approval, please put date, name, purpose and time to use the van on the "Van Use" white board in the office.

3. Please receive the van key and the school van meter log from the office.

4. After using the school van, please clean it and do not leave your garbage. Fill out the school van meter log and return it with the key to the office right away.

Caution!! If you refuel the old van, please use DIESEL FUEL. Please submit a cash request form and attach a receipt for reimbursement of oil expense.

5. Fund-raising Activities

Periodically, individual classes or student groups will conduct fund-raising activities.

Requests for such activities are to be submitted by the students to the Head of School for prior approval. (See Appendix for the form)

A Charity Committee exists to co-ordinate charity initiatives within the school. Teachers should submit ideas for charitable projects to the chairperson. The Head of School approves all charitable activities.

6. Student Files

An academic file or record is maintained on each student in the school. Student files contain information that is pertinent to a child's progress at school. Notes on academic, social and behavioral progress are included. Elementary teachers are expected to make a copy of each student's report card including students who left FIS during the school year and file them in the student folders in the office. Secondary report cards are copied and filed by office personnel.

Files are available for parental perusal but may not be removed from the school. A student file is best interpreted to parents by either the classroom teacher, counselor and/or the Head of School.

7. Classroom Cleanliness

Traditionally in Japan, students and faculty are expected to help with the cleaning of their school and grounds, but the major

responsibility for the appropriate cleaning of the facilities rests with a school contracted cleaning company.

However, classroom cleanness remains the responsibility of the teacher and students. To assist with this purpose, the school provides vacuums, dust pans and brooms, cleaning detergent, trash bags, etc. Trash is to be taken out to the rubbish receptacle located behind the administration building.

The cleaning company is responsible for the appropriate cleaning of the office area, foyer, bathrooms, shower areas, gymnasium and hallway areas.

Students, under faculty supervision, are expected to clean classrooms, empty rubbish bins, etc.

8. Storage

The storage is for items identified as essential but not in current use. All broken or outdated items should be discarded. (The days for collecting large items for disposal will be identified by the administration.) No personal items can be stored in the school or discarded using the school garbage pick-up.

9. Textbooks

All textbooks, workbooks and manuals should be stamped with the school stamp and number prior to distribution to students. A sample **Textbook Inventory Control Sheet** is in the **Appendix** section of this document. The form can be located in the appropriately labeled tray in the office.

10. End Of The Year Routine And Forms

Toward the end of May, all faculty members receive a memo detailing the necessary tasks to be completed.

This memo will have, as attachments, the following forms:

- A) Year-End Check List For Teacher Responsibilities
- B) Year-End Check List For Secondary Students

Copies of these forms can be found in the Appendix.

Departing faculty members are expected to complete the Staff Resignation Check-List (see Appendix) and turn it in to the Business Office Staff no later than the last work day of the year.

X. Fukuoka International Community School Program (FICS)

In 1995, the Fukuoka International School Community School Program was established to help the community at large gain access to English language instruction.

The staff includes a full-time Director who reports directly to the Head of School, several part-time faculty members and a secretary.

The program is basically an afternoon and early evening offering although some classes are held in the morning several days a week to accommodate adult learners.

The main impact on FIS programs occurs in the afternoon and early evening hours when some regular FIS assigned classrooms are used for FICS class instruction.

XI. Appendix

(Appendix will be available upon request)