

FUKUOKA INTERNATIONAL SCHOOL

# POLICIES

(B.D. Approved: Oct. 4, 2010)

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**Section 100**

**School Status, Mission, and Objectives**

**(B.D. Approved: Oct. 4, 2010)**

## **SECTION 100 SCHOOL STATUS, MISSION, AND OBJECTIVES**

### **101 TYPE OF ORGANIZATION (B.D. Approved: 10/4/2010)**

Fukuoka International School is constituted as a gakkohojin recognized by the Japanese Ministry of Education, Culture, Sports, Science and Technology and fully accredited by Western Association of Schools and Colleges in the United States.

Fukuoka International School operates under the laws of Japan and prefectural regulations governing private schools with gakkohojin status.

The school is governed by a Board of Directors and Board of Trustees composed of the business leaders, multiple consulate representation, and parents of the students and works fully in compliance with Japanese law.

### **102 SCHOOL MISSION AND OBJECTIVES (B.D. Approved: 10/4/2010)**

#### **102.01 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.

#### **102.02 Objectives**

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

#### **102.03 Instructional Goals and Objectives**

1. A school-wide goal identified by consensus.
2. A goal addressing the effective use of resources.
3. A collaboration goal identifying a specific effort. (Those involved in the collaboration would have the same goal.)
4. An individual goal focused on an area of personal improvement.

Goal statements become part of the document for annual teacher evaluation.

## **102.03.01 Expected School-Wide Learning Results (ESLRs)**

### **Communication**

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

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

### **Curiosity**

FIS students will demonstrate self-motivation in learning by

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

### **Critical Thinking**

FIS students will apply knowledge and skills by

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

### **Character**

FIS students will exhibit awareness of self and others by

- Valuing physical, social, and emotional health.
- Taking responsibility for their own actions and making responsible decisions.
- Recognizing personal strengths and areas needing improvement.
- Demonstrating integrity in all aspects of their lives.

### **Community**

FIS students will contribute positively to society by

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

(Revised and updated on April 27, 2007)

**SECTION 200**

**School Organization**

**(B.D. Approved: Oct. 4, 2010)**

## **201 TYPE OF ORGANIZATION**

(BD Approved: 10/4/2010)

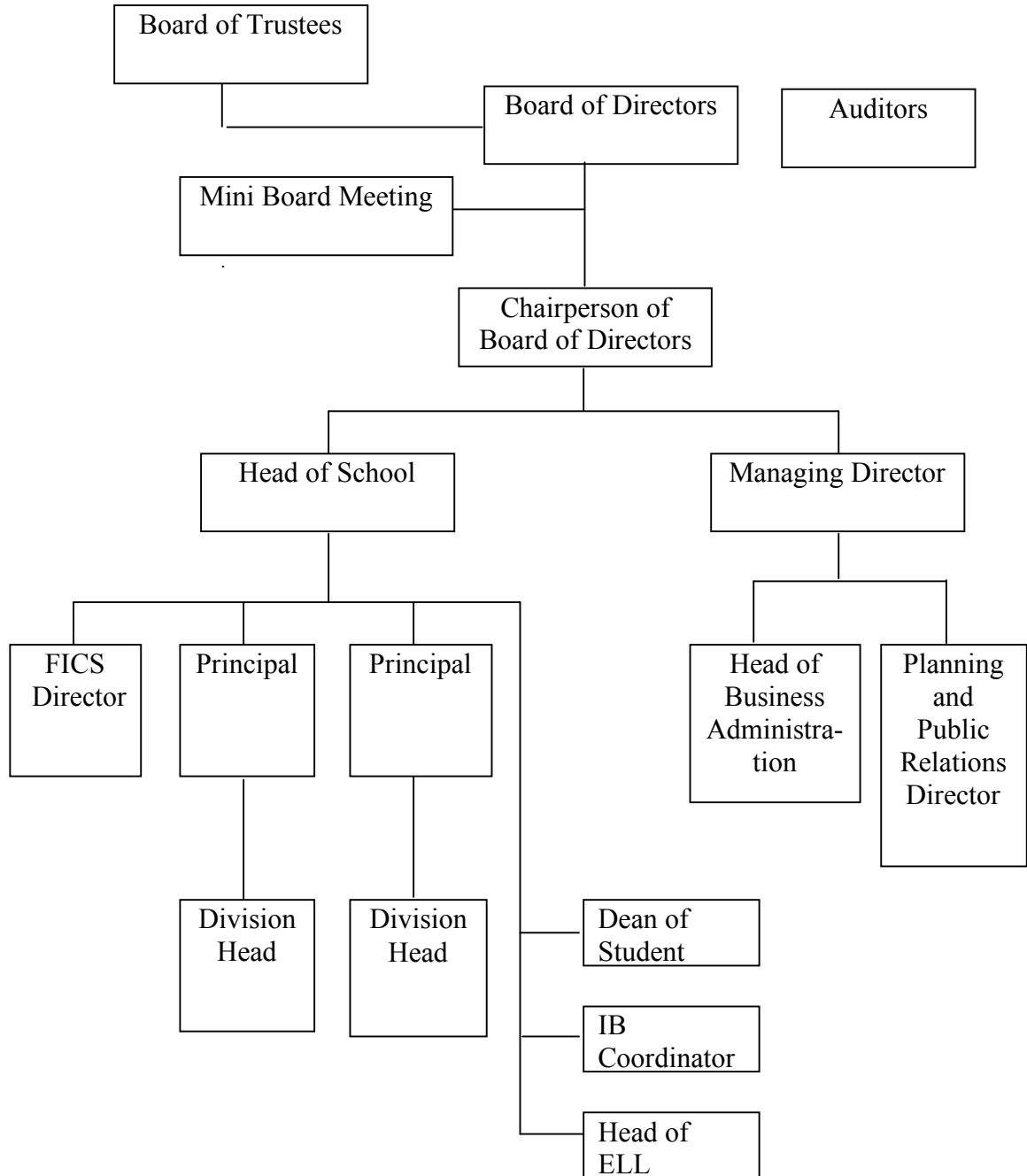
Fukuoka International School is a private, non-sectarian, non-profit, coeducational day school that offers an educational program from Preschool through grade twelve.

Pre-Kindergarten is for three and four year-olds; elementary school consists of Kindergarten through grade five; middle school is grades six, seven and eight; and high school is grades nine through twelve.

## **202 BOARD OF DIRECTORS AND BOARD OF TRUSTEES**

The school is governed by a twelve (12) member Board of Directors, elected for two-year terms by the Board of Trustees and the Board of Directors. 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 Fukuoka International School Constitution. A Chairperson for the Board of Directors will be elected from and by the Directors. The Board of Trustees will select the Head of School, according to the terms of the F.I.S. Constitution and will develop the operating policies and conduct the business of the Fukuoka International School. 'Articles of Endowment' provide details and guide Board of Directors and Board of Trustees.

203 ORGANIZATIONAL CHART



## 204 PROGRAM OF INSTRUCTION

FIS offers a program accredited by the Western Association of Schools and Colleges (WASC). The high school program is college preparatory with students enrolling in a program designed to earn a school diploma or enrolling in the International Baccalaureate Diploma program beginning in the 11<sup>th</sup> grade.

## 205 CLASSES

### 205.01 Elementary Classes

Elementary classes, Pre-Kindergarten through grade 5 are organized as self-contained classrooms. Students are assigned to one teacher for instruction in reading, mathematics, social studies, English, and language arts. Specialist teachers provide instructions in music, art, Japanese, PE, etc.

### 205.02 Secondary School Classes

The schedule for secondary students will be developed by the Head of School and Secondary Division Head/Principal. The draft schedules for the next school year will be distributed to each student prior to the last day of school. Schedule modification should be completed by Friday of the 3<sup>rd</sup> week of school. Instruction in academic subjects is provided by teachers certified in those program areas.

## 206 GRADUATION REQUIREMENTS

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	

## **207 DIPLOMA**

### **207.01 F.I.S. High School Diploma**

Students must take a minimum of six academic credits (not including TOK/CAS) to be considered a full-time student. Students who complete the graduation requirements will be awarded an F.I.S. High School Diploma. The IB Diploma will be awarded to students who successfully complete the program requirements.

### **207.02 Transfer Credits**

Students, who because of their short length of time at F.I.S, may not be able to meet all of the requirements for graduation as set forth above, may be granted a diploma at the Head of School's discretion based on the requirements at their previous school.

## **208 GRADE STATUS**

### **208.01 Grade Level Designation**

The normal progression for meeting graduation requirements takes four (4) years and grade status is determined by the following procedure:

Sophomore	(10 <sup>th</sup> grade)	6 credits
Junior	(11 <sup>th</sup> grade)	12 credits
Senior	(12 <sup>th</sup> grade)	18 credits

## **209 CLASS RANK**

### **209.01 Class Ranking**

F.I.S. does not rank students, however a GPA is calculated for each student at the end of each semester in the high school program.

### **209.02 Failing Grades**

A failure (F) in a credit course will be included in determining grade point average (GPA).

### **209.03 Incomplete Grades**

An incomplete grade will be treated as F grade

## **210 SUMMER SCHOOL**

The Fukuoka International School may operate a summer school program, at the discretion of the Board of Directors and under the supervision of the Head of School. The Head of School shall present a report, including the financial status of the summer school program, to the Board of Directors annually.

## **211 INTENSIVE ENGLISH PROGRAM**

The Fukuoka International School may operate an intensive English program for English Language Learners (ELL), at the direction of the Board of Directors and under the supervision of the Head of School. The Head of School shall present an annual report, including the financial status of the intensive English program, to the Board of Directors.

## **212 PROGRAM REDUCTION**

Any reduction in personnel, school programs, or areas of study shall be at the discretion of the Board of Directors. The financial condition of the school, changing educational needs of the community, enrollment changes, or any other factors deemed appropriate by the Board of Directors shall be considered prior to a reduction.

### **212.01 Reduction of Educational Staff**

Reduction of staff shall be determined by instructional and school program priorities.

#### **A. Basis**

If it should become necessary to reduce the number of employees (e.g. teachers in a given teaching area, grade or program or to eliminate or consolidate positions or programs) the decision for retention or dismissal shall be made on a individual basis, depending primarily upon the overall effectiveness of the employee in conjunction with the needs of the school.

#### **B. Needs of the School**

The following factors shall be considered when assessing the needs of the school: curriculum needs, projected enrollment, positions of extra duty to be filled, extra-curricular activities to be supervised, and the safety of students, employees, and facilities.

#### **C. Overall Effectiveness**

Overall effectiveness means demonstrated ability and willingness to fill the needs of the school.

#### **D. Equal Qualifications**

When determining which employees of overall effectiveness shall be retained, the employee with the longest service at the school will be given preference.

The pattern of the reduction or consolidation, unless specified in the policy, shall be at the discretion of the Head of School.

**SECTION 300**

**Personnel**

**(Revised and Approved by the Board: 10/4/2010)**

## **SECTION 300 PERSONNEL**

### **301 STAFFING PHILOSOPHY**

Staffing at all levels must be consistent with the school philosophy, with emphasis on the need to provide a high quality education with instruction in English for the community of Fukuoka. All staff members are expected to maintain the highest standards of profession in order to meet the demanding educational, social, cultural, and extra-curricular needs of our students.

Fukuoka International School recruits the best qualified staff available. Moreover, the school expects the staff to continually seek self-improvement and to stay current with the most recent research and trends in education.

### **302 ORIENTATION**

The Head of School will work with the Chairperson of the Board of Directors and designees to plan orientation activities before the start of classes each year. All new staff members are required to attend.

### **303 CATEGORIES OF PERSONNEL AND EMPLOYMENT**

**303.01 Administration:** includes Chairperson of the Board of Directors, Managing Director, Head of School, Head of Business Administration, Marketing/PR Director, and others designated by contract.

**303.02 Instructional Personnel:** includes teachers, librarians, and Dean of Students. Sub-category designation shall be clarified at the time of the interview and shall be stated on any contract offering employment.

**303.03 Non-Instructional Personnel:** includes office personnel such as secretaries, clerks, accountants, as well as the operation and maintenance staff.

**303.04 Part-time:** instructional or non-instructional personnel contracted for specific assignments (including teaching assistants/aides and substitutes).

#### **303.05 Sub-Categories of Employment**

##### **303.05.01 Overseas Hire**

Applicants whose residence is outside of Japan and who have been recruited for the express purpose of employment at Fukuoka International School regardless of nationality.

##### **303.05.02 Local Hire**

Applicants who already reside in Japan regardless of nationality.

## **304 JOB DESCRIPTIONS**

Job descriptions shall be developed by the Head of School, reviewed with each employee, as appropriate and submitted to the Chairperson of the Board of Directors. Job descriptions for all personnel may be found in the appendix.

### **304.01 Responsibilities of Teachers**

#### **A. General Policies**

1. The teacher shall guide children in the pursuit of knowledge, skills, appreciation, understandings and attitude that will help them become well adjusted adults.
2. The teacher 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.

#### **B. Teacher - Student Personnel Policies**

1. The teacher shall strive to be fair and impartial in all relations with the student regardless of the student's race, color, creed, economic, sex, and social characteristics.
2. The teacher shall strive to recognize the physical, mental, social and psychological growth characteristic of each student and seek to meet individual needs.
3. The teacher shall encourage the student in identifying and developing their special abilities and talents.
4. The teachers shall hold personal information regarding the student and their home in strictest confidence, utilizing it only in consultations with persons or agencies authorized by the Head of School according to the Law on the Protection of Personal Information of Japan and the Family Rights and Privacy Act of USA.
5. The teachers shall establish broad goals and behavioral objectives for their classes. Those goals and objectives will be appropriate as to age and grade coordinated with the school's overall Pre-K -12 curriculum. It is the teacher's responsibility to attempt to enable each student to achieve these goals and objectives so as to be prepared for next grade.
6. The teacher shall assume the responsibility specified in the administrative policies for the guidance of children in their neatness, personal appearance, cleanliness and mode of dress within the school and during school events.
7. The teacher shall guide the students in keeping the classroom and school grounds neat and clean.
8. The teacher shall periodically assess the progress of each student. The results of these assessments will be communicated to parents.

### C. Teacher Business Affair Policies

1. The teacher shall, insofar as possible, assume responsibility for the safeguarding and protection of all real and personal property within the school.
2. The teacher shall be responsible for textbooks, supplies and materials issued for the classroom.
3. The teacher shall be responsible for the requisitioning of those materials, textbooks and supplies necessary for meeting the educational objectives of the students.
4. The teacher shall have available in the classroom all vital records, such as classroom enrollment lists, attendance records, and all manuals and teacher textbooks. Official student record will be maintained in the Administrative Office.
5. The teacher shall be responsible for the supervision of adequate fire drills and emergency drills for the children within the classroom.

### D. Education and Curriculum Policies

1. The teacher shall assist in the development of school objectives.
2. The teacher shall provide learning experiences consistent with the learning objectives of the school and the curriculum.

### E. Teacher's Workday

1. The teacher shall be present at the school throughout the school day hours as stipulated in the teachers' contracts.
2. The time scheduled for part-time teachers will be determined by the Head of School.

### F. 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 as stipulated in the teachers' contracts. Assignments for these responsibilities will be developed by the Head of School in consultation with staff.

#### 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.

## G. Temporary Personnel

### 1. Part-time Teachers

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

### 2. Substitute Teachers

Substitute teachers shall be paid at a daily or hourly rate established by the Managing Director.

## **304.02 Contracts**

1. The Head of School, in conjunction with the business office staff, shall be responsible for drafting contracts with all full-time and part-time employees. Contracts will be approved by signature of both the Head of School and Chairperson of Board of Directors.
2. Contracts shall include: scope of job responsibilities, salary, specific benefits that apply (medical insurance, transportation, sick leave, etc.) beginning and termination dates, termination notice requirements, reasons for possible dismissal, and severance pay if applicable.
3. Termination of employment will follow procedures outlined in the teacher contract.

## **304.03 In-Service Training for Teachers**

1. Teachers shall be encouraged and supported to up-grade their professional skills.
2. The School shall provide financial assistance for teachers to attend certain conferences that will contribute toward upgrading skills as stipulated in the teachers' contracts.
3. Individual plans for in-service training should be submitted to the Head of School for consideration of assistance.

## **305 EVALUATION**

The Head of school shall be responsible for developing an evaluation procedure and for ensuring that the procedure remain pertinent to the needs of the school. The Head of School or designee shall conduct evaluations for the purpose of determining an employee's overall effectiveness at F.I.S. The evaluation process shall be used to provide suggestions and assistance for the improvement of the employee's effectiveness, and in determining whether employees shall be considered for continued employment. Summaries of the faculty evaluations will be provided to the Chairperson of the Board of Directors prior to the end of the school year.

### **305.01**

Written evaluations shall be completed on an annual basis for all employees.

### **305.02**

Observations shall be completed before December 1 for all first year employees. Evaluations will be completed by June 1<sup>st</sup> for all employees.

### **305.03**

Instructional personnel shall be given written notification no later than February 1 of the school's intent not to offer a contract of employment for the next school year.

### **305.04**

Written evaluations shall be reviewed by the evaluator and the employee. An employee may submit a written response to the evaluation which shall become a part of the employee's personnel record.

### **305.05**

Written evaluations shall not be subject to grievance procedures.

## **306 PERSONNEL RECORDS**

The school shall maintain a file for each employee for the purpose of keeping materials necessary for continuous evaluation of performance. 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. (The Law on Protection of Personal Information)

## **307 GRIEVANCE PROCEDURE**

The school shall have a Grievance Procedure which has been approved by the Board of Directors. A copy of the grievance procedure may be found in the Faculty Handbook.

## **308 MEDICAL EXAMINATION**

All employees offered initial employment at F.I.S. shall submit a certificate of good health or a physical examination form signed by a medical doctor. Employment is contingent upon satisfactory results of a medical examination conducted. Other medical examinations may be required according to contract.

## **309 PRIVATE VEHICLE OR MOTORCYCLE**

Private vehicles shall not be used for school business and Fukuoka International School shall not be responsible for liabilities resulting from employees', students', or parents' involvement in an automobile/motorcycle accident except as specified in this policy.

## **310 SCHOOL VEHICLES (Personal Use)**

School vehicles shall be used for official school business exclusively except as specified in this policy. School vehicles are not intended for routine personal use or to supplant the need for private vehicles. The Head of School may authorize personal use of school vehicles

under special circumstances (e.g., staff excursion, moving furniture, etc.) in accordance with the following:

- A. The driver must be in possession of a valid Japanese or international driver's license.
- B. Head of school's authorization is required in advance.

### **311 WORK YEAR**

The school year shall consist of work days listed on the school calendar and/or as indicated on the employee's contract. Work days listed on the school calendar may be altered, however, without increasing the total number of work days.

### **312 CONDUCT AND DRESS**

Employees assume an obligation to conduct themselves at all times in such a manner so as not to discredit the school. Each employee shall maintain standards of grooming and dress which are credit to F.I.S. A professional appearance helps convey a positive role model and reflects positively on the program and personnel of F.I.S.

### **313 EMPLOYMENT NOT CONTRACTED BY F.I.S.**

If the Head of School has evidence that outside employment interferes with job performance at F.I.S., the employee shall discontinue whatever portion of that outside employment which interferes with F.I.S. responsibilities.

#### **313.01**

An employee sponsored by F.I.S. who earns continuous income from sources beyond his or her F.I.S. salary is required to obtain permission from the immigration bureau. (Immigration Law)

#### **313.02**

An employee who earns continuous income from sources beyond his or her F.I.S. salary is required to declare such income to the Japanese tax authority. (Income Tax Law)

### **314 ADMINISTRATORS**

#### **314.01 Definitions**

##### **314.01.01 Head of School**

The Head of School administers the school in conformity with the Board of Directors' policies and Japanese law. The Head of School reports to the Chairperson of the Board of Directors.

### **314.01.02 Division Head**

Responsible to the Head of School for the assistance in the administration of the school's instructional program.

### **314.01.03 Head of Business Administration**

Responsible to the Managing Director for financial management of the school and for plant maintenance.

## **314.02 Job Descriptions for administrators may be found in the appendix**

### **314.03 Appointment, Tenure, Qualification of Head of School**

#### **314.03.01**

The Head of School shall be appointed by a majority vote of the Board of Directors, after seeking the opinion of the Board of Trustees, for a term and mutually satisfactory financial contractual arrangement.

#### **314.03.02**

The Head of School shall have graduated from an accredited institution of higher learning with at least a Master's degree and obtain an educational administration certificate.

#### **314.03.03**

The Head of School will have at least five (5) years of teaching experience and/or educational administrative experience at the elementary or secondary school level.

### **314.04 Appointment, Tenure, Qualification of Division Head**

#### **314.04.01**

The Division Heads will be appointed by the Head of School.

#### **314.04.02**

The Division Heads will be a certified teacher and in possession of or in the process of securing an educational administrative certification.

#### **314.04.03**

The Division Heads should have at least three (3) years of teaching experience and/or educational administrative experience.

### **314.05 Appointment, Tenure, Qualification of Head of Business Administration**

### **314.05.01**

The Head of Business Administration will be nominated by the Chairperson of the Board of Directors and appointed by a majority vote of the Board of Directors after seeking the opinion of the Board of Trustees for a term and mutually satisfactory financial contractual arrangement.

### **315.05.02**

The Head of Business Administration will have graduated from a recognized institution of higher learning with a major in business.

### **315.05.03**

The Head of Business Administration will preferably have at least three (3) years of experience.

## **316 INSTRUCTIONAL PERSONNEL**

### **316.01 Definition**

As used in this policy manual, “teacher” means any or all Fukuoka International School employees engaged in actual instruction. Teacher/library assistant refers to staff member assigned responsibilities in the instructional program. Teacher aides assist classroom teachers.

#### **316.01.01. Job descriptions for teachers may be found in the appendix.**

### **316.02. Appointment, Tenure, Qualification**

#### **316.02.01**

The Head of School shall be responsible for recruitment of teachers, teacher/library assistants and teacher aides and shall advise the Chairperson of the Board of Directors of specific vacancies prior to offering contracts of employment.

#### **316.02.02**

The Head of School shall ensure that all teachers, teacher/library assistants, and aides be properly qualified for the positions to which they are being appointed and that their employment shall conform to all Board policies regarding recruitment. The Head of School shall ensure that all personnel so appointed be conversant with the terms and conditions of their employment.

#### **316.02.03**

Appointment preference shall be given to teachers who hold a minimum of a Bachelor’s degree from an accredited college or university and who possess a valid teaching certificate or license. Teachers with two (2) or more years of experience are preferred. Teachers shall

be appointed upon the basis of their overall qualifications, without reservation or evaluation of race, color, creed, gender, or nationality. Teacher/library assistant should have some college course work and teacher aides must have at least a high school diploma.

#### **316.02.04 Contract Period**

Initial teaching contracts shall be for two (2) years. At the conclusion of each contractual period, two year extensions of contract shall be considered by the Chairperson of the Board of Directors upon recommendation by the Head of School. Shorter extension of contracts may be authorized, with approval of the Chairperson of the Board of Directors, to suit the needs of the school. Teacher/library assistants and teacher aides are issued one year contracts.

#### **316.02.05 Resignation**

##### **316.03.01**

A teacher shall give three (3) months notice in writing to the Head of School, when resigning from his or her position. Teacher/library assistants and teacher aides must provide one (1) month notice when submitting a resignation.

##### **316.03.02**

The Employee who breaks a signed contract forfeits all shipping, transportations, and severance pay. These penalties can be waived by the Head of School and the Chairperson of the Board of Directors in situations when employment is not continued due to an emergency situation.

#### **316.04 Salary Placement**

A teacher's salary will be established according to the FIS Salary Schedule and Benefits in effect for that year as funded by the School Budget. Teachers are placed on the salary scale according to full school experience along with graduate credits and degrees earned.

#### **316.05 Contract Renewal**

Teacher contracts may or may not be renewed contingent upon student enrollment, financial situation of the school, ability and performance of the employee, evaluation and recommendation by the Head of School. Teacher, teacher/library assistants and teacher aides are issued contracts with initial assignments. The Head of School may assign responsibilities to meet school needs.

#### **316.06 Assignment/Teaching Conditions**

##### **316.07.01 Teaching Load**

The administration shall be responsible for equitable distribution of work among employees. When possible, teachers' schedules shall include an equivalent of one unassigned period each day for planning purposes. Teacher/library assistants and teacher aides will be provided time for breaks and lunch time in according with Japanese labor law.

### **316.07.02 Extra-Curricular/Non-Curricular Duties**

Each teacher shall assume a fair share of extra-curricular/non-curricular responsibilities. Assignment of these responsibilities will be at the discretion of the Head of school or designee in accordance with Teacher Contract.

### **316.07.03 Non-Classroom Supervisory Duties**

Each teacher, teacher/library assistants, teacher aides shall assume a fair share of supervisory duties necessary to ensure the safety and welfare of students. Assignment of these responsibilities shall be at the discretion of the Head of School or designee.

### **316.07.04 Class Size**

Students are assigned to classes and new classes created upon the recommendation of Division Heads and approved by the Head of School.

### **316.07.05 Work Day**

The Head of School shall establish the working hours for teachers and part-time employees.

## **317 Non-Instructional Personnel**

### **317.01 Definition**

Non-instructional personnel include office personnel such as secretaries, accountants, as well as the security/maintenance staff.

### **317.02 Work Schedule**

Time schedule for opening and closing administrative offices shall be fixed by the Managing Director and the Head of Business Administration directly in charge in collaboration with the Head of School.

### **317.03 Resignation**

Non-instructional personnel may resign without prejudice or penalty upon one month notice in writing.

### **317.04 Selection Procedure and Qualifications**

#### **317.04.01**

Office employees shall have such training and skills as may be required to carry out successfully the requirements of the job. Completion of a high school course of study shall be considered a minimum requirement for office personnel.

**317.04.02**

Security/maintenance staff shall have skills and training necessary to provide physical conditions most conducive to carrying out the educational program of the school.

**317.04.03**

Non-instructional employees shall be adaptable to working around children.

**317.05**

The Head of Business Administration directly in charge shall be responsible for equitable distribution of work among employees.

**317.06 Salary Placement**

Teacher/library assistants and teacher aides will be provided an hourly wage recommended by the Head of School and approved by the Chairperson of the Board of Directors.

**SECTION 400**

**Employee Benefits and Leaves & Absences**

**(Revised and approved by the Board: 10/4/2010)**

## **SECTION 400          EMPLOYEE BENEFITS AND LEAVES & ABSENCES**

### **400    BENEFITS**

Certain benefits are provided by the school and are part of the contractual agreement between F.I.S. and the employee. Depending on the employee category, the following benefits maybe offered as part of the contract.

- In-Service
- Shipping
- Resettlement
- Furnishing Allowance
- Housing
- Key Money Deposit/Real Estate Fee
- Health and Pension Insurance
- Transportation
- Tuition Allowance
- PTA Membership
- School Vehicles
- Visa Renewal
- Severance Pay
- Service Award
- Leave

### **401    DEFINITIONS OF EMPLOYEE CATEGORIES**

#### **401.01.01 Dependents**

Dependents are defined as children under age 20 at the beginning of any school year who have not graduated from high school and, under certain circumstances, a non-working spouse. Dependents are defined at the time of contract.

#### **401.01.02 Immediate Family**

Immediate family defined as employee's spouse, children, parents, grandparents, siblings, or spouse's parents.

#### **401.01.03 Part-time Employees**

Part-time contract personnel may be employed as necessary to meet the needs of the school. Part-time teachers are paid an hourly rate recommended by the Head of School and approved by the Head of Business Administration. All employees with less than a full-time contract are considered part-time. Part-time employees do not receive benefits in addition to the hourly salary.

#### **401.01.04. Substitute Teachers/Temporary Personnel**

Substitute teachers are paid an hourly rate recommended by the Head of School and approved by the Board of Directors.

#### **401.01.05 Student Teachers**

In the interest of education as a profession, the Head of school may arrange for student teachers from colleges and universities to be assigned to F.I.S.

### **402 EMPLOYEE BENEFITS**

#### **402.01 In-Service**

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 Managing Director.

After attending the in-service, the teacher will submit a written report to Head of School.

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 Head of School in situations when employment is not continued due to an emergency situation.

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.

#### **402.02 Shipping Allowance**

##### **402.02.01 Local Hire**

The Board shall pay shipping expenses for those who move closer to the school on initial hire as a result of being employed, as follows:

- 1) Up to 100,000 yen for the shipping of personal effects for those hired outside Fukuoka Prefecture.

The Board shall pay up to 100,000 yen upon the completion of a minimum period of 2 years full-time employment in the school and termination of service to the school for the shipping of personal effects of those faculty members hired within Japan.

##### **402.02.02 Overseas Hire**

The Board shall pay shipping expenses for those who move closer to the school on initial hire as a result of being employed, as follows:

- 1) Up to 200,000 yen for the shipping of personal effects for those faculty members hired outside Japan.

2) Compensation for this shipment will be upon the initial shipment only. The initial shipment must be within the first school year of employment and before March 31.

The Board shall pay up to 200,000 yen upon the completion of a minimum period of 2 years full-time employment in the school and termination of service to the school for the shipping of personal effects of those faculty members hired outside Japan.

#### **402.03 Resettlement Allowance**

All new full-time teachers moving to Fukuoka will be provided with temporary accommodations for up to two weeks plus a daily allowance of 3,000 yen to assist them while they are looking for permanent accommodations.

In the event that a new teacher wishes to stay at the school provided temporary accommodation after the period of two weeks, the new teacher will be responsible for any extra cost.

The daily allowance of 3,000 yen for the two week period will be paid in a one lump sum upon arrival in Fukuoka.

Because the school pays key money and provides housing allowance and serves as a guarantor, subletting of apartments is not allowed.

#### **402.04 Furnishing Allowance**

##### **402.04.01 Local Hire**

The Board will furnish 100,000 yen towards the purchase of the following household items:

A refrigerator, range and washer for all full-time teachers hired from outside Fukuoka Prefecture.

##### **402.04.02 Overseas Hire**

Effective as of 1 August 2003, all overseas hired teachers shall receive a one-time payment of 300,000 yen to assist with covering the cost of apartment furnishings.

#### **402.05 Housing Allowance**

##### **402.05.01 Local Hire**

Each local hired teacher shall receive the sum of 30,000 yen monthly for the duration of contract as a housing allowance.

1) Local hired teaching couples shall receive the sum of 45,000 yen monthly for the duration of contract as a housing allowance.

#### **402.05.02 Overseas Hire**

Effective as of 1 August 2002, each overseas hired teacher shall receive the sum of up to 60,000 yen monthly for the duration of contract as a housing allowance.

- 1) Effective as of 1 August 2002, all overseas hired teaching couples shall receive the sum of up to 90,000 yen monthly for the duration of contract as a housing allowance.

#### **402.06 Key Money Deposit / Real Estate Fee**

##### **401.06.01 Local Hire**

On initial hire, a one time key money allowance of up to 250,000 yen will be provided to all local hired full-time teachers whose point of hire is outside Fukuoka Prefecture.

- 1) All local hired teaching couples whose point of hire is outside Fukuoka Prefecture shall be provided the sum of up to 375,000 yen as a one time key money allowance.

##### **402.06.02 Overseas Hire**

Definition: **Key money deposit:** Money deposit demanded at the signing of a housing contract. For the first living quarters of an overseas hire, FIS puts up the money. This money may be partially refunded to FIS (or to whomever puts up the key money) when the occupant leaves, minus the cost of any repairs, cleaning expenses as well as any other pre-agreed expenses.

Every incoming teacher will be given the means to obtain or, if available and agreed upon by FIS, be provided with, their first living quarters under the following formula:

Effective as of 1 August 2004, on initial hire, all overseas hired teachers shall receive a **one time key money deposit** of up to 350,000 yen.

Note: Overseas hired teaching couples shall be provided the one time sum of up to 525,000 yen as **key money deposit**.

Note: **Key money deposit**, as stated above, is provided by the school in order for a teacher to obtain their first living quarters. When a teacher leaves their first living quarters, the school reserves the right to keep the returned-balance of the key money deposit. If a real estate company claims more expenses for repair or other legitimate needs which would amount to more than the key money deposit that the school paid, the teacher will be responsible for all expenses **beyond** the key money deposit that the school actually paid.

In case of apartment-take-over, the school asks all leaving teachers to clear their key money deposit accounts before they leave the country so that the school may provide the full amount of key money entitled to a new teacher.

The Board will pay one real estate fee for all Overseas-hired full-time teachers.

#### **402.07 Health And Pension Insurance**

##### **The Promotion and Mutual Aid Corporation for Private Schools of Japan:**

FIS will pay approximately one-half of the premium for health and pension payments of the Private School Scheme, regardless of the amount of the premium for those full-time teachers, regardless of point of hire.

##### **Tie Care International:**

A teacher who does not wish to be included in the above Private School Scheme must enter the health/pension plan collectively selected by the teachers (currently Tie Care International). In this case the full amount of the Health care premium and a matched contribution of up to 6% of the teachers salary towards pension will be paid by the school. The health care premium includes dental cover, to a maximum of US\$1,000.

#### **402.08 Transportation**

##### **402.08.01 Daily Transportation**

1) The Board shall provide 5,000 yen commutation allowance per month. This allowance will be paid monthly for a ten-month period for commuting between his/her residence and the school.

##### **402.08.02 Transportation to and from point of hire**

1) The Board shall pay the one-way economy airfare/Shinkansen fare for personal transportation for all hired full-time teachers from the point of hire to Fukuoka.

2) At the end of a minimum period of 2 years full-time employment in the school, the Board shall pay the one-way economy airfare/Shinkansen fare for personal transportation for all hired full-time teachers from Fukuoka to the original point of hire.

3) Travel arrangement for 1) and 2) must be made for the shortest, most reasonable route to/from Fukuoka, Japan.

#### **402.09 Tuition Allowance**

All full-time teachers' dependents' tuition will be waived by the school for up to two children for the period of employment and will be taxed according to Japanese income tax law. However, yearbook and accident insurance fees are responsibility of the employee.

'Dependents' shall be defined as those under age of 20 at the beginning of any school year, who have not graduated from high school.

Proof of legal guardianship is required to claim dependents other than an employee's natural children.

The registration fee, facility fee, and ELL fee are waived by the school for up to two children of all full time teachers and are taxed according to Japanese income tax law.

All full-time teachers' dependents' application processing fee is waived by the school for up to two children and is not taxed.

#### **402.10 PTA Membership**

PTA membership fees for full-time teachers at FIS will be paid by the school.

#### **402.11 School Vehicles (Personal Use)**

The school vehicle(s) shall be used for official school business exclusively except as specified in this policy.

School vehicles are not intended for routine personal use or to supplant the need for private vehicles.

The Head of School may authorize personal use of school vehicles under special circumstances (i.e., staff excursion, moving furniture, etc.) in accordance with the following:

- The driver must be in possession of a valid Japanese or international drivers license.
- The Head of School authorization is required in advance.

#### **402.12 Visa Renewal**

The Board will pay the application fee of work visa renewals for all of its full-time teachers.

#### **402.13 Severance Pay**

The Board shall provide severance pay for all full-time teachers.

After the first two (2) years of service, 200,000 yen shall be paid. For each year thereafter, 100,000 yen shall be paid.

Accumulated severance pay will remain in reserve funds until the termination of a full-time teacher's employment with FIS.

#### **402.14 Service Award**

In recognition and appreciation of the service of teachers to FIS, the Board will award the following:

- 1) After five (5) consecutive years of service at FIS: 50,000 yen bonus.
- 2) After ten (10) consecutive years of service at FIS: 100,000 yen bonus.
- 3) The bonus will continue to increase at a rate of 20,000 after each term of five (5) consecutive years of service.
- 4) Announcements of the Service Awards will be made at the PTA Annual General Meeting.

## **402.15 Leave**

### **402.15.01 Sick Leave**

- 1) Paid sick leave may be granted by the Head of School for reasons of bona fide personal illness or for illness in one's immediate family, immediate family being defined as one's spouse, child, parents, grandparents, siblings, or spouse's parents. Leave will be granted for 1/2 day or full day.
- 2) Teachers may be allowed ten (10) days per year of paid sick leave, regardless of time of service. Unused sick leave days, excluding personal days, may be carried forward to the following contract period, up to a maximum of thirty (30) days in any one year.
- 3) The Head of School may require a physician's confirmation for an absence due to illness.

### **402.15.02 Personal Days**

- 1) Two (2) days of paid leave may be granted by the Head of School as personal days to transact personal or legal business which cannot be handled outside school working hours. Leave will be granted for 1/2 day or full day.
- 2) Teachers must provide a reason or explanation for the absence.
- 3) Personal days are not accumulative. Teachers will be reimbursed 1/20 of their month's salary for unused personal days during the year at the time of final salary payments of the school.
- 4) Personal days may not be taken immediately before or after a holiday, without the specific permission of the Head of School. Only requests due to emergency situations will be considered. Weekends, for this purpose, are not considered holidays.

### **402.15.03 Compassionate Leave**

- 1) Full-time teachers, regardless of point of hire, may take paid time off to attend the funeral of a member of their immediate family or to complete legal matters following the death of an immediate family member.
- 2) For leave requiring travel within Japan, a full-time teacher may take up to five (5) working days off, and for leave requiring travel outside Japan, a full-time teacher may take up to ten (10) working days off. In both cases the time off will be paid.
- 3) "Immediate Family" will be defined as one's spouse, child, parents, grandparents, siblings, or spouse's parents.

4) A teacher may request an interest-free loan from the school to meet unexpected expenses related to the taking of a compassionate leave. The loan is to be paid back in monthly installments over a period of not more than one year but prior to the expiration of the current contract.

#### **402.15.04 Maternity Leave**

1) Female teachers, after two (2) years of service, will be allowed six (6) consecutive weeks leave before the birth of a child and eight (8) consecutive weeks after the birth of a child. Only six (6) consecutive weeks will be with pay.

2) Male teachers will be allowed one work week, after two years of service, with pay, upon the birth of a child.

#### **402.15.05 Emergency Leave**

1) When attendance is impossible due to natural disaster or public strike, paid leave will be granted for the length of the emergency. The policy addressing lost instructional time due to emergencies will serve as a guide for establishing a plan.

2) Unpaid leave of absence, in exceptional circumstances, is subject to approval of the Head of School.

#### **402.15.06 Professional Day**

1) Three (3) days of paid professional in-service leave per year may be granted by the Head of School to teachers for the purpose of attending professional growth conferences. This leave is non-accumulative.

#### **402.15.07 Recruitment Leave**

1) Three (3) days of paid recruitment leave may be granted by the Head of School to overseas hired teachers who are coming to the end of at least two years of service to the school and who have indicated in writing that they will not be returning to the school for the following school year. This leave is to be used only for the purpose of attending a job recruitment fair or conference.

**SECTION 500**

**Student Personnel**

**(B.D. Approved: Oct. 4, 2010)**

## **501 ADMISSIONS**

### **501.01 Procedure**

1. All applicants for admissions should contact the Head of School.
2. Once the application form has been completed and the application fee paid, the review process begins. A transcript of records from the previous school is required for students entering above first grade. Previous school records including general health records are also required. Also, the need for English Language Assessment will be determined at this time and any required testing will be completed.
3. An interview will be arranged with the Head of School and a decision concerning enrollment and grade placement will be made.

### **501.02 Policy**

Admission to any F.I.S. program is based primarily on desire to develop English language ability. Application or entrance is recommended only for students with sufficient academic ability, interest, and motivation to benefit from the program. F.I.S. expects the applicant to be sufficiently matured for his/her age.

#### **A. 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 an English and Math proficiency assessments may be required 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 Head of School. The decision of 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. A requisition 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 1<sup>st</sup> 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.

#### **B. 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.

### **C. 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 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 standard of English at the time of application, the Head of School may not grant admission if there is not an appropriate program to meet the needs of the student.

### **D. 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.

## **502 ATTENDANCE REGULATIONS AND PROCEDURES**

### **502.01 Attendance Expectations**

It is expected that all students will be present each school day. Every absence and tardiness is entered on the student's report card and permanent record. Regular attendance greatly determines the scholastic standing of that student. To qualify for grade or course credit, a student is required to attend school for at least 85% of the instructional days designated on the calendar. Only in exceptional circumstances may the Head of School grant a waiver to this requirement.

### **503 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.

### **504 SUSPENSION AND EXPULSION**

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.

### **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.

### **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.

## **505 WITHDRAWAL**

At the time of withdrawing from school, a letter giving notice should be sent to Head of School. The Head of School’s secretary will then initiate the withdrawal process by notifying teachers. The student will be expected to get the *Academic Withdrawal Form* (available from the main office) signed by the relevant teachers for the return of all books and materials. Once teachers have signed the form, it should be returned to Head of School’s secretary.

At the same time, a completed *Business Office Withdrawal Form* should be sent to the Business Manager **at latest fifteen days prior to the student’s last day of attendance**. Giving a fifteen days notice will enable receipt of any refund of school fees, and required records. School policy prohibits the release of grades, transcripts, letter’s of reference or other school records in the case of delinquent payment.

A school transcript is an official documentation of courses taken by a student. The transcript includes courses taken in other schools, in addition to those taken at Fukuoka International School, grades 9 through 12.

An official transcript with school stamp and an administrative signature affixed is used to inform other educational institutions of the official student record. This is an important summary of student academic achievement at Fukuoka International School.

#### **506 FORCED VACATION DUE TO WEATHER (NATURAL DESASTERS)**

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 updated 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* numbers change.

#### **507 SCHOOL CALENDAR**

The Head of School will be responsible for the preparation and distribution of a school calendar that will include approximately 180 school days per academic year and seven teacher workdays.

#### **508 SCHOOL DAY**

The hours for the school day shall be established by the Head of School.

#### **509 BEHAVIOR AND DISCIPLINE**

Students are expected to conduct themselves in a proper and reasonable manner at all times both on the school campus and at any school-sponsored activity held off campus.

It is understood that when a student enrolls in the school, he and his parents, guardian, or sponsor agree to conform to its procedures and to comply with its rules.

#### **510 PROGRESS AND PROMOTION**

##### **510.01 Report Cards**

Report cards adopted by the school administration will be distributed to parents at intervals designated by the Head of School.

##### **510.02 Mid-Marking Period Notices and Other Reports**

Mid-marking period notices will be sent to parents, whose children are encountering academic difficulties, as directed by the Head of School. Other reports to parents will be distributed whenever the school administration finds they will be helpful.

## 511 CONFERENCES

The Head of School may schedule parent conference days on the school calendar when parents and teachers will discuss the academic progress of pupils. Such days will be considered as regular session even though students do not report to classes.

## 512 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

<b>A</b>	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>B</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.
<b>C</b>	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.
<b>D</b>	Indicates partial achievement in this subject. The student needs assistance on a regular basis and rarely applies the skills and knowledge.
<b>F</b>	The student failed to obtain the minimum requirements for this subject.

## 513 CUMULATIVE RECORDS

A cumulative record for all students will be maintained by the school under the direction of the Head of School. The record will contain grades that have been earned, testing data, health records, and other pertinent information.

## 514 HOMEWORK

### i. 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

## **ii. 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

## **iii. 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.

## **515 AWARDS**

Students are not ranked according to G.P.A.

### **515.01 The UN-Day Award**

The UN Day Award is presented to a student in each school division of FIS, elementary, middle and high school levels under the following criteria.

The UN-Day Award is awarded to an FIS student who represents his/her country in a positive way, with a healthy, caring attitude toward the life, culture, and age of others, able to communicate in at least two languages, a contributing force in the life of the school, with ability to bring people who differ together into a sense of community, thus representing the assets of what being 'international' is about.

Selection is by the vote of the faculty.

### **515.02 Other awards may be given as directed by the Head of School.**

## **516 STUDENT ACTIVITIES**

- A. Student activities must be approved by the Head of School.
- B. Eligibility to participate in any school activity which is not part of regular class assignment is dependent upon evidence of good citizenship on the part of the student.
- C. Students who in any way depart from acceptable behavior may be declared ineligible.
- D. In addition, the student will be expected to maintain minimum standards of scholarship to maintain eligibility.

## **517 CLASS ACTIVITIES**

- A. Class meetings are held under the sponsorship of faculty advisers.
- B. Student Council representatives report discussion and actions of the previous Student Council meeting to homeroom groups, and they are responsible for carrying back to the Student Council the opinions of their respective classes.
- C. Each class sponsors its own social activities and assists with the development of school wide initiatives.

## **518 THE STUDENT COUNCIL**

- A. The student government body for both the secondary and elementary schools are Student Councils which include a president, vice-president, secretary, and treasurer elected by secondary school students. The purpose of the Student Council is to coordinate activities of students, and to facilitate communication among all students, the faculty, and the administration.

## **519 HEALTH AND SAFETY**

The administration will organize and arrange for a health and safety program at the school within the limitations of the approved budget. Regulations and procedures for reporting and caring for illness while at school, for accidents, and for health and safety studies will be organized by the school administrative staff.

## **520 SMOKING**

The use of tobacco in any form by students, faculty, parents, and guests while on school premises is forbidden.

## **521 ALCOHOL, DRUGS, WEAPONS**

The use or possession of alcoholic beverages, non-prescribed amphetamines or barbiturates, hallucinogens, narcotics, or marijuana, firearms or other dangerous weapons and fireworks are prohibited from the school campus.

## **522 STUDENT DRESS CODE**

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.

### **523 ACCOUNTING FOR ACTIVITIES FUNDS**

The Head of School is authorized to supervise the administration and accounting of funds for activities sponsored by all activity groups of the school. The Head of Business Administration will be responsible for making school activity reports and financial statements. The bookkeeping records and accounts shall be audited annually at the time of the regular school audit.

**SECTION 600**

**Business and Operational Affairs**

**(B.D. Approved: 10/4/2010)**

## **SECTION 600 BUSINESS & OPERATIONAL AFFAIRS**

### **601 SCHOOL ACCOUNTS**

The Managing Director and the Head of Business Administration will be responsible for the maintenance of an accounting system, following the school juridical organization accounting standards.

### **602 FINANCIAL STATEMENTS**

#### **602.01 Monthly and Annual Statements**

The Managing Director and the Head of Business Administration will be responsible for monthly and annual financial statements to be presented to the Chairperson of the Board of Directors and the Board of Trustees, as well as for additional financial information required by the Board of Directors and the Board of Trustees.

#### **602.02 Audits**

The financial records shall be audited annually.

#### **602.03**

The financial statements shall be prepared according to the school juridical organization accounting standards.

### **603 BUDGET**

The Chairperson is responsible for an annual budget which shall be approved by the Board of Directors and the Board of Trustees, as stipulated in the Article of Endowment of Fukuoka Gakko Houjin Fukuoka Kokusai Gakuen.

### **604 SCHOOL FEES**

**Application Fee:** The Application Processing Fee is charged to all students applying for admission to defray costs of the application process. Please make payment by bank transfer or in cash at the business office at the time the application form is submitted, so that we can officially process your application. This fee is due even if the student is not accepted, it is not refundable. This fee is also charged when a student leaves FIS and later re-enrolls.

**Admission Testing Fee:** For those individuals required to take the ELL Test, the fee is due on the day of the test in cash at the office.

**Registration Fee, Facility Fee and Accident Insurance Fee:** After completion of the enrollment process, an invoice will be issued. Please remit the amount of Registration Fee, Facility Fee, Accident Insurance Fee and Yearbook Fee by bank transfer before your child(ren)'s entrance. These fees are charged in full to all students who attend Fukuoka International School(FIS) during the school year, even if they enter late or withdraw early, and none of these fees are refundable. In the case that your child(ren) have been disenrolled from FIS for a period of time, you will still be charged the present registration fee of 250,000 yen per child when your child(ren) re-enroll. However your initial registration fee will be deducted from the total of the present registration fee.

**Tuition:** Please remit in full by bank transfer. An installment plan is also available upon request. Those individuals enrolled from the first school day of August may remit in 2 or 10 installments, due the 25th of the month. Those who enrolled mid-term in the school year may remit from the month of enrollment to May, due the 25th of the month.

**Yearbook:** Each school year, the school produces a yearbook which highlights major school activities and students' accomplishments throughout the year. Yearbooks will be distributed in the middle of June. The Yearbook Fee will be charged to all students who enroll no later than March 31 and is not refundable. Those students enrolling after March 31 will not be able to receive a yearbook due to publication limits.

**ELL Program Fee:** This fee will be charged to those individuals required to take the ELL Program. It may be invoiced later than the first school invoice issue because enrollment in the ELL program may be required after the tuition invoice has been issued.

**Late Enrollment/Early Withdrawal:** Students who enroll midway through the school year are charged Tuition and ELL Program Fee if applicable, on a pro-rated basis according to the number of days enrolled (2009-2010 full year: 180 days). In the case of early withdrawal from the school, Tuition and ELL Program Fees will be calculated on the same pro-rated basis, and any overpayments will be refunded. Please notify the Head of School and your class/homeroom teacher of your child/ren's intent to withdraw from the school in writing at least 15 days prior to your child/ren's last attendance day of the school.

**Delinquent Payment:** In the case of delinquent payment, school policy prohibits the release of grades, transcripts, letters of reference, graduation diplomas or any other school records. If the delinquent period exceeds two months, the student(s) will be subject to suspension from attending school until all delinquent payments are received.

**Bill and Receipt:** A School Fees Bill will be issued only once if there has been no change to the bill. Please keep your school fees bill until all your payments are completed. A school fees receipt will be issued when all your payments are completed, and it will be sent to your home.

## **605 TUITION WAIVER SYSTEM:**

The Tuition Waiver System was abolished at the end of the 2007-2008 school year. New applications can not be accepted. Only students who enrolled by the 2007-2008 school year, as a transitional measure, can apply for this until 2010-2011. This system will be completely abolished by beginning in the 2011-2012 school year. "Tuition Waiver System" is that the school provides a financial support for students who have financial difficulties. The Tuition Waiver System, which provides partial waivers on the basis of per capita family income, can be applied for by submission of a completed Tuition Waiver Application form. The decision of a tuition waiver will be made after a review of the application documents and the present year's school financial situation. Tuition Waiver decisions will be made around December.

Please remit school fees according to the schedule of your school fees bill until a Tuition Waiver decision is made.

**606 MAINTENANCE**

The Chairperson shall arrange for adequate maintenance of the school grounds, buildings, And property

**SECTION 700**

**School Community Relations**

**(B.D. Approved: Oct. 4, 2010)**

## **SECTION 700 SCHOOL COMMUNITY RELATIONS**

### **701 PARENT'S COMMITTEE**

The Head of School may organize various parent committees. The Head of School will inform the Chairperson of the Board of Directors of the purpose of the committees.

### **702 CLASS MOTHERS**

The school administration may maintain an organization of Classroom Parents who have children in a classroom and are willing to undertake certain responsibilities for helping the teacher.

### **703 COMMUNITY AGENCIES**

The school administrators will attempt to cooperate with community agencies.

### **704 COMMUNITY RESOURCES**

The school administration will, at their discretion, make use of the various community resources to supplement or enrich classroom instruction, or to provide direct learning experiences.

### **705 PARENT TEACHER CONFERENCES**

Both parents and teachers are welcome to establish parent-teacher conferences as a two-way method of face-to-face communication for the benefit of the child.

### **706 PARENT TEACHER ASSOCIATION (P.T.A.)**

The school will maintain a Parent-Teacher Association to seek to reinforce the school program, to help parents gain a better understanding of the school, to help teachers function more effectively as the result of parental cooperation, to assist the school in other ways, and to encourage fellowship among the community.

### **707 VISITORS TO CLASSROOMS**

Visitors to classrooms should arrange for appointments through the school office and the teacher. Visitors are welcome to the classrooms.

### **708 VISITORS/ADMINISTRATOR CONFERENCES**

Visitors are welcome to schedule conferences with the school administrators at any mutually convenient time.

### **709 VOLUNTEER SERVICE**

Volunteer service is encouraged and appreciated. The Head of School will work with faculty member to identify situation and events when volunteers will be appreciated.

## **711 SOLICITING**

Fukuoka International School shall not be used as an agency for sale of goods or for the recruitment of students, faculty members, or other school employees, for any commercial purposes. No materials from outside the school may be distributed to students or to anyone on the school grounds without prior approval of the Head of School. Materials of a sectarian nature shall not be accepted, used, or distributed in the school. Free teaching materials may be accepted and used in the classroom, however, subject to the following conditions: Prior to acceptance and use, the materials shall be reviewed and evaluated as to their instructional validity in the context intended by the teacher and to ensure that the commercial or sectarian nature of the material is not objectionable for classroom use.

## **712 CONTAGIOUS DISEASES**

Acquired Immune Deficiency Syndrome (AIDS – HIV-positive) is a serious disorder, at present usually fatal. Fukuoka International School recognizes the seriousness of the AIDS (HIV-positive) problem for students, staff, and the community.

Current medical research, which is extensive, indicates that the chance of transmitting the AIDS (HIV-positive) policy restricting the rights or privileges of a student or staff member in the interest of protecting others should be carefully considered. The policy should provide for imposition of such restrictions only after careful consideration of the facts of the individual case and with due regard for the rights of the individual concerned as well as those of the school community.

The following policies are adopted based upon medical knowledge concerning AIDS (HIV-positive) available at the present time. The term “infected” as used in these policies means infected with the AIDS (HIV-positive) or similar virus whether or not accompanied by the acquired immune deficiency syndrome of AIDS (HIV-positive) – related complex.

These policies shall apply to students and staff (all employees of the school including faculty and administration) and shall also apply in the case of other infectious diseases which are, in the judgment of the Head of School, sufficiently serious to warrant similar treatment.

1. The Head of School shall provide with accurate information about AIDS (HIV-positive), its cause, effects, and prevention, at appropriate times and grade levels as well as other communicable diseases.
2. Student and staff who are infected should be allowed to attend and function at school in an unrestricted manner and be considered eligible for all rights, privileges, and services provided by law and the school’s program, except as provided therein. Regulations regarding other communicable diseases will be followed.
3. Students and staff shall not be required to undergo a medical evaluation for AIDS (HIV-positive) unless there is reasonable cause for it. Reasonable cause shall be determined by the Head of School after consultation with a physician, selected by the Head of School, with an

expertise in AIDS (HIV-positive).\* The results of any assessment done to determine reasonable cause shall be treated confidentially as noted below.

4. Where at any time the Head of School has reasonable cause to suspect that an individual is infected, the school may require such individual to submit to evaluation, which may include medical examination and testing, by an evaluation team prior to or during enrollment or employment by the school. Pending completion of evaluation, the Head of School may prescribe reasonable limitations for an individual. Periodic or other subsequent evaluations may be required of an infected individual pursuant to the recommendation of an evaluation team or when deemed necessary by the Head of School.

5. An evaluation team shall be composed of the infected individual's physician, the parents or guardian of a student under evaluation, the infected individual if he or she is from the staff, a school administrator and a public health or other knowledgeable physician selected by the Head of School. The Head of School may add others, as appropriate, to the team.

6. An evaluation team shall evaluate cases of infected individuals with respect to any relevant questions including, but not limited to, the medical status of the individual, the risk to others in the school environment, and appropriate measures and restrictions, if any, which may be necessary under the circumstances. In making decisions the rights of and the risks to both the infected individual and others shall be weighed. The recommendations of the evaluation team shall be reported to the Head of School who will determine what actions are required.

7. The school administration, Board, faculty, and staff shall respect the privacy of individuals known or suspected to be infected by treating confidentially all AIDS (HIV-positive) – related information and records pertaining to a student or staff member. Dissemination of such information and records shall be limited (a) to carry out this policy and any recommendations made pursuant thereto including ensuring proper care for an increased risk for transmission of infection, and (b) to such items of information and records as are reasonably required to accomplish such purposes. An evaluation team shall make recommendations to the Head of School concerning the extent to which students or staff should be informed in a given case. All other communicable diseases will be treated in a similar manner.

\* Sexual orientation alone shall not constitute reasonable cause, nor shall any individual be required to furnish information about sexual orientation.

**APPENDIX**  
**(Appendix will be available upon request)**