

FUKUOKA INTERNATIONAL SCHOOL

STUDENT - PARENT HANDBOOK



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Accredited by the Western Association of Schools and Colleges

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I. INTRODUCTION

A. History

Fukuoka International School is a private, co-educational, English medium day school serving the international and Japanese communities in Fukuoka, Japan. The school offers an excellent educational program for English-speaking students and English language learners (ELL) of all nationalities.

Fukuoka International School was established in 1972 and, is the only accredited International School south of Hiroshima. Since 1974, the school has been a member of The Japan Council of International Schools (JCIS) and in 1987 became a member of the East Asia Regional Council of Overseas Schools (EARCOS). The original school building and land was owned by the Japan Baptist Mission but growth in the foreign population created need for the school to expand. In 1988, Fukuoka International School Founding Committee, composed of approximately 60 government and civic groups, was formed to develop a larger, high quality international school. In September 1990 the new school was opened.

In 1992 the generous community, once again, responded to the school's needs with a donation to build and equip a twenty-four student dormitory, which became ready for use in 1994. In 2003, a Fine Arts/Music centre was added which would also become home to our middle school. Fukuoka International School became an International Baccalaureate World School offering the IB Diploma in 2006, the same year in which the dormitory was closed and a new administrative building was opened.

B. Facilities and Location

Fukuoka International School consists of 17 classrooms, a science lab, a music room, computer labs with Internet access, an art room, a music room and a gymnasium. The school contains a library, student lunch areas, a community meeting room, a counselling office, a dispensary, a kitchen, and an administrative block. The secondary arts building is located one block from the main campus. The building has a music room, fine arts room, piano laboratory, and performance area. The school is located in Momochi, a pleasant residential area at the mouth of the Muromi River, in the western part of Fukuoka. It is near Fujisaki subway station and Seinan Gakuin University and has excellent access to public transportation.

C. School Objectives

- Help students develop their human potential, both as individuals and as responsible members of the global community.
- Apply basic skills and higher level thinking and problem solving skills to all areas of the curriculum.
- Develop students' analytical, critical and creative thinking skills and nurture a spirit of inquiry and self-motivation in learning.
- Provide a college preparatory education with English as the medium of instruction and provide ELL support.
- Be accessible to as wide a segment of the community as possible.

D. Governance

Fukuoka International School is incorporated under Japanese law as a non-profit entity, held in trusteeship by seven Japanese corporations. The Managing Directors of these corporations serve on the governing Board of Directors for the school.

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.

E. Faculty

Our highly qualified faculty comes from a variety of cultural backgrounds and offers a wide range of teaching experiences. Qualified part-time teachers are hired according to need. Fukuoka International School provides instruction in a small pupil-teacher ratio environment. ELL is provided according to student needs.

F. Accreditation

Fukuoka International School is accredited by the Japanese Ministry of Education as a School Juridical Body "GAKKO HOJIN" and the Western Association of Schools and Colleges (WASC), the official accrediting body for American Overseas Schools in East Asia and the Pacific Area. The high school is accredited to offer the International Baccalaureate Diploma Programme.

II. ADMISSION TO THE SCHOOL

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 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 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.

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 command of English at the time of application, the Head of School may not grant admission to 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.

III. 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.

i 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.

ii 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.

iii 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 students 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.

i. Blue Cards/Weekly Application Cards

These cards are used in grades 9 & 10 to communicate weekly with parents regarding their child's effort and attitude in each subject. Homeroom teachers monitor that these cards are signed by parents, and use the information supplied by teachers to reinforce good study habits and encourage their students. The Blue Card does not necessarily reflect a student's grade but serves as an important piece of communication for parents of students in grades 9 & 10.

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

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.

iv. 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.

i 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.

ii. 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. A *Weekly Status Report* is a brief report on the current academic standing of the student, completed by his/her teachers and signed by parents.

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 behaviour problems, he or she is automatically suspended from extra-curricular activities.

Any student wishing to appeal for reinstatement into a programme 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. 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.

I. Computer Facilities

Fukuoka International School is equipped with Apple Macintosh computers. All classrooms and the library have workstations and all are connected via a gigabit Ethernet network and access the Internet via a fibre-optic connection. Wireless internet is available in most areas of the school building.

Students are encouraged to utilize school computers for the completion of homework in the hours immediately before and after school. Each workstation includes word processing and spreadsheet software; the machines are also provided with a range of desktop publishing, graphics, photo editing and other software.

Student access to the Internet is limited to regular school hours: Monday through Friday, 8:30 A.M. to 4:30 P.M. All students are permitted to use the Internet for class research and other assigned work; non-school related personal business is not to be conducted.

IV. SCHOOL ROUTINES

A. School Calendar and Hours

The school year runs from late August to mid-June. The school year is divided into two semesters with at least 180 instructional days and three main vacation periods. Please contact the administration office for a current academic calendar. On regular school days, classes are in session from 8:45 A.M. to 3:15 P.M. for the elementary school and 8:30 A.M. to 3:35 P.M. for the secondary school.

Unless working with a teacher or engaged in a supervised extra-curricular activity, students are not allowed on school grounds after 4:30 P.M. or on weekends.

B. Attendance and Absence

i. Attendance

Daily class attendance is a condition for fulfilling credit requirements, completing coursework, and academic progress. To qualify for 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.

Parents are responsible for the regular attendance of their children. Whenever a student is absent without the permission of the Head of School, the parent/guardian of the student must report the absence to the school. Notes or telephone calls from the parent(s)/guardian(s) are required either before or after an absence. It is the responsibility of the student to make up work missed because of absences.

When a student become ill during the school day and has a fever, the child must be taken home. Parents must either come to school or make arrangements.

ii. Punctuality

Punctuality is a mark of good manners and students are expected to arrive at school and to their lessons on time. If a student arrives late for school, the student is required to report to the school office *before* going to class where they will be issued a tardy slip, which they must give to their teacher upon entering the class.

Tardiness is recorded and if persistent, may lead to Head of School contacting a parent or guardian.

iii. 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.

iv. 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.

v. 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.

vi. Field Trips

School-sponsored field trips and sports activities are a part of the educational program and are not to be considered as absences, but written permission of the parent/guardian is required to participate.

vii. Leaving School Grounds

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.

C. Physical Education

Students are required to wear appropriate sports clothing for Physical Education classes. This means sports shorts, socks, plain T-shirt and appropriate shoes. Clean training shoes, which have not been worn outside, are required for the gymnasium. Students should also have a pair of training shoes for outdoor lessons. Warm athletic clothing may be worn over the top of sports clothing if it is cold/wet outside. P.E. clothing must always be neat and clean. Clothing should be taken home and washed regularly.

If a student is unable to participate in P.E. this needs to be communicated to the student’s P.E. teacher in a letter with the reason for non-participation. A doctor’s certificate is required if the student anticipates more than three lessons are to be missed. Alternative work will be assigned.

Students with chronic physical conditions, that may affect their participation in class activities, should provide the P.E. teacher with written information on the nature of the condition.

D. School Supplies

Fukuoka International School provides textbooks and workbooks, where applicable. It is recommended that students be equipped with their own pencils, eraser, ruler, ink pen, coloured pencils and paper. These should be kept in a suitable case or box. Students will receive a complete list of required supplies from individual teachers.

E. Textbook Care

Textbooks belong to the school. Students are responsible for maintaining their textbooks in good condition and will be charged for books that are lost or damaged. At the end of each school year, and prior to a student’s final departure, a withdrawal form has to be completed. The cost of lost or damaged books will be deducted from the refundable deposit.

F. 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.

i. Standards of Behaviour

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 behaviour 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 Behaviour: Behaviour 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.

ii. Suspension and Expulsion of Students

When students disobey school rules, they are given the opportunity to explain their actions and are counselled 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 honour 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 behaviour 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 counselling 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 counselling or conferences. In the event of expulsion, all fees for that billing period are forfeit.

iii. 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.

G. 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, at any time. 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.

H. 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.

I. Medication

If accompanied by written directions, medication from home will be administered at school by teachers. Students with asthma, bee sting allergies or other complaints should bring additional medication to the office to be used in case of an emergency. If there is a signed medicine permission release on file, students may receive non-prescriptive medication. All students MUST complete the school medical history form and the emergency medical permission form and return them to the office with their application. The medical form must be kept up to date and any changes to it should be forwarded to the head secretary immediately.

J. Student Insurance Scheme

Fukuoka International School has a mandatory student insurance scheme to insure students whether in school or away from school on school activities.

K. Student I.D. Cards

Fukuoka International School students are issued a student I.D. card. Most public establishments and public transportation systems such as theatres, art galleries, museums, concert halls, JR, subway, buses, etc., have reduced prices for students who present student I.D. cards. A 2 x 3cm photo is required for this. Cards will be updated upon parental request.

L. Student Fund Raising

Periodically, individual classes or student groups will have the need to conduct fund-raising activities to achieve a specific goal.

Requests for such activities are to submit the appropriate form, available in the main office, to All School Council for approval. Each request must identify the full details of the fund raising activity.

M. Student Visitors

Students, who wish to have relatives or friends visit school during class time, must have approval from the Head of School and classroom/homeroom teacher at least one full day prior to the visit.

N. Lost and Found Articles

The school office maintains a "Lost and Found Box." Students are urged to keep belongings in their lockers during the day and not to bring valuables or large amounts of money to school. Valuables and money should be kept on the student's person at all times and never left in the P.E. changing rooms. It is particularly helpful if the student's name is recorded on all possessions brought to school.

O. Items Not Permitted in School

Toys may be brought to school for specifically approved purposes. Personal digital video/audio players, tape players, headsets, and telephones are not permitted in class and are not to be used on school grounds. All such devices are to be stored in student lockers during official school hours; students are responsible for any electronic equipment they bring to school.

Faculty members have jurisdiction over what is allowed in the classroom.

It is a policy of the school that no toy weapons can be brought to school, for any reason.

P. Schedule Changes

High School students will have until the end of the first quarter to drop or change their selected courses. After the deadline has passed changes to schedules will not be considered.

Q. Class Punctuality

It is student's a responsibility to arrive to class on time. Students must exercise extreme caution and care when moving between buildings.

R. English Usage

It is required that all students speak or attempt to speak English unless clarification is needed.

V. EXTRA-CURRICULAR ACTIVITIES

A. After School Activities

Students are encouraged to participate in a variety of sporting, athletic, recreational and cultural activities. These take place either after school or on weekends and are organized by teachers, outside instructors, parents or volunteers.

Each year a variety of activities are offered. These activities are determined by interest and the availability of leaders to organize particular activities. At the beginning of each semester information is provided on available activities; details and a sign up form are sent home. Students are instructed to return their activity requests by the stated deadline. The activity program commences once students have their activity choices confirmed. While every effort is made to provide students with the activity of their choice, some activities are heavily subscribed. Students are expected to pursue a chosen activity for the full period for which it is offered.

B. Student Council

The Student Council is an organization, established to represent students and to plan and coordinate student activities. The Student Council is also designed to encourage responsibility, and commitment to leadership and service amongst the student body. The Student Council consists of an executive committee (President, Vice-President, Treasurer and Secretary) and an elected representative from each grade level. The Student Council meets monthly with a faculty advisor. Students interested in becoming involved must be aware that commitment and dedication to the Council and student body are required.

C. School Dances

The Student Council organizes school dances. A minimum of two teachers will chaperone all dances. Dances are normally held from 7:00 P.M. to 10:30 P.M. Permission to schedule a dance must be arranged through the All School Council.

The following regulations are necessary in order to provide an appropriate, safe and pleasant atmosphere for all.

1. Entrance to a dance will be denied if there is suspicion of being under the influence of alcohol. The use or possession of alcohol at a dance is strictly forbidden; anyone drinking alcoholic beverages at a school dance will be sent home immediately, and the incident will be reported to Head of School for further action.
2. Illegal possession/use of drugs of any kind is not tolerated. Police action as well as school disciplinary action will be taken.
3. Once a student has entered the dance, he/she may not leave and return. Students must not remain outside the immediate school area prior to or following a dance. Students must provide the advisor or Head of School with names of guests, for approval, no later than three days before a dance. Upon arrival, the host student must sign guests in; guests are expected to abide by school regulations, and are subject to the authority of the chaperones. The Host student must assume responsibility for their guest/s.
4. Payment for ticketed dances must be made not later than two days before the dance. No tickets will be distributed without payment.
5. The All School Council will decide who will serve as chaperones. At least one teacher will be in attendance while students are in the building before, during and after the dance.

6. The time, place and date of a dance will be approved by All School Council at least three weeks in advance. Student Council Advisor must approve all arrangements.

VI. STUDENT SERVICES & COUNSELING

A. English Language Learners (ELL)

The ELL program uses inclusion and pullout class strategies to meet learner needs.

B. Special Needs

The school cannot meet all special needs, however inclusion/learning support can be provided in some cases. Assessment of such needs will be carried out during the Admissions process.

C. College Placement

In the high school, students are provided with counselling, information and assistance with regard to the submission of applications to university and/or other post-secondary career/educational opportunities. Parents/guardians should make appointments with the Dean to learn more about opportunities and academic programs available in other countries.

Information and assistance is offered by the Dean to those students wishing to take the ACT, PSAT, SAT and/or TOEFL examinations. Fees for these tests are payable prior to test administration. Ninth grade students are encouraged to sign up for the PSAT, which is "pre-college entrance" exams. All students in grades 10 through 12 take this PSAT. The Dean advises 11th and 12th grade students to take appropriate college entrance examinations.

An academic file is maintained on each student. Student files contain information that is pertinent to the student's functioning at school. Notes on academic, social and behavioural progress are included. Files are available for parental perusal but may not be removed from the school. Parents have access to this information and are encouraged to request a meeting with the Dean or Head of School should clarification be required.

All students have a homeroom teacher who oversees the daily pastoral needs of students, acting in a manner that reflects parental responsibility.

D. Academic Support

Academic Support provides students with supervised study time, supplemental instruction, and help in developing a strong academic foundation necessary for their success. Students are assigned to academic support.

VII. 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.

A. 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.

B. 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.

VIII. WITHDRAWAL FROM FIS

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.

X. 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

Appendices

PLAGIARISM

Plagiarism & Cheating Policy for Fukuoka International School

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 behaviour. To this goal FIS wishes to take a pro-active 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/us>

[e/plagiarism.htm](http://21cif.imsa.edu/resources/lapackage/search/us)

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

FIS Consequences for Plagiarism/Cheating

Level One (First Offence)

In the IB Diploma program, consequence of the first gross malpractice be it 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 student is taking that particular course for an IB Certificate s/he 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.