

KIU Academy
Parent-Student Handbook
2005-2006

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Welcome to KIU Academy

Dear Parents,

I want to thank you for choosing to enroll your child in KIU Academy. We want to cooperate with you in achieving the educational goals you have for your children. Since KIU Academy is an international bilingual Christian school serving children of many nationalities, it is different from local Japanese schools. We hope that as your child attends KIU Academy, he/she may have a positive learning experience.

Your child's learning and safety is our utmost concern. For this reason, we have developed this handbook. In it, you will find information regarding policies and procedures that are designed to help your child get the most from his/her experience here. So, we would ask that you please take the time to carefully read this handbook. If you have any questions regarding something that is included, please feel free to contact any administrator. We would be happy to clarify the matter.

After reading this handbook, there is one place we ask you to sign. This is our Notice of Agreement form. This form says that you have read this handbook and are agreeing to abide by the policies and procedures described as well as additional responsibilities expected of students and parents. This Notice of Agreement also allows you to give permission for your child/children to attend various activities and events scheduled throughout the year. These may include field trips, school-related activities, Friday Nights, etc (A separate form will be issued for participation in the various sports we have available.). If you have any questions about this form or a particular activity, please feel free to contact the school.

We are excited to see what this year holds for KIU Academy, and we are especially thankful that you and your child have decided to be a part of this year's experiences. May you and your child have a great year here at KIU Academy!

With best wishes,

Peter N. Blocksom
President, KIU/KIU Academy

Richard W. Myers
Principal
KIU Academy

Steve Rohrer
Vice Principal
KIU Academy

James A Blocksom
President, KIU/KIU Academy Board of Directors

KIU Academy Mission Statement

The mission of KIU Academy, an international bilingual Christian school, is to provide, from a Biblical perspective,

1. a safe, nurturing environment where students can develop physically, mentally, emotionally, and spiritually, and
2. an academically challenging environment where students can potentially become people of academic excellence.

What is KIU Academy?

As mentioned in our mission statement, KIU Academy is an international bilingual Christian school. What does this mean?

As an international school, we are open to students of any nationality enrolling here. We do not discriminate based on race, sex, or religious affiliation (Please see our Statement of Belief, pg. 4). We also have staff from different countries. This level of internationalism enhances the overall experience of our students.

As a bilingual school, we offer many classes in Japanese or English. Our intent is to help students be able to use both Japanese and English. The extent to which a student learns either is directly related to his or her motivation, how much practice the student does outside of school, and the encouragement of the parents. Being bilingual does not mean that all the staff is bilingual.

As a Christian school, we teach subjects from a Christian perspective. The staff and teachers are Christians and we strive to serve each student and parent through our instruction and relationships. We recognize that no one is perfect and that there are bound to be misunderstandings, especially in an international setting. If during your involvement with KIU Academy you experience something due to a misunderstanding, please do not hesitate to contact the person involved.

As a school, we believe that we are really assisting the parents in the education and development of their child. We believe that the ultimate responsibility for the education, behavior, and development of the child belongs to the parent. So it is our intention to help parents, but again the ultimate responsibility is the parents`.

As always, if there are any parts that you do not understand, please feel free to talk with us. We would be happy to help you understand. And if there are any areas of concern, again, please feel free to contact us. We want to make your experience and your child's experience with KIU Academy a positive one.

GENERAL POLICIES, RULES, AND EXPECTATIONS

ACADEMIC

It is our desire at KIU Academy to provide a well-rounded and complete education for our students in order to prepare them for whatever they are to do after graduation. For the majority of our students, this includes pursuing further education at a college or university. Our curriculum, therefore, is college preparatory in nature and is geared to meet the course requirements particularly of western colleges and universities.

The grades are divisions are as follows:

- Elementary – grades 1 - 5,
- Middle School – grades 6 - 8, and
- High School – grades 9 through 12.

I GRADING SCALE FOR GRADES 1-3

A	Performs well above expectations
B	Performs at prescribed expectations
C	Performs a below expectations
NI	Needs improvement

II GRADING SCALE

Percentile	Letter Grade	Percentile	Letter Grade
98-100	A+	77-79	C+
93-97	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
		0-59	F

III PROMOTION

Promotion from elementary to middle school and from middle school to high school is dependent on age. However, if a student is not demonstrating sufficient proficiency, then KIU Academy reserves the right to retain a student until he or she can show sufficient progress for success in a higher grade.

In High School, students must earn credits and show sufficient proficiency in the core classes in order to advance to the next grade. The core classes include English or ESL, Japanese, math, science, and social studies.

A student will be promoted to ...grade	if he/he or she has ...
9 th	Completed 8 th grade or turned 14
10 th	Earned 6 credits
11 th	Earned 11 credits
12 th	Earned 16 credits

Exceptions are made when valid disabilities have been documented. Students entering a school in the middle of an academic year cannot move ahead unless they have earned the required credits for the next year.

No special arrangements will be made for students who are studying for Japanese high school or Japanese university entrance tests. In order to earn the credits for the class, students will be required to successfully complete the necessary class work.

IV CONDUCT GRADES

Conduct grades reflect both behavior and attitude while under the supervision of a teacher.

A	Exemplary behavior	D	Improvement necessary
B	Good	F	Unacceptable; conference requested
C	Meets Requirements		

ATTENDANCE

Every day of school missed weakens the individual student's academic experience and is a serious handicap in doing his or her best work. Therefore, parents are urged to make sure that their children are in school. Parents and students should remember the following policies:

I SCHOOL HOURS

School hours are from 8:00 AM to 5:30 PM. Homeroom for all students begins at 8:45. Elementary students are dismissed at 3:15 but may be on campus until 4:00 PM. Middle school and high school students are dismissed at 3:30 but may be on campus until 5:30 Monday through Wednesday and Friday. On Thursdays, middle school and high school students need to leave by 4:30 PM.

II ARRIVAL AND DEPARTURE

Students must not be dropped off at school before 8:00 a.m. since we do not provide supervision prior to that time. KIU Academy cannot be responsible for students on campus before 8:00 a.m. or after 5:30 p.m.

III ABSENCES

A parent or guardian is required to call the office by 10:00 a.m. when a student is absent (unless an advanced absence form has been submitted). Students who are tardy to homeroom must check in with the office.

A student who accumulates 10 full days of absence during a trimester will lose credit for all courses taken that trimester. A NC or no credit grade will be issued. Exceptions can be made for excessive absences due to extraneous circumstances. These may include but are not limited to:

- Chronic or severe health problems,
- Chronic or severe emotional problems,
- Extended hospitalization,
- Other circumstances deemed by the administration.

In the event of such circumstances, the student's parents, teachers, and administration are to meet to develop a suitable plan for academic achievement and success. Please remember that no special arrangements will be made for students who are studying for Japanese high school or Japanese university entrance tests.

IV ADVANCED NOTICE OF ABSENCE

If it is known ahead of time that a student must miss school (family trip, etc.), an excused absence form needs to be completed and submitted two days before the absence.

V RETURNING TO SCHOOL AFTER AN ABSENCE

On the day the student returns to school, the student should bring a note to the office from a parent or legal guardian containing the following information:

- Student's name and grade
- Date(s) absent
- Reason for absence
- Parent's (guardian's) signature or inkan

The student will then receive an admission slip, which needs to be given to all of his or her teachers to sign. At the end of the day, the student needs to return the completed admission slip to the office.

If the student does not have a note, then his or her absence will be considered unexcused and he or she will receive no grade for any assignments or tests done during the absence. If the student has a note, then the absence will be considered excused and he or she can make up the work missed.

All work assigned before an absence is considered due upon the student's return to school. This includes homework, tests, and projects. Students should not expect an extra day to study for a test announced before the absence or additional time to complete assignments.

It is the student's responsibility to obtain all make-up work. A reasonable make-up schedule will be arranged with individual teachers for work missed during the absence with the general rule being one day for each day or class missed. Depending upon the circumstances, exceptions may be made.

GRADE REPORTS

We believe that good communication between the school and parents can help children do their best in their schoolwork and in their actions at school. Because of this, we believe the following means help us to maintain good communication:

I PARENT/TEACHER CONTACTS

Teachers and homeroom teachers will periodically contact parents regarding academics or behavior. Parents are also encouraged to talk with their children's teachers.

II PROGRESS REPORTS

Progress reports are sent home at mid-term in each marking period. During the spring trimester, all will receive a progress report. During the fall and winter trimesters, only students whose GPA is less than 2.00 or are receiving two or more D's and/or F's will receive a progress report. The grades indicated on these reports are intended to provide parents with a measure of the student's progress to that point. Time still remains for these grades to change significantly, in either direction, by report card time.

III WEEKLY PROGRESS REPORTS

If a student is on academic probation, has any D's or F's, is a new student, is a concern to his or her homeroom teacher, or is a concern to his or her parents, the student may need to complete weekly progress reports. These progress reports show the student's weekly academic progress.

IV REPORT CARDS

Report cards are issued at the end of each trimester. If a student will be receiving an F on his or her report card, the parent should expect a call or a note from the teacher or from the student's homeroom teacher.

Report cards are not issued to students who have any financial account outstanding at the end of the trimester. This would include tuition, library fines or books not returned, or school-owned materials not returned or paid for. Grades will not be given out or report cards released until all accounts are paid in full.

HOMEWORK

In order to help students reach the educational goals of a class or lesson, homework is assigned. The amount of homework students should expect is based on the following guidelines:

Grade	Amount of homework expected
1-6	Approximately one to five hours per week
7,8	Approximately five to ten hours per week
9-12	Approximately seven to fifteen hours per week

Homework patterns should change to help prepare students for the transition to the types and amount of homework they will receive as they move from elementary school to high school.

Occasionally, students are assigned to homework detention because of failure to submit homework. Students are expected to attend on the day the detention is issued. If students are late to homework detention, they will be expected to make up the time afterward. If students fail to attend homework detention, they will be assigned lunch detention. If students continue to choose not to attend homework detention when assigned, parents will be contacted and other disciplinary measures will be taken.

STANDARDIZED TESTING

Each April, native English-speaking students or students with near-native English-speaking abilities in grades 1-11 take the Stanford Achievement Tests.

The Test of English as a Foreign Language (TOEFL) and the pre-TOEFL are administered near the end of each trimester. Students are directed by the English department as to which test they should take. The purpose is to track English language proficiency throughout a student's career at KIU Academy.

COMPUTER ACCEPTABLE USE

KIU Academy is striving to provide students with opportunities to use computers and the Internet as ways to enhance their learning. Although both are very useful and necessary tools, students need to know how to use them properly. The following is a set of regulations that govern the appropriate use of computers at KIU Academy. While this policy cannot cover every aspect of computer use, it does address many of the major concerns.

It is the attempt of this policy to detail in specifics the general expectation that all members of the KIU Academy community use the computers and the network in a safe, responsible, considerate and appropriate manner.

- Hacking of any sort is illegal. It is prohibited at any time and in any place.
- No instant messaging of any kind is allowed.
- E-mail is to be used for academic purposes only during the school day. Subsequently, no socializing through e-mail is permitted.
- The Internet is to be used for scholarly research and as a means of obtaining information for school-approved purposes.
- Students are not to join chat rooms at school unless they have a teacher's permission to do so as a legitimate class project. Chat rooms offer opportunities to develop relationships with people through the Internet; however, students should realize that certain safety measures should be considered when communicating this way. Frequently, it is impossible to really know with whom you are communicating; therefore, students are not permitted to reveal any personal information (name, address, phone #, etc.).
- Material obtained through research on the Internet and then used in academic work for KIU Academy is to be properly documented. Plagiarism of any degree is illegal and, therefore, prohibited.
- Since some material is unique to the Internet and can disappear overnight, documentation might necessitate the student saving data to their hard drive.
- Likewise, the school will have information on the server that is not open to the public and/or school community.
- Students are not to make any effort to bypass security systems and/or gain access to this information. Violation of this rule is a form of hacking.
- The playing of games and music on the computers is prohibited during the school day, unless authorized by a faculty member.
- Downloading of unauthorized programs onto a school computer is prohibited.
- Computers may not be used to make sound recordings without the consent of all those who are being recorded.
- Sound must be turned off, except when it is being used as part of the class.
- Both printed and electronic media (including viewing websites) containing sexually explicit information, vulgarity, obscene language and violence are not permitted and will be grounds for disciplinary notices or dismissal from KIU Academy.
- Students are not allowed to change the settings on a computer. This includes screensavers, desktop wallpapers, etc.
- Violence, vulgarity and nudity may not be depicted on screens.
- KIU Academy faculty reserves the right to request the removal of material deemed offensive.
- Harassing, insulting or attacking others is prohibited and may be grounds for disciplinary notices, dismissal from school or legal action.
- Students are responsible for their assignments under all circumstances.
- Intentionally wasting limited resources, employing the network for commercial purposes or the damage of computers, computer components or networks is prohibited and will result in disciplinary action and/or restitution.

Improper use of the Internet/computers and disregard for the rules may result in a disciplinary notice, suspension and/or the loss of the privilege to use the computers outside of class times.

FOOD & DRINK

Because children are growing, it is important that they observe habits of proper nutrition. However, in order to maintain an orderly and neat campus, there are some things students and parents

must keep in mind.

KIU Academy does not provide lunch but students can order lunches through the food delivery company that services the school. For more information, please contact the administration.

Students with medical conditions (such as diabetes or hypoglycemia), which may require that they eat or drink in class, must register this fact with the school office.

Students may not eat in the classroom except during lunch hour. Students are responsible to clean up the classroom after they are finished. Exceptions include:

- A teacher's lesson may require that food be prepared and eaten as part of meeting a learning objective.
- Permission is granted by the principal to eat in a classroom other than at lunchtime.

At times other than lunch, students can eat in the commons areas or outside. Students are responsible to clean up after they are finished. If students do not keep the classrooms and other areas clean, they may lose the privilege of eating in these areas.

No gum is allowed on the KIU Academy campus during school hours.

Parents, especially of elementary students, are asked to not send excessive amounts of snacks to school.

CONDUCT

Students at KIU ACADEMY are expected to abide by all of the following rules of conduct based upon the biblical command to submit to God-ordained authority. If a student chooses to remove himself/herself from under the authority of the school by rebelling against that authority, or if parents decide that the policies of the school do not reflect what they want for their student, it is best that the student be withdrawn.

I CONDUCT POLICIES

At KIU ACADEMY, we believe that students need to have an appropriate attitude of respect to:

The school: Respect for the school is to be demonstrated through proper treatment of equipment and facilities. Vandalism will not be tolerated. Students will be required to pay for any damages and labor costs assessed by our maintenance department.

The staff: All administrators, faculty, and staff are to be treated with respect.

Fellow students: Students are to treat one another with respect and courtesy. This will include a respect for the property of others, as well as another person's reputation and good name. This includes other statements found throughout the handbook regarding interpersonal relationships.

II GENERAL RULES OF CONDUCT

Students are expected to:

1. attend classes on time with text and all necessary materials.
2. refrain from disruptive behavior in class.
3. obey all school rules.
4. respect the property of others and the school. Stealing or defacing school or student property is prohibited. Students will be required to pay for any damage.
5. learn to get along with other students.
6. refrain from quarreling, fighting, kicking, pestering, name calling, etc.
7. refrain from cheating or lying.
8. refrain from bringing materials of the following nature:
 - a. Pornography,
 - b. Occult or non-Christian religious materials,
 - c. Role-playing games (RPG),
 - d. Violent materials, or
 - e. Other materials deemed inappropriate by the staff and administration of KIU Academy.
9. refrain from chewing gum during the school day.
10. be considerate of others by being quiet on the walkways, especially when classes are in session.
11. not to be in possession of alcohol, tobacco, or drugs.
12. refrain from shoplifting.
13. refrain from public or private display of affection.
14. not bully or harass another student or exhibit violence toward staff.

Other activities not on this list will be under the discretion of the administration and staff.

DISCIPLINE

Both students and teachers have the right to have their legitimate needs met at school. The teacher has the right and the responsibility to teach without disruption from the students. Students have the right and responsibility to learn from a competent teacher in a well-ordered environment conducive to learning. To ensure that these basic needs are being met, the teacher must make classroom rules. Students may choose to obey the rules or they may choose to disobey the rules.

When students choose to obey the rules there are positive consequences. Individual teachers decide which “positives” to give to the individual students and classes as a whole. When, however, a student chooses to disobey a rule, there are negative consequences. Students must realize that their appropriate behavior choices will be noticed, appreciated and rewarded. Students must also realize that no behavior will be tolerated that keeps the teacher from teaching or other students from learning. All rules will be enforced and poor behavior will result in negative consequences.

I DISCIPLINARY NOTICES TO STUDENTS

After a sufficient warning (sufficiency to be determined by the administration) has been given, faculty, staff, and any school employee may issue a disciplinary notice to a student. Examples of disciplinary notices, which may be issued for such misbehavior, are those in violation of those listed in the Conduct section.

II DISCIPLINARY NOTICES TO PARENTS

At KIU Academy, we hope to provide students with many opportunities for positive experiences. This is why rules are made. There are times when students are tempted to break the rules. For minor offenses, staff may talk to the students or students may be given a detention.

However, there are times when the offense is considered serious. A disciplinary notice may be given to students for serious disciplinary problems. The following explains how we will deal with such situations.

- The student is issued a disciplinary notice stating the nature of the offense.
- The student signs the notice. Failure to sign the notice will be considered defiance. If there are questions regarding the incident, a conference between the staff issuing the disciplinary notice and the student will be held.
- A copy of the notice must be taken home to be signed by a parent and returned the next day.
- The teacher and/or the principal will contact the parents to discuss the matter.

The following procedure is the usual course of action, but it may be altered at the discretion of the administration.

1. First offense: The referring teacher and/or principal calls parent. This is followed by student conference with the principal or the teacher involved.
2. Second offense: Teacher and/or Principal or designee calls parent. The student conferences with principal/disciplinarian followed by the issuance of a detention.
3. Third offense: Principal calls parent – one-day suspension.
4. Fourth offense: Principal calls parent - three-day suspension. Parent conference required before return.
5. Fifth offense: Principal/Principal calls parent – dismissal upon recommendation of the board of directors.

III. Examples of discipline problems which may result in notices:

- Open defiance to a teacher or other staff member.
- Being out of class without permission from parents and school office.
- Skipping school and/or class. Students will not receive credit for the day skipped and will receive a notice as well as be suspended for an additional day.
- Forging a signature. Students cannot sign for parents.
- Plagiarism
- Cheating on tests/homework/assignments. Cheating on tests, homework, or assignments may result in a disciplinary notice, as listed below.
- Damaging of property (graffiti, etc.)
- Students will be required to pay for any damages and the cost of labor as determined by the maintenance supervisor.
- Chronic failure to respond to standard disciplinary procedures.
- Theft

- Profanity
- Scornful language or irreverent actions
- Depending on the degree (determined by the administration) scornfulness and irreverence, could be grounds for dismissal.
- Fighting, regardless of who initiates the fight. The offenders will pay for damages caused due to the fight.
- Repeatedly breaking the Computer Use and Internet Agreement.

This list is not all-inclusive and includes any other action deemed severe enough by the administration to warrant a disciplinary notice.

IV SEVERE CLAUSE

A single occurrence of any of the above, deemed sufficiently severe by the administration, may result in immediate suspension for one or more days and may result in dismissal regardless of the disciplinary status.

A. SUSPENSION

A student may be suspended from school by the administration for continued violation of school policies or for a single serious offense.

- If he or she continues to misbehave, the parent will be asked to withdraw the student or he or she will be dismissed.
- Parents will be notified of the offense and date of suspension.

Return to school after suspension will be on conditions established by the administration. A parent/student/principal conference may be required before return to any classes or activities.

B. DISMISSAL

Although KIU Academy would like to have students enjoy a long and positive experience, there are times when it is in the best interest of the school that students must be dismissed. KIU Academy reserves the right to dismiss any student for the following reasons:

- Failure to maintain acceptable academic achievement.
- Failure to abide by the conduct standards of the school as outlined in the Student Handbook.
- Showing a lack of harmony with the spiritual goals and academic purposes of the school.
- Any act, so deemed by the administration, which is out of accord with the standards of the school.
- Criminal offenses as stated in the Discipline Policy

If, in the opinion of the administration, a student is out of conformity with the school's standards and overall mission, the administration will bring the matter of dismissal before the board of directors. If the board approves the dismissal recommendation, the student will be dismissed and/or asked not to re-enroll.

Tuition and/or fees are non-refundable for students who are dismissed.

GRIEVANCE POLICY

It is inevitable that problems, conflicts, and misunderstandings will occur. However, we at KIU Academy would like to address these issues in a way that is both effective and productive.

If there are grievances, the person with a grievance needs to go to the party with whom they have a grievance. Should the grievance not be sufficiently addressed, it may proceed to the next level, which is meeting with the Vice Principal and/or Principal. If necessary, the grievance may be forwarded to the president and finally to the board of directors for consideration.

HEALTH-RELATED POLICIES

Your child's health is of great concern to us here at KIU Academy. To better help your child stay healthy while he/she or she is at school, please remember these things:

I MEDICAL INFORMATION

Parents are requested to furnish medical information annually by filling out the Health Information Form. The school needs to know enough of the student's or health history so that health problems can be prevented at school and effective steps taken if a student's past condition recurs. Without this form on file, regardless of the type (prescription or over-the-counter medication), no medication will be

administered by a school employee; however, if a parent wishes to come to school he/he or she may administer the medication.

II MEDICINES

By completing the Parental Agreement form, you are giving KIU Academy permission to administer over-the-counter medications (primarily pain relievers or fever reducers)

III RESTRICTIONS

If a medical or health condition which would curtail any activity of a student, it should be reported in writing to the appropriate teacher(s). In the event a student is unable to participate in an activity while at school, the student will be sent to the administration office. The parent will be contacted and informed. If the situation is serious enough, the parent will be contacted and advised that the student return home.

Please do not send a child to school or on any school activity with a fever or vomiting. If a student shows signs of fever ($+38^{\circ}\text{C}$) or nausea, again, the parent will be contacted and advised that the student return home. A child with a constant cough, sneezing or nasal discharge should not attend school (allergies are the exception). In addition to this, if a child has an infectious or contagious disease (such as influenza), and there is the possibility of infecting other students, under doctor's orders, the child needs to stay at home.

Parents are also encouraged to help prevent the spread of head lice. One way of doing this is to check their children's head for head lice weekly. If head lice are detected, parents need to notify the school immediately. Then parents are asked to keep the child at home until treatment has been started, including the removal of lice eggs. If teachers or staff see lice in children's hair, the administration will be notified and the parents requested to remove them from school, check the child, and begin treatment as soon as possible.

IV STUDENT INJURIES

For minor injuries, the office staff, supervising teacher, or administrator on duty can administer first aid. The student's parent or guardian will be notified as soon as possible.

When a serious injury or life-threatening situation occurs, an ambulance will be called to take the student to Tanabe Chuo Hospital. The principal and the parents of the student will be notified immediately.

TEXTBOOKS

With few exceptions, all students receive textbooks as part of their tuition and fees. These textbooks then become the personal property of the student. Exceptions include, but are not limited to, hardbound books.

All books left on top of lockers, on the floor, or anywhere other than in a locker or inside a book bag will be removed and taken to the school office and placed in Lost & Found.

LOCKERS

Students will be issued a locker for books and personal belongings. If there is a problem with the locker, the student needs to go to the school office. It is important that students retain the locker that is assigned to them at the beginning of the year.

Lockers must be kept reasonably clean. All books and personal belongings should be kept with the student or in the locker at all times. Items may not be left on top of or around lockers. The school is not responsible for the safety of locker contents. Book bags, gym bags, and other large items, which will not fit in lockers, should not be left unattended. KIU ACADEMY cannot be responsible for items lost, stolen or damaged.

The Principal may authorize the opening of a student's locker at any time it is deemed necessary.

If a student loses his or her locker key, he or she will be expected to pay ¥1000 for the replacement.

LOST & FOUND

We understand the periodically students lose their things. If your child has lost something please remember the following: Lost and found is located in the office in Building A. Books and personal belongings found outside of a locker may be taken and held for a reasonable period of time. Jewelry, money, and other such items of value should be turned in to the school office. Articles, without names, will be donated to charity or disposed at the end of every trimester if they are unclaimed.

PARENT/TEACHER CONFERENCES

Conference dates are listed on the yearly calendar. At least two weeks before the conferences, a schedule will be sent home with the students, indicating the available times. Parents are asked to indicate their preference and return the form to the homeroom teacher. If there are any questions about scheduling, parents are urged to contact the homeroom teacher directly.

Even though teachers will call for conferences when needed, parents are encouraged to request conferences at any time. Either parent or teacher may initiate parent conferences. When a need arises, parents are urged not to hesitate in arranging for a conference with their child's teacher. Good communication, even occasional phone calls, intercepts many potential problems.

SCHOOL-HOME COMMUNICATION

To best meet the specific needs of each student, there must be open communication between the school and the home. In addition to parent/teacher conferences, there are other forms of communication. These may include but are not limited to The Torch, KIU Academy's official monthly newsletter and information posted on the school website, www.kyotoiu.org.

TELEPHONE CALLS/CELL PHONES

Even though we encourage communication between parents and their children, there are times when it can be detrimental to a child's learning. When needing to contact your child, we would ask that you please remember these rules.

The school office phones are for school business and emergency calls only. To call home because of sudden illnesses, students must call from the school office using the pay phone.

During emergencies, students may, with a written pass from their teacher use the office phone during class time. Frequent "emergencies" will be investigated.

Students should not receive personal phone calls during school hours. Parents should not call the office with routine messages for students during class times. Students will not be pulled from class to receive a phone call except in an emergency. If messages must be delivered to a student, parents must call the school office no later than 2:00 p.m. We cannot promise delivery of a message left after that time.

Students are not permitted to use cell phones during the school day or at any school-sponsored event. Cell phones may be used prior to arriving on campus or after leaving campus. If before school starts or after school is over a student needs to use his or her cell phone, the student must receive permission before using. If a cell phone is used or heard during the school day it will be confiscated.

TOYS IN SCHOOL

There will be no electronic or non-electronic toys allowed in school or on school buses. No personal stereos, handheld electronic games, action figures, stuffed animals, trading cards, etc. will be permitted at any time. These items will be confiscated by teachers and returned to the student at the end of the day. If students continue to disregard this policy, the item will be confiscated and only returned directly to the parents or guardians. Children who bring toys to be used in their class or at an after school program or activity should leave them in their bags until class time or until the after school program time. If they are taken out of their bags outside of those times, they will be confiscated. There will be no trading or selling of toys or other items in school. The purpose of this policy is to reduce conflicts, lost and missing toys, etc.

Children may bring balls, gloves, and jump ropes.

TRANSPORTATION TO & FROM SCHOOL

Students in grades 10-12 are eligible for discounted train passes on JR and Kintetsu lines. For more information, please contact the office.

Students who ride the trains are expected to demonstrate good behavior while waiting for or riding on trains. Parents are encouraged to remind their children of appropriate behavior.

.KIU Academy does provide bus service for elementary students to and from Kintetsu Shintanabe Station, in the mornings at 8:20 and in the afternoons at 3:45.

Parents are allowed to bring their children to school and to pick them up after school. Because of the traffic on the road in front of the school, we ask that parents consider this when parking. We ask that parents park in the school parking lots if space is available or on the side streets as long as they do not interfere with our neighbors. Also, we ask that parents help us to teach their children proper safety

habits about crossing streets and walking along busy roads.

MOTORBIKES/MOTORCYCLES, BICYCLES, SKATEBOARDS, & ROLLER SKATES

Students who have valid motorcycle or motorbike licenses are allowed to ride them to school on these conditions:

1. they obey all traffic rules,
2. they practice safe driving when around KIU Academy, and
3. once at school, students are not allowed to ride their motorcycles or motorbikes during the school day without permission from parents or from the administration.

If students fail to comply with these conditions, they will not be allowed to ride their motorcycles or motorbikes to school.

Students may ride bicycles to school under similar condition for motorcycles or motorbikes:

1. they obey all traffic rules,
2. once at school, students are not allowed to ride their bicycles during the school day without permission from parents or from the administration.

If students fail to comply with these conditions, they will not be allowed to ride their bicycles to school. Students are allowed to use skateboards & roller skates at school only if they are wearing helmets and only in play areas.

VISITORS

We at KIU Academy invite people to visit our school. To further ensure the children's safety, please remember these rules:

People wishing to visit the campus need to get permission from the administration at least one day before the intended visit. Unannounced visitors may be asked to leave.

Visitors need to report to the school office upon arrival and receive a visitor pass for the day. After the visit, the visitor needs to report to the office to return the visitor pass.

SCHOOL CLOSURES

Classes will be cancelled if there is a severe weather warning (keihou) for southern Kyoto prefecture at 7:00 a. m. For students who must leave home before 7:00, the school leaves the decision with the parents as to whether the student should attend school that day. Classes after lunch will be held if the warning is lifted by 10:00 a. m. Students should not come to school and will be given an excused absence if there is a weather warning in their prefecture at these times.

In the event that school needs to be cancelled because of a large number of students absent because of the flu, homeroom teachers will contact parents to inform them of the closure.

FOR SECONDARY STUDENTS

In addition to policies, rules, and procedures presented in the General section, some policies, rules, and procedures are specifically for secondary (grades 6-12) students. Even so, all policies, rules, and procedures stated in the General section apply to secondary students as well.

ACADEMIC

IV GPA LETTER GRADES

Percentile	Letter Grade	Grade Points	Percentile	Letter Grade	Grade Points
98-100	A+	4.33	77-79	C+	2.33
93-97	A	4.00	73-76	C	2.00
90-92	A-	3.67	70-72	C-	1.67
87-89	B+	3.33	67-69	D+	1.33
83-86	B	3.00	63-66	D	1.00
80-82	B-	2.67	60-62	D-	0.67
			0-59	F	0.00

V NON-GPA LETTER GRADES

A. I = Incomplete grade

A grade of "I" (incomplete) may be recorded for those students who have missed school for an extended absence and require extra time to complete the required work for a course.

Exceptions can be made for extraneous circumstances. These may include but are not limited to:

- Chronic or severe health problems,
- Chronic or severe emotional problems,
- Extended hospitalization,
- Other circumstances deemed by the administration.

Deadlines will be set in accordance with such factors as a length of absence, time of year, student's condition upon return to school, etc. If there has been no attempt to meet deadlines or to make up missed work, than an "F" or an "NC" will be issued.

B. NC = No credit

A NC grade can be issued for a student for either of the following reasons:

- Physical or emotional conditions prevent him/her from completing assignments in a timely manner.
- Student has met the minimum attendance requirements but because of extraneous conditions is unable to complete assignments.

A "N" grade does not calculate into a student's GPA. If the class is necessary for graduation or promotion requirements, then the student will not graduate or be promoted until a passing grade has been earned.

C. W = withdrawal grade

A "W" will be issued to students who have not met the minimum attendance requirements.

Exceptions are made for students with extraneous circumstances. A W grade does not calculate into a student's GPA. If the class is necessary for graduation or promotion requirements, then the student will not graduate or be promoted until the class has been retaken and a passing grade has been earned.

Dual Enrollment

KIU Academy recognizes the importance of providing high school students with opportunities for learning that meet the students' educational needs but which may not be offered in the school's curriculum. KIU Academy also recognizes the valuable resources provided by Kyoto International University (KIU).

Students are eligible to enroll at KIU if:

- ✓ the student is enrolled in KIU Academy for at least one class during the 11th grade or 12th grade,
- ✓ the student is making adequate progress toward graduation, and
- ✓ the student has a 3.0 or above grade point average (GPA) on a 4.0 scale.

In addition to this, students may enroll at KIU if:

- ✓ the course is not offered KIU Academy,
- ✓ the course is offered but is determined by the board of directors unavailable to the student because of a scheduling conflict beyond the student's control, or
- ✓ the student has taken all available classes at KIU Academy.

Depending on the circumstances, exceptions can be made at the discretion of the administration.

Eligible students may enroll in KIU for high school credit university credit or both. Students must designate which type of credit they desire at the time of enrollment and shall notify both the high school and KIU of that designation. High school credits granted to a student shall be counted toward the graduation and subject area requirements of KIU Academy. The student's Academy tuition will pay for tuition, course fees, and registration fees. The Academy tuition will not pay for books and additional fees.

Credit towards graduation from high school may be earned in prior approved courses at KIU. Six (6) quarter hours or three (3) semester hours will be required for a course to count for one (1) unit of high school credit toward graduation.

All grades for KIU course(s) approved for dual enrollment will be based on a 5.0 scale:

Grade	Grade point	Grade	Grade point
A	5.0	D	2.0
B	4.0	F	0.0
C	3.0		

ACADEMIC WARNINGS & PROBATION

Academic warning and probation provides opportunities for students to correct deficiencies in conduct, attitude, or scholarship. If improvement to a satisfactory level does not occur, the student will be dismissed or asked to withdraw from school.

I. ACADEMIC PROBATION

Students who fail to achieve an overall grade point average of 2.00 for a trimester will be placed on academic probation. If a student is placed on academic probation at midterm, he or she will attend homework detention for the duration of the trimester. If he or she is placed on academic probation at the end of a trimester, he or she will attend homework detention until the mid-term of the next trimester. Students who remain on academic probation for two consecutive trimesters may not be permitted to return to KIU ACADEMY for at least one (1) trimester thereafter based upon administrative recommendation and board decision. Permission to return will depend on board decision and based upon administration recommendation.

When students are placed on placed on academic probation, they are expected to attend homework detention. For these students, it is like a study hall. They must attend on time with all of their materials. If they need to see a teacher, they need to get a pass from the teacher before attending detention.

Because homework detention is like study hall, rules for attendance apply. Students who are late three times will receive an additional detention. This detention will begin after regular detention is finished. This will happen for the sixth tardy. At this time, the parents will be contacted regarding the situation and the consequences for further tardies. On the seventh tardy, they will receive a one-day in-school suspension. Every tardy afterward will result in another in-school suspension.

Students may be excused from academic detention if written parental permission is received by the principal one day prior to the absence. Before parents give permission, they need to realize academic detention is designed to help students improve. Giving permission to be excused from academic detention can negatively impact a student's likelihood of improving

Students who are absent from homework detention without parental permission but not absent from school will be considered truant. In this case, students will make up the missed detention after regular detention. If students continue to miss homework detention without parental permission, following a conference with parents, they will be given an in-school suspension.

II. DISMISSAL FOR ACADEMIC REASONS

Students who demonstrate a lack of effort or interest in conforming to the academic standards of KIU Academy or who demonstrate that they are unable to maintain a minimum level of academic performance prescribed by the administration may be asked to withdraw, regardless of the academic probation status.

III. REINSTATEMENT AFTER DISMISSAL

A student withdrawn or dismissed from the school because of unsatisfactory academics and/or conduct may not be reinstated for the ensuing year except by action of the administration and the board of directors.

ATTENDANCE

I TARDINESS

If a student arrives at school after 8:45, he/he or she will be designated tardy. Students are to report to the school office for a tardy pass. Without a tardy pass, students will not be allowed in class and will be considered absent for that day. Consequences for tardies will be as follows:

If student arrives after:	Consequence
50% of first period	Marked absent to first period
10:45 a.m.	Marked absent for 1/2 day
12 noon	Marked absent for full day

Once the school day has begun a disciplinary/detention/demerit notice will be issued to students in middle school and high school after their third tardy to class.

II EXCESSIVE TARDIES

Following are the consequences for excessive tardies:

Number of tardies per trimester	Consequence
3	Warning note will be sent home; student will be issued a detention
6	Phone call home; student will be issued a second detention
7	One day in-school suspension
8	One day out-of-school suspension

Exceptions can be made for:

- transportation delays,
- early morning doctor's appointment,
- or other circumstances deemed appropriate by the administration.

III EARLY DISMISSAL AND SIGN-OUT PROCEDURES

Students requesting early dismissal must present written permission from the parent or guardian. Students present their note to the office before school. If a student needs to leave campus unexpectedly, we can accept permission via fax from the parent or guardian.

Seniors who meet all of the following criteria are allowed to leave campus early:

- The student is enrolled as a 12th grade student.
- The student's GPA is above a 3.5 on the 4.0 scale.

The only remaining class (es) is (are) study halls.

VI Study Halls

Students who have a GPA of 3.50 or more on a 4.00 scale are not required to attend study hall. They are also allowed to leave campus during their study hall hours if they sign out when they leave and sign in when they return. Failure to sign out may result in loss of privileges.

SUMMER SCHOOL

Summer school is designed to help students acquire the knowledge and skills they need to succeed here at KIU Academy and afterward. For high school students, it may be a way for them to acquire necessary or additional credits toward graduation. For elementary and middle school students, it may be a way to gain additional practice in English, Japanese, math, or other subjects.

Summer school is tentatively scheduled in July and usually lasts for five to six weeks. It is divided into two sessions, a morning session and an afternoon session. Each session is three hours long and is usually one subject. Courses offered depend on availability and number of students enrolled. If less than three (3) students are signed up for a session, that session may be cancelled. If this happens, then the application fee will be refunded.

Students may obtain registration forms from the office. Registration is due at least one week before summer school starts. If there are any questions, parents or guardians may contact the office. Summer schedules will be posted prior to the end of the spring trimester.

I. CLASS DATES & TIMES:

To be announced.

II. ATTENDANCE:

High school students attending summer school may have NOT MORE THAN THREE (3) ABSENCES during summer school in order to receive credit. If a student is going to be absent, then the parent or guardian needs to call the office by 9:00 AM. Exceptions can be made for excessive absences due to extraneous circumstances. These may include but are not limited to:

- Chronic or severe health problems,
- Chronic or severe emotional problems,
- Extended hospitalization,
- Other circumstances deemed by the principal.

Students are also expected to attend sessions on time. Students are allowed six (6) tardies. Students who exceed the absence or tardy limit, are disruptive, or refuse to put in effort may be dismissed from class.

SCHEDULE CHANGES

Sometimes, it is necessary for secondary students to change their schedule during the year.

When a student is thinking about a schedule change, he/she needs to keep the following things in mind:

Courses selected at registration are not subject to change during the school year except under the following circumstances:

1. A student is failing a course and the teacher recommends a level change
2. A conflict exists or an error in a student's schedule exists which can only be resolved by change.

All students must be enrolled in the minimum required courses for their grade level. Dropping courses OR changing levels may have an adverse effect on a student's eligibility for extra-curricular activities and/or their grade point average for class rank.

If a schedule change is warranted then must request a Schedule Change form from the principal/counselor. Students need to get the signatures or inkans of the following people:

1. student
2. parent
3. teacher who's class is being dropped
4. teacher who's class is being added
5. principal/counselor

Turning in this form does not mean that the schedule has been changed. The student is to continue following his/her original schedule until s/he receives a new schedule.

GRADUATION REQUIREMENTS & DIPLOMAS

KIU Academy strives to provide the best quality education available. Because of this, our academic requirements may be higher than those in similar schools. At the same time, we realize that not all students will be able to attain the same level of academic excellence. So, following are the requirements for graduation and the receiving of a high school diploma from KIU Academy:

I. GRADUATION REQUIREMENTS

KIU ACADEMY offers three different levels of high school diplomas, based on the difficulty of the program followed and performance within that program.

Diploma	Scholar	Academic	Standard
English	4	4	4
Japanese	4	4	4
Math	4	3	2
Social Studies	4	3	3
Science	4	3	2
Phys. Ed.	1	1	1
Fine Arts	1	1	1
Computer	1	1	1
Min. GPA	3.50	2.0	2.0
Total Credits	22	20	18

- A. Scholar's Diploma: The Scholar's Diploma is awarded to graduates who have completed a rigorous course of study with exemplary performance. Students who attempt the Scholar's Diploma but fall short of the grade point or total credit requirement will be awarded the Academic Diploma.
- B. Academic Diploma: The Academic Diploma prepares the student for college or university study. Students who fall short of the credit requirements of the Academic Diploma may qualify for the Standard Diploma.
- C. Standard Diploma: The Standard Diploma is awarded to students who meet the minimum requirements for graduation.

Alternatives to these diplomas are available depending upon the student's circumstance. For more information, please contact the school.

II. GRADUATION POLICIES

A. Rank in Class

At the end of the sophomore year, and after each trimester of the junior and senior years, rank in class is determined based on the cumulative grade-point average of all courses taken in grades 9-12. Only the student or parent may obtain the rank-in-class in the school office. The final rank-in-class is recorded on the high school transcript.

B. Valedictorian/Salutatorian Participation

The first- and second-ranked students at the end of the senior year are named valedictorian and salutatorian, respectively, and participate in graduation exercises by presenting an address. The valedictorian and salutatorian must have earned either the Scholar's or the Academic Diploma.

Attendance at KIU ACADEMY for at least one full year prior to graduation is required for these honors. If a student transfers into the high school with more weighted courses than we offer, the weight of the courses will be adjusted to determine valedictorian and salutatorian.

C. Graduation Participation

A student who has not completed the requirements for one of the three diplomas will not receive his or her diploma. A student must also have all financial accounts paid in full before receiving his or her diploma.

The following are grounds for not participating in graduation:

- a. Illegal substance abuse
- b. Threat or violence directed against any person
- c. Criminal offenses (Any act that could legitimately involve a police report.)

- d. Other acts so out of accord with the standards of the school as to require immediate dismissal.

III. Graduate Equivalent Diplomas

For students who are behind in their studies because of such reasons as extended travels, lack of adequate language proficiency, or prolonged emotional conditions, they can take the Japanese GED test and transfer credits toward graduation. This option is only available to students in special circumstances and must be approved by the Board. This option will be noted on the student's diploma and other related documents sent from the school. For more information please contact the academic office.

ATHLETIC PARTICIPATION

Athletic participation is a privilege available to students of KIU Academy. Qualities of teamwork, discipline, and perseverance are quickly learned on the athletic court or the athletic field. But in order to participate, there are some requirements that the student must meet.

I Eligibility

A. At the beginning of a trimester

At the beginning of a trimester, a student must have a cumulative grade point average of 2.0 or above on a 4.0 scale in all core courses at the end of each trimester to be eligible during the following trimester. A student whose cumulative grade point average is below a 2.0 at the end of a trimester shall not be eligible until the mid-term period of the following trimester, assuming satisfactory academic performance.

In addition to this, the appropriate sports participation permission form must be completed by the parents and the participation fee must be paid. The permission form allows the athlete to attend away games that may include overnight stays. This information will be conveyed to the parents at the beginning of each season by the coach.

B. During a trimester

During a trimester, all students failing two or more core classes and/or having a GPA below a 2.0 will be ineligible until the work is made up. These students will be required to attend homework detention until they have made sufficient academic progress.

II Makeup work

Students are responsible to make-up work missed for being out of class (as) to participate in the athletic program.

III Failure of core classes

If a student fails two (2) core classes or more in a marking period during a season, he or she will be placed on probation. During this probation period, the student must raise all of his/her grades to passing within three (3) weeks. During this time, the student must attend homework detention or present to the principal, or his or her head coach, a written notice of another arrangement he or she has made with the appropriate teacher.

If a student scores three (3) failing grades or the G.P.A. falls below 2.0 in a marking period prior to the beginning of a sports season, or during a sports season, the student is ineligible for participation until the next grading period. Students will be evaluated at the time progress reports are issued and at the end of each marking period.

Any student who receives an F in conduct will be brought to the attention of the principal with the possibility of ineligibility. Eligibility for the future weeks will depend on improving in the deficient areas.

IV Attendance

The coach will explain specific attendance requirements. In addition to these requirements, students must be in school by 12:00 PM to participate in sports that day. After a student has attended 3 practices on a team there will be no refund of the participation fee.

STATEMENT OF CHRISTIAN AFFILIATION

Because the Bible is the Word of God, we believe that

- God created the world as stated in the Bible in six days,
- because God created humans in His Image, He has an unconditional love for all people, even those who don't know Him or have rejected Him,
- since sin entered the world through the original sin of disobedience of Adam and Eve, all people are born sinners, unable to have a relationship with God our loving Heavenly Father, and deserve death,
- because God so loved all humans, that He sent Jesus Christ, His One and Only Son, born of the Virgin Mary, to die on the cross to pay the price for our sins,
- after He died on the cross, Jesus was resurrected after three days, giving everyone the hope of eternal life for those who repent from their sins and believe in Him,
- we, as believers in the Lord Jesus Christ, are to keep The Ten Commandments avoiding sins such as lying, stealing, murder, worshiping idols, adultery, etc., because it interrupts the love relationship that God desires with us,
- Jesus Christ is the only way to salvation and eternal life.

CHRISTIAN POSITION OF KIU ACADEMY

KIU is a conservative mainstream evangelical Christian organization. KIU is affiliated with International Chapel Ministries (ICM) a United States Internal Revenue Service-recognized non-profit organization for religious and educational purposes. ICM is involved in establishing international churches in Japan and assisting churches in Japan, primarily through the translation and publication of books in Japanese.

**KIU ACADEMY
Notice of Agreement
2005-2006**

We have read and understood the contents of the KIU Academy Student Handbook. We agree to:

- ▶ abide by the guidelines as set forth in the handbook,
- ▶ be responsible, as parents or guardians, for all of my child's /children's personal matters.
- ▶ go for medical examinations because KIU does not conduct medical exams and that we will be responsible for my child's /children's medical concerns.
- ▶ submit a letter or a physician's statement explaining my child's /children's absence to the secretary when my child's /children's need to go for a specialist appointment.
- ▶ be responsible for adequately financing my child's /children's education at KIU.
- ▶ not hold KIU responsible for any personal items or money lost or misplaced during school hours.
- ▶ give KIU permission to use footage of interviews or on-campus films of which our child's /children's is/are a part for advertising purposes.
- ▶ not expect a refund once tuition and other school fees have been paid.
- ▶ give permission for our child/children to take part in all school activities and field trips. (Separate permission forms will be required for students to participate in sports and trips away from the school premises.) . I understand that the School takes every precaution to ensure the safety of all children during field trips, and that our child/children is/are expected to abide by the rules and regulations contained in the KIU Academy Student Handbook at all times. I understand, however, that accidents do occur, and agree that I will not hold the KIU Academy, its personnel, or the chaperones responsible for any accidental harm that might befall our child/children during the course of these activities.

Parent Signature _____

Please keep this page for your record.

**KIU ACADEMY
Notice of Agreement
2005-2006**

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- ▶ be responsible for adequately financing my child's /children's education at KIU.
- ▶ not hold KIU responsible for any personal items or money lost or misplaced during school hours.
- ▶ give KIU permission to use footage of interviews or on-campus films of which our child's /children's is/are a part for advertising purposes.
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Parent Signature _____

Please turn this page only to the office.