

**KIU Academy**  
**Parent-Student Handbook**  
**2008-2009**

**Approved by the KIU/KIUA Executive Board of Directors  
3/18/2008**

**The English version of the Parent-Student Handbook  
is the authorized version. Any questions related to translated  
versions must be referred to the English version.**

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## Welcome to KIU Academy

Dear Parents,

We 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 children attend KIU Academy, they may have a positive learning experience.

Your children'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 children get the most from their 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 children to attend various activities and events scheduled throughout the year. These may include field trips, school-related activities, Friday Night, 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 children have decided to be a part of this year's experiences. May you and your children 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

Chris Momose  
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.

## **KIU Academy Vision Statement**

To be the leader in quality bilingual education based on Christian principles

## **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, p. 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 children 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**

## PRIVACY POLICY

Kyoto International University (hereafter, KIU) is aware of the importance of protecting the privacy of our students and prospective students and we are working to keep such personal information private based upon the following guidelines. (These guidelines are based upon the Personal Information Protection Law.)

### **1. Personal Information**

Personal information refers to any information related to any living person, including name, date of birth, and any other descriptive information that will identify a specific person. At KIU, the following personal information is handled:

- ◆ Before enrolling/At enrollment (information requested by KIU): application for admission (including attached documentation), scholarship application (including attached documentation), healthcare card, questionnaires, handbook consent form, student ID data
- ◆ While a student: university register, grade book, attendance book, class roll book, network, personal scheduling, test answers/results, notices and other information, application forms, questionnaires, leave-of-absence notices, withdrawal notices, change-of-address forms, requests for certification documents, tuition-related information
- ◆ Graduation time/After graduation: graduating student register, yearbook

### **2. Obtaining of Personal Information**

KIU will obtain personal information in a legal and right manner.

### **3. Use of Personal Information**

The personal information obtained by KIU will be used for the following purposes and for nothing else: (personal information may be transferred within the school for various purposes)

- ◆ for documentation related to entrance, transfer, proceeding to higher education, and documentation related to statutes associated with transfer or proceeding to higher education
- ◆ for management of information, contacting students, and paperwork regarding matters related to a student's education or school life
- ◆ for general affairs matters related to contacting students and their parents/guardians, and sending various school-related documents

### **4. Giving of Personal Information to a Third Party**

Except for situations determined by applicable statutes, KIU will not give any student's personal information to a third party without prior permission from the student.

### **5. Management of Personal Information**

KIU will maintain personal information in a way that it remains accurate and this information will be managed in a safe manner. Also, in order to prevent the loss, corruption, manipulation or leakage of personal information, KIU will carry out appropriate measures to prevent illegal access and compromising of the information by computer viruses.

### **6. Disclosure, Revision, Ceasing of Use, and the Deletion of Personal Information**

KIU recognizes the individual's right to disclose, revise, stop the use of, and delete the personal information that is being managed by KIU. When requests for such things are received, KIU will respond promptly. Please note, however, that requests for the disclosure of information regarding grades, etc. might be refused.

## 7. Organization and System

KIU will appoint a person to be in charge of ensuring the protection and proper management of personal information and will carry out appropriate management of personal information. KIU will carry out education, etc. based upon appropriate protection of and management of personal information as far as KIU Board of Education members and KIU employees are concerned. KIU will do its utmost to deal with personal information correctly when carrying out our daily work.

## 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 grade divisions are as follows:

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

### I. GRADING SCALE FOR GRADES 1 THROUGH 3

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

### II. GRADING SCALE FOR GRADES 4 THROUGH 12

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 and satisfactory academic progress. When students have turned 12 on or before April 1, they may receive a ceremonial elementary certificate. When students have turned 15 on or before April 1, they may receive a ceremonial junior high certificate.

The receipt of a certificate does not guarantee promotion to the next level. Students will be promoted from elementary to middle school and from middle school to high school only if they have demonstrated satisfactory performance in core classes. This will be determined by students earning a grade of C- or above in core classes. The core classes include English or ESL, Japanese, math, science, and social studies. Before being promoted from middle school to high school, students must also have an overall GPA of 2.00 or higher. If students are not demonstrating satisfactory progress, then KIU Academy reserves the right to retain them in their current grade level. In the event this happens, the students will remain in the homeroom that reflects their academic performance level.

In high school, students must earn credits in order to advance to the next grade. Grade promotion and homeroom assignments are dependent on the number of credits earned as shown in the table on p. 7. If high school students have not earned enough credits, they will not

be promoted to the next grade level in most cases; they will remain in the homeroom that reflects the number of credits earned. Exceptions can be made at the discretion of the administration.

#### Requirements for promotion in HS

A student will be promoted to ... grade	when he or she has ...
9 <sup>th</sup>	Satisfactorily completed 8 <sup>th</sup> grade
10 <sup>th</sup>	earned 5.5 credits
11 <sup>th</sup>	earned 11 credits
12 <sup>th</sup>	earned 16 credits

Exceptions can be made at the discretion of the administration.

Students entering a school in the middle of an academic year may not 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 students' academic experience and is a serious handicap in doing their 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. 6<sup>th</sup> through 8<sup>th</sup> grade students may stay until 4:45 and 9<sup>th</sup> through 12<sup>th</sup> grade students may stay on campus until 5:30 Monday through Wednesday and Friday. On Thursdays, all 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 AM, since we do not provide supervision prior to that time. KIU Academy cannot be responsible for students on campus before 8:00 AM or after 5:30 PM.

#### III. ABSENCES

A parent or guardian is required to call the office by 10:00 AM when a student is absent (unless an advanced notice of 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 may lose credit for all courses taken that trimester at the recommendation of the administration. If, after the 10<sup>th</sup> absence, the student is no longer missing school, is making up missing work, and is making sufficient academic progress, then the student may receive the grade earned. Otherwise, an NC (no credit) or a W (withdrawal) 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 acceptable by the administration.

In the event of such circumstances, the student's parents, teachers, and administration should 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**

This applies mainly to middle school and high school students. On the day the students return to school following an absence, they need to 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*

They will then receive an admission slip, which needs to be given to all of their teachers to sign. At the end of the day, they need to return the completed admission slip to the office.

If students do not have a note, then their absence will be considered unexcused and they will receive no grade for any assignments or tests done during the absence. If they have a note, then the absence will be considered excused and they can make up the work missed.

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.

### **Withdrawal from school or Long-term Leave of Absence**

Students who wish to withdraw from school are requested to submit a notice of withdrawal to the office no later than six weeks prior to the starting date of the trimester in which they plan to leave. If students wishes to re-enroll, they must go through proper admission procedures, including payment of admission fees.

Students who are planning a long-term absence from school due to financial or health-related problems, relocation of a parent/guardian, or other justifiable reasons may apply for long-term leave of absence status. During the absence period, they will be ensured a seat in the appropriate homeroom when they return. Students who wish to apply for long-term leave of absence status are required to submit a request to the office, no later than six weeks prior to the starting date of the trimester during which they will be absent. A fee of 15,000 yen per trimester will be required to ensure a spot in the homeroom class.

### **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/HOMEROOM TEACHER CONTACTS**

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

#### **II. MIDTERM REPORTS**

Midterm reports are sent home at mid-term in each marking period. The grades indicated on these reports are intended to provide parents with a measure of the student's progress at that point. Time still remains for these grades to change significantly, in either direction, by report card time.

#### **III. 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.

## Student of the Month

Every month two elementary students, one middle school student, and one high school student are selected as Students of the Month. Students are nominated on the basis of academic achievement, effort in the classroom, character, leadership, service, respect for others, and attitude.

## Honor Roll

At KIU Academy, we want to recognize students who demonstrate excellent achievement. For this reason, we have an honor roll system. All KIU Academy students, from elementary through high school, are eligible to be on the honor roll if their grades meet the criteria (see the table below). This is most advantageous for high school students who are applying to western universities and colleges for admission and scholarship.

<b>Secondary Honor Rolls</b>	<b>Principal`s Honor Roll</b>	<b>Honor Roll</b>
GPA	3.60 +	3.00 +
Grades	All core classes 90%+	All core classes 80%-89%
Conduct	All A- or above	Only A`s & B`s
Other	No I, W, or NC	No I, W, or NC
<b>Elementary Honor Rolls</b>	<b>Principal`s Honor Roll</b>	
Grades	All A`s	
Conduct	All A- or above	

## 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:

<b>Grade</b>	<b>Amount of homework expected</b>
1-5	Approximately one to five hours per week
6-8	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. It is to their academic benefit to attend homework detention. 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 at a time determined by the principal. 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 through 11 take the Stanford Achievement Tests.

Various tests of English language acquisition and proficiency are administered during the year. Students are directed by the English department as to which test they would take. The purpose is to track English 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.

- ◆ Computer use ID Cards **must be displayed** at all times in order to use the computer.
- ◆ Login username and password are not transferable.
- ◆ No use of instant messaging (chat, etc.) or bulletin boards of any kind is allowed.
- ◆ E-mail is only to be used for study- related purposes.
- ◆ The Internet is only to be used for research for class projects and as a means of obtaining information for school-approved purposes.
- ◆ No playing of games or music on the computers is allowed, unless authorized by a staff member.
- ◆ Viewing websites (or computer files) containing sexually explicit information, vulgarity, obscene language and violence is not permitted. Violence, vulgarity and nudity may not be depicted on screens.
- ◆ Computers may not be used to harass, insult or attack others.
- ◆ 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.
- ◆ Hacking of any sort is illegal. It is prohibited at any time and in any place. Students are not to make any effort to bypass security systems and/or gain access to this information.
- ◆ KIU Academy faculty reserves the right to view files saved by students, and to remove material deemed offensive.
- ◆ Students are responsible for their assignments under all circumstances.
- ◆ Intentionally wasting limited resources, employing the network for commercial purposes, or damaging computers, computer components or networks is prohibited and will result in disciplinary action and/or require restitution.
- ◆ Downloading or installation of software onto the computers is not allowed, unless authorized by a staff member.
- ◆ Computer screen settings and any other settings may not be changed.

Any violation of the above rules will result in a strike on the Computer use ID card. More than 3 strikes will result in suspension for use of the school computers (except for Computer classes) for the rest of the school year.

If students lose their computer ID, there is a ¥2000 replacement fee.

## 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 catering company that services the school. For more information, please contact the office.

Parents of students with medical conditions (such as diabetes or hypoglycemia), which may require them to eat or drink in class, must tell 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. If students do things which result in physical damage to the facilities and school equipment, they 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.
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 in the lobbies and hallways, 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 displays 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

At KIU Academy, we hope to provide students with many opportunities for positive experiences. This is why rules are made. Both students and teachers have the right to have their legitimate needs met at school. Teachers have the right and the responsibility to teach without disruption from the students. Students have the right and responsibility to learn from their teacher in an 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 or disobey the rules. When they obey the rules, their learning experience is enhanced. However, when a student chooses to disobey rules, they will be disciplined. Students must realize that no behavior will be tolerated that keeps the teacher

from teaching or other students from learning.

### **I. DISCIPLINARY NOTICES TO STUDENTS**

After a sufficient warning 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**

There are times when students 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.
- ◆ The notice must be taken home to be signed by a parent and returned the next day.
- ◆ The homeroom teacher and/or the principal will contact the parents to discuss the matter if necessary.

The following procedure is the usual course of action for repeated misconduct or bad behavior. It may be altered at the discretion of the administration.

1. First offense: The referring teacher and/or principal issues the disciplinary notice. This is followed by student conference with the principal or the teacher involved.
2. Second offense: The homeroom teacher and/or principal calls the parents. The student talks with the principal. This is followed by 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.
- ◆ Forging a signature. Students cannot sign for parents.
- ◆ Cheating on tests, homework, or other assignments.
- ◆ Damaging of property (graffiti, etc.)
- ◆ Theft
- ◆ Profanity
- ◆ Fighting, regardless of who initiates 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 for continued violation of school policies or for a single serious offense. 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 conference with the parents and the student may be required before return to any classes or activities.

If the student continues to misbehave, the student will be recommended for dismissal as described in the next section.

## **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 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 complaints or grievances, the offended person needs to go to the party with whom they have a complaint. Should the complaint 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 children's health is of great concern to us here at KIU Academy. To better help your children stay healthy while they are 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 parents wish to come to school they 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 exists 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 office. The parents will be contacted and informed. If the situation is serious enough, the parents will be contacted and advised that the student return home.

Please do not send children to school or on any school activity if they have a fever or are vomiting. If students show signs of fever ( $+38^{\circ}\text{C}$ ) or nausea while at school, the parents will be contacted and advised that the student return home. Children with a constant cough, sneezing or nasal discharge should not attend school (allergies are the exception). In addition to this, if a

children have infectious or contagious diseases (such as influenza), and there is the possibility of infecting other students, they need 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. Depending on the injury, the student's parents or guardians 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 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 placed in Lost & Found.

### **LOCKERS**

Students will be issued a locker or cubicle for books and personal belongings. If there is a problem with the locker, the student needs to go to the homeroom teacher or to the office. It is important that students use 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 should not be left on top of or around lockers. If items are left out of the lockers after school hours, they may be placed in lost and found.

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 that periodically students lose their things. If your child has lost something please remember the following: Lost and found is located in Building B. 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 academic 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 homeroom teachers may call for conferences when needed, parents are encouraged to request conferences at any time. Either parents or homeroom teachers may initiate a conferences. When a needs arise, parents are urged to request a conference with their children's teacher or homeroom 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 The Torch, KIU Academy's official monthly newsletter and information posted on the school website, [www.kyotoiu.org](http://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 children's learning. When needing to contact your children, 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 use the pay phone located in the lobby in A building.

During emergencies, students may use the office phone during class time. Frequent "emergencies" will be investigated.

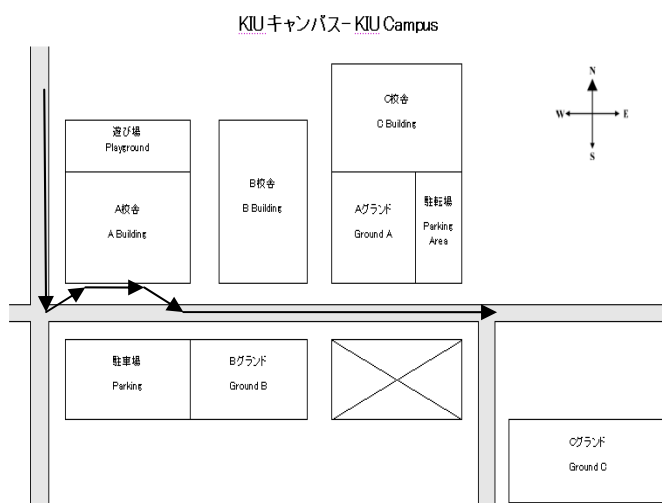
Students should not receive personal phone calls during school hours. Parents should not call the office with routine messages for students during class times. Students will not be pulled from class to receive a phone call except in an emergency.

Students are not permitted to use cell phones while they are on campus. They may be used at any school-sponsored event with permission. Cell phones may be used prior to arriving or after leaving campus. If students need to use their cell phones before school starts or after school is over, they must receive permission before using. If a cell phone is used or heard during the school day while the student is on campus, 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 on campus. 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. Children may bring balls, gloves, and jump ropes. 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.

## 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 8:25 and in the afternoons at 3:45.

Parents who are driving their children to school need to approach the school from the west and drop them off

in front of the A building stairs between 8:15 and 8:45. Likewise, parents who are coming to pick up their children should approach from the west from 3:20-3:40 or 3:45-4:00 and pick their child up in front of the A building stairs. We ask that you come at these times because the bus will be in front of the school from 3:40-3:45 to take children to the station.. Parents are advised not to drop off or pick up their child on the other side of the road because this leads to children running across the road at various places. Parents are also asked not to park their car or get out of their car when they are dropping their children off or picking them up in front of A building.

The parking lot in front of the A building is reserved primarily for KIU staff with a few spaces available for visitors who have an appointment. If parents have an appointment, they are asked to check in with the receptionist and to tell her they are parking in this lot.

Parents are welcome to wait at school while their children play and talk informally with teachers or other parents. If this is the case, parents are asked to park along the side of the road where Ground 3 is. Parents are advised not to park in front of Ground 3 because it may block the spaces for the school's buses.

Parents are asked to refrain from parking along either side of the road in front of KIU Academy, the corners of the intersection at the west end of A building, or on the streets along the river. This intersection is quite dangerous with poor visibility, resulting in several accidents. Parking in this intersection or along the roads also causes inconvenience to our neighbors.

## **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 (*keihoh*) 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.

## **Late Tuition Payment**

In principle, tuition must be paid in full for one year. If requested, it is possible to pay the annual tuition in two payments, per trimester, or monthly. Those who choose to pay tuition by trimester or monthly will incur a service charge of 5% and 10%, respectively.

Unless other arrangements have been made, the administration will expect tuition to be paid by the deadline. If, after being contacted about late payment, the tuition remains unpaid for a period of one month, the student will be suspended from school. If the tuition for a student who has been suspended is not paid within one month of the suspension, the student will be removed from the school roll.

Students whose tuition has not been paid will not be allowed to be promoted to the next grade or to graduate until the tuition is paid. Middle school and high school students whose tuition have not been paid will not be eligible to take final exams. Graduating students with unpaid tuition will not be allowed to graduate unless their tuition is paid in full by the day before the graduation ceremony.

Student information and letters of recommendation will not be prepared for students whose tuition has not been paid.

## **FOR SECONDARY STUDENTS**

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

## ACADEMIC

### 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

### 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" 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.

An "NC" 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 (10 days) 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 students are placed on academic probation at mid-term, they will attend homework detention for the duration of the trimester. If they are placed on academic probation at the end of a trimester, they will attend homework detention until the mid-term of the next trimester.

Middle school students who continue to demonstrate poor achievement, despite being on academic probation, may be retained until sufficient progress has been made. This is explained on p. 6 under Academic Promotion.

High school students who remain on academic probation throughout a trimester will not receive credit for classes in which they receive less than 70% or C- in that trimester. High school students who have not earned enough credits in the necessary areas will not be promoted (in the case of students in grades 9-11) or allowed to graduate (in the case of students in grade 12). For graduation requirements, please see p. 21.

When students are 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 will be explained. 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.

Starting the third week after the beginning of the trimester or after midterms, if students have made sufficient progress in all of their classes, they may be excused from homework

detention. They need to present a completed weekly progress report to the principal. This must be done weekly until the end of the trimester or until midterm.

**II. Participation in athletic activities**

In the event that a regular PE class is not offered or the schedule does not allow the students on academic probation to participate in a PE class, students may attend team practices but must attend homework detention on the days that there is no practice. Students on academic probation will be unable to participate in games or tournaments until their grades are at acceptable levels or they are making acceptable academic progress as demonstrated by the weekly progress reports. For further information, please refer to the section on athletic participation on pp.24-25.

**III. 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.

**IV. REINSTATEMENT AFTER DISMISSAL**

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

**ATTENDANCE**

**I. TARDINESS**

If students arrive at school after 8:45, they will be considered tardy. Students need to report to the 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:

<b>If student arrives after:</b>	<b>Consequence</b>
50% of first period	Marked absent to first period
10:45 AM	Marked absent for 1/2 day
12 noon	Marked absent for full day

Once the school day has begun a disciplinary 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:

<b>Number of tardies per trimester</b>	<b>Consequence</b>
3	Disciplinary referral will be issued; student will be given 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 need to 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:

- They are enrolled as a 12<sup>th</sup> grade student.
- Their GPA is above a 3.6 on the 4.0 scale.
- The only remaining class(es) is (are) study halls.

## **Study Halls**

High school students who have a GPA of 3.60 or more on a 4.00 scale are not required to attend study hall. All 11<sup>th</sup> & 12<sup>th</sup> grade students with study hall privileges 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 or consistently inappropriate behavior (for example, loud talking, being disruptive while other classes are in session, etc.) may result in loss of privileges for any student with study hall privileges.

## **SUMMER SCHOOL**

Summer school is designed for high school students as a way to acquire necessary toward graduation.

Summer school is tentatively scheduled from July to August 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 one subject. Courses offered depend on availability and number of students enrolled and teacher availability. 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 any questions, parents or guardians may contact the office. Summer schedules will be posted prior to the end of the spring trimester.

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 appropriate 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. However, after the first four weeks of a trimester, courses cannot be dropped or added 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 in grades 6-11 must be enrolled in a minimum of 6 classes. Dropping classes may have an adverse effect on a student's grade point average, class rank, and/or eligibility for extra-curricular activities, credits, and/or advancement.

If a schedule change is requested, then a schedule change form needs to be completed. This form may be requested from the student's homeroom teacher.

## 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 two different levels of high school diplomas, based on the difficulty of the program followed and performance within that program.

Diploma	Scholar	Standard
English	4	4
Japanese	4	4
Social Studies	4	4
Math	4	2
Science	4	2
Computer	1	1
PE or sports club	1	1
Music or Art	1	1
Electives (yearbook, club, Student aide, etc.)	1	1
<b>Min. GPA</b>	3.60	2.0
<b>Total Credits</b>	24	20

- A. Scholar's Diploma: The Scholar's Diploma is awarded to graduates who have completed a rigorous course of study with exemplary performance.
- B. 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.

### Japanese Language Waiver

At KIU Academy, being an international school, there are a number of students who are classified as non-native Japanese speaking (NNJS) students. While they may do well in communicating in Japanese, they are incapable of achieving a minimum proficiency in our Japanese language program. As a means of enhancing the quality of our Japanese program, we offer these students an opportunity to waive the Japanese language requirement for graduation. This means that they are not required to take four years of Japanese during their high school career. This does NOT mean that they can graduate with fewer credits; they are still expected to have the minimum number of credits necessary for graduation.

The reason for this waiver is that NNJS students lack sufficient vocabulary, grammar, and *kanji* literacy to be successful in their Japanese class. NNJS students who may not see the importance of achieving a level of Japanese beyond 9<sup>th</sup> grade (the public school requirement). A 9<sup>th</sup>-grade Japanese level is enough for most facets of Japanese life, including reading the newspaper, magazines, watching TV, working on the computer, etc. Even the Japanese Ministry of Education has set this as a minimum requirement related to their compulsory education policy. Finally, most NNJS students do not plan to enroll in Japanese colleges or universities. Therefore, a level of Japanese beyond 9<sup>th</sup> grade is unnecessary. These students, instead, need to develop skills which will help them successfully enroll in the university or college of their choice and pursue a career path related to their goals and dreams.

At KIU Academy, we do have a Japanese as a Second Language class for elementary students and Japanese language preparatory classes for middle school and high school students. To see if your children are eligible for any of these classes or the waiver, please contact the principal.

## 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 information from the guidance department. 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. They participate in graduation exercises by presenting a speech. The valedictorian and salutatorian must have earned the Scholar's 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

Students who have not completed the requirements for one of these diplomas will not receive their diploma. Students must also have all financial accounts paid in full before receiving their 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.

## Dress Code

KIU Academy wants to promote a positive atmosphere that helps students grow emotionally and socially. One way to do this is to encourage students to dress in good taste. They are encouraged to dress in a way that does not distract from learning and promotes the positive atmosphere that we hope to have at KIU Academy.

Examples of clothing that may be distracting or promote a negative atmosphere include, but are not limited to, the following types of clothing:

For girls

- see-through or low-cut blouses, skintight or revealing clothing
- halter tops
- backless and strapless dresses and blouses

For boys

- Mesh shirts

All students should refrain from wearing clothing or accessories with inscriptions that are vulgar or obscene, with slogans that promote alcohol, tobacco, drugs of any kind, and/or violence. They are also asked to refrain from wearing hats and other headgear in the classrooms, unless they are related to a learning activity. Sunglasses are not to be worn in the buildings.

When girls are wearing shorts, skirts, and dresses, they must reach to the fingertips.

Different activities (for example, sports) will dictate attire conducive to participation in those activities. In these instances, appropriate attire will be determined by the sponsor.

Students who choose to dress in a manner that is distracting or promotes a negative or

uncomfortable environment for others will be approached initially by their homeroom teacher. If students continue to choose to dress in an unacceptable manner, they will be referred to the principal. We want to help students make right choices that will promote a positive environment here at KIU Academy.

## **Friday Night**

Friday Night is a weekly event where KIU Academy high school students can have extended time to be with their friends and teachers. Most Academy students have few friends outside of school. Therefore, this gives them a supervised atmosphere to spend time with their friends, playing games, studying together, or participating in various programs and activities.

Friday Night is open to high school students only. It goes from 5:30-8:00. Students must have a signed parental permission slip submitted to the principal in order to participate in Friday Night.

Students attending Friday Night are expected to abide by all school rules. They are also expected to help clean up before leaving campus at 8:00. Students who do not abide by the rules or choose not to help with clean up may not be permitted to attend Friday Night.

## **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, students 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. Students whose cumulative grade point average are 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 they have made satisfactory academic achievement. These students will be required to attend homework detention until they have made sufficient academic progress.

### **II. Make-up work**

Students are responsible to make-up work missed for being out of class due to participation in an athletic event.

### **III. Failure of core classes**

If students fail two (2) or more core classes in a grading period during a season, they will be placed on probation. During this probation period, they must raise all of their grades to passing within three (3) weeks. During this time, they must attend homework detention or present to the principal a written notice describing an arrangement they have made with the applicable teacher.

If students have three (3) failing grades or their G.P.A. falls below 2.0 during a grading period prior to the beginning of a sports season, or during a sports season, they are 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**

Students must be in school by 12:00 PM to participate in sports practice that day. Students must also be present a full day before a game or tournament in order to participate. If the game or tournament is on a school day, they must be present that day.

After students have 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:

- The Bible, both Old and New Testaments, to be inspired by God through His Holy Spirit, without error in the original writings, the complete revelation of His will for the salvation of men, and the divine and final authority for all Christian faith and life.
- 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 of their sins and believe in Him,
- we, as believers in the Lord Jesus Christ, are to obey His 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 2008-2009 Academic Calendar

2008 APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**April**  
 7 - New Student Orientation  
 8 - First day of spring trimester  
 8-11 - Standardized testing  
 10 - Elementary BBQ  
 11 - MS/HS BBQ  
 19 - Open House  
 29 - N.H. - Shouwa Day

**October**  
 3 - MS/HS Sports Day  
 4 - Elementary Sports Day  
 6 - Day off for elementary students  
 13 - N.H. - Health & Sports Day  
 20-24 - Parent-Teacher Conferences

2008 OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2008 MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**May**  
 3 - N.H. - Constitution Memorial Day  
 4 - N.H. - Greenery Day  
 5 - N.H. - Children's Day  
 6 - N.H. - Substitute Holiday  
 26-30 - Parent-Teacher Conferences

**November**  
 3 - N.H. - Culture Day  
 6,7 - Elementary Fall camp (tentative)  
 7 - MS/HS Culture Festival  
 23 - N.H. - Labor Thanksgiving Day  
 24 - N.H. - Substitute Holiday

2008 NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2008 JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**June**  
 27 - MS/HS Music program (tentative)

**December**  
 4,5 - MS/HS Finals  
 5 - Last day of fall trimester  
 6 - Elementary Christmas Program  
 23 - N.H. Emperor's Birthday  
 25 - Christmas - Jesus' Birthday

2008 DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2008 JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**July**  
 1, 2 - MS/HS Finals  
 3, 4 - MS/HS Summer Camp  
 4 - Last day of spring trimester  
 7-11 - Sports clinic (tentative)  
 8-11 - Summer English Program (tentative)  
 14 - HS Summer school starts  
 21 - N.H. - Ocean Day

**January**  
 1 - N.H. New Year's Day  
 5 - New Student Orientation  
 6 - First day of winter trimester  
 12 - N.H. - Coming of Age Day  
 13 - MS/HS Science Fair  
 22, 23 - Elementary Winter Camp (tentative)

2009 JANUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2008 AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**August**  
 8 - End of HS Summer School

**February**  
 5,6 - MS/HS Winter Camp (tentative)  
 9,10 - Parent-Teacher Conferences  
 11 - N.H. - National Foundation Day  
 12,13 - Parent-Teacher Conferences


2009 FEBRUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

2008 SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**September**  
 5 - New Student Orientation  
 8 - First day of fall trimester  
 15 - N.H. - Respect for the Aged Day  
 23 - N.H. - Autumnal Equinox

**March**  
 18,19 - MS/HS Finals  
 19 - Awards ceremony  
 19 - Last day of winter trimester  
 20 - N.H. - Vernal Equinox  
 21 - HS Graduation

2009 MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

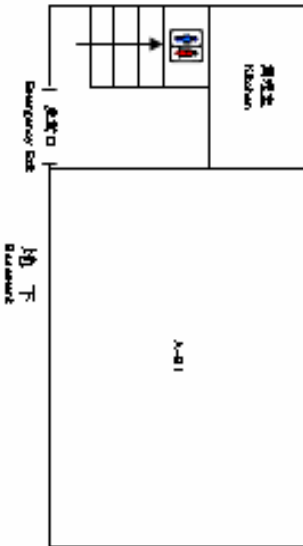
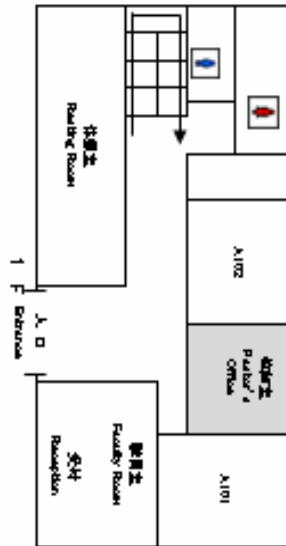
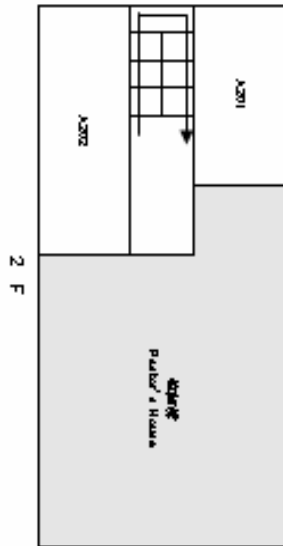
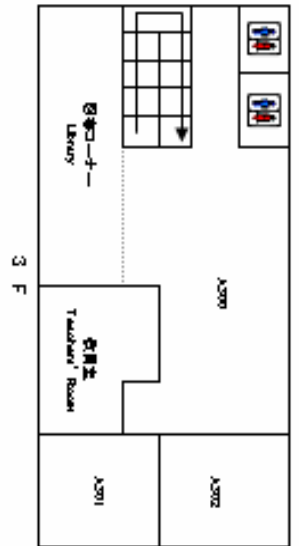
 - National Holiday (No school)

 - School Event

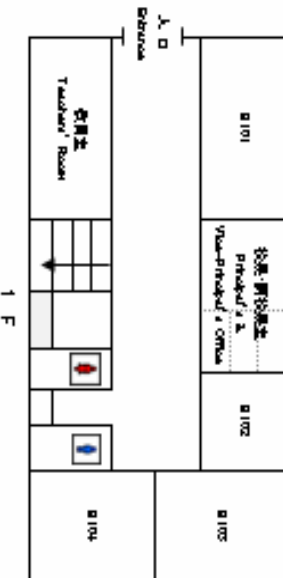
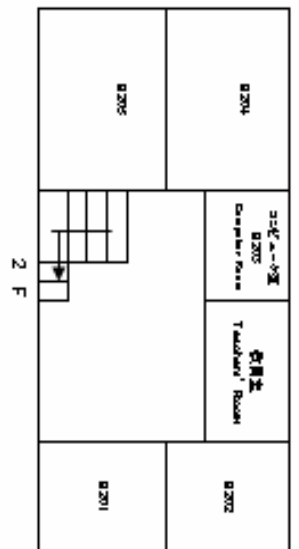
 - Christian Holiday

12/13/2007

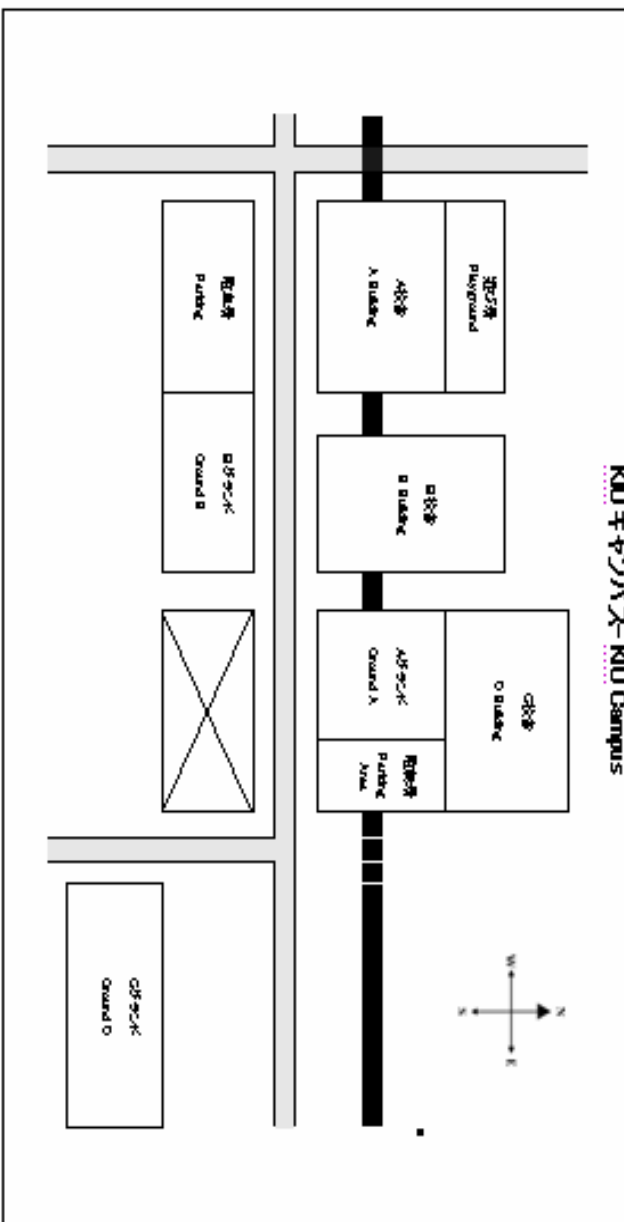
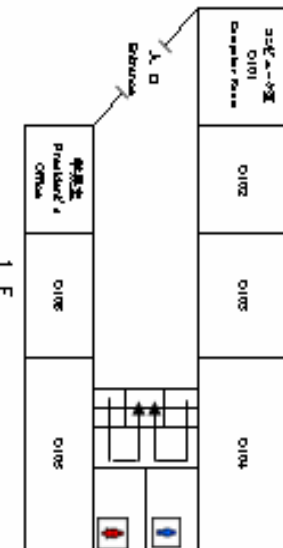
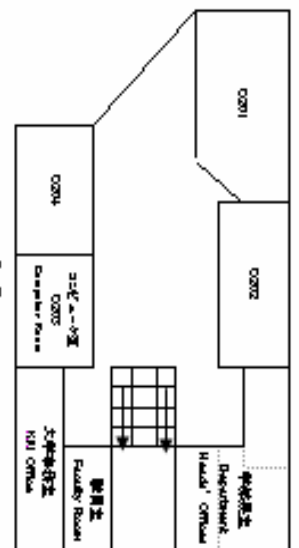
A校舎 - A Building



B校舎 - B Building



C校舎 - C Building



**KIU ACADEMY  
Notice of Agreement  
2008-2009**

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 my child/children to take part in all school activities (Separate permission forms will be required for students to participate in sports and field trips away from the school premises which require students to be transported by vehicle). 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 my child/children during the course of these activities.

Parent's Signature \_\_\_\_\_

**Please keep this page for your records.**

**KIU ACADEMY  
Notice of Agreement  
2008-2009**

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Parent Signature \_\_\_\_\_

**Please turn in this page only to the office.**