

**KIU Academy**  
**Parent-Student Handbook**  
**2010-2011**

Approved by the KIU/KIUA Executive Board of Directors  
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 you finish reading this handbook, there is one place we ask you to sign. This is our Notice of Agreement form. This form states that you have read this handbook and are agreeing to abide by the policies and procedures described, as well as to fulfill any 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

## KIU ACADEMY SCHOOL-WIDE LEARNER EXPECTATIONS

Quality	Effective Communicator	Self-directed Learner	Critical Thinker	Redemptive Problem-solver	Responsible Steward
<b>Physical</b>	Communicate through such vehicles as drama, dance, music, art, or athletic activities	Set and apply appropriate goals for hygiene, nutrition, and physical health.	Evaluate situations regarding their potential benefit or detriment to their own health and well-being	Assess an emergency situation and acting responsibly and effectively	Lead a healthy lifestyle and demonstrate respect for God's creation
<b>Academic</b>	Articulate ideas and opinions in a clear, concise, and convincing manner, using content-relevant information gained through research or classroom instruction	Purposefully acquire skills and knowledge to improve competency in reading, writing, math, natural and social sciences, the arts, and computer	Gather, evaluate, and synthesize information from diverse sources, processing this information to understand complex concepts	Apply thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions and viable solutions	Assess one's own abilities and pursue intellectual growth
<b>Social</b>	Practice effective listening and sensitively sharing views and opinions, respectfully taking into consideration ideological differences.	Participate in leadership and service activities inside and outside the school community	Demonstrate an awareness of and a sensitivity towards peoples of different cultures and needs, inside and outside the school community and act in an ethical and responsible manner	demonstrate cooperation, leadership, and teamwork through participation in curricular and co-curricular activities	Relate to others in loving, respectful ways, understanding that each person has value as God's creation
<b>Spiritual</b>	Express the main points of a Biblical worldview and compare and contrast it with other worldviews.	Actively seek to understand truth, particularly Biblical truth	Discern truth from fallacy and consider this in light of a Biblical worldview	Formulate ways to resolve interpersonal and global problems in a way consistent with the teachings of the Bible	Learn spiritual truths and principles from a Biblical perspective that can be followed and applied, by free and conscious choice, in any life situation.

## 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 parents. Being a bilingual school does not mean that all the staff members are 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 or your child/children have a negative experience due to a misunderstanding, please do not hesitate to contact the person involved.

As a school, we believe that we are actually 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 parents. Our goal is to help parents, but, again, the ultimate responsibility is the parents'.

If there are any parts of this handbook that you do not understand, or if there are any areas of concern, please feel free to talk with us. We would be happy to help you. We want to make your experience and your child's/children'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.)

### I. 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

### II. OBTAINING OF PERSONAL INFORMATION

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

### III. 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

### IV. 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.

### V. 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.

### VI. 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.

## VII. 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 MATTERS AND GRADING

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 will 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 of western colleges and universities, in particular.

The grade divisions are as follows:

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

#### 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

#### 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

#### 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 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 a class, students will be required to successfully complete the necessary class work.

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

### 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 4:00 PM.

### 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.

### 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.

### 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.

## 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 wish 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 behavior at school. Because of this, we believe the following means will help us to maintain good communication:

### **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.

### **MIDTERM REPORTS**

Midterm reports are sent home at midterm 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.

### **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.

## 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.

#### **Secondary Honor Rolls**

**GPA**  
**Grades**  
**Conduct**  
**Other**

#### **Principal's Honor Roll**

3.60 +  
All core classes 90%+  
All A- or above  
No I, W, or NC

#### **Honor Roll**

3.00 +  
All core classes 80%-89%  
Only A's & B's  
No I, W, or NC

#### **Elementary Honor Roll**

**Grades**  
**Conduct**

#### **Principal's Honor Roll**

All A's  
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:

Grade	Amount of homework expected
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.

## 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. Middle school and high school students can walk to the nearby convenience store to buy their lunches. Students should not be going to grocery stores that are farther away because it does increase the possibilities for accidents. When going to the convenience store, students should obey all traffic signals for their safety.

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 common 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.

### CONDUCT POLICIES

At KIU Academy, we believe 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.
- ◆ 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.

### GENERAL RULES OF CONDUCT

Students are expected to:

1. attend classes on time with textbooks 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. refrain from quarreling, fighting, kicking, pestering, name calling, etc.,
6. refrain from cheating or lying,
7. refrain from bringing materials related to pornography, the occult, violent materials, or other materials deemed inappropriate by the staff and administration of KIU Academy,
8. be considerate of others by being quiet in the lobbies and hallways, especially when classes are in session,
9. refrain from public or private displays of affection
10. not bully or harass another student or exhibit violence toward staff, and
11. refrain from vandalism. If students do things that 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.

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 the rules, their learning experience is enhanced. However, when students choose to disobey the 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. Disciplinary notices may be issued for behavior that is in violation of the conduct and actions 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 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 person 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 a 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 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 calls parent — dismissal upon recommendation of the board of directors.

## **III. 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.

### **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.

### **DISMISSAL**

Although KIU Academy would like to have students enjoy a long and positive experience at our school, there are times when it is in the best interest of the school that students 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, that 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 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 that 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 ( $+37.5^{\circ}\text{C}$ ) 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 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 will be requested to remove the infected children 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**

All students will be issued textbooks as part of their tuition and fees. So that we are better stewards of the resources we have been given and not waste them, these textbooks are on loan to the students and will need to be returned at the end of the year or when they leave the school. They are the property of the school, so students will need to take good care of them. If textbooks are damaged beyond normal wear and tear, then the students whose textbooks are damaged will be charged.

Workbooks and other expendable books will be given to the students. These become the personal property of the students.

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 the 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 the Lost & 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.

Students will be expected to pay for lost keys. If a locker is damaged before a student uses it, then this needs to be reported to the office. Otherwise, students will need to pay for any damage they made to their lockers.

#### **LOST & FOUND**

We understand that periodically students lose their things. If your child has lost something, please remember the following: The Lost & 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 of 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 need arises, parents are urged to request a conference with their children's teacher or homeroom teacher. Good communication, even occasional phone calls, prevents 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.ac.jp](http://www.kyotoiu.ac.jp).

### **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 unless they receive permission from the administration. They may be used at any school-sponsored event with permission. If students need to use their cell phones on campus before school starts or after school is over, they must receive prior permission. If a cell phone is used or heard during the school day while the student is on campus, it will be confiscated and returned at the end of the day.

### **TOYS IN SCHOOL**

There will be no electronic or non-electronic toys allowed in school. 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.

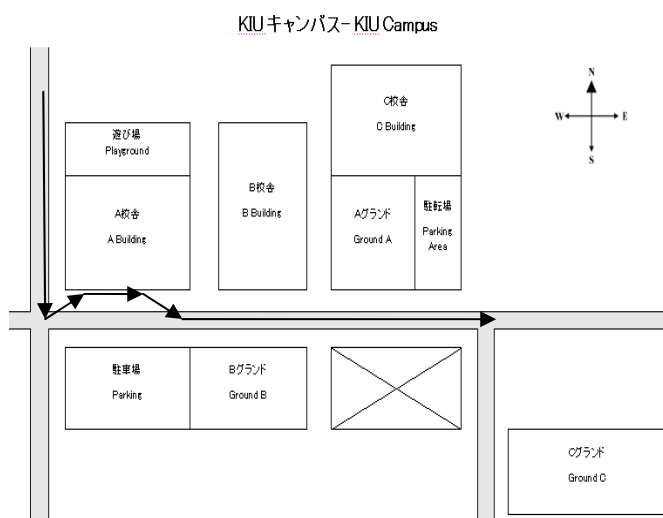
### **VISITORS**

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's pass.

## TRANSPORTATION TO & FROM SCHOOL



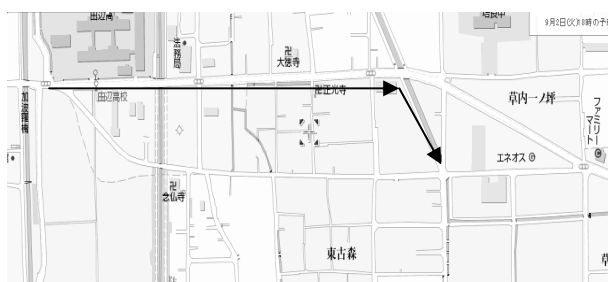
Students in grades 10-12 are eligible for discounted train passes on JR and Kintetsu lines. For more information, please contact the office.

Students who ride the trains are expected to demonstrate good behavior while waiting for or riding on trains. Continued misbehavior on the trains may warrant disciplinary action from the school. 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.



Students walking to school are supposed to walk on the sidewalk along the main road (See diagram). Students who ride bicycles to school can continue to use the old route because the it is wider.

## PARKING

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 C is. Parents are advised not to park in front of Ground C 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, and several accidents have occurred there. 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 to school on the condition that they obey all traffic rules and that they practice safe driving when around KIU

Academy. 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 conditions. 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 and roller skates at school only if they are wearing helmets and only in play areas.

### **SCHOOL CLOSURES**

Classes will be cancelled if there is a severe weather warning (*keihoh*) for southern Kyoto prefecture at 7:00 AM. For students who must leave home before 7:00, the school leaves the decision with the parents as to whether the student should go to school that day. Classes after lunch will be held if the warning is lifted by 10:00 AM. 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**

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 has 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 ALL 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.

<b>ACADEMIC</b>
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**GPA LETTER GRADE**

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**

**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.

**NC = No credit**

An "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.

**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.

## ATTENDANCE

### RETURNING TO SCHOOL AFTER AN ABSENCE

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
- ◆ Reason for absence
- ◆ Date(s) absent
- ◆ Parent's(guardian's) signature/*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 administered during their 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.

### 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.

### EXCESSIVE TARDIES

Following are the consequences for excessive tardies:

Number of tardies per trimester	Consequence
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 appointments, or other circumstances deemed appropriate by the administration.

## 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 enough classes to equal at least six (6) credits for the year or two (2) credits per term. Students in grade 12 must be enrolled in enough classes to equal at least five (5) credits for the year or 1.67 credits per term. Dropping classes may have an adverse effect on a student's grade-point average, class rank, 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.

## RESPONSIBLE COMPUTER 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. Therefore a set of policies for responsible use of

computers at KIU Academy has been developed. All students and their parents must agree to abide by these policies if they want to use the computers on campus. Failure to abide by these policies will result in loss of computer use on campus.

## **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, or 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.

## **ATHLETIC PARTICIPATION**

The athletic program is an important part of whole-person education at KIU Academy. The interscholastic athletics program is designed to instill and build character. While forming lifelong habits of exercise is crucial to the health of every boy and girl, athletics provide excellent opportunities for students of diverse backgrounds to learn the value of teamwork, cooperation, and mutual respect. Each student regardless of athletic ability is strongly encouraged to participate on a sports team at least one season a year.

Students must submit a sports permission form completed by their parents to participate in sports. The permission form allows the student-athlete to attend practices, games, and tournaments. We ask that parents be sure that their children are healthy enough to participate in sports before completing the permission form. In addition to the permission form, a sports fee must be paid. It is used to cover some of the expenses incurred throughout the season. Additional fees may be necessary when participating in tournaments outside of the Kinki area. Permission forms and fees must be paid by the second practice. After the third practice, there will be no refund if a student decides to quit the team.

Students who habitually demonstrate poor conduct in school may be not allowed to participate in athletics. Their participation will be at the discretion of the administration.

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 as well. Students with excessive absences may be barred from participating in the athletics program.

# **FOR HIGH SCHOOL STUDENTS**

In addition to the policies, rules, and procedures presented in the preceding section, some policies, rules, and procedures are specifically for high school (grades 9 through 12) students.

## 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 11<sup>th</sup> grade or 12<sup>th</sup> 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 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 KIU 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. 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 courses 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		

## SENIOR PRIVILEGES

Seniors at KIU Academy may have senior privileges if they meet the defined criteria. KIU Academy allows seniors who meet these requirements to leave school during their regularly scheduled study halls. If they have two or more consecutive study halls in the mornings, they may also choose to miss homeroom. This loosening of structure for seniors, in a little way, is intended to support their transition beyond high school. We expect responsible behavior, and anticipate seniors will use good judgment during the year.

All seniors are eligible for senior privileges if they meet the following criteria:

1. They must be within six (6) credits of graduation and are not deficient in credits in any subject area.
2. They must have the approval of a parent or guardian.
3. They must not have had any suspensions.

4. They must have no grades lower than a B, as determined at each grade-recording period or at the end of the trimester.
5. They must have a 3.60 GPA during the final trimester of their junior year with no grade lower than a B. Seniors must also maintain a 3.60 GPA during their senior year.
6. Seniors must return to class on time. They will receive one warning, and the second offense will cause a loss of senior privileges.
7. The senior must also comply with the KIU Academy attendance policy as defined in the Student Handbook.

When senior privileges are lost, the student must reapply with the administration before regaining this privilege. If senior privileges are suspended or revoked twice in a school year, the senior will lose these privileges for the remainder of the school year. The seniors are expected to conduct themselves as responsible and respectable citizens in the community. If reports of inappropriate behavior reach the school, students could lose senior privileges for a period of time. KIU Academy reserves the right to deal with any other situations concerning senior privileges as they arise.

## ATTENDANCE

### EXCESSIVE ABSENCES

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, and
- ◆ 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.

### 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.
- Their 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.

## 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:

### 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.

<b>Diploma</b>	<b>Scholar</b>	<b>Standard</b>
English	4.00	4.00
Japanese	4.00	4.00
Social Studies	4.00	4.00
Math	4.00	2.00
Science	4.00	2.00
Computer	0.80	0.80
PE or sports club	1.00	1.00
Music or Art	1.00	1.00
Electives (yearbook, club, Student aide, etc.)	1.20	1.20
Min. GPA	3.60	2.00
Total Credits	24.00	20.00

- 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 circumstances. 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.

### 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 through 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

#### **GRADUATE EQUIVALENT DIPLOMAS**

Students who are behind in their studies for reasons such as extended travel, lack of adequate language proficiency, or prolonged emotional conditions 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.

## **ADDITIONAL INFORMATION**

### **STATEMENT OF CHRISTIAN AFFILIATION**

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

- The Bible, both Old and New Testaments, is 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 in six days, as stated in the Bible,
- 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 if they 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.

## 2010-2011 Academic Calendar

**April**  
 7-9 - Teacher workdays  
 9 - New student orientation  
 12 - First day of spring term  
 12-15 - Stanford Achievement Tests  
 14 - Elementary BBQ  
 15 - MS/HS BBQ  
 24 - Open House/Credit Presentation  
 29 - No school - N.H.  
 30 - No school

**May**  
 3-5 - No school - N.H.

**June**  
 7-11 - Parent-Teacher Conferences

**July**  
 1, 2 - MS/HS Finals  
 5-7 - MS Summer Camp  
 5-7 - HS Enrichment Classes  
 7 - Last day of spring term  
 8, 9 - Teacher Workdays  
 13 - 16 - Elementary English program  
 12 - 16 - Sports Camp (tentative)  
 19 - N.H.  
 20 - Summer school starts

**August**  
 13 - Summer school ends

**September**  
 2, 3 - Teacher Workdays  
 6 - Teacher Workday  
 7 - New student orientation  
 8 - First day of fall term  
 20 - No school - N.H.  
 23 - No school - N.H.

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	

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					

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			

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

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				

SEPTEMBER						
S	M	T	W	T	F	S
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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		

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						

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

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	

JANUARY						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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

MARCH						
S	M	T	W	T	F	S
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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		

**October**  
 1 - MS/HS Sports Festival  
 2 - Elementary Sports Festival  
 4 - No school for elementary  
 11 - No school - N.H.  
 13 - PSAT  
 18-22 - Parent-Teacher conferences

**November**  
 3 - No school - N.H.  
 4 - MS/HS Culture Festival prep day  
 5 - MS/HS Culture Festival  
 4-5 - Elementary Fall Camp  
 23 - No school - N.H.

**December**  
 2, 3 - MS/HS Finals  
 3 - Last day of fall term  
 4 - Christmas program  
 6, 7 - Teacher workdays  
 23 - N.H.  
 25 - Christmas

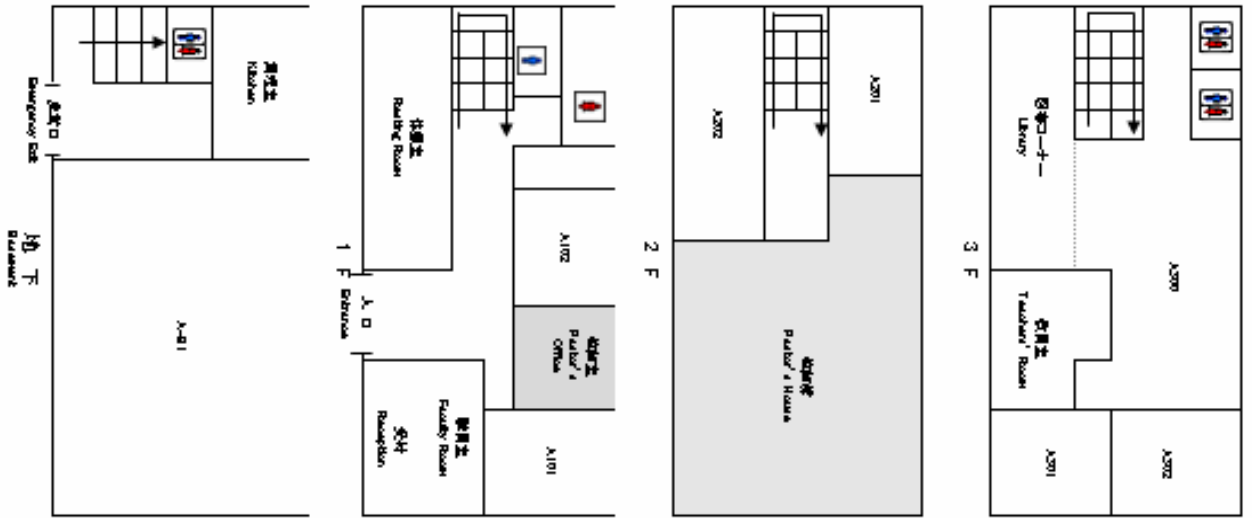
**January**  
 1 - New Year's Day  
 4 - Teacher workday  
 4 - New student orientation  
 5 - First day of winter term  
 10 - No school - N.H.  
 12 - MS/HS Science Fair

**February**  
 2-4 - HS Winter Camp  
 11 - No school - N.H.  
 14-19 - Parent-Teacher conferences

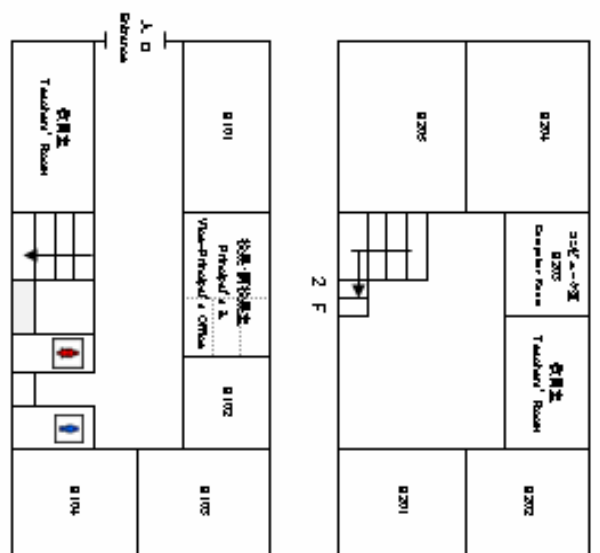
**March**  
 19 - Graduation  
 21 - No school - N.H.  
 24, 25 - MS/HS Finals  
 25 - Last day of winter term  
 28, 29 - Teacher workdays

CAMPUS MAP

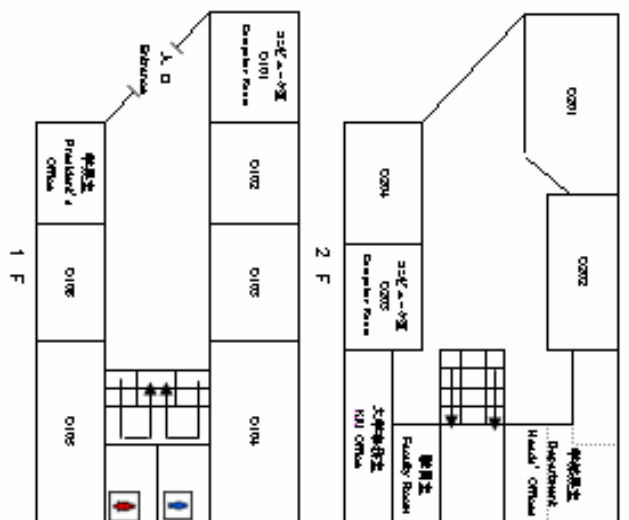
A校舎 - A Building



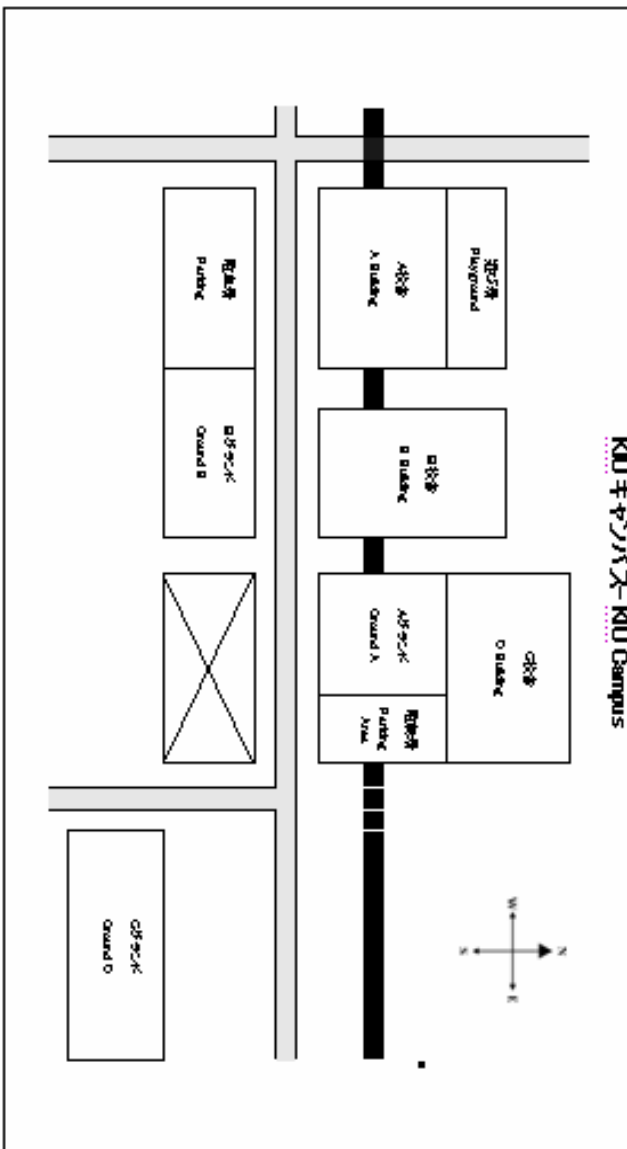
B校舎 - B Building



C校舎 - C Building



KUフクオカ RCU Campus



**KIU ACADEMY NOTICE OF AGREEMENT**

**2010-2011**

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

- ▶ to abide by the guidelines as set forth in the handbook,
- ▶ to be responsible, as parents or guardians, for all of my child's /children's personal matters,
- ▶ to take my child/children for medical examinations because KIU does not conduct medical exams, and agree that I will be responsible for my child's/children's medical concerns,
- ▶ to submit a letter or a physician's statement explaining my child's/children's absence to the secretary when my child /children need to go for a specialist appointment,
- ▶ to be responsible for adequately financing my child's/children's education at KIU,
- ▶ to not hold KIU responsible for any personal items or money lost or misplaced during school hours,
- ▶ to give KIU permission to use footage of interviews or on-campus films, of which our child /children is/are a part, for advertising purposes,
- ▶ to not expect a refund once tuition and other school fees have been paid
- ▶ and to 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 that 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 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.

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

Please turn in this page only to the office. If it is not turned in to the office within one month after starting classes, then the school will assume that you have read and agree to the information and expectations noted in this handbook.