

# KAIS Handbook

2015-2016





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# 1. Welcome

Dear KAIS Students,

Welcome to the 2015-2016 school year! I hope you had an amazing summer and are back refreshed and inspired! The beginning of the year is always filled with excitement, new faces and programs, and a little bit of nervousness. Even after all these years, the first day of school feels brand new. My recommendation to you is to embrace this excitement and nervousness, reach out to new students and teachers, join new clubs, start a new hobby, set goals for your year and start anew. This year, anything is possible!

This is the student handbook, compiled by all the KAIS teachers and staff. This manual serves to lay out important information and detail school-wide policies, academic issues, and expectations here at KAIS. We will discuss this handbook during the first day orientation, and each student will receive a copy. Please discuss this handbook with your family, understand it, and talk to your teachers about it if you have questions.

KAIS is a unique school, designed to give students an education that is international, personalized, and creative. Our school was born out of the idea that students are not numbers, but individuals with different needs and learning styles. We give our students a lot of respect, independence, and responsibility, and we expect them to honor that trust. All our policies are based around this fundamental mutual honor, integrity, and respect. KAIS stands for “Knowledge, Academia, Inspiration, and Spirit,” the four pillars in our world of learning. We believe that education is more than rote memorization and taking notes; a KAIS education focuses on building relationships, character, intellect, and passion. We are so excited for this fantastic year. Thank you for being a part of the KAIS family!

Tommy House  
Principal

## 2. Graduation Requirements

### **Junior High School**

To graduate from KAIS Junior High School, students must demonstrate successful completion of the 8th grade. Our Junior High School program is designed to prepare students for success in high school.

### **High School**

Four years (eight semesters) of High School attendance are required for graduation from KAIS. The minimum requirements include the following:

KAIS graduates are required to successfully pass (“D” or better) the following classes:

- 8 semesters English
- 6 semesters Math
- 6 semesters Science
- 4 semesters History
- 1 semester US Government
- 1 semester Economics
- 4 semesters Foreign Language (for the graduating class of 2018 and thereafter)
- 4 semesters P.E.
- 2 semesters Creative Studies
- 2 semesters Electives

### **Advanced Placement Courses**

KAIS offers Advanced Placement courses to juniors and seniors who demonstrate the ability and desire to work at a level comparable to the first year of college in a given subject. Students enrolled in AP courses may be required to take the AP exam at the end of the year. Students who score sufficiently high on the AP exam will be eligible to receive credit at many colleges and universities. KAIS offers the following Advanced Placement courses:

AP Calculus AB  
AP Chemistry  
AP US History  
AP Physics  
AP Statistics

Note: Students may elect to take the AP exam in a subject we do not offer.

## **3. General Academic Guidelines and Policies**

### **3.1 Attendance**

Regular attendance in all courses and all-school events is required to earn credit toward graduation. Specific policies regarding attendance are outlined later in this handbook.

### **3.2 Elective Courses/Independent Study**

Independent Study is an option for students who have demonstrated initiative in a particular field of study and wish to pursue learning beyond the scope of what KAIS offers. This course of study may be arranged with the guidance and permission of the supervising teacher and principal, provided all of the following conditions have been met:

- a) The desired course is not offered as part of the curriculum.
- b) The student has fulfilled the credit requirements for that subject area.
- c) The proposed course of study is beyond the scope of (e.g. more advanced than) the alternative courses in that subject area.
- d) The minimum course requirements have been met for the semester/year.
- e) A unit-by-unit plan of study, including proposed assessments, has been submitted by the appropriate deadlines.

A student who wishes to pursue an Independent Study course must:

- consult with the principal to ensure that the Independent Study fits with the four- year plan of study and that conditions a, b, c, d. and e above have been met.
- consult with the principal to discuss the proposed independent study, fill out the appropriate form and complete the unit-by-unit plan including specific proposed assessments (as specified in condition e above).
- submit the proposal by August 10 for the first semester and December 10 for the second semester.

Examples of independent study courses taken by KAIS Students are: Dance, Computer Programming, Art History, Foreign Language.

Please note: Independent Study is generally taken on a non-graded, credit-earning basis.

### **3.3 Summer School Courses**

Summer school courses may only be taken for credit if courses are incomplete or failed at KAIS. Summer school courses will be required for any student who has earned a grade of F or Incomplete for any required courses in one year at KAIS. A student will not be allowed to progress to the next grade if:

- a) he/she does not make up credit (through online classes or summer school) for failed or incomplete classes from the prior school year.
- b) he/she fails or receives an incomplete in more than 2 classes in one school year.

The Summer School program lasts for 4 weeks and there is a cost to the student of ¥600,000 for the program.

### **3.4 Grade Reporting (ThinkWave)**

All teachers maintain their gradebooks online, using ThinkWave, which may be accessed by students and parents via our ThinkWave site. Students and parents are issued a login and password when they first enroll at KAIS. While providing grade information in this manner has significant benefits to students and parents, it is important to recognize some of the limitations to providing continuous access to student grades:

- While teachers make every effort to correct student work in a timely manner, the posting of individual grades is not meant to provide daily feedback on whether assignments have been turned in. In some cases, there may be a considerable time gap between the time a paper or project is collected, and the time it is graded and the grades entered into the computer. In addition, a teacher may wish to wait until after the graded assignments have been passed back to all students and discussed before making the grade available online.
- Some courses (e.g. non-core electives) may have very few graded assignments, as assessment in these courses consists primarily of long-term projects.
- Grading methods may vary between teachers and departments, depending on the nature of the course being taught. For instance, some teachers may only post individual assignment grades, and calculate the overall grade later in the semester after a more complete picture of their student's academic achievement can be determined. Teachers will share with parents during student-led parent-teacher conferences more details regarding how their grades are determined.

As always, if questions arise regarding a student's performance in a particular class, it is important for the student to be the one to initiate contact with the appropriate teacher. Our aim is to have students take responsibility for keeping track of their homework, turning it in on time, seeking help and/or extra time in advance if and when they need it, and following up with teachers themselves if they have questions about a particular assignment or grade. Anything parents can do to help their child take the initiative in these areas will go a long way towards helping them become successful, confident, independent learners, not only at KAIS but throughout their lives.

### **3.5 Grade Descriptors**

Student grades are determined by the individual classroom teacher and will generally correspond to the levels of performance indicated in the following Grade Descriptors. These descriptors are meant to

provide guidance for students, teachers, and parents in understanding our letter grades. Students receiving a particular letter grade demonstrate most of the indicated characteristics most of the time. Students are assessed throughout each course and are expected to exhibit understanding of all course concepts. It is important to note that expectations regarding the demonstration of understanding, knowledge, and skills, and the ability to apply learning, will increase at higher grade levels, as well as for AP and Honors level courses.

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>These areas play a significant role in the grade for all subject areas</b>	Demonstrates thorough understanding.  Consistent ability to apply knowledge and skills to new and non-routine situations.	Demonstrates understanding.  Able to apply knowledge and skills to routine and most non-routine situations.	Needs some support to demonstrate understanding.  Can apply knowledge and skills to routine situations.	Occasionally demonstrates understanding after considerable support.  Needs support to apply knowledge and skills to routine situations.	Rarely demonstrates understanding.  Unable to apply knowledge and skills to routine situations.
<b>These areas may factor into the grade, depending on the subject area.</b>	Demonstrates a high level of commitment to completing work.  High level of engagement in all class activities.	Work is generally complete, thorough, and organized.  Engaged in most class activities.	Work is generally complete, but quality, thoroughness and organization are inconsistent.  Engagement in class activities is inconsistent.	Work is not always complete, and quality, thoroughness and organization are very inconsistent  Limited or no engagement in class activities.	Work is missing or frequently incomplete, and quality and organization are poor.  No engagement in class activities.

### 3.6 Multi-age Learning

Multi-age learning involves classes of students of varying ages, levels, and abilities. This philosophy has been used around the world, and has been shown to be effective in the maturation and development of young students, to offer the opportunity for older students to teach and mentor younger ones, and to foster the ability to collaborate with more diverse groups. Some classes at KAIS are multi-age and thus students of different ages may be learning similar material. In such classes, grades will be assessed based on the individual student’s grade level. *In other words, a younger student is not expected to do the same work as an older student, and more is expected from older students.*

### 3.7 Quarter Reports (Progress Reports)

At the midpoint of each semester, students receive a report on how they are doing at that point in the course. The report contains narrative comments from the teachers, and letter grades “to date” which indicate the student’s current academic achievements. It is important to note that the “grade to date” may fluctuate significantly as additional assessments are assigned right up through the end of the semester. For this reason, it is important to check ThinkWave periodically and to keep the communication lines open between students, teachers, and parents as needed.

### 3.8 Report Cards

Report Cards are issued at the end of each semester and contain final semester grades as well as a write-up of the student's holistic and academic performance. Report cards are issued in both electronic and paper form, and may be accessed on the ThinkWave website. No student should receive an F grade for the semester who has not received notification (e.g. quarter report, email, phone call) that the student was failing or in danger of failing.

### 3.9 Incomplete Grades

Incomplete grades must be made up by the last day of class, or at a deadline set by the teacher of the class. Incompletes will automatically become Fs if not made up prior to the deadline.

### 3.10 Academic Probation

Students failing any classes at the middle or end of the semester will be placed on academic probation. Students may be placed on academic probation at other times during the year if their performance has deteriorated significantly from the previous grading period. The principal will send an academic probation letter to the parents, and a parent conference may be required. Students on academic probation must attend mandatory study hall after school, Monday-Thursday from 4-6pm until they are passing all classes. Grades for academic probation will be assessed at the beginning of each week. Any student on academic probation may not participate in any extracurricular activities at KAIS. Students who are repeatedly on academic probation may be asked to leave KAIS.

### 3.11 Grade Point Average (GPA)

Due to the personalized nature of our school, and its relatively small size, KAIS does not provide the specific rank of its students. The cumulative GPA of KAIS students reflects courses taken at KAIS only. The numerical equivalents for determining grade point average are as follows:

Grade	Minimum	Maximum	GPA Value	Honors GPA Value
<u>A+</u>	97.0	100	4.0	5.0
<u>A</u>	93.0	96.99	4.0	5.0
<u>A-</u>	90.0	92.99	3.7	4.7
<u>B+</u>	87.0	89.99	3.3	4.3
<u>B</u>	83.0	86.99	3.0	4.0
<u>B-</u>	80.0	82.99	2.7	3.7
<u>C+</u>	77.0	79.99	2.3	3.3

<u>C</u>	73.0	76.99	2.0	3.0
<u>C-</u>	70.0	72.99	1.7	2.7
<u>D+</u>	67.0	69.99	1.3	1.3
<u>D</u>	63.0	66.99	1.0	1.0
<u>D-</u>	60.0	62.99	0.7	0.7
<u>F</u>	0.0	59.99	0.0	0.0

Honors and AP courses receive an additional weighting of 1.0 for each grade of C– or higher.

### 3.12 Valedictorian

Due to our unique school philosophy, KAIS does not choose a valedictorian amongst the graduating seniors. Instead, all graduating seniors give speeches at the graduation ceremony as their final requirement before receiving their diplomas.

### 3.13 Before and After School

While classes run each day from 9:40am until 3:55pm, KAIS is open from 9am until 6pm Monday - Thursday, and 9am until 4:30 on Fridays for teacher meetings. During this unstructured time, students are expected to make use of the variety of resources and facilities available within the school to complete homework and out-of-class assignments, to investigate subjects of special interest and to master required skills. Teachers sometimes give assignments which require use of the materials and equipment available at school and which encourage the study of subjects related to what is being taught in class. In addition to a well-equipped library, the school maintains a quiet, serious study room that students are encouraged to take advantage of. The study center is supervised by KAIS teachers who are always available to help students. Teachers may assign students to the study center when they feel more time and/or more structure is needed for them to succeed in their studies.

### 3.14 Lunch

Students have 55 minutes for lunch each day. Students are encouraged to take advantage of our catered lunch program from *Kiwi Kitchen*, a local eatery that uses fresh and healthy ingredients. You can learn more about them through their website: <http://www.kiwikitchen.com/english/> Students sign up and order lunch for Kiwi Kitchen online. For more detailed information on how to order, please contact Misako at [misako@kaischool.com](mailto:misako@kaischool.com) or 03.5421.0127.

Students who wish to do so may also bring their own lunch, cook their lunch in the school kitchen, leave campus to purchase lunch or eat at a local restaurant. *Please see “Leaving the Campus During Lunch” under School Policies in paragraph 4.4.*

- Students may only eat on the first floor of KAIS (Library, Social Studies Room, Kitchen, and Lobby).

Each student is responsible for cleaning up the area after eating.

- Please help to keep the kitchen and library orderly and clean at all times. Trash cans are provided for your convenience. The same considerations apply to all areas assigned for students to eat.
- Backpacks need to be in the locker room or on your person if you leave the building during lunch.

### **3.15 Homeroom and Announcements**

Each morning and afternoon, with the exception of all-school assemblies, students will meet with their homeroom groups in their designated homeroom, with their homeroom teachers. The homeroom is a chance for teachers and students to interact in very small groups on a wide range of topics, current events, and other issues that fall outside of standard class curriculum. Since its founding, KAIS has always maintained that the school day be started through inspiration and interaction, and homeroom serves to engage student intellect and kick start their day. The first morning and the last afternoon of each school week, the entire school will gather for assembly and announcements in the library. The purpose of the all-school announcements is to inform students of current school news and events, to gather as a community, and to build school unity.

### **3.16 Teacher Availability**

Vitally important to the philosophy of KAIS is the individualized interaction between teachers and students. Teachers make use of some of their unstructured time to give students individual help and attention. They are available each school day between 9am and 6pm to help, counsel, supervise clubs and teams, and provide academic and personal support to students. Individual conferences with students may concern their progress in class, problems students may be confronting with material in the course, or matters of a more personal nature. Students are strongly encouraged to approach teachers and initiate meetings.

### **3.17 Student-led Parent-Teacher Conferences**

Once per year, we arrange formal parent-teacher conferences to touch base on students' academic progress. The students lead these conferences between the teachers and parents, and explain their academic accomplishments over the past semester, while showing examples of their recent work. Students and their families will rotate to different classrooms for short meetings with each teacher. This is a fantastic opportunity for parents to meet directly with their child's teachers, and for students to take responsibility for their education and academic progress.

### **3.18 Mentoring**

Mentoring at KAIS is designed to help students become aware of their abilities, aptitudes and interests through individual conferences with teachers, the principal, and the headmaster. Mentoring is available each week to discuss problems of a personal nature, the selection of a course of study, college entrance requirements, future career plans, or other matters of concern. If a student is experiencing difficulty, the principal will work with teachers, parents and the student to identify the problem and seek appropriate

action. Parent, student and teacher conferences are held regularly, and in some cases referrals are made to outside resource personnel. While students are welcome to approach the teacher they are most comfortable with, should an issue, concern, or personal problem arise, the following teachers are available to support students' specific needs:

- Christopher Paxton: College Counselor
- Lewis Baker: High School Mentor
- Tommy House: 8th grade Mentor

### **3.19 Homework**

To be successful, a KAIS student taking a normal academic class load should ordinarily complete all homework assignments within 2 to 3 hours per night. Parents are encouraged to contact the appropriate teacher(s) or the principal if their son's or daughter's homework regularly exceeds or is less than the two to three hours. Students should be reminded that they always have teachers willing to help with any difficult assignments before and after school.

### **3.20 Early Departure**

Students wishing to complete the semester or year early will not receive credit for the semester or year if they leave more than two weeks prior to the end of the semester. Grades may be impacted by an early departure. Semester exams are only administered during the scheduled exam days.

### **3.21 Withdrawal Procedures from KAIS during the School Year**

The principal and director need to receive written notification at least two weeks prior to the anticipated date of a student's withdrawal. The letter should include the last day of attendance, the reason for withdrawal and the forwarding address, if known.

### **3.22 Honors program**

Junior and Senior high schools students are given an opportunity to participate in an honors version of most of their academic classes. Honors classes include the regular subject matter in addition to an honors project. Students with a grade of A in a subject for the previous year may be invited to join the honors version of the class for the following year. Joining an honors class is a serious commitment as each honors project is expected to take at least 2 extra hours of dedicated work per week. Students are invited to participate in honors classes based on previous academic performance and the teacher's assessment of said student's willingness to meet the challenges the class entails.

An honors class runs for an entire year except in a few circumstances. Students who sign up for honors must realize they are making a commitment for the full year; they may not drop out or sign up in the middle except in special circumstances decided on an individual basis. Honors grades will be calculated into the GPA by the guidelines outlined in part twelve.

## 4. School Policies

### 4.1 Absences Impact Classroom Learning

Living internationally presents great opportunities for travel. We encourage families to take advantage of the many rich experiences that can provide lifetime memories. However, we hope that planned trips do not conflict with school days. When a student is out of school and makes up homework and tests, only part of the learning process proceeds normally. When students are absent, they miss:

- The interaction which goes on in classroom discussions.
- The nuances which come through in a lecture (even when they look at another student's lecture notes).
- The possibility to ask questions to clarify homework, lectures, and discussions.
- Ongoing small group work and projects.
- The opportunity to take out books and materials needed for research.

We understand the necessity of absences for illness and family emergencies. However, we would like families to undertake advanced planning so that students are not out of school for family trips. When students are out of school, it is difficult for them to make up the work that they miss. It also impacts classes where material has to be re-taught or where small group work is crippled with one or more students missing from a group. Several students have remarked about the stress they feel by leaving school early before a school vacation. They feel rushed and under pressure to produce their normal quality work. Students who miss important material may see their grades affected.

We ask that when you plan trips, you schedule your flights to avoid having your children miss school days. Teachers may not accept requests to make special arrangements for students who miss school because of planned holidays. Every effort will continue to be made to support the needs of students who miss school due to an illness, an emergency or a situation beyond the family's control.

### 4.2 Attendance Procedures

Students are expected to attend school each day, all day.

• **Unplanned Absence or Tardy:** If a student has an unplanned absence or tardy (usually for illness), have a parent call the school before 9:30 a.m. If a student is reported absent by a teacher and no call is received, the school secretary will call the home or office to substantiate the absence.

• **Excused or Unexcused Tardy:** Students who are tardy to school must report to the secretary and receive a late slip. Tardy means not being in your designated homeroom by the end of the morning bell (9:40am) . If a student's parent calls to excuse the student before 10:00am, the tardiness will be excused. Otherwise it will be unexcused.

• **Planned Absence or Early Leave:** If a student has a planned absence or early leave, a note from a

parent is needed, ideally five days in advance of the proposed absence. Before leaving school, the student must report to the secretary (Tomoko).

#### **4.3 Unexcused Absences and Tardies**

Unexcused absences and tardies are considered infractions of school rules. **No credit will be given for the class time missed.** If a student has an unexcused absence, the parents will be contacted by the administration or teacher.

#### **4.4 Leaving the Campus During Lunch**

KAIS is an open campus, meaning students are allowed to leave campus during lunchtime. KAIS believes in student independence. It is important for students to recognize that leaving campus is a privilege. If this opportunity is abused in any way this privilege will be lost.

8th grade students must leave and return in groups, and high school students may leave individually. Each student will have a space on the Lunch Tree (represented by their face). The Lunch Tree is the student's "ticket" to going outside for lunch. **Students "sign out" by sticking their face onto the area of the lunch board** that corresponds to their lunch location. Students must "sign in" by moving the Lunch Card to its original position on the lunch board.

Open campus lunch privileges will be revoked in one week increments if:

- Students fail to sign out before they leave the building
- Students fail to sign in before the end of lunch
- Students return to KAIS after 1:15pm (5 minutes before the lunch bell) or are late to their fourth period class

**If students act in a manner that does not reflect the values of KAIS during open lunch, that student's open campus privileges will be revoked for the remainder of the school year. Depending upon the severity of the situation, additional disciplinary action may be taken.**

#### **4.5 Leaving Campus under Other Circumstances**

If a student needs to go home because of illness, he/she must report to the secretary. Permission to leave campus for part of the school day may only be granted by the school upon notification from the parents and permission of an administrator. Leaving school grounds without following the procedures prescribed is an infraction of school rules. Work detail will be assigned and/or other consequences will go into effect.

**All students are expected to leave the KAIS Campus by 6:00pm unless there is an evening activity. In such cases, students are expected to leave campus within a half hour of the end of the scheduled evening activity.**

#### **4.6 Excused Absences or Tardies**

Excused absences or tardies will be granted under the following circumstances:

- Personal illness. Students who are ill should not come to school.
- Dental or medical appointments. Such appointments should be made outside of school time if at all possible.
- A family emergency requiring immediate attention.
- Excused absences may also be granted for religious holidays or any other reason deemed necessary and acceptable by the administration.

#### **4.7 Consequences for Excessive Absences or Tardies**

- More than eight excused/unexcused absences in a semester per course can lead to the loss of class credit.
- If a student accumulates six excused and/or unexcused absences per semester in any one class, the parents will be contacted by the administration. There may be a follow-up conference with parents and the student.
- Arriving at school later than 11:00am, except as a result of delayed public transportation, will be considered an excused (if no prior notice is given) or unexcused absence for that day, depending on the circumstances.

#### **4.8 Make-up Work Due to Absences**

- It is the student's responsibility to make up work missed due to an absence. Any assignment due or test given on the day of absence must be completed the first day back.
- In case of a pre-planned absence, the student must complete all work and exams either before leaving or as soon as he/she returns as designated by the teacher.
- Where illness or other unplanned absences are involved, please contact teachers via phone/email or immediately upon return to school, to ask for or turn in assignments. You may also call the school to request assignments. All work must be completed within a reasonable amount of time as specified by the teachers.
- Parents of students who have been ill and absent from school for a week or longer need to be in contact with the director.

#### **4.9 Absences and Co-curricular Participation**

Students who miss school due to illness must be in attendance for all classes in order to participate in a co-curricular after-school activity on that day. Students missing school for reasons other than illness must have an excused absence in order to participate. Final authority for infractions of this rule will rest with the principal.

# 5. Discipline Policy

## 5.1 Principal's Statement on Discipline

KAIS is proud of its reputation as an excellent educational institution. Thus, it is taken for granted that students at KAIS will strive to uphold this reputation. As a private school, KAIS reserves the right to take appropriate disciplinary action, including suspension or expulsion, for activities of a student, whether on-campus or off-campus, which are considered detrimental to the welfare of the school, student body, or individual.

## 5.2 Values and Goals

KAIS International School hopes to foster in its students and faculty the highest sense of honor and personal integrity as well as generous and responsible global citizenship. We aim at these goals because they are good and proper in themselves and because to do so will give positive influence for good in the world at large.

Honor and integrity mean speaking the truth, keeping promises and being honest and upright in all our relations with others. This means going beyond the mere letter of the law to avoid even the appearance of impropriety and it means accepting without excuses or special pleading the consequences of all our actions. It is also the spirit of fair play and good sportsmanship.

Generous and responsible global citizenship builds the sense of trust that is needed for the members of an international community to work together to their best mutual advantage. It means protecting the rights of other people as well as respecting the rights of property. It is an instinct of helpfulness and consideration for all others, acceptance of diversity and respect and care for the environment.

## 5.3 Mutual Respect and Anti-Discrimination Policy

As KAIS is an international school, the students and their families represent a wide range of cultures with different customs, belief systems, expectations, and values. Although learning in this atmosphere is beneficial to creating a diverse educational environment, it is imperative to be mindful of these differences, and that others may be sensitive to our words and actions. To that end, language that disrespects or discriminates against any member of the KAIS community on the basis of race, religion, gender, color, sexual orientation, age, political beliefs, intellect, national identity, physical appearance or ability, creed, or disability, will not be tolerated and will lead to immediate disciplinary action.

## 5.4 Guidelines for School Conduct

Appropriate school conduct is guided by considerations of safety, integrity and respect.

- **Mutual Respect:** Each individual should show respect toward his or her teachers and fellow students and expect the same respect in return.
- **Honesty:** All students are expected to be honorable, truthful and trustworthy.
- **Cheating/Plagiarism:** All students are expected to maintain academic honesty in every aspect of their academic work. *Please refer to the section on Academic Honesty.* The consequences for cheating and plagiarism are the same.
- **Insubordination:** Students are expected to comply with all reasonable requests of the teachers and staff.
- **Intimidation:** It is essential that no member of the KAIS community is intimidated, either physically or psychologically, by others.
- **Theft:** Theft is a major infraction of KAIS rules and may lead to immediate expulsion.
- **Disrespectful Language:** All students are expected to use appropriate, inoffensive language. This also refers to slogans and wording on clothing. See above Mutual Respect and Anti-Discrimination Policy.
- **Dress:** Without imposing stringent dress standards on the student body, KAIS requests that parents and the school encourage good grooming and appropriate dress at school. Certain basic dress standards must be followed in order to maintain a positive, caring environment which allows students to be free from offensive or distracting influences, and which provides a focused atmosphere conducive to teaching and learning. Students who are dressed in a manner deemed inappropriate by the school will be requested to change and may be sent home.
- **Inappropriate/Dangerous Items:** The use or possession of inappropriate, illegal and/or potentially dangerous items is forbidden. This includes laser pens/lights and pocket knives. A student having a knife or other dangerous item in his/her possession will face immediate disciplinary action.
- **Substance Abuse:** Substance abuse, which includes use of tobacco in any form, alcohol or illegal drugs, is unlawful and considered a major infraction of KAIS rules. Use of these substances is unacceptable on campus or in the general vicinity of the school, either prior to, during, or after school. If any student is caught using or in possession of tobacco, alcohol, or any illegal substances (either on or off campus), parents will be notified immediately, and open-campus privileges will be taken away for one semester. A second offense will lead to immediate suspension.
- **Locker Room:** This is a storage area where students can keep books, backpacks, and personal items. Students should not take anything to a class that is not required for that class. Students should also not leave any food in their lockers when they leave at the end of a school day. We ask that students show respect for the environment of this area and their fellow students by throwing trash in the appropriate bins, not leaving backpacks and sports bags around, locking lockers, and demonstrating appropriate behavior.
- **Backpacks:** Students may carry their backpacks to class, but backpacks need to be under their seat. Computers may never be in backpacks, and during school hours, cell phones may not be in backpacks.
- **Food and Beverages:** In an effort to maintain a clean school, students may consume food/beverages only on the first floor (the library, the kitchen, the lobby, and the social studies room) and the balcony during lunch, before or after school (not during homeroom). Students are not to eat or drink “downstairs” or “upstairs.” Students are permitted to bring sealable (screw-top) bottles to class. This bottle may only contain water and may not be placed on the same surface as a computer. Students are asked to throw away trash into the appropriate containers and to keep all areas free of litter.
- **Computer usage:** Computers, personal computers from home, school-issued tablets, tablets from home,

the student printer, and headphones/earphones may only be used independently by students in the Library during designated hours (9:00am – 9:30am and 4:00pm – 5:45pm) and as permitted in class.

• **Cell Phones & other wireless communication or entertainment devices:** The use of devices is prohibited inside the building at all times. Devices must be turned off during school hours, put away and kept in student lockers. In case of an emergency, parents may contact their child through the school telephone: (03) 5421-0127.

• **Train Behavior:** When traveling between home and school, or between home and a KAIS related event, on public transportation, KAIS students are expected to exercise courtesy, restraint and respect in order to maintain good relations with the community.

• **Use of Bicycles, Skateboards, and Longboards:** Students riding bicycles to and from school are encouraged to use proper safety equipment such as helmets, reflective tape and lights. Bicycles should be locked and stored in the bicycle rack in front of the school. *Skateboards and longboards (as per Japanese law) may not be used as modes of transportation to or from KAIS and/or KAIS related events.*

## 5.5 Responses to Disciplinary Issues

Students at KAIS are given considerable freedom while on campus and during school activities. With this freedom comes the responsibility for students to conduct themselves in a manner consistent with our professional learning environment. It is our belief that student discipline is most effective when handled in a respectful, caring environment. A quick word in private with a student who is not meeting our behavioral expectations is often all that is needed to help a student get back on track. In cases where such an approach is not effective, or where more serious disciplinary violations have taken place, stricter disciplinary responses will be enacted. Decisions regarding disciplinary responses for student misbehavior will be made by the school administration, and will be impacted by the seriousness of the violation, the way in which the student has handled themselves both before and after the violation, and whether this is the first time the student has behaved inappropriately. Possible disciplinary responses include one or more of the following:

- **Work Detail (Mandatory Study Hall):** Work detail may be assigned for other infractions. This may be scheduled before or after school and takes precedence over all other activities.
- **Communication with Parents:** Parents may be contacted by an administrator.
- **Conference:** A conference may include the student, parents/guardians, administrators, and/or other appropriate people.
- **Educational Component:** Under the guidance of an administrator or teacher, the student will be required to research a particular topic.
- **Suspension:** Suspension is the removal of a student from school including all classes, co-curricular activities and/or overnight events. A follow-up consequence may be disciplinary probation.
- **Restriction from Overnight School Trips:** A student may be restricted from participation in school events and trips.
- **Restriction from Co-curricular Participation:** A student may be restricted from co-curricular participation for up to one year.
- **Restriction of Open Campus Privileges:** Open campus privileges may be revoked.

- **Search of Lockers, Bags and Person:** If there is reasonable suspicion to believe that a student possesses a items which may be inappropriate, stolen, illegal or dangerous, the administration may search the student's lockers, bags and/or person. Wherever possible, a locker search will be done with the student present, and the student has the right to request the presence of a third party.
- **Loss of locker privileges:** A student who fails to keep his/her locker clean and sanitary may lose the privileges of having a locker.
- **Formal Written Contract:** A formal written contract between the school, parents and student may be required which specifies expectations and consequences of behavior.
- **Disciplinary Probation:** This provides a specific period of time for the school to work with the student and family. Participation in co-curricular activities may be restricted, and presence on campus after school may be denied. Should efforts by the school to provide guidance to the student and family result in no improvement, the school will assist the family in locating an alternative educational setting.
- **Mandatory Family or Individual Counseling:** The school may require professional counseling or diagnostic evaluation as a requirement for continued enrollment. The results of any testing and/or professional recommendations for school action would also be required by the school.
- **Financial Reimbursement:** A student may be required to reimburse individuals or KAIS for damage to or destruction of property.
- **Expulsion:** Expulsion is the immediate removal of a student from KAIS.
- **Police Referral:** A student who chooses to violate the laws of Japan while on any school-related activity can be reported to the police for further action.

### **5.6 Curricular and Co-Curricular Trips**

KAIS students are representatives of our school at all times, whether on campus or while taking part in off-campus or overnight trips. Students who behave inappropriately while on a school-sponsored trip not only jeopardize their own health and safety, but also compromise the school's ability to conduct similar trips in the future. For this reason, students are subject to all KAIS disciplinary policies while on school-sponsored trips.

Students found in violation of the policies of this handbook while on a school-sponsored trip are subject to the disciplinary measures mentioned in this Handbook. Additional measures may include:

- **Restriction of Participation on Current Trip:** The student may no longer participate in trip activities, and may be sent home early at parents' expense.
- **Restriction from other Overnight School Trips**
- **Suspension**
- **Disciplinary Probation**
- **Financial Reimbursement** - In the event that a student's actions cause monetary damage

In particular, students who consume alcohol or illegal drugs, leave the lodging after curfew, or involved in acts of vandalism while on an overnight school trip, shall be subject to:

- **Suspension**
- **Prohibition from participating in any school trip with an overnight component**

## **5.7 Minor Infractions**

Minor infractions are small deviations from the sense of community and common decency that we try to build at KAIS. To emphasize their status while still maintaining a lighthearted atmosphere, these minor infractions are called *llamas*. A record is kept of each llama earned by junior high students. Parents will be notified by email when their child has accumulated five llamas.

It is expected that high school students are mature enough to abide by the customs of the community with minimal intervention. To the extent that this expectation is not met, measures will be taken as appropriate to the situation.

**The following breaches of KAIS policy will lead to the offending junior high student earning one llama:**

### **Behavior**

- Bags not stowed properly
- Shoes not stored in the shoe rack
- Computers not put back in the computer rack after use
- Bicycles not stored properly in the school's bike rack
- Littering or placing trash into incorrect bins
- Having food or drinks upstairs or downstairs
- Having drinks in class other than a sealable bottle of water
- Coming to class late or unprepared (not having having proper materials for class)
- Conduct unbecoming of a student

### **Language**

- Speaking languages other than English (outside of Japanese class / other appropriate times designated by the Japanese teacher)
- Disrespectful, hurtful, or inappropriate language or gestures
- Using language that has a negative impact on the environment at KAIS

### **Devices**

- Using or being in possession of unauthorized devices\* inside the building at any time (including before school, after school, or during lunch)
- Inappropriate computer usage (dropping computers, mistreating computers, accessing inappropriate websites, playing video games, etc.)

\*Unauthorized devices include but are not limited to cell phones, tablets, gaming devices, and headphones/earphones.

## **5.8 Bullying**

KAIS believes that every child has the right to learn without fear in an atmosphere of mutual trust and respect. Every student is expected to be responsible for his/her own behavior, to exercise self-discipline,

and to refrain from behavior which interferes with other students' right to learn or endangers the health or well-being of others. KAIS will not tolerate bullying.

Bullying is a form of harassment. It is improper behavior by one or more students which is directed at another student and is offensive and interferes with their well-being. It may include teasing, name-calling, threats, unwanted physical contact or violence, often on a repeated basis, which demeans, belittles, humiliates, or frightens the other student. It can take place in and out of the classroom, **online** or even outside school.

All incidences of bullying will be reported and investigated. In cases that are substantiated, the school's actions will be reported to the parents of all the students involved, including the victim's. The school will offer a proactive, sympathetic and supportive response to students that have been victimized that could include, but is not limited to, mentoring, mediation, or assertiveness training. The bully too will receive the understanding needed to change their behavior.

Bullying of a KAIS student by a student or group of students is considered a serious violation of school rules, and will result in disciplinary consequences.

### **5.9 Procedures for Dealing with Sexual Harassment**

KAIS is dedicated to creating a harmonious working and learning environment in which individuals can achieve their goals and aspirations, and the dignity of individuals is respected. To this end and in recognition of the fact that sexual harassment is illegal in Japan, it is the school's policy that no employee, contract worker, volunteer or student, male or female, shall sexually harass any other potential or actual employee, contract worker, volunteer or student.

Many different forms of behavior may constitute sexual harassment, including (but not limited to):

- Making unwelcome sexual advances or an unwelcome request for sexual favors, e.g. persistent requests for a date, suggestions of sexual involvement accompanied by implied or explicit threats concerning one's employment, promotion, grades, achievements or activities available through the school.
- Verbal, non-verbal or physical conduct of a sexual nature, e.g. obscene, sexually derogatory or stereotypical jokes or remarks, persistent questioning about a person's sex life, leering or lewd gestures or deliberately brushing up against another person.
- Creating, either alone or together with other people, a hostile, offensive or intimidating working environment e.g. displaying sexist or other sexual pictures or obscene name calling.

Sexual harassment can be the accumulation of a series of incidents or something that happens once, in circumstances where a reasonable person would have anticipated that the harassed person would be offended, humiliated or intimidated. It is therefore the impact of the behavior on the recipient and not the intention of the perpetrator that defines whether or not the act is harassment.

If an employee, contract worker, volunteer or student believes he or she is the object of any form of harassment he or she should, if possible, tell the harasser that the behavior is unwanted and unacceptable.

The recipient of the harassment may want to ask a friend to be present when they do this. If the behavior persists they should report it to their supervisor/teacher. If the supervisor/teacher is the source of the alleged harassment or does not deal with the matter to the recipient's satisfaction, the matter should be reported to the principal.

If the recipient does not feel comfortable confronting the harasser or reporting the matter to their teacher, he or she may decide that this is not appropriate and report the matter directly to the principal. Recipients of harassment are encouraged to come forward with complaints as soon as possible after the harassment occurs.

Employees who are in a position of authority, such as teachers and supervisors, are under a particular obligation to ensure that sexual harassment does not occur at the school. If they suspect that sexual harassment is occurring, they should speak to the people involved and report the matter to the principal or director.

A prompt and thorough investigation of any allegation of sexual harassment will be undertaken. As far as possible the confidentiality of both the complainant and the alleged harasser will be maintained. In addition the school shall ensure that the person alleging the harassment will not be subject to any disadvantage or victimization because he or she has made this allegation.

After the investigation is completed, any person found to have sexually harassed another will be subject to disciplinary action, dismissal or expulsion from the school.

## 6. Academic Honesty

### 6.1 Policy

KAIS is a community of learners in which students and teachers work together in the classroom as well as online and at home. We want to promote a healthy collaboration in our learning community while at the same time upholding the highest standards of academic honesty.

Teachers indicate their expectations regarding which assignments are collaborative and which should be carried out individually. On tests, quizzes and many other assignments, students are expected to rely entirely on their own ability and approved resources. At other times, they are welcome to work with or seek help from teachers, peers, siblings, parents, tutors or online resources. But what does help mean? It means that you honestly attempt the work to the best of your ability on your own, then seek guidance or coaching from others. It does not mean having someone else do even a small portion of your work, or merely copying someone else's work. That would be academically dishonest.

**KAIS takes incidents of academic dishonesty, i.e. plagiarism and cheating, very seriously.**

The following information regarding plagiarism is taken from James D. Lester's *Writing Research Papers: A Complete Guide*, 9th Ed. 1999 :

*Plagiarism is the offering of the words or ideas of another person's work as one's own. These words and/or ideas may come from print or non-print resources including interviews, television, online databases or the Internet.*

Examples of academic dishonesty include but are not limited to:

- Using another student's work, in whole or in part, and submitting it as your own.
- Allowing your assignment, in outline or finished form, to be copied and submitted as the work of another.
- Preparing an assignment for another student and allowing it to be submitted as their own work.
- Having another student, parent, tutor, other person or online resource do part or all of your work.
- Copying any direct quotation from source material without providing quotation marks and without crediting any source.
- Paraphrasing material or using an original idea or interpretation that is not properly introduced, rephrased and documented.
- Using technology (computer, calculator, cell phone, etc.) or other external resources when the teacher indicates these may not be used.

### 6.2 Tips to Avoid Academic Dishonesty

- Closely follow a teacher's instructions. If it is unclear whether the assignment is collaborative or individual or whether technology may be used, seek clarification from your teacher.

- Avoid the temptation to lend your work, borrow another's work, do work for someone else or ask another person to do your work.
- Acknowledge cited materials within the text by introducing the quotation or paraphrase with the name of the source from whom it was taken. When in doubt, cite sources.
- Seek clarification from your teacher.

### **6.3 Discipline Policy for Academic Dishonesty, i.e. plagiarism and/or cheating**

**First Offense:** The principal will be notified and a report will be sent to the student's parents. The paper or assignment will receive a grade of zero and a subsequent conference between the student and the teacher will be held. The student will also meet with the administration.

**Second Offense:** The principal will be notified, and a report will be sent to the student's parents. The recommended grade for the semester is an F. Other disciplinary action including suspension and probation may result. The student will have a conference with the teacher and will meet with the administration.

**Third Offense:** The student will have a conference with the principal, and a report will be sent to the student's parents. A recommendation of expulsion will be sent from the administration.

*Students and parents should be aware that most colleges and universities have a zero tolerance policy for academic dishonesty, and that students will be asked to leave their post- secondary institution due to a single instance of cheating or plagiarism.*

## 7. Facilities and Resources Policies

### 7.1 Network and Computer Policy

The comprehensive KAIS school network provides a virtually unlimited supply of resources and information to the community, placing an enormous responsibility on all users. Guidelines for school conduct, particularly those pertaining to honesty and integrity, are applicable to all technology users.

All individuals must adhere to the same code of ethics that governs all other aspects of life within the bounds of our learning community. Actions performed or initiated on any digital devices must reflect integrity, honesty and compliance with the discipline guidelines, as set forth in the Student Handbook. Policies protecting the privacy of a student's digital work are built on the premise of a trusting relationship, where common decency and respect for the rights of others are the guiding principles.

### 7.2 One-to-One MacBook Policy

Each student receives a MacBook for use during the school year. The MacBooks are property of the school. Students may use only the MacBook that was assigned to them for the year, and may not change the computer password. All computers have programs that may be used by students. Students may not install or delete programs on MacBooks without permission from the staff.

In order to ensure that computers remain in good working condition and allow students to utilize them for the betterment of their education, a few rules must be observed:

- Students may not use their MacBooks before or after school *except* at the designated place and time (Library – 9:00am – 9:40am and 4:00pm – close)
- Computers may not be used on the same table or surface area as any and all food or drinks.
- Computers must be carried with two hands, and students may only carry one MacBook at a time.
- Students must return their MacBook to the charging tower and plug it in when not in use and at the end of each day.

All computer issues or problems must be reported to the school as soon as noticed. **Any neglect, inappropriate use, destructive behavior (including dropping, spilling drink/food on, writing on, breaking, putting heavy objects on, etc.) may result in loss of computer privileges and/or necessity of the purchase of a new computer by the student's family.**

### 7.3 The KAIS Library

The KAIS Library serves the members of the KAIS community. The library maintains a pleasant atmosphere where all patrons may read, research, study, and use computers. Books, magazines, and reference materials are available for use. Students may suggest books or magazines to add to the growing collection.

The following information details the policies of the library:

- All lost books must be paid for. If lost material is found and returned, the replacement cost of the material will be refunded.
- Library books may be borrowed for 4 weeks. Books may be renewed if no other students have expressed interest in borrowing the same ones.
- A student may only check out two books at a time. Books can be checked out from Paxton.

#### **7.4 In Front of School Jurisdiction**

The school is responsible for students while they are in attendance during the school day and while they are participating in or attending school-sponsored events. All school rules are in effect during these times. It is important that we are considerate of the community around us. Our behavior in the vicinity immediately surrounding KAIS (i.e. our street, nearby parks, to and from the train station, and anywhere in Meguro) is especially important because of its impact on positive community relations. Students must be aware that they may be subject to school rules and disciplinary responses while away from school should actions by them be considered detrimental to the welfare of the school. Furthermore, cell phones may not be visible passed the first step of the school.

#### **7.5 Sports Facilities and Regulations**

All sports activities will be supervised by a staff member. Roughhousing or dangerous play is not allowed during scheduled or out-of-class time. As all KAIS sports facilities are off campus, students should uphold proper conduct and show respect to their community.

#### **Meguro Ward Gymnasium**

- Approved **indoor** athletic shoes must be worn for all activities in the gym.
- Appropriate athletic wear must be worn each day of Physical Education.

#### **Futsal Field**

- Appropriate shoes must be worn, and it is the responsibility of the student to be aware that different fields may require different footwear.
- Appropriate athletic wear must be worn each day of Physical Education.

#### **Interscholastic Athletic Regulations**

- All students participating in KAIS sports are expected to abide by all the rules and codes for conduct as outlined in the ISTAA Middle School and High School Sports Handbook.
- The athletic director may, at their discretion, bar a student involved in a major breach of school discipline from competition in the sport concerned.
- Students barred from a sport may not join another team during that season.
- Students in serious academic difficulty or on academic probation may be restricted from participating in a sport after careful consideration by the classroom teacher, coach, parents and the principal.

## **8. Student Activities**

The word “activities” is a general term covering most student endeavors outside the regular curriculum. Included here are organized clubs, student publications, drama and music productions, social events and so forth. KAIS places great emphasis on its co-curricular program. Students are encouraged to participate enthusiastically in the many activities that are offered. Further information concerning the activity program will be presented during the school year. In the meantime, the following information should be helpful to you as you seek ways to make your educational experience at KAIS most rewarding.

Eligibility to participate in a school-sponsored activity, not part of a regular class assignment, is dependent upon the standards set by the student/parents, the individual coach or advisor, classroom teacher and principal.

## 9. Trips & Events

**September 10:** Bowling Night

**September 17:** Open House

**October 7-9:** KAIS Trip

**October 22:** Graduate Night

**October 24:** KAIS Family Kickball

**November 7:** Autumn Harvest Social/ Nick's birthday

**December 9:** Karaoke Night

**February 5-7:** Ski Trip

**February 24:** Ice Skating

**March 8:** College Night

**April 14&15:** Student-led Parent-Teacher Conferences

**May 18:** Baseball Night

**June 17:** Spirit Day

**June 18:** Graduation & Year End Celebration

# 10. Miscellany

## Earthquake and Fire Drills

1. Fire and earthquake drills will be held occasionally during the school year as part of the school's disaster/emergency plan.
2. Earthquake and Fire Drill handbooks are kept on record at KAIS. It is of utmost importance to clear the building in a silent, quick and orderly manner. Students and teachers will be explicitly made aware of the emergency evacuation procedures.
3. During an earthquake, remain in the building away from windows and light fixtures and await further instructions.

## Health and Illness

Students who fall ill during the day must report to the Director and must seek prior permission of the appropriate classroom teacher.

## Notification of Parents' Absence from Tokyo

Parents are asked to please notify the school if they will be out of town. They need to appoint a guardian in case an illness or emergency should occur.

## Modified Schedules

It will be necessary at times (for example, days with conferences, assemblies, earthquake drills, final exams, etc.) to alter the daily class schedule. Students will be notified of these changes during homeroom announcements, and in cases where students are sent home early, parents will be notified by email.

## Photocopying and Printing

Students may *not* use the copy machine or printer in the teacher's office. Students may use the printer in the Library only during designated times (9:00am – 9:30am and 4:00pm – 5:45pm), and only for academic purposes.

Students are responsible for printing their own work. Any work sent to the teachers and staff will not be printed.

## Identification Cards

Each student will be issued a Student Identification Card that should be kept on them at all times.

## Train Passes

Students who use the train regularly should consider purchasing a train pass “*teiki*”. This pass will allow you to travel between your home station and Meguro station at a reduced rate.

## **Student Lockers**

Each student is issued a locker at the beginning of the year. Students are required to lock their locker when not in use and keep their key on their person at all times. The responsibility for securing locker contents rests with the student and not the school. KAIS is not responsible for anything stolen. Countless problems can be solved by not giving your key to other students and by remembering to keep your lockers locked. **Lost keys result in a re-keying charge to the student of ¥2000.**

In the event that a student loses their key, they will be loaned a spare. If the spare key is also lost, the locker will be opened once by the staff and parents will be billed ¥4000 for two replacement keys.

## **Change of Address, Telephone Numbers or E-mail Address**

Students and parents are requested to notify the Student Office whenever information has changed. In the event of an emergency, the school must be able to contact parents or guardians without delay.

## **Procedures for School Closures**

Should it become necessary to cancel school because of snow, typhoon, earthquake, or any other emergency, we will notify students and their families as follows:

- A message will be sent by email to parents
- Information can also be found on the KAIS blog (<http://www.kaischool.com/blog/>) and the KAIS facebook page (<https://ja-jp.facebook.com/kaischool>)

## **Fees**

Tuition and activity fees cover most phases of the educational program at KAIS, including the cost of textbooks, the school yearbook, the all-school trip, all sports, and certain other materials and events. There are a few activities, however, which are not directly covered, but which are considered necessary to the operation of the school program. For example, students are required to cover the cost of class field trips, transportation to and from sports practices and events, games, and P.E. classes, etc.

KAIS does not charge extra for textbooks; however, if a book is lost or damaged, students will be required to purchase a replacement for the school at cost. A book is considered lost if not brought to school for two consecutive weeks.

*Note: Outstanding debts for library books, school-owned materials, etc. may result in work detail, withholding report cards and/or transcripts until the debt has been cleared.*

# 11. Appendices

## **Suggested Guidelines for Parents**

The following guidelines have been included to ensure students get the most out of their experience at KAIS. What students do outside of school can directly affect their academic progress and education. The responsibility of properly managing this time lies on both the student and the parents. While KAIS believes in promoting independence amongst its students, guidelines and expectations are extremely important to ensuring a safe and nurturing environment.

1. **Talk with your child clearly** about your values, expectations and family rules regarding drinking, smoking, drug use and sexual behavior.

### **2. Set Clear, Enforceable Limits for Your Child**

- Consistently apply appropriate consequences for breaking family rules.
- Be sure the consequences are ones you are truly willing to enforce.
- Be open to renegotiating your rules as your child gets older and proves to be responsible and trustworthy.

### **3. Have a Curfew.**

We recognize that each family has its own set of values and we encourage all families in our community to set expectations and boundaries at home based on these values. It is also advisable to talk with other parents in our community about what their expectations and boundaries are at home, particularly as they apply to curfew.

- School nights (Sunday-Thursday)

Unless there is a special reason to be at school (i.e., movie night, sports practice) or another place, children will leave school by 6 p.m. at the latest, and should stay home on school nights. It is not advisable for students to meet and socialize after these hours on school nights.

Please consider the following legal terms when making your curfew policy at home:

Tokyo Metropolitan Ordinance Regarding the Healthy Development of Youths

(A youth (minor, 青少年) is a person who is under 18)

Article 15.4: Limits on going out late at night

- Excluding commuting to work, school or another good reason (その他正当な理由), a guardian must not allow a youth to go out (外出させる) late at night (深夜), defined as between the hours of 11pm and 4am.
- Without the permission of the guardian, or another good reason, no one may take a youth out (連れ出し) late at night.

#### **4. Money/Allowances**

Having too much money can cause problems for children. It is difficult to determine a specific amount of spending money since it depends on what else the allowance is to cover (i.e., lunches, school transportation, school supplies and weekend entertainment).

#### **Guidelines for parents' absence from Tokyo**

1. If during the school year, both parents will be out of Tokyo, they should appoint a guardian and notify the school as far in advance as possible.
2. Because illness, accidents and unforeseen problems can occur at any time, the school asks that the duly appointed guardian live directly with or close by the student(s) to provide adequate care and supervision. High school students should not be left on their own or in charge of younger siblings. A secretary in the office or a maid at home is not an appropriate guardian.
3. Parents often decide to go away when their children are on school trips. Should an emergency occur during this time, students may need medical care. It is important for parents to remember to notify the school even though students are not attending regular classes.

#### **School Policy on Peanut/Nut Allergies and Anaphylactic Reactions**

1. **KAIS Position** – KAIS cannot guarantee a peanut/nut free environment either with school-prepared food items or with items brought to school by students and parents. KAIS will however, attempt to minimize the use of peanuts/nuts in school prepared items and request that students and parents not bring peanut/nut items to school.
2. **KAIS Request to All Students and Parents Regarding Peanut/Nut Allergies** – All food brought to school for potlucks, events etc., are requested to be free of peanuts/nuts and peanut/nut products.
3. **Responsibilities of Parents with Peanut/Nut Allergies**
  - a) Prior to your child's first day of school at KAIS, inform the Director of your child's life-threatening allergy.
  - b) Provide Epi-pens for your child as follows: One for the student to carry at all times, and one for the school to keep.
  - c) Meet with appropriate school personnel to devise an avoidance plan of the allergen and the emergency response procedures in case of an accidental exposure.
4. **Responsibilities of KAIS to Parents with Peanut/Nut Allergies**
  - a) Consult with parents of students with life-threatening allergies.
  - b) Inform the student's teachers and staff of his/her allergy, the student's specific allergen avoidance plan, and in case of an accidental exposure, the emergency response procedures
  - c) Teach use of Epi-pens to school personnel.

d) Maintain the specific avoidance plans and, if necessary, the emergency response procedures.

#### **5. Responsibilities of Student with Peanut/Nut Allergies**

a) Maintain precautions and procedures as agreed upon by parents, student, and KAIS.

#### **Getting to the KAIS Campus**

KAIS International School is located in the family-oriented and foreigner-friendly neighborhood of Meguro, only 4 minutes from Shibuya by train on the JR Yamanote Line. Meguro station is also accessible by the Tokyo Metro Namboku Line, Toei Mita Line, and Tōkyū Meguro Line. KAIS is a 6-minute walk from Meguro station, East Exit.

#### **Address and contact info:**

KAIS International School

2-7-16 Kami-Osaki, Shinagawa-ku, Tokyo 141-0021

Tel/Fax: 03-5421-0127 (From Abroad: 011-81-354-21-0127)

General email: [info@kaischool.com](mailto:info@kaischool.com)

## **KAIS Student Agreement:**

The rules in this handbook are geared towards maintaining the fun, open, and respectful environment at KAIS.

Through continued attendance at KAIS, each student agrees to abide by all the provisions stated in this Handbook. If any provision of this handbook shall be found unenforceable by a competent authority, the remainder shall maintain its full effect.