



Handbook for Parents

2009 / 2010



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1. Introduction

Hiroshima International School (HIS), established in 1962, is a private, nonsectarian, co-educational day school which offers an educational programme to both native and second language English speakers. It is a non-profit making foundation, officially recognized as *Gakko Hojin* by the local government. HIS is a member of the Japan Council of International Schools (JCIS) and the Association of IB Schools in Japan and Korea (AIBSJK). The school is accredited by the Council of International Schools (CIS) and by the New England Association of Schools and Colleges (NEASC). HIS is authorised to offer the Primary Years Programme (PYP) and the Diploma Programme (DP) of the International Baccalaureate Organisation, and is authorised by the University of Cambridge to offer IGCSE courses in Grades 9 and 10.

The school is located on the outskirts of Hiroshima at Koyo. It is a modern and spacious two-story facility purpose-built in 1986. Additional classrooms were added in 2005 and 2007. A fleet of mid-sized buses transports students to and from school.

Students at HIS come from a wide variety of backgrounds. Approximately 35% are Japanese – though some are ‘returnees’, having lived and attended school abroad. About 15% are Korean. Of the remaining 50% about half have parents of different nationalities and the rest come from almost twenty countries. We pride ourselves on being truly international.

The teaching staff are all fully-qualified and are either English native speakers or are bilingual Japanese. They come from Australia, Canada, Japan, New Zealand, the UK and the USA. Staff turnover is low.

English is the language of instruction throughout the school. All students are taught Japanese by qualified Japanese teachers.

Further Information

The school welcomes enquiries. Please note that all of the school's forms and publications are available on the school website at www.hiroshima-is.ac.jp

For more information about the programmes of the International Baccalaureate Organisation, please see www.ibo.org

For more information about IGCSEs, please see www.cie.org.uk

2. Address

Hiroshima International School
3-49-1 Kurakake
Asakita-ku
Hiroshima 739-1743
Japan

Tel. 082 843 4111
Fax 082 843 6399

from outside Japan : +81 82 843 4111
from outside Japan : +81 82 843 6399

e-mail : hisadmin@hiroshima-is.ac.jp

website : www.hiroshima-is.ac.jp

3. Office Staff

Yuko Makio	School Secretary
Yoko Hiraki	Japanese Language Programme (JLP)
Eisuke Tsuyama	Accountant
Steve Asada	Custodian

4. Administration

Peter MacKenzie	Principal
Adrienne Jensen	Vice Principal
Mika Solvie	Operations Manager & English Language Programme (ELP)

5. Office Hours

During term time the School Office is open from 8am to 6pm.

During holidays it is open 9am to 4pm.

The School Office is normally closed at weekends and on public holidays.

6. Teaching Staff

NAME	PRINCIPAL TEACHING RESPONSIBILITY	ALSO TEACHES	COORDINATES
MacKENZIE, Peter	Principal	ToK	
JENSEN, Adrienne	Vice Principal	Pre-1 & Grade 1	
BARKER, Nigel	IT	Chemistry	IT
BARNFATHER, Clare	Grades 2 & 3		
BARTELINK, Wayne	Grades 4 & 5		
BAXENDALE, Jemma	PE	Humanities	Health
DANIEL, Ryoko	Teacher Assistant (Pre-1 & G1)		Library
DU PUY, Noelle	English & Humanities		
FOSTER, Michèle	Grades 2 & 3		1000 Crane Club
GAGNER, Donald	Biology & Science	Mathematics	
GREENSMITH, Jennifer	English		
HARADA, Hitomi	Teacher Assistant (EC)		
HEARSUM, Charles	History		Director of Studies
KIRIAKE, Mika	Japanese		
MIYAGI, Tamako	Japanese		
QUATTLEBAUM, Lisa	Art		MUN
RHODES, Karen	ESL	English	
SASAHARA, Shinobu	Teacher Assistant	ESL	
SIDES, Julia	Grades 4 & 5		
SIDES, Matt	Mathematics & Science		CAS & PYP
SMYTH, Steve	Mathematics		
TOKUNAGA, Takako	Music		
YANAGI, Yoko	Japanese		
YOSHITAKE, Masayo	Early Childhood		

PRIMARY SCHOOL CLASS TEACHERS

Early Childhood (EC)	Masayo Yoshitake
Pre-1 & Grade 1	Adrienne Jensen
Grades 2 & 3	Clare Barnfather & Michèle Foster
Grades 4 & 5	Julia Sides & Wayne Bartelink

SECONDARY SCHOOL HOMEROOM TEACHERS

Grade 6	Noelle Du Puy
Grade 7	Karen Rhodes
Grades 8 & 9	Jemma Baxendale
Grade 10	Steve Smyth
Grade 12	Jennifer Greensmith

7. The School Calendar 2009-2010

*Note that this calendar is correct at the time of going to print but that changes may occur.
Please check the school website for the most current version.*

	M	T	W	T	F	S	S		
August	10	11	12	13	14	15	16		
2009	17	18	19	20	21	22	23	18 th August	Orientation for all teachers
	24	25	26	27	28	29	30	25 th August	Start of School Year
	31								
September		1	2	3	4	5	6		
2009	7	8	9	10	11	12	13	8 th September	Open Evening
	14	15	16	17	18	19	20		(2 nd – National holiday)
	21	22	23	24	25	26	27	23 rd September	Professional Development Day #1 (National holiday)
	28	29	30						
October				1	2	3	4		
2009	5	6	7	8	9	10	11	9 th October	Interim Reports
	12	13	14	15	16	17	18	12 th October	PYP Sports Day (National holiday)
	19	20	21	22	23	24	25	16 th October	Break after 36 teaching days
	26	27	28	29	30	31			
November							1	2 nd November	Professional Development Day #2
2009	2	3	4	5	6	7	8	3 rd November	Peace Marathon (National holiday)
	9	10	11	12	13	14	15	13 th November	PYP Conference
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29	23 rd November	Parent-Teacher Conferences (National holiday)
	30								
December		1	2	3	4	5	6		
2009	7	8	9	10	11	12	13	16 th December	Festive Eve
	14	15	16	17	18	19	20	17 th December	Break after 37 teaching days
	21	22	23	24	25	26	27		
January	28	29	30	31	1	2	3		
2010	4	5	6	7	8	9	10		
	11	12	13	14	15	16	17		(1 st – National holiday)
	18	19	20	21	22	23	24	21 st -26 th January	Exam Week Grades 6-12
	25	26	27	28	29	30	31	29 th January	1 st Semester Reports (PYP)
February	1	2	3	4	5	6	7	8 th February	1 st Semester Reports (Grades 6-12)
2010	8	9	10	11	12	13	14	11 th February	Professional Development Day #3 (National holiday)
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28	26 th February	Break after 33 teaching days
March	1	2	3	4	5	6	7		
2010	8	9	10	11	12	13	14		
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		(22 nd – National holiday)
	29	30	31						
April				1	2	3	4	2 nd April	Interim Reports
2010	5	6	7	8	9	10	11	6 th April	Parent-Teacher Conferences Grade 6-12
	12	13	14	15	16	17	18	17 th April	International Festival
	19	20	21	22	23	24	25	22 nd April	Earth Day
	26	27	28	29	30			28 th April	Break after 37 teaching days
May						1	2	29 th April – 5 th May	Golden Week
2010	3	4	5	6	7	8	9		IB Diploma Exams
	10	11	12	13	14	15	16	18 th May	PYP Student-led Portfolio Conferences
	17	18	19	20	21	22	23	21 st May	Spring Concert
	24	25	26	27	28	29	30	22 nd May	IB Diploma Graduation
	31								
June		1	2	3	4	5	6		
2010	7	8	9	10	11	12	13		Grade 5 PYP Graduation
	14	15	16	17	18	19	20	15 th – 18 th June	Exam Week Grades 6-12
	21	22	23	24	25	26	27	25 th June	Break after 37 teaching days
	28	29	30					25 th June	2 nd Semester Reports

Section B : The Primary School

The Primary School (Elementary School) comprises six classes as follows:

- 1 x 'EC' (Early Childhood) for children aged 3 to 5;
- 1 x 'Pre-1' & Grade 1 for children aged 5 to 7;
- 2 x Grade 2 & Grade 3 for children aged 7 to 9;
- 2 x Grade 4 & Grade 5 for children aged 9 to 11.

B 1. Admission

Students entering EC3 must have reached their third birthday by 1st September.

Students entering EC4 must have reached their fourth birthday by 1st September.

Students entering Pre-1 must have reached their fifth birthday by 1st September.

Students entering Grade 1 must have reached their sixth birthday by 1st September.

Admission to subsequent Grades is dependent on the satisfactory completion of the previous one.

B 2. Multi-Age Classes

HIS has a policy of multi-age classes in the Primary School. For an explanation of this, please see the document "Multi-Age Classes" which is available on the school website or in the School Office.

B 3. Class Teachers and Assistants

Each class has a Class Teacher. In the EC and Pre-1 / Grade 1 classes there are also full-time bilingual teacher assistants.

B 4. Class Size

The maximum class size for EC is 15.

For all other Primary School classes the maximum is 20.

B 5. The School Day

Classes start at 9am and finish at 3.20pm. Primary School children have a morning break from 10.45 till 11.00 and their lunch break is 12.15 to 1.05. Snacks and other breaks are taken at the Class Teacher's discretion. All breaks and recess times are supervised by teachers.

B 6. English as a Second Language

The school employs a full-time, qualified and experienced teacher of English as a Second Language (ESL). Some students are withdrawn from regular classes for specific ESL support while others are assisted through in-class support.

B 7. Specialist Teachers

In the Primary School Japanese, Music, Information Technology and Physical Education are taught by specialists. Other subjects are taught by the Class Teacher.

B 8. Reports

The school reports to parents on average every seven weeks. There are two full, formal written reports issued at the end of each semester. Briefer 'interim' reports are also issued twice a year and are intended to flag concerns. There are two parent-teacher conference days, one in November and one in May. In the Primary School the second of these is a student-led PYP Portfolio conference. There is also an Open Evening in September and numerous other occasions throughout the year when parents are invited and encouraged to visit the school and see what their children are doing. At other times parents are very welcome to arrange individual meetings with their child's teachers. (But please make an appointment first.)

B 9. The Primary Years Programme

The curriculum throughout the Primary School is based on the International Baccalaureate Organisation (IBO) Primary Years Programme (PYP). Although its roots go back to the early 1990s, the PYP was formally launched by the IBO in 1997. In August 2009 HIS was one of 562 schools worldwide and one of 8 in Japan authorised to offer the PYP. The number of PYP schools worldwide is growing by more than 30% a year.

Like all of the programmes of the IBO, the PYP is not rooted in any one national educational tradition or culture. It aims to offer an international education for international students. The taught curriculum of course places emphasis on the core skills of literacy, numeracy, creativity, and social and physical development but students take a more active role in their own learning than is sometimes the case elsewhere.

Parents unfamiliar with the PYP are invited to information sessions during the year and are welcome to observe classes at any time (though we do ask that you make an appointment first).

The school actively recruits teachers with previous PYP experience and invests in their continuing professional development through attendance at PYP workshops and conferences where they can meet and interact with PYP teachers from other schools.

The IBO itself maintains quality assurance by inspecting and evaluating authorised schools regularly. HIS was most recently evaluated in June 2008.

Specific questions about the PYP at HIS should be directed to the school's PYP Coordinator, Matt Sides.

B 10. Field Trips

Field Trips are an integral part of the school's educational programme and it is important that all students participate. Much classroom work will be devoted to preparing for a trip and then following it up. Information about Field Trips will always be sent home in advance.

The school policy is that such trips must be staffed on the basis of one adult per ten students. In the case of the Early Childhood class we require one adult per five children. Consequently, parents are often asked to accompany some trips. In all cases parent chaperones must:

- Remain with the assigned group at all times;
- Not bring other children without first clearing it with the teacher in charge;
- Be sure they know what the teacher requires of them on the day.

B 11. Books and Supplies

The school provides all text books, teaching materials and educational resources. These are included in school fees.

B 12. What Else do Students Need?

Students in the Primary School should have their own:

- Backpack;
- Indoor shoes;
- Gym shoes;
- Extra clothes where appropriate, including a paint shirt, and a hat or cap for sunny days;
- Pencil case with HB lead pencils, eraser, pencil sharpener, glue sticks, ruler (cm + inches, if possible), scissors, coloured markers/pens, and coloured pencils;
- Blue HIS P.E. T-shirt (available from the School Office) and shorts.

Children in the Early Childhood class should also bring:

- A blanket and pillow (for the daily afternoon nap);
- Extra clothes including underwear (in case of accidents!).

B 13. Lunch & Snacks

The school does not provide lunches. Students need to bring a packed lunch each day. These are eaten in the classroom under the supervision of the Class Teacher. Children should also bring a small snack to eat midway through the morning. The school encourages healthy eating and discourages foods high in fats, sugars or artificial ingredients.

B 14. Homework

Homework is set as appropriate in order to:

- develop motivation;
- develop children's initiative and sense of responsibility;
- help children understand that formal learning can take place outside the school;
- reinforce skills, concepts, knowledge and attitudes taught in the classroom.

From Grade 2 (and for some children earlier) the class teacher will assign homework to students on most evenings, according to the child's level. In addition, all students are expected to read regularly at home.

Section C : The Secondary School

The Secondary School (Middle School & High School) comprises six classes as follows:

- 1 x Grade 6 for children aged 11 to 12;
- 1 x Grade 7 for children aged 12 to 13;
- 1 x Grade 8 for children aged 13 to 14;
- 1 x Grade 9 for children aged 14 to 15;
- 1 x Grade 10 for children aged 15 to 16;
- 1 x Grade 11 for children aged 16 to 17.

C 1. Admission

Student ages given above are intended as a guide only. Admission to a given Grade will principally depend on the satisfactory completion of the previous one.

C 2. Class Size

The maximum class size in Grades 6 to 10 is 20. Class sizes in Grades 11 and 12 will not exceed 15.

C 3. The School Day

Classes start at 9am and finish at 3.20pm. Secondary School students have a morning break from 10.30 till 10.45 and their lunch break is 1.00 to 1.50. All breaks and recess times are supervised by teachers.

C 4. Lateness

Students are expected to be in school by 8.50am. Students who arrive after 9am must report to the School Office and fill in a Late Arrival form which must be signed by the Principal or Vice Principal.

C 5. Leaving School Premises

Between 9am and 3.30pm Secondary students may only leave school premises with the prior approval of the Principal or Vice Principal.

C 6. Lunch

The school does not provide lunches. Students need to bring a packed lunch each day.

C 7. Books and Supplies

The school provides all text books, teaching materials and educational resources. These are included in school fees.

Additional charges, however, may be made for exceptional events such as visits to exhibitions or sporting or cultural events.

C 8. What Else do Students Need?

Students in the Secondary School should have their own:

- Backpack (or a similar suitable bag);
- Indoor shoes;
- Gym shoes;
- Blue HIS P.E. T-shirt (available from the School Office) and shorts;
- Pencil case with a black or blue ink pen, HB lead pencils, eraser, pencil sharpener, glue sticks, ruler (cm + inches, if possible), scissors, coloured markers/pens, and coloured pencils;
- Mathematical instruments including a protractor and compass;
- Graphic calculator. (The TI-84 is recommended)

The school cannot insist on parents providing students with access to a computer, printer and the Internet at home but students without such assets will be seriously disadvantaged.

C 9. Homework

Homework is an essential part of the academic programme in the Secondary School and it is required of all students. In addition to reinforcing the skills the student has been taught in the classroom, homework provides the student with time for consolidation and reflection on classroom work. The following chart should give parents some broad guidelines for the amount of time students are expected to be engaged in homework.

Grade	Hours per Day
6	1-2
7	1-2
8	2
9	2-3
10	2-3
11	3-5
12	3-5

It is the responsibility of all students to maintain a homework diary, in which they write down homework assignments, and to complete assignments by the deadlines set by the teacher. Students may be required to re-do homework if it is not done to the required standard. For all students the meeting of deadlines is a vital skill they have to learn. Moreover, examination coursework may be penalised if it is submitted late or is incomplete.

Please note that we discourage parents from taking their children on vacation during term-time. The school is under no obligation to give additional homework to students in the case of private/personal trips.

C 10. Reports

The school reports to parents on average every seven weeks. There are two full, formal written reports issued at the end of each semester. Briefer 'interim' reports are also issued twice a year and are intended to flag concerns. There are two parent-teacher conference days, one in November and one in April. There is also an Open Evening in September and numerous other occasions throughout the year when parents are invited and encouraged to visit the school to learn more about the curriculum and other school events. At other times parents are very welcome to arrange individual meetings with their child's teachers. (But please make an appointment first.)

C 11. Grading

In the Secondary School the IB grading system of 1 – 7 is used on reports and elsewhere. The grades should be interpreted as follows.

1	Very Poor	Minimal achievement in terms of the objectives.
2	Poor	Very limited achievement against all the objectives. The student has difficulty in understanding the required knowledge and skills, and is unable to apply them fully in normal situations, even with support.
3	Mediocre	Limited achievement against most of the objectives, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support.
4	Satisfactory	A good general understanding of the required knowledge and skills, and the ability to apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation.
5	Good	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.
6	Very Good	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. There is consistent evidence of analysis, synthesis and evaluation where appropriate. The student generally demonstrates originality and insight.
7	Excellent	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them almost faultlessly in a wide variety of situations. There is consistent evidence of analysis, synthesis and evaluation where appropriate. The student consistently demonstrates originality and insight and always produces work of high quality.

C 12. Honor Roll

Twice a year – when Semester Reports are issued – students whose work has been consistently impressive are rewarded by appearing on the Honor Roll.

To earn a place on the Honor Roll students must gain at least five grades of 6 or better and no grade below a 5. Students who achieve a grade of 6 or 7 in every subject earn a Distinction.

C 13. High School Graduation Requirements

Students completing Grade 12 should normally be eligible for a High School Diploma. Students who did not attend HIS for all of Grades 9 to 10 will ordinarily gain credit for courses taken in their previous schools.

A minimum of 22 credits is necessary to graduate. These must include:

- 4 x English;
- 3 x Science, Humanities (Social Studies), Mathematics, Foreign Language;
- 1 x PE, IT;
- 1 x Art or Music;
- 3 x Electives.

C 14. Guidance and University Entrance

Advice for students regarding university applications is provided by experienced members of the teaching and administrative staff. HIS is also a Centre for PSAT and SAT tests.

C 15. IGCSE – the International General Certificate of Secondary Education

In Grades 9 and 10 students are preparing for IGCSE examinations. These are taken at the end of Grade 10. IGCSEs are an excellent preparation for the IB Diploma courses which students will take in Grades 11 and 12.

C 16. IBDP – the International Baccalaureate Diploma

The curriculum in Grades 11 and 12 is based on the International Baccalaureate Organisation (IBO) Diploma Programme (DP). This programme is forty years old and HIS is one of more than 2,000 schools worldwide and one of 12 in Japan authorised to offer it.

The IB Diploma is recognised as a university entrance qualification in more than 150 countries.

The school actively recruits teachers with previous IB experience and invests in their continuing professional development through attendance at appropriate workshops and conferences where they can meet and interact with Diploma teachers from other schools.

Four current HIS teachers are also examiners for the IBO.

C 17. Teachers

All teachers at HIS are fully qualified. The majority of Secondary School teachers have previous experience of teaching IGCSEs and/or IB Diploma courses in other similar international schools. All subjects in the Secondary School are taught by subject specialists.

C 18. English as a Second Language

The school employs a full-time, qualified and experienced teacher of English as a Second Language (ESL). Some Secondary students are withdrawn from regular classes for specific ESL support while others are assisted through in-class support.

Section D : The Whole School

D 1. Health Care

First aid for minor cuts, scratches, bumps and illnesses will be attended to by school personnel. In the event of more serious injuries or illness, parents will be notified as soon as possible, and may be asked to come and get their child. If the parents cannot be reached, the student will be taken to the designated school doctor at the discretion of the Principal. We urge you to inform the school of any individual health issues concerning your child.

There are times when a child is taking medication but can still attend school. In such cases, a signed note with specific directions should accompany any medication to be taken during school hours. Parents should arrange for instructions to be received immediately upon their child's arrival at school. No medication of any kind will be administered without the authorisation of the parent.

D 2. Illness and Contagious Diseases

Because colds spread quickly, we advise you to keep your child at home until all signs of illness are clear and your child is able to participate in all school activities. Showing this consideration for classmates and teachers will help to maintain a healthy environment. If your child is on medication or has had a difficult night please inform the teacher as this may influence his/her behaviour at school.

If you suspect your child has contracted a contagious disease, such as chicken pox, measles, whooping cough, mumps or impetigo, please do the following:

- Visit the doctor to confirm the diagnosis;
- If confirmed please contact the school immediately and keep your child(ren) at home for at least five school days from the onset of the symptoms, unless otherwise advised by the doctor.

In the case of an outbreak in school of contagious or nuisance diseases, such as head lice, the school will use its best judgment about when, whether, or how to notify parents.

D 3. Smoking, Alcohol and other Drugs

Smoking is not permitted anywhere in the school at any time.

Students caught possessing, using or distributing cigarettes, alcohol or other drugs on school premises, while travelling to or from school, at school events off campus, or on school fieldtrips will attract disciplinary consequences which may include the withdrawal of privileges, suspension or permanent exclusion from the school.

D 4. Fire & Earthquake Drills

All students and school employees regularly practise the emergency procedures to be followed in the event of a fire or an earthquake.

D 5. Communication

It is our belief that students will benefit most from our programme when parents are involved in the educational process. It is our goal to establish a strong home-school relationship with every parent in the school community.

As part of our efforts to build a partnership in the education of our students, we communicate frequently with parents through written and oral progress reports, including – in the Primary School - a daily communication book.

It is important that parents inform the school if they have questions or concerns. In order to resolve issues effectively, the school requests that parents follow these steps. In most cases parents should first contact a class teacher.

1. Please contact the appropriate classroom or homeroom teacher if you have a concern about:
 - a. your child's progress, daily schedule, overall achievement level, friendships, or social adjustment;
 - b. medical issues or similar problems that might affect your child's performance;
 - c. instructional methods, curriculum, or homework.

If you are not satisfied with the answer you receive then please feel free to contact the Principal.

2. If your concern deals with school policies and procedures please contact the Principal.
3. If you need to discuss fees or financial matters, please contact the Principal.
4. If you have a query about the daily bus schedule, please contact the School Office.
5. If an issue cannot be resolved with the Principal, a letter should be submitted to the Chair of the Board of Directors.

The school will attempt to assist parents by arranging an interpreter when requested and when possible.

D 6. Weekly Newsletter & Blogs

Each Friday we publish on the school website a newsletter with important news for the upcoming weeks. Paper copies of newsletters are also upon request. Class and subject teachers also write regular blogs on the school website.

D 7. After School Hours

Students are expected to leave campus after school dismissal unless involved in activities scheduled especially for them. These activities include extra-curricular activities, private instruction in music, Student Council and other school-supported activities. Students remaining after school for these activities receive supervision from adult activity leaders.

Please note that the school does not provide supervision for other students who may remain on campus after the departure of the afternoon buses.

D 8. Absences

If a student is ill or is otherwise unexpectedly absent from school, parents are asked to inform the School Office (843 4111) as soon as possible. If a student is ill for more than a day or two but is able to work at home, the school will provide appropriate work for them to do.

D 9. Voluntary Absences

Parents are not encouraged to withdraw children during term-time for vacations. Parents are also asked not to 'leave early' or 'return late' in order to extend scheduled school holidays. In cases where students will miss routine classes because of voluntary absence the school does not provide extra work for them to take on vacation.

D 10. Unscheduled School Closures

The school may be forced to close unexpectedly due to weather conditions, maintenance difficulties or other problems. Every effort will be made to reach parents by telephone before school bus departure time. In cases of snow or heavy rain, the buses may be later than usual at the pickup spot. In cases where school is closed for more than three days in a year, the school will consider adding on make-up days.

D 11. Visitors to the School

Parents and visitors to the school are welcome. However, all visitors, including parents, should report to the School Office on arrival. Students wishing to have visiting friends attend the school must apply with a letter from their parents, at least two days in advance, for permission from the Principal.

D 12. The PTA

The Parent Teacher Association (PTA) is a parent support group for HIS school activities. The PTA designates officers to serve in the various positions within the organisation and elects members to the HIS Board of Trustees. The PTA does much valuable work in support of the school and is always happy to hear from interested parents.

D 13. Lost & Found

The School Office will keep items of clothing and other lost articles. If items are not claimed within a reasonable time they will be disposed of. Parents are politely requested to ensure that all departing students remove all personal property from the school.

D 14. Information Technology

Each student at HIS has access to desktop computers, laptops, printers, scanners and digital cameras and all classes above 'EC' have timetabled IT classes in the IT Lab. The school has more than sixty personal computers (desktops and laptops) for student use in classrooms, the Library and IT Lab.

HIS requires that no games are loaded on computers that are not in some way a part of the school's educational programme. Internet access is provided at school as an educational resource. The school requires that students do not do any of the following on the Internet:

- Participate in chat rooms without their teachers' permission.
- Download programs or games without their teachers' permission.
- Purchase items online.
- Access inappropriate sites.

All students are required to comply with the school's computer usage policies.

Computers play an increasing role in your child's learning every year. We strongly urge parents to have a personal computer at home that is connected to the Internet and a printer. Students are welcome to use their own laptop in school.

D 15. Student Code of Conduct

Students are expected to:

- Respect others and their property
- Be polite
- Keep the school neat and tidy
- Speak softly when indoors
- Walk (not run) in the corridors
- Wait patiently for their turn
- Work hard and do their best
- Help each other

Bullying (teasing) is not acceptable at any time, on any level, in any form. If you are aware of students who are having difficulty relating to these standards please contact us so that action can be taken.

D 16. Student Dress Code

All clothes should be marked with the student's name. Clothing should be clean and free of offensive graphics or language, and large holes and tears. Parents should expect that children will sometimes do messy project work and that clothes may get glue and water-based paint on them. (An effort is made to ensure that the children wear protective covering – such as plastic smocks or old shirts – but there will inevitably be spills and other accidents which may stain or damage clothing.) Clothing must also be appropriate for play outdoors in different seasons. Students are required to wear a change of shoes in the building (this is a Japanese tradition and also helps to keep the school clean). All students must wear a non-scuff sole indoor shoe.

All students are required to change into a HIS blue T-shirt and shorts (not long trousers) for PE classes and sports activities.

Teenage students are expected to dress in a manner which will not cause offence or embarrassment.

D 17. School Buses

The school contracts a local firm to provide transportation to and from the school each day. If parents wish their child to use a school bus please contact the School Office. Note that an additional fee is necessarily charged for this service.

Every attempt is made to provide a bilingual (Japanese and English) Bus Monitor for every bus but this cannot be guaranteed.

- All students who ride on school buses must wear seatbelts at all times.
- Buses may only collect or drop-off students at pre-arranged points.
- Students are expected to behave responsibly on the buses.
- Students who are not scheduled to ride on a school bus may only do so with the permission of their parents and of the School Office.

Copies of the School Bus Policy are available from the School Office.

D 18. Mobile Phones

Students may bring mobile phones to school. However, they must be switched off during classes and in the library. Failure to do this will result in the phone being confiscated.

D 19. Students Driving to School

The Principal may allow students aged 18 years or above to drive cars and students aged 16 years or more to drive motor cycles to school in the following circumstances:

- a. A written application must be completed by the student and his/her parents;
- b. The student must have a valid Japanese driver's license and vehicles must be registered;
- c. Appropriate insurance must be carried;
- d. Students driving motor cycles must wear crash helmets;
- e. Students should drive carefully and cautiously at all times;
- f. Students must park cars/motor-cycles in the school car park. The school accepts no responsibility for loss or damage to vehicles parked in the car park.

D 20. Student Withdrawal

Parents who wish to withdraw their child(ren) should collect a Withdrawal Form from the School Office. Only when this Form has been received and all withdrawal procedures have been completed will the school issue Leaving Certificates, Transcripts and Reports.

D 21. The Use of Photographs of Students

Photographs of classes, individual students, sporting and performance events, and fieldtrips may be published on the school website or in marketing and promotional material. If you do not wish any photograph including your child to be published please inform the Principal in writing. Ordinarily, students whose photographs appear on the website are not identified by name.

D 22. Student Placement

Parents sometimes request a particular teacher for their child. It is the school's policy to place children according to the educational needs of all children and not according to parental preferences.

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