

## NON-TEACHING ACTIVITY GUIDELINES

Students are allowed to use part of lesson hours and time outside lesson hours to receive daily life assistance from Japanese language teachers under the following guidelines.

### 1. Daily Life Assistance

#### Examples of assistance allowed for this service:

- Translation of handouts from schools attended by ISE children
- Sorting and identification of important mail received at ISE home
- Assistance with receiving and sending of items through courier or postal services
- Explanation on how to use appliances in the apartment
- Help with shopping of items that need special instruction in Japanese
- Accompaniment to local public offices

Teachers and ISEs should use time spent on daily life assistance incorporating the use of language studies, giving opportunities for the students to use their Japanese abilities in real-life situations whenever possible.

Certain activities will not be allowed under the living assistance program, specifically those that are simply a convenience to the ISE and not a form of assistance that requires the services of a native Japanese speaker.

#### Examples of assistance not allowed:

- Babysitting
- Looking after apartment (pets/plants) in ISE's absence
- Accompaniment for daily shopping of basic items

2. Within the lesson hours approved by Ford HR, an ISE may use this time on lessons, assistance, or a combination of both. For example, an ISE who is taking three one-hour lessons a week could take two hours of class and use one hour strictly on assistance. The next week, the same ISE could take three hours of lessons and no assistance. The time spent is at the discretion of the ISE, provided that:
- a. When daily life assistance occurs during the course of a Japanese lesson, a guideline of 15 minutes per lesson is the maximum allowed.
  - b. For assistance outside the course of a Japanese lesson, the teacher and ISE will be expected to make a schedule ahead of time, based on ISE needs and teacher availability. If the ISE's normal teacher is not available when needed for assistance, the ISE may contact HIS to arrange a substitute.
  - c. ISEs will be responsible for any personal transportation or other miscellaneous expenses associated with daily living assistance.

### 3. Medical/Emergency Assistance

Meisei Planning Inc. is the primary provider of medical, emergency and related assistance to Ford ISEs. HIS is simply an alternative, strictly where an ISE is more comfortable using his/her Japanese teacher for standard medical assistance. HIS should not be considered an alternative for emergencies and does not have staff available at all hours for such service. (Please note that medical assistance, through either Meisei or HIS, is not subject to hourly limitations and is separate from normal assistance. ISEs may use this service as needed.)