

# Dorm Handbook 2022-2023



## WELCOME!

Welcome to Hokkaido International School: your home away from home. The dorm parents, supported by the staff, teachers, and Head of School, are looking forward to this school year. We are committed to providing you with a positive life experience in the dormitory.

The information in this handbook outlines our expectations for you as a resident and attempts to answer some commonly asked questions about the dormitory experience. It is a guide for living together as a member of our intentional learning community and sharing a valuable lifetime experience.

We count on your cooperation and commitments to:

1. Your education
2. Your HIS community
3. Your dorm community
4. Your dorm parents

All are essential as we all work toward an excellent year in the dorm and at school. Becoming familiar with the information in this handbook is one of your first responsibilities as a member of the boarding community. If you have any questions, be sure to ask!

Best wishes,

Dorm Parents: Ian Benjamin Aseltine, Neil Maclean, & Raluca Nagy

Head of School: Timothy Schlosser

## DORMITORY MISSION

The mission of Hokkaido International School Dormitory is to provide students with a safe, healthy, and supportive home environment, in order that residents may reach their potential as students, athletes and who are achieving the educational outcomes of the school.

## IMPORTANT INFORMATION

### YOUR LEGAL ADDRESS

[Your Name] c/o Hokkaido International School  
Sapporo-shi, Toyohira-ku, Hiragishi 5-jo 19-chome 1-57  
Hokkaido 062-0935  
Japan

### YOUR PACKAGE MAILING ADDRESS

Please note that packages should be sent to school address, not to the dorm address, because no one is at the dorm to sign for packages during business hours.

[Your Name] c/o Hokkaido International School  
Sapporo-shi, Toyohira-ku, Hiragishi 5-jo 19-chome 1-55  
Hokkaido 062-0935  
Japan

### CONTACT INFORMATION

#### WEST WING DORM PARENTS

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#### EMAIL, WHATSAPP, AND REACH

Official communications between dorm parents, students, and students' families should be conducted in writing, either through email or our designated messaging app, WhatsApp. Additionally, students are expected to become familiar with our dorm management system, REACH, and to use the REACH Kiosk in the genkan daily to sign-in/sign-out (SISO) whenever they exit or enter the dorm.

#### TELEPHONE USE AND CALLS

The availability of wi-fi in the dorms means that students are readily reachable via smartphone, email, social media, messaging, and video calling apps. Calls to the dorm parents' phones should be reserved for emergencies only. Whenever contacting students or dorm parents, we request that families make sure to **check Japan's local time before phoning!**

Students should refrain from calling or receiving calls, texting, or social media usage during meal times and study hours. If you need to contact someone about a homework assignment during study hours, please limit calls to 5 minutes. Telephone conversations about non-academic issues during academic times are not allowed.

Again, please note that cell phones are not to be used at all during dinner time. Dinner is a time when you should be communicating with your dormmates and developing face-to-face communication skills. Any misuse of phones, computers, or any other electronic device may result in confiscation.

## ALTERNATIVES TO THE PHONE

In recent years, most families have communicated through computer options such as Skype, Facetime, WhatsApp, and most messaging apps. These services provide video calling options that are free, easy to download, and easy to use.

## CELL PHONES

Dormitory students are required to have a cell phone with a Japanese number. A standard two-year contract provides a greater range of services, though contract-free options are available at electronics stores such as Yodobashi Camera or BIC Camera. Students are required to have a bank or postal savings account before they can get a cell phone. Please see the banking information below for details as special conditions apply to foreign students under the age of 16.

Students will also be required to purchase their devices outright rather than being permitted to purchase it over the course of a two-year contract. New phones can cost several hundred dollars, but quality used phones cost considerably less.

### TWO NOTES OF CAUTION

- Cell phone costs may be significantly higher in Japan than in other countries.
- Major carrier cell phone contracts are for a two-year period. You will be responsible for the penalty fees if you break a contract or if you do not plan to stay in Japan for a full two years. You are also responsible to pay all cell phone related bills.

## FINANCES AND BANKING

Personal expenses and shopping are the student's financial responsibility, including weekend meals (except for breakfast). We recommend that parents make a monthly allowance available to students either through deposits into their bank account in Japan or with a bank card from their home country, **in their child's name**, with which they can make cash withdrawals from ATMs. Please make sure that **the name on the card is the exact same name as that in the student's passport**. Note that not all ATMs allow international withdrawals from foreign accounts: the most convenient option for this is 7-Eleven, and there is often a fee. It may be more convenient for students to have their own credit cards to use until they have their bank accounts in Japan set up. It is important that you research which banks and businesses will accept which credit cards, as **many businesses in Japan, especially restaurants, do not accept credit cards**. Dormitory parents will not do this research for you.

Banks common to Sapporo are:

- Hokuyō Bank (North Pacific Bank): this is the most convenient, and there is a branch located close to school.
- Hokkaido Bank: there is a branch located close to school.
- Japan Postal Savings Service (Nihon Yucho Ginko): there are locations all around Japan.
- Convenience Store Banks: there are locations all around Japan.

School staff will assist new students to open a bank account (usually with Hokuyo Bank). The process to open a bank account may require a wait time of several weeks. Students may also be required to purchase a name seal (INKAN / HANKO, around ¥2000-¥3000) in order to open an account. Until a bank account is opened and a cell phone acquired, students should plan on using Skype or Facetime to make their calls.

## DORM FEE PAYMENT

Please note that payment for school tuition and payment for the dormitory must be made to separate accounts.

Please remit payment of Room and Board Fees to:

Bank Name: Hokuyō Bank (北洋銀行)  
Branch Name: Sumikawa Chūō Branch (澄川中央支店)  
Acct. Type: Ordinary/Futsū (普通)  
Acct. No.: 3272360  
Acct. Name: Hokkaido International School (北海道インターナショナルスクール)

## **DORM PROVISIONS AND SUPPLIES**

### **WHAT IS AVAILABLE AT THE HIS DORM**

Each dorm room (for two students) contains:

- Bunk bed with mattress and mattress coverlet
- Desk, chair, and lamp
- Cupboards
- Window curtains and bed curtains
- Closet with shelves

The dorm also provides:

- Free use of washers and dryers (two each per dormitory floor)
- Iron and ironing board
- Toiletries Basket (one per student on shelving in bathrooms)
- One Laundry Basket
- Storage Room. Please note that storage space is very limited, so please send students will as little luggage as possible.
- Free wireless internet access
- Printer
- A communal living room with a TV and electric piano.
- A communal kitchen and dining room containing a microwave, stove, oven, and a student fridge. Please label your items in the fridge!
- A storage area for ski & snowboarding equipment and bicycles.
- A shoe cupboard space for up to three pair of shoes and extra storage for boots (please store any additional pairs of shoes in your room).

Common areas of the dorm include open to all dorm residents include:

- A communal living room
- A ground-floor toilet

Additionally, on each floor of both the boys and girls dorms there are lounges, bathrooms, and toilets.

### **WHAT TO BRING**

Please note that while there is adequate space for students and their things, there is a finite amount of space in the dorms. Please be strategic when packing for the dorms. There is plenty of opportunity to purchase needed items after arriving in Sapporo.

#### **Clothing:**

- Towels
- Toiletries, i.e.: soaps, deodorant, shampoo, toothpaste, etc, that can fit in the toiletries basket

- Indoor and outdoor sport shoes for Physical Education class
- Indoor casual shoes for school
- Indoor casual shoes or slippers for the dormitory
- Outdoor walking shoes

Note that in both the dormitory and the school students are required to remove their outdoor shoes and change into indoor shoes or slippers, even when walking the short distance to school. Bare feet are not allowed in the school building. This is in keeping with Japanese custom and failure to do so will result in assignment to cleaning duties as a consequence.

### **Bedding:**

- A heavy blanket or comforter is a good idea. The dorm rooms are very warm in the winter months but tends to be a bit chilly during the fall and spring.
- 2 sets of bed sheet sets, Single size (100 cm x 200 cm). When one needs to be washed or is in the laundry basket waiting to be washed you will have a clean set to put on your bed.
- A pillow and pillowcase
- Blanket(s)

If you are not bringing bedding, we advise that you bring a sleeping bag for the first few days in the dormitory until you can purchase your own bedding.

### **Winter Gear**

Winters in Hokkaido can be long and snowy. Temperatures tend to hover around the zero Celsius mark during much of the winter while the end of January and much of February can see particularly chilly weather with temperatures falling to  $-10^{\circ}\text{C}$  or lower. It is **essential** to come prepared for winter weather.

- Heavy / wool socks
- Snow boots
- Winter coat / ski jacket
- Hat, gloves, and scarf
- Long underwear or a long base layer (especially for legs)
- Sweaters

### **Personal Medications / Cold Medication**

If you take any prescription medication, please be sure to notify us through the dormitory forms received after application. It is advised that you bring over the counter medicines from your own country. Note that some drugs may not have been approved in Japan and may be considered illegal here. *It is your responsibility as a family to investigate whether such drugs are prohibited in Japan or not.* If you need local medicines or an alternative prescription you may consult the school and the dormitory parents.

### **Other Supplies to Consider:**

Each year the middle and high school go on overnight trips. Here are some of the items that you will need for these trips. These items are readily available in stores in Sapporo.

### **High School & Middle School Overnight Trips:**

There is an overnight hike for high school students, near the beginning or end of the school year. Items needed are:

- Backpack
- Sleeping bag
- Sleeping mat
- Hiking boots or very sturdy walking shoes (*not* athletic shoes). These WILL get wet and muddy.
- Flashlight

- Camp stove (optional)
- Cooking utensils (optional)
- Eating utensils: plate, bowl, cup, fork, knife, spoon, etc.
- Winter hat and gloves or swimsuit—weather can vary from year to year with snow on some years and swimming weather on others.

#### **Domin-no-Mori / Hokkaido Citizens Forest (Middle School):**

This is an overnight trip on either the 1st or 2nd weekend of the school year to a youth camp operated by the Government of Hokkaido. Students prepare their own meals and set up tents. See the above list for items to bring.

#### **Jozankei Overnights:**

This is an overnight trip for secondary students at an Environmental Education Center. The trip takes place during late winter and most of the activities are centered around snow.

- Snow suit or snow pants and parka
- Warm boots, 2 pairs of gloves, hat, and a few pairs of socks.
- Be prepared to wear several layers of clothing including undershirts, sweaters, and/or fleece garments.

#### **Ski Days:**

In January or February all middle school and high school students will spend two school days at a local ski area. Ski and snowboard rentals are available. Used ski and snowboard equipment is readily available for reasonable prices at many local shops. Appropriate winter clothing will be required.

**All dorm students are required to attend all school-wide events.**

In addition to these required trips. The outdoor club and students in the outdoor education program frequently go on camping, hiking, boating, and other outdoor excursions. Information about these trips will be provided when they are announced.

## **SCHEDULES**

### **Moving In**

The dormitory will be open for students to move in from noon on Tuesday, one day before the Opening Ceremony. Student Council officers may be permitted to move in on Monday if arrangements have been made. All students are expected to move into the dormitory the day before HIS Opening Ceremony and are expected to attend the dorm meeting and BBQ that evening at 18:30. Parents are also invited to attend the BBQ and dormitory meeting if coming with their children. Notify the school in advance, by email, of your arrival date, arrival time at the dorm, and how many people you will be bringing to the evening BBQ. Dormitory students are expected to attend Opening Ceremony on the following day. Please make hotel arrangements if you are coming before the official opening of the dormitory. We suggest hotels that are located on the Nanboku Subway line, which runs near the school.

If you have last minute shopping needs, the dormitory parents will provide you with local area maps noting the location of shops where supplies can be purchased. Given the busy time at the beginning of the year they may not be able to assist individuals with the shopping itself.

### **Moving Out (Graduating Seniors and non-Returning Students)**

The dormitory closes at noon on Friday, the day after Graduation Ceremonies. All students must pack their belongings, clean their rooms, clear their lounge areas, storage closets, and bathrooms, and be completely out of the dormitory by noon on that day. They must check out of their rooms through the dormitory parents, return their

keys and receive permission to leave. Students will not receive their damage deposit until rooms have met the expectations of the dorm parents. *It is important to note that any unpacked items left in the dormitory become the property of the school and will be disposed of at the discretion of the dorm parents.*

### **Moving Out (Returning Students)**

The dormitory closes at noon the day after Graduation Ceremonies. All returning dormitory students must move out of the dormitory by noon of that day. Students who are returning to the dorm in the following school year must:

1. Empty their rooms of all belongings, including closets and cupboards.
2. Remove all personal items from the bathroom & laundry facilities.
3. Pack all personal items into boxes or suitcases with their names and home addresses clearly marked. Occasionally emergencies or personal situations have altered student's plans to return to HIS. Addressing boxes and suitcases will allow us to properly get your personal items to you by mail in the event of such an occurrence.
4. Store boxes, suitcases, ski/snowboards in designated storage areas. Please be aware that storage space is limited, and students will not be allowed to store an excessive amount of stuff over the summer. You are limited to 3 cardboard boxes or suitcases!
5. Clean their rooms. This includes wiping down all surfaces, vacuuming, and removing any decorations from the walls.
6. Have their rooms inspected by the dorm parents and hand in their keys before leaving.

Students will not receive their damage deposit until rooms have met the expectations of the dorm parents. *It is important to note that any unpacked items left in the dormitory become the property of the school and will be disposed of at the discretion of the dorm parents.* Also, no student will be allowed access to the dorms or their stored items over the summer.

### **Holidays:**

During Fall Break, Winter Break, and Spring Break, the dorm is closed and all students are expected to leave the dormitory. We strongly advise that students return home for these breaks. Parents must inform the dormitory of holiday plans for their children.

Students must leave HIS by noon on the day after classes have finished and will be allowed to return at noon on the day before classes begin. Check with your dormitory parents for specific check out & check in days and times. All trip plans must be communicated to the dormitory parents, including departure/arrival dates, and receive the approval of dormitory parents and the student's parents. *It is important that the we know when dormitory authority ends and resumes over holiday periods.* Students will not be allowed access to the dorms during these breaks.

Rides between the airport and HIS are the responsibility of the student and his/her family. In addition to train and bus service from downtown to Chitose Airport, [Hokuto Kotsu \(https://www.hokto.co.jp/english-timetable.html\)](https://www.hokto.co.jp/english-timetable.html) runs between Sumikawa station and the airport (the English timetable is not always accurate, so it is better to check the Japanese language website).

### **Weekday Schedule:**

7:30 am Breakfast (Attendance **required** Monday through Friday)

8:15 - Exit the dorm for school by this time

8:30 -15:30 - Regular school day. Dorms are closed. Dorm students are not permitted to return to the dormitory during the day. Forgotten homework, computers, or textbooks are not an emergency!

15:30–18:00 - Extracurricular / free time

16:00 – School Building Closes except for scheduled after-school activities

18:00 – Dinner. Attendance is **required** Sunday through Thursday, unless absent for a legitimate reason, such as a school function or other approved activity. All absences require a 24-hour advance notice to the dorm staff.

18:30–20:30 – Study Hall

21:30 – Middle School Curfew. All high students must be back in the dorm and preparing for bed.

22:00 – Middle School Lights Out. All middle school students must be in their rooms and in bed

22:00 – High School Curfew. All high students must be back in the dorm and preparing for bed.

22:30 – High School Lights Out. All middle school students must be in their rooms and in bed.

### **Important Notes to the Weekday Schedule**

**Breakfast:** Breakfast is served Monday through Friday, and students may choose from a selection of cereal, pastries, bread, fruit, vegetables, natto, and soups. Students need to check in for breakfast no later than 7:35.

**Lunch:** Lunch is not provided at the dormitory. However, when available, leftovers may be used for preparing lunches. Students may also arrange for a school lunch, purchased on a weekly basis at the school. Students may also purchase their own ingredients and/or boxed lunches at local convenience and grocery stores.

**Dinner:** A hot, nutritious dinner is served Sunday through Thursday. Students must report to the dining room by 18:00. Eating dinner is a requirement unless permission to eat elsewhere (eg. for a sports/team outing or parent visit) has been previously given, **at least 24 hours in advance**, by the dorm parents. Dorm parents and the dining staff need 24-hours advance notice to plan for students who will be absent for dinner.

**Bedtime:** Dormitory life provides a level of freedom for students not always found in a typical home environment. The temptation to stay up late after the “Lights Out Check” can be a difficult one for some students. Computer games, internet surfing and conversation can all serve to impinge on proper sleep. To create an environment conducive to all students, quiet is a necessity after Lights Out. Noisy individuals, obvious signs of exhaustion, and reports from teachers about student sleepiness in class will result in loss of privileges.

## **CONSEQUENCES**

During each semester, students who are late for or miss breakfast will receive a warning on the first and second time. For third and subsequent infractions, students will lose a portion or all of their weekday or weekend off-campus privileges. Students may also be required to adhere to individual plans to maintain overall health and well-being.

Loss of off-campus privileges can result in students not being allowed to participate in class, sports, or club activities.

Lateness to dinner will result in extra kitchen duties and/or loss of weekend privileges.

Students being loud or found to be out of their rooms after *Lights Out* will be warned the first time. At the discretion of the dorm parent, a student may lose a portion or all of their weekend off-campus privileges on subsequent occasions. In some cases, a student may be required to follow a monitored, individual plan for a prolonged period of time until it is deemed the student can be trusted to manage their sleep appropriately.



Excessive use of or discovered abuse of the Internet or computer games may result in a student losing the privilege to use their computers or cell phones in their own room. In such circumstances, the student will be required to surrender all their electronic devices to the dorm parents. Additionally, time limits may be placed upon the equipment's use at the discretion of the dormitory parents. Parents will be notified of concerns about misuse of electronics.

If necessary, all middle school students are required to turn in their electronic devices before lights out every day.

## WEEKENDS

- No evening meal is served on Saturday and Sunday evenings, though Cooking Club regularly prepares a communal meeting on Sundays..
- Cereal, milk, and other breakfast foods will be available in the dining room on Saturday and Sunday morning so students can serve themselves a light breakfast.
- National holidays and school holidays alter the dinner schedule for the week. Usually, dinner is *not provided* on such holidays. Announcements will be made about meals on weeks with a national holiday.
- There are no monitored study periods on Friday and Saturday. However, students are encouraged to use their time wisely on weekends and incorporate necessary study times into their schedules.
- Curfew is 22:30 and lights out is 23:00 for high school students on Friday and Saturday. Students must check-in (in person) with the on-duty dorm parent when they return to the dorm for the night.
- Curfew is 23:00 and lights out is 22:30 for middle school students on Friday and Saturday. Students must check-in (in person) with the on-duty dorm parent when they return to the dorm for the night.
- Sunday study hours will follow the weekday schedule and include a Dorm Family Meeting at 19:30. **All dormitory students are required to attend this weekly meeting.**
- Sunday curfew will be 21:30 for middle school students, and 22:00 for high school students.
- Sunday lights out will 22:00 for middle school students and 22:30 for high school students.

## PERSONAL RESPONSIBILITIES

### RULES TO LIVE BY

#### Boys & Girls Floors

There is one simple rule relating to having boys and girls living in close proximity: **girls only on girls' floors, and boys only on boys' floors**. This rule must be obeyed at **all times**. Failure to do so will result in suspension or dismissal from the dormitory.

#### Roommates & Room Assignments

Having a roommate from another part of the world can be one of the most rewarding aspects to life in the dormitory. Many lifelong friendships have been formed as a result of roommate experiences. Room assignment and roommate selection will be decided by the dorm parents prior to your arrival. The dormitory parents are guided by many considerations when selecting roommates and generally try to partner roommates who are of the same grade so that they can support one another in their studies. If personality conflicts arise, residents are asked to bring them to the attention of the dormitory parents for resolution. Students are not permitted to change rooms or roommates without receiving the approval of the dorm parents. Room changes can be the cause of hurt feelings and frustrations and require sensitivity, dialogue and understanding among all directly affected residents before approval can be given.

#### Curfew and Lights out

Curfew on the weekdays is 22:00 for high school students and 21:30 for middle school students. Meeting curfew means that students have checked in to the dorm and are in for the night. There is *no excuse* for missing curfew, but students who think they will miss curfew **MUST** inform the dorm parent on duty via cell phone (call required, not

just text) before curfew. Failure to do so will result in serious consequences. Anyone who is out past curfew for *any reason* will lose privileges and anyone who tries to sneak someone in after curfew will also face consequences. Students who fail to answer texts or cell phone calls at any time from dorm parents may also face consequences. Everyone needs to be in on time, no excuses.

***Anyone caught opening a door or window for someone after curfew will suffer the same consequences as the curfew breaker.***

Please note that Hokkaido prefecture has an overnight curfew of 23:00–04:00. ([Source](#))

Lights out means all lights and electronics are turned off. Students who need repeated reminders to turn off lights or are making noise past lights out will face consequences.

### **Possible Consequences to Broken Rules:**

Depending upon the severity of the violation the dormitory parents could select from any one of the following consequences:

- a warning
- loss of off-campus privileges for part or all of the week
- loss of off-campus privileges for part or all of the weekend following the incident
- loss of off-campus privileges for an extended period of time
- indefinite loss of off-campus privileges
- behavior contract
- electronics restriction
- weekend “chores” and after-school work
- suspension from the dormitory

When students lose off-campus privileges, they may not participate in sports or other activities, or receive visitors for the duration of the time period. Students and parents will be notified of all rule violations beyond that of a warning. The Head of School will be notified of all major rule violations. Since the safety and whereabouts of dormitory students is of primary importance, curfew violations are taken very seriously.

### **Academics**

Receiving a sound education is the reason that all students come to Hokkaido International School. Learning is our #1 priority and students need to take their education seriously. Nightly study hours need to be used constructively. Students may study as a group in the lounge area or in their rooms. During the two-hour study period students need to be working. Internet surfing, playing of video games, or other free-time activities must be suspended. If you finish all of your work then pick up a good book and do some personal reading, or write a letter to your parents.

Students who have received a D or F on their report card, or have problems turning in assignments on time will be required to attend teacher office hours and/or Academic Coaching in school from 15:30–17:00. In the dormitory, such students will need to spend their study time working in the dorm Common Room. Students may lose access to electronic devices outside of school and study time until grades show improvement. Additional electronic work time can be discussed with dorm parents. Students who have a C or below will work in the Common Room during study hall. Students who are not using their study time constructively will also be required to work in the dining room. If students need to do work with a non-dorm resident, they must work with their guest in the Common Room. If dorm residents wish to work with a non-dorm resident in their room for whatever reason, it must be approved by the dorm parents in advance.

Students will be released from the obligation to work in monitored study halls if their grades improve at the following quarterly report.

## Leaving Campus and REACH Sign-in/Sign-out (SISO)

All students are free to leave campus after school (15:30–18:00) and on weekends unless required to be in Office Hours or Academic Coaching. Before leaving the dormitory, students need to sign out on REACH, our computerized dorm management system, leaving details about what time they left, where they are going, and what time they plan to come back. For the sake of emergencies, it is essential that this information is accurate and that REACH is properly updated. Students who do not complete the information accurately or treat it with an obvious lack of seriousness will have privileges suspended. When students return to the dorm they need to sign back in, otherwise the dorm parents may think that they are out past curfew. Failure to respect this process will result in suspension of off-campus privileges ranging in severity from a day to an entire weekend or more, depending upon the situation.

## Security Door

Access to the dormitory is protected by a card-reading security door at the main entrance. All dormitory students will receive a security card upon arrival. Cards are the property of the dormitory and must be returned at the end of the school year. If you lose a security card, you will be charged ¥3,000 for a replacement. Security cards may never be lent out or given to non-residents of the dormitory. Students caught doing so will face serious consequences.

## DORM CHORES

Like all big families, daily chores are a part of life in the dormitory. These help students to take responsibility for their surroundings and ensure a clean and pleasant environment for themselves and others. At times, organizations or groups utilize the Common Room when students are at school or on weekends, therefore, shared spaces must always be tidy. Parents and potential students wish to visit and tour the dorms. It is imperative that the dormitory be clean as visits of this kind can occur at any time of the year. To ensure optimal cleanliness, the following chores have been incorporated into dorm life.

**Dinner Cleanup Crews:** Students will be assigned to dinner clean-up duty in small groups on a rotating basis. Cleanup crews are responsible for setting tables, washing/drying/putting away all dishes, serving trays, pots and pans, clearing the dinner tables, wiping the dinner tables, and storing and putting away all leftover food in appropriate storage containers (*not* the serving trays).

### Individual Chores:

After dinner, students are responsible for washing their own dishes and wiping their section of the table

After study hours, the tables in the Common Room must be cleared and wiped off. Students using the Common Room, residential lounges, or kitchen for cooking, eating, or relaxing are responsible for cleaning up after themselves and their guests.

On a semester rotational basis, individuals will be assigned below daily chores.

**Kakari:** The Japanese word *kakari/gakari* will be used for each job. It means “the one in charge”. These chores will be done in the half hour before *Lights Out* (22:00–22:30).

- Kakusei Gakari – This student will make sure that all students on his or her floor is awake, getting ready, and coming down to breakfast. This is to be combined with another gakari.
- Genkan Gakari – This student will be responsible to make sure that residents have properly stored away their shoes in provided cupboards.
- Eco Gakari (One per floor) – This student will be responsible to make sure that the electric heaters in the washrooms are turned to an appropriate temperature (20°C), windows are secured in washrooms and lounges, and that all lights but night lights are extinguished in the lounge & washroom. Before going to school, this student will ensure that all lounge, bathroom, and individual room lights have been turned out.

- Gomi Gakari (One per floor) – These students will be responsible for the garbage baskets in common spaces on the 2nd and 3rd floors. They will make sure that others have separated their garbage appropriately (burnable and non-burnable) and will find those who have not. They will be required to carry full garbage bags down to the entrance and replace garbage bags afterwards.
- Laundry Area Gakari (One per floor) – The student will be responsible for cleaning up the laundry area, making sure that laundry is not left on the floor and that clothes hung up to dry are not left to hang there all the time. They will be responsible to find the owners of clothing items and have them clean up clothes lying around.
- Sink Gakari (One per floor) – These residents will be responsible for making sure that the sinks in the washrooms are clean and clear of all items. They will have owners of cosmetics and return all items to containers and have them return these items to the shelves provided for such items. Items that do not fit will need to be returned to an individual's room. They will also need to wipe down sinks and the counter.
- Lounge Gakari (One per floor) – These residents will be responsible for ensuring that the 2nd and 3rd floor lounges are clear of all personal items on a daily basis. They will also clean the lounge of garbage.
- Common & Dining Room Gakari – This person will be responsible to make sure that the Common room and dining room on the ground floor is clean and cleared of all personal items. This person will pick up garbage lying around and dispose of it, rearrange any moved furniture and ensure a tidy appearance in the room.
- Saturday, Sunday, and holiday breakfast Gakari – This individual will be responsible for setting up and taking down weekend and holiday breakfasts. This will be assigned on rotating basis.

Individual jobs will be monitored on a daily basis. Failure to complete your job will result in your immediate need to complete your task.

**Personal Room Cleaning:** You are responsible for keeping your room clean and tidy for the sake of yourself and others. Overflowing garbage cans, dirty clothes, moldy food and other scary items, are common to any teen's room. Multiply by up to forty students and we have serious odor problems and the potential for health problems. Making sure that your room is neat and tidy will earn you the gratitude of your roommates and dorm mates. Tidy up your room, wash your clothes, put your clothes away and vacuum! Rooms are inspected regularly!

Note that no dorm food or dorm dishes are allowed in the student rooms or in the lounges. No food is to be poured down the sinks, including leftover soup!

For fire safety, removal of mattresses from beds is not permitted. Do not lay them out on the floors in individual rooms or out in the common lounge spaces. Please keep the mattresses on the beds, thanks.

### LANGUAGE POLICY

In keeping with school policy, HIS maintains that English is the language of inclusion and requires that English be spoken during mealtimes, dorm activity times and study times. As students' second home, and a multicultural environment, it is also recognized that the dormitory is a place for students to relax in the comfort of their own languages so the use of other languages is permitted outside of meal and study times. Dormitory students are reminded, however, that when they are not speaking English, they might be excluding other people who are sitting around them. Please be courteous, respectful, and understanding when it comes to language issues.

It can be easy for students from the same cultural and language background to group together during mealtimes and study times. However, there is a temptation to drop the use of English and to become an exclusive group. Make the most of the multicultural nature of the dormitory. Sit with different people and get to know them and their culture.

### RELATIONSHIPS IN AND OUT OF THE DORM

**Visitors:** All dorm students are permitted to have up to 2 guests at a time. However, they must be invited to the dormitory by a dorm resident and they become the resident's responsibility. The dorm resident will be required to sign in their guest on the "Dorm Visitors Sign-in Sheet." ***All dorm students must be present and with their visitor at all***

**times.** Guests of the same sex as the inviting resident may go up to the student's room during free time. Visitors need to leave the dorm during study hours, meal times, and thirty minutes before curfew, unless permission has been granted by the dorm parents.

Overnight visitors on the weekends must have the approval of the dorm parents at least one day IN ADVANCE. **A form needs to be signed by the parents of an overnighting visitor at least 24 hours in advance.** As was noted previously, **only visitors of the same sex may visit a dorm student's floor or room.** For the duration of their stay at the dormitory, overnight guests must abide by all dormitory rules. If they refuse to comply, they will be asked to leave the dorm.

When a guest leaves the dormitory, they are required to be signed out by the person who invited them. Failure to do this will lead to the suspension of their privilege to have guests.

**Parental Visits:** While the HIS welcomes visits by parents to the dormitory, there is no space to accommodate parents to stay at the dorm overnight. We would suggest that parents arrange to stay in a local hotel. When visiting their child in the dorm, we ask that parents abide by the same rules as other visitors: students must be present with their parent at all times, and parents cannot be on a floor with opposite-sex students.

**Staying at a Friend's Overnight:** Staying overnight at the home of a same-sex friend on the weekend must be approved by the dorm parents and the friend's parents at least one day IN ADVANCE. Application forms for such overnight stays are available from the dorm parents and require the signature and contact information of the friend's parent(s). Only after receiving permission from both parties will the dorm parents allow a dorm student to stay at a friend's overnight.

It is imperative that **dormitory students are required to follow all relevant dormitory rules while staying outside of the dormitory.**

#### **Dating & P.D.A. (Public Display of Affection):**

Girl/boyfriends of dorm students are welcome to visit and spend time at the dorm. However, girl/boyfriends are restricted to the Common Room on the first floor. Visiting girl/boyfriends may not go upstairs *for any reason*. Public displays of affection, while in or around the dorm, is limited to holding hands or placing an arm around your girl/boyfriend's shoulders.

Couples need to be respectful and sensitive to other people around them who are sharing the same space. Recognize that the dormitory and the school are multicultural environments where a greater degree of sensitivity must be considered. Unacceptable and insensitive behavior will not be tolerated. If a couple cannot abide by these standards, disciplinary actions may result and they will be asked to leave the dorm and not be allowed to visit the dorm in the future.

#### **PROHIBITED ITEMS**

Students are strictly prohibited from possessing or using the following:

- cigarettes and tobacco products of any kind
- alcohol, drugs, and any kind of paraphernalia
- lighters, matches, candles, and other fire-producing material
- hot pots, water kettles, or other cooking appliances, other than those in the student lounge
- any weapons, either real or fake, of any kind
- pornography or sexually explicit material

If a student is found to have these items they will be confiscated, and the student will face severe consequences including suspension or expulsion from the dormitory.

## EXPECTATIONS

### Expectations of Dorm Parents:

- Supervise the home life of dormitory students
- Ensure that students have well-balanced breakfasts and dinners
- Provide a work, activity, and sleep schedule for students
- Ensure the healthiest possible environment for dorm residents
- Be available to listen to resident concerns, provide guidance and counsel, and make appropriate changes
- Discipline residents when needed

### Expectations of Dorm Students:

- Be courteous and respectful towards other students, teachers and dorm parents.
- Be punctual, on time for meals, curfews, and school
- Be the best student possible
- Keep room and living areas neat and clean
- Use study hours wisely, keeping quiet when others are working and sleeping
- Get involved!
- Explore Hokkaido and take advantage of optional school/dorm trips when offered

## OUTDOOR ACTIVITIES

### Bike use and storage

Students are welcome to have a bike (tagged with their name) which can be stored at school, preferably in the dorm's bike storage room. **Students are required to use a helmet and bike lights at all times when riding.** Students trips that venture further than the nearest 7/11, Family Mart, MaxValue, or Co-op stores need to be reported directly to the on-duty dorm parent, either in person or on WhatsApp. Students are to carry a working phone. As HIS students, the normal behavior standards of our school apply while on this trip.

### Other Outdoor Trips

All outdoor and overnight trips, including skiing trips, require special approval; please speak to the Dorm Parents well in advance. For outdoor trips, ski trips, or overnight and other school trips, Dorm Parents will sign permission forms *only if a parent or guardian gives written permission via email* to the Dorm Parent to do so. Without that informed consent, students do not have permission to participate; it is their responsibility to discuss all outdoor or non-school activities with their parents and Dorm Parents.

### Personal Safety Equipment and outdoor activities

Given the hostile winter environment and the robust nature of outdoor activities (in all seasons), our students are required to be suitably prepared. Prior to participating, students are expected to advise the Dorm Parents of all outdoor activities that interest them. At all times they will be required to use appropriate safety equipment such as ski/snowboard/bicycle/skateboard helmets whether on a school organized or a private trip. Students are required to follow the rules of the ski/snowboarding/etc. area they are using, at all times.

As our outdoor activity opportunities are varied, students will be guided by, and follow, the reasonable advice of Dorm Parents and school staff in these matters.

### From the Universal Rules of Behavior (from AdHOC)

The school's universal rules apply in and out of the Dorm and are linked to our character growth targets, The HUSKIES.

	<b>RULE</b>	<b>HUSKIES</b>	<b>WHAT THIS MEANS IN THE DORM</b>
1	It is your responsibility to be where you are supposed to be when you are meant to be there.	Socially and Personally Responsible Individuals who take ownership of their identity and actions.	For all activities and absences from the Dorm, for any reason, you must sign out appropriately. You are responsible for ensuring you have discussed all outdoor activities with a Dorm Parent.
2	Technology restrictions are in place.	Understanding Collaborators who contribute to the betterment of groups.	In the Dorm gaming, social media, and photography are not acceptable in public areas. Remember that HIS Wi-Fi and internet is provided for academic purposes (not gaming or streaming). Headphones may be used to assist private study.
3	Profanity and other disrespectful remarks, actions or physical contact are not acceptable.	Internationally Minded Citizens who display courtesy and respect for themselves and others.	Manage your behavior, you just do not know who is around the corner or who can hear you. Do not 'practice' physical sports in the Dorm.
4	Curfew transgressions are strictly prohibited.	Socially & Personally Responsible Individuals who demonstrate reliability and commitment.	Students must remain in their assigned room after lights out. By no means should students visit other rooms. If there is a problem or an emergency during curfew, notify a Dorm Parent.
5	There is a zero tolerance policy for alcohol/tobacco illicit substance use possession.	Honest Learners and Leaders who make ethical and moral choices	All school rules apply in the Dorm, and all rules governing minors always apply.

## ILLNESS & HEALTH

### Illness:

Students who wake up in the morning feeling ill should come down to breakfast and let the dorm parents evaluate their condition. If they are not well enough to go to school, then they will need to rest in their room for the day, though they may ask to be reevaluated to come to school later in the day.

Students who become ill at school should go to the office like any other student, so their condition can be evaluated and, where appropriate, receive medicine. Students may not leave school and return to the dorm on their own. They must have permission from the on-call dorm parent to return to the dormitory to rest. Under no circumstances are students to leave campus without permission, such as permission to visit a clinic.

In the event of injury or illness requiring a hospital visit, students should have their medical insurance card or information handy. It should be stored in an easily accessible area so the dorm parents can easily retrieve the information from their room.

Students who are feeling extremely ill or who injure themselves late at night and feel like they may need to go to the hospital should come see the dorm parents regardless of the time of night! Dorm students' health is the responsibility of the dorm parents. The dormitory parents are responsible for assisting students with doctor and hospital visits.

### **Medication:**

Please bring your own medications if medications are needed, and parents should notify the dorm parents of the medication name and dosage. If you have allergies to certain medications, it is your and your parents' responsibility to ensure that you bring alternatives so that you do not have to rely on local, Japanese medications. Likewise, some drugs approved abroad are not approved here in Japan. It is you and your family's responsibility to verify which drugs are approved under Japanese law. We will not be able to help you find out whether medications are safe for you or not, although in the case of an emergency we will be consult with a doctor or pharmacist who can make that judgment.

### **Influenza Vaccination:**

On an annual basis, the dormitory recommends that students receive an influenza vaccination as outbreaks of the illness have been a problem in the past. The school arranges for these vaccinations to be provided in the dormitory. If you do not wish your child to have a shot, please notify the dormitory parents by e-mail.

**Health Insurance: All foreign dormitory residents will be required to enter the public health insurance scheme (Kokumin Hoken—国民保険).** Premiums for students will be ¥1900 (approximately US \$18.00) per month, which provides for 70% coverage with a 30% deductible. Registration in the scheme will be completed when students complete registration with the local ward office at the start of the school year. For more complete information regarding medical insurance please contact Ms. Kanehira in the HIS office..

## **FIRE EMERGENCY PROCEDURES**

When the fire alarm sounds in the building, all students and visitors are to exit the dormitory quietly and calmly via the closest exit. For the East Wing, this means exiting down the main staircase and out through the main doors and gathering on the field behind the school. For the West Wing this means exiting through the bicycle storage room and gathering in front of the main school building. If these routes of escape are blocked, students are to exit onto the balcony on their respective floors and wait for the fire department.

## **CONCLUDING COMMENTS**

The main reason for attending HIS is to study and succeed academically. First and foremost, students are expected to work hard. In addition, we wish to be like a supportive family here in the dorm, living in a friendly, comfortable atmosphere. Everyone is expected to behave in such a way as to achieve this goal.

## **AGREEMENT**

I have fully read and understood the contents of the Hokkaido International School Dormitory Handbook.



Parent/Guardian Signature: \_\_\_\_\_

Student Resident Signature: \_\_\_\_\_