

IMPORTANT NOTICES

Tuition & Fee Payments

Hokkaido International School follows business and accounting practices established under Japanese and US legal and tax requirements, as well as the advice of professional auditors. As a result, HIS requires that tuition and fee payments be made through bank transfers. Furthermore, tuition and fee payments must be made on a quarterly basis. We appreciate your understanding of this.

Tuition Increase Notice

It is an unfortunate fact that the costs of education rarely remain static. To maintain and advance the standard of education expected of an international school, HIS incorporates annual tuition increases of between 2% and 3%.

Late Start

Each Wednesday morning, teachers gather for seventy-five minutes to collaborate on curricular work for the benefit of the school and its students. This means that school starts one hour later than usual.

Wednesday Morning School Schedule:

- 1. School Doors Open** **9:10 a.m.**
- 2. Classes Begin** **9:30 a.m.**

Bus Students

The bus schedule does not change on Wednesday mornings. Students who arrive at school must join either the Wednesday Morning Program or the Middle/High School Study Hall. The Wednesday Morning Program is a child-care and study program that allows working and bus families to continue to send their children to the school early.

- 1. School Bus Arrives at School** **8:20 a.m.**
- 2. Wednesday Morning Program** **8:30 a.m.**

Signature of parent / guardian

Date

Permission to Use Your Child's Photo, Voice, or Work in HIS Advertising

HIS publishes various advertising materials each school year. Additionally, the school is featured in newspapers, on TV, and sometimes in other media at various times during each school year. These occasions are important for promoting HIS's public image, which in turn is important for HIS's marketing and recruitment of new students.

By signing this form, you are giving consent for HIS to use your child's photo, voice, writing, and schoolwork, in HIS promotional materials, in newspaper reports featuring HIS, and on the HIS website. Images of your child will not be used in any way other than to promote HIS or to inform parents and the community about HIS.

I hope you will consent to this. If you do not, your request will be honored. If you do, your signature will remain on file for the duration of your child's enrollment at HIS. If you have a question about this, please contact me at school.

Many thanks,

Timothy Schlosser

Head of school

- I give Hokkaido International School permission to use my child's photograph, voice, and/ or schoolwork in school promotional materials and/ or in media features informing the public about Hokkaido International School.
- I DO NOT give Hokkaido International School permission to use my child's photograph, voice, and/ or schoolwork in school promotional materials and/ or in media features informing the public about Hokkaido International School.

Signature of parent / guardian

Date

Field Trip Permission Slip

From time to time in addition to the in-class studies that your children receive, a complementary out-of-class learning experience that helps the content of the classroom become more meaningful is offered.

This permission slip will allow your child to participate in learning trips that teachers may schedule during the regular hours of the school day, from 8:30 am to 3:30 pm. While you will continue to receive information on any upcoming learning trips that are scheduled during class periods, you will not need to sign a permission slip once you have signed, dated, and returned the bottom portion of this letter to the elementary classroom or secondary homeroom teacher. Special learning trips that take place outside of regular school teaching hours (after school or on weekends) will continue to require an additional permission slip and your signed permission.

We hope that this simplifies the permission slip process. We look forward to an exciting year that will include meaningful learning trips for all involved.

All-Year, In-Class Learning Trip Permission Slip

I give my son/daughter _____ from the _____ grade,

permission to participate in all learning trips that will be scheduled during the regular school day.

(between 8:30 am – 3:30 pm).

Signature of parent / guardian

Date

TECHNOLOGY AND Social Networking Service (SNS)

Technology Acceptable Use Protocol

1. I pledge to be responsible for my device and to take care of it myself.
2. You will be punished by law if you hide, destroy, or bring home someone else's device.
3. Viewing or showing illegal or antisocial websites is prohibited.
4. Hacking into other PCs, servers, or network devices is prohibited.
5. Leaking or releasing personal information about yourself or other students to public servers is prohibited by law.
6. If you borrow electronic equipment from the school, you are expected to use it with respect and return it on the same day.
7. If a student fails to return a borrowed electronic device or damages or malfunctions it, the principal, IT staff, and parents will discuss the matter and will ensure the damage or loss of the electronic device.
8. Students are not allowed to bring any illegal electronic devices to school, which are prohibited by the Radio Law.
9. Peer-to-peer use of the dormitory and school network is prohibited.
10. Downloading or publishing illegal files is prohibited by law.
11. The use of matching apps on campus is prohibited.

Use of Social Media Services

1. Information you send out may remain permanently on the Internet.
2. Never publish information that contains personal information, such as your name, picture, or address.
3. Do not transmit information that contains misinformation or slander.
4. Do not post information that infringes on the copyrights or portrait rights of others.
5. If you are slandered or harassed, preserve the evidence, and report it to the operator.
6. Do not disclose personal information unnecessarily and be careful not to become a target of cyberbullying or fraud.
7. If a problem arises, do not keep it to yourself, but talk to those around you or ask for help from a professional organization.
8. Do not believe the information you see or hear but check reliable sources.
9. Acquire the knowledge to discern the truth or falsity of information.
10. Be careful not to be misled by false rumors or fake news.

Signature of parent / guardian

Date