



**Liberty International School, Inc.**  
**Student and Guardian Handbook**

*Tsukuba, Japan*

*Updated January 2021*

## Our Vision

Every scholar that graduates from Liberty International School will be equipped to positively impact a world that is yet to be created.

Address: 342-16 Shimohiratsuka, Tsukuba, Ibaraki 305-0813

Phone Number: 029-855-0177

## Tuition Payments

Tuition and fees are due in full upon receiving the school's invoice. All payments are to be paid in yen.

The application fee may be paid by bank transfer or credit card.

All other payments (e.g., Tuition, Entrance Fee, School Fee) may be paid in cash or by bank transfer.

**NOTE: From August 2021, cash payments for most fees will no longer be accepted.**

## Installment Payment Plans

Payment of tuition and fees by installments may be requested.

There are two types of Installment Payment Plans: a 3-month payment plan or a 6-month payment plan.

## Delinquent (Late) Payments

In cases where an account becomes delinquent, Liberty International School policy prohibits class attendance or participation in school activities and/or the release of grades, transcripts, or other records.

**NOTE: Once an account becomes delinquent, the payment must be made by bank transfer.**

## Refunds

If the need arises to withdraw a student before the new school year begins, a refund of annual fees and tuition will be given. If a student must be withdrawn during the school year but before the second term begins, a refund of tuition for the second term will be given. The parent or guardian will need to notify the School in writing.

**NOTE: In order to receive a refund, this notification must be received before the first day of classes for the specific term.**

## Student Code of Conduct

Liberty International School aspires to always be an environment for learning and personal growth. We expect every student to be prepared for class, to attend and be on time for class, to respect themselves, others, school property and personal property. Furthermore, we expect every student to be honest, to actively participate, and possess a sense of ownership for their learning process. We are confident that this can be achieved if all students and school employees feel safe and comfortable.

**There is zero tolerance for student bullying, harassment, threats, fights, racism, sexism, or other type of discrimination.** Any student who knows of a potentially dangerous or otherwise bad situation is expected to tell an adult at the school. These incidents will be investigated and, if found to be valid, will be reported to the student's parents/guardians, and if necessary, other

appropriate authorities. **Disciplinary action may include, but is not limited to, suspension or expulsion. When a student is expelled, there are no refunds of any fees.**

The Head of School or designee may discipline, suspend, or recommend the expulsion of any student who engages in one or more of the following activities while in school buildings, on school property, when being transported in vehicles dispatched by the school, during a school-sponsored activity or event, and when off school property but when the conduct originated from a school-related event:

- Damage to school or private property,
- Stealing or attempting to steal school or private property,
- Physical injury to another person,
- Violation of criminal law,
- Engaging in hazing activities,
- Violation of school tobacco, drug, or alcohol policies; bullying; discrimination; sexual harassment; or other abuse policies
- Throwing objects which results in harm or injury,
- Directing profanity, vulgar language, or obscene gestures to other students, school personnel, or visitors,
- Attempting to force someone to do something by creating a feeling of fear or danger.
- Lying or giving false information (either verbally or in writing),
- Violating the scholarly honor code,
- Continued intentional disobedience to proper authority,
- Engaging in behavior or conduct that endangers the welfare or safety of others, and
- Engaging in behavior that hinders the ability of the school to implement its educational plan.

### **Damage to School Property**

Please note that families will be responsible for the damages intentionally caused to school property. This can include the purchasing of new equipment or the payment for professional cleaning services or repair.

### **Personal Items and Responsibility**

Liberty International School is in no way responsible for any item a student brings to school, nor does it have the resources to investigate lost or stolen personal items. We highly encourage students to leave valuable items at home. We encourage students to check the lost and found located at the main entrance for smaller missing items, and office for larger or more valuable items.

## Grading System

Currently, grades are non-weighted.

A+ = 96.5	C+ = 76.5	F = < 59.5
A = 93.5	C = 73.5	NC = no credit, audit
A- = 89.5	C- = 69.5	I = incomplete
B+ = 86.5	D+ = 66.5	WP = withdraw pass
B = 83.5	D = 63.5	WF = withdraw fail
B- = 79.5	D- = 59.5	P = passing

## Homework and Testing Make-up Policy

It is the student's responsibility to find out, obtain, and make up any work missed due to an **excused absence**. The amount of time allowed to complete these assignments is the length of the excused absence plus one day. For example, if a student misses two days due to illness, they would have to turn in all missed assignments within three school days of their return to school (2 excused days of absence + 1 day = 3 days to turn in work). If a teacher scheduled a test during the time of absence, the student should talk with the teacher to decide on a designated makeup time.

## Activities/Clubs

There are several activities that take place after school. These sometimes change, so please inquire with the office.

## Attendance

Regular and on-time attendance is important to success in the classroom and in the work-environment. Students are expected to attend every scheduled class, and teachers will communicate with parents and school administrators when a student's absences significantly affect their ability to succeed in class.

Parents/guardians are expected to report all student absences, regardless of the reason (e.g., illness or appointment). Although parents report absences, it is the responsibility of the school to determine whether the absence is an excused or unexcused absence. In cases of excessive excused absences, it may be necessary for parents to provide documentation, such as a doctor's verification of illness.

## Excused Absences

The following are examples of excused absences:

- Absences approved by the Head of School, Head of School's designee, or school administrator.
- Absences due to doctor's appointments and temporary illness or injury (physical or mental).
- Absences due to field trips, pre-arranged absences, school-sponsored activities, or athletic events.

## Leaving Campus during the School Day

If a student needs to leave the school building during the day, verbal confirmation from a parent/guardian is required before the school will release a student. Students who leave school during the day due to illness or appointments must notify someone on the Administration Team or their teacher. If the student returns the same day, the student must also notify someone on the Administration Team or their teacher upon returning.

## Pre-arranged Absence

A pre-arranged absence is when a family/student anticipates leaving town for a number of days. Please follow these procedures:

- Provide a note or email from parent(s) or guardian(s) stating the reason for and dates of absence.
- Obtain a Pre-arranged Absence Form from the school office at least one week before the absence is to begin
- Fill out the Form
- Get teachers' signatures and assignments.
- Return the form to the school office.

**Field trips** are a pre-arranged absence. Students do not need to use the Pre-arranged Absence Form, but they need to communicate with teachers before the date of the field trip. Students are responsible for completing missed assignments.

## Tardy

Punctuality is a valued characteristic. When we are on time, we show, by our actions, that we value the time of the other person. Therefore, we expect students to be ready and in class before the class bell rings. Entering a classroom after class has started is distracting and interrupts the learning of your classmates. If you enter the classroom after the bell rings, you are late (tardy).

Tardiness will be recorded and appear on report cards and transcripts.

Tardiness will be excused if a student is in the school and:

- becomes sick before class,
- is talking with the Head of School, someone on the Administration Team, or a teacher

### **Unexcused Absences**

Any absence from school that does not fit into the above categories will be marked as unexcused. Students can make up schoolwork missed due to unexcused absences, but it may not be counted for credit.

### **Attendance Monitoring**

Students who consecutively miss 10 or more days of school, either excused or unexcused, will be placed on attendance monitoring. This means that students must bring official documentation that proves the reasons for the absences, such as a doctor's note, proof of travel, etc. If you have questions about what documentation is acceptable, please contact the Administration Team.

**NOTE:** It is possible to be placed on attendance monitoring if school attendance is deemed highly inconsistent.

### **Online School**

COVID-19 changed how schools need to operate and revealed that we all need to be able to adjust to conducting classes online in the event of a pandemic or other natural disaster. Being able to smoothly switch classes to online allows for students to continue their education with minimal interruption. In the case that there is a need for online classes, you will receive a notification from the Administration Team. The notification from the Administration Team will have information regarding the scheduling for online classes.

## **Student Conduct**

### **Honesty (scholarly honor code)**

On your journey to becoming young adults who will continue to build and support our ever-changing society, we believe that honesty is a key characteristic that allows for the making and sustaining of relationships grounded in trust. Dishonesty and cheating in all its forms, in any arena, devalues your education and stains the integrity and character of you, your classmates, and the school.

Because we believe everyone should take ownership of their own education, if there is ever a time when you are not prepared for something,

- it is better to recognize the mistake or failure to prepare,

- apologize to people who are affected (possibly your teacher or classmate), and
- accept the negative grade,

We expect all students to prepare and do their best, but it is better to take the negative grade rather than dishonor yourself or classmates through cheating. As a member of Liberty International School, you will always be supported and never punished for working hard, regardless of the results.

With this understanding, cheating may include using resources not allowed on a test, talking during a test, having unauthorized materials in view, etc.

### **What is Plagiarism**

Some examples of plagiarism include

- adding material that you did not think of or create into a paper without using quotes or citations,
- cutting from an internet source (like Wikipedia) and pasting the material into your paper without citing it,
- not changing the majority of information obtained from a source into your own words and citing it.

Possible consequences for academic dishonesty include the complete loss of credit (0%) for the assignment/test.

### **Bullying**

Bullying is repeated inappropriate behavior, either direct or indirect, whether verbal, physical, electronic or otherwise, conducted by one or more persons against another person. Additionally, there is a (real or perceived) difference in the balance of power between the individuals, and bullying may seek to belittle the other person or cause fear or emotional distress. A possible example of bullying could be getting money or other objects of value from an unwilling person or forcing a person to do an action through the use of force or threat of force.

Bullying also should be understood to include *cyberbullying*. Using technology and the platforms that function on them (e.g., LINE, Facebook, Twitter, etc.) for speaking negatively of others or for causing insult or other emotional stress will never be acceptable.

**Punishment for any type of bullying may include but is not limited to expulsion from school or suspension from school.**



## Dress Code

Liberty International School recognizes that how one dresses is, to a degree, a matter of individual style. However, in a learning environment, some manners of dress may result in distractions to learning. In an effort to limit distractions, the following guidelines for dress during the school day have been created. School staff, and ultimately the Administration Team, will determine whether the student is in violation of the dress code.

- Students cannot wear clothing or jewelry that depicts drugs, alcohol, tobacco products, weapons, violence, obscenity, hate slogans, or sexual explicitness.
- Clothing and accessories cannot have chains, spikes, or sharp objects.
- Students, by way of grooming or outerwear (which includes clothing, jewelry, bandanas, emblems, badges, and headgear) which by color, arrangement, trademark, or other attribute associates with a gang, cannot refer to affiliation with any gang.
- Students cannot wear facemasks, sunglasses, or other devices that obscure the identity of the student. NOTE: This does not refer to cultural or religious wear. Moreover, with the current COVID-19 situation, protective wear for the face is acceptable and expected,
- All blouses/shirts must have appropriate necklines, no spaghetti straps, see-through clothing, halters, tank tops, or clothing that reveals the midriff. All undergarments should be fully covered.
- Dresses, skirts, and shorts should be no shorter than 8cm (approx. 3 inches) above the knee.

Violation of the dress code will result in an initial referral and warning, and/or a required change of clothing.

## Internet/Network Violations

Liberty International School provides technology resources to students to complete assignments and communicate with others in support of their education; access is a privilege, not a right. Students will be given access to network resources (e.g., wi-fi, iPads, computers).

### **Activities permitted and encouraged include:**

- School work (in-class work or out-of-class work)
- Original creation and presentation of academic work
- Searching for opportunities outside of school related to community service, employment, or further education
- Publishing of student work online
- Engaging in distance learning experiences
- Working on online collaborative projects.
- Engaging in electronic discussions with experts outside the classroom
- Sharing or exchanging school-related files with students in or outside the classroom

- Completing online Internet-based college or financial aid applications
- Downloading educational videos, podcasts, simulations, or content
- Use of online content/course management tools as provided by the teacher and/or school

**Activities not permitted when using school or personal technologies include:**

- The use of encryption technology to encrypt files on the school servers or cloud space
- Attempting to add monitoring devices, software, or malicious code
- Logging in or attempting to log in as another user, with or without their consent or knowledge
- Using a computer that is already logged in with someone else's credentials
- Computer vandalism, either physical or virtual
- Storing music collections or other copyrighted material
- Playing unapproved games
- Watching or reading inappropriate material (e.g., sexually explicit, racist, or profane material).
- Loading any software on school computers
- Configuring any school computer to join an Internet bit torrent or other like system
- Attempting to remote access any school computer system

**Violation of technology policies may result in one or more of the following consequences:**

- suspension or cancellation of technology access privileges,
- payments for damages and repairs, and/or
- discipline under other appropriate school policies or local laws.

**Reporting of Inappropriate Content or Misuse**

We expect students to report cyberbullying, harassment, threats, hate-speech, and inappropriate content to a teacher or administrator. When planning to make online content, students should ask a teacher or member of the Administration Team about the appropriateness of an activity and should immediately notify a teacher or member of the Administration Team if they accidentally come across inappropriate content.

**Prohibited Substances and a Safe Environment**

**Smoke / Tobacco Free Environment**

Liberty International School facilities are no smoking facilities. Smoking on school property, including parking areas, and school-sponsored events is prohibited. Offenses include the use of products containing tobacco or nicotine, not limited to cigars, cigarettes, miniature cigars, e-cigarettes, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does

not prohibit the use of his or her own prescription products. Violation of this policy will result in corrective action.

### **Drug and Alcohol Use**

It is a violation of our drug and alcohol-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants. Additionally, under no circumstances is any employee or volunteer of Liberty International School to provide by means of direct or indirect action, access to any of the aforementioned articles.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription.

### **Penalties for Student Use or Possession of Tobacco, Alcohol, Drugs, or Drug Paraphernalia**

Disciplinary steps will be decided by the Administration Team. Nevertheless, possible forms of discipline may include, but are not limited to, suspension, expulsion, or mandatory participation in a professional help program.

### **Penalties for Distribution, Selling, Purchasing or Exchanging Alcohol or Drugs**

The school Administration Team may expel students who distribute, sell, purchase, or exchange tobacco, alcohol or drugs.

### **Search and Seizure**

In order to maintain a safe environment for staff and students, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed a hazard to the safety and welfare of students and staff.

### **Interviews by school administrators**

If a violation of school policy occurs, a member of the Administration Team or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian. If the school is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, the Administration Team will not contact the student's family first.

### **Searches conducted by school personnel**

School personnel may search a student and/or the student's personal property while the student is on school property or during a school activity and may seize any illegal or unauthorized

materials. This may occur without prior consent from the student's parent/guardian. The Administration Team will notify a parent/guardian of a search as soon as reasonably possible.

When possible, the Administration Team will inform the student of the reason(s) for conducting the search and will request the student's permission to perform the search. The Administration Team will consider a student's failure to cooperate with the conducting of a search as grounds for disciplinary action. The Administration Team will prepare an administrative report explaining the reasons for the search, the results, and the names of any witnesses to the search.

A member of the Administration Team may search the person of a student or a student's personal belongings such as a purse, backpack, or bag on school property or at school-sponsored events or activities if school personnel has reasonable grounds to suspect that the search will uncover:

- Evidence of a violation of district policies, school rules, or federal, prefectural, or local laws, or
- Anything that, because of its presence, presents an immediate danger of physical harm or illness to any person.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and a "pat down" of the exterior of the student's clothing.

Liberty International School will ensure that the conducting of a search is necessary and consistent with the suspected violation.

Moreover, school personnel conducting the search will show respect for privacy and consider the gender and age of the student. School personnel will make every effort to conduct the search away from the presence of other students and as privately as possible by a person of the student's same sex. We will always endeavor to have at least two personnel present. For any other type physical body search, a member of local law enforcement will be required to conduct the search.

### **Search of school property**

Desks and other storage areas are school property and always under the control of the school. All of these areas, as well as their contents, are subject to inspection at any time without any advance notice.

**Please note that these incidences that result in violations are recorded on the student's permanent record that colleges or other institutions may request.**

## Cell Phones/Electronic Devices

Students cannot have electronic devices of any kind (e.g. cell phones, iPods, MP3 players, etc.) during class time unless those items are used for educational purposes and have been approved by the teacher. During non-instructional time, school personnel has the right to restrict students' use of such devices if it is deemed that the use of the devices negatively affects the educational environment.

Students may only use cell phones for true emergencies (e.g., calling the police) or to contact parents or guardians.

## Drop off & Pick up procedures and Safety in the Parking Lot (Car park)

The purpose of this section is to ensure we maintain an efficient and safe environment for our students, school personnel, and visitors.

### **Dropping off and picking up**

People dropping off students before 9:30 am or picking up students are asked not to stop their car in the area of the entrance way. By stopping or parking vehicles in this area, it can block the entry of other cars entering the parking lot. If someone other than the parent or guardian is dropping off or picking up a student, please ensure they understand this policy.

### **Escorting students**

Additionally, we ask that students who are in 4<sup>th</sup> grade or under be accompanied from the car to the main building with an older student or, ideally, an adult. Small children walking alone from the car to the main building may not be seen by drivers.

### **Students or other children in the parking lot**

- Under no circumstances should any student be playing in or around vehicles or in the parking lot. All play, games, or physical activity should take place on the field.
- Under no circumstances shall little children be allowed to venture into the parking lot unattended.
- The Administration Team and other personnel employed by Liberty International School will directly speak to students or children found to be playing in the parking lot or in the vicinity of vehicles.
- Furthermore, in the case of young children, it is the policy of the school to directly notify parents or guardians of smaller students or children who are playing, running, or walking unattended in the parking lot.
- If there are repeated occurrences of these issues, the Administration Team will request to have a meeting with a parent or guardian on the child.

Once again, these measures are in place to guarantee the safety of our community, and we desire to avoid any incident in which a child may become injured, even at the cost of appearing overprotective or offensive. We thank you for your cooperation in this matter.

## Early Dismissal or Closing of School Due to Inclement Weather and/or Other Emergency

### Early Dismissal

The decision to dismiss students early due to inclement weather will be made by the Administration Team or their designee no later than 11:00 a.m. If the decision is to close early, the following actions will be implemented:

- 1) An email notification will be sent out to all parents and guardians. The information will also be posted on the school website.
- 2) Please come and pick up your child(ren) as soon as possible. If you will be unable to pick up your student by 3:00pm, you will need to contact the school before 3:00pm. If a parent or authorized person does not come to pick up the student by 3:00pm, we will contact the person noted as the emergency contact.
- 3) If you need for your student to be looked after until a later time, please contact the school to get further instructions.

### School Closure

It shall be our policy not to close school unless it is absolutely necessary. However, we must recognize that there may be situations, which will necessitate the closing of our schools. Therefore, the following procedures have been established for such a possibility.

- 1) In the event that a typhoon or snowstorm is forecasted, by 10:00 pm on the day prior, the Administration Team will make a decision as to whether school will be closed or open.
- 2) An email notification will be sent out to all parents and guardians. The school closure information will be posted on the school website.

### Medications

Whenever possible, students need to administer medications at home. High school students are allowed to self-administer nonprescription medications; if a student must self-administer medication while at school, the student should arrange to take the medication around lunchtime to avoid disruption of the instructional program.

If a student needs to take a prescription medicine administered at school, the student's parent or guardian should provide written permission from the student's physician or dentist. You must use

official letterhead from the doctor or dentist, and it must have their signature or seal on the paper. Parents or guardians must bring the medication to school, in the original, pharmacy-labeled container with the student's name, name of medication, when and/or how often it is to be given, the dosage, the name of the prescribing physician, and the date of the prescription. Depending on the type and method for administering the medication, the school may not be qualified to assist the student administering the medication. In such cases, the parent or guardian will be required to come to school to administer the medication.

School personnel shall maintain a written record of all medications administered to students. The record will include the student's name, medication, dosage, date, time taken, and the name of the school person assisting the student. After notifying the Administration Team, students who have epi-pens and/or rescue inhalers may self-carry and self-administer these medications.

## ACKNOWLEDGMENT OF RECEIPT OF STUDENT AND GUARDIAN HANDBOOK

I ACKNOWLEDGE that I have received (or Accessed) a copy of the Student Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. I also understand that if I am ever unclear on any language, policies, or procedures in this Handbook, it is my responsibility to seek clarification from the School.

I understand that the statements contained in the Handbook are guidelines for students, parents, and guardians concerning some of the School's policies, and this is not intended to be a contract or other legal document.



**GUARDIANS:**

AFTER READING AND ASKING ANY QUESTIONS ABOUT THIS STUDENT GUARDIAN DOCUMENT, PLEASE 1) DISCUSS THE CONTENTS OF THIS DOCUMENT WITH YOUR CHILD(REN), 2) PRINT YOUR NAME, 3) SIGN YOUR NAME, 4) WRITE THE DATE, AND 5) RETURN **THIS PAGE ONLY** TO THE ADMINISTRATION TEAM.

Because we believe that students should be active participants of their education, we request that students in 5<sup>th</sup> grade and above sign this document, as well. However, it is not mandatory of students.

Student's Printed Legal Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian's Printed Legal Name: \_\_\_\_\_

Parent/Guardian's Signature or Seal: \_\_\_\_\_

Date: \_\_\_\_\_

THIS DOCUMENT MUST BE SIGNED AND RETURNED BEFORE STUDENTS MAY BEGIN CLASSES.



FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Time: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Received by: \_\_\_\_\_