

DORMITORY MISSION

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

WELCOME!

Welcome to Hokkaido International School and your home away from home. The dorm parents, supported by the staff, teachers and headmaster are committed to providing you with a positive living experience.

The enclosed information outlines our expectations and tries to answer some commonly asked questions. It is a guide for living together as a member of a community and sharing a valuable lifetime experience.

We count on your co-operation and commitments to:

1. your education.
2. you're H.I.S. 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,

Ethan Salter and Colleen Currie
Dorm Parents

IMPORTANT INFORMATION

YOUR NEW ADDRESS

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

COMMUNICATION INFORMATION

HIS Office	(011) 816-5000
HIS Office Fax	(011) 816-2500
Dorm Father (Ethan Salter)	080-3266-9377 (Cell phone)
Dorm Mother (Colleen Currie)	090-2875-0095 (Cell Phone)
Dorm Students Phone	(011) 816-0909

Calling Internationally: If parents wish to call their child(ren) or the dormitory parents from outside of the country, please dial 81-11 followed by the last 7 digits.

National Long-Distance: If calling the dormitory long distance from within Japan, please use “011” as listed above.

Telephone Use and Calls: International calls can be made and received through the dorm students’ phone, which is a pay phone. During the first two weeks of the year as students settle into the dormitory, the dorm parents are happy to take international calls for dorm residents, however, we request that you make other arrangements beyond that point. Other than the initial two-week “settling in period”, the dorm parent’s phone should be reserved for emergencies only. For non-critical calls, we request that families make sure to check Japan’s local time before phoning.

Students should refrain from calling or receiving calls on the pay phone (or personal phones) during dinnertime and during study hours. If you need to call someone about a homework assignment during study hours that is fine but make it short. Telephone conversations about non-academic issues during academic times are not allowed.

Alternatives to the Phone: In recent years, most families have communicated through computer options such as *Skype* and *MSN*. Both services provide videophone options that are free, easy to download and easy to use.

Cell Phones: Dormitory students are encouraged get a cell phone. Several options are available, including rental cell phones which operate through the use of prepaid cards. For more permanent phones, which provide a greater range of services, the dormitory parents will help you to contract with a cell phone company. The *AU* cell phone company will provide phones to people who do not have a bank account or a credit card. *Softbank*, is one of Japan's largest providers, however, students are required to have a bank or postal savings account. (**Please see the banking information below for details as conditions apply to foreign students under the age of 16). We recommend that you contract with *Softbank*, Japan's largest cell phone provider.

Two Notes of Caution

- Cell phone costs may be somewhat higher in Japan than in other countries.
- All cell phone contracts are for a two-year period. You will be responsible for the fees to break a contract 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. HIS will hold a student's dorm deposit for three months until all bills and contracts have been cleared. Your dorm parents will keep track of and make sure that you have responsibly paid for your bills and closed contracts with cell phone providers.

Other Contact Information: You are welcome to contact the school or dormitory parents by e-mail at any time. Below are the most important e-mail addresses:

Dorm Father:	Ethan Salter	ethansalter@gmail.com
Dorm Mother:	Coleen Currie	ccurrie@gmail.com
HIS		his@his.ac.jp

FINANCES AND BANKING

Spending money is necessary for meals and personal shopping on weekends. Other expenses or purchases are the students' responsibility and an allowance is to be provided by the parents, and is the responsibility of the student.

Parents are encouraged to send their students to Japan with a debit card/credit card in their child's name from which they can make cash withdrawals. **NOTE, it is important that the name on the card be the **exact** same name as that in the student's passport. It is important that you research which banks will accept such credit card withdrawals. Dormitory parents will not do this for you. Banks common to Sapporo are:

- Hokuyo Bank (North Pacific Bank)
- Hokkaido Bank
- Citibank (has a branch downtown)
- Japan Postal Savings Service (Nihon Yucho Ginko)

Note in 2010, HIS successfully negotiated with two local banks so that minors (under 16) may have a regular bank account even if they have not been resident in the country for six months. The dormitory parents will help new students with opening bank accounts. This may require students to have a name seal (INKAN / HANKO) made or purchased.

WHAT IS AVAILABLE AT THE HIS DORM

Rooms contain (for two students):

- Bunk bed / mattress / mattress coverlet
- Desk, chair and lamp
- Cupboards
- Window curtains and bed curtains
- Wardrobe with shelves
- Plastic draw storage unit

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 (to be kept in either rooms or in laundry space)
- Suitcase Storage Room
- Pay telephone for outgoing local and international calls
- Wireless internet access

Free ether cable internet access (in the dining room only)
Living room containing a TV, VCR/DVD
Communal kitchen containing a student fridge, microwave, stove and oven
Electric piano.
Storage area for ski and snow boarding equipment
Shoe cupboard space for up to four pair of shoes and extra storage for boots (please store any more pair of shoes in your room).
Access to all common areas including:

(1) Ground floor living room (2) Ground floor Japanese style room (3) Dining room (4) Kitchen (5) Ground floor bathroom. (6) Entry Hall (7) Girls' 3rd floor lounge (girls only) / Boys 2nd floor lounge (boys only). (8) Washrooms/Bathrooms – bathtub & shower rooms.

WHAT TO BRING

Clothing

Towels

Toiletries, i.e.: soaps, deodorant, shampoo, toothpaste, etc...

Indoor and outdoor sport shoes for Physical Education class

Indoor casual shoes for school and outdoor walking shoes

Indoor casual shoes or slippers for the dormitory.¹

Bedding:

- A heavy blanket or comforter is a good idea. The dorm is really warm in the winter months but tends to be a bit chilly during the fall and spring. (Bedding can be bought in advance for you if you send an emailed request to the dormitory parents ahead of the school year starting.)
- **2 bed sheet sets** is best, that way 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. (100 cm x 200 cm)
- A pillow and pillow case
- blanket(s)

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 Celsius. It is essential to come prepared for winter weather.

- Heavy / wool socks
- Snow boots
- Winter coat / ski jacket
- Hat, gloves and scarf

¹ Note that in both the dormitory and the school students are expected to remove their outdoor shoes and change into indoor shoes or slippers. This is in keeping with Japanese custom and failure to do so will result in assignment to cleaning duties as a consequence.

- Long underwear
- Sweaters

Personal Medications / Cold Medication – If you take medication for a special purpose, 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. If you need local medicines you may consult the school nurse and the dormitory parents.

School supplies

Translation dictionary

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.

Soranuma Hike (Senior High): This is a two to three hour hike for senior high school students on either the 1st or 2nd weekend of the school year up to a lakeside cabin where we spend the night. Items need are:

- Back pack
- Sleeping bag
- Sleeping mat
- Hiking boots or very sturdy walking shoes
- Flash light
- Camp stove (optional)
- Cooking utensils (optional)
- 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 (Junior High): This is an overnight trip on either the 1st or 2nd weekend of the school year to a youth camp area operated by the Government of Hokkaido. Students prepare their own meals and set up tents. See the above list for items to bring.

Takino Overnight : This is an overnight trip of students from grade 4 to 12 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.

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

SCHEDULES

Moving In: The dormitory will be open for students to move in from noon on August 17, 2010 -- one day before *Opening Ceremony*. All students are expected to move into the dormitory by at least the day before *HIS Opening Ceremony* and are expected to attend the dorm meeting and BBQ that evening at 6:30 pm. Parents are also requested to attend the BBQ and dormitory meeting if coming with their children. Notify us in advance, by e-mail, of your arrival day, 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 the Sapporo Park Hotel).

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 will not be able to assist individuals with the shopping itself.

**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.

Moving Out (non-Returning Students): The dormitory closes the day after Graduation Ceremonies. All students must pack their belongings, clean their rooms, and move out of the dormitory by the end of 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 school and dorm authorities.

Moving Out (Returning Students): The dormitory closes the day after Graduation Ceremonies. All returning dormitory students must move out of the dormitory by the end of that day. Returning dorm students 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.²
4. Store boxes and suitcases into designated storage areas.
5. Clean their rooms.

² 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.

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 school and dorm authorities.

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 school begins, however, check with your dormitory parents for 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 we know when dormitory authority ends and resumes over holiday periods.

Weekday Scheudle:

7:30 am	Breakfast (Attendance required)
8:20 am	Exit the dorm for school by this time
8:30 - 3:20	Regular school day (Dorm students are not permitted to return to the dormitory during the day except in the case of emergencies and then only with written permission.)
3:30 - 6:30	Extracurricular / free time
5:00	School Building Closes
6:30 pm	Dinner (Attendance Required)
7:00 - 10:00	Between these times there will be a two hour study period decided upon by the students as a group.
9:00	All junior high students must be back in the dormitory from extracurricular and free-time activities.
10:00 pm	Curfew - all senior high students must be back in the dorm.
10:30 pm	Individual Chores Completion / Getting Ready for Bed All students must return to their own rooms
11:00	Lights Out Check

Important Notes to the Weekday Schedule:

Breakfast: Educational research demonstrates that students who eat a healthy breakfast perform better in school. As a supportive arm of the school and its educational goals, the dormitory has an obligation to guarantee that students are

eating healthily. A balanced breakfast is a requirement and a guarantee that students are awake, physically prepared and on time for school. Breakfast begins at 7:30 and all students are required to have reported to the dining room no later than 8:10. A glass of juice or milk or a single slice of fruit will not be counted as breakfast. Three late or skipped breakfasts result in lost off campus privileges.

Dinner: A hot, nutritious dinner is prepared Sundays -Thursdays. Students must report to the dining room by 6:30. Students will not be allowed to serve themselves until everyone has reported for dinner. Eating dinner is a requirement unless permission to eat elsewhere (ex. a friend's home or for a sports team outing) has been previously given by the dorm parents.³

Bed Time: 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. In order to create an environment conducive to all students, quiet is a necessity after *Lights Out*. Complaints about noisy individuals, obvious signs of exhaustion and reports from teachers about student sleepiness in class will result in consequences.

Consequences to Above Rules: During the period of 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 week or weekend off-campus privileges.

Lateness to dinner will result in extra kitchen duties.

Students being loud or found to be out in the lounges or in other student's rooms after *Lights Out* will be warned the first time and lose, at the discretion of the dorm parent, a portion or all of their weekend off-campus privileges on subsequent occasions. In extreme cases a student may be required to sleep in the first-floor guest room (Japanese Room) for a prolonged period of time until it is deemed that students can be trusted to manage their sleep appropriately. Parents will be notified if their child breaks this rule on the second occasion and on any subsequent occasions.

Excessive use of or discovered abuse of the internet or computer games may result in a student losing the privilege to use their computer/game set in their own room. In such circumstances, the student will be required to surrender their computer equipment to the dorm parents. Use will be restricted to the monitored space of the first floor and time limits may be placed upon the equipment's use at

³ Be courteous to the cook. He needs to know in advance when students will be absent for dinner.

the discretion of the dormitory parents. Parents will be notified of concerns about computer/game use.

Weekends:

No evening meal is served on Friday and Saturday evenings.

National holidays alter the dinner schedule for the week. Announcements will be made about meals on weeks with a national holiday.

No monitored study periods on Friday and Saturday, however, students are encouraged to use their time wisely on weekends and include necessary study times into their schedules.

Curfew is 10:30 for senior high students on Friday and Saturday.

Curfew is 9:30 for junior high students on Friday and Saturday.

Lights Out will be 12:00 for senior high students and 11:00 for junior high students on Friday and Saturday.

Bread, cereal, milk and juice will be placed out on kitchen counter each Saturday and Sunday morning so students can serve themselves a light breakfast.

An all-dormitory meeting follows the Sunday evening meal. All dormitory students are required to attend.

Sunday study hours will be from 7:00 - 9:00 pm

Sunday curfew will be at 10:00 pm (senior high) or 9:00 (junior high), chore time will be from 10:30 and lights out will be at 11:00 pm

PERSONAL RESPONSIBILITIES

RULES TO LIVE BY

Boys & Girls Floors: There is one simple rule relating to the two floors, females only on the girls' floor (3rd floor) and males only on the boys' floor (2nd floor). This rule must be obeyed at all times. Failure to do so could result in loss of privileges, including off-campus privileges and monitored sleeping arrangements in the guest room on the ground floor of the building or in extreme cases, suspension 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 life-long friendships have been formed as a result of roommate experiences. Room assignment and roommate selection will be decided by the dorm parents. The dormitory parents are guided by academic 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 consulting and 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 effected residents before approval can be given.

Curfew: Curfew on the weekdays will be at 10:00 pm for senior high students and 9:00 for junior high students. Lights out will be 11:00 and on Sunday 10:00 pm. These are the times when the doors will be locked. All students need to be back in the dorm before these times. Anyone who is out past curfew will lose privileges and anyone who tries to sneak someone in after curfew will suffer the same consequences. Students who are locked out past curfew must ring the doorbell and wait for the dorm parent to let them in. Students are warned not to call a friend to let them in. They will be putting their privileges and trustworthiness at risk and putting their friends at risk as well. Everyone needs to be in on time, no excuses.

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
- suspension from the dormitory

When students lose off campus privileges, they may not receive visitors for the duration of the time period. Students' 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.

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

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 C-, D or F on their report card, or have problems turning in assignments on time will be required to attend mandatory study halls in school from 3:30 to 5:00. (Sports team members already have mandatory study halls) In the dormitory, such students will need to spend their study time working in the dorm dining room. 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 use the dorm dining room. If dorm residents wish to work with a non-dorm student 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: All students are free to leave campus after school (3:30 - 6:30) and on weekends unless required to be in a study hall. Before leaving the campus students need to fill out the "Sign-Out Sheet", 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 the sign-out form is properly filled out. 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 are asked to be sure 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 family environment for themselves and others. At times, organizations or groups utilize the common/dining area 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. To ensure optimal cleanliness, the following chores have been incorporated into dorm life.

Dinner Cleanup Crews: Students will be assigned to dinner cleanup duty in small groups on a rotating basis. Generally this occurs once a week or less. Cleanup crews are responsible for setting tables, washing all dishes, pots and pans, clearing the dinner tables, wiping the dinner table, and storing and putting away all left over food.

After breakfast students are responsible for washing their own dishes and wiping their section of the table. After study hours, the tables in the lounge must be cleared and wiped off. Students using the lounge, dining area or kitchen for cooking, eating, or relaxing are responsible for cleaning up after themselves and their guests.

Individual Chores: One a rotational basis, individuals will be assigned below *daily* chores. The Japanese word *gakari* will be used for each job. It means 'the one in charge'. These chores will be done in the half hour before bed (10:30 – 11:00).

- Genkan Gakari – This student will be responsible to make sure that residents have properly stored away their shoes in provided cupboards.
- Eco Gakari (One Girl & One Guy) – This student will be responsible to make sure that the electric heaters in the washrooms are turned to an appropriate temperature (20 degrees Celsius), windows are secured in washrooms and lounges, and that all lights but night lights are extinguished in 2nd/3rd floor lounges & washrooms. Before going to school, this student will ensure that all lounge, bathroom, and individual room lights have been turned out.
- Gomi Gakari (Two Girls & Two Guys) – 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 Girl & One Guy) – 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 (Two Girls and Two Guys) – These residents will be responsible for making sure that the sinks in the wash rooms 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 (Two Girls & Two Guys) – 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.
 - Living & Dining Room Gakari – This person will be responsible to make sure that the living 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.

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 to keep 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. Multiplied by twenty 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 weekly after dinner on Wednesdays.

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 the school, HIS maintains that English is the language of inclusion and requires that English be spoken during meal times, 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 speak in their native languages, 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 of the same cultural and language groups to group together during meal times and study times, however, the temptation to drop the use of English and become an exclusive group increases. 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. 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.

Overnight visitors on the weekends must have the approval of the dorm parents IN ADVANCE. A form needs to be signed by the parents of an overnighting visitor. As was noted previously, females only on the girls' floor and males only on the boys' floor at all times. For the duration of their stay at the dormitory, overnight guests must abide by all dormitory rules.

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: The dormitory welcomes visits by parents to the dormitory. Use of dorm facilities by parents is permitted when space is available. If a student room is empty, parents can be assigned a regular dormitory room, however, generally parents are accommodated in the guest/Japanese room on the ground floor of the building. Bedding will be provided. Notification to the dorm parents must be made at least one day in advance. If the guest room is unavailable, we would suggest that parents arrange to stay in a local hotel.

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 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 to note that dormitory students are required to abide by all relevant dormitory rules while staying outside of the dormitory.

Parents of dormitory students who do not wish their child(ren) to go on overnight visits should e-mail the dorm parents to notify them of this.

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 living room and dining 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/boyfriends' 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 will result.

Drugs & Alcohol: The use of cigarettes, tobacco products, alcohol or other narcotics is strictly prohibited. Their use will result in consequences and could lead to 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
- To provide a work, activity, and sleep schedule for students
- Ensure the healthiest possible environment for dorm residents
- Be available to answer questions or assist with homework, where applicable and possible
- Be available to listen to resident concerns and make appropriate changes
- Counsel and/or 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 you can possibly be
Keep your room and living area 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

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. Students who become ill at school should go to the office so their condition can be evaluated and, where appropriate, receive medicine. Students should not leave school and return to the dorm. They must have permission to return to the dormitory to rest.

In the event of injury or illness requiring a hospital visit, students should have their medical insurance 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 feels like they may need to go to the hospital should come see the dorm parents regardless of the time of night! Dorm student's 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. If you have allergies to certain medications, it is your and your parent's responsibility to ensure that you bring alternatives so that you do not have to rely on local, Japanese medications. We will not be able to help you find out whether medications are safe for you or not, although we will be willing to take you to a doctor who can make that judgment in the case of an emergency.

Influenza Shots: On an annual basis, the dormitory recommends that students receive an influenza shot as outbreaks of the illness have been a problem in the past. If you do not wish your child to have a shot, please notify the dormitory parents by e-mail.

FIRE EMERGENCY PROCEDURES

If/When the fire alarm sounds in the building, all students and visitors are to exit the building quietly and calmly via the closest exit. At night this would mean exiting down the main staircase and out through the main doors and out onto the front parking lot. If this route of escape is blocked, students are to exit onto the balcony on the respective floors and wait for the fire department.

CONCLUDING COMMENTS

The main reason for attending H.I.S. is to study and succeed academically. Students are expected to work hard first and foremost. In addition we wish to be like a 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: _____