

«HiGA»

Student Code of Conduct

\sim Hope for a better future \sim

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Prologue

Hiroshima Global Academy High School recognizes that differences in various cultures and religions enrich our community. Therefore, we are building a community where each one of us feels respected and irreplaceable. HiGA aims to create a safe and secure school life so we can achieve our mission, vision, and values. The Student Code of Conduct is a guide for living and learning for the future. It provides students with a doorway to the world that they must open with their own hands.

Hiroshima Global Academy Students should aim to

Understand and appreciate other people's differences and respect each other's perspectives,

be members of a community that can see value in all perspectives,

be students who continue to learn for life with an active and empathetic heart.

Article 1 Formation of a Learning Community

All students at Hiroshima Global Academy Senior High School should respect and understand each other. Each student is treated as an irreplaceable member of the school community, so that they can live a safe school life.

Article 2 Academic Integrity

Hiroshima Global Academy is an International Baccalaureate (IB) school, and we expect all students to follow our Academic Honesty Policy.

Article 3 The prohibition of racial, religious, and sexual harassment

Recognizing and understanding that each other's cultural and religious differences have value, and that each person has the right to live a safe and secure school life.

- (1) Racial or religious discrimination of any kind is prohibited.
- (2) Inappropriate physical contact, gestures, and movements are prohibited.
- (3) Inappropriate behavior and/or behavior related to sex, physical contact, or other acts that lead to inappropriate behavior not listed here, are prohibited.

Article 4 School facilities, learning and living environment, and equipment.

All facilities (including dormitory grounds) and equipment are public property and are for current and future learners. Be grateful and respectful, use them with care, and carry out your daily cleaning activities wholeheartedly.

- (1) Please promptly report any loss or damaged property to a member of HiGA's staff.
- (2) Eating and drinking must be done in the designated areas. Primarily you will eat meals in the cafetorium, however, you may eat and drink snacks in the dormitory unit.

Article 5 Use of ICT and communication equipment.

Promote our mission "to be a global leader in building peace with the power of learning" by actively, acquiring, and utilizing various forms of information obtained using ICT equipment (tablets, notebooks PCs, communication devices etc.), the internet, and online platforms. Educational activities include inclass activities, off-campus activities, and dormitory activities. Please check Hiroshima Global Academy's ICT guidelines for more information on the correct use of HiGA's ICT environment.

Article 6 Learning

Be aware that each person can shape the learning community, acknowledge, understand, and respect

Article 7 Attendance, absence, lateness, early departure, or suspension.

Our school is a dormitory-based, integrated junior and senior high school. The rules involved with going to and from school are outlined below.

- (1) School begins at 8:35 am, and you will be considered late if you do not enter the classroom by this time.
- (2) Leaving school/classes during the school day is prohibited.
- (3) The guardian must contact the homeroom teacher, in advance, to let the school know that the student will be absent, late, or leaving school early. This could be for a variety of reasons such as returning home for vacation periods or religious days of observance.
- (4) The homeroom teacher will contact the parent/guardian if the school determines that a student should be late, absent or leave the school early due to their physical or mental health.

Article 8 Clothing.

Be aware that Hiroshima Global Academy is considered a public place and any activities related to the school, whether they be conducted inside or outside the school, reflect our school community. Please avoid wearing revealing, provocative, or flashy clothing and/or other accessories.

Additionally, please ensure that you consider the time, place, and occasion when deciding what to wear.

(1) Daily clothing shall be prescribed as follows.

- A) Maintain your clothing and grooming to promote acceptable standards for health, safety, and social behavior.
- B) Do not wear clothing that displays symbols or illustrations that are offensive or display obscene language. Additionally, do not wear clothing with symbols or illustrations that insult race, ethnicity, religion, or have a political message.
- C) Please consult your class teacher or school staff in advance about clothing that is required for religious or medical reasons.
- (2) Formal uniform events include:
 - A) Ceremonial events such as entrance ceremonies and graduation ceremonies
 - B) School events such as school visits and company visits
 - C) Any other occasions deemed necessary by the school management
- (3) When wearing the formal uniform, please follow the following dress standards ① to 9.
 - A) Please wear a cutter shirt or blouse (one small logo is sometimes acceptable). These are to be worn on the inside of the blazer.
 - B) Please decide between wearing either pants or skirts.
 - C) Please tuck the hem of polo shirts, cutter shirts, or blouses into the pants or skirt.
 - D) The skirt length should fall below the knees.

- E) The color of trousers and skirts can be black, navy blue or gray (check patterns are also
- F) Wear a black dress belt for trousers.
- G) Pants should be either slacks or chinos.
- H) Tights, sweaters, and cardigans are permitted, but please make sure that they are either black, navy blue, or brown. Make sure that the length of the sweaters and cardigans are at a length where they can be fully covered by the formal blazers.
- I)Neckties are optional.
- (4) The rules regarding body adornments are as follows:
 - A) Do not wear ornaments such as rings, necklaces, earrings, or fake nails/nail art.
 - B) Tattoos, hair dyeing, and makeup are prohibited.
 - C) Hats, scarfs, gloves, and neck warmers are permitted when going to school, but please remove them before entering the classroom buildings or dining room building.
 - D) Please consult your class teacher or school staff in advance about clothing that is required for religious or medical reasons.

Article 9 Transportation

(1) Bicycle ownership and usage.

- A) Strictly observe the traffic rules and manners (always ride safely).
- B) The following acts are prohibited; riding a bicycle with a passenger, riding bicycles beside each other, riding a bicycle with an umbrella, wearing earphones while riding a bike, and riding at night without lighting. You must not violate any road traffic law or commit any acts that violate other laws or regulations.
- C) Wear a helmet for safety.
- (2) The rules for the ownership and usage of motorized vehicles (automobiles, motorcycles, and motorized bicycles) are as follows.
 - A) Driving ordinary cars, motorcycles, and motorized bicycles cannot be driven until after graduation.
 - B) You will be able to apply for your driving license during the third year of high school, after receiving permission from the school.
 - C) The acquisition of your license will be granted after the last day of your high school studies.

Article 10 Matters related to student guidance

Guidance necessary for education shall be provided in accordance with the guidance policy. The school will work in cooperation with school counselors and specialized institutions to help students reflect on their actions and recognize their challenges. Our school provides guidance with the intention that students can lead a better school life.

(1) Special guidance shall be prescribed as follows:

- A) The purpose of special guidance is to have students reflect on their own actions carefully and create goals for their future school life. It is hoped that students will then lead a more fulfilling school life and not violate the school rules published in its policies or other documents such as the Student Code of Conduct.
- B) Various issues that fall under special guidance and their respective responses
 Special guidance shall be given if any of the following violations occur both inside and outside the school. Depending on the case, guidance will be provided in cooperation with relevant organizations such as the police, depending on the violation. Additionally, measures will be taken in accordance with the guidelines published in the "Disciplinary action as punishment" document (published by the Hiroshima Prefectural Board of Education). The "Disciplinary action as punishment" document describes the following four phases of action:
 - "Reprimand" Problematic behavior that is antisocial and likely to cause harm to others.
 - "Suspension" Recurrence of the above mentioned behavior after receiving special guidance.
 - "Expulsion" misbehavior that is unlikely to improve, cause disruption of school order, or other violations deemed unacceptable by the school community.

Additionally, students must adhere to the rules and regulations that are linked to their student visas and ensure that their length of stay and visa renewal is up to date.

[Acts that violate laws and regulations]

- A) Drinking and smoking even if the drinking and smoking age is reached in other countries, you are not allowed to do either while you are a student at our school.
- B) Violence, intimidation, and coercion
- C) Bullying, and acts that may lead to bullying, etc.
- D) Damage to buildings and property
- E) Theft, shoplifting, embezzlement of property, etc.
- F) Sex crimes such as obscene acts, harassment, molesting acts, and similar acts, etc.
- G) Drug abuse possession and abuse of drugs is illegal in Japan. Stimulants and narcotics are prohibited, and matters associated with drugs will be turned over to the police.
- H) Traffic violation
- I) Possession of dangerous goods such as knives, gunpowder, explosives, etc.
- J) Gambling
- K) Acts that damage the honor or dignity of individuals, groups, etc., such as slander, defamation, harassment, intimidation, or coercion against individuals and organizations, and leakage of personal information, etc.
- L) Improper use of SNS, etc.
- M) Other acts that violate laws and regulations

[Acts that violate the rules established by our school]

- A) Drinking, smoking, and the possession of alcoholic beverages and cigarettes.
- B) Acts contrary to academic integrity (including sabotage)
- C) Staying out without permission and wandering about late at night.
- D) Going out without permission or leaving early without permission.
- E) Breaking curfew
- D) Ignoring guidance and use of abusive language.
- F) Lending and borrowing money (including electronic money).
- G) Part-time jobs.
- H) Other acts that the school deems in violation of its policies.
- (2) Reflective practices during special guidance shall be as follows.
 - A)Explanation
 - B)School reflection guidance (separate guidance room for reflection, or in-class reflection).

In some cases, the guardian will be asked to cooperate in the reflection process (guardian invitation).

- (3) Implementation of special guidance and reflection
 - A)There are two types of school reflection guidance: reflection that occurs in a special room, and reflection which occurs while participating in classes.
 - B)Assessments that occur during the period of reflection will be taken in a separate room.
 - C)In principle, participation in educational activities, such as school events and after-school activities are not permitted during the reflection period. Additionally, going out on holidays is prohibited. Participation in special school events will be decided after special consultation.
 - D)Depending on the type of violation and the situation under reflective guidance, the dormitory access may be temporarily withdrawn in cooperation with the parent/guardian.
- (4) Period of school reflective guidance

The period of reflective guidance will be determined based on the extent of the violation. However, measures such as extending or shortening the guidance period may be carried out depending on the success of the reflective guidance.

[Revision of these regulations]

Amendments to these Regulations shall be decided by the principal after consultation with members of the school community.

[Execution]

These regulations shall come into effect on April 1, 2022.

Epilogue

The proof that you have learned here will be marked by your hand.

Students Code of Conduct Aims to - Hope for a better future -

We will create a school community that respects individuals and appreciates diversity with the help of the rules and guidelines described in the Student Code of Conduct. Furthermore, students will develop the agency, to responsibly observe the rules and guidelines on their own. We will make sure that the guiding principles outlined in this document will become a natural part of the student's everyday life from now and into the future. Finally, the student guidance described in this document aims to create a community that makes our school a safe place where each student has a desire to learn.

 $\label{eq:Reiwa} Reiwa~3/3/9$ From Hiroshima Global Academy's 1^{st} and 2^{nd} year students

