

## **BRIEF HISTORY**

The school was formerly named **Philippine Nikkei Jin Kai Educational Center** under the management of its mother association, the Philippine Nikkei Jin Kai, Inc. It commenced operation on June 1992 with its PRESCHOOL Department having barely Ten (10) pupils in Kinder 1, and Fourteen (14) pupils from the Kinder 2, or a total of Twenty-Four (24) pupils. The first school president was the late Rodolfo Tutor Sr. who was aided by then School Administrator, Mr. Vicente Mori (deceased). The school's first principal was Mrs. Atenodora Mori (deceased) who was then replaced by a Japanese descendant, the late Mrs. Aurora B. Jao (Ritsuko Honda). The first teachers were Mrs. Eva Nacario - Splain and Mrs. Ruelyn Cubio - Bobiles. Mrs. Bobiles.

Grade I was offered in the year 1993 and the institution grew to become a COMPLETE ELEMENTARY SCHOOL in the year 1996, or after 4 years since its establishment.

At the inception of the school, the Japanese Language was initially offered as an elective subject. Many retired Japanese businessmen and educators came and taught as volunteers, headed by the late Mrs. Maria Murakami. At present, Nihongo has become a mandated subject from preschool up to high school.

In 1999, the school Board of Regents decided to open a HIGH SCHOOL DEPARTMENT to meet the increasing demand for a Secondary Level of educational institution. Then board member Mrs. Ines Yamanouchi Papaya-Mallari did the legwork on the registration with the Securities and Exchange Commission (SEC) and with the Department of Education (DepEd). As a result, the school became a separate entity, distinct, and unique from its mother organization PNJK Inc. and was duly registered with SEC. Reg. No. D199900952 dated 18th of October, 1999, and with the DepEd on the 20th of October, 1999. The name of the school was thereafter changed to **Philippine Nikkei Jin Kai School of Davao**.

On April 2001, Mrs. Ines Yamanouchi P. Mallari became the School Directress. On August 9, 2001, the school received no less than His Excellency YOSHIHISA ARA, Japanese Ambassador to the Philippines. A year thereafter or in 2002, his successor, H.E. AMBASSADOR KOJIRO TAKANO, likewise visited the school.

Through the initiative of the School Directress, Mrs. Mallari, the school started to celebrate the Philippine-Japan Festival (formerly called RP-Japan Festival) in August 2002. Mr. Wilfredo Terante, Sr. became the 3<sup>rd</sup> School Principal in 2003.

On June 16, 2003, the ELEMENTARY Department was granted the GOVERNMENT RECOGNITION by the Department of Education (No. 002, S., 2003) and on March 21, 2005, the HIGH SCHOOL Department was likewise given the same GOVERNMENT RECOGNITION (002, S., 2005). The ACCREDITATION by the BUREAU OF IMMIGRATION to be able to accept foreign students was likewise granted to **Philippine Nikkei Jin Kai School of Davao** last September 23, 2005. With the accreditation, the name of the school was thereafter amended and has become **PHILIPPINE NIKKEI JIN KAI INTERNATIONAL SCHOOL** since October 17, 2005.

August 26, 2004 became a joyous and very memorable day for all the stakeholders of the school, because during the 3RD RP-JAPAN FESTIVAL, then Davao City Mayor, now PHILIPPINE PRESIDENT RODRIGO ROA DUTERTE, graced the occasion and was warmly welcomed by the Nikkei community. Mr. Duterte also joined the Bon Odori together with Japanese Cong. Ikou Yamahana and our benefactors, Mr. Masataka Ajiro and the late Datu Bago Tatsuo Uchida.

On December 8, 2004, another high-ranking official of the Japanese government, visited the school in the person of His Excellency RYUICHIRO YAMAZAKI, Japanese Ambassador to the Philippines.

In 2005, through the kindness of the late Datu Bago Tatsuo Uchida, the school obtained a loan that was instrumental in the acquisition of a 5,000 sq. meters parcel of lot, situated just across the existing school buildings. It is where the Uchida Building that houses the Preschool and Primary departments was built along with the school's sports complex that was inaugurated on June 10, 2006.

2005 was also the year when the 1st Davao City Baseball Cup, the brainchild of both Mrs. Ines Mallari and Mr. Yusuke Uchida, was held at Lt. C. Villafuerte Sr. Elem. School in Calinan, with five (5) competing teams in the elementary division only. This event was jointly hosted by Philippine Nikkei Jin Kai Family and Datu Uchida Development Foundation (DUDF).

True to its commitment to offer quality and standardized education, the school applied for accreditation from the Philippine Association of Accrediting Schools, Colleges and Universities (PAASCU) in 2007. On the same year, the PNJK-IS Calinan–Preschool Department started to operate with 15 enrolled students.

On December 10, 2007, Philippine Nikkei Jin Kai International School was again visited by another JAPANESE AMBASSADOR, HIS EXCELLENCY MAKOTO KATSURA.

In the school year 2008-2009, the High School Department was granted certification for the EDUCATIONAL SERVICE CONTRACTING (ESC) and EDUCATIONAL VOUCHER SYSTEM (EVS), the schemes that help the poor but deserving students to study under a subsidy coming from the government.

On August 22, 2008, Philippine SENATOR FRANCIS “KIKO” PANGILINAN visited the school on the occasion of the 20th Araw ng PNJK. The Senator said during his speech that he too, has a Japanese lineage.

On September 6-7, 2012, the PAASCU team had their formal visit at Philippine Nikkei Jin Kai International School that merited the Level 1 PAASCU and FAAP Accreditation Status to the Integrated Basic Education Program on November 2012.

On August 8, 2015, the highly sophisticated and fully-air-conditioned Junior High School/Nikkei Building was inaugurated.

Last January 28, 2016, the School President & Directress, Mrs. Ines Yamanouchi P. Mallari together with the Chairman of the Board, retired Judge Antonina B. Oshita Escovilla represented the Nikkei community during their MEETING WITH THEIR MAJESTIES JAPANESE EMPEROR AKIHITO and EMPRESS MICHIKO at Sofitel Manila, in time for their state visit to the Philippines.

On December 2016, the Nikkei community was personally invited by no less than His Excellency, PHILIPPINE PRESIDENT RODRIGO ROA DUTERTE, to have a special photo opportunity with him during the Japanese Emperor's Birthday Reception hosted by His Excellency, JAPANESE AMBASSADOR KAZUhide ISHIKAWA at the SMX Convention Center, SM Lanang Premier, Davao City.

In order to cater to the last two levels of the K to 12 Education Program, Philippine Nikkei Jin Kai International School opened its Senior High School Department last June 2016 with 101 grade 11 learners. The pioneers of this new curriculum utilized the newly renovated 3-storey building, which was formerly the JPVA Dormitory, with seven fully air-conditioned classrooms.

Another triumph is added in the history of PNJK-IS when the school was granted the Level 2 PAASCU and FAAP Accreditation Status to the Basic Education Program on November 2016.

In the following school year 2017-2018, the school welcomed 116 enrolled grade 11 learners and 89 enrollees of the grade 12 level with the total of 205 learners enrolled.

The first batch of 86 grade 12 completers had their successful graduation last April 4, 2018.

This new high school curriculum comprises core classes and specialization classes based on the learners' choice of specialization. The Senior High School learners are given privilege to choose a specialization based on aptitude, interests, and school capacity. At present, we now offer four Academic Strands: **GAS** (General Academic Strand), **ABM** (Accounting, Business Management) Strand, **HUMSS** (Humanities, Social Sciences) Strand, and the **STEM** (Science, Technology, Engineering and Mathematics) Strand.

Considered as the highlight of the 25 years of the existence of PNJK-IS was the special visit of no less than JAPAN'S PRIME MINISTER, HIS EXCELLENCY SHINZO ABE and his wife MADAM AKIE ABE last January 13, 2017.

During the special visit to the school, Prime Minister Abe and Madam Akie were given a very warm and sincere welcome by the entire Nikkei community who joyfully sang "Chiisana Sekai" or "Small World". Thereafter, the Kabataang Pangarap ni Rizal (KAPARIZ) also performed a hand-mime presentation that encapsulated the Nikkeisians warm and genuine hospitality that touched the hearts of the visitors including that of Prime Minister Abe and his wife Madam Akie, who became teary-eyed while watching the heartfelt performance of the students.

Added to the history of Philippine Nikkei Jin Kai International School was the visit of Japanese Congressman Mikio Shimoji and his party last September 19, 2017, in time for the celebration of the school's 25th year anniversary.

Philippine Nikkei Jin Kai International School is being run by the following Board of Trustees: Chairman of the Board, Judge Antonina B. Escovilla; President & School Directress Mrs. Ines P. Mallari; Vice President, Mrs. Carmen C. Apigo; Secretary, Mrs. Ruelyn C. Bobiles; Treasurer, Mr. Rodrigo M. Suemitsu; Auditor, Mr. Juseven S. Austero; Board Members; Mrs. Adelaida S. Panaguiton, Mr. Felipe C. Hiquial, Mrs. Jocelyn Franco, and Mrs. Ellen Ocharon.

The incumbent Department Heads are the following: Mrs. Rowena T. Canlas for Administrative Department; Mrs. Mae A. Devero for Nihongo Department; Ms. Lorellie S. Jubilado for Preschool and Primary Department; Mrs. Jocelyn D. Franco for Intermediate Department; Mr. Rodrigo B. Velasco Jr. for Junior High School Department; Mrs. Lucia D. Josol for Senior High School Department and Mrs. Ruelyn C. Bobiles, Buildings and Grounds Supervisor. The Department Heads are ably assisted by the different Subject Area Coordinators (SACs).

The school continues to grow in number with our diverse local and foreign students, manned by competent and qualified teachers and staff, and with the strong support coming from the parents and the community.

## **VISION, MISSION, GOALS AND OBJECTIVES**

### **Vision**

The Philippine Nikkei Jin Kai International School is a leading educational institution that produces leaders who are globally competitive, multi-culturally sensitive, disciplined, and proficient in Nihongo.

## **Mission**

As a Filipino and Japanese School, it aims to provide quality education including Japanese language and culture and personality development by adopting positive Filipino and Japanese values, and to produce responsible leaders and assets of the community.

## **Goals and Objectives**

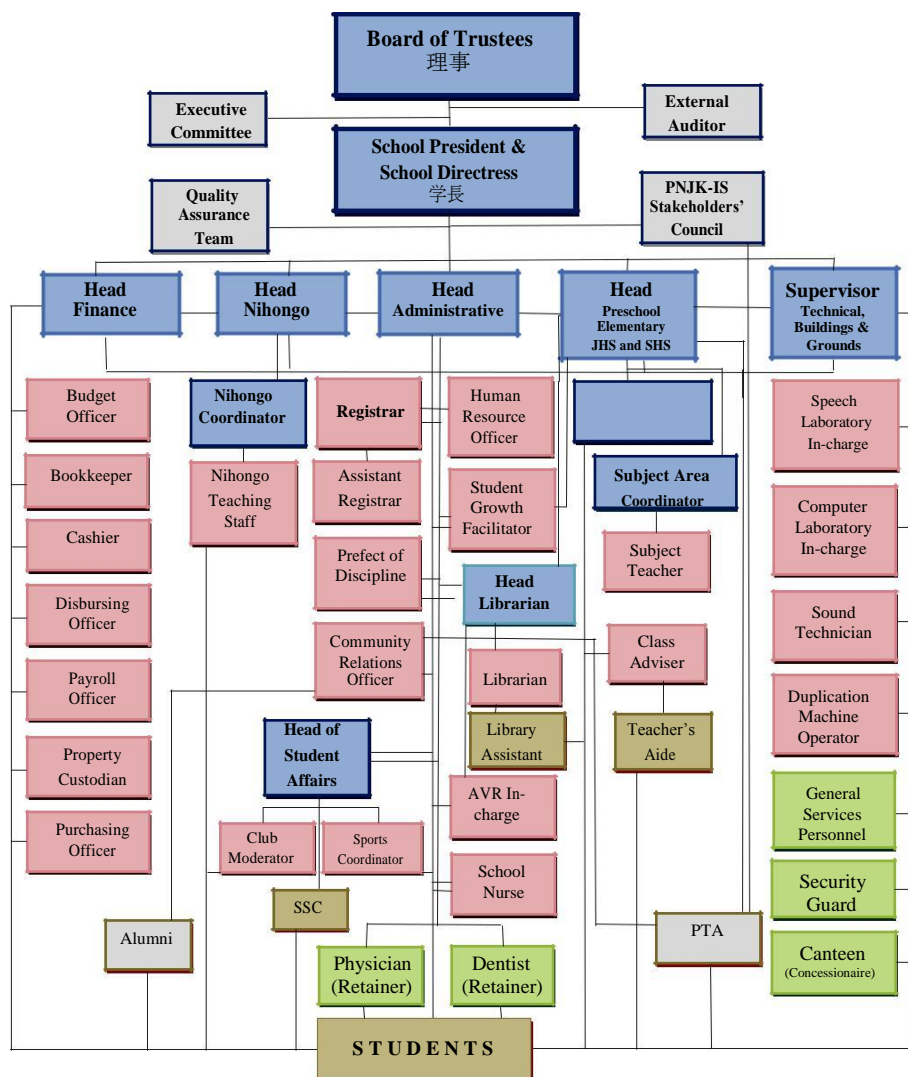
The school will produce graduates who:

1. Acquire excellent knowledge, talent, and leadership skills through quality education and exposures to curricular and co-curricular activities;
2. Embrace the following positive Filipino and Japanese values:
  - a. Fear of God
  - b. Patriotism and Nationalism
  - c. Courtesy and Respect to the Elders
  - d. Time-consciousness
  - e. Integrity and Trustworthiness
  - f. Humility and Hospitality
  - g. Cleanliness and Orderliness
  - h. Diligence and Endurance
3. Possess proficiency in the Filipino, English, and Japanese Languages;
4. Update themselves with the latest trends and technology; and
5. Demonstrate love and care for the environment.

# ORGANIZATIONAL CHART



## PNJK-IS Organizational Chart





## **SCHOOL PERSONNEL & JOB DESCRIPTIONS**

### **1. The Board of Trustees**

The Board of Trustees is the highest management body of the school that maintains its life and image as an institution of learning. It is ultimately responsible and accountable for administering and managing the entire educational system.

The corporate powers of the association shall be exercised, its business conducted and its property controlled by the Board of Trustees. As such it shall be concerned that:

- a. the Vision/Mission of the school remain relevant to the public to which the mission is directed;
- b. all activities guided by appropriate policies flow from the Vision/Mission of the institution;
- c. the Vision/Mission of the institution are communicated to and understood by its various publics;
- d. the institution is competently managed, staffed, and adequately supported.

At present, the Board of Trustees is composed of 10 members and from among the members, officers were elected as follows: the President, Vice President, Secretary, Treasurer, and Auditor.

### **2. The President / School Directress**

The highest ranking officer of Philippine Nikkei Jin Kai International School and the chief public relations officer dealing internally within the school community and externally with the public.

The President/School Directress is the Chief Executive Officer of the school appointed/hired by the Board of Trustees. He/She is in-charge with the management of the financial, physical and non-physical resources of the institution to provide the necessary support to operating units. He/She is responsible for the total functioning of the whole educational system. He/She is concerned with the effectiveness and efficiency of every staff member in relation to the school's basic function-that of providing educational services.

He/She is the chief coordinator of all aspects of management of the school and shall see to it that the institutional mission and goals are efficiently and effectively promoted and pursued.

### 3. The Administrative Head

The Administrative Head supervises the non-academic personnel of the school. He/She provides administrative decision-making, support, and leadership to the personnel. The Administrative Head also helps in maintaining a safe and secure work environment and developing personal growth opportunities.

### 4. The Department Head (Preschool/Primary/Elementary/Junior High School/Senior High School)

The Department Head is an empowered leader who is in-charge of implementing the Department of Education curriculum, memorandum orders, school objectives and policies within the purview of existing laws, rules and regulations and turning Philippine Nikkei Jin Kai International School into a quality learning center.

The Department Head should serve as the nerve of the school, for coordination, leadership, and for influencing the climate of the organization. He/She supervises the academic personnel of the school.

He/She is responsible for the overall supervision of the department and exercises the necessary educational leadership to promote effective and efficient teaching in the department.

#### 5. The Subject Coordinator

The Subject Coordinator will spearhead the programs in the learning area where he/she is coordinating. He/She assists the Department Heads in all matters affecting the policies and goals of the department for the learning area coordinated. The Subject Coordinator also assists the Department Heads in the assignment of faculty loads and in the process of hiring, evaluating and retaining of faculty and work hand-in-hand with the club/organization moderators in their respective areas of concern.

#### 6. The Registrar

The Registrar is in-charged with the responsibility for the development, care and utilization of academic records. Given this role, the Registrar must be concerned that:

- a.) academic information required by various external and internal agencies and offices are identified and complied with;
- b.) provisions are made for the generation of such academic information in an efficient and effective manner as possible;
- c.) provisions are made safe for the proper storage, care, confidentiality, and retrieval of information; and
- d.) provisions are made for the prompt processing of this information into the required summary reports format periodically and/or upon demand of said external and internal agencies.

## 7. The Finance Officer

The Finance Officer is the head of the accounting department and is responsible for the monitoring and checking of the daily, monthly, and annual financial transactions of the school. He/She is directly responsible to the Directress.

## 8. The Bookkeeper

The Bookkeeper is responsible in the recording of financial transaction of the school.

The Bookkeeper is in-charge of posting financial record of receipts and disbursements of the school. He/She will make payments and issue checks for the requisition slips and cash vouchers duly approved by the School Directress. He/She is also responsible in preparing the Monthly Financial Report.

## 9. The Cashier/Disbursing Officer

The Cashier is in-charge of posting financial records and receiving payments of student's tuition fees and other accounts and issuing the school's official receipt for every amount received as payment.

The Cashier must report the cash flow to the Administrative Head on a daily basis, and to the Treasurer and Auditor on a monthly basis.

The Cashier is tasked to issue assessment of student's school obligation at least one week before the examination date. The Cashier also acts as the Disbursing Officer.

## 10. The Property Custodian

The Property Custodian is in-charge of all the school properties and equipment. He/She takes charge in the maintenance as well as inventories and filing of all properties acquired by the school. He/She makes recommendation as to the repairs or purchases of needed facilities.

## 11. The Purchasing Officer

The Purchasing Officer is tasked to make the necessary purchases after conducting bidding and canvassing of prices. Every purchase must be done after accomplishing, and submitting the proposal form from the personnel making the requisition duly signed by the Department Heads, Administrative Head and the School Directress. He/She is also tasked in releasing materials and office supplies to the faculty and staff.

## 12. The Buildings and Grounds Supervisor

The Buildings and Grounds Supervisor monitors the physical condition of the school buildings, the gymnasium, sports complex including the facilities and equipment found thereof. He/She supervises the flow of the vehicular traffic within the school campus and supervises the disposal of waste materials in accordance with the Solid Waste Management program of the city government.

## 13. The Student Growth Facilitator

The Student Growth Facilitator caters counseling services to all employees and students of the school. The Student Growth Facilitator is responsible for the growth and development of pupil's/student's formation of good values. His/Her main concern is the welfare of the students, providing them assistance and direction in their personal and interpersonal relationships.

The Student Growth Facilitator works closely with the teachers in understanding students. He/She also arranges case conference with parents on matters concerning problems of their children. He/She keeps the records of pupils/students.

#### 14. The Head of Student Affairs

The Head of Student Affairs develops and administers special cultural programs to meet the students' needs, incorporates special activities in the student calendar of events, serves as advisor to the Student Supreme Council (SSC); supervises SSC officers and activities, and supervises all school clubs and organizations by providing oversight and direction.

#### 15. The Prefect of Discipline

The Prefect of Discipline is tasked with the following responsibilities:

- a. Implementation of rules, regulations and policies of the school vis-à-vis students' behavior;
- b. Development of self-discipline among students;
- c. Monitoring of tardiness of the students and other infractions that any student may commit while inside the school campus;
- d. Recommendation to higher school authorities any disciplinary measures that will be imposed on student(s) especially the penalty of suspension and/or expulsion;
- e. Coordination with the Student Growth Facilitator and the Heads of the different departments regarding requests for conference/meetings with the parents/ guardians of a student who is subject to disciplinary action; and
- f. Rendering of other duties as may be required by the immediate supervisor from time to time.

## 16. The Human Resource Officer

The Human Resource Officer deals with all employees in the school. He/She attends to the needs of every employee at work. His/Her main concern is the well-being of the employees, giving them assistance in any possible way and to provide support in developing intrapersonal and interpersonal relationships as well as helping them realize career goals.

He/She is directly responsible to the Administrative Head and the School Directress.

## 17. The Community Relations Officer

The Community Relations Officer represents the school in community related assemblies and meetings. He/She conducts surveys to ascertain the needs of immediate community, evaluates community outreach programs, receives and makes communications related to any community participation and activities.

## 18. The Librarian

The Librarian assists the readers in selecting books and guides them in the use of library materials and acts as reference consultant. He/She orients the students in the use of card catalog, facilities and services offered.

The Librarian is tasked with the responsibility of making the library supportive of the teaching-learning program of the institution.

## 19. The School Nurse

The School Nurse is tasked with the following responsibilities:

- a. Giving of first-aid help to students, teachers, and staff who has ailment and injuries during school days;
- b. Checking of the proper and healthful living condition of the school and maintaining a functional school clinic;
- c. Being responsible for every medicine received and released;
- d. Making of monthly report and submission of monthly inventory report of the medicines received and/or released to the School Directress;
- e. Keeping of daily record of patients, medicine released, and attention given to patients inside the clinic;

## 20. The Science and Computer Laboratory In-charge

The Laboratory in-charge is the custodian of all the materials of the laboratory its apparatuses, charts, models, chemicals and specimens, as well as inventories and files. In cooperation with the faculty, he/she shall formulate and administer such policies, rules and regulations necessary to ensure the maximum use of the laboratory facilities and supplies in a clean and orderly manner.



21. The Computer Laboratory In-charge

The Computer Laboratory In-charge is the custodian of all the materials, equipment, and computer units inside the computer laboratory. He/She is also responsible for the maintenance and troubleshooting of problems of the computer.

22. The T.L.E. Laboratory In-charge

The T.L.E. Laboratory In-charge supervises the students during their laboratory activities. He/She takes charge in the requisition of the laboratory tools, utensils, equipment and other materials for T.L.E. use. He/She monitors the maintenance of cleanliness of the T.L.E. laboratory after each laboratory activity of the students.

23. The Speech Laboratory In-charge

The Speech Laboratory In-charge is responsible for all the materials and equipment inside the Speech Laboratory. He/She monitors the maintenance of cleanliness of the Speech laboratory after each laboratory activity of the students.

24. The Audio-Visual Room In-Charge

The Audio-Visual Room In-Charge is appointed by the Directress and is responsible for the use and safekeeping of all the materials and equipment inside the AVR. He/She monitors the maintenance of cleanliness of the AVR after each activity of the students.

## 25. The School Driver

The School Driver drives the school vehicle, performs preventive maintenance and makes minor repairs. He also assists other school employees in hauling things to and from the school. He also serves as the school messenger.

## 26. The General Services Personnel

The General Services Personnel is hired to take charge in the maintenance and cleanliness of the offices, restrooms, school ground, and other related works assigned to them.

## 27. The Security Guard

The Security Guard is hired to safeguard the school properties as well as the lives of the students and employees of the institution 24 hours a day. They are directly under their principal employer, the Security Agency but they are primarily liable to the school for the duties and responsibilities assigned to them.

# **TEACHING STAFF**

## 1. The Class Adviser

The Class Adviser is in-charge of the class assigned to him/her. He/She is responsible for the studies and discipline of the class, establishes routine for class activities and participation, conducts homeroom sessions, home visitation, and implements directive from the superior.

## 2. The Subject Teachers

The Subject Teachers are assigned to teach one or more subjects in the school.

### 3. The Club Moderators

The Club Moderators are appointed to organize, supervise, and initiate activities that will develop leadership, cooperation, responsibility, initiative, and devotion to duty in the students.

### 4. The Teacher Aides/Assistants

The Teacher Aides are assigned to the Preschool and Grade 1 levels to assist the teachers in the day-to-day needs and activities of the Preschool and Grade 1 pupils. Teachers' assistants are tasked to help the office where they are assigned.

## **SCHOOL POLICY ON ADMISSION**

### **ADMISSION POLICY**

The Philippine Nikkei Jin Kai International School (PNJK-IS) will accommodate new, transferring and returning students who desire to enroll in this institution provided that they abide by the policy and meet the institutional requirements.

1. Parents must understand that PNJK-IS follows the curriculum prescribed by the Department of Education (DepEd). Moreover, the school offers Japanese Language (Nihongo) as part of its curriculum along with the other prescribed academic subjects, thus, this is required from Preschool up to Senior High School. Furthermore, the school sets its institutional requirements in admitting foreign students.
2. All applicants must undergo Entrance Examination first before they can enroll. This starts in the middle of February. They need to submit certified true copy of recent report card from their previous school for

screening and evaluation and pay the entrance examination fee. The school reserves the right to

refuse entrance examination application should the documents presented are found to be unsatisfactory and/or the slots in the grade level are no longer available.

3. For foreign students or those who studied abroad, they need to present original and English translated recent school records before entrance examination application will be accommodated. The school may require additional school credentials should the documents presented are found to be unsatisfactory. Moreover, guardianship is one of the requirements for admission of their child/ward. He/She must have a legal guardian while he/she stays in the school. Furthermore, the school shall have the discretion to accelerate its pupil to a higher Grade/Year, or conversely to lower Grade/Year, depending upon the subsequent performance of the pupil in the school, as stipulated in the DepEd Order No. 26, s. 1994. Again, the school reserves the right to refuse entrance examination application for those who do not meet the requirements and/or the slots in the grade level are no longer available.

In addition, for those incoming foreign JHS and SHS students who have limited knowledge and skills in English and Filipino, they will be required to attend English Intensive Program from middle of May until July, and subsequently undergo assessment after the training. They will only be accepted for enrollment (as regular student) for as long as there is a progress in their performance after the intensive training. However, for those who failed and have not exerted effort at all, they will not be admitted as regular students but instead, they will be recommended to continue the intensive training, and may enroll under visitor status.

For those foreign students who would just arrive in the month of June and have not attended the summer intensive training, they will be admitted under

Probationary Status and required to undergo intensive training in English for two (2) months (June to July). Still, there will be an assessment after the training. Their grade in the said training will have a bearing in their performance. If they pass the assessment, they will now be accepted as regular students, otherwise, they will be recommended to continue the intensive training and may enroll under visitor status.

The parents or guardians of these foreign students shall pay the pertinent fees for the Intensive Training in English program. This policy applies only for foreign students for JHS and SHS. Preschool and elementary students are exempted.

4. Incoming Nursery, Junior Kinder and Kindergarten students shall likewise undergo entrance examination. They have to meet the age requirements before they will be allowed to take the entrance examination.
5. For the incoming Grade I pupil, the applicant must have undergone and completed the Kindergarten education from a school recognized or authorized by the Department of Education before allowing him/her to take the entrance examination and be enrolled in the Grade I level.
6. The school reserves the right to refuse entry based on the entrance examination, a poor report from his/her previous school, or inappropriate behavior (*including the parent/guardian*) during the assessment.
7. Having passed the entrance examination and undergone interview with the Department Head, the applicants must comply with the enrollment documentary requirements, to wit:

A. New/Transfer Students:

1. Admission Slip (*issued from the Student Development Center after passing the entrance examination and interview with the Department Heads*)
2. Original recent Report Card bearing the learner's reference number (LRN)
3. Certificate of Good Moral Character
4. Photocopy of PSA/NSO birth certificate, 2 copies
5. Three (3) pieces of 1x1 ID picture with red background
6. Education Service Contracting (ESC) certificate for those who are ESC grantees from their previous school

**B. Foreign Students:**

1. Admission Slip (*issued from the Student Development Center after passing the entrance examination, Intensive English Program Certificate, and interview with the Department Heads*)
  2. Special Study Permit (SSP)
  3. English translated recent school records
  4. Photocopy of English translated birth certificate, 2 copies
  5. Three (3) pieces of 1x1 ID picture with red background
  6. Photocopy of passport's bio-page and latest stamp of arrival and authorized stay
8. The Special Study Permit (SSP) has to be secured first at the Bureau of Immigration before a foreign student will be enrolled. The parent/guardian must comply with the SSP requirements, to wit:
- a. Duly accomplished CGAF or SSP application form
  - b. Original passport
  - c. Photocopy of passport bio-page and latest admission with valid authorized stay
  - d. Two (2) pieces recent 2x2 colored photograph with white background
  - e. Certificate of Acceptance
  - f. Letter request addressed to the Commissioner from the representative of the petitioning school
  - g. Photocopy of BI school accreditation ID of the registrar or school representative

- h. SSP Fee
- i. Parent's/Guardian's photocopy of PH passport or any valid IDs
- j. BI Clearance Certificate

The parent/guardian must coordinate with the Registrar's Office for the SSP application.

9. The old students must comply as well with the enrollment documentary requirements set by the school, to wit:
  - a. Recent Report Card
  - b. Three (3) pieces of 1x1 ID picture with red background
  - c. SSP for foreign students
10. The school satisfied with the applicants' compliance with the enrollment documentary requirements, they will be allowed to process the enrollment and pay the necessary school fees. The school reserves the right to refuse admission for those who have insufficient and/or unacceptable enrollment documentary requirements.
11. A student is considered officially enrolled only after he/ she has complied with all the enrollment documentary requirements and has made an initial payment of school fees.
12. For the late, returnees, and transfer-in enrollees, the school shall accept students on a case to case basis. The school considers the completeness of documents presented, school records' report, language ability of the student in case of a foreign student, date of entry, availability of the slots, and others. The admission personnel shall convene to decide whether to accommodate or not based on the abovementioned items. Should the requirements be unsatisfactory, the school reserves the right to refuse admission.
13. Those who seek enrollment on a visitor's status, the parent shall make a letter-request indicating therein the length and purpose of his/her child's stay in the school, subject for

approval by the School Administration. The applicant shall follow the same policy on admission and shall pay the pertinent fees set by the school.

Take note that,

*“Those who are admitted under visitor status are those students who shall only stay in the school for a certain period of time and not for the entire school year with the school’s permission. Their names shall not be included in the official list of enrollees of the school. Moreover, the school is not required to give any scholastic records during their stay in the school.”*

14. The school also reserves the right to amend its Admission Policy at any time.

## **GRADING SYSTEM and IDENTIFICATION OF ACHIEVERS**

The Grading System is guided by DepEd Order No.8, s. 2015 and School memorandum No. 001-07-2016 Series of AY 2016-17 dated July 12, 2016.

The Preschool Levels make use of checklists and anecdotal records instead of numerical grades. These are based on learning standards found in the Curriculum Guide.

For Grades 1 to 10, in a grading period, there is one Monthly Assessment and one Periodical Assessment but there should be instances for students to produce Written Work and to demonstrate what they know and can do through Performance Tasks.

There is no required number of Written Work and Performance Tasks, but these must be spread out over the quarter and used to assess learner’s skill after each unit has been taught.



## Weight of the Components for Grades 1-10

Component	Language	AP	EsP	Science	Math	Mapah	EPP/TLE
Written Work	30%			40%		20%	
Performance Tasks	50%			40%		60%	
Quarterly Assessment	20%			20%		20%	

The General Weighted Average for the Achievers are as follows:

- Achievers **GOLD** - **94 and above**  
*- with Highest Distinction (for the student with the highest GWA among his/her batch)*
- Achievers **SILVER** - **92 to 93.99**
- Achievers **BRONZE** - **90 to 91.99**

In order to qualify for the Achievers awards, students shall have no grades below 85 in all subjects.

For the pupils in the Pre-school and Primary level, the participation in co-curricular activities shall have no bearing in the computation of the final grade. However, for the students from Grade 4 to Senior High School, participation in co-curricular activities shall bear 20% of the total computed General Average. The equivalent points to be given for each participation shall be based on DepEd Order No.92, s.2009 and shall only be computed at the end of the school year.

Students from Grade 4 to Senior High School are required to keep track of their activities through journals or portfolios to be submitted to their respective advisers towards the end of the school year.

## Weight of the Components for Grades 11-12

COMPONENT	Core Subjects	Academic Track	
		All other Subjects	Work/Exhibit/Enterprise /Performance/Research/Immersion
Written Work	25%	25%	35%
Performance Tasks	50%	45%	40%
Quarterly Assessment	25%	30%	25%

The sum of the Weighted Scores in each component is the Initial Grade.

This Initial Grade will be transmuted using the given transmutation by DepEd to get the Quarterly Grade.

## GUIDELINES FROM THE DIFFERENT OFFICES

### A. FINANCE DEPARTMENT

#### School Fees:

1. Entrance Examination Fee is paid before taking the entrance test. This is a one-time-non-refundable fee.
2. Monthly Tuition fee is paid before the exams. Failure to pay the said account will forfeit the student's right to take the exams. Exam permits will be issued after paying the tuition fee at the registrar's office.
3. Special Exam fee is charged for taking the examination on a date other than that set by the school.

#### Payments:

1. Penalty on Late Enrollment  
Students who shall enroll after the enrollment period shall pay a late registration fee of Php 100.00.

## 2. Check Payments

Check payments for tuition and other fees are allowed up to the month of February only. We accept only ON-DATE CHECK, payable to PNJK-IS.

## 3. Penalty for Returned Checks.

RETURNED CHECKS unpaid by the bank for any reason will have a penalty fee of Php 500.00.

*Note: Student/parent with records of returned check by the bank shall not be allowed to pay in check anymore in any succeeding transaction/s with the school.*

## Discounts:

### 1.Full Payment Discount

Full payment of tuition and other fees for the school year on or before the start of classes is entitled to 5% discount on tuition fee only.

### 2.Family Discount

3 children – 10% discount on tuition (eldest child)

4 children – 25% discount on tuition (eldest child)

5 children - Free tuition on the eldest child

#### Requirements for Family Discount:

- Should have at least three (3) or more children enrolled in the school
- Application form (to be released during enrollment period)
- Photocopy of Birth Certificate of every child to be enrolled (new applicant)

### 3. Descendant's Discount

10% discount on tuition per student provided a certificate of membership issued by PNJK Inc. is submitted.

#### Requirements for Descendant's Discount (War Displaced only)

- a. Application form (to be released during enrollment period)
- b. Certification from PNJK Inc. as descendant (1 copy per family)

### 4. Achievers' Discount:

#### a. For Transferees:

Grade 6 First Honors – 100% discount on tuition.

Grade 6 Second Honors – 50% discount on tuition.

##### Note:

- For those who topped the Grade 6 class with a total of 15-30 graduates: 25% discount on tuition for the First Honors and Second Honors
- For those who topped the Grade 6 class with less than 15 graduates: 10% discount on tuition for First Honors and Second Honors

#### b. For Old Students:

Grade 6 Achievers Gold

with highest distinction – 100% discount

Grade 6 Achievers Gold – 75% discount

Grade 6 Achievers Silver – 50% discount

#### Requirements for achievers' discount

- a. Application Forms will be released during the enrollment period
- b. Certification from previous school as First Honors or Second Honors
- c. Photocopy of Report Card (1 copy)
- d. Latest 2x2 I.D. picture (2pcs)

## 5. Athletic/Varsity Scholarship

### Policies:

1. All students/athletes who wish to avail of the scholarship for varsity players should submit a duly accomplished application form for scholarship on or before the end of November of each year.

Failure to comply the said requirement on or before the due date shall mean forfeiture of the scholarship.

2. The varsity discount could only be availed if the student/player will join the same event either in the DCAA, DAVRAA or Palarong Pambansa every year. Failure to participate in the same level of competition attended in the previous school year forfeits the discount privilege.

2.1. Champion of the DAPRISA or DCAA Elimination Events - 10% discount on tuition fee

2.2. Winners of the DCAA meet - 15% to 30% discount on tuition fee.

2.3. Player/s of the DAVRAA Meet (Regional) – 50% discount on tuition fee.

2.4. Players of the National Tournament (Palarong Pambansa) – Free tuition fee

3. The application of the discount will be on the succeeding academic year after the attendance to the tournament and is applied exclusively to tuition fees.

*Note: MAXIMUM OF ONLY TWO (2) TUITION FEE DISCOUNT PRIVILEGE WILL BE ALLOWED PER STUDENT*

### Withdrawals:

A student who withdraws from the school shall be charged as follows:

within enrollment period – 10% of the total amount paid

within 1 week of classes – 10% of the total amount paid

within 2 weeks of classes – 20% of the total amount paid  
after 2 weeks of classes – 100% of the total amount paid

### Promissory Notes:

Only one (1) month tuition is allowed per Promissory note. It must be signed by the parents/guardian and paid on the date promised.

Promissory note shall be secured before the examination date from the cashier and approved by the Administrative Head. Please take note that no promissory note shall be released by the cashier during the examination date.

### Steps on Securing Promissory Notes:

1. Ask for promissory note form at the cashier's office.
2. Fill out the form completely and have it signed by the Administrative Head.
3. Submit the duly filled out promissory form at the Registrar's Office for issuance of examination permit

### Examination Permit:

To be able to secure the examination permit, the monthly obligation must be settled. "NO PERMIT, NO EXAM" policy is followed in this institution. For Achievement Examination, the school follows the "NO CLEARANCE, NO EXAM" policy.

### Drop Out and Refund Policy:

Enrolled students who shall drop out from the school for a justifiable reason shall be issued the necessary clearance and certification provided the student has no pending obligation with the school.

### Late Enrollees:

For those who shall enroll in the month of June and within the 1st Grading period, payment of tuition fee shall start from the month of June whether or not the student who shall enroll late is able to attend the classes in the month/s prior to enrollment.

If the registration will be done in the succeeding grading periods, tuition fees for the months covering the applicable grading period shall be paid whether or not the student who shall enroll late is able to attend the classes in the month/s prior to enrollment. In any case, registration and miscellaneous fees shall be paid in full.

In case of withdrawal of enrollment for late enrollees, no refund on registration and miscellaneous shall be given.

### Student's Visitor Status:

Those who seek enrollment on a visitor's status shall pay the pertinent tuition fee, registration and miscellaneous. For those who shall stay for five (5) months and below shall pay the registration fee in full and half of the miscellaneous fees. Those who shall study for six (6) months and more shall pay the registration and miscellaneous fees in full. Tuition fees shall be paid accordingly. No refund shall be made in case of withdrawal on enrollment.

## B. STUDENT DEVELOPMENT CENTER

The Student Development Center aids in formation of competent, knowledgeable, productive and social awareness of an individual. The goal of the Student Development Center is to journey with the students as well as the parents, and teachers, guiding them to a deeper appreciation and realistic knowledge of self through carefully planned Student Development Center program and services.

## Student Development Center's Services:

1. Information Service – this service is given to students to acquire a realistic view of life's opportunities and problems and to create awareness of the need for accurate, valid, occupational, educational and personal-social information.
2. Inventory Service – this is composed of the personal information of the students, which include their name, age, address, parents and other relevant information. This is given during the enrolments to be used as a reference by the counselor for specific purposes.
3. Counseling Service – this service is offered to all students who have poor academic, interpersonal and emotional problems. Counseling service may also be done to a client who is referred by another individual or individuals such as teacher, parents, and students.
4. Follow-Up Service – this service is offered to students to find out if students counseled have overcome the difficulty or still need another counseling session. Moreover, it is also to follow-up students with failing marks and low grades.
5. Testing Service – this is given to students and employees to measure, evaluate and provide understanding on their abilities, aptitude, interests and other personality traits.
6. Home Visitation – establishes effective collaboration between the school and the family. It is conducted to help address the needs of the students who have academic or behavioral concerns.



## C. SCHOOL CLINIC

The clinic is maintained by two full-time Registered Nurses whose services are available to the students, faculty and employees with complaints of common health problems. Free first aid treatment and initial dose of medicines will be administered at the clinic.

Retainer basis pediatrician and dentist also provide medical service to the student on a yearly basis.

All students are insured under Philippine British Assurance Company, Inc.

Coverage per insured:

Accidental Medical Reimbursement	-	maximum of Php 50, 000.00
Daily Hospitalization allowance (Maximum of 30 days due to accident & natural cause)	-	Php 650.00/day
Burial Assistance - death due to natural causes	-	Php 15,000.00
Burial Assistance- death due to accident	-	Php 20,000.00
Ambulance Assistance	-	Php 1,900.00
Fire Assistance Maximum of 25 students	-	Php. 2,500.00

## Claims Requirements:

- Accident and Sickness Proof of Loss Form
- Medical Certificate
- Medical/Hospital receipts (Original copy and 2 photocopies)
- Student's school ID (2 photocopies)
- Birth Certificate (2 photocopies)
- In death claims, death certificate (2 photocopies)
- Incident Report issued by the school nurse

## D. CANTEEN SERVICES

The canteen inside the campus is managed by a concessionaire to serve food and refreshment to students, faculty and employees. The school through the medical/dental units shall oversee the canteen in the observance of proper sanitation subject to regulations herein prescribed.

## E. LIBRARY

### Library Policies:

Students in the Library, MUST:

1. wear their school I.D. upon entering the library.
2. deposit their bags and other belongings at the baggage counter and bring their valuables (e.g. money, jewelry, etc.). The library will not be responsible for any loss.
3. observe silence. The library must be a quiet place at all times. Proper conduct is expected.
4. not bring with them food items inside the library.
5. avoid littering on the floor, tables and chairs.
6. push back chairs quietly and slowly; return the books and other library materials to its proper places before leaving.
7. secure a Library Borrower's ID at the library

personnel for borrowing purposes. A borrower's card is free of charge.

8. record/charge out all library materials they borrowed before being taken outside the library.
9. must take good care of the materials they use. Damages caused either intentional or unintentional shall be dealt with accordingly.

## F. SPEECH LABORATORY

Speech Laboratory Policies:

Students using the Speech Laboratory, MUST:

1. wear their school I.D. upon entering the speech laboratory.
2. not bring with them any food items, writing materials, and pointed materials.
3. not play, run, and create unnecessary noise inside the speech laboratory.
4. be in their assigned seat.
5. not manipulate gadgets unless they are told to do so.
6. ask permission to the teacher in-charge if they wish to use the comfort room.
7. return the gadgets/chairs to their proper places after using them.
8. clean their assigned cubicle before leaving.
9. must take good care of the materials they use. Damages caused either intentional or unintentional shall be dealt with accordingly.

## G. SCIENCE LABORATORY

The Science Laboratory Policies:

Students using the Science Laboratory, MUST:

1. familiarize themselves with the laboratory.
2. know the fire drill procedure and the location of exit doors.
3. never work alone in the laboratory and must perform laboratory work only under the supervision of your teacher.
4. wear their laboratory coat, gloves, laboratory cap, and safety glasses when doing experiment.
5. only bring the necessary materials instructed by their teachers.
6. follow your teachers' instruction.
7. not horseplay or fool around in the laboratory.
8. not bring with them any food items inside the laboratory.
9. make sure their hands are dry before using electrical equipment.
10. notify your teachers about problem/s.
11. use tongs, gloves, or other equipment when handling hot objects.
12. avoid risky means of transferring chemical or other related substances.
13. clean/wash the apparatus/equipment after using.
14. dispose their waste materials properly.
15. Strictly apply the "clean as you go" policy.

## H. T.L.E. LABORATORY

### General Guidelines:

Students using the T.L.E. Laboratory, MUST:

1. observe a high level of personal hygiene and always wear/bring complete laboratory outfit.

List of Laboratory outfit

Apron

Hairnet/Cooking Toque

Face mask

Food gloves

2 Dish towels (dry and wet)

2. observe proper grooming.  
Have hair tied back.

Roll up sleeves.

Remove accessories/jewelries

Trim and clean fingernails at all times

3. list all the tools, materials, utensils and equipment needed in a borrower's form given by the TLE teacher. Submit it one (1) day before the performance task.
4. return the complete set of laboratory outfit in your respective envelopes.
5. be time conscious. Always start right and end right.

SAFETY in the laboratory means using precautionary methods in the laboratory to prevent an accident.

Below are the precautionary guidelines to follow:

1. Never run, rush around or throw anything in the laboratory.
2. Work quietly; avoid unnecessary discussions so that the instructions can be heard.
3. All accidents and breakages must be reported immediately to the teacher in-charge. All breakages/damages must be replaced by the one responsible of it.
4. Do not move around carrying hot objects in the laboratory (e.g. frying pans, boiling water)
5. Keep potholders nearby and make use of them.
6. Never sit in the kitchen work surfaces.
7. Never touch plugs or electrical equipment with wet hands.
8. Be extra careful in using sharp kitchen tools.
9. Keep units tidy at all times, all used cutlery should be placed on a tray.
10. Provide your own garbage bags. Throw all the scraps/wastes accordingly and properly.
11. Strictly no removing of laboratory outfit during cooking. (e.g. apron, hairnet/chef's toque, face mask)
12. Wipe off spills immediately. Keep the floor dry to avoid accident.
13. Make sure all appliances are turned off after use.

SANITATION is the process of handling food in ways that are clean and healthy.

Below are the sanitary guidelines to follow:

1. Wash your hands before and after handling foods.
2. Wash dishes, pans, and utensils as you use them, allow them to dry on the drain board or use dry dish towel.
3. Never dip fingers into food, never lick fingers during cooking. Use a clean spoon each time you taste.
4. Do not use dish towels either to wash or dry your hands. Use paper towels to dry your hands.
5. Return all cleaned utensils/materials accordingly and properly.

## I. COMPUTER LABORATORY

The Computer Laboratory Policies:

Students using the Computer Laboratory, MUST:

1. practice responsible behavior inside the laboratory.
2. use the computers assigned to them properly.
3. observe laboratory schedule and follow the policies carefully.
4. present their I.D. before entering the computer laboratory.
5. must not bring with them any food items inside the library.
6. work silently and maintain proper behavior
7. report to the Computer Laboratory in-charge any problem/s in their unit may it be hardware or software.
8. not change the configurations/settings of the unit assigned to them.
9. not download/install programs/files from the Internet.
10. not bring flash drives and memory card readers in the laboratory. Unless it was permitted by the teacher and the Com Lab In- charge.
11. not chat, play games, view and download pornographic materials.
12. clean their work areas upon leaving the Computer Laboratory.

Note: Each student is entitled to 20 hours internet usage per school year excluding laboratory use during computer time. Students may use their number hours during 11:30 AM - 12:30 PM and 4:00 - 5:00 PM to do research work.

## **STANDARD OF CONDUCT**

The school considers it important that certain rules of action be followed to facilitate school and learning in individuals search of the truth.

You are now a member of Philippine Nikkei Jin Kai International School, as a member of this school, you have to submit yourself to the course of studies that Philippine Nikkei Jin Kai International School prescribes and cooperate in the molding of your personality and character, thinking, feeling, working, loving like one and becoming a role model at home, school and community.

Discipline is character training in school. It is your duty to know the rules to foster peace and order.

## **SCHOOL CULTURE, RULES, AND REGULATIONS**

### **1. Use of Nikkeisian's Guidebook**

Each student is provided with Nikkeisian's Guidebook which must be used for the daily monitoring of the student's activities and behavior. Primarily, this guidebook shall be used for:

- a. Explanation of absence
- b. Permit to leave the classroom
- c. Special correspondence

The Nikkeisian's Guidebook was designed in alignment with the school's Vision, Mission, Goals and Objectives and the holistic development of the K-12 program of the Department of Education.

It is therefore necessary that students, as well as teachers, and parents, clearly understand how important the Nikkeisian's Guidebook is and how to use it.

The students must bring the Nikkeisian's Guidebook at all times in the campus.

## 2. Punctuality

a. All pupils and students should attend the flag raising ceremony and sing the Philippine National Anthem wholeheartedly every Monday at 7:30 AM. A separate flag ceremony will be conducted for late students.

Should the Monday schedule be cancelled due to holidays or as declared by the authorities, the conduct of the flag ceremony will be done on the following day.

b. All students and pupils should be on time in attending classes, programs, meetings and practices.

## 3. Attendance and Absences

a. Regular attendance in all classes and other activities shall be observed. Excessive absences arising from any reason whatsoever deprive the students from earning credits since they cannot be given grades for which work has not been done. They are responsible for whatever lessons or performance tasks they missed in the class during their absence.

b. A student who incurs successive absences about 20% of the total number of school days for the school year is automatically dropped from school except if the absence is due to a justifiable reason.



- c. Any student who is absent from the class should present an excuse letter found in this guidebook, signed by his/her parent/guardian stating the reason for his/her absence, on the day he/she comes to school. The excuse letter should be presented to his/her adviser and subject teachers.

#### 4. Tardiness

- a. Should the students come to school late, and/or in attending class, he/she should secure an Admission Slip from the Prefect of Discipline or from any assigned personnel before he/she will be admitted to class.
- b. Excessive tardiness will have corresponding disciplinary actions and shall be dealt with accordingly.
- c. A student who has been late for the third time shall be considered one day absent and will be required to bring his/her parents to school for a conference with the Class Adviser/Prefect of Discipline.

#### 5. Giving of Late or Special Examinations

The giving of Special Examinations shall only be considered valid if the following conditions are met:

- a. If a student is sick with the provision of medical certificate or personal appearance of a parent or guardian to the school;
- b. If a student renews his/her VISA;
- c. If there is emergency or death of immediate family members (parents, guardians, grandparents, siblings);

- d. If a student attends wedding of immediate family member (sibling);
- e. If a student attends a religious activity (parent or guardian will be the one to seek permission).

A student is allowed to take special examinations within two (2) weeks after the schedule of the examinations, except for (a) and (c). Students with reasons aside from the abovementioned shall not be given any special examination and will be given zero as a score on his or her examinations accordingly.

Except for (a) and (c), a fee of Php 50.00 shall be paid in order to take the special examinations.

Moreover, if a student is late on the day of the examinations, he or she will be allowed to take the same test with the consequence of finishing the test within the remaining time.

## 6. Language Rule

When inside the campus, all students should speak only Filipino, English, or Nihongo.

## 7. Releasing and Returning of Student's Report Card

Students are required to inform their parents/guardians to come to school to get their report cards on the scheduled date. The report cards should be signed and returned promptly to the adviser as required.

In the event that the parent/guardian cannot get the card on the scheduled releasing date, he/she may get the card and have a conference with the adviser on the nearest Friday of the week after the last period in the afternoon.

## 8. Wearing of School Uniform

Upon entering the school campus, students should:

- a. wear their complete uniform in the following schedules set:
  - Monday, Tuesday, and Thursday – School Uniform
  - Wednesday – Scouting Uniform
  - Friday – P.E. Uniform
- b. wear their I.D. inside the campus at all times. The I.D. is non-transferrable. Tampering or lending it to others is strictly prohibited.

Note: Should a student fail to follow the abovementioned, he/she should secure an Admission Slip from the Prefect of Discipline before he/she will be allowed to enter his/her class.

*(please see page 62 for the complete details on uniform)*

## 9. Leaving the School During Class Hours

In principle, students are not allowed to leave the school campus during class hours. However, there are inevitable circumstances that may occur.

If so, a student must secure a Pass Slip from the Prefect of Discipline countersigned by the Department Head before they will be allowed to leave the campus during class hours.

## 10. Lost I.D.

In case of loss or damage of school ID, the student must report it immediately to the Adviser and apply for a replacement.

### Steps in replacing lost Identification Cards:

Steps	Student-Applicant	Office/Venue
1	Submit an Affidavit of Loss or letter-request and two (2) 1x1 ID picture with red background.	Registrar's Office
2	Fill-out ID information sheet.	Registrar's Office
3	Pay ID replacement fee.	School Cashier
4	Present official receipt of payment to the office of the ID In-charge.  Claim Temporary ID.	Office of the ID In-charge
5	Claim the replacement ID on the scheduled date at the office of the ID In-charge.  Surrender Temporary ID.	Office of the ID In-charge

### USE OF THE TEMPORARY ID

1. It will only be used while the replacement is still on process.
2. It cannot be used for any transactions outside the school for whatever purposes.
3. In case of loss, immediately notify the Adviser and apply for a replacement. A penalty fee shall be applied
4. It must be surrendered to the ID In-charge as soon as the replacement ID is available.
5. Validity applies as indicated in the card.

## 11. Articles/Items Not Allowed Inside the School Campus

- a. Obscene and/or pornographic reading materials, pictures, and CDs with demonic sounds
- b. Deadly weapons (like: sharp bladed instruments, knuckles, knives, and etc.)
- c. Firecrackers and other explosive materials
- d. Prohibited drugs (like: marijuana, stick narcotics, and etc.)
- e. Junk foods and soft drinks
- f. Skateboards
- g. Any form of playing cards used for gambling
- h. Gaming-Platform gadgets (like: PSP, Gameboy, Nintendo switch and etc.)

## 12. Policy on cellphones

- a. No using of cellphones inside the school campus during school hours.
- b. Students who will violate this policy will be subjected to an Offense with corresponding sanctions.
- c. In case of emergency, the parents/guardians may contact the adviser using the contact number provided for them during the Parents' Orientation.

Note: The school will respond to EMERGENCY MESSAGES ONLY.

## 13. Cleanliness and Orderliness in the Campus

- a. Clean as You Go (CLAYGO) policy should be observed anywhere, anytime.
- b. Students must observe proper segregation of wastes. Trash bins are provided for biodegradable and non-biodegradable materials.

#### 14. Proper Grooming for Male and Female Students

- a. Students are expected to maintain personal neatness. Each student is required to have a hygiene kit (toothbrush, toothpaste, alcohol, sanitizers, tissue, and soap)
- b. Male students should observe the prescribed 2x3 hair cut. Hair cut inspection is done every Monday and teachers are allowed to cut long hair of male students any day of the month.
- c. The following are not allowed:
  - c.1 Colored hair and fancy hair style
  - c.2. Wearing of make-up (lipsticks, lip tint, blush-on)
  - c.3. Wearing of earrings for male
  - c.4 Wearing of more than one (1) pair of earrings for female students
  - c.5. Colored nails
  - c.6. Tattoo and body piercing

#### 15. Prohibited Activities Inside and Outside the Campus

- a. Gambling/Betting
- b. Smoking or using vape, possession or passing of cigarettes inside the school or within the vicinity of the school.
- c. Fighting, inviting fights or physical assault to another student, teacher or parent.
- d. Stealing/Shoplifting, and/or opening the bags of others without permission.
- e. Bullying (see page 56)
- f. Blasphemy, using dirty and obscene words, uttering offensive language against others.
- g. Extortion/Bribery
- h. Engaging in scandalous relationship with the same or opposite sex inside or outside the school. Undesirable behaviors such as necking/petting and dating and secluding themselves in a room, toilet or other private places in the school.

- i. Truancy
- j. Grave acts of disrespect that consists of any word or deed (personally or by phone or by cellular phone) to anyone.
- k. Cheating and dishonesty
- l. Drinking or possession of liquor
- m. Bringing, distributing or using prohibited drugs like marijuana leaves or any narcotics.
- n. Carrying of any kind of deadly weapon such as guns, knives, etc.
- o. Immoral conduct and bringing of pornographic materials or magazines and obscene pictures.
- p. Provoking incidents detrimental to the good name of the school
- q. Falsifying documents, signature on letters and grades.
- r. Soliciting or collecting contribution for any cause or purpose without the approval of the school management.
- s. Getting involved with a gang.
- t. Enticing or inducing the student to commit offensive acts or to neglect his/her academic responsibilities
- u. Destroying/breaking or stealing any school property.
- v. Arson (intentional or unintentional)
- w. Hazing
- x. Securing or using forged school records, forms and documents
- y. Preventing or threatening any pupil or student or school personnel from entering the school premises or attending classes or discharging their duties
- z. Selling examination papers
- aa. Falsely accusing another student of any crime, scandal or vice.
- bb. Writing and drawing on walls, posts, benches, vandalizing the tables and chairs.
- cc. Escaping from school programs and activities such as Camping, Phil. Japan Festival, Intramurals, etc.

- dd. Littering inside the classroom, campus or within the vicinity of the school.
- ee. Whistling, shouting, screaming, running along the corridors or loitering along school premises during class hours and school programs.
- ff. Insubordination or deliberate failure to comply with instructions or directions given by members of the faculty and the school administration.
- gg. Allowing himself/herself to become an accomplice to any student who violated a school regulation.
- hh. Using another student's I.D. or Pass Card.
- ii. and any analogous act

## 16. Proper Usage of School Properties

All school properties (buildings, facilities, furniture, playground equipment, library books, benches, etc.) must be well-taken cared when borrowed or used by the students. Teacher/Students who intentionally or unintentionally destroy equipment/fixture/structure of the school campus will be held responsible and should pay the cost of the damaged item

## 17. Untoward incidents

In case of accidents, the parents will be notified immediately, but the school cannot be held responsible in any way because in life, accidents as such are not totally preventable. However, the school will do its best to avoid accidents. All students are insured for any unavoidable accidents in and outside the school.

## 18. Lost and Found

Should a student find any lost item, he/she has to report and give it to the Office of Student Affairs/Student Development Center/ Prefect of Discipline and office of the Department Heads. If anyone has lost anything of value, he/she ought to report the lost items to the office immediately.



## 19. Classroom Behavior

Students are expected to:

- a. keep their classroom clean and orderly at all times.
- b. behave properly, show respect and courtesy towards fellow schoolmates and teachers.
- c. always ask permission from the teacher when entering another classroom.
- d. submit on time the assignments, projects, reports and etc. inside the classroom or outside the faculty room.
- e. avoid chewing gums inside the classroom.
- f. report immediately to the teacher present any situation which may lead to a serious fight or quarrel.

## 20. Behavior during Program or any Academic Functions

Students are expected to:

- a. follow instructions as directed by the teacher or other person in authority at the time.
- b. refrain from making unnecessary noise and applaud in a polite manner.
- c. avoid leaving the hall/gym while the program is ongoing.
- d. show respect the speaker or performers on stage.

## 21. Etiquette in Entering an Office

Students are expected to:

- a. knock at the door gently.
- b. greet the office personnel *Shitsureishimasu*.
- c. observe modesty when inside the office.
- d. transact business in a cordial manner.
- e. greet the office personnel *Shitsureishimashita* when leaving the office.

*Note: Students are not allowed to enter in any offices or faculty rooms except for official business.*

## 22. Using the Bulletin Board

Students are expected to seek an approval first from the Office of Student Affairs before posting notices/information on the bulletin board.

### **DISCIPLINARY PROCEDURES**

#### 1. General Procedures

- a. the teacher calls the attention of the pupil/student and gives a warning.
- b. the teacher then, classifies the misconduct as either minor or major offense and writes it down in their notebook and let the erring student sign on their offense.
- c. the parents/guardians of the erring student/s are called for a conference.
- d. If the student commits a grave misconduct a grievance committee will be conducting an investigation and will decide a course of action.
- e. depending on the degree of the misconduct committed, a written course of action will be given to the pupil/student to serve either probation/community service/suspension/expulsion. A copy of the written course of action will also be given to the parents/guardians.
- f. the written decision should be signed by the pupil/student, parents/guardians, teacher, and school authorities.

#### 2. Probation

A definite period of time is given for the student to improve. If a student on probation violates the terms set according to the standard of conduct, he/she can be subjected to disciplinary action leading to either suspension or expulsion.

### 3. Community Service

A period of time is given to a student who committed a misconduct during which he/she does a particular assignment/task designated by the proper authorities in the school.

### 4. Suspension

Exclusion from school, school activities, function and privileges for a definite period of time. The time of suspension depends on the degree of misconduct and could be from a period of 1 to 30 days.

### 5. Expulsion

Dismissal of a student from the school due to the offenses committed after following the disciplinary procedures without yielding any positive results in the behavior of the student.

## **DISCIPLINE**

The Philippine Nikkei Jin Kai International School is not a corrective Institution. Therefore, a child should not be enrolled with the idea that the school will reform him/her. The school shall work with the home but will not take the place of the parents in their parental roles.

All pupils and students must at all times conduct themselves in manners worthy of the Philippine Nikkei Jin Kai International School's pride.

Gripping is not tolerated. If the child goes home complaining about a policy or discipline, please follow this procedure to address your concern/s:

1. Give the teacher/staff the benefit of the doubt.
2. Realize that your child's reporting maybe emotionally biased and the child may not relay all the relevant information.
3. Realize that the school has reasons for all rules and policies and that they are enforced without partiality.
4. Present your case to the Department Head who shall take the necessary action to settle the problem together with the student, teacher, prefect of discipline and parent.

**Major Offenses A:**

1. Stealing, opening the bag/s of others without permission.
2. Cheating, dishonesty
3. Fighting, inviting fights or physical assault to another student, teacher or parent, inside or outside the school campus.
4. Grave acts of disrespect that consists of any word or deed (personally or by phone or cellular phone) which hold in contempt any teacher, school personnel as well as any other person vested with authority.
5. Bullying (physical, verbal, emotional and cyber)
6. Throwing or playing with stones, sticks, knives, or toy guns to harm others.
7. Carrying of any kind of deadly weapon such as guns, knives, etc.
8. Gambling, or betting any game involving money inside or near the campus.
9. Smoking or using vape, possession or passing of cigarettes inside the school or within the vicinity of the school.

10. Bringing, distributing or using prohibited drugs like marijuana leaves or any narcotics in school.
11. Immoral conduct and bringing of pornographic materials or magazines and obscene pictures.
12. Blasphemy, using dirty and obscene words.
13. Drinking or possession of liquor inside the school campus or anywhere near the school campus.
14. Provoking incidents detrimental to the good name of the school.
15. Falsifying documents, signature on letters and grades.
16. Soliciting or collecting contribution for any cause or purpose without the approval of the school management.
17. Cutting classes
18. Engaging in a scandalous relationship with the same or opposite sex inside or outside the school. Undesirable behaviors such as necking/petting and dating and secluding themselves in a room, toilet or other private places in the school.
19. Getting involved with a gang.
20. Enticing or inducing the student to commit offensive acts or to neglect his/her academic responsibilities
21. Destroying/breaking or stealing any school property.
22. Arsons (intentional or unintentional)
23. Body piercing, tattooing
24. Hazing
25. Securing or using forged school records, forms and documents.
26. Preventing or threatening any pupil or student or school personnel from entering the school premises or attending classes or discharging their duties.
27. Bribery, attempting to bribe
28. Selling examination papers
29. Falsely accusing another student of any crime, scandal, or vice
30. And other analogous act.

**Note:**

*It does not mean, though, that if you do not wear the school uniform you are not a member of the academic community. The uniform does not define you as a student.*

**Action to be taken:**

1st offense:           Conference with parents  
                              Community Service  
                              Suspension (1-30 days)

2nd offense:           Expulsion from School

**Major Offenses B:**

1. Writing or drawing on walls, posts, benches, and vandalizing the tables and chairs.
2. Truancy - (malingering, absenteeism)
3. Uttering offensive language against others
4. Habitual tardiness - (5 or more)
5. Escaping from school activities such as programs, intramurals, etc.

**Action to be taken:**

1st offense:           Conference with parents  
                              Service rendering  
                              Suspension (1-3 days)

2nd offense:           Conference with parents  
                              Service rendering  
                              Suspension (5 days)

3rd offense:           Expulsion from School

*Note: The action to be taken by the school will be based on the number of any committed major offenses enumerated above.*

## Minor Offenses:

1. Non-wearing of complete uniform and/or Identification Card.
2. No homework, ball pen, books, notebooks and other materials needed.
3. Coming to school late. *(Note: Students who come to school late during flag ceremony will have to attend the flag ceremony intended for the late comers.)*
4. Absence without a note from parents or guardian.
5. Littering inside the classroom, campus or within the vicinity of the school.
6. Going or buying outside the school campus during school hours.
7. Having colored nail/s and wearing makeup.
8. Wearing of earrings for male students and excessive earrings for female students.
9. Sporting fancy hairstyle and colored hair.
10. Making noise to disturb classes.
11. Using of cell phones, and playing with any electronic gadgets inside the campus.
12. Insubordination or deliberate failure to comply with instructions or directions given by members of the faculty and the school administration.
13. Non-compliance with the prescribed haircut (2x3) for male students.
14. Allowing himself/herself to become an accomplice to any student who violated a school regulation.
15. Using another student's ID or Pass Card.
16. Not attending the flag ceremony every Monday 7:30 am. Disrespect during the flag ceremony.
17. And any analogous act.

### **Action to be taken:**

- 1st offense : Verbal reprimand
- 2nd offense : Sending of notification letter to parents informing them of the offense committed by their son/daughter.
- 3rd Offense : Conference with parents/community service
- 4th Offense : Suspension (1-10 days)/community service
- 5th Offense : Expulsion from School

*Note: The action to be taken by the school will be based on the number of any committed minor offenses enumerated above.*

## **ANTI-BULLYING POLICY**

PNJK-IS provides a safe, secure, respectful and conducive learning environment. Bullying of students and staff will not be tolerated and is strictly prohibited. Bullying in all forms is treated as a MAJOR OFFENSE. All forms of misbehavior, harassment in cyberspace, commonly referred to as cyber misbehavior and cyber bullying are also unacceptable and viewed as a violation of this policy.

Bullying is any conscious, willful, deliberate act or attempted act, through the use of words or actions, which is intended to cause physical injury or emotional distress which impacts the learning environment. Bullying often involves an imbalance of power between the bully and the bullied, and is typically repeated overtime. This action is deemed to be detrimental to the expected outcome of the students in the school.



Cyber Bullying includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening another person or group of people by sending or posting inappropriate and offensive e-mail messages, instant messages, text messages, digital pictures, or social media posting, including blogs or any identical acts.

#### REPORTING AND INVESTIGATION:

Any student who thinks he/she has been subjected to bullying may report in writing to the class adviser. The class adviser will handle the investigation and will submit to the Prefect of Discipline the findings and recommendation.

The Prefect of Discipline will look into the gravity of the offense and will call for a Grievance Committee hearing if deemed necessary. The parents of both parties should be present during the hearing. Both parties will have their chance to explain their sides. The Grievance Committee will come up with a recommendatory decision that is subject for the approval of the School Directress.

The parents will then be informed in writing by the Prefect of Discipline of the decision of the Grievance Committee.

### **STUDENT ACTIVITIES**

Student power is a reality. Students when properly directed can use student organization to optimize growth. Otherwise, they would turn out to be non-committed, laissez d' faire, inactive and worst, destructive citizens.

In order that the student power may be enhanced and channeled to productive results, students, parents, and faculty should work as one towards constructive directions.

The school encourages the students to get involved and participate in the different activities of the school. Students who participate in these endeavors could be expected to maintain good academic standing.

## A. Co-curricular Activities

Each subject area schedules series of activities as a culmination of the lessons taken up in class. These include all student activities concerned with the improvement and enhancement of the academic experience of the student through:

1. seminars, lectures, symposia exhibits, fair quiz shows
2. exposure to and affiliation with school recognized clubs and other organizations and activities such as:

• Nutrition Month Celebration.....	July
• Buwan ng Wika.....	August
• Math & Science Month.....	September
• Nihongo and Scouting Month.....	October
• English Month.....	November
• Community Outreach Month.....	December
• Technology Month.....	January
• Family Month.....	February
* Socio-Cultural Awareness Month.....	March
* Thanksgiving Month.....	April

## B. Students' Publication

The “PNJK-IS Gazette” is the official publication of the Philippine Nikkei Jin Kai International School published twice a year. It is managed by a student staff and assisted by competent teacher-moderators.

The school paper has the following objectives:

1. Uphold the freedom of expression and serve as a forum where students could freely express themselves on significant issues and on matters of general concerns;
2. Serve as a vehicle of ideas among students, faculty and the administration.

### C. The Kiseki (The Memories)

The Kiseki is the official Yearbook of Philippine Nikkei Jin Kai International School. It helps in bringing the school closer to the community and the community to the school.

The yearbook has captured the feelings of being a NIKKEISIAN – being a student, an observer, initiator, a responsive agent of change, and a responsible participant in the on-going social struggle for global competitiveness.

Parents of the graduating class shall decide during a meeting called for that purpose, whether their graduating children shall publish a yearbook or not. If majority of the parents shall agree for the publication, the rest of the parents shall be compelled to abide by the voice of the majority.

The solicitation papers for the yearbook shall be issued within the month of September and shall be returned to the school on or before the month of December. A quota shall be fixed and the graduating student will not be issued clearance unless all solicitation forms are returned. In case of loss, a corresponding penalty shall be imposed.

### D. Policy on Clearance Signing

All students are required to accomplish the school clearance before they will be allowed to take the Final/Achievement Examinations. School clearance will be made available two (2) weeks for the graduating students and one (1) week for the undergraduate before the scheduled Final/Achievement Examinations.

The parent/guardian of student with accountabilities must go to the offices concerned for settlement.

As stipulated in the provision of Section 128 of the Revised Manual of Regulations for Private Schools, the school will not release any school credentials or may refuse re-enrollment provided all accountabilities are settled with the school.

#### F. Student Supreme Council

The Student Supreme Council is the highest governing body of the students. It provides a venue for the exercise of students' political rights, duties, and responsibilities. It adheres to the principle of unity and solidarity- that the decisions and the acts of the student government should always be reflective to the students themselves.

#### E. Extra-Curricular Activities

These include all student activities in the different school clubs and organizations which aim to develop independence, initiative, and leadership qualities through the challenge of work and group cooperation in the following areas; social action, games and sports, cultural life and special projects.

#### Recognized Clubs and Organizations

1. Animators' Club (HS)
2. Archery Club (HS)
3. Art Club (Primary)
4. Badminton Club (Elem. & HS)
5. Baseball Club (Elem. & HS)
6. Basketball Club (Elem. & HS) (Girls-HS)
7. Book Lovers' Club (Elem. & HS)
8. Boy Scouts of the Philippines (Elem. & HS)
9. Campus Ministry (HS)
10. Cantappella (HS)
11. Challengers Club (HS)
12. Chess Club (Elem. & HS)
13. Commission on Elections (HS)

14. Drum and Lyre Corps (HS)
15. Earth Warriors (Elem. & HS)
16. Football Club (Elem. & HS)
17. Future Ambassadors Club (HS)
18. Girl Scouts of the Philippines (Elem. & HS)
19. J Force Club (HS)
20. JPIC Scholars' Club (Elem. & HS)
21. Kabataang Pangarap ni Rizal (HS)
22. Math Hobbies Club (Elem. & HS)
23. Munting Tinig (Primary)
24. Nihongo Club (Elem. & HS)
25. Peer Facilitators' Society (HS)
26. Photography Club (HS)
27. PNJK-IS Gazette (Elem. & HS)
28. Prime Groovers Club (Primary)
29. Recorder Ensemble (Elem. & HS)
30. Rhythmic Movers Club (Elem.)
31. Samahan ng mga Mag-aaral sa Filipino (HS)
32. Student Supreme Council (Elem. & HS)
33. Swimming Club (HS)
34. Table Tennis Club (HS)
35. Taekwondo Club (Elem. & HS)
36. Volleyball Club (Elem. & HS)

Extra-curricular activities are meant to supplement, not to substitute for academic programs, hence, class periods may not be used for such activities except in extreme cases and only with the approved written permission from the Department Heads and of the School Directress. A student may participate in more than one activity, provided that his/her academic standing allows him/her to.

## **GENERAL POLICIES FOR MEMBERSHIP AND RECOGNITION OF SCHOOL CLUBS AND ORGANIZATIONS**

1. Only bonafide students currently enrolled in this school may become members of a student organization.
2. Recognition shall be done on a yearly basis.
3. There shall be at least one moderator to monitor the activities of the organization to be selected by the members of the organization. The organization has the right to change its moderator if deemed necessary.
4. The moderator must be presently working in the school.
5. All clubs/organization to be recognized must submit the following requirements:
  - a. Club Status Form
  - b. Action Plan
  - c. Constitution and By-Laws
  - d. List of Officers and Members
  - e. Club Monthly Report
  - f. Year-End Accomplishment Report

Unrecognized clubs/organization cannot use the name of the school in solicitation and in other fund-raising activities. They cannot collect fees from students in the school.

## **SCHOOL UNIFORM**

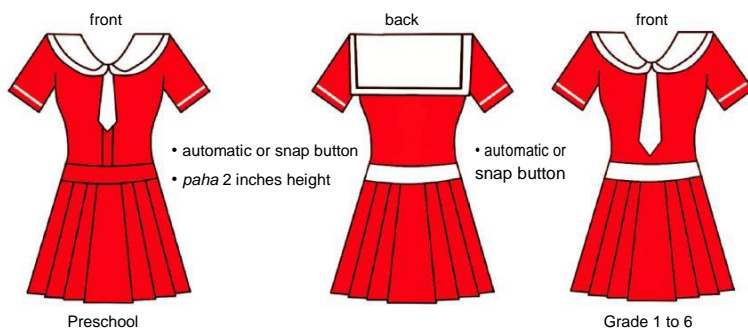
The school uniform is a badge of honor; therefore, it is imperative for the students to carry themselves well in school uniform and should be responsible for his/her actions. Through this uniform, socio-economic distinction among students identified by the thing they wear is eliminated. Thus, fostering a wholesome, friendly and non-discriminating relationship among students.

Students should wear their school uniform from Monday to Friday except Wednesday in which they should wear their Scouting uniform and Friday in which they should wear their P.E. uniform.

Your uniform is still considered incomplete if you don't wear your Identification Card.

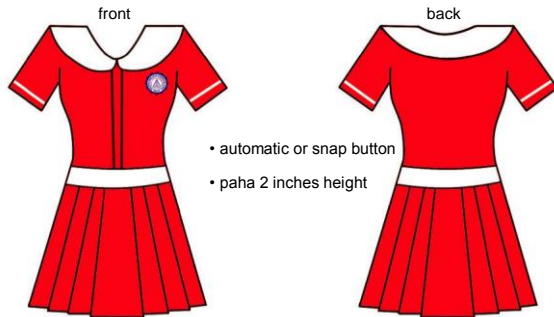
## Designs of the School Uniform

### a. FOR PRESCHOOL/GRADES 1 TO 6 GIRLS



- Red Dress – A-line with pleats with white baby collar (*open at the back*)
- Dress must be 3 inches below the knees
- White Necktie with embroidered school logo
- Sleeves with 1 ½ cms. white piping on the lower portion
- *Paha* red (Preschool), *Paha* white (Grades 1 – 6)
- Black shoes and white socks

b. FOR GRADES 7 TO 10 GIRLS



- Red Dress – A-line with pleats with white baby collar
- Dress must be 3 inches below the knees
- Sleeves with 1 ½ cms. white piping on the lower portion
- Paha white
- Black shoes and white socks
- PNJK-IS logo at the left chest area

c. BOYS Preschool/Primary (Grades 1 to 3)



- Navy blue short pants
- White polo with PNJK-IS Pocket seal
- Black shoes and white sock

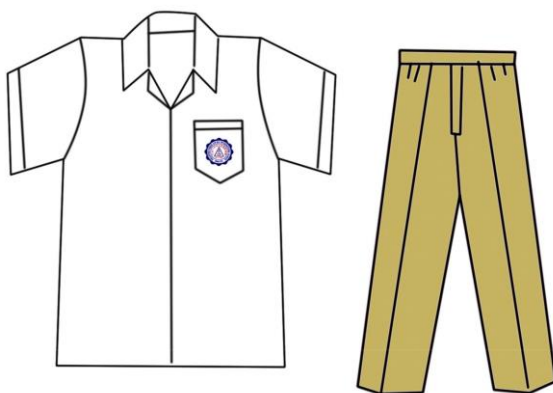


d. BOYS Intermediate (Grades 4 to 6)



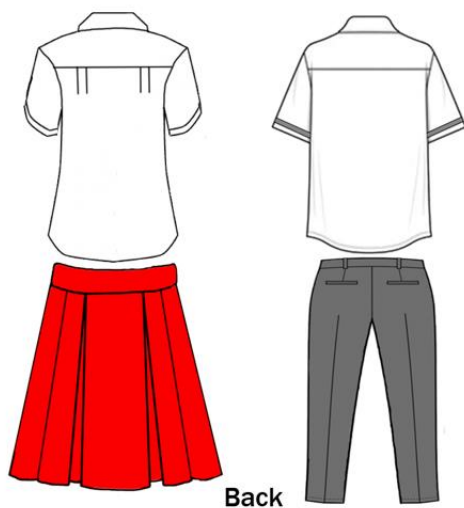
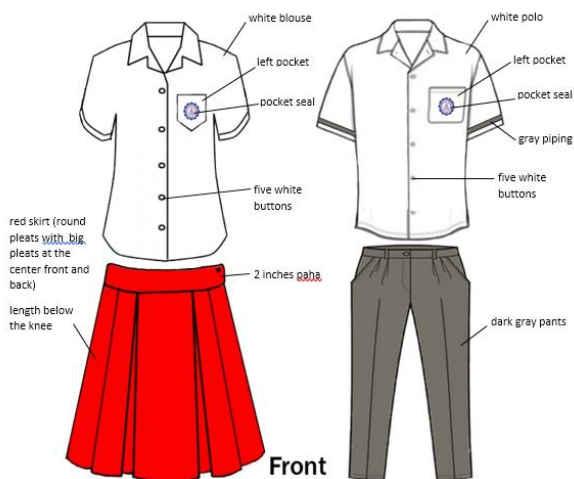
- Long Pants (Navy Blue)
- White polo with PNJK-IS pocket seal
- Black shoes and white socks

e. BOYS Grades 7 to 10



- Long Pants (Khaki)
- White polo with PNJK-IS pocket seal
- Black shoes and white socks

## f. Senior High School Uniform



### FEMALE UNIFORM:

Type of Textile

1. Blouse – Peach Twill
  2. Skirt – Oxford
- Black Shoes  
White Socks

### MALE UNIFORM:

Type of Textile

1. Polo – Peach Twill
- Black Shoes  
White Socks

- No student may wear the school uniform in public places except when he/she represents the school for official functions.
- Students not wearing the prescribed uniform must present to the Prefect of Discipline and adviser a letter of explanation signed by parents.

Note: Pocket Seal and Neck Tie are available at the cashier.

#### g. P.E. Uniform

- School prescribed T-shirt with Logo and design
- Red Short Pants (for Pre-school)
- Red Jogging Pants with 2 white stripes at the sides and PNJK-IS letters (patching) at the right front side (for Grades 1 to 6)
- Navy Blue Jogging Pants with 2 white stripes at the sides and PNJK-IS letters (patching) at the right front side (for Grade 7 to 10 Students)

Note: *P. E. uniform must be worn every Friday.*

#### h. Scouting Uniform

	<b>GIRLS</b>	<b>BOYS</b>
• Pre-School	-Twinkler Uniform	-Kid Scout
• Grades 1, 2 & 3	-Star Scout Uniform	-Kab Scout
• Grades 4,5 & 6	-Junior Scout Uniform	-Boy Scout
• Grades 7,8 & 9	-Senior Scout Uniform	-Senior Scout
• Grade 10	-Cadet Uniform	-Senior Scout

Note: *Scouting uniforms are available at BSP and GSP stores.  
Scouting uniform must be worn every Wednesday.*

### **GUIDELINES FOR HOMEROOM PTA**

1. The PTA Homeroom Presidents, upon written notice of the Department Head, shall convene to discuss matters relative to the studies and other activities of their children in school.
2. The Presidents of the Homeroom officers together with the class advisers are authorized to call for a meeting with their officers and members. The meeting should be done after class hours, unless urgent.

3. Proposed homeroom and school projects should be discussed with the teacher-advisers. The Office of the School Directress and Department Head should be furnished a copy of the project proposal for comments/suggestions and approval before implementation.
4. Classroom-related issues should be discussed first with the teacher concern before elevating the same to the administration.
5. Complaints against the behavior of other pupils should be discussed first with the adviser in the presence of the Student Growth Facilitator.
6. Parents who wish to have an audience with the teacher should do so during the vacant period after obtaining permission from the Head.
7. Parents/guardians called upon by the adviser, student growth facilitator, prefect of discipline, and department head should come to discuss matters in connection with the attitude of their children in school.
8. Complaint against the teachers should be in writing, sent to the office of the Department Head, to be discussed with the School Directress.
9. Permission from the Department Head should be obtained first before the parents can talk to their children during class hours or bring them out of the school. Parents are advised not to go directly to the classrooms to talk to their children.
10. Parents/ Guardians should personally get the Report Cards of their children/wards from the class advisers in order to be updated with regard to their children's academic performance and behavior in school.

## MEMORANDUM OF AGREEMENT

We , \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, the parents of \_\_\_\_\_  
\_\_\_\_\_ who enrolled our child/children at the Philippine  
Nikkei Jin Kai International School for the school year 2019 to  
2020 understand and agree to the following:

1. We agree to uphold and support the high academic standard of this school by providing a place at home for our child to study and give him encouragement for the completion of any schoolwork and assignment. We will help motivate our child to accomplish his/her goals for the school year. We further agree to attend the periodical parents-teacher conference to evaluate our child's work and progress.
2. We allow or give permission for our child to take part in school activities including sports and other activities that is within the capacity and interest of my child.
3. We shall endeavor to attend school activities requiring our attendance.
4. We appreciate the standards of the school and will not tolerate profanity, obscenity in word or action and disrespect to the officials and personnel of the school.  
We hereby agree to support all regulations of the school and to institute disciplinary measures as it deem wise and expedient for the training of our child.
5. We pledge to pay our financial obligations to the school on or before the due date, and that I/we understand that our child cannot be admitted unless payment is made.

In conformity with the Philippine Nikkei Jin Kai International School's Rules and Regulations and with this Memorandum of Agreement, we hereby affix our signatures.

\_\_\_\_\_  
Signature over printed name of Parent/Guardian

Date signed \_\_\_\_\_ in the  
presence of \_\_\_\_\_.

**PHILIPPINE NIKKEI JIN KAI INTERNATIONAL SCHOOL**  
 Anglionto Avenue, Brgy. Alfonso Anglionto, Buhangin, Davao City  
 (Ref:- DepEd Order No. 007 , s 2019)

**SCHOOL CALENDAR**  
**SY 2019-2020**

<b>JUNE</b>		<b>VALUES/GOALS: DILIGENCE AND ENDURANCE</b>							<b>JUNE</b>						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat							
14	Senior High Student's Orientation, (9:00 AM)	2	3	4	5	6	7	8							
	Preschool to SHS Parent's Orientation (3:00PM)	9	10	11	12	13	14	15							
17	Start of Classes from Nursery to Grade 12	16	17	18	19	20	21	22							
21	Nyuugakushiki / New Academic Year Ceremony	23	24	25	26	27	28	29							
24	Junior and Senior High School (1:30 pm)	30													
	Nyuugakushiki / New Academic Year Ceremony														
	Preschool to Grade 6, (8:30 am)														
26 to 27	Baseline Examinations (Nursery to Grade 12)														
28	Classroom Election of Officers (morning)														
	Club Fair (1:30-4:00pm)														
29	Parents' Homeroom Meeting and Election of Officers														
	Elem. Dept. (8:00-10:00am) High School Dept. (10:00am)														

<b>JULY</b>		<b>NUTRITION MONTH</b>							<b>VALUES/GOAL: PURSUIT OF EXCELLENCE AND TIME CONSCIOUSNESS</b>							<b>JULY</b>						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat														
5	GRACE Diagnostic Test – English, Math & Science		1	2	3	4	5	6														
	Club Election of Officers (1:00 PM)	7	8	9	10	11	12	13														
	Tanabata (3:00 PM)	14	15	16	17	18	19	20														
7	Japanese Language Proficiency Test (JLPT)	21	22	23	24	25	26	27														
12	Classroom, School Clubs and SSC Induction of Officers	28	29	30	31																	
	Grade 1 to 6 (8:00 AM)																					
	Grade 7 to 12 (1:00 PM)																					
13	Parents-Teachers Association (PTA)																					
	Induction Officers (8:30 AM)																					
25 to 26	1 <sup>st</sup> Monthly Examinations (morning only)																					
29	Phil. Aptitude Classification Test (Grade 10)																					
	(Morning)																					

<b>AUGUST</b>		<b>BUWAN NG WIKA</b>							<b>VALUES/GOALS: PATRIOTISM AND NATIONALISM</b>							<b>AUGUST</b>						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat														
1 to 3	Intramurals 2019																					
5 to 9	In lieu of Kadayawan Rest Day Aug 19																					
	Extended Classes (Dismissal up to 5:00pm)																					
12	Eid'l Adha (Legal Holiday)	4	5	6	7	8	9	10														
19	Rest Day for Kadayawan	11	12	13	14	15	16	17														
21	Ninoy Aquino Day (Legal Holiday)	18	19	20	21	22	23	24														
26	National Heroes' Day (Legal Holiday)	25	26	27	28	29	30	31														
28	Araw ng Pambansang Kasutana Pilipino																					
29 to 30	1 <sup>st</sup> Periodical Examinations (morning only)																					

<b>SEPTEMBER</b>		<b>MATH AND SCIENCE MONTH</b>							<b>VALUES/GOALS: CLEANLINESS, ORDERLINESS, LOVE &amp; CARE FOR THE ENVIRONMENT</b>							<b>SEPTEMBER</b>						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat														
9 to 14	DAPRISA Games 2019	1	2	3	4	5	6	7														
13	Releasing of Cards for the 1 <sup>st</sup> Grading Period	8	9	10	11	12	13	14														
	(4:00pm-6:00pm)	15	16	17	18	19	20	21														
16 to 20	Career Week	22	23	24	25	26	27	28														
26 to 27	2nd Monthly Examinations (morning only)	29	30																			
30	Field Trip (Math and Science)																					

<b>OCTOBER</b>		<b>NIHONGO AND SCOUTING MONTH</b>							<b>VALUES/GOALS: NIHONGO PROFICIENCY AND CULTURAL SENSITIVITY</b>							<b>OCTOBER</b>						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat														
1 to 4	Philippine-Japan Festival 2019	6	7	8	9	10	11	12														
23 to 24	2 <sup>nd</sup> Periodical Examinations (morning only)	13	14	15	16	17	18	19														
	SHS Achievement Test for First Semester	20	21	22	23	24	25	26														
25 to 26	Girl Scout Camping	27	28	29	30	31																

**NOVEMBER ENGLISH MONTH**  
**VALUES/GOALS: INTEGRITY & TRUSTWORTHINESS**

- 1 to 2 All Saint's Day and All Souls Day (Legal Holiday)  
 4 Classes Resume  
 11 to 15 Book Week  
 14 to 15 SHS Baseline Test for Second Semester  
 14 Recollection for Grade 3  
 15 Releasing of Cards for the 2<sup>nd</sup> Grading Period (4pm-6pm)  
 First Communion for Grade 3  
 26 to 27 3<sup>rd</sup> Monthly Examinations (Nursery-Grade 10) (Morning only)  
 28 to 29 Boy Scouts' Backyard Camping  
 DAPRISA High School Musical Fest 2019  
 30 Bonifacio Day (Regular Holiday)

NOVEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**DECEMBER COMMUNITY OUTREACH MONTH**  
**VALUES/GOAL: FEAR OF GOD**

- 1 Japanese Language Proficiency Test (JLPT)  
 6 Community Outreach  
 12 to 13 3<sup>rd</sup> Periodical Examinations (morning only)  
 SHS First Monthly Exam for Second Semester  
 17 School's Christmas Program (1:30pm)  
 18 Students' Christmas Party  
 19 to 31 Holiday Season (Christmas Break)

DECEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**JANUARY TECHNOLOGY MONTH**  
**VALUES/GOALS: HUMILITY & HOSPITALITY**

- 1 New Year  
 3 Faculty and Staff Duty/Preparations  
 6 Classes Resume  
 10 Releasing of Cards for the 3<sup>rd</sup> Grading Period (4:00pm-6:00pm)  
 15 Grade 6 High School Day  
 17 Grade 10 Senior High School Day  
 Grade 6 and 12 Yearbook Solicitation Deadline of Submission  
 DAPRISA Spelling Bee (Grade 1-6)  
 23 to 24 4<sup>th</sup> Monthly Examinations (morning only)  
 SHS First Periodical Exam for Second Semester  
 24 DAPRISA Math and Science Quiz Bee (Grade 7-10)  
 25 Datu Bago Tatsuo Uchida Day

JANUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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**FEBRUARY FAMILY MONTH**  
**VALUES/GOALS: COURTESY & RESPECT TO THE ELDERS**

- 1 Saturday Duty in Preparation for Family Day  
 2 Family Day  
 3 School Holiday  
 4 to 6 DAPRISA Literary Festival 2020 (Grade 1-6)  
 7 SHS Releasing of Cards for First Periodical Second Semester (4:00pm-6:00pm)  
 12 to 13 SHS Second Monthly Exam for Second Semester  
 14 Personnel's Day  
 15 Junior's Ball (1:00-5:00 pm)  
 20 to 21 4<sup>th</sup> Periodical Examinations (morning only)  
 22 Senior's Ball (1:00-5:00 pm)  
 25 People Power Anniversary Legal Holiday  
 28 SSC Miting de Avance (AM)  
 Clearance Signing for Clubs – Intermediate (1:00-4:00 pm)

FEBRUARY						
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**MARCH SOCIO-CULTURAL AWARENESS MONTH**  
**VALUES/GOAL: GLOBAL COMPETITIVENESS**

- 2 Students' Supreme Council Election (7:30-9:30am)  
 Clearance Signing for Clubs – JHS & SHS (1:00-4:00 pm)  
 4 Ayako Uchida's Death Anniversary  
 GRACE Post Test for English, Math & Science  
 14 DAPRISA Talent Festival  
 16 Araw ng Dabaw (local holiday)  
 19 to 20 Achievement Exam (Nursery-Grade 12)  
 30 MAPEH Recital General Rehearsal  
 31 MAPEH Recital(Grade 1 to 6)

MARCH						
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29	30	31				

**APRIL THANKSGIVING MONTH**

- 1 MAPEH Recital (Grade 7 to 12)  
 9 Araw ng Kagitangan (Legal Holiday)  
 9 to 11 Holy Week (Legal Holiday)  
 14 Thanksgiving Mass (9:00 - 10:00 am)  
 Moving-Up Ceremony for Preschool (1:30 - 4:00 pm)  
 15 Moving-Up Ceremony for SGA, Grade 1 to 3 & Grade 4 to 6 (8:30 - 12:00 am)  
 Moving-Up Ceremony for Grade 7-9 & Grade 11 (1:30 - 4:30 pm)  
 16 Moving-Up Ceremony for Grade 10 (9:00 -12:00am)  
 17 Graduation of Grade 6 (9:00 - 11:30 am)  
 Graduation of Grade 12 (1:30-4:30 pm)  
 20 Summer classes enrolment  
 21 Releasing of Cards

APRIL						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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19	20	21	22	23	24	25
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## Notes





## Notes

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## Notes