

# School Management Policy 2011

Chicago Futabakai Japanese School  
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Our country is facing rapid social changes in dwindling birthrate, increasing aging population, advancing information technology and globalization. In the education field, it is expected to develop the curriculum to foster Japanese students who can appropriately correspond to changes and create our bright future.

It is the goal of educational reform that will enrich the children's humanity through enhancing the leadership capability of teachers as well as the school education system.

In our school, we will develop the educational activities in order to foster a rich sense of international students by picking up a well-balanced "a solid academic ability", "warm-hearted mind" and "healthy body".

In recent years, many youth-involved serious incidents happened in Japan and it is strongly urged to train students to enhance "warm-hearted mind". "The education to cherish life" is a top priority, and development of public spirit on the moral consciousness to foster educational and social well-rounded humanity is also important goal for our education.

Furthermore, it becomes increasingly important to develop the "healthy body". In our school, school buses are used for the transportation of the students and we do not have after-school sports activities. In addition, the irregular life style and eating habit impede the children's physical and mental healthy growth. To improve the situation of our students, our goal is to build up their physical strength and to educate them in healthy foods and nutrition.

To solve the problems, we think it important to open the school and strengthen the collaboration between home, the school management committee, JCCC, and other related organizations to watch children by the collaboration of many adults surrounding them, and to foster their vitality.

To achieve this, we have to improve the school management and get external evaluation to establish a system to reflect parents' variety of requests for the school. As a principal, I set myself to have a solid educational vision for the future to improve management skills, to exercise a strong leadership, and to run a school in subjective and creative manner.

## Aims of the school

- school that is safe, secure and fun for everyone
- school where is full of faculty and students with international sense
- school where students get the solid achievement
- school where people cheerfully greet each other

○ school where people feel other people's joy as their own

We will work with enthusiasm for "Everything starts from education" and "Education is for people" as mottos. In any era, it is the responsibility of adults to foster children and send them to the next generation.

We will confidently step forward to propose what are the urgent and important needs for children, and to carefully judge whether we should make changes.

I will take my effort to build together with my staff "School that is irreplaceable" for students and "School that is fondly relied on" for parents.

This year, we will not change the basic school management policy 2008, and we will go forward to make our school better.

### **1. A fundamental point of view of a school management**

School is a place to come for study, as well as to come for becoming an adult. Also, school is a place of communal life and important thing at school is "to obey rules" and "to behave as a team".

Our goal of education is to foster students who, as Japanese, are trusted in international community, properly think and judge by themselves, and have warm-hearted humanity.

- (1) students who are willing to learn to acquire basic skills
- (2) students who respect spirit of public service, responsibility and cooperation
- (3) students who have rich and warm hearts

The followings describe the basic perspective on the education we will offer.

#### **(1) Accomplishment of a good educational foundation**

This is what most students and parents expect the most to school. It corresponds to the first educational goal "students who are willing to learn to acquire basic skills".

We want to stress that our goal is to teach children basic skills and concept rather than train them in classes. By accomplishing the achievement, we expect them to acquire skills to learn.

To evaluate the results of learning, learning objectives derived deductively from the educational guidelines will be explained to students before they start learning, and absolute evaluation methods will be used for measuring the degree of achieving.

It is important for us keeping in mind that "accomplishment of the goals will be done by the ingenuity of the class every day."

## (2) Promotion of the sound development of children

Sound development of children should be based on the teaching to respect human rights, and it will be a basic idea to prevent problems such as delinquent behavior. "Students who respect the spirit of public service, responsibility and cooperation" and "students who have a rich and warm heart" shown above in the educational goals are to promote the sound mental and physical development of the children and this is the wish of all the parents and school management committee as well.

Foundation of the school life is in the classroom management. It is important to give guidance to students to understand and obey social rules and manners, and have hopes and dreams for the school.

As a teacher, it is also important to treat anti-social actions with a resolute attitude to maintain order in school to keep the school as a secure and comfortable learning place for students. We will guide students by collaboration with staff and information exchange across the departments.

## (3) Promotion of education for understanding of the international affairs

The goal of our education is "to foster students who, as Japanese, are trusted in international community, properly think and judge by themselves, and have warm-hearted humanity". To achieve these goals, we have big advantage that the school is operated in the United States. To take this advantage, interaction with local people and local schools and use of local educational materials (American nature, manners, customs, history, art, etc.) in the curriculum is actively advised.

A broad understanding of different cultures through school activities lead to understanding of the people who live there and the attitude to live with the "warm-hearted mind".

## (4) School that opens to people

We actively open the school activities to parents and hopefully earn the trust of the parents to the school through activities. This year, we plan to have an open house on Sunday in order for many parents and school management committee members to attend. We believe this will be one of the best ways to get understanding and confidence for the school.

We will actively promote volunteer activities in future and this will lead to sound mental development of the students. We believe that the direction of the school we are proposing will make the parents and school management committee members believe the school to be reliable.

We also want to strengthen the cooperation with the school management committee and the PTA, and get fair opinions from outside the school. To introduce school activities to the parents and the school management committee, we will actively use our newsletters from school as well as from principal, and also will commit to improve our Web site as a tool of communication.

## 2. The focus of this year

### (1) Development of teaching method, which gives students joy and confidence

#### ① Implementation of the curriculum

1. Enrich a study under the new guidelines, to improve the teaching and evaluation plan for each subject area

2. Focus on inter-school training leading by the study and leadership department to improve teaching methods
- ② Teaching focus on the basic and fundamental content
1. Focus on the basic and fundamental content for teaching in each subject and area
  2. Improve the teaching and learning methods using the selected teaching content
  3. Focus on the close guidance through each level of proficiency through a detailed guide to practice
- ③ Promotion of education which respect individual difference
1. Encourage teachers to understand and respect the children's personality and originality
  2. Ensure confidence in the absolute assessment by improving methods for evaluation of work skills, learning attitude, and submissions of homework through close observation and questioning to students

## **(2) Importance of the special activities for school life**

### **① School events as milestones in school life**

Although the school events require significant efforts to implement and prepare, these are important for the students' school life offering variation and margin to their school life. We want to expand the events in order for students to develop their creativity, idea, and efforts and get a sense of fulfillment throughout the activities.

1. Recognize the significance of every event
2. Take enough time for preparation in advance and review after the event.
3. Improve and enhance further the joint activities of different age, which one of the special characteristics of our educational activities.

### **② All teachers help the student council activity**

Activity of student council is one of the main part of special activities, and all teachers will support the activity to fulfill the school life of students.

## **(3) Promotion of liberal and tender-hearted students through morality instruction and career guidance**

### **① Promotion of liberal and tender-hearted students**

At primary and middle school age, students significantly grow in mind and body, and that is challenging for us to teach them. We explore a positive guidance to maintain order and security of the school, respect each student's individuality, and guide students to be able work together with various students.

1. To foster rich spirit, reading books plays a very important role. By reading books frequently, students can get force to think deeply by themselves. Also, we will give students an opportunity to critically analyze themselves by writing letters. In emphasis to "reading" and "writing", we stress to learn "Japanese" at school and the teachers will take efforts to use rhetorically correct Japanese to keep up a language environment at school. In addition, utilization of school library will be enhanced.
2. We will report events and other activities of the students in every grade through class newsletters to

parents and school management committee.

3. All the teachers will teach students based on the common understanding of matters.

## ② Promoting the moral education

Moral education is to conduct throughout the entire school educational activities. However, moral education class is a center of moral education of the school.

1. Moral education is one of the highest priority issues, and we will teach students 35 hours a year.
2. The goal of moral education is to enrich the students' mind and we will take hot topics and discuss how human should be by both teachers and students.
3. Give many parents and school committee members the opportunity to deeply understand and trust the school by providing the lessons of morality at Open House.

## ③ Promotion of better career guidance

Career guidance is to lead students to think how to live and what they want to be as a career choice. Teachers will talk about their life experience, touching the hearts of the students. In addition, we will provide the opportunities to hear the talk of JCCC and the school management committee members.

1. Perform the career guidance at each grade according to the annual plan developed by the department of career guidance.
2. Perform the career guidance at each grade in cooperation with classroom activities.
3. Organize and use the course-related materials accumulated so far effectively.

## **(4) Promotion of safe and secure environment**

### ① Promotion of environmental improvement

It is often said that "an environment creates people". Relatively large school playground and gymnasium at the school is our big advantage for the students.

1. Promote IT environments in charge of computer and audiovisual department.
2. Promote classroom environment, preventing damage of classrooms, and if damaged, try to repair and maintain the good environment of the school.
3. Keep clean environment of the classrooms, which are the center of student activities.

### ② Promotion of health and safety guidance

The school has an important role in emergency and natural disaster. We will promote and seriously perform evacuation drill and crisis management in emergency.

1. Conduct evacuation drills according to the annual plan.
2. Conduct crime-preventing training in cooperation with Arlington Heights Police Department according to the annual plan.
3. Teachers always supervise the students doing experiments, practical or physical training including sports activities.

### ③ Improvement of health care activities

Health care activities are essential for physical and mental growth of children.

1. Promote cooperation with appropriate offices and share information in the case of emergency.
2. Actively participate in prevention of smoking, drinking and drug abuse at the middle school division.
3. To develop physical and mental health of students, School Health Committees will be set up.

#### ④ Enhancing food guidance

Ensure the safety and sanitation to make lunch period a happy time.

1. Students and teachers should have pleasant time for lunch to exchange ideas.
2. Understand balanced diet of nutrient to improve health of the students. Close touch with family and students will develop the ability of self-management for the control of balanced diet.

### **(5) Training of teachers for improvement of teaching**

#### ① Enhancement of the training for teachers

1. Perform trainings planned by department of curriculum especially for the team teaching and for the classes according to the degree of advancement.
2. Through various trainings including the one for English conversation, teachers will improve their quality of teaching for the students.

#### ② Efforts to improve teaching practice

It is often said that "Only those who are always learning are qualified to teach." Strive daily to improve teaching with a sense of professionalism.

1. Change classes from "class taught by teachers" to "class where students learn by themselves".
2. Observe colleague teachers' classes and share the skills and knowledge.
3. Take opportunities to improve teaching practice through demonstrating a lesson to the Saturday School teachers.

#### ③ Issue the "Education Plan"

"Education Plan" is important for our educational activities. We will add sections of review and plan instruction to the Educational Plan in near future. To inform parents the progress of class, evaluation standards, and other reference value standards based on the Education Plan will also fulfill the accountability of schools.

### **(6) Efficient management and execution of the school facility**

#### ① Effective use and maintenance of facilities

The school facilities must always be safe. With a devoted collaboration of custodians and office staff, the school safety has significantly improved in recent couple of years.

1. The safety need to be maintained by daily inspection and fix the problems by all faculty members.
2. Plan to perform good quality of maintenance and inspection for the effective use of all facilities.

② Effective budget execution and management

The school expenses are covered by tuition, Japanese Government contribution, and JCCC. In this severe financial circumstance, we must promote proper and efficient management of the budget.

1. For proper implementation of a curriculum, we will carefully organize the school budget with emphasis on audio-visual equipment and the enrichment of school library to improve the learning environment.
2. Travel expenses will be reimbursed in accordance with the standard procedure.
3. Travel expenses associated with implementation of the event like field trips will be planned and reported well in advance to the office and the principal.

③ Collection of school tuition fee

1. The office will demand delivery of a tuition fee.
2. Other expenses will be collected in accordance with a defined standard.

**(7) Teachers' Service Regulations**

Because of the nature of teaching, the service regulations of teachers must be more stringent than those of the general public employee. This year, the school made the teachers' service regulations. School will not work properly if we fail to keep a strict confidence for our regulations, as education is based on trust for the school. We will respect and cherish the spirit of human rights, try to be rational model for the students to meet trust of the parents and the school management committees.

By an improper management of personal information, etc., some schools in Japan have lost the trust of parents. We will keep on eyes to notices from the Ministry of Science and Education, and increase the awareness of the individual teachers.