

**Miami Hoshuko, Inc.**

**General Provisions**

## GENERAL PROVISIONS OF MIAMI HOSHUKO, INC.

These General Provisions of Miami Hoshuko, Inc., a Florida non-profit corporation (the “School”), are adopted by its Members as of the date certified by the Board of Directors, subject to and in accordance with the Articles of Incorporation and Bylaws of the School.

### Chapter I. The School

(School Name)

Article 1.

The name of the School is Miami Hoshuko, Inc., which in Japanese shall be “マイアミ補習校.”

(School Location)

Article 2.

The School shall be located at the following address:

Primera Iglesia Bautista de Coral Park (Name of the local school)

8755 SW 16 Street, Miami, FL 33165

(Purpose for Establishment)

Article 3.

The purpose for which the School was established is to offer classes in the Japanese language to students residing in the Greater Miami area who meet the qualifications for admission established by Board of Directors (individually, a “Student” and collectively, “Students”), and to cultivate an understanding of the cultures of both the United States and Japan in a spirit of pride, cooperation and internationality, as well as to shape physically and mentally robust individuals.

(Qualifications for School Acceptance)

Article 4.

An individual who has the qualifications for acceptance to the School as a Student shall possess Japanese language proficiency and academic ability adaptable to the coursework of the School and school life. Each Student’s qualifications and eligibility for admission shall be determined by the Board of Directors as a result of an interview and/or a probation of the Student. The age requirements for Students shall follow the educational age in Japan. However, exceptions may be made in the best interests of the Student, as determined solely by the Board of Directors and Officers following interviews with the Student and the Student’s parent or guardian.

2. A Student who is determined to be eligible for admission under this Article 4 shall be deemed to have been admitted to this School on the date he/she begins attending classes, subject to any probation of the Student.

(Academic year)

Article 5.

The academic year shall be from April 1 to March 31 of the following calendar year.

(School Day)

Article 6.

The School shall convene on Saturday of every week with the exclusion of holidays. The Board of Directors shall advise the Members of the dates that shall be observed as holidays during the academic year.

## Chapter II. Organization

(Organization)

Article 7.

The School shall be comprised of Members, Students and School personnel.

(Institutions)

Article 8.

The decision making and management of the School shall be executed by the Board of Directors, pursuant to and in accordance with the Bylaws.

## Chapter III. General Assembly

(Structure)

Article 9.

The General Assembly of the Members shall elect or dismiss the Directors, as the case may be, and shall vote on any amendments to the Articles of Incorporation or Bylaws, and on any other matters that the Board of Directors may bring before it.

(Convocation)

Article 10.

1. Regular General Assemblies shall be convened three times annually by the Board of Directors. The dates of the General Assemblies shall be posted in the School calendar at the beginning of the academic year.

2. Special Assemblies shall be convened in accordance with the Bylaws by the Board of Directors, the President or by at least 10% of the Members.

(Management of Proceedings)

Article 11.

The proceedings of the Assembly shall be managed by the President of the Board of Directors, in accordance with the Bylaws.

(Resolutions)

Article 12.

1. The following matters shall be submitted to the General Assembly for ratification:
  - i) Election of Directors;
  - ii) Approval of the budget and account settlement;
  - iii) Dismissal of any Directors;
  - iv) Amendment to the Bylaws; and
  - v) Any matter properly raised at a Special Assembly.
2. A resolution shall be passed by a simple majority; provided, however, that the dismissal of a Director or the amendment of the Bylaws shall require at least a two-third majority vote of the Members.

#### Chapter IV. Board of Directors

(Structure)

Article 13.

The Board of Directors shall manage all activities and affairs the School, pursuant to and in accordance with the Bylaws. The Board of Directors shall form committees responsible for education, labor, events, facilities, general affairs and accounting. Each committee shall consist of at least one (1) Director.

(Term of Office)

Article 14.

The terms of Directors shall be one year in accordance with the Bylaws, except for the Principal who shall not be limited by the number of terms that he or she may serve.

(Duties and Authority)

Article 15.

The Board of Directors shall be responsible for the following matters:

- i) Decisions on functions throughout the year (coursework, school events);
- ii) Processing of settlement of accounts preparation of budgets;
- iii) Decisions on tuitions;

- iv) Decisions on convening regular and Special Assemblies;
- v) Admissions of new or transfer Students;
- vi) Imposing an enrollment limit;
- vii) Promotions and transfers of Students to a grade;
- viii) Disciplinary action;
- ix) Cancellations, suspensions, and class closings;
- x) Approvals of leave of absence and decisions of return to School;
- xi) Hiring and dismissal of staff, and compensation;
- xii) Appointment of committee members;
- xiii) Appointment of class parents;
- xiv) Purchase and maintenance of equipment required for School operations and coursework activities;
- xv) Communication with relevant institutions in the event of an emergency;
- xvi) Approval of extracurricular activities;
- xvii) Approval of events organized by the PTA; and
- xviii) Other matters arising in the management of the School.

## Chapter V. PTA

(Structure and Activities)

Article 16.

- 1. A PTA (Parents & Teachers Association) shall be established in order to support the management of the School and to cooperate with the School in guiding the child education.
- 2. The PTA shall be managed in accordance with the rules that shall be separately stipulated.

## Chapter VI. Members

(Responsibilities of Members)

Article 17.

- 1. Members shall be all Students' parents, legal guardians or appointed representatives of the parents or legal guardian of one or more Students and shall be responsible for upholding, and ensure that their Student or Students uphold, the purposes and standards of the School. Members shall sign such consents and agreements as required by the Board of Directors as a condition to enrolling any Student of theirs and shall commit to the following responsibilities:
  - i) To comply with the Bylaws, General Provisions and all educational and management policies of the School;
  - ii) To make payments of the tuitions and expenses related to education at the School;
  - iii) To engage in the administration and maintenance of the School by being a Director, PTA officer, class parent, person on day duty, event committee member, or other participant in School life.

2. Failure by a member to comply with the above obligations may result in the expulsion of the member's Student or Students from the School.
3. When the Students commute to school, Members shall comply with each of the matters listed in the following Items:
  - i) All Students must be dropped off by the Members to their classroom, whether on time or late. Students may not be merely dropped off in front of the School.
  - ii) Members are strictly and personally responsible for the safety of their Students from the pickup time. The School shall not be responsible for the safety or security of Students who are not picked up on time.

(Class Parent)

Article 18.

1. A class parent system shall be established in order for school activities to proceed smoothly, and "Class parent tasks," [a booklet] to be separately distributed as an implementation guide, shall be implemented.
2. If a class parent cannot attend for compelling reasons, a substitute shall be determined, which shall be communicated to the Board of Directors.

## Chapter VII. Student Council

(Student Council)

Article 19.

1. A student council shall be established to be independently run by the Students for the purpose of fostering an independence and enterprising spirit in the Students, and promoting a fulfilling student life and disciplined attitude toward life.
2. The student council shall be run in accordance with the rules that shall be separately stipulated.

## Chapter VIII. School Management

(Objective)

Article 20.

The rules and the implementation guide for school management shall be established with the objective of having any Student attending the School to learn to comport themselves in life courteously and with a regulated demeanor, and to experience a fulfilling school life.

(Coursework and School Events)

Article 21.

1. The Board of Directors shall decide on events throughout the year (coursework and school events) pursuant to Item i) of Article 15.

2. The hours of coursework, etc. shall be provided for in accordance with the separate implementation guide.
3. The subjects of the coursework shall mainly be the Japanese language and arithmetic/mathematics. Special classes may be given as decided by the Board of Directors.

(Report Cards)

Article 22.

The homeroom teacher shall prepare a report card for each Student in order to assess the academic progress and such of the Student and send it to the Member.

(Notice an Absent, Lateness, Early Dismissal, Leave of Absence, Withdrawal from School)

Article 23.

1. If there is to be an absence, lateness or early dismissal of a Student, prior notification shall be given by the Member to the Board of Directors (Principal's Office is permitted) or the homeroom teacher.
2. A Member whose Student intends to withdraw of school shall complete a specified form (Withdrawal Notice), and give prior notice to the Board of Directors. Notification by telephone or oral communication shall not be accepted as notice.
3. A Member whose Student intends to take a leave of absence (continuous absence for at least six months) shall complete a specified form (Leave of Absence Request), together with a "Leave of Absence Fee" of \$60 (\$10/month x 6 months), and submit it to the Board of Directors with minimum one month prior notice to start the Leave of Absence. The Board of Directors shall discuss the Leave of Absence Request that was submitted, and notify the Member of Student on the approval. Notification by telephone or oral communication shall not be accepted as notice. However, in case of disease, injury or illness which will not allow the Member of Student to attend school, The Board of Directors will discuss each case and notify the approval together with the terms and conditions.
4. The maximum period of time for a leave of absence shall be one year. An individual taking a leave of absence that exceeds one year shall be automatically treated as having withdrawn. If the individual returns to school, he/she must again complete the entrance procedures (including paying the admission fee again).
5. With regard to a Student returning to school, the Board of Directors shall decide the grade upon admission after consultation with the Member, taking the length of time of the leave of absence, academic ability upon return, etc. into consideration.

(Extracurricular Activities)

Article 24.

If a Student engages in extracurricular activities, such as afterschool club activities, theatrical shows, etc. other than during the hours of coursework as stipulated in Article 26, Section 2, such activities shall be approved only under the supervision of a teacher or Member. If there is to be an extracurricular activity, the

homeroom teacher and the Board of Directors shall be notified beforehand of the name of the individual responsible for, names of the Students participating in and the content of the activities.

(Promotion, Grade Acceptance, School Transfer and Grade Acceptance)

Article 25.

1. Generally, grade promotion and graduation shall be based primarily on satisfactory Student performance and conduct; provided, however, that leaves of absence or other prolonged or repeated absences may affect a Student's grade promotion or graduation.
2. If a Student transfers or is admitted to the School from Japan, an overseas Japanese school or another Japanese weekend school, grade acceptance shall be made correspondent to the instructional age in Japan; provided, however, that the Board of Directors may decide the grade level admittance, as necessary, based on consultations with the supervising teacher.

(Tuition and Admission Fee)

Article 26.

1. The tuition and admission fee of the School shall be calculated as of the date of admission, and the amount shall be as stated in the table below. Revisions to these amounts may be decided upon by the Board of Directors pursuant to Article 15, Section 3.

Tuition (monthly amount)	Preschool Division	US\$ 125.00 per preschooler
	Elementary School Division	US\$ 120.00 per elementary school student
	Middle School Division	US\$ 127.00 per middle school student
Admission Fee		US\$ 200.00 / Student

(Effective April 2018)

2. The payment of the monthly tuition shall be made by 11 installments, i.e., one each month for one year excluding the summer holiday month, and the payment date, as a rule, shall be the first school day of each month. With regard to the monthly amount of the tuition, the entire amount shall be paid for the months during which Student is enrolled. There shall be no sibling discount for the tuition.
3. The admission fee in the amount determined by the table in Section1 shall be paid in a lump sum at the time of the entrance procedures for a Student to be admitted. There shall be no sibling discount for the admission fee.
4. The amount of the fees and the billing month for special classes (calligraphy, social studies, etc.) shall be decided by the Board of Directors. The payment date shall be the same as for the monthly amount of the tuition for that billing month.
5. The billing month for school materials costs (work book costs, etc.) shall be decided by the Board of Directors. The payment date for the said costs shall be the same as for the monthly amount of the tuition

for that billing month. Expenses arising irregularly, such as notebook costs, supplementary materials, etc., as a rule, shall be paid in exchange for receipt of the actual goods.

6. If any payment is not received as of the final school day of the payment month, US\$10.00 shall be assessed per individual as a late payment penalty.

(School Closings and Suspension from Attendance)

Article 27.

1. The Board of Directors may close the School or suspend classes due to weather or any other circumstance that may affect the safety of Students or the normal operation of the School.
2. A Student may be excused from class based on a written note of a physician. A separate note from said physician may be required in order for the Student to resume attendance at the School.

(Obligation to be Well Organized)

Article 28.

The Students shall bear responsibility for clearing school supplies after they have been used, cleaning and locking up the classroom. Class parents or some Members shall without fail watch over the preschoolers as well as the first graders and second graders of the Elementary School.

(Use of the Facilities)

Article 29.

With regard to the facilities owned by Primera Iglesia Bautista de Coral Park, use shall be limited to permitted facilities and equipment only, and use of any other facilities and equipment by the Students shall be prohibited.

(Rules of Student Life)

Article 30.

In addition to Article 28 and Article 29, any Student shall comport him/herself in compliance with the separately stipulated “Rules of Student Life” while in Hoshuko.

(Provisions on Discipline)

Article 31.

1. Any individual whose conducts violates these General Provisions or the school life pledge may be subject to disciplinary action. Disciplinary action may be preceded by one or more warnings and the Principal, teachers, Board of Directors, Officers and employees (“School personnel”) may attempt to provide guidance where appropriate and feasible.
2. Notwithstanding the warning and guidance that may be provided by School personnel, in the event of recurring misconduct, the Board of Directors may take disciplinary action against the said individual, including suspension or expulsion from the School.

3. The Board of Directors shall promptly inform the Member in writing of any disciplinary actions and the basis for such action. The Principal, in addition, shall meet in person with the Member concerning subsequent school life before the Student returns to school.
4. Any suspension or other disciplinary measure may be lifted with the approval of the Board of Directors.
5. The following shall be grounds for expulsion:
  - i) Repeated violations of School rules (including the school life pledge);
  - ii) Violence and bullying toward others in the School;
  - iii) Lack of motivation to learn and repeated interference with coursework;
  - iv) Damage to School property or to the space occupied by the School;
  - v) Bringing any dangerous or illegal object into the school, such as a cigarette lighter, knife, gun, illegal drug, etc.;
  - vi) Repeated unexcused absences; and
  - vii) Any other action that is equivalent to any of the above or violates criminal laws.
6. School personnel shall have the right to check the property of any Student who is believed to have violated any of the above rules.
7. After the determination for expulsion, the Board of Directors shall promptly inform and explain the reason to the Member in writing.
8. No admission fee, tuition and school supply costs shall be refunded in the event of disciplinary action.
9. The Board of Directors reserves the right to report any disciplinary action to relevant institutions, such as the police or the Japanese consulate.

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