

TWIS Handbook

2022-2023



Tokyo West International School



Contact Information

■Contact:

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■Time:

- Absence / Late arrival 7 : 30~8 : 30(Tel/E-mail)
- Parent/Teacher Conference Request 9 : 00~16 : 00 (Tel/Email)
- Other 9 : 00~16 : 00 (Tel/Email)
- Emergency Contact Any Time (Tel/Email)



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1. School Regulations

1-1. Attendance, Late arrival, and Early Leave

- Normal school hours for elementary and middle school are from 08:45 to 15:35, daily. For elementary and middle school students with “After School” activities or 7th period class, school hours will continue until 16:30 (Kindergarten not included). School hours for kindergarten are from 9:30 to 15:00, daily.
- All elementary and middle school students are required to arrive at school each morning by 08:45. If students are not present at 08:45, students will be marked as late or absent. Kindergarten, only, is required to arrive at school campus by 9:30 every morning.
- In the event of a child having over 30 days of unexcused absence in one school year, the school may ask the child to repeat the grade.
- Please contact the school administration office either by phone or e-mail if your child is going to be late or absent as soon as possible.
- Please contact the school administration office either by phone or e-mail if your child is going to leave school early for an unavoidable reason.

1-2. Student Behavior during School Hours

Our school looks to our students’ parents for their support in ensuring a secure and happy environment to teach and learn. In the event of an unforeseen problem or situation with the student, as per our school’s policy, the school will involve parents from an early stage to solve the issue quickly.

- All students must be punctual for all school lessons and activities.
- All students are expected to show respect for themselves and others without any kind of sexual, gender, religious, appearance and racial discrimination.
- All students are encouraged to use English as the classroom language except during Japanese Language classes.
- All students are always expected to be attentive, cooperative, and should refrain from engaging in activities that are irrelevant to the lesson content.
- All students must bring all of their required instructional materials to the lessons in order to participate in classroom activities.
- All students must always conduct themselves in a proper manner.
- All students should maintain cleanliness and orderliness inside and outside of the classroom to ensure a safe learning environment for everyone. Chairs should be left in order and the floor free from clutter / litter at all times.
- Students must use all school equipment with care.
- Running, shouting, swearing, and loud disruptive talking is not allowed anywhere on the school campus grounds.



- After class dismissal, only students with tutorials, extra-curricular activities, or those with special permission are allowed to stay on school campus grounds.
- Hair and nails should be clean.
- Avoid bringing money or valuables to school unless they are for specific school purposes, only.
- Chewing gum is not permitted on school campus grounds.
- Nuts and nut-based products are not permitted on school campus grounds.
- Students are not allowed to leave school premises during school hours.
- The use of mobile phones is not permitted unless in the event of an emergency.
- Students are only allowed to eat at recess time, lunchtime, or allocated snack time. Prior approval is required to eat other than allocated time.
- All students that bring their own lunch and snacks to school, are recommended and advised to ensure to have a balanced and nutritious meal.

1-3. School Uniform

- All elementary and middle school students are required always to be in complete TWIS uniform during the school week, except for special occasions or events.
- All kindergarten students are required to be in uniform when departing the school premises (like park trips every Friday or field trips)
- Students are expected to keep their uniform neat, clean, and always tucked in.
- All elementary and middle school students must remove all outside jackets whilst in class and within the school building, except for during recess and lunch times.
- If students have a P.E. lesson, they are required to bring and wear the TWIS P.E. uniform.
- All students must change into indoor shoes whilst inside the school building. Students must leave indoor shoes at school and wear outdoor shoes to and from school.
- Ensure to clearly label all of your child's clothes and uniform with their full name and grade.
- The school does not hold any responsibility over lost or damaged items, including school uniforms.

1-4. Going to and from School Campus Grounds

- All students must be aware of their behavior whilst traveling to and from school as they are representatives of TWIS.
- Running, shouting, swearing and loud disruptive talking are not allowed at all times.
- Running is not permitted at any time when getting on/off the school bus and a car.



- Public walkways surround the school campus grounds; therefore, all students are expected to keep close to the school buildings and walk in a single line when using all public walkways to ensure student safety and not crowd public spaces.
- When using public walkways, all students are expected to walk in a single line to avoid crowding public areas.
- Students are expected to go directly to their homes or designated place after leaving the school premises and getting off the school bus.

1-5. Drop-off, Pick-up, and Bus Service

【Drop-off and Pick-up】

- Elementary and middle school gates open each day from 08:30 to 8:45, only. Kindergarten school gates open each day from 8:45 to 9:15, only. Students are expected to arrive at school at their designated time based on their grade level.
- All students are required to arrive at school whilst morning school gates are open.
- For all elementary and middle school students, afternoon gates open daily from 15:30 to 15:40. (Afternoon gates open from 16:30 to 16:40 for allocated 7th period only.)
- Kindergarten afternoon gates open daily from 15:00 to 15:30, only.

Rules for Parents / Guardians

- All parents and guardians of students must wait in the front of the main school entrance gate before morning drop off / afternoon pick up time to ensure the safety of all students.
- Please park the car in the school parking area when dropping off / picking up your child.
- Please do not stay in the school parking area longer than the necessary time needed to drop off / pick up your child.
- Please refrain from smoking in the school parking area.
- Please ensure the safety of your child in the school parking area by not letting them play in the parking lot or be in the parking lot unsupervised.
- The school does not hold any responsibility in the instance of any accident that may happen in the school parking area.
- When dropping off / picking up your child, please ensure that you leave the school campus grounds immediately to ensure student safety. Parents and Guardians are not permitted to congregate or loiter on school grounds after dropping off / picking up their child.
- All kindergarten students are expected to be picked up by a Parent or Guardian and leave the school grounds by 15:30 (except for those students waiting for their



allocated school bus route in the designated area). An extension fee will incur after 15:30 if no parent is present.

【School Bus Service】

- Students must wait for school bus pick-up at the designed point only.
- The school bus will depart at its scheduled departure time. Unless there is an unforeseen public transport disruption, the school bus will follow its designated timetable. Please ensure that your child is at their designated bus stop on time.
- No visitors, parents/ guardians are allowed on the bus at any given time without permission by the school.
- Students are only allowed to get on their designated route bus when they are leaving school campus grounds.
- Students must always listen to and follow instructions given by either the school bus driver or bus duty teacher.
- Students are not allowed to open windows or touch the emergency equipment on the bus except if directed by the bus driver or the bus duty teacher, or in the event of an emergency.
- Students are asked to enter the bus promptly, immediately take their seats, and fasten their seat belts before departing.
- Running is not permitted at any time when getting on/off the school bus.
- Students must keep their seat belts fastened until the bus comes to a complete stop at its destination.
- Students are not permitted to eat on the school bus. (However, during summer or hot weather periods students can drink from their personal water bottles when needed).
- Students are not permitted to throw any kind of objects either inside the bus, outside of the bus, or around the bus.
- Students should help to keep the bus clean and orderly at all times.
- Students must not damage or abuse bus seats or equipment at all times.
- Students are not permitted to leave the bus without the bus driver or bus duty teacher's permission.
- Cellphones are to be always kept inside bags whilst on the bus. Under no circumstances can students use their phone to record or take photos of other students.

Attention to All Parents / Guardians regarding the Bus Services.

- Parents who want their child to use the school bus service must ensure to submit a completed application form to Administration 3 months prior to commencement



of bus services.

- Any changes (including cancellation of bus service) to the nominated bus route must be submitted to Administration 3 months prior to the commencement of the new bus route.
- Students are not permitted to take the school bus other than the designated route bus.
- To uphold the safety of all students, any student who misbehaves may be suspended from using the bus service.

Step1: A letter will be sent to parents to inform the issue.

Step2: After 3 written warnings, there will be a mandatory parent/teacher conference.

- Step3: Suspension will occur, if the child's behavior does not improve after a parent/the headmistress of school conference.

- Step4: If there is still no improvement, the child may not be permitted to take the school bus.

School Bus Cancellation

- Please be aware that bus services may be unavailable on special event days such as Sports Day, Christmas Presentation etc. Please check for announcements sent by the school office and make other arrangements for your child.
- The school bus service may be cancelled or delayed for reasons such as heavy snowfall, extreme weather, road conditions, mechanical problems, public transportation disruption etc. In the event of bus service cancellations due to unforeseen circumstances, parents will be alerted by email as soon as possible.
- There will be no refund for any bus service cancellation under any unforeseen circumstances as described above.

1-6. Conference and Communication

- The school does not follow an open school policy. Parents/guardians are not permitted to enter the school campus grounds freely at any given time.
- Daily activities will be posted on ClassDojo by the homeroom teachers.
- Please contact your homeroom/subject teacher via ClassDojo for any communications regarding educational matters.
- Parents/guardians who wish to meet with teachers, the school headmistress or administrators in person, must make a prior appointment through the administration office.
- No gratuities for teachers are accepted.



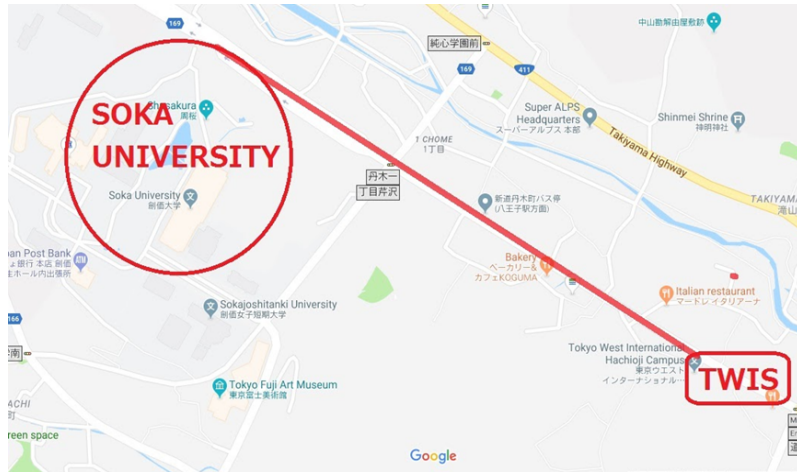
2. Emergency Procedures

2-1. Evacuation Areas

Initial Evacuation Area① : TWIS School Playground

Public Evacuation Area② : Soka University

Public Evacuation Area③ : The public space that is assigned by Tokyo/Hachioji-city government.



2-2. Student Release Team Area

In the event of an emergency and picking up your child from the designated Public Evacuation Area, you will need to provide identification (identification document must include your name and picture) in order to identify you as a parent/guardian of the student. If you would like a person who is not a parent/guardian to pick up your child, please contact the school to make necessary arrangements. The nominated person must know the child's full name, date of birth and bring a valid identification document.

2-3. How to contact the school

In the event of an emergency, the school will contact the parents as soon as possible.

- Emails will be sent to the nominated email address registered as “emergency contact”.
- Phone calls will be made to the nominated mobile phone numbers registered as “emergency contact”.
- In the event that emails and phone are not available, school home page will be used as a means of communication.

※ Please do not contact the school directly and refer to the local area's guidelines in relation to emergency proceedings including evacuation sites.



2-4. Evacuation Drills

Earthquake, fire, and evacuation drills are held at regular intervals throughout the school year by the school Health and Safety Management Committee.

Earthquake drill

- Students must get under tables or desks and cover their heads with a safety helmet provided by the school.
- Stay away from all windows and doors.
- When students are outdoors, lie on the ground away from buildings and wait until movement has ceased.
- Remain silent for emergency instructions.
- Follow instructions given by teachers and move quickly to the school playground when safe to do so.

Fire drill

- Smoke detectors, fire extinguishers and fire alarms are located throughout all buildings on school campus grounds. In case of fire, the fire alarm will come on automatically in order to alert everyone to evacuate the building at once.
- Keep one hand cupped over the nose and mouth using a hand towel and try to crawl if the smoke is very thick.
- Follow the escape path posted in front of every classroom.
- Listen to the instructions given by teachers and school staff members.

3. Confirmation of Emergency Contact

- The school requires all students to have nominated emergency contacts in the event of an emergency. Please ensure to carefully nominate all emergency contacts during student enrollment.
- In the event that emergency contacts information changes, please submit the change request form to the Administration office and register the updated information.

4. Payment, Refund, Leave of Absence and Student Withdrawal

4-1. Payment

- Please refer to the tuition guideline and schedule provided by school at the time of enrollment.
- No discounts are available in the event the student is absent from the school for events such as holidays (even if for a full month or longer). Daily payments or



monthly discount of the yearly fees are not available.

- Regular tuition fees do not cover the costs of the children's individual belongings (please see the student supply list), field trips, extra-curricular events and activities.

4-2. Leave of Absence

Tuition waiver during a leave of absence from school (for 6 months or 12 months only) will be applied at 50% of the usual fee, only with prior official approval from the school headmistress and the submission of "Leave of Absence Form".

4-3. Student Withdrawal

In the event you wish to withdraw your child from the school during the school year, an advance notice period of 30 business days is required at all times. Notification will not be accepted verbally and must be confirmed by filling out the official school "Withdrawal Form" with the Administration office.

4-4. Refund

- If the payment due for tuition fees is not met within the scheduled deadline without prior notification to the school, the student is not able to commence studies in the allocated semester. If a student's tuition is not paid by the due days without any contact, the school may finalize the student's withdrawal or cancel your child's acceptance.
- In the event a student is transferring to another school or advancing to another school during a contracted enrollment period, the school will make a refund for tuition fees within two (2) months after the enrollment contract ends. The refund is made by bank transfer within two (2) months from termination of the contract. All admission fees and annual fees (including material fees, facility fees, etc.) for the following term will not be refunded. A handling fee of 3% will be deducted from the total refunded amount.
- Under unavoidable circumstances, when school move to online classes, there will no refund for tuition fees and annual fees.

5. Suspension and Expulsion

5-1. Suspension

If a child's behavior falls below the school standards with no improvement made after both written and verbal warnings; based on the decision of the school Headmistress, the school may ask for a period of suspension.



A suspension from school means that a student may be not allowed to attend classes, and/or attend any school campus during the period of the suspension. There will be no tuition refund for suspension.

If there is no improvement, the school may ask for an indefinite suspension, or the child may be expelled from the school.

Official Warnings will be followed in 4 steps:

Step1: A letter will be sent to parents to inform the issue.

Step2: After 3 written warnings, there will be a mandatory parent/teacher conference.

Step3: Suspension will incur, if the child's behavior does not improve after a parent/Headmistress of School conference.

Step4: If there is still no improvement, the child may be expelled from school.

5-2. Expulsion

If the school director determines that a student's behavior seriously falls below the school standards, the student may be expelled from the school.

Behaviors and circumstances that may result in expulsion include the following:

- Bringing prohibited items that promote violence (weapons, toy guns, etc.) to school at any time.
- A wrongful action such as cheating on an exam (immediate expulsion).
- Insubordinate attitude towards teachers, including use of vulgar language, or threatening behavior towards students (immediate expulsion).
- Fighting, stealing, obstruction or disruption of classes, physical or mental abuse of another person (including staff), intimidation, bullying, harassing, or physically impeding students from attending classes (immediate expulsion).
- Tampering with any official school documents including all forms, reports, notices, and falsification of signatures of teachers or parents/guardians (immediate expulsion).
- Delay in payment of tuition, not notified the school.
- Any other behavior judged by the school as being below school standards.

※ The above-mentioned may also include behavior from parents/guardians.

6. Student Documents

- Any release of student documentation including report cards, graduation certificates, etc. require a completed application release form to be presented to the Administration office one (1) week before the issue.
- In the event of transfer of school or withdrawal during the middle of the semester,



school can only provide the report card for the completed semester.

7. BYOD Guideline

At Tokyo West International School, technology such as MacBooks and iPads will be fully employed in the classrooms. The program “Bring Your Own Device” (BYOD) will be effective beginning April 2022.

Gaming devices with internet access (Nintendo Switch, PSP, etc...) are not permitted at any time. iPhones and other smartphones are not acceptable for classroom use. Continuous access to technology will help your child increase class engagement and develop the skills required to thrive in 21st-century learning.

7-1. Recommended device

【Primary School 】

Grades 3 through 6 students are invited to bring one of the below models of iPads with the most recent operating system version and all security updates installed.

Any of the following models, version 2018 or later:

- iPad
- iPad Air
- iPad Pro

Recommended 128GB or more of storage and Wi-Fi model. Mandatory protective case and labelling of students' name on both the case and the iPad.

To help you decide on the most suitable model, kindly visit:

<https://www.apple.com/jp/ipad/compare/>

<https://www.apple.com/jp/shop/buyipad/ipad102/256gb-%E3%82%B9%E3%83%9A%E3%83%BC%E3%82%B9%E3%82%B0%E3%83%AC%E3%82%A4-wifi>

【Middle School 】

Grades 7 through 9 students are invited to bring one of the below models for MacBook. In case Grades 3 through 6 students choose to bring the MacBook, they are also invited to bring one of the below models.

Any of the following models, version 2018 or later:

- MacBook
- MacBook Air
- MacBook Pro



Recommended 8GB or more of memory, 128GB or more of storage. Mandatory protective case and labelling of students' name on both the case and the laptop.

To help you decide on the most suitable model, kindly visit:

<https://www.apple.com/jp/mac/compare/>

<https://www.apple.com/jp/shop/buymac/macbookair/%E3%82%B9%E3%83%9A%E3%83%BC%E3%82%B9%E3%82%B0%E3%83%AC%E3%82%A48%E3%82%B3%E3%82%A2cpu%E3%81%A87%E3%82%B3%E3%82%A2gpu%E3%82%92%E6%90%AD%E8%BC%89%E3%81%97%E3%81%9Fapple-m1%E3%83%81%E3%83%83%E3%83%97-256gb#>

7-2. Repair, Maintenance, and Security

The repair, maintenance, and security of the devices are the responsibility of the students. We recommend that families inquire about their property insurance coverage and make allowances as needed, to comprehensively cover their child's device.

Additionally, students must ensure that their devices are fully charged for each school day.

7-3. Software

Students should keep their devices up to date with the latest operating systems.

Students must be able to install software independently. Most work is done in Google Workspace for Education (Google Docs, Sheets, Slides) on laptops. Students can also use the iWork software (Pages, Numbers, Keynote), which comes free with a purchase of a MacBook or iPad.

7-4. BYOD policy

Use of personal devices:

- The use of personal devices on school grounds is at the discretion of the teachers and staff. All students **MUST** use their devices as directed by their teachers and staff.
- The use of personal devices is not to be a distraction in the classroom or private study areas used by teachers or pupils.
- Students are not allowed to use personal devices outside of the classroom unless they are being used during school visits, field trips, or outside activities.
- Playing games on devices is **NOT** permitted unless the game is used for educational purposes and authorized by the teacher.
- Approved devices must be in silent mode while on the school campus, unless otherwise allowed by a teacher. Headphones may be used with the teacher's permission.



- Devices should not be used to cheat on assignments, quizzes, or tests, or for non-instructional purposes (such as making personal phone calls and text messaging).
- All students are required to check their personal devices daily to ensure that the device is fully charged and free from any malicious content, such as viruses and malware that may compromise the security of the school's network. These checks must be completed before bringing the device to school.
- To conform to health and safety compliance, no defective or damaged devices should be brought into the school.
- No gaming material (such as gaming mouse, keyboards, headset, etc.) will be allowed at school, unless explicitly authorized by the teacher. Any gaming material brought to school will be confiscated and returned at the end of the term.
- It is not allowed to share the devices with other students unless teachers give permission to do so.

Lost, Stolen, or Damaged Devices:

- Each user is responsible for his/her own device and should use it responsibly and appropriately. Tokyo West International School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.
- Tokyo West International School is not responsible for any possible device charges to your account that might be incurred during approved school-related use.
- Tokyo West International School is not responsible for maintaining or troubleshooting students' personal devices.

Network safety and harmful behaviors:

- All users agree not to exploit technological resources, interfere with another student's use of the resources, or use technology resources with the intent of causing harm to others.
- Students may not use devices to record, transmit, or post photographic images or videos of a person or persons on campus during school hours or school activities, unless otherwise allowed by a teacher.
- Bringing a device that infects the network with a virus, Trojan, or a program designed to damage, alter, destroy, or provide access to unauthorized data or information is strictly forbidden on the premises.
- Processing or accessing information on school property related to "hacking." This includes downloading programs to bypass or alter security, accessing, and setting up proxies.

Note:



Tokyo West International School

Tokyo West International School is authorized to collect and examine any device that is suspected of causing technological problems or is the source of an attack or virus infection. Students and parents should be aware that devices are subject to searches by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password-protected, the student will be required to unlock the device at the request of a school administrator.