



Attending Event Policy

As an IB curriculum school, the school often holds events to support students' hands_on learning. To achieve the maximum from every educational standard, the cooperation of students, parents, school staff as well as the community will be essential. Tokyo West International School (TWIS) students, in collaboration with parents, teachers, and staff are subject to the following policies when attending all school-sponsored activities, which include but aren't limited to:

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|------------------------------------|------------------------------|
| - Field Trips | Day |
| - Overnight trip | - Parent-Teacher Conferences |
| - Sports day | - Harvest Festival |
| - Opening Ceremony | - Park day |
| - Open School | - Graduation Ceremony |
| - Yukata day | - Heart Global |
| - Grandparents and Special Friends | |

1. Students who attend the events show respect for all external people and property.
2. When there are problems, students seek solutions in an acceptable manner and through proper communication with school personnel.
3. Do not use, or bring in their possession, dangerous objects.
4. In case of an emergency, students and parents (if attending) cooperate fully with the teacher/staff in charge. School will follow procedures accordingly with safety always in mind.

Field Trip Policy

- A. The teacher is responsible for arranging field trips. A Field Trip Proposal needs to be submitted to authorized parties at school ahead of time by any teacher in charge of a field trip. All information including date and time, purpose of trip, content of trip, details activity, etc need to be filled out in detail. The authorized parties will get back in touch with the teacher about the final arrangements after talking with all parties involved (bus drivers, organization/place visiting, etc.)
- B. All respective students must be handed out the 'Field Trip Consent Form' signed by their parent/guardian permitting them to leave the school grounds.
- C. The administration, office staff, kitchen staff and specialist teachers must be informed so they are aware of the altered class activities and lunch changes for the day.
- D. Students must wear a seatbelt while riding the bus.
- E. Students may talk quietly during the bus ride.
- F. Students may eat on the bus during longer field trips, if approved in advance, by the bus driver. The students would then be responsible for cleaning up the area when they leave the bus. The teacher would be responsible for monitoring and checking the clean up.