



Personal Items

Electronic Devices, Cell Phones & Toys in School

Tokyo West International School (TWIS) will not accept any responsibility for the loss or damage of any electronic equipment brought onto the school premises. While it is allowed for some grades to bring an IPAD and Laptop, it is prohibited to use electronic devices for any purpose other than educational purposes. More detail, please refer to BYOD policy.

In this day of technology, we understand that it is common for students to have a cell phone. However, students are given permission to bring cell phone onto the school premises under the following conditions:

1. Cell phones are not included in the required device to bring, therefore it is strictly prohibited to use cell phones in school premises unless for emergency purpose.
2. If students choose to bring cell phones, then they accept total responsibility for any loss or damage.
3. Students may use privately owned cell phones before the first bell and after the final bell of the school day.

Unless a toy is related directly to a classroom activity, please prevent your child from bringing their own toys at school. Bringing toys may cause disappointment and upset to the student when their special toy is lost or broken. This may also cause distraction during instructional time.

Lost and Found

Lost and Found in TWIS can be found on the 2nd floor right in front of the stairs. Any items found in the school area will be placed on the 2nd floor. Items can also be found in the admin office. If several months have passed and the stuff still remain in the lost and found box, the admin staff will take action to eliminate the items. Please remind your child to immediately check the lost and found box when they have lost something.

Birthday Celebrations

In TWIS, even though it is allowed to celebrate each student's birthday, we kindly ask for the cooperation of all TWIS communities to not infringe on any learning time. If you would like to celebrate your child's birthday, please consult with your child's homeroom teacher for approval.

Also, please comply with the following rules in terms of presents:

- Please respect the dietary restriction of your child's classmates. Find out from the teacher if there are any children with allergies in your child's class.
- Parents will not be allowed to come to the classroom. Therefore, if you would like to pass the treats in the middle of class time, please give it to admin staff first.
- As we keep promoting a positive learning environment providing healthy food, every attempt should be made in consideration to serve healthy foods.
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