



Student Behavior

Student Behavior During School Hour

Tokyo West International School (TWIS) 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.

- a. All students must be punctual for all school lessons and activities.
- b. All students are expected to show respect for themselves and others. We do not tolerate any kind of sexual, gender, religious, appearance and racial discrimination.
- c. All students are encouraged to use English as the classroom language except during Japanese Language classes.
- d. All students are always expected to be attentive, cooperative, and should refrain from engaging in activities that are irrelevant to the lesson content.
- e. All students must bring all of their required instructional materials to the lessons in order to participate in classroom activities.
- f. All students must always conduct themselves in a proper manner.
- g. 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.
- h. Students must use all school equipment with care.
- i. Running, shouting, swearing, and loud disruptive talking is not allowed anywhere on the school campus grounds.
- j. After class dismissal, only students with tutorials, extra-curricular activities, or those with special permission are allowed to stay on school campus grounds.
- k. Hair and nails should be clean.
- l. Avoid bringing money or valuables to school unless they are for specific school purposes.
- m. Chewing gum is not permitted on school campus grounds.
- n. Nuts and nut-based products are not permitted on school campus grounds.
- o. Students are not allowed to leave school premises during school hours.
- p. The use of mobile phones is not permitted unless, in the event of an emergency.
- q. Students are only allowed to eat at recess time, lunchtime, or allocated snack time. Prior approval is required to eat other than the allocated time.
- r. All students that bring their own lunch and snacks to school, are recommended and advised to ensure to have a balanced and nutritious meal.



Behavior Policy

Tokyo West International School (TWIS) expects a high standard of behavior from all its students. These standards are modeled by the adults that work in the school and students are expected to follow their example.

TWIS will ensure that every individual is recognized as a valued member of the school that enables students to:

- a. Be thoughtful, respectful, sensitive, and polite to others.
- b. Be aware of their own rights and responsibilities.
- c. Be a team player and know that their behavior has consequences for themselves and others.
- d. Feel safe, respected, and cared for.
- e. Be able to take a risk and relish challenges in order to learn.
- f. Be self-assured.

Anti Bullying Policy

TWIS is committed to provide a caring, friendly, and safe environment for all students and bullying is unacceptable at school. If bullying does occur, all students should report these actions and know that incidents will be dealt with promptly and effectively.

The following actions will be taken in regards of bullying:

- a. The accident needs to be reported to the TWIS community either teacher, admin office, or class coordinator.
- b. TWIS will determine if the incident reported is bullying or not and if a more serious problem happened, it will be reported and discussed with the head of school.
- c. TWIS will counsel the victim.
- d. We will investigate the incident as close to the time it happens as possible: bullying behavior or threats of bullying must be investigated and stopped quickly.
- e. In the case of an incident involving cyber bullying, school will refer to the TWIS e safety policy on the school drive and follow its guidance.
- f. If the incident is determined to be a bullying incident, these following procedures will be taken to students:
 - Remove the student(s) from the scene of the incident
 - Meet with the appropriate senior teacher or Head of School. Until the meeting is held, the students should not attend the class or immediate area.
 - Schools will inform parents via phone or face-to-face. (It is prohibited to contact via email)
- g. Attempts will be made to help the bully or bullies change their behavior. Since this is a long-term action, school may involve counselors, senior teachers, or head of school.
- h. Parents will also be asked to come into school to discuss the issue.



Tokyo West International School

Note:

* The school does not encourage parents to approach the parents of other children who are involved in the incident directly.

* All bullying incidents should be followed up by the school and any communication with parents should be conducted by the staff members directly involved and by the head of school.