



TOKYO INTERNATIONAL PROGRESSIVE SCHOOL

Unity Through Diversity

2024-2025

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2024-2025 Academic Year Key Events

August	16	Fri	New Family Orientation 1:30 p.m.
August	19	Mon	Classes begin
September	20	Fri	Parent/Staff Social 6:30 p.m. ~
September	26-27	Thurs - Fri	See Japan Break Overnight Trips
October	17-18	Thurs - Fri	Fall Break
October	24	Thurs	First Day of 2nd Quarter
November	6-7	Wed - Thurs	Parent/Student/Teacher Interview #1 (6th: After school 1:30pm-6pm; 7th: 9am-2pm)
November	8	Fri	No School for Students (Teacher Workday)
December	13	Fri	International Day (2 p.m Dismissal)
December	16	Mon	Winter Break begins
January	6	Mon	School Reconvenes
January	22	Wed	First day of Second Semester, Third Quarter
February	19 - 21	Wed - Fri	Winter Trip
March	17 - 21	Mon - Fri	Spring Break
April	7	Mon	First day of 4th Quarter
April	11	Fri	Variety Show, Altered Schedule
April	23 - 24	Wed - Thurs	Parent/Student/Teacher Interview #2 (23rd: After school 1:30pm-6pm; 24th: 9am-2pm)
April	25	Fri	No School for Students (Teacher Workday)
May	2 - 5	Fri - Mon	Golden Week Break
June	12	Thurs	Last Academic Day (Early Dismissal at 12:00)
June	13	Fri	Student Appreciation Day/Last Day of School Year
June	14	Sat	Graduation/End of Year Celebration (12:00~)

Tokyo International Progressive School

Student Handbook

MISSION STATEMENT	3
VISION	3
1. INTRODUCTION	3
2. STUDENT CODE OF CONDUCT: THE 6P'S	4
3. COUNSELING	5
4. ACADEMIC PROFILE 2024-2025	6
5. LANGUAGE PROTOCOL	9
6. ATTENDANCE	9
7. APPEARANCE & DRESS CODE	11
8. GENERAL INFORMATION	11
9. MEDICATION POLICY AND MEDICAL ATTENTION	13
10. DISCIPLINE INTERVENTION	15
11. PUBLIC DISPLAY OF AFFECTION (PDA) POLICY	15
12. PLAGIARISM	16
13. SCHOOL BUS POLICY AGREEMENT	16
14. INTERNET ACCEPTABLE USAGE POLICY	17
15. MOBILE PHONE POLICY	18
16. EMERGENCY PROCEDURES INTRODUCTION	18
17. BICYCLE AND SKATEBOARD COMMUTING	20

MISSION STATEMENT

Tokyo International Progressive School seeks to provide an individualized learning environment to diverse students to shape an inclusive and respectful society.

VISION

We, as an international school, provide alternative education for students who don't thrive in mainstream educational environments. We support students with mild learning differences who have academic, emotional and/or social challenges to maximize their learning potential, all while equipping them to be respectful citizens who contribute to the global society.

Individualized Learning:

Our individualized curriculum in a small progressive setting builds confidence. Diversity tolerance is emphasized as we prepare students for the world.

Diversity Learning:

We promote the growth of students' minds and sociability by learning together with respect, regardless of their nationality, culture, gender, and ability.

Career Education:

Our staff and students work together to pursue our students' most suitable future plans based on interests and abilities to allow them to make contributions to society.

1. INTRODUCTION

At Tokyo International Progressive School, we believe that every student is a unique individual. We strive to assist students in developing learning strengths and offer support to address learning needs.

Our students will understand that diversity of ability, gender, culture and ethnicity are strengths to be nurtured and respected.

TIPS Graduates will:

- treat all others, in their personal and professional lives, as equals.
- appreciate everyone as individuals to be valued.
- be able to function at ease and sensibility in a variety of cultural settings.

Our students will have a sense of compassion and understanding for others and the courage to act on their beliefs.

TIPS Graduates will:

- demonstrate strength of character and self-confidence.
- demonstrate good moral and ethical judgment.
- enhance the quality of their lives by participating in service to others.

Our students will develop their intellect, creativity, character and self-confidence in order to become contributing and caring citizens in our worldwide community.

TIPS Graduates will:

- remain current in terms of events that shape our world.
- view their own learning and development as life-long endeavors.
- see the inequity of world resources as intolerable from the perspective of a global citizen.
- act in intelligent ways to preserve and protect the Earth and its people.

To the student at Tokyo International Progressive School:

As a student at TIPS, you will be provided with an opportunity to engage in learning in a positive, caring and challenging environment. You can expect the highest possible standards from your teachers as you participate in meaningful, relevant and rigorous classes. We challenge all students to participate in the broad scope of school life, as this will enhance the possibility of success and a high level of personal satisfaction. You can expect a strong focus on building a sense of community in which individuals are supported and valued.

To the parent:

We encourage all parents to play an active role in the education of their children. The purpose of this student handbook is to give guidelines to the behaviors expected in the school. The handbook also allows parents to access information about the school.

2. STUDENT CODE OF CONDUCT: the 6P's

Positive, Pleasant & Polite

In all interpersonal dealings, members of the TIPS family are required to be positive, pleasant and polite in all situations.

Proper behavior will be reinforced at all times during the course of a school day. Students will be evaluated on their ability to display behaviors associated with being positive, pleasant and polite. The following will be used to assist teachers in evaluating student's behavior:

- 1) Do I speak positively about myself, my peers, my teachers and my school?
- 2) Do I always respond positively to adult requests?
- 3) Do I look for opportunities to help others succeed?
- 4) Do I use good manners?
- 5) Am I considerate of the point of view of others?
- 6) Am I an attentive and courteous listener?
- 7) Do I treat the environment in respectful and gentle ways?
- 8) Do I go out of my way to include others in activities, especially those not part of my circle of friends?

Prepared, Punctual & Productive

Every student is expected to do their best in their academic endeavors. As a means to that end, teachers will reinforce behaviors associated with being prepared, punctual and productive.

Students will be evaluated in class on their ability to display behaviors associated with being prepared, punctual and productive. The following will be used to assist teachers in evaluating student's behavior:

- 1) Do I bring all required materials to class, including any preparatory work?
- 2) Am I on time for class and ready to begin work at the bell?
- 3) Do I participate fully in all the learning activities?
- 4) Am I on task without a teacher's supervision?
- 5) Do I work at a challenging level?
- 6) Do I find ways to assist my peers in their learning?
- 7) Am I supportive of my peer's efforts in the classroom?
- 8) Do I take care of my own health so I am fully engaged in learning?

Participation

Students arrive at TIPS with a variety of talents. Students are expected to share these gifts freely to make TIPS the best school it can be. Everyone is expected to contribute in meaningful ways to enhance our school culture. Participation in school activities enhances the quality of the TIPS school experience.

Pride

Students who take pride in themselves and in their school are students who strive to embrace every opportunity to be and do their best. Every action that students engage in should build pride in themselves and in their school.

Reasonable Request

Students are expected to follow any reasonable request made by a teacher. Students should do so in a positive and friendly manner. Students refusing to do so may be liable for sanctions by the teacher or the Principal.

Other Learning Experiences

Students demonstrate the 6P's outside of the school and classroom. When involved in activities outside of the normal learning events, i.e., Winter Trip, Ski Trip, Day Trips or International Day, the student should represent the ethos of the school and act in a manner that reflects not only positively on the school but also themselves. Students who strive to demonstrate good behavior and a high level of enthusiasm set an example for others in the school.

3. COUNSELING

Teacher Advisory Program

The TIPS Teacher Advisory Program (TAP) is a system that formally structures significant links between teachers and students.

Teacher advisors will provide significant support to students during their TIPS career through:

- . participation in community and school service
- . participation in school activities.
- . pursuit of personal and academic goals

- TAP groupings will stay intact for the duration of a student's school career at TIPS.

- TAPs will meet at designated times during the school day and at designated extended TAP meetings at various times during the school year.
- TAP groups will be identified by the year of their anticipated graduation.
- Career and academic counseling begins in Middle School TAPs. Students and parents will be advised and given information that will assist them in making informed decisions about future academic or career options. Senior students will work closely with their TAP Advisor and the Career Counselor as they research college, university and career options, as well as prepare post-secondary applications.
- Typical TAP meetings might involve internal communication, promotion of school activities and events, pursuit of academic and personal goals, planning of TAP sponsored events and community service, and the delivery of thematic lessons that focus on the mission statements.

Teacher Advisors will:

1. Review the students' academic progress periodically.
2. Contact parents if students are having academic difficulties.
3. Provide academic support and take on the role of mentor if necessary.
4. Confer with other teachers, LS Coordinator, TIPS counselors and parents to provide the student with assistance and advice with regard to academic planning, course selection and possible future university or career selections.
5. In consultation with their TAP students, find an opportunity for the TAP to engage in a community service project each year.

Personal Counseling

Students who are experiencing relational challenges will be provided assistance through our certified counselors. One-on-one and group sessions help to resolve issues. Personal growth and social skills are often encouraged through counseling. The counselors will also serve as a resource for TAP Advisors in developing age-appropriate activities to have students explore their personal growth and social skills.

Career Counseling

Our Career Counselor guides students through the process of exploring prospective careers and post-secondary options. The Career Counselor provides activities for TAP Advisors to do with their students to think about and explore careers. Career planning begins as a UNHS course for all of our grade 10 students. In grade 11 students will be doing active career searches, and in Grade 12 the career counselor will establish timelines and act as a resource in the application process. The Career Counselor will work in partnership with families through this process.

4. ACADEMIC PROFILE 2024-2025

School Division

Elementary School	G4	G5		
Middle School	G6	G7	G8	
High School	G9	G10	G11	G12

Elementary School

TIPS offers elementary education beginning in grade 4. The students' work is based on the American Common Core Curriculum.

Middle School

Students in middle school continue to follow the American Common Core Curriculum. The middle school curriculum is designed to prepare students for the high school curriculum at TIPS.

High School

In grade 10, students are introduced to the style of programming in high school and begin to earn credits towards their high school diploma. Students in high school do a combined American program that continues to follow the American Common Core Curriculum, while completing courses required to graduate with an American high school diploma.

Elementary/Middle School - 4/5/6/7/8	
English	English
Science	Science
Mathematics	Mathematics
Social Studies	Social Studies
Language Enrichment	Japanese/ESL
Physical Education	Physical Education
Complementary Courses	TBD

High School	9th Grade	10 th Grade
English	English 9(10)	English 10(10)
Science	Physical Earth Science 1 (5)	Physical Earth Science 2 (5)
Mathematics	First Year Algebra (10) Or Basic Math (10)	Geometry (10) Or General Math (10)
Humanities	World Geography (10)	World History (10)
Career and Finance		* Career Planning (5) * Personal Finance (5)
Language Enrichment	Japanese (10) /EAL (10)	Japanese (10) /EAL (10)
Physical Education	PE (10)	PE (10)
Complementary Courses	TBD	TBD
	11th Grade	12 th Grade
English	English 11(10)	English 12(10)
Science	Chemistry (10)	Biology (10)
Mathematics	Advanced Algebra (10) Or Business Math (10)	Pre-Calculus (10) or Pre-Algebra (10)
Humanities	* American History (5) * World Cultures (5)	* US Government (5)
Career and Finance		Economics (5)
Language Enrichment	Japanese (10)/EAL (10)	Japanese (10)/EAL (10)
Physical Education	PE (10)	PE (10)
Complementary Courses	TBD	TBD

•Bracketed numbers are credits associated with completed course work.

* UNHS course

The TIPS High School Diploma consists of

English Language Arts: 40 credits

Social Studies: 40 credits (including American History, American Government, and Multicultural Studies)
Mathematics: 30 credits
Science: 30 credits
Physical Education: 30 credits
Career and Finance: 10 credits
Complementary Courses: 30 credits

TIPS offers a program in which students from grades 9 - 12 may earn a high school diploma through the combination of TIPS and University of Nebraska High School (UNHS) courses. Credits earned in grade 9 through 12 at TIPS are verified and approved by UNHS and are calculated in conjunction with the UNHS program. UNHS is accredited through the Nebraska Department of Education, North Central Association Commission on Accreditation & School Improvement and the Commission on International & Trans- Regional Accreditation.

The TIPS academic program is organized on a 180-instructional day school year. TIPS aims to provide a balanced curriculum, and to offer a range of flexible learning options and subjects that meet the individual needs and interests of each student, while meeting the UNHS graduation requirements.

In order to earn a diploma from TIPS, students must complete a minimum of 200 credits. Students are awarded 5 credits for the successful completion of a course.

TIPS /UNHS Grading Scales

Letter Grade	Mark Range	Grade Points
A+	98-100	4.0
A	93-97	4.0
B+	90-92	3.5
B	85-89	3.0
C+	82-84	2.5
C	77-81	2.0
D+	74-76	1.5
D	70-73	1.0
F	69 or below	0.0

Course Outlines

- At the beginning of each course, the teacher will distribute a course outline, which includes:
- Specific dates for assignments, projects and assessment
 - Teacher routines related to behavior, late arrivals to class, late work, homework, required materials, teacher availability for extra help and What-I-Need (WIN) schedule
 - Plagiarism intervention protocol
 - Parental contact routine
 - Marking schemes

Course outlines are posted on the TIPS website and also delivered as a hard copy to students for their notebooks on the first day of class.

TIPS Graduation Requirements

Students registered to the TIPS High School Diploma will be invited to participate in the TIPS School sponsored graduation celebration only if:

- Eligible students have submitted all the course work required for a graduation diploma at least 3 days before the end of semester 2.
- All authorized school fees have been paid, and all school resource materials and equipment returned.

Students who are under suspension on the day of the TIPS school-sponsored graduation celebration shall not participate.

Quarterly evaluations will be sent home at the middle and end of each semester.

Parent/Student/Teacher Interviews will be held twice per year to discuss student progress.

What - I - Need Hour (WIN)

The What-I-Need hour (WIN) provides flexibility in a student's schedule to allow for additional access to their teachers for further instruction, enrichment activities or review. WIN can be scheduled on a regular basis, or as needed in the short term. Teachers, parents, or students can initiate a WIN commitment. All students in the building during the WIN period are to be part of a WIN session. All students are to vacate the building at 16:20.

5. LANGUAGE PROTOCOL

The language of instruction at TIPS is English. The end product for our college-bound students is to gain entrance into English-speaking post-secondary institutions. It is counterproductive for students not to engage in English at every opportunity. English competency is enhanced in all communications during the course of a typical day at TIPS, whether it is listening, reading, speaking or writing. Benefits to students are built into every teacher's lessons, but engaging in English is also important during the unstructured part of the day. Speaking English from the time students enter the building to the time they exit at the end of the day will be the standard.

Many of our students come to us as Japanese first-language speakers. Japanese speaking students need to remind each other of the English-only focus of the school. Some of our students come to us having a first language that is neither English nor Japanese. For these students, the language through which they become familiar with their surroundings and new culture, and begin to build a peer group, has to be English. If other students are not sensitive to this, then it can lead to a sense of isolation for our new students, which is not in keeping with the culture of our school.

6. ATTENDANCE

The responsibility for regular and punctual attendance, which is necessary for satisfactory school progress, rests with the student and parents.

All student absences must be accounted for. Any unexcused absence will be dealt with as a truancy issue. If a student continues to make poor decisions, the Principal will deal with the student.

Suspension from school or withdrawal from TIPS may result. Students with an unexcused absence recorded will be dealt with before their next regularly scheduled class.

When students are in attendance at school, if they must leave for a pre-arranged appointment, an email giving parental permission must be presented to the attendance secretary. Students are not allowed to leave the school without prior parental permission.

If the office staff needs to follow up on an absence, they will contact the parent or guardian of the student who must provide a reason for the student's lack of attendance.

Expectations of School Personnel:

The Principal and staff will support parents in helping students fulfill their attendance obligations.

Expectations of the Parents:

- Parents will support their children in responsible attendance at school.
- When it is impossible to have the student attend school because of a pre-arranged appointment that cannot be made outside the school day, or if the child is too ill to attend school, parents must – prior to, or on the day of the absence - account for their child by making a phone call or sending an email apprising the school that the student is under the supervision of the parent.

Expectation of the Students:

- Students will only be absent when it is impossible for them to be in attendance.
- Students are to remind their parents that contact with the school must occur prior to, or on the day of, the student's absence from school.

Attendance Intervention Protocol

Where deemed necessary by the TAP or subject teacher, counselor or Principal, a discussion will take place with the student regarding an attendance concern.

1. If the attendance concern persists, and where deemed necessary by the above, a phone call will go home from the subject teacher indicating an attendance concern.
2. If the attendance concern persists, a meeting will be arranged with the Principal, parents and the student to discuss the attendance concern.
3. Continued non-attendance may result in the student losing full-time status at TIPS.

Procedures to Follow When Absent

When a student will be absent from school, parents are to notify the school by calling or emailing. The phone line is open 24 hours a day and parents are asked to leave a message. If students know in advance that they will be absent it is their responsibility to make arrangements with their teacher regarding coursework, assignments and exams.

In the case of absences due to influenza or other serious contagious diseases, if the family provides a doctor's note recommending not attending school, the absent mark will be removed from the records.

Procedures to Follow When Late

A student with three late arrivals within three weeks is required to serve an automatic detention lunch period. Although there are various reasons for lateness, the allowance of three late arrivals provides leeway for those students who are careful about time management. A student who comes in late in the morning or from the lunch hour three times within three weeks will spend one lunch period in detention under principal supervision. The student will not be allowed to leave the building during lunch detention, and instead will spend the lunch period in the principal's office.

Students who arrive at their classrooms after 8:45 a.m. will be recorded tardy, whatever their reason. Tardy arrivals at TIPS are not classified as excused or unexcused.

Permission to Leave School

Any student wishing to leave the building during school hours due to illness or a pre-arranged appointment, must receive permission from the office and their parents, and sign out. In cases where a written note from parents is not provided, parents will be contacted before the student is allowed to leave the school. In rare cases when parents cannot be contacted, the situation will be referred to the Principal. Leaving the school unauthorized will result in appropriate consequences.

7. APPEARANCE & DRESS CODE

The TIPS Dress Code is designed to instill dignity, respect and discipline within the student body. The Dress Code also ensures that varying cultural sensibilities are considered. The TIPS Dress Code is in effect for all school-sponsored, supervised activities, regardless of whether the activity happens during normal school hours.

The following standards shall be maintained:

- All students should be clean, neat and practice good hygiene.
- Hair shall be neat, clean and well-groomed.
- Articles of clothing with revealing necklines or spaghetti straps are prohibited. A modest neckline shall be the norm. Any article of clothing that exposes undergarments is prohibited.
- The midriff is not to be exposed when the student goes through the normal activities of a school day.
- Revealing or excessively tight garments, including leggings, are prohibited unless covered.
- Appropriate foundation undergarments must be worn.
- Articles of clothing or accessories with pictures, emblems or writing that might be interpreted as lewd, offensive, vulgar or obscene, or that advertise/depict violence, gore, death, tobacco products, alcoholic beverages, drugs or any other illicit substance are prohibited.
- Dresses, skirts and all other non-shorts will have the hemline longer than the fingers as the arms hang naturally at your side.
- No jewelry that may be dangerous may be worn.

Physical Education

Students enrolled in Physical Education are expected to wear the designated TIPS athletic wear to each PE class. This includes a TIPS athletics t-shirt and appropriate pants or shorts, depending on the season. PE teachers will deal with students who fail to wear the proper clothes to PE class, as it is a matter of hygiene. PE t-shirts are available for purchase at the TIPS school office. The daily PE grade is assigned partially by a student's preparedness, including coming to class in PE gear.

8. GENERAL INFORMATION

Student Timetables

Student schedules will be designed so that all graduation requirements for TIPS and UNHS can be met. Complementary Courses are designed to enrich the educational experience for our students. Individual circumstances will be considered when generating a schedule for students whose situation might require creative solutions. All students are required to carry a full schedule of classes.

Student Identification Cards

Student ID cards will be issued to every student. A replacement fee of ¥500 will be charged. Students may use their ID cards for student discounts at movies and amusement parks. The student ID may be accepted for train passes on some train lines.

Stationery

School supplies can be purchased from the TIPS office. However, it is recommended that students come prepared for school with a pencil, pen, eraser, ruler and calculator.

Locker Policy

TIPS will provide lockers for students to store their books, learning materials and other belongings. Lockers need to be kept clean and will be completely emptied at the end of the school year. Students need to secure items of value in their school-issued lockers. The school does not take responsibility for lost items. Lockers remain the property of the school and the Principal reserves the right to inspect them at any time. The charge to replace a lost locker key will be 1,000 yen.

Telephone Messages

In an emergency, parents can contact their children through the school office. Less urgent communications will be delivered to students outside of class time.

Visitors

All visitors to the school must have legitimate business, and need to follow sign-in procedures at the entrance of the school. Parents wishing to meet with school personnel need to have an appointment.

Care of Personal and School Property

Students are responsible for school-issued property and will provide compensation for lost or damaged items. Students will participate in school-sponsored activities when associated fees are paid. TIPS transcripts and reports will only be made available to students after all school fees are paid.

Electronic Devices

Students are required to bring their own laptop computers to school to use for completing, storing and submitting assignments. Personal computers are not to be used for any non-academic activity during class times.

School Closure

Unplanned school closure announcements - such as for inclement weather - will be posted on the school website by 6:00 am. on the day of the closure.

Lunch Hour

For students in grades 9 - 12, TIPS is an “open campus” for the lunch hour. This means, unless otherwise specified in the registration form, students in these grades will be free to leave the building unaccompanied by an adult. Supervision will be provided in the school building itself. Families who prefer their high school teenagers to stay in the school building during the lunch hour may indicate that at the time of registration.

For students in grades 4 - 8, lunch is eaten in our lunchroom. The designated supervising teacher will accompany this age group, weather permitting, to an outdoor play area before or after eating. Supervision is also provided in the school building for those students who prefer to stay indoors.

For students in all grades, it is very important that TIPS students are good neighbors and never draw negative attention from private citizens or businesses in the community.

Dangerous Items and Weapons

Dangerous items and weapons are prohibited and students will face suspension if in possession of such items.

Restricted Substances

Students found in possession, or under the influence, of drugs or alcohol, or in possession of paraphernalia associated with drugs or alcohol, during the school day, or at any time during a school supervised activity, will be suspended from school. The Principal, as part of the discipline intervention, may require the student/family to participate in counseling. Escalating consequences could result in expulsion.

It is illegal in Japan for individuals younger than 20 years of age to purchase or consume tobacco products. Students found accountable for possession or use of tobacco products, or in possession of smoking paraphernalia, including vaping supplies, will be dealt with according to escalating consequences. As the situation dictates, and with just cause precipitated by student behavior, the Principal can search bags, jackets and lockers for restricted substances. Such situations will be handled with the utmost discretion and will not compromise the dignity of the individual.

Sexual Harassment

It is intended that all students of TIPS be able to study in an environment free of sexual discrimination and sexual harassment. Unsolicited and unwelcome sexual overtures, verbal or nonverbal, debilitate morale and interfere with learning. Sexual harassment might include such actions as:

- sex-oriented verbal "kidding" or abuse
- any pressure for sexual activity
- unwanted physical contact

Any person who believes they have been sexually harassed should first make it clear to the instigator that such behavior is offensive, and involve an adult immediately. It is not helpful to bring inappropriate behavior to the attention of school authorities after the fact, so students need to involve the classroom or supervising teachers immediately. Students who are found responsible for sexual harassment will be subject to escalating consequences, which may culminate in expulsion from TIPS.

School Authority

The authority of the school to intervene in situations involving TIPS students is not limited to the time of day or location. If there is a situation with our students, which has developed outside of school, the TIPS school administration can choose to become involved in terms of investigation and consequence. Students must be particularly vigilant in making sure the TIPS image in the community is reflective of our fine school. If students are engaged in inappropriate behaviors in the community, regardless of the time of day or proximity to the school, they will be dealt with appropriately.

9. MEDICATION POLICY AND MEDICAL ATTENTION

Medical Care at School:

There are legal restrictions on the handling of both prescription and over-the-counter (OTC) medications by non-medical professionals. Therefore, Tokyo International Progressive School staff members cannot provide oral medications or other medical procedures for students.

We *can* provide the following:

Napkins for young women who are menstruating.

Basic first aid, which our staff is trained for.

Heat pads for menstrual pain.

Rest on a cot for up to 30 minutes.

In general, if a student is not well enough to attend class, after a 30-minute rest, parents are required to either pick up or dismiss students when their conditions do not improve enough to continue attending classes.

Bringing Medication to School

In order to prevent accidental ingestion of medication, in general, TIPS prohibits students from bringing *any* medication, either prescription medicine or OTC medicine, into the school, including ointments and eye drops.

If there is a contagious condition that requires medication, students should stay home. For non-contagious health conditions for which a student can attend school but a dosage is required during the school hours, we ask families to choose one of the options below:

1. Consult with your doctor to adjust the timing of dosages of the medication to avoid taking a dose during school hours. For example, change the dosage from three times to twice a day. If medication must be taken three times a day, consult your doctor about the possibility of a morning dose, an after-school dose, and a bedtime dose.
2. Parents/guardians come to school to administer the medication themselves.
3. If the above two options are not feasible, in unavoidable circumstances, obtain authorization from the office for a student to self-medicate, described below.

Unavoidable Circumstances

If options 1 and 2 above are not possible and it is deemed necessary by your doctor that medication be brought to school, preauthorization must be obtained from the school office in advance. This includes all types of medicine and medical devices, including asthma inhalers and EpiPens. Please contact the office by telephone or e-mail to explain your situation. When the approval is granted, a parent or guardian will complete and submit the TIPS form "In School Medication Authorization and Release of Liability " to our office.

Students will:

- Bring the medication to the school office upon arrival for filing and storage.
- Come to the school office at the correct time to self-administer the medicine under the staff's supervision. Students will take responsibility for arriving at the correct time and taking the correct dosage.

With the school's knowledge, a student may keep life-saving emergency medication such as an EpiPen or an inhaler for easy and quick access, as well as it being stored at the school office.

Authorization for Medication to be Taken at School

Students and parents must understand and agree on the following points:

- Parents will provide medication details on the form, “In School Medication Authorization and Release of Liability”.
- For prescription medicine, provide a copy of the prescription. Separate single doses into individual bags and label each bag with the student's name.
- OTC medicines will be in the original container with the manufacturer’s dosage, and labeled with the student's name and date, with the safety seal intact.
- At TIPS, school staff can only store medicine and supervise self-medication.
- It is the student's responsibility to come to the office to self-medicate in the office. For outdoor school events, a designated staff member will carry the dose.
- TIPS does not take responsibility for the amount of dosage, or any medical problems including side effects.

Students requiring immediate medical attention should report directly to their teacher or supervisor. The subject teacher will minister to students injured during a class.

If dismissal from school is necessary because of injury or illness, the parents will be contacted and arrangements will be made for the student to go home. Students may wait for a parent to pick them up or be dismissed to public transportation or a private taxi as necessary. The school does not have the necessary facilities or supervision to allow for students to stay at school and not attend class.

10. DISCIPLINE INTERVENTION

Teachers administer their own classrooms and, with the support of the Principal, communicate to students their guidelines for success in their classrooms. Expectations and consequences will be reasonable and pre-ambled to the students and parents. Where it is necessary, the Principal will become involved in the teacher's response to misbehavior.

Typical school responses to misbehavior, depending upon the frequency and severity of the event might include:

- Private conversation with the student
- Conversation in the presence of the Principal
- Phone call to parents
- Lunch detention
- Parent meeting
- Suspension
- Involvement of local Police Authorities
- Expulsion

It is the expectation of the school that all TIPS students respect teacher requests. All requests from TIPS staff will be reasonable and within the ethos and philosophy of the school.

11. PUBLIC DISPLAY OF AFFECTION (PDA) POLICY

TIPS recognizes that genuine feelings of affection may exist between two students. However, students shall refrain from all public displays of affection (PDA) while on campus or while attending school-related activities.

The expression of feelings toward one another is a personal matter between the two people. It should not be shared with or visible to others in your area.

Being overly affectionate at school can make those around you feel uncomfortable. PDA includes any physical contact that may make others around you uncomfortable. It can be a distraction for the couple as well as innocent onlookers. Some specific examples of PDA include, but are not limited to:

- kissing
- hugging
- intimate touching

All staff members will enforce this TIPS PDA policy. Frequent disregard for the policy or warnings may create the need to contact parents.

12. PLAGIARISM

Students who hand in school work that is not their own are guilty of plagiarism. In any academic setting, it is very important that students take responsibility for their own learning, and dishonesty of this nature makes it impossible for teachers to make an informed decision on subsequent learning. Students who are found guilty of such behavior will be required to repeat the work again and may, at the teachers' discretion in conjunction with the Principal, be awarded a 0 for the work.

13. SCHOOL BUS POLICY AGREEMENT

The regular bus service is provided only for registered bus riders. Student responsibilities as bus riders include:

- obeying the instructions of bus drivers, TIPS staff and chaperones.
- keeping the bus clean.
- not eating on the bus.
- fastening the seatbelt at all times and keeping the entire body in the bus.
- not changing locations within the bus unless embarking or disembarking.
- not using loud and/or offensive language.
- not participating in physical activities that annoy or endanger others.
- reporting any damage to the school bus to the school office immediately.
- keeping bus windows closed at all times unless given permission by the driver or a teacher to open them.

For students that ride the bus daily, departure times will be strictly adhered to, and routines for designated drop-off and pick-up locations will not be altered. Students are responsible for directly informing the bus driver and receptionist in advance if they will not be taking the return bus on any given day.

Inappropriate behavior on the school bus will be dealt with by escalating consequences, with suspension off the school bus being a natural consequence to poor behavior.

14. INTERNET ACCEPTABLE USAGE POLICY

The aim of this Internet Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school Internet resources in a safe and effective manner. Internet use and access are considered a privilege. Therefore, if the school Internet Policy is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined below, will be imposed.

The school employs a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

GENERAL

- A teacher will always supervise Internet sessions.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Students will treat others online with respect at all times and will not undertake any actions that may bring the school into disrepute.

INTERNET USE

- Students will use the Internet for educational purposes only.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will not copy information into assignments. All Internet resources used in school projects will be properly cited.
- Students will never disclose or publicize personal information.

EMAIL/ MESSAGING SERVICES

- Students will use approved school email accounts under teacher supervision. Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

SCHOOL WEBSITE

- Pupils will be given the opportunity to publish projects, artwork or school work on the TIPS website in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The website will be securely maintained to ensure that there is no content that compromises the safety of students or staff.
- Personal student information, including home address and contact details, will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named and will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

15. MOBILE PHONE POLICY

This policy is to help facilitate student social relationships and enhance overall student mental and physical health.

Students can only use their mobile phones before or after school. Mobile phones may be used before 8:40 and after the end of the school day.

- Mobile phones must be switched off during school hours. Mobile phones are to be kept out of sight in student's lockers for the duration of the day.
- Students are responsible for all of their personal effects while at school. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- Students must not take any photographs or film other students or school community members without their consent.
- Students may not send harassing or threatening messages.
- Mobile phones must not be used in prohibited spaces. These include changing rooms, toilets, gyms and swimming pools.
- Students will display courtesy, consideration and respect for others when using a mobile phone.
- Students caught using their phone inappropriately (including using it during school hours) will have their phone confiscated by the principal and it will be returned to them at the end of the same school day.
- If there is persistent inappropriate mobile phone usage, the student will not be allowed to bring their phone to school.
- If parents wish to contact their child during the school day, they may phone the school office directly.

16. EMERGENCY PROCEDURES INTRODUCTION

The procedures are written for information purposes only and are created as a guide to assist all TIPS personnel and students. Everyone must understand that these emergency procedures are designed to emphasize the importance of readiness and awareness. At any point during a crisis, individuals may not be able to attend to responsibilities and it then becomes the responsibility of individuals to respond to whatever circumstances arise. Individuals must understand that roles are not "fixed," and it will be necessary for individuals to be flexible, alert and ready to take on additional undesignated but vital responsibilities.

As a precautionary note, turn off electrical appliances daily. All members of the TIPS school community need to be aware of fire extinguishers and how to operate these pieces of equipment.

Internal Communications

Announcements during times of emergency will be made over the PA system. If the PA system is inoperable, other means will be found to communicate. Any adult members of the TIPS community can initiate a lock down or an evacuation. Additional instructions may be given via school phones. Should the school phones be inoperable teachers might be contacted using personal phones.

Evacuation

1. The school will be evacuated under one of three circumstances. The first is when there is a fire. The second is when an all-clear signal has been given to evacuate the school after an earthquake. The third is in the case of flooding.
2. The primary external assembly site has been designated as the grassy field behind the school. When directed, TIPS staff and students need to proceed to the evacuation center at Kinuta Minami Junior High school (3-13-20 Kamata, Setagaya-ku, 157-0077). In severe emergencies, this location may house those who are unable to return home. In case of flooding in the area, we will evacuate to the Setagaya Ward Sogo Undojo Gym, 4-6-1 Okura, Setagaya-ku, Tokyo 157-0074.
3. In an evacuation, office staff will be required to take the first aid kit, class rosters, emergency parent contact lists and attendance log sheets. TIPS Administrators will take their laptops to the external evacuation site.
4. In a drill, the Principal will meet designated floor inspectors near the back exit to make sure the building has been evacuated.
5. Classroom teachers are to accompany their students to the designated evacuation site and then instruct students to gather with their TAP advisor. As staff members evacuate their classroom, they are to pull down the blind. Staff not associated with a TAP report to the Office Manager. TAP advisors report to the Office Manager either all students accounted for or the names of missing students.
6. The Office Manager will report the status of the attendance to the Principal.
7. If the school initiates a controlled release of students, parents must be contacted before students are allowed to sign out. Students will only be released when a school authority has received verbal or email confirmation, or if the parent has come to pick the student up. If necessary, students will be housed either at the school, or in the adjacent area, supervised by school personnel, until their parents can take responsibility for the students.

Earthquake

As soon as shocks are felt students will be instructed to seek shelter from falling debris under a desk or table. Teachers and students need to be aware of the hazards of windows, mirrors, bookcases or cabinets that might become dislodged. As soon as it is communicated, students and staff will follow the evacuation protocol and vacate the building.

Fire

Immediately as a fire is detected, any school personnel can initiate an evacuation. As a fire is communicated, evacuation procedures are to be followed immediately and staff must take their students to the external evacuation site using the most expedient, safest route.

Lockdown

In the event of a threatening person inside or outside the school building, staff and students will follow the lockdown procedures below.

1. A lockdown procedure begins with the announcement of “lockdown” by any adult in the school. This may be on the PA system or not.
2. If the signal for a lockdown occurs during instructional time, teachers are to listen and look for an intruder in their area with their door closed. If there is no immediate danger perceived, teachers will check the hallway for students, bringing students into their classroom if possible.
3. If the signal for a lockdown is given during non-instructional time, teachers are to gather students and go to the nearest lockable location.
4. Teachers will close and lock the doors and pull down the door blinds. The students and teachers will move to the area least visible from the door. Students are to remain completely quiet while the lockdown is in progress.

5. The situation will be cleared when there is a knock on the door and a teacher hears “Wolverine, open the door, the lockdown is over.” Teachers will open the door blind first. If the caller is recognized, then teachers will unlock the door.

The admin staff who are not taking care of students at that time will

- Put distance between themselves and the intruder. Go behind a locked door. As a last resort, attempt to distract, delay and block the intruder by using furniture and available items, keeping a distance from the intruder in order to not get hurt.
- Make a lockdown announcement with or without the PA system repeatedly until the situation is resolved.
- Call the police.

Emergencies on the School Bus

Our school bus drivers are equipped with a telephone and they can contact the office at any point on their routes.

1. Students will be asked to follow the direction of the bus driver in an emergency situation, as the bus driver assumes the role of the Principal.
2. The bus driver will inform the office of his situation.
3. If necessary, the students will be taken to the nearest designated public evacuation center, or the next logical safe place.
 - 1) The bus driver will phone TIPS to appraise the school of the situation and the location of the students.
 - 2) The school will inform parents of the situation.
 - 3) The bus driver will remain with the students at the evacuation point and will not release the students unless he speaks directly to the parent or the parent has come to pick the student up.

17. BICYCLE and SKATEBOARD COMMUTING

Commuting to school by bicycle can be dangerous. To keep students safe, students need permission to ride their bicycles to school. Permission also clears up who is responsible for accidents or theft.

Students who receive permission to ride a bicycle to school will agree to have insurance, use a helmet and take responsibility if the bicycle is stolen.

All bicycle riders to school must:

- Follow the traffic rules.
- Not wear headphones or earphones while riding.
- Not use electric devices such as cellphones while cycling.
- Not wear headphones or earphones while riding.
- Make sure the lock, lights, brakes, and bell work well.
- Be courteous and cycle with respect for others, including other cyclists, pedestrians, people in wheelchairs, and drivers.
- Cycle at reasonable speeds, slow down and stop as necessary.
- Use lights when it is dark or foggy.

For students who use a skateboard or similar vehicles, the Tokyo government asks them not to block traffic. TIPS asks them to use the walking paths we recommend for those coming on foot, as explained on our website at the “visit” tab, and carry their skateboards on narrow portions of the road.