

Tokyo International Progressive School
English as an Additional Language (EAL) Course Outline
2025-2026
Ms. Priya Pillai



DESCRIPTION OF COURSE

English as an Additional Language Course introduces students to the basic foundation of English Language Learning and the development of literacy skills. It also encourages students to broaden their horizons as they explore the English language and its associated culture. The class will focus on speaking, listening, reading, and writing.

Students will develop their English literacy and language skills through their planning of a wide and rich range of learning activities in order to become:

- **Successful learners**, who can reflect on how they have acquired and learned English and how this can assist them in further language learning
- **Confident individuals**, who, through experiencing success and support, can interact with others in real-life situations, talk about topics of personal interest and deliver presentations in English
- **Effective contributors**, who can work in individual, paired and group situations, and establish and maintain contact with other speakers of the target language

To achieve this goal, students will be engaged in a variety of experiences and interact with their peers using a range of English materials suitable to student needs. In addition, students will focus on improving their phonics and grammar skills throughout the year.

STUDENT EXPECTATIONS

- The class will follow the TIPS's 6Ps expectations and work to the best of their ability.
- Students are expected to engage with the class or lesson and complete assignments to the best of their ability. Students that do not complete assignments on time or participate in class activities may receive a low grade for 6P.
- Students are to respect themselves, each other, and their environment.
- Cell phones and other non-academic technology must be powered off and left in the student's locker. Students may not have cell phones on them during class unless explicit permission is given by a teacher.
- School issued materials (e.g., textbooks, workbooks, etc.) are expected to be maintained and respected during the year. Any books or materials found damaged, unusable, not returned by their due date, or damaged outside of normal wear and tear will be the responsibility of the student to replace or pay for the costs of the mishandled materials.
- Students need to use the restroom and fill their water bottles before class starts. If students will be late to class, it is the responsibility of the student to inform the teacher and receive permission to be late.
- Snacks and drinks are not allowed in the classroom, until permitted by the teacher.
- All work is to be answered in complete sentences and at grade level expectations.

- All work must be completed to the student's independent personal best.
- When completing work on a computer or other technology, students are to only use applications, programs, websites, etc. that are for their class work. Students found misusing technology or using it for outside academic purposes during class time may receive consequences. Technology is to be used for subject specific purposes. If students are found using technology for non-subject related purposes (e.g., social media, messaging apps, videos, etc.) or unethical purposes, students will be subject to consequences or parent notification about behavior.
- Students need to keep track of grades or missing grades and speak with the teacher about missing assignments or low grades. It is advised that students check their grades at least twice a week.
- If students are struggling or need help it is their responsibility to ask the teacher for help. Students must seek teacher assistance if they need help on an assignment or extended time before the due date of the assignment. Students that seek help on the day of or the due date of an assignment may not be able to receive additional accommodations.
- If a student needs additional assistance or practice on a topic/assignment, they are welcome to join WIN for additional support. Please speak with the teacher before arriving at WIN to ensure availability of assistance.
- Students must participate fully and complete all tasks to participate in additional activities such as (but not limited to) fund raising, sampling finished products, outside events, labs, etc. Students that do not participate and complete assignments or tasks may be exempt from activities to ensure fairness among all students and completion of core content.
- Late or Missing Class Tasks-There are times when assignments may not be able to be completed on time or go missing. In the event of these situations the student needs to speak with the teacher on how to accommodate the student's needs. The teacher will decide an updated submission date and consequence for the late or missing assignment with input from the student. Any incomplete class work will receive a zero (0) in Quickschools. It is the student's responsibility to keep the teacher informed of any challenges they may have and how to support them. If a student needs help, they need to ask. The teacher is not responsible to update students about missing or incomplete assignments. Students must keep track of their grades on Quickschools. If there are any errors in grades or questions, students should speak with the teacher about such issues.
 - No late or missing work will be accepted one (1) week before the end of the semester to allow the teacher time to grade and submit grades into Quickschools.
 - Any work not submitted one (1) week before the end of the quarter will receive a zero (0%) percent/points for the assignment. No late work will be accepted for the final 2 weeks in the last quarter of the school year and a zero (0%) will be issued.
 - The teacher reserves the right to not accept any missing or late work if the student has a pattern of such behaviors or is not working to their full potential.
 - Students are expected to produce their own independent work in order to show their individual level of understanding. Students that are caught cheating, copying, looking at, or using other materials other than their own work will not be tolerated. Students need to understand the severity of plagiarism, and how important academic integrity is to their educational path and to their educational institution. Students who submit any work that is not fully of their own ability will receive a zero (0%) for the assignment or assessments. Students may need to complete an alternative assignment or assessment for the teacher, to demonstrate their understanding of the content. Zero (0%) issued due to cheating/plagiarism will not be changed, modified, or accommodated. If the authenticity of a student's assignment comes into question, the teacher may ask the student to summarize or review the assignment to validate the knowledge that was gained from the assignment. If the student is not able to validate the information from the assignment, the teacher may assign a lower or 0% grade.
 - Any student that earns a grade of D (70%) or lower may ask for an alternative assessment or assignment, at the teacher's discretion. Students that want to attempt a better grade on one of their assignments or assessments may ask for an alternative-additional assignment or assessment, at the

discretion of the teacher. Students may complete such agreed upon assignments or assessments for an updated grade. This exception will not be allowed for class work, assignments, or assessments if a student was deemed cheating, was not of their own work (e.g., cheating or plagiarizing), or a student that is not working to the best of their ability in class on the assessment.

Daily materials needed for class:

- Agenda
- Sharpened pencils (at least 2)
- pencil sharpener
- Eraser
- Notebook/paper
- Academic books or materials being used for the day
- Class binder or folder
- Charged computer and charger
- Headphones
- Any due or late work
- Any materials requested ahead of time

Materials that students may bring depending on activities or preference:

- Reusable water bottle with lid
- Pens
- Markers
- Ruler
- Pencil case
- Any materials a student has prior permission

Start of the Class:

Students are to arrive with all needed materials for the day. Unpack all needed materials and write down any information for their agenda. All due work or assignment must be submitted at the start of class. Some classes will have beginning of the day activities to start on their desk or digital format.

EARNING YOUR GRADE

Your grade will be determined by your work in these categories:

Grade Category	Percentage of your grade
6P	30%
Worksheets	30%
Progress Tests	20%
Projects	20%

The grading scale for this course will be:

Grading scale

98	to	100	gets	A+
93	to	97	gets	A
90	to	92	gets	B+
85	to	89	gets	B
82	to	84	gets	C+
77	to	81	gets	C
74	to	76	gets	D+
70	to	73	gets	D
0	to	69	gets	F

Progress Tests will have questions based on 4 Language skills

- Reading
- Writing
- Listening
- Speaking

IMPORTANT ESTIMATED DATES

Assessments	Dates
Progress Test-1	A week before the end of 1st Quarter
Progress Test-2	A week before the end of 2nd Quarter
Progress Test-3	A week before the end of 3rd Quarter
Progress Test-4	A week before the end of 4th Quarter
Dates will be intimated to the students well in advance	

Project submissions dates

Term 1	By October 20th 2025
Term-2	By January 14th 2026
Term-3	By March 31st 2026
Term-4	By June 1st 2026

*Dates are subject to change based on classroom needs or teacher discretion