

Tokyo International Progressive School
Graduate Guidance Course Outline
2026-2027
Ms. Aki Takeuchi - Room 22



COURSE DESCRIPTION

This course will provide students in Grade 12 (Semester 1) and Grade 11 (Semester 2) guidance on their future decisions. Students will explore their interests, evaluate their options, and work closely with the teacher to plan for success after high school. They will also receive support in meeting application deadlines to other institutions they may wish to attend after TIPS.

STUDENT EXPECTATIONS

Students are expected to contribute productively and enthusiastically to discussions—both as a class and one-on-one with the teacher—to prepare themselves for life after graduation. Students will be reminded of important deadlines relevant to their future plans, and they are expected to meet them. As applications are due at different times for each student and may require more attention than just the one lesson a week in their schedules, students will be responsible for securing additional appointments with the teacher whenever necessary, such as during WIN or Club times.

If any documentation from the school, such as an official transcript or a letter of recommendation, is needed, the request should always be submitted by email and include Ms. Takeuchi and TIPS Office staff to help streamline the support process.

EARNING YOUR GRADE

Students' grades will be determined on the 6Ps every session, on a scale of 0 to 10. The 6P criteria are as follows:

Positive/Pleasant/Polite

1. Do I speak positively about myself and others while helping others to be successful academically and socially?
2. Do I use good manners by raising my hand silently when I have a question or comment?
3. Do I always respond positively to adult requests?
4. Am I an understanding and courteous listener who considers the point of view of others?
5. Do I treat the environment in respectful and gentle ways?

Prepared/Punctual/Productive

6. Do I bring all required materials to class, including any preparatory work?
7. Am I on time for class and ready to begin work at the bell?
8. Do I participate fully, asking for help when needed with a growth mindset?
9. Do I use my laptop on my desk responsibly, following teacher instruction?
10. Do I take care of my own health so I am fully engaged in learning?

This will be converted into the TIPS/UNHS grading scale:

<i>Letter Grade</i>	<i>Mark Range</i>
A+	98 - 100
A	93 - 97
B+	90 - 92
B	85 - 89
C+	82 - 84
C	77 - 81
D+	74 - 76
D	70 - 73
F	69 or below