

Tokyo YMCA International School



Parent-Student Handbook 2017-2018

Tokyo YMCA International School
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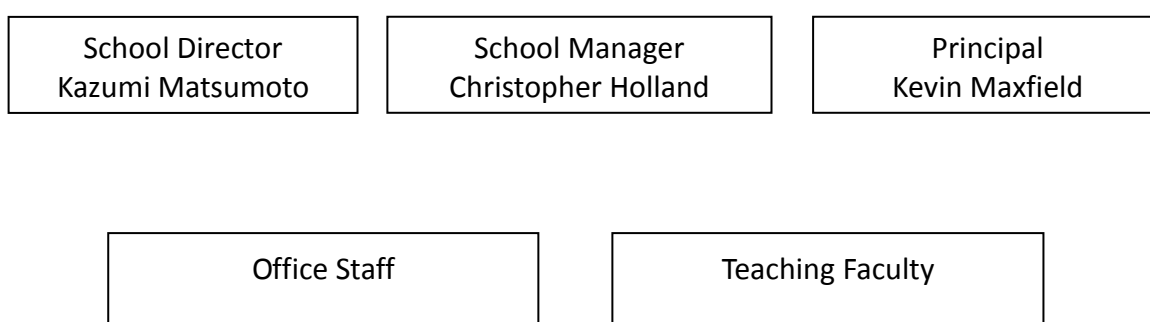
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About TYIS

TYIS opened in 1998 as an international school to service the international community in the eastern Tokyo and Chiba areas. The school is currently located within the Toyochō YMCA building in East Tokyo, a five-minute walk from Toyochō Station on the Tozai line. The school facilities include large classrooms, a library, and an Internet-equipped computer lab. In addition, during the day TYIS students have access to the Toyochō YMCA's pool and gymnasium for weekly sports activities, and an outdoor futsal court for recess and other activity times. TYIS is an Elementary and Middle School for grades 1-8.

TYIS Organizational Structure



TYIS Mission Statement

The Tokyo YMCA International School offers an education based on academic excellence, caring, honesty, respect, responsibility and the importance of community.

TYIS Vision

To nurture all children within a caring community.

School Purpose

Tokyo YMCA International School (TYIS) was established in 1998 to offer young learners the opportunity to study in an English-language environment while promoting life-long learning habits and the characteristics of responsible world citizens. TYIS offers a rigorous curriculum and a variety of student-centered programs. In addition, TYIS has a strong English literacy program that is fundamental to success in all other subjects and activities. TYIS strives to develop positive attitudes towards self, others, and the world. We encourage the healthy development of critical and independent thinking skills.

TYIS Philosophy

The goal of Tokyo YMCA International School (TYIS) is to provide an educational environment in which students are encouraged to develop a positive attitude towards themselves and learning. We recognize students' individual differences. TYIS inspires students to develop

their fullest potential, broaden their self-awareness, and strengthen their self-esteem. TYIS emphasizes the acquisition of skills and attitudes through a comprehensive curriculum that allows our students to express ideas effectively and to solve problems both independently and in groups.

Our curriculum includes specials classes (Japanese, computers, music, art, P.E. and swimming) that complement and enrich the core academic content. Student growth in reading and writing is central to the mastery of language arts, math, social studies, and science. The ongoing growth and development of each student's academic skills, responsible self-expression, and global awareness are vital to the goals of TYIS. It is our school's philosophy to consider the whole child by addressing all students' needs academically, socially, emotionally and physically.

School Calendar

The school year begins in late August and ends in late June. The year is divided into three trimesters. The calendar consists of more than 180 regular instructional days. If school is cancelled due to bad weather or for some other unforeseen reason, the first week after the regular school year ends has been reserved for make-up days. If school days are cancelled during the year, the school year *may* be extended by the appropriate number of days, based on the decision of the TYIS Administration.

Admissions

General Information

While English is the language of instruction, English fluency is not required for admission. Usually, applicants below Grade 5 who are not native speakers of English are screened during the application process to determine their English and academic proficiency. If the screening shows that the applicant is below grade-level ability in a core subject, but can still achieve in the program, the student will be placed in the Academic Support for Kids program (ASK). The aim of ASK is to teach language and core subjects in an environment that supports the student as they progress towards surviving in the homeroom class. Students are grouped according to age and ability as much as possible. The ASK teacher meets with homeroom teachers to provide extra assistance and insight to student performance in the classroom.

Grade Level Placement

Generally, admission to a particular grade is governed by criteria regarding the student's age (see chart below), as well as documented proof of his/her completion of the previous grade level. TYIS's general policy is to *not* accelerate a student through the program.

Age Correlation Chart

The chart below outlines the correlation between student age and grade level for TYIS. Generally, TYIS requires that the student has reached the age indicated in the chart by September 1 of the school year in which he/she is being enrolled. Please note that for all students, including those who apply during the second or third term, grade placement will be determined by the student's age and/or grade last attended or completed.

TYIS Grade for 2017/2018 School Year	Age on Sept. 1, 2017
Grade 1	6
Grade 2	7
Grade 3	8
Grade 4	9
Grade 5	10
Grade 6	11
Grade 7	12
Grade 8	13

Academics

Student Learning Outcomes (SLOs)

SLOs are the foundation for all curriculum/educational decisions made by the school. Curriculum revisions are based on how they will help students achieve the SLOs. The school works to show with evidence (test results, student work, school activities, and curriculum) the extent to which students are demonstrating the SLOs.

TYIS students work to become:

1) Contributing members of society who:

- Demonstrate an understanding of their own and others' personal perspectives
- Develop the personal values of respect, responsibility, caring, and honesty
- Value the natural environment
- Develop a strong sense of social responsibility

2) Educated individuals who:

- Are self-directed learners on an individual and cooperative level
- Develop skills to maintain a healthy and physically fit lifestyle
- Demonstrate subject area learning standards through reading, writing, speaking and listening

3) Critical thinkers and problem-solvers who:

Make informed decisions

Organize, analyze, and apply information gathered from a variety of sources

Apply learned skills to real life situations

4) Successful communicators who:

Understand and convey written, oral and visual ideas, and information in English using technology and other media

SLOs for Students

1) I like to help myself and others:

I understand my feelings and other's feelings.

I can show that I know how to be respectful, responsible, caring, and honest.

The planet earth is my home and it is important to me.

I like to help my family, friends and other people.

2) I learn important things in school:

I learn by myself and with others.

I learn how to read, write, listen and speak.

I learn how to play, exercise, and keep my body healthy and strong.

3) I can solve problems in different ways by myself:

I make good choices (decisions).

I think about a problem before making a good choice (decision).

I use what I learn at school when I am outside of school.

4) I know how to read, write, speak, and listen in English with other people:

I use and understand English in many different ways (books, computers, television, etc.).

Report Cards and Procedures

Reporting to Parents

Each school year, three written reports are issued in November, March, and June. Three student-parent-teacher conferences are scheduled at the end of each term. Attendance to all three conferences is highly recommended, so that the student, teacher and parent(s) can effectively discuss long-term progress, especially in regard to the year-long writing portfolios.

The Report Card

Grade 1 and Specials Classes

Student academic achievement is marked on the report card using the following codes:

- **1** – Advanced
- **2** – Proficient
- **3** – Developing
- **4** – Emergent

Grades 2-8

Student academic achievement is marked on the report card as letter grades (A, B, C, D, F). In addition to letter grades for each subject, the sub-categories that are listed under each academic subject use the same scale as Grade 1. Below are the descriptors for each level of academic achievement on the report card.

Level Descriptors for Academic Achievement and Social & Work Characteristics

- **Advanced (1)**

The student displays the ability to decode, comprehend and apply the content of the subject independently. The student understands the concepts of the material through a variety of independent and cooperative cognitive strategies. The student accesses and applies the content of the subject in new contexts, without support, but understands and utilizes the benefits of cooperative inquiry with the teacher and peers.

- **Proficient (2)**

The student displays the ability to decode and comprehend the content of the subject with increasing independence. The student is able to differentiate and discuss concepts of the material utilizing visuals, organizational features, and contextual clues with increasing independence. The student accesses the content of the subject via increased independence through self-inquiry and cooperative peer interaction.

- **Developing (3)**

The student has limited ability to comprehend the content of the subject independently. The student is able to distinguish concepts of the material with support. The student relies on teacher/peer support, visuals and contextual clues to understand concepts of the material. The student accesses the content of the subject via teacher/peer support and occasional independence.

- **Emergent (4)**

The student has limited ability to comprehend the content of the subject. The student is able to distinguish some basic concepts of the material with teacher support. The student relies on basic sound/symbol relationships for limited understanding. The student accesses the content of the subject via near-total reliance on teacher and peer support.

Level Descriptors for Academic Achievement and Social & Work Characteristics

Advanced

自主的に自分の力で、科目の内容を読み解き、応用することができる。
個人あるいは他の生徒と協力をしながら、様々な学習方法を通して学習内容を理解できる。
教師や他の生徒と協力をしながら学ぶことの利点を理解し活用しながら、自主的に授業の内容を新たな状況に置き換えてみるができる。

Proficient

少しずつではあるが、自主的に自分の力で、科目の内容を読み解き、応用することができている。次第に、視覚的なもの、全体の構造、背景についてのヒントなどを用いて、学習内容について違いを理解したり、他の生徒や教師と話あったりすることができる。
自分の力や他の生徒と協力することによって、授業の内容の理解を深めることができる。

Developing

自分の力だけでは、科目の内容について理解することに限界がある。
サポートを得ながら、学習内容について明確に理解することができる。
教師によるサポート、視覚的なもの、背景についてのヒントをえることにより学習内容を理解することができる。
日常的に教師のサポートを得つつ時には自分の力で、授業の内容の理解を深めることができる。

Emergent

科目の内容についての理解に限界がある。
教師のサポートをえながら、学習内容の基本的なことがらについては理解することができる。
基礎的な sound:/symbol relationship に頼りながら限られた内容を理解できる。
教師のサポートに完全に頼りながら、授業の内容の理解を深めることができる。

It is our responsibility as teachers and parents to ensure that students are excelling in their studies and realizing successful outcomes. If a student is having difficulty in the classroom, and their work indicates future difficulty, the teacher will issue a **Notice of Concern** to the parents and schedule a meeting **5 to 6 weeks** before report cards are issued. The purpose of the meeting will be to discuss strategies that will help the student improve their overall performance in class.

Social and Work Characteristics

The same number descriptors (1-4) above are used at all grades levels (1-8) to evaluate student effort in relation to their general social and work characteristics. Efforts in relation to social habits and work ethic are considered independent of academic achievement. For example, a student may do superior work and yet demonstrate only a satisfactory level of effort; a less able student may show outstanding social characteristics, but achieve below average academic grades. The social and work characteristics criteria incorporate all of the language of the Student Learning Outcomes (SLOs).

Special Classes Grades

The same number descriptors (1-4) are also used for scoring academic achievement and participation in Japanese, Art, Music, Physical Education, Swimming and Computer classes. Special classes are offered once a week for all students at TYIS.

ASK Supplement

A supplemental report is used for students with limited English proficiency enrolled in the EAL program at TYIS.

Academic Support for Kids (ASK)

Assessment of New Students

All new students enrolling at TYIS are assessed for placement into the mainstream classroom at the appropriate grade level. Students can enroll in grade 6, 7 or 8 if they pass the English entrance exam. If a student enrolling to enter grade 6 does not pass the English entrance exam, a formal meeting is required between the administration, ASK teachers, and classroom teachers to determine if the student has shown that he/she is at a level that will enable him/her to be successful at TYIS.

Students enrolling in grades 1-5 who do not pass the English entrance exam will be automatically enrolled into ASK. The entrance exam is a key component to determine a student's current English reading, writing, speaking, and listening skills.

In addition to the entrance exam, students may be given the STAR Reading Assessment test to further define reading abilities. Information gathered from previous report cards and student work samples/portfolios will also be considered. These various assessments will help identify the student's strengths and weaknesses.

ASK Exit Criteria

TYIS has established criteria to determine when an ASK student qualifies to exit the program. These exit criteria determine if the student can comprehend and utilize English skills well enough to participate meaningfully in the school's mainstream educational program. ASK students are tested at the end of each trimester. An exiting committee consisting of the ASK teacher, mainstream classroom teacher and principal will assess the student's performance based on a combination of the following standards:

- Performance in core curriculum subjects (Math, Science, Social Studies)
- Student's participation in the Accelerated Reader and English in a Flash programs
- Knowledge of grade level basic grammatical structures and vocabulary as determined by exit testing for all ASK students; in addition, an understanding of basic language conventions, penmanship skills, spelling skills, ability to read instructions, etc.

- ASK and mainstream class test/quiz results, and other work samples/portfolios
- ASK and mainstream teacher observations and recommendations regarding student academic skills and classroom behavior

Homework

Homework is assigned on the basis of academic appropriateness. The purpose of homework is *not* to simply extend the school day, but to achieve one or more of the following aims:

- To consolidate knowledge and understanding of the subject
- To reinforce and apply skills and concepts learned in class
- To aid the development of good study habits
- To stimulate creativity and imagination
- To encourage independent thinking and self-directed learning
- To develop a spirit of inquiry and research
- To foster self-discipline

Students who do not complete their homework in the given time will be expected to complete it at a time deemed by the classroom teacher. Parents are asked to check their child's homework assignment planner as a means of facilitating daily communication processes with the classroom teacher.

Assisting Struggling Students

The goal of TYIS teachers and administration is to provide each student with quality educational opportunities. If a student is experiencing extensive trouble with his/her studies, the teacher and administration will work together to supply the proper assistance to the student. Below are the basic steps taken to identify and assist these students:

- The teacher, through assignments and assessments, notices that the student(s) is/are having difficulty in an academic subject area (or areas) and documents appropriately.
- Based on the classroom teacher's assessments and discussions with administration, a learning plan is implemented for the student at the earliest opportunity.
- The classroom teacher meets with the principal, ASK teacher (if applicable) and the student's parents to discuss details of how to better help their child. Copies of the teacher's assessment log and reporting documents (report cards) have been prepared.
- The student and his/her parents have been made aware of and support efforts to assist the student's learning.

In addition to the regular reporting periods, the teacher maintains an ongoing record of the student's progress that indicates strengths, weaknesses, and the results of any intervention methods applied. The teacher also communicates consistently with parents.

How You Can Help Your Child at Home*

It is important that a child's **first language** is developed so that she or he can make connections to **English**. Here are three tips* to help develop your child's **first language**:

- Talk with your child about her or his school day in your native language.
- Read to your child in your native language.
- Explain difficult concepts to your child in your native language.

*Bonnie Campbell Hill (Language Education Specialist)

Textbook Use

Reusable textbooks belong to the school and will be used for subsequent years. Therefore, students are expected to take care of them. Classroom teachers will assign each student a textbook at the beginning of the year. At the end of the school year, students return their textbooks. Parents will be responsible for replacing any lost or damaged texts.

Standardized Assessments

In addition to the regular in-class tests throughout the school year to assess their academic progress, TYIS also administers a school-wide achievement assessment 4 times each year called *i-Ready*.

School Policies

Attendance/Release/Withdrawal

Attendance

Students are encouraged to come to school each day. In order for students to benefit the most from their learning experience, it is important that they have good attendance.

TYIS requires students to **attend school for at least 86% of the instructional days** designated in the school year. Students who are absent from school for more than 25 of 180 days (14%) of the school year may jeopardize their ability to perform successfully at the next grade level and risk not earning full academic credit, depending on the total number of absent days.

If excessive days are missed, personal communication is required with the student's parents, administration, and possibly the classroom teacher before a report card and/or promotion to the next grade is approved. Special cases due to sickness, etc., will be considered.

For leaves from school, parents should notify TYIS at least 10 school days prior to departure. Arrangements should be made with the classroom teacher for the student to complete work. Excessive work that has been missed *may* result in academic credit and promotion not given. Please remember that unnecessary absences ultimately create more work for your child.

Absences for family convenience, vacation travel, home leave, altered travel plans non-school holidays are discouraged due to their effect on a child's progress. The child will lose the benefit of the instruction that is being given in the classroom during that time. It is difficult and sometimes impossible to meaningfully prepare in advance the work a child will miss during an extended absence.

Release During School Hours

A written note or phone call is required from parents before a child is dismissed early from school. Please inform the office directly about your appointments. We request that dental appointments, etc, be scheduled after school or on weekends, except in emergencies.

Punctuality / Tardiness

Students are expected to arrive in school and in their classroom on time. If a student arrives late for school (after 8:30 am), he/she is required to report to the school office before going to class. Excessive tardiness will be addressed through a meeting with parents.

(Early) Withdrawal

When withdrawing a student from the school year (for any reason), TYIS asks that parents provide at least 10 days notice, in writing. When this amount of time is not granted, TYIS cannot ensure that the student will receive his/her transfer documents in a time-efficient manner. This may also affect the refund of any deposits or previous payments.

Students who withdraw before the end of the academic year will be refunded the tuition for the trimester in which they will not be attending. No refund will be issued for withdrawal from the school after a trimester has begun.

Please give the office at least one week notice when applying for the following exiting documents;

- Certificate of Enrollment
 - Copy of report cards
 - Letter of Recommendation
- } (Cost ¥300 per copy)

*A "School Documents Request Form" is available in the office. Please fill it out when requesting items. Email and phone requests are discouraged.

Withdrawal for Academic or Behavioral Reasons

TYIS offers a challenging learning environment. The program requires students to apply themselves and contribute to this learning environment. If it becomes apparent through

review and documentation that a child demonstrates a significant learning or behavioral need beyond the scope of TYIS's support services, or has extreme difficulty in being successful in the program, the child may be recommended for withdrawal from the school. It is our intent to give the fullest possible support to any child and family in this circumstance, including assistance with locating future school settings that may offer a broader range of support.

Behavior, Code of Conduct & Discipline

Aims and Objectives

It is a primary aim of TYIS that every member of the school community feels valued and respected, and that each person is treated fairly and safely. We are a caring community, with values built on the concepts of respect, responsibility, fairness, caring, trustworthiness, and citizenship for all. The school's behavior policy is therefore designed to support the way in which all members of the school can live and work to support one another. TYIS's community members work to instill an environment that is happy, safe and secure.

Code of Conduct

It is the job of the staff and faculty of TYIS to ensure your child is respectful, caring and polite in all situations and to all individuals. As a member of TYIS, students are expected to respect all individuals and property. In particular, we ask students to conduct themselves properly as "contributing members of society" (SLO1):

- Whenever they are anywhere in the YMCA building
- When they are participating in YMCA-related activities
- When they are wearing a school uniform outside of the school

The code of conduct and our behavior policy serve as a means of promoting good relationships, so that people can work together with the common goal of helping everyone to learn. People work together to support the school community and allow everyone to work together considerately and effectively. Teachers work to recognize good behavior, as they believe that this will develop an ethos of kindness and cooperation. These policies are designed to promote good behavior, rather than merely to deter anti-social behavior.

Acknowledgement of Student Behavior

At TYIS, students are praised and rewarded for good behavior in a variety of ways:

- Teachers praise positive student behavior that demonstrates an understanding of the student's own perspective and/or the perspective of others (SLO1.1)
- Teachers praise positive student behavior that demonstrates the understanding of the value for the natural environment (SLO1.3)
- Teachers praise positive student behavior that demonstrates an understanding of social

responsibility (SLO1.4)

- Teachers communicate to parents the instances of positive behavior.
- School assemblies are held for grades 1-7 that promote the development of the 4 YMCA Core Values of responsibility, respect, caring, and honesty.

TYIS uses a number of strategies to ensure a safe and positive learning environment:

- Students are expected to try their best in all activities. If not, then teachers may ask them to redo a task.
- If a student is disruptive in class and/or if they misbehave repeatedly, students may be removed from the situation until they become calm and are able to work cooperatively again with others.
- The safety of students is paramount in all situations. If a student's behavior endangers the safety of others, the teacher stops the activity and prevents the student from taking part for the rest of that session.
- If a student threatens, hurts, or harasses another child, then the class teacher records the incident and reports it to the principal, who then discusses the incident with the student.
- If a child repeatedly acts in a way that disrupts or upsets others, the school contacts the child's parents and seeks an appointment to meet with a goal of improving the behavior of the child.
- The classroom teachers share these school guidelines with their classes at the beginning of and throughout the school year. In addition, classroom teachers have their own classroom behavior policy which may be created with the students. Through these classroom discussions, every student in the school knows the standards of behavior that are expected.
- The Principal can assign students who engage in serious acts of misbehavior to do their work at school, but in an area apart from their class. Repeated or very serious acts of anti-social behavior may lead to permanent suspension from school. These actions are taken only under conditions following formal meetings with the student, parents, teacher(s) and administration.

The Roles of Parents

- Parents are expected to support their child's learning. We inform parents when we have concerns about their child's safety, progress, or behavior.
- If the school has to use reasonable means to discipline a child, parents are expected to support the actions of the school. If parents have any concerns about the way their child has been disciplined, they should initially contact the class teacher and/or Principal.
- Parents who feel that their child may be experiencing harassment or excessive teasing should contact the classroom teacher immediately. Parents have a responsibility to support the school's positive environment and should actively encourage their child(ren) to also support it.

The Role of Students

- All students are encouraged to tell a teacher and/or any staff member if they or any other students are being mistreated. If the mistreatment continues, then they should contact the Principal.

Uniform and Dress Code

Elementary students in grades 1-6 are required to dress in the proper school uniform each day. Parents can order and purchase school uniforms through the LAND'S END website.

- Uniforms can be coordinated as the students like.
- TYIS backpacks are required for all students.
- TYIS Middle School students can choose their own clothes. However, they should be worn modestly and in good taste. For both boys and girls, shirts should be worn over tank tops or undershirts. Also, there should be no hats, bare bellies, or inappropriate words, phrases or graphics on clothes. Underwear should not show, and pants must be worn at the waist. Shorts and skirts must not be shorter than 10 cm. from the top of the knee. Form fitting clothing, such as yoga pants and leggings, must be worn with a garment that is appropriate. Also, slippers, house shoes, flip flops or pajamas (except on TYIS Pajama Day) are for home, but not for school.
- Students can wear their own, non-uniform winter jacket to school on cold days.
- On P.E. days, students are requested to come to school wearing P.E. clothes. After P.E. class, students can change their P.E. clothes to school uniforms, or they can keep wearing P.E. clothes if they do not have time to change due to the class schedule. If students wear their P.E. uniform all day, they must also wear athletic pants (jacket is optional).
- Inside shoes are to be worn whenever students use the YMCA big gym. Any appropriate sports shoes or sneakers are okay if they are used *only* for gym.
- Please note that "roller shoes" and high heel shoes are not allowed in the YMCA building. Also, shoes worn by students should cover the toe and the heel.
- During Fall Camp and Ski Camp, non-uniform clothing is to be worn.

Personal Property

Students are asked to leave personal items of value at home. These include trading cards, toys, and stuffed animals. TYIS staff cannot be held responsible for items that are lost, stolen or broken. Electronic items (Gameboys, iPods, phones, etc.) should also be left home. At the Fall and Ski Camp, electronic devices are allowed only on the bus. Items left unattended that do not contain appropriate identification marks will be placed in a "Lost and Found" cabinet. Students should check with the office if an item has been lost. At the end of the school year, any unclaimed items will be discarded.

Telephone Use

Students are permitted to use the school telephone *only if an emergency arises*. Parents are asked to refrain from contacting their children during school hours. In the event of a family emergency, please call the office and we will ensure the message is given to the student. Students who bring smart phones or (*keitai*) to school are asked to keep them in their backpacks during school hours and to turn them off. If you need to contact your child during this time, please call the office.

Blogs

Please see our Tokyo YMCA International School website. On the introductory (first) page, you will find links to our Parents' blog. Below are the directions for accessing the school blog.

Logging on to the School Blog

1. Go to our TYIS website: <http://tokyo.ymca.or.jp/tyis>
2. Click the "Member's Site" tab on the right side.
3. Type in **Username: Family**

Password: Member2017

* Please remember this information is to be shared *only* by TYIS parents.

All users (parents, students, staff, and members/friends of student families) of the TYIS Member Sites agree to the following terms and conditions of usage:

Terms and Conditions:

- 1- The internet is a vast resource that every person uses at their own risk.
- 2- TYIS or the YMCA cannot be held liable for security issues, viruses or any other software damage occurred by using the TYIS members area or softwares in use for classes and education.
- 3- In the event that an issue is discovered the school asks that the family inform the school immediately so the problem may be looked into.
- 4- The school expects that every staff member, student and parent keeps their own PC healthy and virus free and uses some type of security software.

Library

Students may check out library books at any time during regular school office hours. Students in grades 4-8 are allowed 2 books at a time. If for some reason the book is lost or is damaged beyond repair and use, the student will be charged as follows:

- Soft cover books - 1,000 yen
- Hard cover books - 2,000 yen

Bus Students

Students who ride the bus will pay the appropriate fee and follow the guidelines listed below.

This includes students using the bus for daily transportation, as well as during field trips. Please review these guidelines with your child. Grade 1 students should have a parent or authorized adult at the bus stop in the morning and afternoon.

Guidelines for Bus Safety

Getting on the Bus

- Be at the bus stop 5 minutes prior to pick-up time.
- Wait at the designated stop in a safe place away from the road.

Riding the Bus

- Take your seat and sit facing forward. Fasten your seatbelt!
- Keep aisle clear. Hold bags in your lap or on the floor by your feet.
- Be kind and responsible. Use acceptable language and actions.
- Talk quietly. The driver needs to concentrate on driving safely.
- Keep the bus clean.
- Always follow the bus driver or monitor's instructions.
- Stay in your seat while the bus is moving.
- Snacks should be kept in the students' backpacks.

Getting Off the Bus

- When getting off the bus, move quickly away from the bus.
- If you drop something near the bus, please don't pick it up. Instead, please tell the driver.
- Students in front should exit the bus first.

Ultimately, the school withholds the right to deny bus-riding privileges to any student who poses a danger or disruption to other students and/or the driver. Bus service is provided on a yearly basis only. Unfortunately, we cannot issue daily or weekly rides.

Parties

Class parties may be scheduled once a month, unless otherwise approved by the administration. Classroom teachers who choose to celebrate student birthdays should schedule parties accordingly, and to observe all birthdays within a given month(s). Parents are to provide party supplies. Parents are responsible for them.

Parking of Vehicles and Bicycles

Vehicles

For parking, please use a nearby parking lot.

Bicycles

Bicycles parked at the YMCA building need to have the YMCA parking sticker attached, or the bicycle may be removed from the area. You may pick up a sticker from the TYIS Office.

Roles of Parents and Students

Parent/Teacher Communication

The staff and administration at TYIS place a great deal of importance on communication with the parents and families of students. We have developed various ways to aid communication, including parent-teacher conferences, written notices, and individualized blogs at each grade level, as well as an all-school blog and email to parents. Please make sure you are receiving all written notices from your child and that you consistently check your child's homework planner and the blog sites for additional information. In addition, please note the following:

About Classroom, Friends and Education- Please contact your child's teacher first by phone or email. Translators can be provided by the school when available.

About Uniforms, Lunch, Billing, Event info etc- Please contact the office first by phone or email. Translators can be provided by the school when available.

*Emails meant for the teacher will be automatically redirected from the office.

Parent-Teacher Conferences

Student/parent/teacher conferences are scheduled at the end of each trimester. Parents are notified in writing of the exact dates and time. Translation can be provided if necessary.

Written Information

Each classroom teacher maintains and updates their class blog, at minimum, on a monthly basis. The purpose of the blog is to provide a general overview of what their class is doing and to notify parents of upcoming events. General reminders and news will be listed on the school-wide blog. Yearly calendars will be posted on the school-wide blog.

In addition to classroom correspondence, notices and letters regarding whole school events will also be sent home.

Additional Meetings/Discussions

Parents who wish to schedule an appointment may do so by speaking to the teacher directly (at school) or calling the office.

PTA Socials

Each school year three PTA socials will be scheduled. All parents are invited to attend. The purpose of PTA meetings is to organize support and fundraising for the school.

E-mail Use

To share school information with the parents, TYIS office would like to send emails to your cell phone or PC email address. School information will be sent by a TYIS account (tyis@tokyoymca.org). To contact the TYIS Office or a classroom teacher, please instead use the appropriate e-mail addresses listed below:

TYIS Office: tyis@tokyoymca.org
Principal: maxfield@tokyoymca.org
School Manager: holland@tokyoymca.org
ASK Teacher: tyisask@gmail.com
Grade One: tyisgr1@gmail.com
Grade Two: tyisgr2@gmail.com
Grade Three: tyisg3@gmail.com
Grade Four: tyisg4@gmail.com
Grade Five: tyisg5@gmail.com
Grade Six: tyisg6@gmail.com
Grade Seven: tyisg7a@gmail.com for G7/8 Language Arts & Social Studies and G7 HR
Grade Eight: tyisg8@gmail.com for G7/8 Math & Science and G8 HR

Parent Responsibilities

Educating your child involves a partnership. Our work requires your support and cooperation for the overall benefit of your child. To ensure a comfortable and safe environment for all of our students, we request that parents note and accept the following responsibilities:

Please keep TYIS up-to-date on the following information:

- Home address and telephone number
 - Places of employment and telephone numbers
 - Doctor's name and a current copy of the health insurance card
 - Emergency contact names and numbers (a list of persons we may release your child to, should you be unavailable)
- *A form is available in the office for updating information. Email and phone updates are discouraged.

Please communicate the following information in a timely manner for your child to:

- be picked up by someone other than the parent/guardian
- take an alternate form of transportation home (bus students)
- stop somewhere home after school
- be late or absent to school

Additional important reminders:

- Ensure your child is dressed appropriately.
- Ensure your child has eaten a healthy breakfast before school.
- Grade 1 students are to be escorted to and from school (3F café) by the parent or an authorized adult. However, from Term 2, students may travel alone without an adult.
- Notify the teacher in advance of non-emergency absences.

- Ensure there is a plan in place if you are not home when your child returns from school, which is especially important if school is cancelled on short notice.
- Ensure that your child brings a healthy snack to school.
- However, please remind your child that eating or drinking is not allowed on the bus.
- Ensure that your child has a well-lit and comfortable place to do homework.
- Help the teacher instill a love of learning in your child by showing him/her that you, too, love to learn. Have your child talk to you about what they are learning.
- Celebrate your child's accomplishments, and help him/her overcome difficulties.
- Encourage your child to read everyday and talk about it. Read stories to them often and in any language. This shows them you enjoy reading, too.

Parent Volunteers

The success of TYIS is the support it receives from its parent community. Parents will be asked throughout the year to contribute to various events and help TYIS to be the best school it can be. Playing an active role in your child's daily education and the overall culture of the school helps TYIS form a strong and proud community. Some of the ways to help are:

- Volunteering in the TYIS Library
- Supporting school activities (concerts, celebrations)
- Supporting fundraising events
- Volunteering for extra-curricular activities (parties, field trips, clubs, etc.)

Helping to support TYIS is a direct way to help support the quality education of your child, as well as all of the students at TYIS. We welcome the support of anyone who is willing to donate their time in the efforts to maintain and improve the school. Volunteering is also a wonderful way to get to know other parents within the school community.

Student Responsibilities

All students have the right to a safe, orderly and positive school atmosphere. Learning, friendship, and trust prosper in such an environment. Everyday students should make important decisions about their behavior to contribute positively to their school community. TYIS utilizes the Student Learning Outcomes (SLOs) as basic values that support and emphasize a positive and safe learning environment. Teachers and students acknowledge that we live in a community of people with different backgrounds, nationalities, and ways of thinking.

At TYIS we talk about how we can each do our part by positively contributing to our community, making responsible decisions, helping others, and respecting our environment. We want to help students learn from their experiences and apply lessons learned in future situations.

Safety and Health

Dispensing Medicine

When necessary, parents may request that the office personnel administer medication from home for a student. However, we ask that you consider this request carefully and only when absolutely necessary. If it is possible to slightly alter the times that the medication is to be administered (e.g., before the student leaves for school, directly after school, and before bedtime), that may be the best option. Medication is to be administered by office personnel. Please observe the following steps:

- The parent or guardian has signed and submitted “Medication Request Form” furnished by the school. (Please find the form which is attached with this handbook.)
- The parent/guardian/student has delivered the medication to the school, fully prepared, in its original container, and with written directions in English.

All medication should be stored in the school office during the day (not in the student's backpack or desk). Aspirin, Tylenol, cough syrup, etc., are considered medication and require the above procedure. Unfortunately, we cannot give medication by phone request. Note: eye drops and itching lotion cannot be administered, due to allergy issues.

Contagious Diseases

When your child is infected with contagious diseases, he/she will be asked to stay home. Please submit a proof of cure written by a doctor when coming back to school. **Without the Permission to Return to School written by a doctor, your child cannot return to school.** Please see the list of “Childhood Infectious Diseases - Instruction for Parents/Guardians,” which is attached with this handbook.

Injury and Illness Procedures

Children who are ill should be kept at home until the illness offers no potential risk to others, nor adversely affects the child's classroom performance. As a general rule, a student should be fever-free for 24 hours before returning to school; otherwise the risk remains of passing the infection to others at school. If a child becomes ill during the school day and is unable to participate in classroom activities, the school will isolate the student until a parent or guardian can pick them up. If someone other than the parent or guardian is picking up your child, please note that we cannot release the child unless we have received specific permission (by telephone) from the parent or noted guardian.

Students who develop a high-grade fever (a temperature of 37.5 degrees celsius or higher) during school hours will be isolated and monitored for changes in the temperature. If the high temperature persists, parents will be notified to pick up their child from school.

The utmost care is taken to ensure your child is safe during school hours. When minor injuries occur, staff will apply antiseptic to the cuts or scrapes, and the area will be covered with a sterile bandage. **Please note that minor scrapes and cuts may not be noticed if the student does not call them to the attention of a teacher.**

In the case of head injuries or major accidents, the injured student will be monitored. Emergency personnel and the parents will be called immediately. Please be sure that you have provided the school with an emergency contact number.

Allergies

Parents should inform the office if their child has any allergies, especially ones to food. This information will be properly recorded on the student's application form.

Safety & Emergency Procedures

Parents are responsible for their children before school starts (before 8:00 am) and after school ends (3:00 pm) Those students registered in an after-school program will be released at 4:00 pm. During school hours and after-school events, students can leave the TYIS area (3F) of the YMCA building *only* with the permission of the supervising teacher or staff member. Once students have been dismissed from school or club activities, they are expected to leave the building.

School closure due to typhoons, etc, will be decided by 6:00 am (at the latest) on that day. Families will then be informed using the TYIS telephone tree, email, the emergency dial-up phone number and the office blog. The telephone tree will also be used to contact parents in case of an emergency during school hours. Please make sure your work, home, and cell phone numbers are up-to-date.

TYIS will hold regular emergency drills throughout the year. The Tokyo YMCA requires every staff member and student to have a safety helmet readily available in case of an emergency, such as a fire or earthquake. Students are to supply their own helmet. Students should have ready access to their helmet at all times when they are in the classroom. Should any exits be blocked or unsafe, staff will use their best judgment to determine the safest route to take.

STEPS TO TAKE DURING AN EARTHQUAKE/FIRE DRILL

1. Alarm phase. In practice sessions, an announcement will be made to indicate an earthquake is occurring. Teachers will discuss with their class the signals to look for indicating if and when action should be taken during a real earthquake.

2. The response phase. In this phase everyone should “**duck and cover.**” Students and teachers should secure helmets (if possible) and duck head first under the desks, tables, or chairs, or stand under the doorjamb. Students should move away from windows, or other glass or light fixtures. If there is no cover available, the student and/or teacher should assume a crouched position, with the head tucked into the chest.

*If the students are **on the roof** during an earthquake/fire emergency, they will be directed to gather as a group to the middle of the roof area. A TYIS or YMCA representative will come to let teachers know when it is safe to exit the roof area. After 10-15 minutes, if teachers feel it is safe to begin evacuating, they should begin doing so **first**, via the outside stairway located at the southwest corner of the double tennis court, or **second**, by using the recess stairway. Students will be immediately taken to the main street, in front of the neighboring building, accounted for, and then directed to the public library across the street; or, after a determination of the current circumstances, directed to a different location).*

3. The evacuation phase. After taking cover, teachers wait for an announcement to evacuate from a YMCA representative, TYIS Principal, or a similarly connected authority. If classrooms or other facilities present dangerous hazards that require immediate evacuation, the teacher shall account for all students and evacuate in an orderly manner. Given that no announcement occurs once the earthquake has settled, then after a duration of 5-10 minutes teachers shall begin the evacuation process of first assembling students on the main street, in front of the neighboring, building to account for all students and then direct them to the public library across the street, or determine the current circumstances and act accordingly, unless otherwise instructed by the TYIS Principal, YMCA representative, or other authorities.

Primary Evacuation Routes (if unobstructed)

- **ASK class - main stairway** - out classroom door to the right
- **Gr. 1 - outside/balcony stairway** - out classroom door to the left
- **Gr. 2 - outside/balcony stairway** - out classroom door to the right
- **Gr. 3 - recess stairway** - out classroom door to the right
- **Gr. 4 - outside/balcony stairway** - out classroom door to the right
- **Gr. 5 - recess stairway** - out classroom door to the right
- **Gr. 6 - outside/balcony stairway** - out classroom door to the left
- **Gr. 7 - central stairway** - out classroom door to the left
- **Gr. 8 - central stairway** - out classroom door to the right
- **Computer room - recess stairway** - out classroom door across the lunchroom
- **Library - main stairway** - out office door to the left
- **Art - main stairway** - out classroom door across the hall
- **Music** - out the main entrance to the YMCA Plaza

- **Roof** - outside stairway located at the far edge of the double tennis court that is closest to the main street or recess stairway

Students will be directed to **put on helmets** on the way out the door. **Teachers will account for all their students and leave the classroom doors open.** If the designated path is blocked, teachers will use their best judgment to determine the safest route out of the building. For TYIS, there are three “safe assembly areas” to be used in order of safety.

4. The assembly phase. At the assembly point, teachers should keep their students in line and take a head count to ensure each student is accounted for. Additionally, teachers should assess each student for signs of injury and/or shock.

5. Reporting phase. Once a head count has been taken, the teacher will report to the administrator who is present, as well as the names of the students who are absent, injured or missing.

Guideline for Emergency Situations

Teachers and staff are assigned with roles they play in emergency situations. Parents are required to pick up their child(ren) as soon as possible. The following is the procedure we will follow in case of an emergency:

No Tsunami Warning

<Evacuation Center 1> In case of earthquake and when a tsunami warning is **NOT** declared, children evacuate to a **safe open space behind the Koto public library.**

(Address: 2-3 Toyo, Koto-ku, Tokyo)

Yes Tsunami Warning

<Evacuation Center 2> In case of earthquake and when a tsunami warning **IS** declared, children stay at **the Tokyo YMCA Toyochō Center or evacuate to the Tokyo YMCA P.E. College** (yellow YMCA building). Address: 2-2-20 Toyo, Koto-ku, and 2-2-15 Toyo, Koto Ku.

Alternative Evacuation Center

<Evacuation Center 3> In addition to these evacuation centers, we may evacuate to **Kiba Park** depending on circumstances. (Address: 4-6 Hirano, Koto Ku, Tokyo)

Note: Depending on circumstances, we may change the evacuation center, or evacuate to other places that are not listed above. In these cases, a notice will be posted in front of the Toyochō Center. Please check it and come to the refuge to pick up your child.

Please pick up your child immediately

When an earthquake warning is declared, pick up your child regardless of whether or not you are contacted by TYIS. What is an earthquake warning?

—It is given by the Prime Minister when the Meteorological Agency issues earthquake warnings.

When parents pick up their child(ren)

1. As a general rule, a parent or a guardian will pick up their child(ren).
1. Parents who cannot pick up their child immediately should provide contact information of a person who can pick him / her up on behalf of the parents. Contact information should include the name, address, phone number, and relationship to the child. Please update us when the contact information changes.
2. When parents pick up the child, please make sure to talk to TYIS staff and classroom teachers before you leave.
3. We make the best effort to ensure children's safety in case of an earthquake. Parents are responsible for picking up their child as soon as possible. Please note that we may evacuate to a safe open space, depending on the circumstances.

Place to pick up your child(ren)

1. In most cases, parents should pick up their child at the Toyochō YMCA Center.
2. In case an evacuation order is declared by the office, or in case the Toyochō YMCA Center building gets damaged and we cannot stay inside, an evacuation center will be designated following the guidelines listed above:

Evacuation Center 1 ⇒ Evacuation Center 2 ⇒ Evacuation Center 3

Since parents are responsible for picking up their child immediately in case of emergencies, they are advised to discuss emergency situations in advance with their child.

Methods to get information -- only in the case of an emergency

Because evacuation of the children is our first priority, office staff might not be able to contact parents immediately after an emergency happens. As a general understanding, we would like to ask all parents to pick up their child, *regardless* of whether you are contacted by the TYIS Office or not. This is because--depending on the situation--e-mail and telephone service might be interrupted as a result of a blackout or cut power lines. We appreciate your understanding and cooperation.

- ① TYIS School Blog
<http://members.tokyoymcais.org/> Sign in (User: Family) and (PW: Member2017)
- ② An email will be sent to all parents.
The TYIS office will send email to parents' email addresses which have already been indicated in the "emergency contact list". The email will be sent by the following address: tyis@tokyoymca.org
- ③ NTT East Japan "Dengon dial"
You can use this line only in the case of an emergency. If you want to listen to a message, from the YMCA, please call the following number:
「171」+「2」+「03-3615-5632 (TYIS Office Phone Number)」

School Programs

Daily Schedule

For all grades, classes begin promptly at 8:30 am and end at 3:00 pm. Except for those students enrolled in a TYIS after-school activities, all are expected to exit the 3rd floor by 3:30

pm, unless they are working with a teacher and/or actively working on homework. All students should exit the school by 4:00 pm.

Absence/Late Notification

If your child will be absent or late, you are asked to contact the office between 8 to 8:30 am.

TYIS Office TEL: 03-3615-5632

If your child uses the school bus, please call the bus company between 6:00 and 7:00 am.

Sanyo Jidousha Co.Ltd. (the line for absence notices only) TEL: 03-3641-2773

If the line is busy or cannot be connected, please call the following number: 03-3641-2544.

If students come late, they need to stop by at TYIS office, get a “late pass” and hand it to their classroom teacher.

Notes on Supervision

Please note the following points:

- Student supervision is provided in the morning in the TYIS cafeteria from 8:00 am.
- Gr. 1-6 students are expected to remain in this area until classes begin at 8:30 am.
- Students are not allowed to play outside the building before school.
- At the end of the day, students are to exit the 3rd floor area by 3:30 pm., unless they are involved in an after-school activity.
- After-school club activities will be scheduled from 3:15 pm to 4:00 pm. A schedule of the activities for the school year will be circulated during the third week of classes.
- The YMCA building is not a free play area for children.

Lunch and Snack Information

- Students have the option of bringing a lunch from home.
- There are 2 lunch shifts. Younger grades 1 to 3 will eat first followed by upper grades 4 to 6. Middle School will eat at noon each day.
- All students need to bring an appropriate (non-sugary) drink from home.
- Hot liquids should be avoided because they are easily spilled, can leak on textbooks in the backpack, and can burn when spilled on a student.
- Alternatively, parents may order (in advance) a lunch for the student. The due date on the lunch form is the last day to submit that lunch order.
- Order forms will be sent home with students every month. Prices vary.
- Students who have not signed up and who forget their lunch will be provided one. Parents will be charged a lunch fee, payable to the office.
- Middle School students may purchase a lunch from the 1st floor cafeteria if available.

Each day, students eat a healthy snack before recess. Parents of all grade levels are expected to pack a healthy snack for their child.

Recess Schedules

Morning recess is for 30 min. for Elementary students. Middle School does not have recess. Elementary students eat lunch together in the cafeteria. Middle schoolers will eat together in a classroom.

Physical Education

Physical Education (PE) classes are held for all grades once each week. The scheduled time for PE classes will be communicated to parents at the beginning of the school year. During PE classes, students are required to wear their PE uniform (t-shirt and shorts).

When facility scheduling allows TYIS may hold morning recess in the big gym instead of cafeteria time. TYIS staff will supervise students during that time.

Swimming

Swimming is a fun, challenging, and educational activity. However, some students might first experience discomfort in the water and swimming with their head under water. The swimming program at TYIS offers entertainment and a sense of security for all students. It provides students with the basic skills necessary to move safely and efficiently in water, while at the same time engaging them in playful, fun activities.

On the scheduled swimming day, students are to bring a swimsuit (appropriate for school), swim cap, goggles and towel. Gear should be taken home after swimming to be washed for the next week. If a student forgets an item, the office will provide it if available. Borrowed items should be laundered and returned to school. Swimming is optional for Middle School students.

Attendance for swimming class will be taken each week. When assigning grades for this class, the swimming instructor will take the student's attendance record into account. Missing swimming classes on a consistent basis will be reflected on the report card.

A written notice/phone call to the school office is required if your child will not be swimming. Verbal information from students is not accepted. Without a written notice/phone call, and parent cannot be reached by telephone, the child will be required to attend swimming class.

If your child should not attend swimming class because they have a cold, the flu, a sore throat etc, it is recommended that your child stay home the whole day.

Please note YMCA policy, all students are required to thoroughly wash their bodies with soap before entering the pool. *Students may choose to wear their bathing suits during this time.* The YMCA pools have always been known for their clean water and a healthy swimming experience for the community for many generations. In order to protect the pool water for other YMCA members, TYIS students should follow official YMCA policy and do their best to cleanse themselves before entering the pool.

Field Trips

At TYIS, we regard field trips as an extension of the classroom-learning environment. We encourage our teachers to schedule these activities appropriately. Some field trips will be all-school events; others will be scheduled on a class-by-class basis. Specific information about the place and any expenses will be provided in a timely manner to parents. A fee of 700 yen will be charged for each student when the school bus is used as transportation for a field trip. Students are required to wear (at least) their TYIS uniform shirt, however they will not wear nametags during a field trip. The classroom teacher may require additional supervision assistance for a field trip. In these cases, parents will be contacted so that they may volunteer to assist the teacher. All students will come to school before and after the field trip, except for special cases approved by the principal.

After School Program “International Club”

At TYIS, we offer an after school program called “International Club” for G1 to G3 students, from Monday to Friday, 3:00 to 6:00 pm. Students are able to join this program on a daily basis. To participate in this after school program, parents are requested to contact the TYIS office to buy a ticket and make a reservation. For further information, please see the flyer which is attached to this handbook.



< Medication Request Form >

Medication must be in its original container or
must be accompanied with a photocopy of the original label.

To School Principal

Rcvd By:

I take responsibility for the protection and administration of the medication below:

Date Requested	Year	Month	Day	
Child's name			Grade	
Guardian's name				
Medical Condition				
Medication	Name on label			
	Type of drug	• Antibiotic • Cold medicine • Cough medicine • Prevent pyogenic bacteria • Allergy medication • Other ()		
	Dosage time	• Before lunch • After lunch • Other ()		
	Dosage	Tablet / Pouch -- At a time		
	How to take			
	Date prescribed	Year	Month	Day
Clinic			Phone no.	
Pharmacy			Phone no.	
Notes				

Permission to Return to School

In the case your child is absent from school to prevent the spread of infectious diseases, please have your physician fill in and sign the form below. When your child returns to school please submit this form to the TYIS office. Please note that a medical certificate from your child's physician is not required.

年 year 月 month 日 day

登校許可報告書 Permission to Return to School

下記の病気にて欠席しておりましたが主治医より登校の許可がございましたのでお知らせ致します。
Please have the physician provide information about your child's illness below and list the date your child is allowed to return to school.

生徒名 Child's name	
保護者名 Parent's name (印)	
病名 Type of illness	<ol style="list-style-type: none"> 1. インフルエンザ Influenza 2. 麻疹 (はしか) Measles (Rubeola) 3. 流行性耳下腺炎 (おたふく風邪) Mumps 4. 風疹 Rubella (German measles) 5. 水痘 (水ぼうそう) Chicken pox (Varicella) 6. 咽頭結膜炎 Pharyngoconjunctival fever (Pool fever) 7. 流行性角結膜炎 Epidemic kerato-conjunctivitis 8. 腸管出血性大腸菌 Hemorrhagic entero-colitis by E coli (O-157, 26, 11, etc) infection 9. 急性出血性結膜炎 Epidemic kerato-conjunctivitis (EKC) 10. 手足口病 Hand, foot and mouth disease 11. 伝染性紅斑 (りんご病) Erythema (Fifth Disease, Erythema infectiosum) 12. 溶連菌感染症 Streptococcal infection 13. 感染性胃腸炎 Viral gastroenterocolitis (Norovirus, Rota virus, Adeno virus, etc.) 14. マイコプラズマ感染症 Mycoplasma pneumonia 15. その他 other ()
診断日 Date of diagnosis Month 月 Day 日 ()	
登校開始許可日 Date allowed to return to school 月 month 日 day ()	
医療機関名 Name of medical institution: _____	
担当医 Physician's name: _____ 署名 Signature _____	
日付 Date _____ 年 year 月 month 日 day	

Childhood Infectious Diseases– Instruction for Parents/Guardians

Children catch various infectious diseases in the life of the school. When your child catches a disease listed below (including suspected condition), please visit his/ her home doctor (or a pediatrician's office) and get an advice about the need of exclusion from nursery and the duration of it. (The cure certificate is not always necessary to go back to the nursery.)

Second-class infectious disease	Influenza (except for H5N1)	1-7 days (average 3 days)	High fever (lasting 4-5 days), malaise, joint pain, muscular pain, headache, sore throat, running nose, coughing. Sometimes diarrhea and vomiting.	Until 2 days after fever falls to normal, and at least 5 days after onset.
	Pertussis (Whooping cough)	7-10 days	Dry and prolonged cough, Raley fever. The lower the age, the more severe the symptom is.	Until 5 days after the starting antimicrobial treatment
	Measles (Rubeola)	10-12 days	Prodromal stage (last 3-4 days): mild grade fever, cough, coryza, conjunctivitis, malaise and Koplik spot (white punctate spots on oral mucosa). After 3-4 days from onset, erythema (red rashes) appear with high fever.	Until 3 days after fever falls to normal.
	Mumps	16-18 days	Swelling of the parotid gland is the main symptom, swelling of the submandibular gland also swells, the swelling peaks in 2 to 3 days, it disappears for 3 to 7 days at longest at 10 days.	Until 5 days after salivary glands' swelling appear and physical well-being is recovered.
	Rubella (German measles)	16-18 days	Fever is not as pronounced as Measles, but rose-colored rash appears in the whole body. There is no pigmentation like Measles after the rash disappears. Swollen lymph nodes are found in the neck, behind the ear, with tenderness.	Until the red rashes disappear
	Chicken pox (Varicella)	14-16 days	The rash may first show up on the face, chest, and back then spread to the rest of the body. The rash changes in the order of erythema, blister, pustule, and scab.	Until all blisters have crusted over. Or after the approval for return by a doctor.
	Pharyngeal conjunctival fever (Pool fever)	2-14 days	High fever (around 39°C), red pharynx, pharyngeal pain, lack of appetite, conjunctivitis. Symptoms of the eye include conjunctival hyperemia, lacrimation, glare, sleep, preauricular lymphadenopathy may occur.	Until 2 days after symptoms disappear
	Tuberculosis	within 2 years (usually within 6 months)	General signs and symptoms include fever, chills, night sweats, loss of appetite, weight loss, and fatigue. Coughing, dyspnea, and cyanosis may also occur as the legions progress.	After the approval for return by a doctor
	Meningo coccic – meningitis	3-4 days.	General poor feeling, sudden high fever, sever and persistent headache, nausea or vomiting, discomfort in bright lights, joint pains, drowsiness or difficulty awakening, neck stiffness, redish or purple skin rash	After the approval for return by a doctor
	cholera	Usually 1-3 days (half of a day-5 days)	diarrhea and vomiting of clear fluid. The diarrhea is frequently described as "rice water" in nature and may have a fishy odor	The approval for return by a doctor required
	Shigellosis	Usually 1-3 days (1-7 days)	diarrhea, fever, and stomach cramps	The approval for return by a doctor required
	Enterohemorrhagic E. coli infection (O157)	10 hours-6 days	Severe stomachache, watery diarrhea which can contain blood. In severe case, several complications like encephalopathy	The approval for return by a doctor required

Third-class infectious disease	typhoid/paratyphoid fever	Usually 7-14 days (3-60 days)	High fever over than 39 or 40°C, diarrhea, intestinal perforation, intestinal bleeding.	The approval for return by a doctor required
	Epidemic kerato-conjunctivitis (EKC)	2-14 days	Tears, bloodshot, eye discharge, preauricular lymph nodes swelling and tenderness. Fever (sometimes).	The approval for return by a doctor required. It is not unusual for this virus to be discharged for about a month in the stool, so even if you restart school, you are encouraged to wash your hands well.
	Acute hemorrhagic conjunctivitis	1-3 days	The most characteristic symptom is conjunctival bleeding. Conjunctival congestion, eyelid swelling, lacrimation, occasionally corneal erosion.	The approval for return by a doctor required
	Mycoplasma pneumonia	Usually 2-3 weeks (1-4 weeks)	Cough, fever, headache and other cold symptoms slowly progress, especially cough gradually becomes intense. A persistent cough lasts 3 to 4 weeks in some cases. It may accompany otitis media, tympanitis and emesis, and in severe cases it may be difficult to breathe.	Until symptoms improved and overall condition is recovered
	Hand, Foot and Mouth Disease	3-6 days	Bullous vesicles on the hands, feet, buttock, and mucous membrane of the mouth. Oral pain, loss of appetite, sometimes low grade fever.	No exclusion
	Erythema	4-14 days	Red and swelling cheeks, lacy erythema on arms and legs.	No exclusion
	Viral gastroenteritis (Norovirus, Rota virus, Adenovirus, etc.)	12-48 hours (Rota: 1-3 days)	Fever, nausea, vomit, diarrhea (In Rota virus infection, the stool becomes white)	Until diarrhea and/or vomiting resolves
	Herpangina	3-6 days	High fever (last 2-4 days), pharyngeal pain, Bullous or aphthous rashes of oral mucosal membrane.	Until fever falls and oral symptoms disappear
	Respiratory syncytial virus	Usually 4-6 days (2-8 days)	Fever, running nose, cough, stridor, dyspnea	Until respiratory symptoms resolve
	Pediculosis (head lice)	10-14 days	In most cases, no symptoms, sometimes itchy. White or yellow brown eggs of lice attaching to hair firmly may be found by careful observation.	Appropriate treatment should be started.
	Streptococcal infection	2-5 days	Fever and sore throat, swelling and suppuration of throat tonsils, suppurative lymphadenitis. Tiny, red spots (petechiae) on the roof of the mouth (the soft or hard palate). Red rash that has a sandpaper feel.	Until 24 hours after the appropriate antimicrobial treatment started
Third-class infectious disease with several conditions	Salmonella infection (except typhoid fever, paratyphoid fever), Campylobacter infection, Haemophilus influenzae infections	Salmonella mainly 12 to 36 hours (6 to 72 hours) Campylobacter mainly 2 to 5 days (may be) Usually 1-3 weeks (1-4 weeks)	Diarrhea, bloody stools, vomiting, fever. In Campylobacter, symptoms of peripheral nervous system, which is called Guillain-Barre syndrome, may occur several weeks after onset. Pneumonia, Bacteremia, Meningitis, Epiglottitis Cellulitis, Otitis media	If diarrhea is relieved, it is possible to go to school, but the release of bacteria lasts for a long time. As there are, it is important to clean up after defecation and hand washing. Until symptoms improved and overall condition is recovered
	EB virus infection	30-50 days	fatigue, fever, inflamed throat, swollen lymph nodes in the neck, enlarged spleen, swollen liver rash	Until symptoms improved and overall condition is recovered

Herpes simplex infection	2 days-2 weeks	Gingival stomatitis, blisters around the mouth, children with atopic dermatitis develop into Kaposi varicella-like onset (frequent blisters in the whole body).	If it is only cold sores or gingival stomatitis, you can go to school by taking a mask. If you have fever or systemic blisters, you should be absent and treated.
Herpes zoster	The period can not be specified	Most commonly, the rash occurs in a single stripe around either the left or the right side of the body. Also, it can include fever, headache, chills, upset stomach	Until the rash has developed crusts.
Hepatitis A	Average 28 days (15-20 days)	Fever, general malaise, headache, loss of appetite, diarrhea, vomiting, upper abdominal pain, with a yellow tinge appearing after 3 to 4 days.	Until the liver function has become normal
Impetigo	2-10 days	red sores that pop easily and leave a yellow crust, fluid-filled blisters, itchy rash, skin lesions, swollen lymph nodes	No exclusion, but have to take care not to touch the infected part
scabies	1 or 2 month after infested	Intense itching, especially at night. A pimple-like rash, scales or blisters, sores caused by scratching	No exclusion after starting treatment. However, avoid games and acts such as holding hands. Keratin type has strong infectivity, so refrain from going out until it is cured.

Tokyo YMCA International School: Elementary & Middle School Calendar 2017-2018

August '17 4 days

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 26 YMCA Summer Festival
- 28 -1st Trimester Begins
- Orientation 10:00am ~ 12:00pm
- No bus service or lunch

October '17 20 days

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 6 PD Day / No Classes
- 9 National Holiday
- 10,24 Elementary Info Session
- 19 Middle School Info Session
- 25-27 Fall Camp: All Grades
- 31 Halloween

December '17 15 days

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 5 School Info Session
- 15 Talent Show
- 22 -PD Day / No Classes
- Winter Break Begins
- 23 YMCA Christmas Open House

September '17 20 days

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 2 Tokyo YMCA Street Donations (optional)
- 5,19 Elementary Info Session
- 14 Middle School Info Session
- 15 Fall Emergency Drill
- 18 National Holiday
- 19 Dress-Up Day: One Color Day
- 23 Tokyo YMCA Charity Run

November '17 20 days

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 3,23 National Holidays
- 10 TYIS Open 9:00am ~ 11:30am
- 14 -School Info Session
- 22 -Dress-Up Day: Culture Day
- Culture Day
- 24 Report Cards Issued
- 27 -Parent Conferences / No Classes / No Bus
- 2nd Trimester Begins

Legend

	Regular School Days
	Japanese National Holidays
	School Holidays
	Event Days
	Emergency Drill Days
	Parent Conferences / No Classes / No Bus
	Prospective Parents Information Sessions
	TYIS Camps
	Professional Development Days / No Classes

Total School Days: 181

January '18 17 days

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1,8 Japanese National Holidays
- 9 Classes Resume
- 16-19 Winter Camp (Middle School Optional)
- 23 -Dress-Up Day: Animal Day
- Elementary Info Session
- 25 Middle School Info Session

March '18 8 days

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 2 PD Day / No Classes
- 6 -Dress-Up Day: Pajamas
- School Info Session
- 8 Report Cards Issued
- 9 -Parent Conferences / No Classes / No Bus
- 3rd Trimester Begins
- 14 Spring Break Begins

May '18 19 days

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1,2,14 TYIS Holidays
- 7 Classes Resume
- 12 Sports Day
- 16 Health Check (tentative)
- 22 -Elementary Info Session
- Dress-Up Day: Flowers
- 24 Middle School Info Session

February '18 19 days

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

- 2 TYIS Spelling Bee
- 6 Winter Emergency Drill
- 12 National Holiday
- 16 TYIS Open 9:00am ~ 11:30am
- 19-23 Art Exhibition Week
- 22 School Info Session

April '18 19 days

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 PD Day / No Classes
- 3 Classes Resume / SEP Begins
- 10 Spring Emergency Drill
- 13 Science Fair
- 18-20 Middle School Trip (Tentative)
- 24 -Dress-Up Day: Artistic Day
- Elementary Info Session
- 30 Golden Week Begins

June '18 20 days

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 5,19 Elementary Info Session
- 8 PD Day / No Classes
- 14 Middle School Info Session
- 15 Spring Concert
- 19 Dress-Up Day: Beach Day
- 22 -C6 Promotion Ceremony
- C8 Graduation
- 27 Report Cards Issued
- 28 Parent Conferences / No Classes / No Bus

Please note that the school year may be extended if school is closed for more than 1 emergency day.

Accredited By

