



STUDENT & PARENT HANDBOOK

**2016-2017
School Year**

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United School of Tokyo Mission Statement and Goals for Student Learning

OUR MISSION

UST is a mission-driven school with a strong commitment to child-centric education and a passionate belief in the importance of education as a force to achieve progress, peace and a sustainable future.

Our mission is to:

- Provide a challenging, holistic, values-based education with an emphasis on academic achievement, cooperation and leadership, service to others and environmental preservation.
- Instill life-long passion for learning.
- Raise creative thinkers and independent learners.
- Raise conscientious, conscientious, responsible and caring world citizens

UST's is founded on the principles of **SEVEN Cs**:

1. CHILD-CENTRIC, EXPERIENTIAL EDUCATION

We believe that education should be child-centered. Children who can work in their area of strength and interests are more motivated and likely to be successful. Our goal is to give students a strong foundation by building thinking abilities to encourage life-long learning. Our core curriculum is designed to engage students using an enriched environment that is intriguing, fun and challenging.

We acknowledge that children enjoy learning in a variety of ways, which is why we base our approach on personalized learning. Small classrooms allow our teachers to know their children really well, which enables them to tailor the curriculum to meet their individual needs. Our curriculum is based on a clear progression in skills and knowledge. Every opportunity is made for children to apply them.

2. CREATIVITY

Raising 21st century children requires education that focuses on a new kind of literacy, the one in which children must be able to be creative as much as they must be able to read and write and know about STEM (science, technology, engineering and mathematics).

3. CONSCIENCE

“My hope and wish is that one day, formal education will pay attention to what I call education of the heart. Just as we take for granted the need to acquire proficiency in the basic academic subjects, I am hopeful that a time will come when we can take it for granted that children will learn, as part of the curriculum, the indispensability of inner values: love, compassion, justice, and forgiveness.” The Dalai Lama

UST strongly believes that we should never forget that there are still people in the world for whom having one meal a day is a luxury and there are millions of children who do not have access to primary education. UST is dedicated to helping our students become conscientious, giving, compassionate and responsible world citizens by bringing attention to social and environmental issues in Japan and around the world and getting actively involved.

4. COMMUNITY

Latest research shows that children whose parents are actively involved in school show higher academic achievement and better social adjustment. The main reason for developing the school-family-community partnerships is to help children succeed in school and in later life.

UST encourages 4 types of parental involvement:

1. VOLUNTEERING: Recruit and organize parents' help and support.

2. LEARNING AT HOME: Provide information and ideas to families about how to help students at home with homework and other curriculum-related activities, decisions, and planning.

3. DECISION MAKING: Include parents in school decisions, developing parent leaders and representatives through getting involved with PTA or becoming a class-parent.

4. COLLABORATING WITH THE COMMUNITY: Identify and integrate resources and services from the community to strengthen school programs, family practices, and student learning and development. Instill social conscience in students by giving back to the community and participating in various community outreach programs.

5. COMMUNICATION

UST believes that communication at school should not be only about keeping parents informed about their child's progress. Having an open dialogue between school and parents about any school-related issues helps parents get actively involved not only in their child's education but in the school's community as a whole.

UST promotes the following effective forms of regular and meaningful communication and cooperation:

- **School-to-Home:** informing parents about school life and children's progress via report cards and academic progress updates; regular emails from teachers, news updates on the internal school portal; teacher blogs; information sessions for families that are new to Tokyo etc.
- **Home-to-School:** we encourage the parents to have an on-going dialogue with the teachers and school administration about any issues related to their child's social or academic needs, or about any aspects of school life. We value parents'

feedback and encourage UST parents to be more proactive in advocating change at the school either through one-on-one communication with the administration or by serving on the PTA or as class parent.

- **Student-to-Student:** we encourage our students to get involved in the school, local community and international community by joining the Student Council, actively participating in our Community Outreach programs and in the friendship program with our sister-school in Cambodia

Parent-to-Parent: we also encourage parents to communicate with each other in various ways to help us build a stronger school community (parents social events, bulletin board, class gatherings, PTA meetings)

6. COMMITMENT

At UST our ultimate goal is Education. Education as a shared commitment between dedicated teachers, motivated students and enthusiastic parents.

OUR COMMITMENTS

- To serve the Tokyo community by providing educational choices and making international education affordable to many families.
- To create a happy and nurturing school that encourages children to thrive and succeed at school and become caring and responsible members of their community and conscientious and open-minded world citizens.
- To provide children with the resources and opportunities to learn and develop to the best of their ability; to recognize and respect each student's individuality and help students develop their unique abilities and talents in order to achieve their highest potential.
- To build a strong foundation in Japanese language and culture and provide a comprehensive range of extra-curricular activities to assist with the learning, development and fulfillment of students.
- To teach our students the importance of making a difference and that every little deed counts, no matter how small it may seem. Whether they are helping a neighbor or a friend, cleaning their classroom or a park, recycling paper or saving electricity, donating books to their classroom or raising money to support fellow students in Cambodia - all of these are equally important acts of kindness, responsibility and benevolence that we want our students to partake in.
- The investment we are making is in our children and their future. With that in mind, we commit ourselves to not be driven by profit but make every decision for the benefit of our students and the betterment of the school.
- To invest in our teachers, as we believe that teachers are the ones who make the biggest difference at the school. Happy teachers mean happy children and happy parents. Having teachers who feel valued and appreciated not only by the parents but by the School leads to increased level of dedication, initiative, commitment and loyalty. We commit to creating a happy and collaborative work environment where teachers feel respected and appreciated.
- We believe that world change starts with educated children. It is unacceptable that in 21st century there are still millions of children around the world who do not have access to elementary education. We commit to giving the gift of education to children in desperate need of our support by collaborating with educational charities that build schools and libraries in developing countries.

School Pledge

I pledge

My head to life-long learning and creativity,

My heart to respect and compassion,

My hands to helping people and the planet, and

My health to better living,

I put my head, heart, hands, and health together to make a difference for my family, my school, my community, and the world!

Student Learning Outcomes

UST educates students to become: Effective communicators who...

- Express ideas, emotions, and personal experiences clearly and creatively through the written and spoken word and through the arts.
- Listen critically with understanding and empathy.

Literate individuals who...

- Read fluently with comprehension for a variety of purposes.
Develop a strong foundation in all academic disciplines.
Access, analyze, evaluate and present information using diverse resources.

Critical thinkers and problem solvers who...

- Apply creativity and persistence, and develop awareness of their own thinking, in defining problems and developing strategies to solve them.
- Demonstrate flexibility in thinking.

Self-directed, productive learners who...

- Seek personal excellence in intellectual, artistic, practical and physical endeavors.
- Independently pursue learning.
Set, achieve and reflect on personal and collective goals.
Make healthy choices.

Constructive community members who...

- Have a clear sense of self and exhibit honesty and integrity.
- Work collaboratively and effectively with others.
- Show respect for the rights and tolerance of the values of others.
- Develop an awareness and understanding of the Japanese culture and other cultures.
- Understand environmental issues and work to preserve the environment.
- Contribute their time, energy and talents to improve the quality of life in our families, schools, communities, nation and world.
- Are aware of and actively seek ways of giving back to the community.

Student Etiquette and Behavior

UST students are examples of excellence to their peers and community. They are expected to behave accordingly.

1. Students will attend school regularly and in a punctual manner. Attendance will be recorded in the school database and factored into student grades.
2. Students are expected to be helpful, courteous and respectful to everyone at all times, regardless of differences in opinion, religion, culture, customs, or beliefs.
3. English is emphasized and should be the primary spoken language while at school, both in and out of classes. Please refrain from using inappropriate or unmannerly language.
4. When students move between classes and throughout the school buildings, they will walk and not run.
5. Students will refrain from yelling or shouting while indoors and inside classrooms.
6. Students are expected to keep the school clean and respect the school properties.
7. No valuable items should be brought to school.
8. Mobile devices should be turned off and stored in student lockers during school and class hours.
9. No electronic games devices are allowed at the school.
10. Students will not enter the assembly room, music room, library, or unsupervised classrooms without permission from a teacher or UST staff member.
11. Students will not leave the school without permission from administration.
12. Students will respect and follow the individual rules set within each classroom by their teachers.

A simple set of rules for the students to follow:

1. Respect everyone at all times
2. Respect the school and its property.
3. Clean after yourself.
3. Always walk in the school building.
4. Use "inside voices" in the school building.
5. Be polite.
6. Be kind to the planet: recycle, save energy and water at school and home.
7. Ask for help when you need it, or when you don't understand something.
8. Follow the safety rules.

Student Responsibility

Responsible behavior by each student is the only way in which the rights set forth in this document can be preserved. Violation of some of these responsibilities may lead, in accordance with the Discipline Code, to disciplinary measures. Full acceptance of responsibility with the exercise of rights will provide students with greater opportunity to serve themselves and society. Students have a responsibility to:

- attend school regularly and punctually and make every effort to achieve in all areas of their education;
- be prepared for class with appropriate materials and properly maintain textbooks and other school equipment;
- follow school regulations regarding entering and leaving the classroom and school building;
- behave in a manner that contributes to a safe learning environment and which does not violate other students' right to learn;
- share information with school officials regarding matters which may endanger the health and welfare of members of the school community;
- respect the dignity and equality of others and refrain from conduct which denies or impinges on the rights of others;
- show respect for school property and respect the property of others, both private and public;
- be polite, courteous and respectful toward others regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, weight, sexual orientation, physical and/or emotional condition, disability, marital status and political beliefs, and refrain from making slurs based on these criteria;
- behave in a polite, truthful and cooperative manner toward students and school staff;
- promote good human relations and build bridges of understanding among the members of the school community;
- use non-confrontational methods to resolve conflicts;
- participate and vote in student government elections;
- provide positive leadership by making student government a meaningful forum to encourage maximum involvement;

- work with school staff in developing broad extracurricular programs in order to represent the range of physical, social and cultural interests and needs of students;
- observe ethical codes of responsible journalism;
- refrain from obscene and defamatory communication in speech, writing and other modes of expression, including electronic expression, in their interactions with the school community;
- express themselves in speech, writing and other modes of expression, including electronic expression in a manner which promotes cooperation and does not interfere with the educational process;
- assemble in a peaceful manner and respect the decision of students who do not USTh to participate;
- bring to school only those personal possessions which are safe and do not interfere with the learning environment;
- adhere to the guidelines established for dress and activities in the school gymnasium, physical education classes, laboratories and shops;
- be familiar with the school Discipline Code and abide by school rules and regulations;
- provide leadership to encourage fellow students to follow established school policies and practices;
- keep parents informed of school-related matters, including progress in school, social and educational events, and ensure that parents receive communications that are provided by school staff to students for transmittal to their parents.

Parents' Responsibility

- To understand and support the school's Mission and Values.
- To be positive role models of life-long learners.
- To offer support and encouragement to children to never stop trying and do their best.
- To recognize the dignity of each individual and work with the school and their children to embrace cultural diversity.
- To ensure the children come to school on time; avoid unexcused absences.
- To ensure children come to school appropriately dressed, well-prepared and ready to learn.
- To ensure internet safety at home.
- To pay attention to children's physical/mental health including support of nutritious meals.
- To take an active interest in what is happening in their child's classroom.
- To be aware of their child's academic strengths and celebrate them.
- To be aware of their child's challenges and problem areas and help seek solutions to both.
- To read any written communication sent home including emails and check the school portal frequently.
- To be supportive of the guidelines and rules as written in our handbooks.
- To provide a quiet space in the home for study time and reading.
- To encourage and celebrate the habit of reading.
- To work to realize the balance between helping extend learning via homework and letting the child do the work independently.
- To be involved in the school and take time to share that interest by communicating with teachers, administrators, the PTA, and others via parent teacher conferences, etc.
- To pay school fees/tuition on time (In cases of late payments without any prior notice, school policy prohibits class attendance and/or the release of grades, transcripts, or other records of attendance and performance. A late charge fee of 10,000 yen will be applied to all cases of delinquent payments.)

Uniform and Appearance

UST students are representatives of the school and community. Their appearance and behavior should reflect this. The following guidelines are to be adhered to at all times by UST students.

UST students starting from G1 are expected to wear the prescribed uniform at all times. Please adhere to the following uniform rules:

1. Girls must be wearing: skirts or dresses, short or long-sleeve red or navy shirt with school logo and navy cardigan with school logo when necessary. Girls also should be wearing navy long socks or tights.
2. Boys must be wearing navy school shorts or pants (no other styles or colors are allowed). Short or long-sleeve red or navy shirts with school logo and navy cardigan with school logo when necessary.
3. Wearing long sleeve T-shirts underneath the school's short-sleeve shirts is not allowed. Please wear either the school's long-sleeve logo shirt or a cardigan.
4. Wearing leggings is not allowed.
5. Coming to school in dirty uniform is not allowed.
6. Parents are responsible for purchasing a sufficient amount of uniform items to last a child through a full week of school.
7. PE uniforms are to be worn on PE days ONLY, with athletic shoes.
8. Swimming uniform is not required, however each child is supposed to bring a swimming costume, goggles and a swim cap to every swimming class.
9. No makeup or jewelry is allowed. Please make sure not to wear bracelets or necklaces as they could become dangerous during PE or play time.

School Hours

To ensure a smooth start to the day and allow students prepare for the first class, **all students are requested to arrive to school 15 minutes before the regular school hours.**

Regular school hours are:

8:45 am – 3:15 pm for Grades One through Six.

9 am – 3:15 pm for Kindergarten class (5-6 YO)

9 am – 3 pm for Pre-school and Pre-K (3-4YO and 4-5YO classes)

3:15 pm – 4:15 pm – Afterschool classes for all grades

4:15 pm – 5 pm – Extended Care

School will remain open between 8:30 am and 5:00 pm every school day. The office will also remain open during these hours. Any drop-offs or pick-ups outside of the official “children hours” must be discussed with the office and arranged at an additional cost. **If a parent is late to pick up the child for more than 15 minutes, additional charge of 500 yen will apply.**

Drop-offs/ Pick-ups

- To ensure students’ safety and smooth running of the school parents and guardians are required to drop off/pick up their children at the school lobby on the 1st floor.
- Only individuals authorized by the parents can pick-up students. **Pick up authorization form could (page 23)** be filed at the Office. In case of sudden change of babysitter/child minders, the name of a person picking up your child must be communicated to the Office via email or phone. Parents must give this person a pick-up permission card issued by the Office.
- In case of play dates/sleepovers when you entrust another parents to pick up your child, you need to inform the teacher and the office **by email** prior to the pick up. We cannot release your child to another parents without a written prior notice.
- **IMPORTANT** - For accountability reasons, at no time should a parent or designated representative pick up a student directly from the park or classroom without following the procedures noted above.

School Visitation

You are welcome to visit any class in which your child is involved. As a basic courtesy, please set up any school visitation time with your child’s teachers in advance. If you have other visitation requests, please call the principal.

Early Arrivals

If your child walks to school, please try to time his/her departure from home so that he/she does not arrive at school before 8:30 am. **There is no supervision of your child before that time and parents might be called to come and pick up their child(ren) if they arrive before 8:30 am.** Urge your child to walk directly to and from school using the same route daily. It takes less time to locate your child if he/she does not arrive home within a reasonable time if you know your child’s route.

Parking

There is no parking available directly at the school. To ensure students’ and pedestrians’ safety, **please refrain from parking your car in front of or next to the school building** as it blocks the road and creates problems with the neighboring community. **This rule applies to all families without exception!** If you bring your child to school by car, please inform the office and arrange a drop-off service (one of the staff members will meet your car at the front of the school and help your child get off the car to avoid blocking traffic). If you are taking a taxi to school, please get off on the main road and walk to the school to avoid blocking traffic in front of the school. Visitors to the school may park at paid parking lots near the school.

On occasion when you need to drop a heavy load off at school, please arrange a temporary parking permit by calling the school office. Please be mindful that luggage drop off/pick up should be done outside of regular arrival and dismissal hours to ensure safe arrival and departure for our students.

When leaving the school in a car after the drop off/pick up, please **turn left on the main road** to ensure easy access for school buses.

Vehicle Safety

Make sure the motor is turned off and the emergency brake is on. **Do not leave your car engine running while unattended. Please do not leave children unattended in your car.**

Commuting rules

Some of our students travel by public transportation to and from school. Only children aged 7YO and above are allowed to commute on their own or with older siblings. If the student is commuting alone, the parents are required to sign the *Independent Commute Waiver* (see page 24)

Sometimes there could be people with bad intentions who might approach you and invite you to come with them promising treats and presents. They could also say they have been sent by your parents to bring you home. Please do not talk to strangers; do not ever follow them. Instead, find a stationmaster or a shop attendant and tell them that you are being followed.

If you are commuting with a friend or a sibling, make sure you do not misbehave on the train/bus or at the station by talking loudly, running, pushing etc. This type of behavior is dangerous and disturbing to people around you. Please remember that you parents and the school trust you to commute on your own. Please do not challenge this trust by exhibiting irresponsible behavior.

If you commute to school on public transport, please adhere to the following rules at all times:

- Respect people and their property, and be courteous to others who are using the trains.
- White lines along a roadside indicate a walking path in Japan. When walking to and from the station, use these areas to avoid interference with traffic.
- Refrain from interfering with the movement of others along pathways, stairways, in doorways or by sitting on the floor.
- Proper use of train passes and tickets is a matter of Japanese law.
- Drinks and food should not be consumed on commuter trains due to local custom, safety and concern for fellow passengers.
- All trash should be thrown away in the proper containers.
- Classroom voices should be used at all times. Japanese people are usually more reserved than many UST students. We ask you to show added courtesy and restraint that will help our cross-cultural relations. Your cooperation in this sensitive area is needed and appreciated.
- Do not listen to iPods and MP3 players when walking to school and crossing the street as it could be very dangerous.
- All trash should be thrown away in the proper containers.

Dismissal Procedures

All students are dismissed promptly at the end of the school day unless previous permission has been given to a teacher or co-curricular sponsor to stay after school.

Days When ECAs are in effect

- One teacher from each floor takes the children who do not have ECA downstairs to be released to their parents or dismissed (at 3:05 pm for K1 and K2 and 3:15 pm for K3 and ES). All children must remain at the lobby until their parents arrive. Before letting the children exit the building, the teachers must check the street to ensure safety as the students are dismissed.
- K1 and K2 students who have siblings in ES will be released to their parents at 3:15 pm, together with their older siblings.
- The parents are expected to depart as soon as they have collected their child. For safety reasons, as well as to avoid complaints from the neighbors, please refrain from socializing in front of the school and supervise your children at all times
- HR teachers gather a group of K or ES students respectively and take them to their ECA classroom. After the program finishes, the ECA teachers will bring the children to their respective floors to be picked up by the bus monitors.
- At 4:15, the ECA teachers escort their students to the first floor and release them to their parents.
- At 4:20, the bus monitors pick up the bus riders from their classes and bring them downstairs. At 3:25 pm bus monitors bring the bus riders downstairs.
- Buses depart at 4:30 p.m. (Monday through Thursday).

Days When After-School Isn't in Effect (every Friday)

- One teacher from each floor takes the children downstairs to be released to their parents or dismissed. (at 3:05 pm for K1 and K2 and 3:15 pm for K and ES).
- At 3:25 pm the bus monitors pick up the bus riders from their classes and bring them downstairs.
- Buses depart at 3:30 p.m.

Early Dismissals

- If a student must leave school early for any reason, parents must inform the school one day prior to the planned early excusal. Only an authorized parent or guardian can pick up the student from school. They must sign the student out at the Office.

Student Attendance

The following procedures and policies about school attendance are very important. Please read them carefully.

1. Late Arrivals (Tardiness)

- All students arriving late must report to the School Office.
- If a student is late to any class or morning assembly, they will be given a tardy unless they have a note from a parent, guardian, or teacher.
- The amount of tardies will be reflected in the report card.
- Please be aware that tardiness does not only impair your child's learning: it is disruptive to the whole class. Please be considerate of the needs of others and make an effort to arrive to school on time.

2. Absences

- If a student is absent from school on a given day, it is the responsibility of the student and the parents to inform the school office and teacher one day prior to the planned absence.
- At UST, we feel that good attendance is essential to student success. For 10 absences the student and parents will receive a warning. 18 absences equate to 10% of total school time. If the student misses more than 10% of the annual instructional time it would provide the School with strong grounds to make the student repeat the grade.
- Only the following reasons are considered excused:
 - Illness
 - Medical emergency or appointment
 - Family emergencies
- Family holidays during school time are considered to be “unexcused” absences, unless approved by the principal. This approval will be subject to family’s ability to demonstrate evidence of learning done by the students on the trip.
- Students will only be admitted back to school after an absence with a note from their parent or guardian explaining the reason for the absence.
- If a student is absent from school due to illness for more than 3 days, a written doctor’s note is required.
- If a student is absent from school due to a communicable disease (e.g. strep throat, chicken pox, influenza etc.) a written doctor’s note stating that the student is no longer contagious and is fit to come back to school is required.

3. Attendance Policies

Please contact the teacher and Office to communicate any planned latenesses and absences.

- If your child is sick please call the Elementary School Office by 9 am. We appreciate the excellent communication parents provide us in this regard. Expected reasons for absence include sickness, dental or medical appointments when these can’t be scheduled outside the school day and family emergencies.
- Written notification of absences for reasons other than illness or family emergency should be sent. Please direct it to the principal and CC your child’s homeroom teacher in advance.
- Arrangements to obtain missed class assignments may be made at the time you contact the School Office. A child’s friend or neighbor might assist in bringing schoolwork home.
- Missing instruction from any absence potentially impacts your child’s learning. If children are sick, or miss school due to a family emergency or other special event we will do everything possible to get them fully caught up upon their return to school.
- Elective travel or discretionary absences from school for extended holidays are more challenging. Often these are of longer duration and the complexities of making up missed learning are compounded. As professional educators, we encourage you to keep your child at school and would like you to avoid such discretionary absences. Our major concern is that the extended learning your child misses can’t effectively be packaged in advance or recreated for him/her upon return. Also it is very hard to give your child work ahead of time as we sometimes adjust our plans from day to day, depending on the needs of our classes.
- We want parents to be fully aware that we can’t match what we do in the classroom by giving your child a packet of worksheets in advance of travel. If you decide to take extra school days for discretionary vacation or personal reasons, we want to clarify the type of homework assignments your child should perform during their absence in lieu of missed class work. They include the following:

English Language Arts

- Bring the textbook and workbook with you and have your child go over the material recommended by the teacher. Provide assistance as needed.
- Keep up independent reading at your child’s reading level.
- Read with your child and test comprehension by asking questions.
- Have your child keep a diary of his/her trip. Provide assistance as needed.
- Any regular homework such as word study or spelling that your child’s teacher may give you before your departure.

Math

- Bring the textbook and workbook with you and have your child go over the material recommended by the teacher. Provide assistance as needed.
- Complete any assigned given to you by the teacher.
- Practice your basic math facts by using online resources, e.g. IXL, Math Cafe etc

Social Studies

- Study the local culture. Visit historical sites, museums, places of interest.
- Interact with people from your location-- someone who lives there to learn more about his/her life.
- Take pictures and make a slide show.
- Learn how to say some things in the local language if it is different from your own.

Science

- Access online resources to review your current unit of study
- Look for evidence or connections to your current unit of study.
- Make a poster or chart to share that information.

Swimming and PE

Physical activity classes are an important part of our school curriculum. Students must always remember to bring their swimming set or PE uniform on the days of PE classes. The swimming set includes swimming costume, swimming cap, goggles and towel. On the day of the swimming class the students must come wearing their swimming costumes under their school uniform and bring a set of underwear to change into after the class.

Students who forget to bring a swimming cap, swimming costume or PE uniform will not be able to attend the class and will receive an “Incomplete” that class, which will inevitably affect their total grade for the term.

Communication

UST promotes the following effective forms of regular and meaningful communication and cooperation:

- **School-to-Home:** informing parents about school life and children's progress via report cards and academic progress updates; regular emails from teachers, news updates on the **internal school portal Weebly**; teacher blogs; information sessions for families that are new to Tokyo etc.
- **Home-to-School:** we encourage the parents to have an on-going dialogue with the teachers and school administration about any issues related to their child's social or academic needs, or about any aspects of school life. We value parents' feedback and encourage UST parents to be more proactive in advocating change at the school either through one-on-one communication with the administration or by serving on the PTA or as class parent.
- **Student-to-Student:** we encourage our students to get involved in the school, local community and international community by joining the Student Council, actively participating in our Community Outreach programs and in the friendship program with our sister-school in Cambodia
- **Parent-to-Parent:** we also encourage parents to communicate with each other in various ways to help us build a stronger school community (parents social events, bulletin board, class gatherings, PTA meetings etc.)

Home to School Communication

Parent involvement and encouragement are vital to a child's success in school. Students are quick to realize when there is a shortage of teamwork between parents and educators and the price for its absence is usually borne by the child. The responsibility for trust, open communication and conflict management rests with us all. We want to help and we need you to help as well. Please be an active participant in the tradition of parent involvement in the UST program. Our biggest priority is that you make your initial inquiry on a question or concern directly to the person most informed - typically your child's teacher(s).

The experience of our children is much different today from when we attended elementary schools. There are reasons for these changes and we feel it is our responsibility to provide parents with the information they need to understand and support the School. We also want to create an open dialogue wherever children are concerned. Changes constantly happen in child's life. We have good radar for some of those changes. You, in turn, are more aware of others and can offer critical and useful insights to us. We feel it is particularly important for families new to UST and Tokyo to be in close contact with the teaching staff about the adjustment of their children early in the school year.

Many are the times we will agree. If we don't, may we extend to each other the greatest respect for our individual viewpoints and strive to disagree “agreeably.” The best interests of our children rely on our capacity to reach mutual agreement and respect.

Parental Involvement

The research shows that children whose parents are actively involved in school show higher academic achievement and better social adjustment. The main reason for developing the school-family-community partnerships is to help children succeed at school and in later life.

These are several ways you can keep in touch with school programs and activities and maintain open communication:

- Contact your child's teachers promptly and directly if you have a question or a concern about your child's progress.
- Carefully read and review schoolwork brought home by your child regularly review the school portal for school news, class updates and homework assignments
- Attend parent-teacher conferences, back-to-school day, and school performances
- Become actively involved in PTA.
- Teach an ECA class or a weekend workshop
- Volunteer to help at the School
- Serve as a chaperone on school trips

We encourage you to be a big part of your child's life at school and look forward to working with you.

ACADEMIC POLICIES

Evaluations, Assessments and PTCs

- Students and parents both need regular feedback on academic and social progress.
- Throughout the year teachers assess progress in all subject areas through written and oral assessments, formal and informal.

- The progress of students in Pre-school through Grade 6 is noted on report cards distributed at the end of each semester.
- In October, Elementary School will have a meeting with parents to discuss students' academic and behavioral goals for the year.
- Parent-Teacher Conferences are held in the Fall and Spring terms. These conferences are led by students in Grades 2-6.
- Standardized tests and diagnostic tests are used starting from Grades 3 as a supplement to classroom achievement information. This information, shared later in the spring, is useful in monitoring the academic profile of our student body and charting the individual growth of students.

Homework Policy

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. It is important that homework does not add stress to family life. Therefore, it is up to the student, family, and teacher to share the responsibilities for homework. Homework is an important part of each student's academic year.

Student's Responsibilities:

- To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions.
- To gather all materials necessary to complete assignments before leaving the classroom.
- To complete all assignments to the best of his/her ability.
- To return materials and assignments on time.
- To make up any missed homework that the teacher requires.

Family's Responsibilities:

- To provide a routine and environment that is conducive to doing homework (i.e. a quiet and consistent place and time, necessary materials, etc.).
- To offer assistance to the student, but not do the actual homework.
- To check that your child has edited his/her homework for spelling (Kindergarten and First Graders may use invented spelling as appropriate), punctuation, neatness, etc.
- To notify the teacher when homework presents a problem.
- To read school notices and respond in a timely manner. Homework and school notices will travel home in the student's folder. Regular backpack clean-ups can be useful in helping students to organize their materials.

Teacher's Responsibilities:

- To provide purposeful homework
- To provide clear directions and instructions
- To implement a system for routinely checking homework
- To communicate to the student and family what is expected for completing homework successfully
- To communicate with families when students are not consistently completing assignments
- To communicate with specialty teachers and coordinate the total amount of homework given to their class
- Homework includes reading every night as we help each student develop the habit of being a lifelong reader. Written assignments over the course of a week may include a balance of assignments in other content areas such as writing, spelling, math, social studies, science, and long-term projects.
- In Kindergarten, the homework is for families and children to spend time together with books. Often, especially in the beginning of the year, this will mean parents and family members reading aloud to children. As the year progresses and Kindergarten children bring more books from school to home, students may be reading to and with family members.

Recommended Time Allotments for Homework

At United School of Tokyo we know that the amount of time it takes each student to complete homework assignments will vary. The following chart indicates what we believe is the appropriate amount of time for children in each grade to spend on homework. If your child's daily homework consistently exceeds these guidelines, please address it with the teacher and administration.

Grade	Reading	Written	Japanese	Total
Kindergarten	Reading with parents 15 minutes	None	10 minutes	25 minutes
First	15 minutes	10 minutes	10 minutes	35 minutes
Second	15 minutes	15 minutes	15 minutes	45 minutes
Third	20 minutes	15 minutes	20 minutes	55 minutes
Fourth	25 minutes	20 minutes	25 minutes	70 minutes
Fifth	25 minutes	25 minutes	30 minutes	80 minutes
Sixth	30 minutes	30 minutes	30 minutes	90 minutes

Grading Policy

All grades earned by students will be based on summative, formative and behavioral assessments.

- Summative assessments account for **60%** of the cumulative grade. Summative assessments consist of cumulative tests, essays, presentations, projects, teacher-made tests, standardized tests, reading assessments, and end of unit tests. A summative grade is determined by averaging a **minimum of four grades** per marking period.
- Formative assessments account for **30%** of the cumulative grade. Formative assessments consist of pop-quizzes, experiments, progress notes, anecdotal records, writing samples, journal entries and guided reading notes. A formative grade is determined by averaging a **minimum of six grades** per marking period.
- Attitude towards learning and class participation account for **10%** of the cumulative grade.
-

Percentage	Grade	Comments	Explanation
90%-100%	4	Exceeding Standards	Consistently grasps, applies and extends key concepts, processes and skills. Works beyond stated goals.
70%-89%	3	Meeting Standards	Grasps and applies key concepts, processes and skills. Meets stated goals.
60%-69%	2	Approaching Standards	Beginning to grasp and apply key concepts, processes and skills. Making less than expected progress.
0%-60%	1	Below Grade Level Standards	Not grasping key concepts, processes and essential skills. Area of concern that requires support.
	X	Not Assessed at this time	

- If a student has below a 2.0 grade point average in one or more of any of his or her classes or consistently does not do his/her homework, the student may be ineligible to participate in after school clubs and school activities and instead referred to an after-school study group until grades improve.
- A students who has a “1” or failing grade in any core classes must attend Summer School to work on completing core assignments. If student’s performance doesn’t improve after attending Summer School, the student may not be able to move to the next grade and will have to partially or fully repeat a year.

Behavioral Discipline Policy

Students’ Rights, Responsibilities, and the Code of Discipline The students of UST are entitled to learn and develop in a setting which promotes a respect of self, others, and property. We expect students to come to school ready to learn. Please discuss the following behavioral expectations with the students:

Student and School Wide Expectations

Students are expected to behave in ways that demonstrate the following rules:

- I take **responsibility** for my actions and myself.
- I behave in **safe** ways.
- I treat everyone with kindness and **respect**.
- I make good choices to allow myself and others to learn.

Teachers have class rules, which are based on these expectancies and which give students more specific information about the rules and what the teacher expects of them. Parents receive information on classroom discipline plans when their child enters the teacher’s program.

Students’ Rights, Responsibilities, and the Code of Discipline

The students of UST are entitled to learn and develop in a setting which promotes a respect of self, others, and property. We expect students to come to school ready to learn.

Physical Expectations

1. I will use safe, nonviolent actions at all times. (No hitting, roughhousing, shoving, pushing or spitting. Keep hands and feet and other body parts to oneself).
2. I know that being part of a fight, real or play is not acceptable at UST.
3. I will not touch others inappropriately.
4. I will walk in the halls quietly.
5. I will remain in designated areas that I have permission to be in at all times.

Language Expectations

1. I will speak English at school at all times (except for Japanese class)
2. I will use polite and appropriate language at all times. (No profanity, racial or gender slurs, verbal threats or inappropriate outbursts).
3. I know that participating in teasing, bullying, put-downs, and name-calling is not appropriate at UST.

4. I will use a quiet voice in the classroom, hallways and lunchroom.

Respect Expectations

1. I will speak and act respectfully to others. (No inappropriate gestures, back talk, or intimidating glares).
2. I will show respect for personal and school property. (No stealing, vandalism, or defacing property).
3. I will show respect to my teachers, other adults, students and myself. (No willful disobedience with any adult in our school).

Safety Expectations

1. I will use school materials such as pencils, scissors, etc., as were intended.
2. I will wear appropriate shoes at all times; due to safety concerns (flip-flops or clogs are **not permitted**)
3. I will wear sports shoes (shoes with backs on them) on days that I am scheduled for PE.
4. I will **not** wear bandannas, hats, or other headgear in the school.
5. I will **not** arrive at the school without parental supervision prior to 8:30 am daily; classes begin at 8:45 am.
6. I will **not** use skates and shoes with wheels (Heelys) at school. (if I do, they will be confiscated and a parent will have to come and pick up from the office.)
7. I will follow playground safety rules during school and non-school hours.
8. I know that chewing gum is **not permitted** at UST.
9. **I will not share food at school or on the bus**
10. **I will not bring any nut products to school**
11. I will only leave the school when I am dismissed
12. I will behave respectfully and cautiously when commuting to school by public transport.

Progressive Discipline

Understanding discipline as a “teachable moment” is fundamental to a positive approach to discipline. Progressive discipline uses incremental interventions to address inappropriate behavior with the ultimate goal of teaching pro-social behavior. Progressive discipline does not seek punishment. Instead, progressive discipline seeks concurrent accountability and behavioral change.

The goal is prevention of a recurrence of negative behavior by helping students learn from their mistakes. Essential to the implementation of progressive discipline is helping students who have engaged in unacceptable behavior to:

- Understand why the behavior is unacceptable and the harm it has caused
- Understand what they could have done differently in the same situation
- Take responsibility for their actions
- Be given the opportunity to learn pro-social strategies and skills to use in the future
- Understand the progression of more stringent consequences if the behavior reoccurs

Every reasonable effort should be made to correct student misbehavior through guidance interventions and other school-based resources and the least severe disciplinary responses. Guidance interventions are essential because inappropriate behavior or violations of the Discipline Code may be symptomatic of more serious problems that students are experiencing. It is, therefore, important that school personnel be sensitive to issues that may influence the behavior of students and respond in a manner that is most supportive of their needs.

Appropriate disciplinary responses should emphasize prevention and effective intervention, prevent disruption to students' education, and promote the development of a positive school culture.

Determining the Disciplinary Response

In determining how to best address inappropriate conduct, school administration evaluates the totality of the circumstances surrounding the conduct. The following facts must be considered prior to determining the appropriate disciplinary and/or intervention measures:

- the student's age and maturity;
- the student's disciplinary record (including the nature of any prior misconduct, the number of prior instances of misconduct, and the disciplinary and guidance intervention measures applied for each);
- the nature, severity and scope of the behavior;
- the circumstances/context in which the conduct occurred;
- the frequency and duration of the behavior;
- the number of persons involved in the behavior;

Cheating, bullying and fighting, as well as truancy and vandalism fall under UST's “zero tolerance” policy and could lead to suspension and/or expulsion (without refund of tuition).

All school rules and guidelines are expected to be followed by UST students at all times. Students who fail to adhere to the rules and guidelines will be subjected to disciplinary actions.

Please refer to the UST **Behaviors and Potential Consequences Matrix** for clarification of violations and consequences.

Disruptive Behavior	Potential Consequences
*Disruptive Behavior, name calling, in school *Non-compliance *Using Profanity *Skipping detention *Scuffling/ Rough housing *Pushing/ Shoving *Noncompliance with the UST Homework Policy	*Talk with the students about consequences *Talk about making amends *Have the student write an apologetic essay *Talk with the principal *Park detention (sitting on the bench) - less than one week *Refer to behavior plan optional *Letter to parent/ conference *After school detention *Phone call to parent
Serious Behavior	Potential Consequences
*Using racial or gender slurs, verbal threats *Leaving class without permission (running away) *Defiant non-compliance *Pushing/ Shoving (aggressive) *Throwing Objects of any kind *Destruction of property (school or private) *Carrying prohibited objects e.g. matches, lighters, fireworks, weapons of any kind, laser pointers – including toys, pocket knives and other items with similar potential for danger *Threatening a student/ Bullying *Forgery of parent's signature on school documents *Cheating on a test *Truancy *Cursing/ insulting an adult *Continuous noncompliance with the UST Homework Policy	*Administrator/ Parent/ Teacher/ Principal conference *After school detention *After school Bullying class Park detention (sitting on the bench) - less than one week *Student sent home with parent *Letter to parent *Refer to counselor for individual behavior plan *Parent shadows student in the classroom *Referral to the discipline committee for recommendation regarding suspension (if more than 10 days)/ expulsion as per UST Regulations *Suspension by administration
Very Serious Behavior	Potential Consequences
*Fighting (aggressive physical contact) *Stealing *Violent acts (premeditated/ potentially serious injury) *Threatening a teacher or school personnel *Assaulting an adult *Displaying or use of a prohibited object e.g. matches, lighters, weapons of any kind, laser pointers – including toys, pocket knives and other items with similar potential for danger *Repeated cheating or truancy *Vandalism *Refusal to comply with the with the UST Homework Policy	*Administrator/ Parent/ Teacher/ Principal Conference *Conference for individual behavior plan *Parent shadows student in the classroom *Letter to parent/command *After school detention *After school Bullying class *Referral to the discipline committee for recommendation regarding suspension (if more than 10 days)/ expulsion as per UST Regulations *Suspension by administration (up to 10 days) *Expulsion

Anti-Bullying

UST is committed to making our schools safe, caring, and welcoming places for all our children. Bullying is a one-sided pattern of repeated aggressive behaviors directed from one child to another with negative intent. Some examples of bullying may be verbal, physical, and/or relational; have as its overlay race, ethnicity, religion, gender, physical, or mental ability.

Students at UST are expected to prevent bullying:

- Treat each other with respect
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Report bullying to an adult

Discipline Procedures for Bullying in School

Consequences for bullying may include, but are not limited to the following:

- Notifying parents/guardian of the incident and consequences
- Assisting the involved student(s) to find more appropriate ways to relate to peers
- Conferencing with teacher, principal, and/or parent
- Corrective instruction
- Temporary removal from the classroom

- Classroom or administration detention
- Suspension
- Expulsion

Guidance Intervention

To promote positive behavior schools provide a range of prevention and intervention strategies and support services for students during and/or after school hours throughout the school year. When a student engages in misconduct, the Discipline Policy provides a non-exhaustive list of guidance interventions that should be considered based on the type of behavior in which a student has engaged.

When used consistently and appropriately, guidance interventions help improve student behavior, lower repeated misbehavior and contribute to a more positive school environment. Guidance interventions will be employed as part of a comprehensive response and students should receive support services at all stages of the disciplinary process, including while on extended suspension. Support services may include any of the interventions or a combination of such services that best meet the needs of the individual student.

Parent Outreach

School staff should keep parents informed of their child’s behavior and enlist parents as partners in addressing areas of concern. Outreach to parents can include, but is not limited to, a phone call, written communication and/or face-to-face meeting.

Guidance Conference

Principals and teachers may request a guidance conference with the student and, where appropriate, with the parent. The purpose of the conference is to review the behavior, find solutions to the problem and address academic, personal and social issues that might have caused or contributed to the behavior.

Individual/Group Guidance

Guidance sessions provide students with an outlet to share issues in privacy that may be negatively impacting their attendance, behavior, and/or academic success. Students discuss and formulate goals, and learn problem-solving strategies that will enable them to overcome a variety of personal challenges. Counselors will conference with parents on a regular basis to discuss the student’s academic and personal progress.

Short-Term Behavioral Progress Reports

Teachers and/or principals may send behavioral progress reports to parents on a regular basis until they feel that the student is in control of his/her behavior and working in the classroom successfully.

Development of Individual Behavior Contract

The student meets with teachers to create a written contract that includes objectives and the specific performance tasks that the student will accomplish to meet those objectives. The contract is signed by the student and teacher and, where appropriate, by the parent.

Library Guidelines

Students have regular daily access to the school library for checking out/returning books, having read-alouds with the teachers, doing independent reading during class or recess time. Children may also check out books to enjoy at home. The rules for checking out books are:

- To check out a library book, students must arrange it with the homeroom teacher.
- The books must be returned back to the appropriate shelf (according to reading level)
- Materials are due back the following week, or may be renewed for an additional week as long as no one has requested the title.
- Special checkout of extra books can be arranged by parent request.
- **All lost and damaged books must be replaced by the family.**

Usage of Computers and Tablets

UST students are fortunate to have access to computer technology, which enhances their education. UST computer technology is defined as all hardware, software, and resources made available at the school (including personal or school devices). Internet access is available anywhere at the school.

We expect all students to treat all electronic devices, software, and resources in a responsible manner and to abide by the rules established in this handbook.

With access to computers and people all over the world also comes the availability of content that may not be of educational value in the context of the school setting. UST takes precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. UST firmly believes that the valuable information and interaction available through computer technology far outweighs the

possibility that users may procure material that is not consistent with the educational goals of UST.

The following Acceptable Use Guide contains expectations with regards to use of Internet and technology resources at UST:

- You may not personalize school computers by:
 - Installing screen savers, changing the desktop background
 - Adding, changing or moving icons on the desktop
- Foods and drinks not allowed
- Exit all programs, leave computer/tablet as you found it
- Leave the IT room with your chair pushed in

Personal iPads

While G1-G6 students use personal iPads in the classroom as an academic tool, their personal iPads are often loaded with non-educational games and apps that become a big distraction. **The school requires that all application of this nature must be deleted from the iPads used at school.**

Required Behavior with regards to the Internet Use

Being Safe

- I will never give my name, my home address, my telephone number or any personal information about me, my family or friends to anyone or any website on the Internet. I know that if I am ever asked to give somebody personal information that I should tell my teacher or parents immediately.
- I will not sign-up for any type of internet service or offer without permission from my teacher.
- I may be given a password--a special code word that only I know--to sign onto a computer/tablet. My password should be known only by me and I know that I must never share my password with a friend. Also, I know that I should never use a password for myself if that password belongs to someone else.

Being Responsible

- I will only use technology e.g. laptops, tablets, Internet, scanners and printers at school with my teacher's permission.
- I understand that my teacher wants me to use technology during the school day for learning. I will not use technology at school for any other reason.
- If I receive any type of message (email, text, voice or video) that I find upsetting I will not reply and I will tell my teacher or parents immediately.
- I will not use social networking sites at school or home; I will use security settings on all apps/programs I use.
- I will not play any games on my iPad/computer, unless instructed by my teacher.
- I understand that sometimes I may see a site on the Internet that has pictures or words that my teacher or parents would not want me to see. I will not try to find those sites and, if I come across one of them by accident, I will leave it as soon as I can and tell a parent or teacher right away.
- I understand that I need to treat computers and other electronic devices with care.
- I understand that if I do not follow the above outside of school hours that my actions could harm or embarrass community members including students, teachers or parents. I understand there will be consequences if my actions harm or upset others or cause harm to the reputation of UST.

Being Honest

- When I use the Internet to communicate or publish, I promise never to pretend that I am someone else.
- I agree that I cannot use the words or pictures I see on an Internet site without giving credit to the person who owns the site.

Tablet Computers

UST is implementing usage of Apple iPads in the elementary classroom. Tablets will be used by students for research, reading, working on classroom assignments, taking notes or recording digital images (pictures or video). The ethical responsibilities when using these devices are no different than laptop computers. They provide students with internet access and digital recording capabilities that can be used for inappropriate activities. Teachers will monitor tablet use by students in their classrooms to make sure they are using them for educationally approved purposes only.

Use of cell phones and other electronic devices

While at school student's cell phones must be turned off. Any interruption of classroom routines will result in the phone being brought to the office for a parent to pick up. This includes students making outgoing calls. Should a student need to contact a parent the school has phones for student use.

If a student consistently disregards the cell phone policy, **the teachers/ school staff will take the phone away and hand it to the parents.**

UST allows students to use digital technology for school related projects and assignments. However, these digital recording devices cannot be used to record inappropriate images or behavior. Digital and video camera use is limited to special projects

and ECA activities at all times.

School Property Damage and Policies

Student laptops, library books, desks, science lab supplies, and other academic materials and equipment are all property of the school and should be treated with respect and care.

1. In order to use the school laptops, students must comply with the following rules:
 - Treat any technology devices with care and respect.
 - Wash your hands before working with a technology device
 - Do not carry technology devices around
 - Do not run, roughhouse in the IT room
 - Open and close the devices with care
 - Do not bang on the keyboards
2. Consistent disregards for the above policies may result in temporary ban from using technology devices.
3. Library books must be first checked out with the teacher before they are taken from the library. They must be returned on time and in good condition. If a library book is lost or returned damaged, the family will be asked to replace the one that is lost/ruined.
4. Class supplies and other academic materials or equipment such as desks and chairs that are damaged or broken due to carelessness or failure to follow teachers' safety procedures will also result in student fines to replace the materials.

Park/Playground Rules

When going to the park or a play area the teachers supervises children at all times. Teachers carry a first-aid kit and a telephone to use in case of emergency. When at the park, the teachers keep an eye on the students at all times. The area where children play is clearly outlined to them to avoid any of the students wondering off. Toilet time is done together with the rest of the children to avoid any accidents. Students are required to follow teacher's instructions at all times.

General playground safety rules

- When at the park, do not talk to strangers or take anything from strangers.
- Follow directions given by your teacher.
- Stay within playground boundaries and away from off-limit areas.
- Play games only in approved and designated areas specified by your teacher.
- Inform the teacher if they need to go to the toilet or water fountain.
- Use school equipment; do not bring toys and equipment from home.
- Avoid wearing jewelry.
- Avoid wearing clothing with drawstrings.
- Leave pens or pencils in the classroom.
- Leave dirt, sawdust, stones, sticks, snowballs, rocks or other objects alone.
- Leave surfacing materials on the ground.
- Stay away from structures such as fences, trees or other things not intended as playground equipment.
- Respect other people's space. Keep your hands and feet to yourself. Do not push or hit.
- Be courteous and a good sport.
- Speak respectfully to each other.
- Stop playing immediately when the signal is given.
- Report bullying to a teacher or supervisor.

Snacks and Lunches

At UST children may bring their own lunch or use a lunch catering service. If a student came to school without lunch, the school will purchase a basic lunch from a convenience store and invoice the parents 500 yen. UST is determined to teach our students healthy life and eating habits. To help us achieve that we would like to ask the parents to refrain from sending sweets, cakes and chips to school as snack. We also do not use microwave to warm up students' lunches as microwave ovens are not considered to be healthy, especially for children.

Allergies

To avoid allergy-related accidents, UST has introduced very strict **“no nuts”** and **“no sharing”** policies. All teachers and students must diligently follow these policies and refrain from sharing or encouraging sharing in the classroom.

There are several children with egg allergies. The teachers must make contact with the parents of children with allergies to understand the extent and the severity of the allergy and what precautions should be taken in class.

If there is a class party or an event involving food, parents must be informed of all the ingredients in advance.

Please watch out for any of these items in children's snack/lunch boxes, report it to the office and also email the parents to

remind them of our no-nut policy:

- Peanut butter
- Nuts
- Nutella
- Chocolates
- Muesli bars
- Baklava
- Biscuits
- Turkish Delight
- Cakes

Health Concerns

Although precautions are taken, students have accidents at school. When minor accidents occur, the school office will administer first aid. If an injury requires the attention of a doctor, the family will be contacted and advised to consult with the proper clinic. If immediate assistance is needed, the Office will call an ambulance or take the student to Kijima clinic downstairs.

If a student is too ill to function in the classroom, please bring him/her to the Office. The Office will contact the parents and look after the students until the parents arrive.

Communicable Diseases Communicable diseases such as impetigo, ringworm, conjunctivitis, or pediculosis (lice) require exclusion until treatment is instituted. Communicable illnesses, such as chicken pox, require exclusion until the child has recovered. If in doubt as to the disease a child might have, and to the treatment of the disease, please have the Office contact the parents/ request the parents to take a student to the health clinic.

If you have been informed by a parents that one of your students is absent because of the communicable disease, please inform the office immediately so that the office could send a school-wide email to report the illness.

Please make sure that any students returning bring a note from a doctor when returning from sick leave. A doctor's note is required if your child is absent for more than 3 days. The doctor's note must be sent to the Office.

Children who are returning to school after staying at home with a communicable disease must report to the school Office prior to being readmitted to class. Children sent to school must be free of fever, rash, cough, lesions and swollen glands.

Medicine

No medicine, including Tylenol, will be distributed to students without a note from the parents granting permission. All medicine in such cases will be dispensed through the Office. Homeroom teachers will attach the note to the medicine and send it to the Office.

Field Trips

Field trips are planned by the teacher to support the curriculum, enrich classroom learning, and expand a student's experience within the local culture. Parents are required to provide written permission for their children to participate. Other siblings may not be brought on field trips, as the degree of supervision may be compromised. Parents may be asked to accompany their child if discipline becomes a safety concern. The safety of all children and the image we present to the community is taken very seriously.

Field trips should not be considered as a day off or reward, and all students are expected to participate. Even if the destination on the trip is located near student's house, all students must come to school at a regular time and go on a trip as a group.

Bus Guidelines

United School of Tokyo has the utmost care and concern for our students. For children's safety, please arrive at the bus stop 5-10 minutes before the scheduled bus pick up time. To abide by Tokyo city traffic laws, our bus will only be able to stop for 2 minutes or until all of our students are safely on/off the our bus.

The parents must inform the bus monitor if the students is sick, late etc. **If the student is late without notice, the bus will leave after 5 minutes.**

Students must be seated during all bus rides and follow the directions of our bus monitor at all times. At the end of the school day, children will be dropped off at the bus stop where they were picked up.

Parents or guardians must be at the bus stop on time to meet their child. Children who do not have an adult to meet them will return by bus to the school and must be picked up by a parent or guardian from United School of Tokyo.

Bus Policies

On and Around School Buses students will:

1. Be on time for the bus.
2. Board and exit the bus in an orderly, safe manner.
3. Stand back from the curb.
4. Never run to or from the bus.
5. Never J-walk – find a nearest traffic light and wait for it to turn green.
6. Never cross the road in front of the bus: the bus is too big for you to see the traffic behind it. Wait for the bus to leave or cross the road behind the bus. Look to the right then to the left when crossing the road.
7. Never crawl under a school bus
8. Remain seated while on the bus.
9. Talk with other passengers in a normal voice.
10. Keep all parts of the body inside the bus windows.
11. Keep aisles, steps, and empty seats free from obstruction.
12. Remain fully and properly clothed.
13. Treat the driver and fellow students with respect.
14. Promptly comply with the bus driver or monitor's instructions.
15. Treat the bus and other private property with care.

On or around school buses students will not:

1. Fight, push, shove, or trip other passengers.
2. Play games on ipads
3. Stand or move while the bus is in motion.
4. Open windows or extend any item or part of the body from the bus.
5. Participate in/or encourage horseplay.
6. Use any spray such as, hairspray, perfume or deodorant.
7. Run, jump, and swing on ceiling or seat rails.
8. Throw or shoot objects in anyway.
9. Damage the seats and bus interior by picking holes in the upholstery
10. Litter in or outside of the bus.
11. Eat and share snacks, including gum and candy.
12. Spit or use saliva in any manner.
13. Use profanity, make derogatory racial, ethnic, gender remarks, or use obscene gestures or speech.
14. Harass or create an intimidating environment.
15. Possess or use knives or guns.

Non-compliance with the above rules could lead to temporary suspension from riding the bus. If a student consistently breaks the rules and shows no improvement, s/he could be permanently suspended from riding the bus.

UST Social Responsibility Program

UST strongly believes that we should never forget that there are still people in the world for whom having one meal a day is a luxury and there are millions of children who do not have access to primary education. UST is dedicated to helping our students become conscientious, giving, compassionate and responsible world citizens by brining attention to social and environmental issues in Japan and around the world and getting actively involved.

At UST we employ several SSR (School Social Responsibility) programs and fundraising initiatives to support our mission of raising conscientious and socially active children.

The UST "Helping Hand" Programs

- Supporting an underprivileged elementary school in Cambodia
- Help Tokyo (helping make and distribute food for homeless people, clothes drives)
- Organizing fundraising events to support various local and international charities
- Visiting a nursing home with concerts
- Collecting bottle caps to sponsor polio vaccines
- Scholarship program for low income foreign families
- Parent volunteering
- Raising corporate or individual sponsorship and donations

The UST Eco drives

UST employs various initiatives to help us stay "green" and teach our students their role in environment preservation.

Reduce

- UST tries to minimize it's impact on the environment by reducing the amount of printed matter used at the school. We do not use informational packages for the prospective students: all information about the school is put online. We are also working on digitalizing all our application forms.
- Faculty members are also encouraged to share documents online and use digital copies instead of prints; use double-sided

prints and recycled paper in their classrooms.

- Students learn the importance of conserving electricity when they are put in charge of monitoring the lights and paper usage in their classroom and the entire school. Students keep energy and paper saving charts in the classroom to help them become more accountable and gain a sense of accomplishment.

Re-use

- UST encourages re-using by hosting sales of school uniform and organizing collecting donations of used clothes and toys to send to children in developing countries.

Recycle

- The students are encouraged to participate in collecting PET bottle caps to sponsor polio vaccines. Using recycled paper for class projects is another important effort to help us stay "green".

Revitalize

- "Revitalize" is a very important initiative that helps children learn responsibility, become aware of their own actions and actions of others, and learn to take charge of what goes on in their own classroom and in the world around them. As part of the "Revitalize" initiative our students clean their own classroom every day before leaving the school; participate in monthly Eco patrol clean-up at the local parks; or bi-annual cleaning field trips to their destination of choice within the Tokyo/Chiba/Kanagawa area (the location is decided by the Student Council).

The UST "Change" Initiative

In the beginning of the academic year G2-G5 students are asked to come up with ideas for an individual or group project to find ways to introduce change in the world around them. The Change could be introduced on the family, friendship, school, local community and global community level.

The progress of the projects is monitored by the class teachers with students producing several progress reports throughout the year. In the end of the year students present their projects to the class and the top project in each class gets presented to the entire school at the UST Change the World Assembly.

Student Council

At UST we believe that student leadership builds skills and competencies essential for the 21st century. Involvement in student government and student press helps students learn to show initiative and responsibility, acquire problem solving skills, build confidence, and teaches them the importance of making a difference by servicing their school and community.

The Role of the Student Council

- To promote the interests of students among the school administration, staff and parents.
- To provide an opportunity for students to voice their opinions and offer suggestions in relation to student life.
- To discuss issues relevant to our school and encourage and promote initiatives from the students
- To offer an opportunity for the students to get actively involved in improving our school.
- To manage the Friendship Program with our sister-school in Cambodia
- To encourage students, and thereby their parents, to organize events central to the life of the school.
- To provide an opportunity to raise funds for charities or for our School Fund.

Topics that come under discussion at Student Council meetings include the following: school events; school rules and discipline; ecological issues; health and safety; homework; friendship; fundraising; students' yearbook; ECAs.

Cleaning Duties

- UST is a school that aims to raise responsible and conscientious children. Keeping the school and personal work place clean is one of the daily responsibilities that our students must understand and assume.
- Students' cleaning duties include some of the following:
 - Keep desks clean and tidy
 - Sweep and tidying the classroom - before leaving for the day please make sure your classroom is tidy
 - **Every Friday** clean the cubbies, counters, paper trays, reading area, tidy bookshelves etc.
 - Clean the whiteboard
 - Make sure the lights and air conditioners are off when not needed
 - Turn the water and light in the bathroom off after you used it
 - Go on cleaning patrols to make sure the school's common areas are clean
 - Take in-door shoes home at the end of every month for a weekend to wash and air

Toys

Toys and other non-educational objects are distracting to their owners and to other children and may constitute a safety hazard with a large group of children. They should be left at home. Children are allowed to have one toy on the bus, however the toy must be put away into their bags during school time.

Plastic knives, swords and toy guns are not allowed in school for any reason.

Scooters, skateboards, roller blades, iPods, radios, infrared laser pointers, battery-operated games are not allowed at school. These items will be confiscated and will only be returned to a parent at his/her earliest convenience.

We especially would like to discourage parents from allowing children use iPods or other music players during commute. **Listening to music while crossing streets is very dangerous and should be avoided at all times.**

Birthdays

Children's birthdays are celebrated at school. See your child's teacher regarding procedures. We ask that you not bring party bags to school to distribute to children. To avoid hurt feelings, birthday party invitations must be distributed outside of school unless the whole class is invited. It is not an expectation that every child be invited to a birthday party. If you choose to do so, please make appropriate supervision arrangements for this large group of children. A good rule of thumb for young children is to invite the number of children that corresponds with the child's age.

Payment Policies

Partial attendance

The School does not prorate tuition for terms that are partially attended. Term tuition must be paid in full.

Refunds

The School does not refund any fees or tuition for terms that were partially attended. Refunds are issued only in the case where notice has been received as described below and a term has been fully unattended.

Notice Period

Parents wishing to withdraw a student from the School must give no less than one complete term prior written Notice of Withdrawal (could be found in the Parent Handbook) to the school office or pay one complete term's fees in lieu of such notice.

The office will advise the student's teacher(s) of the pending withdrawal so that report cards and other necessary document could be prepared.

If the family needs a recommendation letter to accompany the students to the new school, they must put an official request through the school office.

Late Payments

In cases of late payments without any prior notice, school policy prohibits class attendance and/or the release of grades, transcripts, or other records of attendance and performance. **A late charge fee of 10,000 yen will be applied to all cases of delinquent payments.**

Deadlines

UST requires all fees to be paid in full by the date stated on the invoice. Invoices will be sent out 7-8 weeks before the end of the previous term. Parents remain responsible for the timely payment of invoices, even in cases where a third party such as a company is making the payment. Students whose tuition has not been paid by the beginning of the following term will not be permitted to attend the school and the school will seek to reallocate their place to the next person on the waiting list.

The fees and tuition for the new academic year must be paid by May 15th. If the payments are not made by June 1st the school will issue a warning letter. If the fees are still not paid by June 15th and the school receives no notice from the parents, the school will reallocate the places of students whose fees have not been paid to potential students on the waiting list without additional notice.

All fees must be paid by bank transfer and made under the name of the student.

Withdrawal Procedures

Routine Withdrawal

Families who receive notice of job transfers and relocation of assignments need to inform the Elementary School of a student's withdrawal from UST (page 25). Please direct in writing a notice to the Office that indicates your child's last day of attendance. This should arrive no later than two weeks prior to departure to insure that records and report cards can be properly prepared and provided to families upon their departure. Student records may also be mailed if a forwarding address is provided. Students withdrawing permanently prior to the end of the year will receive grades-in-progress. Students who withdraw during the school year are invited to leave their forwarding address and pay postage to cover the mailing of their copy of the yearbook. Such requests are to be directed to the Office.

Withdrawal - Academic/Behavioral Reasons

UST offers a challenging learning environment matched to the strong academic capabilities and interests of its students. The program requires students to apply themselves and contribute to this learning environment. As indicated in admissions documents, UST's program is designed for students who are able to be largely successful in the regular classroom instructional setting and who do not require major staffing, curricular, behavioral or assessment modifications. If it becomes apparent through review and documentation that a child demonstrates a significant learning or behavioral need beyond the scope of

UST's limited support services, or they have extreme difficulty in being successful in the program, the child may be recommended for withdrawal from the school. It will be 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 services.

Evacuation Plan

Immediately following a big earthquake UST has two evacuation plans in place, depending on the amount of damage to the school building.

1 If the school building has been determined safe to be in

- All the children and staff members will remain at the school. The school will attempt to contact parents either directly by e-mail or through Facebook (more details follow). This will be to notify parents that there has been an emergency situation at the school and that the school will be ending the school day early.
- Children will not be sent home and remain under the supervision of school staff members until picked up by a parent or designated adult.
- First aid and emergency supplies will be made available at the school.

2. If the school must be evacuated

- If it is decided that the school building is not safe to remain in, school will use several evacuation points, depending in the severity of the devastation
- The School will first evacuate to **Tokyo University Komaba Campus**.
- Teachers will stay with children until they hand them over to parents or guardians.

Personally collecting children from the school/evacuation point

- If you are able to get to the school/evacuation point please come to collect your children as soon as possible. Also if you are able to get in touch with the school in any way (e-mail, Facebook or Skype), please inform us of when you expect to be at the school so we are aware of whose parents are on their way.
- If you are communicating via Skype, please refrain from calling – use the chat option to save abtteries.
- If you are intending to collect your child but are experiencing difficulties getting to the school please stay in contact with us about your location.
- If you believe you will be unable to reach the school for a long period of time, we suggest you use a 'hosting system' with a fellow family where your children can stay with them for a period of time. If you choose to do this, please make sure you contact the school to confirm which family will be collecting your child for you.
- In case you would like to pick up your child from the shelter location, you will need to show the school pick up card with your child's name on it. If you do not have the card, you must show your child's health insurance card, passport or alien registration card.
- If you would like somebody else to pick up your child, the person coming will have to have/know the following information:
 - a. School's pick up card with child's name on it
 - b. Child's date of birth
 - c. Names of parents
 - d. Parents' phone numbers

Emergency Communication

- During an emergency situation, such as natural disasters, cellular communication becomes difficult. However, it should be easier to communicate with each other using online services such as school portal, e-mail, Facebook.
- Prefer to our Facebook page for frequent updates. If you become a follower of the school's Facebook feed, you can post messages/communicate with the school. The feed will be monitored by our staff member during an emergency situation.
- Immediately after an emergency situation our designated staff member will be monitoring all the Internet communication points awaiting feedback from parents, as well as continuing to update you on the situation at the school. However, please note that we can only begin updating these websites once we have been allowed to return to the school building. When it is safe to re-enter the building we will begin to process of notifying parents as soon as possible.

Once the emergency situation stabilizes and we settle back at the school or one of the evacuation points, we intend to contact the parents using the emergency email addresses provided. However, in the event that we cannot get easy access to computers and have to rely on simple means of communication, we encourage parents to do the following:

- a. To find out about what is going on with at the school and about the whereabouts of children please visit the following accounts (in order of priority):
 1. Facebook: United School of Tokyo
 2. Skype name: unitedschooloftokyo

3. School website at www.united-school.jp
- b. If you need to contact the school to inform us about your situation and all telephone services are down, please contact us via (in order of priority)
 1. email school at info@untied-school.jp
 2. Facebook: United School of Tokyo
 3. Skype name: uniteschooloftokyo
 4. LINE: ndytham (Natasha Dytham0)

Please connect, 'befriend', 'follow' United School of Tokyo and add it to your network using the aforementioned account names. Also please input the school email addresses into your cell phones and email address books.

In any event we would like to ask the parents to keep communication to a minimum in order not to occupy the lines or fill up the school mailbox.

Form 1

Child Pick-up Permission

I, _____ hereby grant permission to the following guardian to pick my child(ren) up from school / bus stop (please circle) in my absences.

Child(ren)'s details

1. Name _____ 2. Name _____

Grade _____

Grade _____

Guardian details

Mr/Ms _____ (full name)

Relation (family member, babysitter etc) _____

Guardian's phone number _____

I understand that UST does not bear any responsibility over my child/ren once they are handed over to the aforementioned Guardian.

Signature _____

Date _____



Independent Commute Waiver

I, _____ would like to inform United School of Tokyo that I have granted my child

Name _____

Date of birth _____

Grade _____

Commute partners _____ (if any please specify)

Commuting route (train/bus line, station names etc)

a permission to commute to UST by public transport.

I understand that UST does not provide any special assistance to children commuting to school by public transport. I fully understand the potential risks of independent commute and take full responsibility for this decision.

Signature _____

Date _____

Form 3



Withdrawal Form

Please read carefully, complete, sign and return by email to info@united-school.jp or in person to the UST school office.

Parents of all students leaving the United School of Tokyo must complete this Withdrawal Form as confirmation of their intent to withdraw their child(ren) from the school.

The school office must receive this form one complete term in advance of the planned withdrawal date. In cases where this does not occur, a family will forfeit the complete term's fees in lieu of such notice. Once this Withdrawal Form is submitted, the student's place is released from the date notified on the form.

Family name: _____ First child's name: _____

Date of birth: _____ Nationality: _____ Current class: _____

Transferring to (please provide next school name and address if known) : _____

Second child's name: _____ Second child's name: _____

Date of birth: _____ Nationality: _____ Current class: _____

Transferring to (please provide next school name and address if known) : _____

Last day at UST: _____

Current address in Japan _____

Contact information/ forwarding address _____

TEL _____ EMAIL _____

REASONS FOR LEAVING If you are transferring to another school in Tokyo, please indicate if you would like a meeting with the Principal to discuss your reasons (it is not compulsory to complete this section, but it would be very helpful to the school if you could do so)

Signed:

Date:

Print name:

Please sign this form and send it to school with your child on the first day of school.



**UNITED
SCHOOL
OF TOKYO**

Confirmation of Understanding

I _____ have read the UST Student handbook with my child(ren) and understand the information therein.

I understand that if I have questions or concerns that I must discuss them with the school principal. I understand that I am responsible for following the guidelines set forth in the handbook and for helping my child(ren) understand and follow the school guidelines as well.

Child's name

_____ Parent's name
Parent's signature

Date _____