



Aoba-Japan International School

Family Handbook
School Year 2014-2015

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Table of Contents

Introduction	4
Mission Statements	5
Accreditation	6
GENERAL INFORMATION	
Early Learning Education	7
English as an Additional Language Support Program	7
Saturday School Intensive Program Communicate and Create with Confidence in English	8
Library	9
COMMUNICATION	
Communication	10
Parent Teacher Conferences (PTCs)	11
Notices and Letters from School	11
Messages for Students	11
EMERGENCIES AND SCHOOL CANCELLATION	
Emergencies	12
Emergency Contacts and Release Permissions	12
Student Release in Emergency Situations	12
School Cancellation	12
STUDENTS' WELFARE	
General Health and Safety	13
Child Protection	13
PE Participation During/After Illness	13

CONDUCT	
Attendance	14
Early Leave	14
Dismissal of Students	14
Classroom Conduct	15
Conduct Outside the Classroom	16
Conduct Outside of School Premises	16
Assessment	17
Academic Honesty	18
Probation	21
Suspension	21
Expulsion	21
Truancy and Leaving the School Premises	21
UNIFORM	
School Uniforms	22
Dress Code	22
GENERAL RULES	
Consumption of Meals / Snacks	23
Telephone Calls and Mobile Phone Use	23
Items not Permitted for Use at School	23
Items not Permitted to Be Brought to School	23
Bicycles	24
Graduation Trips	24
PROPERTY	
Lockers	25
Lost and Found	25
Care and Use of School Property	25
Valuables	26
Borrowing / Lending Money	26

FAMILY COMMUNITY

A-JIS Family Community	26
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FOOD & STUDENT SERVICES

Food Services	27
Transfers / Withdrawals Requests	27
Issuing Documents	27
Change of Address / Contact Information	27
Guidelines for Bus Riders	28

LEARNING SUPPORT

Academic Support Programs	30
Learning Support	30
Counseling	30

EXTRA-CURRICULAR ACTIVITIES

Clubs	31
Student Council	31

PAYMENT AND REFUND REGULATIONS

Refund of Tuition and Related Fees	32
Re-enrollment (Continuing Students Only)	32
Leave of Absence	32





Introduction

The purpose of the Aoba-Japan International School (A-JIS) *Family Handbook* is to provide parents/guardians and student with the necessary information to guide them through their years at A-JIS. It contains information about services available through A-JIS, rules and regulations, as well as school procedures.

This handbook is written in English, but for convenience of families, it is also available in Japanese. However, in the event of a discrepancy or dispute, the English version of this handbook will prevail.

Mission Statement

Aoba-Japan International School (A-JIS) is shaped by a spirit of community. We are dedicated to developing globally-minded, compassionate, collaborative students who are inspired to learn, take risks and lead change in the world.

Vision

A-JIS will continue to be a leading international school by providing students with a rigorous international education in a safe and supportive environment conducive to learning in which learners' needs are supported, their perspectives sought and respected, and their unique qualities valued and nurtured. Through a continued emphasis on educational excellence and innovation, each individual student will be provided relevant resources and opportunities that will enable them to secure the best of what the future holds for them.

Our Philosophy

We believe that students should reach their full potential as international citizens who are dedicated to learning and who are inspired to succeed in an ever-changing world.

The school's commitment to shaping internationally minded students

A-JIS has endeavored to create a learning environment that promotes an understanding and sense of internationalism and interculturalism throughout the school and community. Internationalism and interculturalism are promoted in the content of individual lessons and through various school programs and policies. Classroom teachers, administrators, and parents undertake the process of educating students in internationalism and interculturalism via various student initiated projects and activities. The goal of A-JIS is to help our students develop strong senses of openness and inclusivity, and through those qualities influence change in the world in positive and meaningful ways.

As part of this commitment to international mindedness, A-JIS is a candidate school for PYP, MYP and DP International Baccalaureate programs.

<http://www.ibo.org/programmes/>

Accreditation

Aoba-Japan International School is proud to be accredited by the Council of International Schools (CIS) and the New England Association of Schools and Colleges. A-JIS has been accredited since 1997.



The Council of International Schools (CIS) is the premier organization for international education. CIS is a non-profit organization of a truly worldwide international educational community comprising over 600 schools and 450 colleges and universities.



Founded in 1885, the New England Association of Schools and Colleges (NEASC) is the oldest regional accrediting agency in the United States whose mission is the establishment and maintenance of high standards for all of education from pre-kindergarten through doctoral programs.

Memberships and Affiliations



The Japan Council of International School (JCIS) consists of 26 accredited international schools located throughout the Japan from Hokkaido to Kyushu. Each member exists independently, however, JCIS provides a valuable forum for exchange of news, ideas and expertise.



Founded in 1965, the European Council of International School (ECIS) is a global service membership organization that provides professional development opportunities to its members. ECIS membership is comprised of international schools, individuals, and organizations.



The East Asia Regional Council of Schools (EARCOS) is an organization of 120 member schools and 120 associate members that provide educational services that enhance the learning of more than 83,000 student throughout Asia. EARCOS was in initially founded in 1968.

Early Learning Education

Students are placed in early learning classes as follows:

- K1 - Children age 2
- K2 - Children age 3
- K3 - Children age 4
- K4 - Children age 5



English as an Additional Language Support Program

Our EAL Support Program has been re-evaluated and is in the advanced stages of being redesigned using leading research and in-depth, school-wide program analyses to fully align with the philosophy and educational standards of the International Baccalaureate Program.

EAL Students will transfer to an appropriate grade level IB class when they have achieved English language proficiency in reading, writing, speaking, and listening.

School-wide benchmarks are to be used to place students into a suitable classroom environment, where they will take part in a sheltered immersion program until they gain gradual independence from EAL support as they gain mastery of the language in all four language domains.

After conducting research on both optimal conditions for highly effective EAL programs and through recent academic publications, it has been ascertained that students can and do acquire dramatic social and academic benefits by being immersed with the rest of their grade level class.

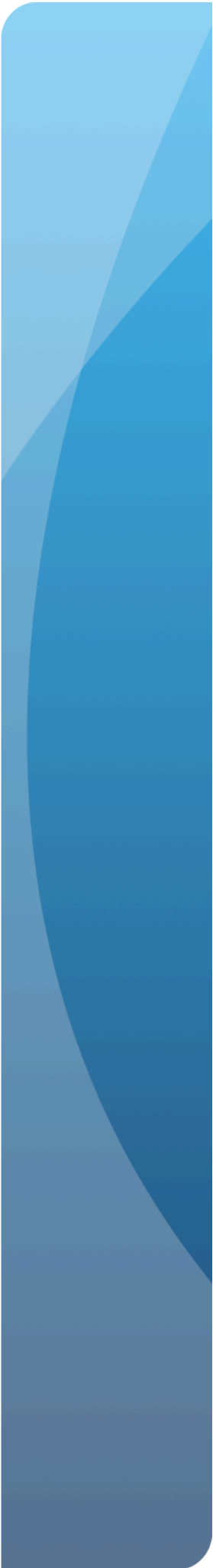
This collaborative and highly effective learning program and paradigm will allow for EAL 1 and EAL 2 students to attend grade level classes with the support of their EAL teacher inside and outside the classroom.

This allows students to gain gradual independence of EAL support services as they progress.

In terms of assessment, there will be a 3-stage assessment cycle employed school-wide in November, February, and May. This was designed to give parents a clear idea of when and how their child will be evaluated for English proficiency.

The three stage cycle will utilize a variety of internationally recognized tests that will be used to benchmark each child at an accurate and trackable level.

Using this data, students will be gradually moved to gain full independence from the EAL Support Program. This process will create a more collaborative, inclusive atmosphere that will enable students to acquire English with improved social well-being and efficiency.



Saturday School Intensive Program Communicate and Create with Confidence in English

As we are in the midst of a dynamically changing educational environment with the ongoing process of becoming an IB World School, we have thoroughly re-evaluated and redesigned our Saturday School Program to fully align with the International Baccalaureate Program.

As such, Students will be supported in their inquiry-based learning with an authentic confidence in speaking, reinforcement of creative reading and writing, community building and social skills, promotion of the IB learner profile, support of phase progression, high-quality, engaging supplemental resources, a deeper, more palpable sense of community spirit, and an ability and desire to apply the learning process.

Saturday School Program - Structural Overview

In the evolved program structure, we have decided to extend the weekly blocks and at the same time provide our students with a fun, performance-based learning system.

At the end of the seven week block, small groups of students will hold an exhibition of their learning for their parents.

Student learning will revolve and thrive around a variety of categories, such as reciting poetry, language games, acting out poetry, drama, playing songs, arts and crafts, and more.

Communicate and Create with Confidence in English will provide an inclusive, engaging, language rich learning environment for every student by allowing each student to expand their interpersonal communication skills (BICS) while increasing social-well being at the same time.

Our teachers will all create feasible schedules for each seven week block, while also demonstrating a commitment towards teaching students using creative and purposeful activities.

Some of the innovate activities to come include the creation of Greek-Gods into written and clay sculptures, theme-based musical performances, multidimensional fictional character construction, an apple-centered (not the company) look into the various seasons and uses for these delicious fruits in music and literature and more!

The summative exhibition at the end of each cycle will be a time for parents to share in a festive celebration that shows how their child has improved their English, while at the same time acquiring the IB learner profile in this genuine, life-changing experience!

* Please note that students who are transferred from the EAL program into a mainstream class during the academic year are still required to continue attending Saturday school for the remainder of the year and also are required to attend Summer School.

Library

The school library is located on the first floor at Hikarigaoka. It is open from 8:00 am. to 4:00 pm.

The library counts with around 10,000 books, fiction and non-fiction, of levels from kindergarten to adult.

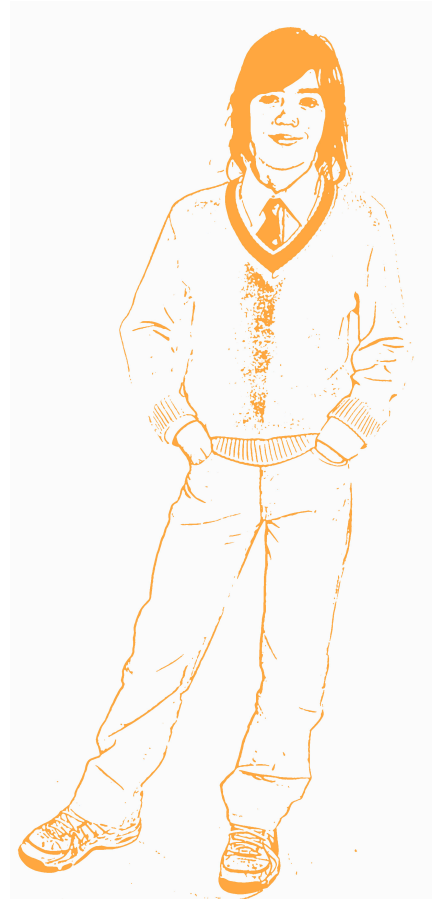
Computers that are connected to the school wide network are available for student research or consult the electronic catalog of the library.

A librarian is available to help and assist teachers and students.

The A-JIS Library aims to develop creativity and imagination, human values and international mindedness. It also encourages critical thinking by using valuable information resources.

General Library Rules and Regulations:

- Computers can be used freely only for research and academic purposes.
- All materials borrowed must be returned or renewed on time.
- Lost or broken material must be informed to the librarian as soon as possible, in order to repair or replace it.
- The library is a space for all. Please use it in a respectful way for its material and for other users. If you leave the library the same (or better!!!) than you found it, you will make happy the next users!



Communication

A-JIS values close communication with parents and encourages parent participation in school activities, events and governance forums. Should you have questions, concerns or comments in regard to your child's experience or general school affairs, please refer to the following guidelines, which are intended to ensure that the most appropriate and effective channels of communication are used for each occasion.

Questions regarding office procedures and administration should be directed to the school office. Broader school concerns, such as matters of policy, general organization and security, may be directed to the Head of School, Principal, EAL coordinator or PYP coordinator. If you have a concern about a teacher or member of staff that you are unable to resolve directly, please contact the principal or the head of school.

Questions and concerns regarding academic and classroom issues pertaining to individual students should be directed in the first instance to the classroom or subject teacher and, if necessary, be escalated according to the following four-step process:

Step 1 - Communicate with the Classroom or Subject Teacher

Normally the classroom or subject teacher should be approached first for any classroom questions or concerns.

Step 2 - Communicate with the Head of School or Principal

If there is still a question, for the middle and high school, you may contact the Head of School. For the kinder and elementary contact should be directed Kinder /Elementary Principal.

Step 3 - Contact the Head of School

Questions or concerns not able to be resolved through steps 1 and 2 may be brought to the attention of the Head of School.

Step 4 - Appeal to the Board of Directors

After the above steps have been taken, and if the question or concern has still not been resolved, you may bring the issue to the attention of the Board of Directors via communication to the chairman.

In regard to questions or concerns about day-to-day school matters, we encourage parents to directly contact the appropriate member(s) of the teaching faculty, administration or staff, either in person or by telephone. You may also contact us by email; however, please be aware that responses can sometimes be delayed.

Please note: The Board of Directors is the ultimate legal authority for the school and has primary responsibility for setting school policy and ensuring its long-term financial and operational stability. It is not charged with managing the day-to-day affairs of the school. In the event that questions or concerns are brought before the board, there is an expectation that they will have first been directed through the appropriate channels as outlined above.



Parent Teacher Conferences (PTCs)

Students with problems or concerns are welcome to speak to any of the teachers, who will always try their best to help or to refer them to someone who can help.

Parents/guardians who wish to confer with teachers or administrators must make an appointment through the principal's secretary through a written note or by telephone or email. Conferences with parents/guardians are conducted individually. Administration will not confer with a parent/guardian without prior appointment. If you require an interpreter, please feel free to bring your own with you.

Notices and Letters from School

Our major means of communication to parents is via email. It is important that parents check their registered email account daily for latest news. You will also be requested to be part of a class email group which your child's teacher will communicate important messages. Please also check the school's official web site at <http://www.aobajapan.jp> for the latest news, the school's calendar and the lunch menu. You will be informed of additional enhancements to the website as they take place.

Messages for Students

Messages will be delivered to students in class in the event of an emergency. All messages intended for delivery to your child will be verified for his/her security/safety.



Emergencies

Earthquake and fire drills are conducted regularly at school. In the event of a serious earthquake, the communication and transportation systems may be disrupted. All teachers, staff members, and students must remain at school until parents/guardians can safely come and pick up their children.

Emergency Contacts and Release Permissions

All parents are asked to provide the school with contact information for individuals who could be contacted in the event of an emergency should the parents not be reachable. These contacts should include relatives or friends in Japan, as well as overseas contacts if applicable. You may also designate a local family to whom your child could be released in an emergency situation. Students will only be released if parental permission is on record; otherwise they will shelter overnight at school with school staff.

You may register or update your emergency contact information by Family Access Module (FAM) and release permissions by sending email to registrar@aobajapan.jp

Please notify the school if both parents will be away from home either overnight or for a longer period of time. It is imperative that you leave emergency contact addresses and telephone numbers with the school office. It is also important that the name of a guardian be supplied in case of emergencies.

Student Release in Emergency Situations

Should it be necessary to hold students at school due to adverse weather, natural disaster or other emergency situations, students will only be released to a parent/guardian who comes to pick up the student in person or such time as communication with the parent/guardian can be established and it is determined safe to release the student on his/her own. Release to other designated emergency contacts will only be allowed if permission is registered with the school.

School Cancellation

School may be canceled due to adverse weather conditions, transportation strikes, or other circumstances. Class email groups will notify you of any changes to the daily schedule. To receive the latest updates, visit the school's official website and get the latest information regarding school closing at www.aobajapan.jp

General Health and Safety

A child with fever, nausea, sore throat, etc. is to be kept at home until all symptoms have disappeared. The school must be notified at once if a child has contracted a communicable disease such as the mumps, influenza, measles, or chicken pox. Keep your child at home until the contagious period has passed. Your local doctor must be advised and consulted. A child will not be permitted to resume attending school until a medical certificate attesting to full recovery is issued. If a child is suspected of being ill while in school, the parents/guardians will be informed and requested to come to pick up their child.

Please find the Infirmary Information for Students from the below link.

[Head Lice Policy](#)

[Influenza Chart](#)

[Requesting Medical Certificate for Recovering from Infectious Diseases](#)

Child Protection

Every student enrolled at the school has the right to live in a safe and secure environment. While the school does not monitor the conditions in which the students live, school personnel will be vigilant and proactive in recognizing signs of abuse or neglect and report all cases for further investigation. When abuse or neglect is confirmed, the school will, while remaining sensitive to cultural differences and on a case by case basis, pursues all options in its sphere of influence to achieve the outcome of ending the abuse.

PE Participation During/After Illness

The decision concerning a student's participation in PE classes due to a minor illness, will be made by the PE teacher and/or the administration.

Attendance

Please contact the school either by phone or in writing if your child will be absent. Extended absences must be approved in advance by the principal.

Mainstream students with 20 absences during the year are strongly encouraged to attend Summer School.

The days on which a student is suspended will be counted as absences.

Absences do not exempt a student from submitting required academic work such as homework, book reports, special projects, etc.

Excused absences will not be counted towards required summer school attendance. All absences will be indicated on the report card. A-JIS report cards must accurately reflect all students who are/were in attendance on a particular day and all students who are/were not in attendance on a particular day, regardless of whether an absence is considered excused or not.

Early Leave

Please notify the school in writing or by phone if your child needs to leave school before dismissal time for extenuating circumstances.

Please arrange your child's after school activities so as not to conflict with the school's daily schedule.

Dismissal of Students

It is mandatory for students in kindergarten, grade 1 and grade 2 to be released directly to their parents either at school, or at a school bus drop off point. No exceptions.

Parents who pick up their children by car at the end of the day are reminded that there is no parking permitted on the street in front of the school. Please see the website www.aobajapan.jp for a complete list of all nearby parking facilities.

In the interest of safety, we kindly request that parents/guardians vacate the school premises promptly once students have been dismissed, or after concluding school business.

Parents who are waiting with their child/children for siblings to be dismissed are asked to closely supervise their child/children. Please keep your child with you at all times.

Classroom Conduct

At the beginning of each year, teachers develop an Essential Agreement to establish the classroom rules. All students and the teacher sign this agreement. This is displayed in the classroom and referred to consistently to ensure that students are aware of the expectations that were developed by the class.

The IB learner profile and the IB attitudes define the type of learner that the IB hopes to develop through its programs

IB learners strive to be:

Inquirers	Knowledgeable
Thinkers	Communicators
Principled	Open-minded
Caring	Risk-takers
Creativity	Respect
Balanced	Reflective

IB Attitudes:

Appreciation	Empathy
Commitment	Enthusiasm
Confidence	Independence
Cooperation	Integrity
Creativity	Respect
Curiosity	Tolerance

English is preferred to be spoken on the school premises or at school sponsored events at all times. This does not apply to all new EAL students during their first term.

Order should be maintained at all times, especially when entering and leaving the classrooms.

During class, students should always be attentive and cooperative and should refrain from engaging in activities that are irrelevant to the lesson.

Every student must have all the necessary instructional materials: textbooks, notebooks, pens, etc. in order to participate to the maximum level in classroom activities.

Students should maintain cleanliness and orderliness in the classroom. Chairs must be in order and the floor free from litter.

Addressing teachers in a respectful manner is always expected.

Conduct Outside the Classroom

Running, shouting, and boisterous talking are not allowed in the school building.

Students should not loiter in the bus parking area.

After class dismissal, only those with tutorials, clubs, detention, or those allowed by a teacher who is in charge of immediate supervision shall remain in the building.

Students are allowed to use their lockers before 9:00 a.m., during recess and lunch breaks, and after 3:35 p.m. with the exception of bus riders.

When walking in the hallways and going up and down stairs, the students should always keep to the left to avoid congestion. **ABSOLUTELY NO RUNNING ON THE STAIRS.**

Conduct Outside of School Premises

Students should be mindful of their behavior while traveling to and from school and should demonstrate the attitudes of an IB learner.

Students should always endeavor to be courteous to adults, especially to the elderly.

Bad behavior reflects badly on the school and the family. Good behavior reflects well on the school and the family.

Students should not eat on trains and public buses.

Students should go directly to their homes or other designated place after leaving the school premises.

Students should never walk alone. Students should always walk in groups of two or more.

Students must leave in their uniform unless mentioned otherwise.



Assessment

The purpose of assessment is to inform teaching and to improve learning.

Assessment is a continual process. It involves reflecting upon learning, purposeful feedback about performance and setting new learning goals. At A-JIS, our assessment is guided by variety of standards. We use international academic benchmarks and the learning outcomes prescribed by the IB. This ensures rigorous teaching and learning takes place.

We also use external standardized assessments such as ACER International Schools Assessment, DRA (A standardized Diagnostic Reading Assessment) and the WIDA (World-class Instructional Design and Assessment) progress test.

Parents are informed of their child's progress through extensive student reports and student/parent/teacher meetings

We encourage parents to contact teachers for PTCs if they wish to discuss their child's progress.

Student Promotion Policy

All students at A-JIS will be promoted to the next grade at the beginning of each year from Grade 1 to 10. A student who has not reached the academic benchmark required for the DP program may be asked to repeat year 10 or enter a transition year. In the case of students with high level learning needs there may be a circumstance where the students remains in a particular grade for more than 1 year. This decision is to be done in collaboration with the school and with the approval of the student's parents or guardian.

Academic Honesty

Academic honesty is fundamental to the integrity of any school. It is expected that students show academic honesty at all times throughout the school year—in the classroom, during internal and external exams, and with homework. Recognizing that the Internet and other technological advances bring increasing complexity to this issue, guidance is provided to students regarding the definition of plagiarism, proper citation practices, and how to avoid accidental copying or other malpractice.

The IB Learner Profile is embedded in our school mission and values and, therefore, is the foundation to this policy. As an IB candidate School, our policies promoting academic honesty closely follow the IB publication, [Academic Honesty : Guidance for School](#).

In developing and enforcing this policy, we encourage our students to be:

- Inquirers - who acquire the skills necessary to conduct inquiry and research.
- Knowledgeable - who explore concepts, ideas and issues.
- Principled - who act with integrity and honesty, take responsibility for their own actions.
- Open-minded - who are accustomed to seeking and evaluating a range of points of view.
- Risk takers - who are brave and articulate in defending their beliefs.
- Communicators - who are clear in explaining which parts of their assignments are from other sources.

According to the IB, academic dishonesty is any behavior that results in, or may result in, a student gaining an unfair advantage in assessment. This includes the following.

Plagiarism

Plagiarism is defined as using another person's words, pictures, charts, or ideas without properly giving that person credit. What someone publishes in a book or a website is their intellectual property, and using it improperly is theft. At A-JIS you are being taught how to use other people's ideas to strengthen your own, not to substitute for your own. You will be taught how to develop your own ideas by using other people's ideas in a proper way, and plagiarism will not be accepted.

There are three types of plagiarism:

1. Direct copying of significant amounts of material without proper citation. This includes cutting and pasting from websites and copying directly from a book.
2. Use of large segments (sentences or even phrases) of uncited, copied wording mixed in with your own words.
3. Over-dependence on sources' phrasing in a way not allowed by the assignment, such as rewriting a paragraph in basically your own words but clearly only using the ideas and structure of the source you are reading.

Plagiarism is a serious academic offense that carries severe penalties, which could include not earning an IB Diploma. Examples of plagiarism include (but are not limited to) the following:

- Copying answers to math homework from a friend during tutor group.
- Copying and pasting material off the Internet and using it in a speech or essay.
- Having an outside source build a model or paint something for art class.
- Pasting pictures in your research work without citing the original source for art.

The use of tutors: While some students may receive the assistance of external tutors to help with homework and assignments, ALL work submitted by students for assessment **MUST** be the authentic work of the student and not that of the tutor. Over-dependence on the ideas or phrasing of tutors is dishonest and will be treated as plagiarism.

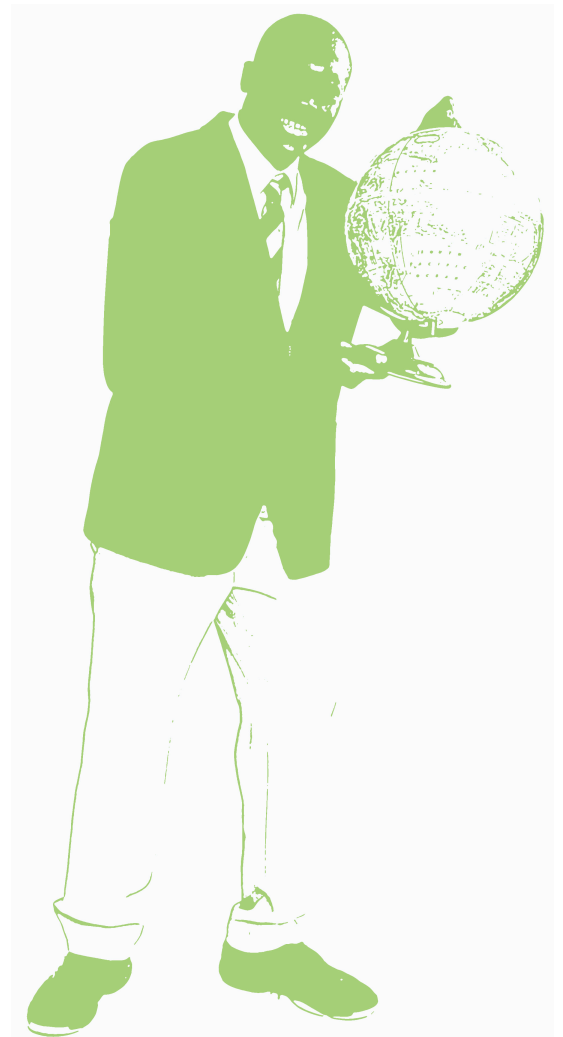
Collusion

Collusion is defined as supporting the academically dishonest behavior of another student. This could include allowing one's homework or an assignment to be copied or submitted for assessment by another student or sharing answers to a test. This includes work completed in previous years, for example, the sharing of work between siblings in different year levels.

It is important to note that collaboration is different from collusion. Ideal collaboration occurs where a group task is divided and equal contributions are made. You will, at times, be asked to collaborate with other students; a science lab where your group comes up with shared data would be a good example. In this case, however, these shared data should lead to the production of an individual and unique piece of work.

Collusion is also a serious academic offense. Examples of collusion include the following:

- Giving a friend in the same class a copy of the homework.
- Allowing your essay or assignment to be copied.
- Telling a student what material appears on a math test.
- Hiding the truth from a teacher when you know someone is cheating.



Behavior Management

Our behavior management for classes is developed as an essential agreement with the students. This is signed by all children and then becomes the reference point for discussing inappropriate behavior in the classroom.

Our playground rules revolve around an essential agreement that revolves around responsibility, safety and respect.

After School

Please note that there is no supervision for students after school unless they are involved in a school program. The school will not be responsible for

Kinder and Elementary children are not to be on school premises after school unless;

- * accompanied by a parent
- * involved in an AJE activity

as the school cannot accept responsibility for looking after students at this time.

Parents of secondary students who remain at school after 3:45 pm and not involved in an AJE activity must note the school cannot accept responsibility for looking after the students at this times.

All students, unless involved in a school sanctioned after school activity must leave the school grounds before dark.

Conduct outside the school

1. Students should be mindful of their behavior while traveling to and from school.
2. Bad behavior reflects badly on the school and the family. Good behavior reflects well on the school and the family.
3. Students should go directly to their homes or other designated place after leaving the school premises.
4. Students should never walk alone. Students should always walk in groups of two or more.
5. Students should walk to and from Hikarigaoka by the prescribed route.
6. Students departing the school prior to 6:00 PM must leave in their uniform.

Probation

When a student's behavior falls below the expectations of the school, the principal may institute a probationary status in which the student's continued enrollment at the school will be reviewed.

Suspension

A suspension from school means that a student may be prohibited from attending classes, and/or attending any school-sponsored activities/sports, and/or being on or near the school campus during the period of the suspension.

Suspension removes a disruptive or potentially dangerous student from the learning environment and gives notice that it may be necessary to remove that student permanently from the school.

Students may receive a suspension for violations of the school rules or for behavior that is viewed by the principal as inappropriate on or off school grounds.

Expulsion

When the Head or designee determines a student's behavior in or out of school falls seriously below the School's standards, the student may be expelled from the school.

Truancy and Leaving the School Premises

No student is allowed to leave the school premises during normal school hours for any reason without permission from the principal. If a student leaves the school premises without permission, parents/guardians will be contacted. If a student has to leave school early, **a written note from parents/guardians is required in advance.**

School Uniform

The school uniform is available for purchase from Lands' End. Students are required to be in complete uniform at all times while in school, from Monday to Friday, except for "Free Dress Days", which will be the first and last school day of the month, unless otherwise announced.

A "Free Dress Day" refers to those days provided periodically to all students for cleaning uniforms. On these days, students do not need to wear the school uniform. However, if they have P.E., they should bring or wear suitable clothing. Uniforms are not mandatory on Saturday schools and during summer school.

Please refer to the below link for the Uniform Guideline.

[Uniform Guideline](#)
[Isetan Uniform Guide](#)

Dress Code

Periodic free dress is allowed - please see calendar for these dates. Students may be out of uniform on these days but should be dressed appropriately for school.

Free dress attire should be respectful, and be appropriate for the school environment.

Shirts should be in good taste. Clothing that advertises, promotes or glamorizes drugs, alcohol or tobacco products, or displays inappropriate or sexually suggestive language or symbols are not permitted.

No tank tops, spaghetti straps, sleeveless or cropped tops may be worn.

Pants / Shorts:

Proper fitting denim jeans or shorts may be worn, and must be in good condition; no tears, rips, frays, or ragged hems.

Consumption of Meals/Snacks

Students can only eat at recess time, lunchtime, or after school snack time. Kindergarten, elementary and middle school students are not allowed to eat or drink at any place other than in the cafeteria, in the lobby outside the cafeteria or the vending area outside the K4 classroom. It is prohibited to eat or drink in the entrance hall. No gum is allowed at anytime. Elementary students are to use the vending machine outside the gym.

Telephone Calls and Mobile Phone Use

In case of emergency, the phone may be used with permission from the principal's office.

Mobile phones, if used during school hours, or used inappropriately, will be confiscated and turned in to the principal.

Items not Permitted for Use at School

Students are not allowed to bring the following items at school:

- Water guns
- Toys or tops
- Roller blades/skates/kickboards or any footwear or means of transportation with built-in wheels
- Trading/collectors cards of any kind
- Manga

Items not Permitted to Be Brought to School

The following items are strictly forbidden on school premises:

- Drugs, stimulants.
- Cigarettes/lighters/matches.
- Alcoholic beverages.
- Pornographic or immoral materials.
- Guns (stun, air, or any type).
- Firecrackers.
- Knives.
- Anything that could be considered a weapon.

Any student found possessing such items could be subject to immediate expulsion.

Law enforcement authorities may be notified.

Regarding the possession and/or usage of illegal drugs, the same consequence will be given to any student even if the act is done outside the school premises.

It is illegal for anyone under 20 to smoke or drink in Japan. The possession of tobacco and or alcohol is grounds for suspension or expulsion.

Bicycles

Bicycles can be ridden to school. Students up to Grade 2 need to be accompanied by parents. Bicycle riders must submit a registration form to Student Administration Office and put a sticker with a registration number provided in exchange for the form on their bicycles. The bicycle parking space is located beside the main entrance outside of the library. It is highly recommended that all students wear helmets and are insured.

Graduation Trips

K4 and Grade 12 students are expected to participate in the school graduation trips.



Lockers

Middle School and High School students are assigned lockers at the beginning of the school year. Student lockers are subject to search at anytime. Students may not change lockers without permission.

Students are only to use the lockers during non-instructional time or at times when specified by a teacher.

Lost and Found

Lost and found clothing items should be placed immediately in the boxes provided, located beside the P.E. change rooms. Electronic items and valuables should be handed in immediately to reception. On the last school day before the winter and summer breaks the clothing items will be displayed. All remaining items not claimed will be donated to charity. Parents/guardians are advised to clearly label all of their child's clothing and personal belongings.

Care and Use of School Property

Students are expected to show proper care of school property and the building. All students are expected to help keep the school and their classrooms clean. Any form of vandalism is strictly prohibited.

Acts of vandalism resulting in destruction of school property will result in any/all of the following:

- Conference with parents/guardians.
- Work detention.
- Pay repair or replacement cost.
- Suspension.

Acts of vandalism that can be corrected by cleaning, such as graffiti on desk, walls, etc. will result in any/all of the following:

- Cleaning the item/area affected/damaged.
- Work detention.
- Pay repair or replacement cost if necessary.
- Conference with parent/guardian.
- Suspension

Valuables

Students should not bring cash in excess of ¥3,000 or other valuables to school.

Borrowing/Lending Money

Borrowing and lending money is not allowed. If a student needs money in an emergency, he/she should go to the principal's office.

A-JIS Family Community

Each parent/guardian automatically becomes a member of the Aoba-Japan International School Family Community upon his/her child's enrollment.

Family Community has two main purposes:

- To promote assist with the sound physical and mental development of children enrolled at the school, in cooperation with the school and families.
- To support and assist with activities and special events such as bake sale, parties, ceremonies, sports, events and other similar activities.

The A-JIS Family Community shall have nothing to do with the internal operation or administration of either school campus and it will not be involved in academic matters which are responsibility of the school administration. It may, however, support or assist special occasions and events concerning academic matters such as reading clubs, judges for academic events, etc.

Food Services

Food services at A-JIS are provided by Cezars. Cezars caters for the number of children who are in the lunch program. They do not cater for extra. If your child forgets their lunch, you will be contacted to determine a solution.

Transfers/Withdrawals/Requests

Please request a *Notification of Withdrawal* form at least one month prior to transfer or withdrawal from the school. All financial obligations must be settled before a student's records are released. Allow a minimum of two weeks when requesting official school documents, report cards, letters of recommendation, etc.

All requests must be made through the Student Administration Office in writing.

Upon receipt of the Notification of Withdrawal form, which must be submitted to school two weeks prior to the actual, or intended, withdrawal date, tuition will be refunded for only those terms that remain in the school year that the student will not attend.

Issuing Documents

Documents, such as certificates of attendance, recommendations and official transcripts, are issued on request. Please send an email to registrar@aobajapan.jp, or request a Request for Release of School Documents form from the registrar if your child applies to other schools. A small fee is charged to issue a document. Postage may be added if documents are to be sent abroad.

Request can be made by a Notification of Withdrawal form if documents are needed for your child to be transferred to another school.

Change of Address/Contact Information

It is essential that the school be notified immediately when there is a change in address, telephone number, names, or persons responsible for picking up your students. Changes can be made through FAM (Family Access Module). An up-to-date photograph of all persons who will be picking up your child is required to be on file in our office.

Guidelines for Bus Riders

If your child rides the bus, A-JIS would like to make sure that there is as little confusion for your child as possible. The school would like to ensure the safety of all the children. The following rules apply to all students riding the buses. Disciplinary action will be handled at the respective campus of the misbehaving student.

General Information

- Morning pick-up is at the designated point. The bus will not wait any longer than one-minute past the designated time.
- If there is any reason we do not put your child on the bus you will be notified.
- No visitors, parents/guardians are allowed on the bus.
- Bus riders must ride only the bus on which they are registered.
- Students may be dropped off only at their assigned stop.
- The bus coordinator determines the order of pick up and drop off of students.
- All communications should be done by the principal's secretary for any change.
- Kindergarten, grade 1 and 2 students, students **MUST BE** picked up by a parent/guardian at their assigned bus stop at the designated time. Under no circumstances will students be dismissed alone at their bus stop. If students are not met and picked up by a parent/guardian the student **WILL NOT** be allowed off the bus and will return to school on the bus. Parents/guardian can contact the school to make arrangements to pick up their child from school.

Bus Rules and Regulations for Parents/Guardians

- Please help your child learn their bus pick-up/drop-off points, home telephone number, address and any other relevant information pertaining to their safety and well-being.
- Please make sure that your child's name is marked on all clothing.
- Please contact the bus attendant and the school if your child will be absent.
- If a child who normally uses the school bus is to be picked up at A-JIS, inform the bus attendant and school no later than 2:00 pm
- Please inform the bus attendant and school of your child's after-school activity schedule no later than 2:00 pm if he/she will not be riding the bus.
- If your child is to be met and picked up at the bus stop, please be on time. If your child requires bus service for Saturday School beginning in October or for Summer School beginning in June, complete a bus application two weeks in advance.



Bus Rules for Students

- At the end of the school day students must go directly to the bus assigned to them, board the bus in an orderly manner, and proceed to their assigned seats.
- Eating, drinking, or littering is not allowed.
- The inappropriate use of electronic devices can lead to the confiscation of the device.
- Unruly behavior, including name-calling is not allowed.
- Students shall remain seated until the bus comes to a complete stop.
- Seatbelts are to be worn at all times.
- Windows are to remain closed at all times.
- All school and personal items must be properly and safely stored.
- Students should always show respect to the driver and attendant.
- Students must observe the rules of safety while waiting for the bus.

For safety reasons, any student who misbehaves may be suspended from the bus. If conduct does not improve, the student may be denied bus service. Parents/guardians will be kept informed as needed.

Should suspension or denial of service become necessary, there will be no reimbursement of fees.

Inappropriate bus behavior can distract the driver and compromise the safety of all concerned. Failure to comply with bus safety rules will result in the following:

- First time misbehavior may result in a written warning.
- Second time misbehavior may result in a call parents and/or a meeting with parents/guardians.
- Third time misbehavior may result in a temporary suspension of bus privileges.
- Further occurrences of misbehavior may result in permanent loss of bus services.

The principal will hand down disciplinary measures. Depending on the gravity of the offense, suspension of bus service may apply even on the first infraction. Students with past records of bus misbehavior will be accepted on a conditional basis, meaning a Second Misbehavior Report within the year will mean an automatic denial of bus service.



Academic Support Programs

In addition to the regular academic program, A-JIS also provides opportunities for students to acquire academic support. Opportunities exist for students to register for Skill Development Sessions (SDS) to learn new skills or develop existing ones. SDS sessions can help for students to strengthen areas where students have difficulty, or to explore areas of interest. For more information, please contact the school.

Learning Support

The Learning Support Program is designed to assist in developing the academic, behavioral and social development of students identified as in need of extra support. This is achieved through a continuum of services beginning from consultation with teachers to individualized instruction. Students who may be at-risk for learning difficulties are referred to and assessed by the Student Support Team (SST) who will evaluate the areas of concern and formulate goals and/or strategies to enhance student success in the classroom.

Counseling

A-JIS does not have a certified school psychologist on staff, but will refer parents/guardians to one upon request.

The school reserves the right to require parents/ guardians to seek professional advice from a certified psychologist should the school suspect the child of having a learning disability or behavioral difficulties. The certified psychologist, based on testing and evaluation, will determine the extent of a possible disorder and will recommend treatment/strategies to best suit the child's particular need(s).

AJE Afternoons - Sports, Activities and Arts

The division of A-JIS is responsible for the sustainable delivery of extra-curricular activities critical to the social and physical growth and character development of our students in their journey towards Global Leadership.

At A-JIS we strive to help children develop academically, ethically, socially, and physically. To this end, and beyond our core program of studies, we offer a fully integrated selection of sports, clubs, activities, visual and performing arts. All of these opportunities are provided by highly trained, certified and celebrated individuals.

AJE Afternoons Program is scheduled from 3:45 to 5:45 daily, Monday through Friday. It is also tied to the AJE Saturday Action Camp program (each Saturday from 9:00 to 4:40 pm)

There are 2 groups divided by grades.

Junior Jaguars:

- K2 - K4
- Grades 1 - 3
- Grades 4 - 5

Jaguars:

- Grades 6 - 10
- Grades 11 - 12

For further details, please see,

http://www.japaninternationalschool.com/wp-content/uploads/2014/10/AJE_Program_Catalogue_2015-2016b.pdf

Student Council

The Student Council is composed of representatives from Secondary School and upper intensive classes, and it plays an active part to meet the following objectives:

- Resolve student problems through participatory discussions.
- Create a spirit of teamwork among students.
- Create a school atmosphere conducive to mental, social, and emotional growth.
- Organize and run student events.
- Develop responsibility and leadership in students.

Refund of Tuition and Related Fees

Please refer to the PDF file, 'Payment and Refund Regulation' in Community/Families/For Parents - Documents site on the website.

Re-enrollment (Continuing Students Only)

A deposit of ¥150,000 is required by a due date specified in the school calendar to reserve a place for the following school year. The deposit is applied towards tuition fees. Re-enrollment without payment of the deposit by the due date will result in a ¥50,000 re-instatement fee. The re-instatement fee is non-refundable.

Leave of Absence

Tuition during leave of absence from school will be 50% for the term which student will not attend, but only with the prior approval from the administration.

