

Parent Handbook

7.0

FOR

SAI SISHYA INTERNATIONAL SCHOOL, TOKYO

Effective August 2023



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Mission Statement

Sai Sishya International School

One of the principal goals at Sai Sishya is to instill intrinsic motivation and responsibility in each child so that each one can become a well-rounded individual who excels in his/her chosen pursuits. Our goal is to create responsible global citizens that are able to embrace and demonstrate a deep understanding of the qualities expressed in the IB learner profiles: inquirers, knowledgeable, communicators, principled, open-minded, caring, risk-takers, balanced, reflective, and thinker.

Furthermore, the following statements guide us in all decisions

- Students are not discriminated based on gender, race, or nationality
- Every child becomes proficient in English over time
- The native language is celebrated
- All subjects are connected and collaboration is encouraged
- The curriculum will go through appropriate changes when necessary to ensure that current evidence based practice is incorporated into the teaching and learning experience
- Multiple viewpoints are considered
- Students develop self-respect, self-motivation, and a positive self-image as well as a positive attitude towards school
- Tuition is reasonable and teaching quality high

Recommendations which may help the school better fulfill its mission are always welcome.

Dr. Servando LOPEZ LEON

Principal

Sai Sishya International School

PYP

As an International Baccalaureate Authorized World School for the Primary Years Programme (PYP), Sai Sishya International School embraces the IB Mission Statement:

The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments, and international organizations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

We believe that our SSIS philosophy as well as our own mission statement closely reflects the beliefs of the IB mission statement as both promote helping children become active learners who have an understanding of different cultures and who can contribute to creating a better and more peaceful world.

Sai Sishya International School is an Authorized IB World School for the Primary Years Programme (PYP). IB World Schools share a common philosophy—a commitment to improving the teaching and learning of a diverse and inclusive community of students by delivering challenging, high-quality programs of international education that share a powerful vision.

For further information about the IB and its programs, visit www.ibo.org

Administration and Staff

Head of School, Principal - Servando Lopez Leon

Executive Directors - Haruhisa Usui, Indrajeet Khater

Board of Advisory - Harish Sachdeva, Unnati Sachdeva, Ranjan Gupta

General School Information

School Address

2-12-8 Naka Kasai, Edogawa ku, Tokyo, 134-0083

School Contact

070-1393-5515 / 070-1300-5515

admin.support@saisishya.org - For general inquiries

Classes and Hours

Section	Hours	Reception/Drop-off	Dismissal / Pick up
Kindergarten	9:00 AM - 13:10	8:40 - 9:00 AM	13:10 - 13:20
PYP G1-5	9:00 AM - 15:00	8:40 - 9:00 AM	15:00 - 15:15

Arrival after 9:00 AM is considered tardy. Kindly make every effort to reach before 9:00 AM. The earliest Parent Drop-off is 8:40 AM; before this time there is no supervision available.

Prior permission to pick up or drop off outside of the designated times is required. Kindly make every effort to pick up/ drop off your child at the designated times. If there is a need for an early drop off please inform at least one day before the date. For early dismissal, please contact the Homeroom Teacher and our Admin Team (adminsupport@saisishya.org) from 08:30 - 8:45 a.m. on that day. Confirm via English phone 070-1393- 5515, 070-1300- 5515 or 03-6808-9230. Contacts later in the day should come by phone as email may not be monitored continuously throughout the day. It is the parents' responsibility to ensure that confirmation of contact with the school has been made. Dropping early or after the time stated without previous notice or doing it repeatedly will result in a penalty fee.

Class Designations at SSIS

Age by September 1	SSIS	Grade Designation UK
2 years 8 months Toilet trained Able to separate from parents	K2	---
3	K3	Nursery
4	K4	Reception
5	K5	Year 1
6	Grade 1	Year 2
7	Grade 2	Year 3
8	Grade 3	Year 4
9	Grade 4	Year 5
10	Grade 5	Year 6

Admission Requirements

1. Attendance by one or both parents/guardians at an orientation session and school tour in English.
2. Completion of the Application Form, Health History Form, and Physician Exam Form.
3. Recent medical health check up.
4. Submission of a copy of the applicant's school record for the previous two years (except applications for K3-K5; applicants for G1 submit pre-school records)
5. Full disclosure in the case of any learning or other issues of which the parents are aware
6. A meeting with the child*.
7. Family Picture

*These requirements are mandatory and may be postponed if applying from overseas.

Students with limited English will be accommodated until grade 2.

Admission decisions are made on a case-by-case basis. In general, acceptance will be granted for those students whose parents agree to support the mission of the school and who we believe will benefit from the program offered as well as space availability. Offers for admissions can be withdrawn at any time if it is found that the application contains misrepresentations.

Fees and Invoicing Policies

- Non-refundable fees (registration, insurance, kindergarten bag, school uniform, material, technology fees) are not refundable for any reason.
- One full working month notice is required for withdrawal in order to receive any school documents.
- Auto-debit process from the bank side also requires 2 full working months notice for the process to be canceled. Example: Withdrawal notice is given on August 10. August is only a partial month, therefore the two full months are September and October.
- A rejection of the auto-debit form will incur a reprocessing fee of JPY2,000. To avoid the reprocessing fee, kindly make an appointment at your bank to ensure the paperwork is correct.
- In Japan it is required that all agreed payments are honored in the case of non-sufficient funds (NSF). In the event of NSF, an additional JPY5,000 will be charged for NSF cases for each missed transaction.
- Late fees by bank transfers will also incur a JPY5,000 fee if not transferred by the due date. • Late payments of any school fees will be noted on the Transfer Certificate.
- No fee reductions are available for leaves during the school working calendar. Please make every effort to schedule your trips during scheduled school holidays.
- No fee reductions nor line item invoicing is available for book/supply sets.
- Invoicing for any school fees notes **Pay on or before: Month Date, Year**

Any delay in payment in excess of one week will result in an extra charge (late fee payment).
For that reason, we strongly recommend subscribing for the automatic withdrawal.

School Year Organization

The school year is approximately 37 weeks. Please see the table below for your child's program's general details

Program	Academic Year	General	Grade Designation
SSIS - Kindergarten PYP	Late August - Mid-July 37 weeks 2 Semesters	4 UOIs	K2, K3, K4, K5
SSIS - Primary PYP	Late August - Mid-July 37 weeks 2 Semesters (More than 180 school days)	6 UOIs 3 iReady evaluations	G1, G2, G3, G4, G5 From 2025: G6

SSIS, as an Authorized IB World School for the PYP, Units of Inquiry (UOI) are required for long-term investigations into various topics. Kindergarten students are required to explore four (4) UOIs. Primary students are required to study six (6) UOIs. Different areas of study will be interwoven into these inquiry units. The interdisciplinary nature of the program helps students to understand how different subjects are interconnected and that no subject stands in isolation. Students also have the opportunity to revisit the topic from various points of view in order to make deeper connections.

Meeting the Standards

The school has high expectations for each student's academic and social development. Much research into the development of student skills has shown that students do not learn in a linear manner, but through consolidation over time.

We believe that students, over time, will develop the skills to take responsibility for their own learning. This process does take time, and it varies from student to student. However, the school believes that all students can be successful and progress through the necessary skill sets to become lifelong learners.

As students progress, they will learn how to become better learners, collaborate with others, synthesize information, and reflect on their own progress and learning. The ability to become an effective lifelong learner through inquiry is the main goal of our program.

Office Hours

During term time the School Office is open from 9 am to 3 pm.

During school holidays it is open from 10 am to 2 pm.

The School Office is normally closed on weekends and on public holidays and days of closure noted on the school calendar (New Year, Obon etc.). Please note that all your enquiries will be answered after resuming regular activities.

Student progression policy

The progression of each student studying at SSIS will generally be determined towards the end of the academic year by the academic panel led by the Section Coordinator. Students will generally progress to the next academic level each year unless there are significant academic or learning concerns or the minimum entry criteria have not been met.

Subject Monitoring

Students' grades are checked at the end of each semester. Students who achieve a pattern of low grades (BE - Below Expectations) are placed on subject monitoring and parents will be notified to discuss ways to support student learning and to agree upon a structured learning plan.

Non-Progression

In cases where students have not progressed to the next grade, they will be provided with guidance about their options. In some cases, the school may recommend that they are retained in their current year level. In some cases it may be recommended that the student seeks another institution for the continuation of their studies.

ACADEMIC PROGRESSION and ACADEMIC REVIEW

Primary programs (*Grades 1, 2, 3, 4, and 5*)

Academic review is based on all academic work of the student in that academic year and to the extent that the student can demonstrate their understanding. The factors considered are:

- The student's attitude toward learning
- The student's positive contribution to the classroom environment
- Meeting age-appropriate classroom behaviors
- Meeting expected progress based on age and English language acquisition
- Progress and accuracy in RAZ
- Proper iReady level corresponds to the Grade.
- 80% or higher attendance rate (tardies + absences)
- In class assessments that show scores of AE (Approaching expectations), ME (Meeting expectations) or EE (Exceeding expectations).

To be fair to all current students, progression assessment is usually NOT done mid-year unless serious concerns arise regarding the criteria mentioned above. Any of the following could trigger an **academic review**.

- Attendance rate falling below 80% (absences + tardies)
 - Inappropriate behavior that prevents the student or others from learning
 - In class assessments that predict BE (Below expectations) scores.
 - Little or no activity on RAZ
- It is expected that the majority of students will progress into the next year group

iReady examinations

There are two subject focus areas for iReady, English and Mathematics. The i-Ready Diagnostic is scored on a scale ranging from 100 to 800. The scale score allows you to see which skills your child has mastered.

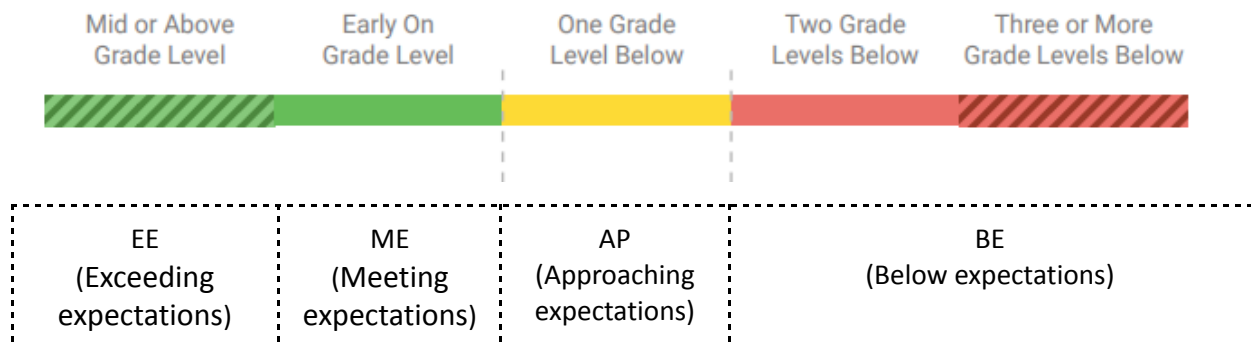
iReady also compares students in the same grade with other students around the world.

The i-Ready Diagnostic assessment is offered three times per school year (fall, winter, spring) to all students in grade K5 - G5.

Fall iReady test	Winter iReady test	Spring iReady test
Beginning of School Year to middle November	Middle of November to Middle of March	Middle of March to End of School Year.

i-Ready provides ‘growth measures’ which help you understand how much your child is improving over time. These measures can provide insight into whether your child is on track for achieving end-of-year goals.

At SSIS we will use the 5-Level Placements in i-Ready Diagnostic to determine the relative grade-level of proficiency of our students. These scores help us to understand your child’s reading and skills and their academic progress. But we will also consider their performance in the classroom, their interests and other strengths when assessing their overall academic progress.



Example PYP assessment standards for writing *Differs depending on Grade

EE - Exceeding expectations

(Writing rubric 6)

Student demonstrates: very good understanding and appreciation of the interplay between form and content in regard to the question or task; responses that are, mainly, convincing, as well as detailed and independent to some degree, in analysis, synthesis and evaluation; well-developed levels of expression, both orally and in writing; good degree of accuracy and clarity; good awareness of context and appreciation of the effect on the audience/reader; effective structure with relevant textual detail to support a critical engagement with the thoughts and feelings expressed in the work(s).

ME - Meeting expectations

(Writing rubric 5)

Student demonstrates: good understanding and appreciation of the interplay between form and content in regard to the question or task; responses that offer generally considered and valid analysis, synthesis and/or evaluation; good levels of expression, both orally and in writing; adequate degree of accuracy and clarity; awareness of context and appreciation of the effect on the audience/reader; clear structure with relevant textual detail to support an engagement with the thoughts and feelings expressed in the work(s)

(Writing rubric 4)

Student demonstrates: adequate knowledge and understanding of the question or task; responses that are generally valid in analysis and/or synthesis; satisfactory powers of expression, both orally and in writing; few lapses in accuracy and clarity; some awareness of context and appreciation of the effect on the audience/reader; a basic structure within which the thoughts and feelings of the work(s) are explored.

AE - Approaching expectations

(Writing rubric 4)

Student demonstrates: some knowledge and some understanding of the question or task; responses that are only sometimes valid and/or appropriately detailed; some appropriate powers of expression, both orally and in writing; lapses in accuracy and clarity; limited awareness of context and appreciation of the effect on the audience/reader; some evidence of a structure within which the thoughts and feelings of the work(s) are explored.

BE - Below Expectations

(Writing rubric 2)

Student demonstrates: superficial knowledge and understanding of the question or task; responses that are of generally limited validity; limited powers of expression, both orally and in writing; significant lapses in accuracy and clarity; little awareness of context and appreciation of the effect on the audience/reader; rudimentary structure within which the thoughts and feelings of the work(s) are explored.

(Writing rubric 1)

Student demonstrates: very rudimentary knowledge and understanding of the question or task; responses that are of very limited validity; very limited powers of expression, both orally and in writing; widespread lapses in accuracy and clarity; no awareness of context and appreciation of the effect on the audience/reader; very rudimentary structure within which the thoughts and feelings of the work(s) are explored.

Additional Native Languages

If parents use a language other than English at home, please continue to do so. For proper language development to take place, the native language, or mother-tongue, needs proper development. As no language is more valuable than another, please do not place any negative value on one language over another. This could have a negative impact on language development.

Please read with your child in your native language if possible and continue to develop it at home.

Language Use at School

The school will conduct lessons in academic English for core subject areas.

Program	Academic Language	Additional Language
SSIS - Kindergarten PYP *Except K2/3	English	Japanese
SSIS - Primary PYP	English	Japanese

Japanese is taught as an additional language. Students will have ample opportunities to hear and use Japanese during specialty classes, field trips and other community contacts. Kindly note that Japanese at a native level 国語 is only offered after school.

Parental Involvement

Parental guidance at home

SSIS welcomes parental guidance at home. The main area of parental guidance revolves around setting consistent sleeping schedules, serving a nutritious breakfast and reading daily with your child.

Pre-school children need 11-12 hours of sleep every night. Consistent bedtime schedules are a must to give structure to your child. Primary school children require 10-11 hours of sleep every night. Please try your best to keep the sleeping schedule over the weekends as well.

Please also monitor your child's involvement with online and other media sources. Ensure that your child is watching age appropriate TV/movies or other media. Hearing harsh language and seeing violence is confusing to children as these types of scenes are contradictory to what we teach in school. G rating is safest.

Parental Involvement at school

Other areas of support include attending PTSC (parent-teacher-student conferences), Sports Day, SLC (Students Led Conference) and other events that showcase the students' progress in various areas.

PTA (Parents-Teachers Association) will be stabilized with the purpose of sharing ideas that could benefit our school and children. The PTA will be in charge of discussing matters that affect our children, helping to organize different events scheduled in the school calendar, and most important they will be in charge of the Sai Sishya's Got Talent show. More information about the PTA can be found on the Sai Sishya International School PTA (Parents and Teacher Association) JAPAN - DOCUMENT.

HPR (Homeroom Parent Representative) will facilitate communication between parents and the teacher, school administration, and/or Parents-Teachers Association (PTA), and support the teacher in needs that may arise.

SSIS will arrange periodic seminars to help parents to understand our programs; additionally Parents are requested to attend our SLC in order to witness their child's academic growth. Attending these informational seminars is mandatory because it will help parents to further support their child's progress at home. Please note that these seminars will be either on-line or face to face, there is not an hybrid option.

As part of the PYP Standards and Practices, parents are part of the teaching and learning community and are welcomed and encouraged to take part in in-class activities/lessons/topic discussions.

Socialization with Teachers Outside of School

Teachers are under no obligation to socialize with parents or students outside of school hours and the school strongly advises against it. If a teacher accepts a single invitation, he or she may feel obligated to accept all invitations. Please do not take offense if a teacher is unable to attend an event outside of school activities.

Teachers are under no obligation to connect with parents or students on social media like Facebook, Line, Viber, WhatsApp or the like. Please do not take offense if staff do not accept your social media requests.

Additionally, teachers are not allowed to arrange meetings with students or parents outside of school without permission from school administration. Any meetings outside of school are generally for school planned field-trips or club activities that may require such meetings.

Notices and Communications

When notices, either whole school or class-specific, are sent out, they will be emailed to parents via email in the SSIS domain (@saisishya.org). Please be sure to check your school email regularly so as not to miss important announcements or information regarding upcoming events.

Access to these notices are only through SSIS Parent email ID. Curriculum documents, PTSC signup, community surveys, etc. all make use of these facilities. To access any of the shared documents, the user must be signed into their parent account p-xxxx@saisishya.org in order to access the document.

As an international school, all school communications will only be sent in our Academic Language, English. If any dispute arises, SSIS will not translate documents to Japanese. Any translation costs will be borne by the parent.

School Closures

There is always a possibility for the school to be closed due to extreme weather conditions (typhoons, snowfall and even heavy rain or strong wind), contagious illnesses, or other events beyond our control.

For weather related closures, SSIS will confirm closures with other elementary schools. Since most students use school transport, street conditions are also taken into account.

For all closures, please check your email for official notification by email. Information will be updated around 7:30 a.m.

Communication

All email communications will take place through the SSIS domain addresses which end in @saisishya.org. Currently enrolled families will be expected to follow this protocol. This protocol is to ensure that the person contacting the school is related to the child in question and can receive confidential information regarding that child. This also is to ensure child safety.

Please refrain from using social media like LINE, WhatsApp, Instagram, Facebook or similar to communicate with SSIS staff, besides those indicated specifically for the bus transportation.

Aside from morning and afternoon greetings to the teachers, parents are always welcome to make an appointment through the main office to discuss any concerns with your children. If a written communication is necessary, please do not hesitate to send an email to the teacher using your SSIS parent email address; please mark copy our admin team to have a proper answer in time.

Parents with individual concerns about their child are welcome to contact the teacher first, and later our Admin team; but even after that they cannot have a proper answer please contact the Head of School. Please be sure to follow this protocol all times. **Kindly give staff members at least 2 full working days to respond to your query.** For example, an email sent on Monday at 4:30PM (post working hours) should have a response by Thursday at the latest. Tuesday and Wednesday are the 2 working days. Anonymous communication is not appropriate as individual concerns have an individual context. Concerns coming from a group of parents could be addressed via the Homeroom Parent Representative.

As an international school, all school communications will only be sent in our Academic Language, English. If any dispute arises, SSIS will not translate documents to Japanese. Any translation costs will be borne by the parent.

Bullying

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. If the behavior is repeated, or has the potential to be repeated over time, it may have serious and lasting problems in the bullied person.

Any concerns about bullying should be brought to the attention of the teacher as soon as possible. The school administration will begin to conduct an investigation immediately to determine the nature of the incident and what further steps need to be taken. It is important to note that disagreements, differences in opinions, and confrontations due to different viewpoints are not bullying.

Before reporting a bullying incident please make a quick test with your child and try to determine if it is teasing. Although constant teasing is not acceptable, students and parents should be able to determine if the teasing has a purpose to socialize (to play) or upset the other person.

Please see the following webpage to try to determine if your child is suffering from teasing or bullying.

<https://www.understood.org/en/articles/difference-between-teasing-and-bullying>

Student IDs for Pick Up

Kindergarten Students - Families of kindergarten students will receive one school ID every academic year along with a lanyard and simple cover. This ID is required at the time of pickup of your child at school or at the bus stop. If you are not able to pick up your child, it is your responsibility to transfer the school ID to a family member or trusted friend to use when picking up the child. If you lose your ID, please report it to the main office so another can be issued for ¥ 500. It is suggested that you place your ID in a protective cover or holder if the one issued becomes unusable.

Primary Students - It is the responsibility of the parents to meet their child at the bus stop but due to working conditions in Japan, this may not be possible. Therefore primary students may return home from the bus stop or from school without their parents. Please indicate this procedure and any change by email to our administration team.

Toddle

Toddle is a platform where students and parents have access to their portfolios, projects, attendance, and school calendar; this new platform has as its objective to make a daily follow-up of the progression of our students easier, more comprehensive, and more detailed.

To use it, please check these resources that you can find useful:

1. [Getting Started on Toddle - Families](#)
2. [How to navigate Toddle on the web as a family member?](#)
3. [Overview of Class Stream for family members](#)
4. [Overview of Portfolio](#)
5. [How can I send attendance excusal requests for my child as a family member?](#)
6. [How can I view attendance records as a family member?](#)

STUDENT ATTENDANCE REQUIREMENTS, ARRIVALS, AND DEPARTURES

Students are expected to attend school every day that school is scheduled unless they are unable to, due to illness or family emergency. This includes student-led conferences, sports day and other events noted on the school calendar. Events scheduled on a Saturday or Sunday are also considered school days as per the school calendar and attendance will be taken.

Attendance rate is calculated with the following formula:

$$\% \text{ Attendance} = \frac{\text{School Days} - (\text{tardies} + \text{absences})}{\text{School Days}}$$

If the attendance rate falls below 80%, or is approaching dangerously it will trigger an Academic Review.

Additionally, teachers will not provide study materials for long personal absences. Parents are responsible for checking updates in email notifications.

Kindly report your child's absence in the Toddle platform. Long term leaves are strongly discouraged as they often interrupt the learning process for your child. However, we can empathize with personal situations that require an extended leave of absence. Please upload the information related to the absence on the attendance platform.

*Please check the calendar with more information.

Absences and Tardies

Parents are expected to apply for a Leave Request before 7:00 a.m. if they know their child will be absent or tardy. Any other changes inform the school accordingly.

If your child takes school transport, please also text message the transport WhatsApp group to report absences prior to 7:30 a.m. by text message (child name, grade and date). Please note that our school bus has a tight schedule to follow and tardies will not be accepted. Moreover, for safety reasons please avoid trying to put your child in other buses that don't correspond with that indicated by the school.

After general attendance has been taken, a list of students whose parents have not contacted the school will be generated. Those parents will be contacted to confirm absences or tardies. Please make every effort to contact the school before 7:00 a.m.

Please understand the inconvenience to everyone if a student is late and make every effort to ensure that your child gets to school on time as late arrivals disrupt the learning for all.

Absences due to long-term illness

If a child is absent more than three days due to illness, proof of a doctor's visit is required. Proof can be a receipt from the doctor's office or a prescription. Additionally, a doctor's **certificate** is required for any contagious diseases like chickenpox, influenza, mumps, and the like. A list of Edogawa-ku-specified contagious illnesses is located in the **Health and Safety** section. Please find a copy of the certificate at the end of this booklet. Your medical professional may also provide one.

Chronic absences and tardies

School administration monitors school absences and tardies. If a child's absences or tardies are excessive in nature, the parent will be contacted for a meeting to resolve the situation. If there is a medical reason, doctor's certificates will be required for each absence.

If poor attendance remains a problem, the school reserves the right to cancel enrollment.

Regular and timely attendance is a necessary lifelong skill necessary for further education and the working world. Instilling good habits early on is important.

Early Dismissal

Students are not normally dismissed from class early. If there is a need for an early dismissal for personal reasons, please contact the school at adminsupport@saisishya.org from 7:30 - 8:30 a.m. on that day via. Contacts later in the day should come by phone as email may not be monitored continuously throughout the day. It is the parents' responsibility to ensure that confirmation of contact with the school has been made.

Absences due to family travel

Parents are expected to plan family vacation times to correspond with the school vacation dates so that children do not miss school. Missing large portions of a UOI and direct instruction does not facilitate learning. Inquiry-based curriculum is structured in students working in small groups. Project work and presentations are dependent on students being present and contribute greatly to their academic and social development. Poor attendance prevents groups from functioning well. Group work and class work cannot be "made up". Assessments and other activities planned beforehand will not be rescheduled due to personal reasons. The issuing of Report cards will be only made at the end of the year.

The UOIs last a significant amount of time, so leaving early for vacation deprives a student of the chance to consolidate learning and demonstrate understanding. Teachers will not provide work for students going on holiday outside of the school calendar. Update the attendance platform as soon as you know your child will be absent.

Kindly make every effort to return from summer/winter breaks on time for your child to start learning with the class. The first days of school are critical for setting expectations, routines, and developing a bond with classmates and teachers. Arriving at the classroom later at the beginning of the school year,

due to personal travel plans, puts your child at a disadvantage compared to those that start the school year on time.

Morning arrivals

Kindergarten - Students are welcome to arrive from 8:40 a.m. - 09:00 a.m. Attendance is taken at 9:05 a.m. Students use the toilet facilities, wash hands, unpack and take care of daily and weekly routines. Class starts promptly at 9:15 a.m.

Primary - Students are welcome to arrive from 8:40 a.m. - 09:00 a.m. Class starts promptly at 09:15 a.m.

Students may not arrive before 8:40 a.m. except in special circumstances.

School Transport Arrivals

The school transport is scheduled to arrive by 9:00 a.m.

If using school bus service, please arrive at your stop at least five minutes before the scheduled pickup/drop off time. Bus drivers will depart each stop according to their schedule, so if you are late, please plan on making different arrangements to travel to school. For safety reasons boarding another SSIS transport is not possible even if it looks like there is space available. Japanese guidelines require that an attendant must be present on larger vehicles that transport kindergarten students.

For additional school transport information, please see the **Student Transportation Rider Agreement** at the end of this document. As all students will ride school transport (including field trips), all families must be aware of the behavioral expectations.

Departures.

Students using the bus for traveling home will leave the school at 1:00 - 1:10 p.m. for Kindergarten and 3:00 - 3:10 p.m. for Primary.

Please note that our school bus has a tight schedule to follow.

For Kindergarten, if a parent or guardian is not present at the pick-up moment the child will continue the route and will return to the school. You will be able to pick up your child only after your child arrives at the school again. Fees will be charged.

For Primary, please inform at the enrollment time if your child will be going by himself home or somebody will pick him/her either at the school or bus stop.

Please understand that riding the bus is a privilege and not a right. If individual behavior is disruptive or proves dangerous for safe transport, the privilege will be revoked.

Parental Pickup at school.

For all students in kindergarten, students must be picked up by a parent or guardian when not riding the bus. Please be ready to pick up your child according to their program

Program

Pick up Time

Kindergarten 13:10 p.m. – 13:20 p.m.

Primary G1-5 15:15 p.m. -15:20 p.m.

After pickup, please leave the school area promptly. Because the sidewalk and road space are limited we strongly recommend using the pathway next to the river to park your bicycle.

Changes in Transport Status

If you wish to change your child’s transport status, please fill in and submit the Change in Transport Status Form found in the back of this booklet. Please note that any Change in Transport Status will be effective the next monday of the next month after the request. All requests should be submitted at least one week before the end of the current working month.

Lost and Found





Lost and found items are kept in the main office area. Many items are often unclaimed as the owner often does not write his or her name on them. To make it easier for your things to be returned, please write your name and grade on all school items – pencils, erasers, clothes, lunch bags, coats, hats, shoes, water bottles or any other items you might be sad to lose. Items not claimed at the end of the school year will be disposed of.

School Dress Code

Sports uniform







- Primary and kindergarten.

Girls and boys

			
Red cap	Sweater during cool/cold weather	SAI t-shirt	Blue track pants (shorts in hot weather)

Formal uniform

- Primary and Kindergarten - Boys

					
Sweater during cool/cold weather	White shirt (Short or long sleeves depending on weather and/or personal preference)	SAI Tie	Gray pants	Black belt	Uwabaki

- Primary - Girls

				
Sweater during cool/cold weather	White shirt (Short or long sleeves depending on weather and/or personal preference)	SAI Bow	SAI Skirt (with tights)	Uwabaki

- Kindergarten - Girls

		
Sweater during cool/cold weather	Kindergarten dress (with tights)	Uwabaki

- Kindergarten - Boys and girls


Smock (to be used only in the classroom)

Indoor shoes are required for all students; smock is mandatory too for kindergarten students. Uwabaki are a good choice for indoor use as they are easy to put on and take off. Please send the shoes at the beginning of the week and they will be sent home the last day of the week. Please clean them weekly by your preferred method. Please note that uwabaki shoes will be used on the Annual Day and they should be white without any designs.

Cotton smocks are recommended for winter and summer. For your child's comfort, a lighter summer smock and heavier winter smock are good options. These are sold seasonally. For ease of cleaning, at least 2 smocks are recommended for each season.

Please use your judgment regarding school wear with respect to current weather conditions.

For Kindergarten students

Do NOT send you child in the following wear

- sandals, boots, tie shoes
- pajamas, slippers
- zipper pants/skirts
- suspenders
- 1:1 dressing support

Shirts with sequins/glitter are not allowed in kindergarten as they distract the learner and may invite inappropriate touching from other students or accidental transfer of glitter to eyes. While cute and popular with young students, it is best they express themselves by wearing such shirts on weekends or holidays. If a child comes to school with glitter/sequined, the shirt will be turned inside out to wear for your child's safety.

The Sai Sishya International School backpack is required for all kindergarten students. The backpack allows students to learn how to organize themselves and is used on all field trips to make it easy for teachers and staff to identify our SSIS students.

For Primary students

Do NOT send you child in the following wear

- sandals, boots, tie shoes
- pajamas, slippers
- zipper pants/skirts
- suspenders

Indoor shoes are required. Uwabaki are a good choice for indoor use as they are easy to put on and take off. A smock or larger T-shirt is required for art or other potentially messy projects. Uwabaki are a good choice for indoor use as they are easy to put on and take off. Please send the shoes at the beginning of the week and they will be sent home the last day of the week. Please feel free to clean them weekly by your preferred method.

Please use your judgment regarding school wear with respect to current weather conditions.

Refrain from dressing your child in clothes that have a large popular character embossed either in the front or back. Shorts and skirts need to be knee-length for safety and comfort reasons. Please use black

socks. Refrain from using sandals, high-heels, off-the-shoulder shirts, sleeveless shirts, or clothing that is too tight or too loose.

Not permitted in school for student safety reasons

- high heels
- sandals
- crocs
- flats/dress shoes

Additional:

Students are asked to dress and groom in a clean, modest and neat manner. This includes hair color (no dyeing), hairstyles, nails and proper cleanliness in their clothes.

Hats, sunglasses, etc, are not allowed inside the building.

Shirts should always be tucked into pants.

Please note that if there is a violation of the dress code, parents will be called to fix the issues.

PE Clothes

For PE (Physical Education) classes, students have to wear a Sports Uniform or navy blue trainers or shorts depending on the weather. Students may use their outdoor shoes for PE or have another set of shoes specifically for PE. Soft hair bands are permitted.

Jeans, leggings or other types of pants that are not trainers or shorts are not part of the Sports Uniform are not allowed. Kindly do the needful to have the required shorts/trainers for your child's comfort.

For safety reasons, no jewelry, hard hair clips or watches may be worn during PE.

Please wear Sports Uniforms on Mondays and Thursdays.

Excursions

Students will go on a variety of excursions throughout the school year. Many excursions will take place in Edogawa-ku including visits to the local parks or facilities. For Edogawa-ku excursions, a blanket release is included at the end of this handbook. For excursions outside of Edogawa-ku, a field trip release form will be sent home with further details.

Any entrance/transportation fees will be notified to parents prior to the trip. As excursions are part of the curriculum and facilitate learning, participation is required. Refunds are not generally available for illness. If canceled by the school, a full refund is available.

Sneakers are required for excursions for student safety.

Body Temperature Record before excursions

A record of your child's body temperature is required on the morning of all excursions. Please let us know in early morning on the day of the excursion your child's temperature.

Meals

Breakfast

Parents are expected to provide a sufficient and nutritious breakfast daily. Good choices include fruit, rice/bread/cereal or eggs in addition to milk. A breakfast of milk only can make it difficult for students to concentrate due to hunger pains.

Snack


The snack time is to give the students a small break in the day and have a **small** amount of food to help them concentrate until lunch time. Snack time is not a substitute for breakfast.

During the morning break, students may eat a small snack each day. Snacks must be healthy, such as cheese, crackers, fruit (fresh or dried).

Recommended amount for kindergarten students:

ONE of the following

Quantity	Type of food
1 slice	cheese
1 block	Baby cheese
¼ cup	Fresh fruit/vegetables
1 Tablespoon	dried fruit 1 date
3 each	Crackers (saltine/ritz)
1 - 125ml	juice/vegetable box



Please avoid sending foods that could be a choking hazard for the well-being of your child.

- Nuts
- Mini-tomato
- Grapes
- Mochi
- Jelly made from konyaku
- Round foods

Edogawa Ward and Tokyo-to authorities advise all preschool programs to inform families of the foods that could result in choking. Kindly note which foods or shapes can present a choking hazard for young children.

Thank you - SSIS Kindergarten Teachers, HOS

If the snack is too large, then students do not eat their full lunch.

Refrain from sending cookies, cakes, sweets, chips or similar. Students will not be allowed to eat these and they will be sent home. Unless your child can independently open and eat an entire container of yogurt, refrain from sending yogurts.

While 15 minutes is scheduled for snack, students use this time for hand washing, toilets and other routine activities. An ideal snack is what your child can independently eat in about 5 minutes.

Lunch

Parents are asked to provide an age appropriate food quantity in their boxed lunch daily for their children. Lunch brought from home must contain healthy foods. Please refrain from sending cakes, chips, or other types of junk food. A healthy balance of carbohydrates, proteins, fruits/vegetables is best.

Any disposable containers or eating utensils will be sent home for disposal. The school will not dispose of food packaging, wrapping or containers. Refrain from sending yogurts as lunches are not refrigerated.

In general students are not allowed to share food due to individual allergies or dietary restrictions.

Carbonated drinks are not allowed. Chewing gum/candies are not allowed.

In the event that a student forgets his or her lunch, staff will purchase an onigiri at the local convenience, we will charge 250 Yen.

We understand that emergencies do occur but will not be entertained on a regular basis.



Single serving



Two servings



Three servings

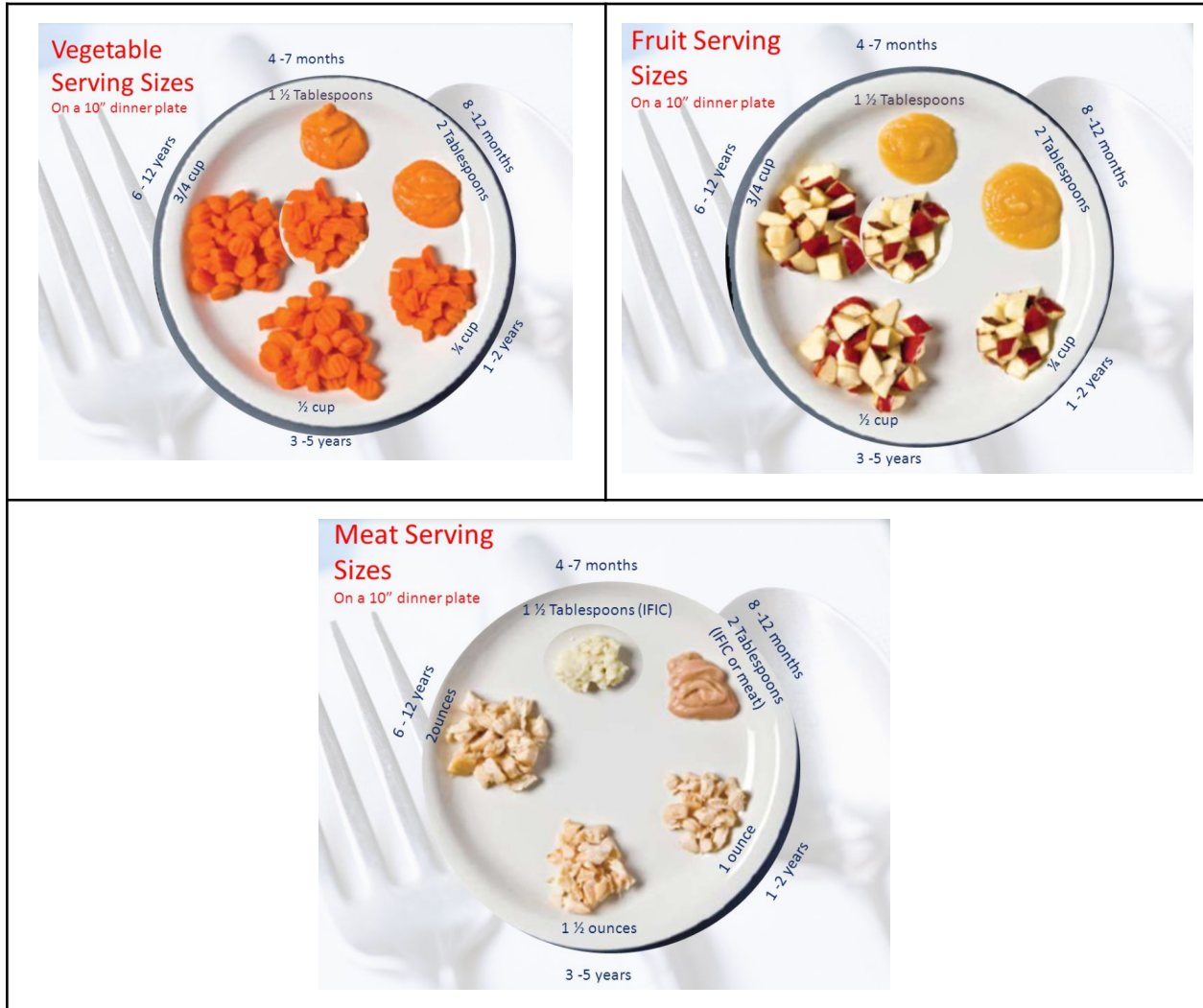


Four servings

Please be sure to send what your child can realistically eat for lunch, thinking all the time that it is a child portion and not an adult portion. Students in kindergarten, especially, receive praise on a daily basis for finishing their snack and lunch. Portions that are too big prevent your child from feeling the satisfaction from completing this task. Being able to complete a task is important to kindergarten students. Any

unfinished food will be sent home so portion adjustments can be made. To prevent foodborne illness, refrain from feeding your child leftover lunch food.

Kindly note that they suggested serving portions and sizes of the food depending on the children's age.



Water bottles

For environmental reasons, we ask that a water bottle is sent each day. Please avoid sending pet bottles. We suggest daily cleaning of the water bottle with hot soap and water and a weekly cleaning with thorough sanitizing of the bottle and the gaskets. Mold can often accumulate on the rubber gaskets if not cleaned on a daily/weekly basis.

In the event that a student forgets his or her water bottle, we will provide from the school for a charge 150 Yen.





Kindergarten water bottles should have a capacity of 400-500ml maximum as students are responsible for carrying their own bottles. Ensure a comfortable strap is attached to the water bottle and that is fully closed when leaving the home each day.

Hand towels

Please provide your child with a looped hand towel twice per week. Kindergarten students require 1 hand towel on Monday and Wednesday as they have 2 sinks to wash their hands at.

Primary students require 1 hand towel on Monday and Wednesday.

Please send the towel on Monday and Wednesday only. The dirty towels will be returned home on Wednesday and Friday.

Oshibori

Oshibori is a reusable damp towel for hand/mouth wiping during meals. For environmental reasons, please provide your child with an oshibori set instead of sending disposable wet wipes. The towels must be washed daily. For your convenience a few additional small, thin towels can be used in addition to the one that is part of the set.

Birthday Policy

Birthdays are an exciting time for children and their families. In order to celebrate the special occasion at school, SSIS has implemented the following policy:

1. The student may wear special birthday wear to celebrate his or her special day. If PE or another physical activity is scheduled, please send a change of clothes.

2. The student may bring a special treat for lunch that day. Note that this only applies to the child's birthday and not another family member's birthday.
3. The homeroom teacher will make every effort to wish your child a Happy Birthday. If your child's birthday falls on a weekend or holiday, kindly communicate which school day would be best to wish your child.
4. Refrain from sending birthday gifts to other students in school.
5. For promotional purposes, SSIS may post some birthday photos on Facebook or other social media sites. Kindly note that not all students' pictures will be posted.

Thank you for your cooperation regarding birthdays and we look forward to many happy celebrations.

School Supplies

Teachers will inform parents by notice of any specific items necessary for class or activity. Students should only bring the items necessary for their class or activity.

Students may not bring items from home that will interfere with their learning or cause distraction in the classroom. The teacher may confiscate such items and return them only to the parent at a later date.

Phones, Cash or other Valuables

The school will not be responsible for the loss or damage of mobile phones, cash or other valuables brought to school.

The school will not be responsible for students accidentally leaving their phones in school.

Mobile phones brought to school must be turned off while on school grounds during school hours or during school activities outside of regular school hours or off campus.

Phones used during these times will be confiscated and handed over to the head of school to be returned to the parent without exception.

Students may bring small amounts of cash to school if deemed necessary by the parent. However, the school is not responsible for loss or theft.

Please leave other valuables at home as the school will not be responsible for loss, damage or theft of such items.

Commuting by Bicycle and Walking

Please refrain from sending your children by bicycle, our parking lot is only for visitors and staff and moreover, no elementary school in Japan offers children bicycle parking for safety reasons.

In accordance with local customs, students are expected to go home after school to drop off their school bag and change clothes before playing in the park, shopping or entering a restaurant. Students may not

play in a park nor enter a convenience store, supermarket, cafe, restaurant or similar establishment on the way home from school.

HOME AND SCHOOL LINKS

[Parents' orientation, Coffee time with teachers, PYP sessions, PTS Setting up, Parent-Teacher-Student Conferences, Students Led Conferences, etc.](#)

Positive parental support and engagement can have a significant impact on your child's education, so it is vital your participation in all the activities programmed by us. This will help you to support your children through their transitions, daily routines, and class work. The benefits are not only linked to academic improvement, social, and emotional development are all influenced by the nature of parent-teacher relationships.

The Parents' orientation will be an introduction to our school rules; the coffee time with our teachers (twice a year) will let you share your ideas about our program; at the same time the PYP sessions (twice a year) will help you to understand the basics about our IB program and the PYP Setting up will help us to improve our program for the next academic year.

At the student-led conference, students will demonstrate to their parents the areas in which they have confidence. For Kindergarten and Primary students, one conference will be scheduled annually at the end of the year.

For all these events dates please consult the school calendar.

Reporting to Parents

Semester reports will be sent home a total of two times per year for kindergarten and primary. During the PTSC parents are encouraged to discuss their child's progress with the teacher. PTSC is mandatory and attendance is taken. Kindly note, there are no lessons on PTSC days.

Home Activities

Any homework that is assigned, the student should be able to complete independently, within a short period of time.

Primary students are given sufficient time in class for classwork to be completed. In the event that class time is not used well, work will be sent home for completion.

As literacy is the foundation of much learning, we expect that parents spend at least 10 minutes daily reading to their child either in English or the mother-tongue. Please consider having a bedtime reading routine. K5 - G5 students are encouraged to work on their online reading program on a regular basis as well.

Library

While there are many books in the school for students to read, currently SSIS has Follett Destiny as a Library Management System. Books taken by students will be checked out under their name and tracked. To take books home, students must bring a library bag.

Please check your public library for English language books, or the many used bookstores in Tokyo.

Behavior at School

All students are expected to respect themselves and others at all times. In cases of conflict, the teacher will address it at the moment and contact the parent if the situation warrants further steps. Students must report any incidents to teachers. Only when the students take the action to report an incident can the teacher intervene and help students develop the necessary conflict management skills. We strongly urge all parents to encourage their child(ren) to speak to the teacher. In most cases if a student reports the incident at home, a valuable chance to discuss the issue is lost and the teacher cannot do much about it a day later.

DISCIPLINE POLICY

An effective school discipline policy is critical in promoting students' successful learning and well-being. It strengthens our students' behavioral skills by addressing the causes of their misbehaviors while preserving the integrity of the learning environment, ensuring the safety and dignity of all students and staff, and fostering progress toward long-term learning and behavioral goals.

In consequence, these rules/essential agreements were created together with the students at the beginning of the year. Students signed it and the importance of their commitments were explained.

We, as a school, should ensure that all students understand our expectations at the beginning of the lesson and remind them of proper behavior.

The objective of this discipline policy will be applied only when these incidents occurs:

1. A student harm another children
2. A student causes mental or physical suffering or property loss to other children.
3. A student causes a severe disability or mental or physical distress to other students or staff members.
4. A student causes damages to facilities or equipment.
5. A student interferes with the conduct of classes or other educational activities.

Basically, the purpose of those objectives are:

- Have a clear standard of behavior inside and outside the school, its expectations and consequences.
- Enhance life skills education.
- Address the needs of the children.
- Ensure active engagement of children.
- To truthfully describe the problem in a clear and concise way.
- To be able to view the problem from a personal and broader perspective.
- To have empathy and compassion when appropriate.
- To access and use strategies to calm down prior to responding.
- To be responsible and accountable for one's role in the problem
- To cease future behavior that caused or exacerbated the problem.
- Accept consequences as appropriate.

Any student who does not follow the agreed upon rules established to provide for a safe and pleasant educational opportunity will be subject to the following disciplinary procedure. It is intended that this procedure starts simply between the teacher and the student but can progress to school administration and result in further disciplinary measures. These rules are made with the purpose to keep a good instructional environment in the classroom for the safety of the student, other students and school installations.

Level 1 - Informal (Verbal): Teacher and Student

The teacher will use a verbal disciplinary action in order to correct an undesirable behavior that has a negative impact on the student's learning or other's learning in school. This verbal warning's purpose is to let the student know that even if he did something wrong (sometimes accidentally), that action could create a distraction for the other students. These discipline actions are made in the moment, sporadically and not recurrently. The sanctions could be: asking him/her to finish the work during playtime; or sit in another place where the disruption is no longer possible.

1. The teacher will speak with the student about the undesirable behavior that has a negative impact on the student's learning or other's learning in school.
2. The teacher may adjust the student's location within the room or during an activity.
3. The student may lose privileges in school.
3. Should the student continue to violate the rules, the teacher will submit a written report to the head of school.

Please note that:

- ❖ After 3 verbal warnings (each day 3 new chances) the student will receive either a 5 minute time-out from playing at the park, or a 10 minutes "timeout" out of the classroom to think about the situation and/or find alternative solutions.
- ❖ If this continues after the 3 verbal warnings and the "time out", an incident note in the diary will be shared with parents. This will be called Formal (written) warning.
- ❖ The incident note must be signed by parents.
- ❖ Students will write a letter of apology to teachers/and the affected parties.

Level 2 - Formal (Written): Teacher, School Administration, Parent and Rider (When the informal no longer is working)

These disciplinary actions could still be handled by the Homeroom teacher at the moment, because all the unsafe or disrespectful behavior must be immediately addressed. The goal is to use the problem as an opportunity for the misbehaving child to effect positive change at this teachable moment and to provide an appropriate consequence. Inappropriate actions could include continuous unproductive behavior in the classroom or disruptive behavior within or outside of the class, with a teacher or other students.

1. First Report - The student will meet with the Head of School, and a copy of the report will be mailed home.
2. Second Report - The student will meet with the Head of School to discuss a plan of improvement. Parent(s) will receive a copy of the report following the meeting.
3. Third Report - The student will meet with the Head of School and the parent will be notified. A suspension of 1-5 days may occur. A copy of the report and a letter will be mailed to the parent.

LEVEL 3 Disciplinary action

Because unsafe or disrespectful behavior must be taken seriously, it is important to let the students know that this type of behavior, its circumstances, frequency, complexity, and special needs are taken into account at this time in order to stop future unwanted behavior and encourage appropriate social conduct and provide an appropriate consequence.

These discipline actions will be taken when the students continue to misbehave and/or the parents do not sign or answer back the written warnings coming from the Homeroom teachers.

- ❖ After 2 warnings LEVEL 2, the student will meet with the Head of School to discuss a plan of improvement and consequences which could include up to a three (3) days of suspension from the school. Parent(s) will receive a copy of the report following the meeting.
- ❖ After 3 warnings LEVEL 2, the student will meet with the Head of School to discuss a plan of improvement and consequences which could include up to a 5 (5) days of suspension from the school. The student and parents will meet with the Head of School to discuss a plan of improvement and consequences which could include up to five (5) days of suspension from the school. Parent(s) will receive a copy of the report following the meeting.

Any serious act of disrespect, physical aggression, bullying, hate, vandalism or stealing must be referred immediately to the principal and it will be equivalent to 2 LEVEL 2 Warnings. Recidivism will be handled as 3 warnings LEVEL 2.

Level 4 disciplinary action

After the above interventions, if it is deemed that the student's behavior continues to have a negative impact on his/her learning and that of others or poses a safety issue to him/herself or others, the expulsion process will begin.

An immediate Level 4 disciplinary action will be taken if the student commits a violent crime, possess alcohol/drugs, haze, behave obscenely, threaten to cause physical harm, possess an imitation firearm and threaten the classroom and/or teachers, or cause irreparable damage to school property. In this case the student will be expelled. Moreover, the student could be expelled too if he receives 4 warnings LEVEL 2, because he/she is not showing interest in change or trying to adapt to the school environment.

Photographs

SSIS does take pictures of school activities for promotional purposes and to share school life with families. Please let us know if pictures of your child should not be shared on Social Media.

Sometimes due to the nature of several events and the large quantity of pictures to be taken it will not be possible to eliminate/hide the face of your child, then we will ask him to stay in a spot where he will not be the main player at the event; evenmore, in some activities it is possible that your child could not take part of the pictures. Because children could not understand totally the reasons why they could not be photographed together with the oher students, we strongly recommend you to allow them to stay in all pictures.

HEALTH AND SAFETY

Infectious Diseases

If your child is absent due to an infectious disease, including but not limited to influenza, mumps, chicken pox, hand-foot-mouth disease, strep throat etc, a doctor's certificate indicating the infectious period is over is required for the student to return to school. A form for your doctor to certify is available at the end of this booklet. Kindly inform the school if your child has been diagnosed with any infectious diseases, including lice.

If your child has been diagnosed with an infectious disease, please inform the school immediately so that other parents can be alerted to the symptoms and care. This step is very important to contain the spread of any infectious diseases.

Lice - If your child has acquired lice or presents with nits, a minimum of 3 washes lice shampoo is required. All nits must be gone before returning to school as it is impossible to tell if nits are alive or dead.

Influenza - If your child has contracted influenza, Japanese health policy requires that any individual diagnosed with influenza stay home for at least 5 days or 48 hours after the last sign of fever. It has been found that individuals can still be contagious during the 48 hours after the fever breaks.

COVID-19 - A negative test result/clearance from a doctor is required to return to school. As this is an ever evolving situation, kindly refer to the COVID-19 related notices.

Class cancellation due to illness - Classes may be canceled for two or more days if a third or more students in that class are absent due to influenza or other infectious disease. The duration of the cancellation will depend on the illness and/or recommendation of local authorities in the case of a possible epidemic. Cancellation due to illness will be communicated through email.

Illnesses and Accidents at School

Students who feel ill while at school will be allowed to rest in a quiet area until their parents can come to pick them up. In such cases **we ask that parents come within one hour to pick up their child.** It is difficult for a child to wait for long periods of time when not feeling well so we ask that parents make every effort to pick up their child within one hour.

If a child is not feeling well in the morning, please do not send him or her to school. As soon as we are aware that the child is not feeling well, the parent will be contacted for immediate pick up. Additionally, if your child is sick it could be a source of infection for the other children, please take into consideration our community.

If a child is still recovering from an illness and is not able to participate in all scheduled activities, please let him or her stay home until their condition improves. Non-participation in certain activities causes disruption to the rest of the class.

Regarding PE class, if your child needs to be excused from PE class for an extended period of time, please send a doctor's certificate if there is a medical condition preventing PE participation.

If students do not wear their red caps, they will not be allowed to play outside during P.S.P.E times.

Injured students will be taken to the office to receive first aid. If the additional medical care is necessary, parents will be contacted. If any emergency services are warranted, the child will be taken by ambulance to the clinic or hospital and parents will be notified. Parents are responsible for fees.

Medication

Medication cannot be administered at school.

Parents or guardians must notify the school of any allergies, seizures, asthmatic conditions, or other serious health conditions. Please keep us up to date if there are any changes in your child's condition.

Emergency Contacts

The school has a parent/guardian contact form on file. Please alert the school immediately if there are any changes to your information or status. If we cannot reach a parent, guardian or emergency contact person, the situation becomes very distressing for a child. An emergency contact form is available in the back of this booklet to update the school of any changes.

In cases of illness, injury or emergency, the school will first contact the parents. If we are unable to reach them, the emergency contact number will be called.

If a child is not picked up at the designated time, the parents will be contacted first. If we are unable to reach the parent, then the emergency contact number will be called.

Evacuation drills

At SSIS we have one evacuation drill at the end of the month. We have 3 types of drills listed below:

Earthquake drill under the table

Earthquake drill and evacuation

Fire drill

Tsunami drill

Donations

We will be happy to accept any donation that could help our students' learning process. Please communicate with the Homeroom Teacher and our Admin staff before bringing any item; we will appreciate your gesture.

Attachment A - Transportation Rider Agreement

Sai Sishya International School endeavors to promote a safe and pleasant transportation environment for passengers and drivers. In order for this to happen, the students must act in a responsible and well-behaved manner at all times. The driver must be able to expect that students will observe the proper riding behavior with minimum supervision in order to operate the bus on our streets and roads and deliver the students safely to their destinations.

SSIS administration believes that transportation guidelines must be clearly communicated to all student riders and their parents and guardians.

The most effective way to do this is in the form of a bus rider agreement. This agreement would be treated as a contract between SSIS, the parents (guardians) and, most importantly, the rider.

Please take the time to look over all parts of this agreement, sign the corresponding sections at the end of this handbook.

BUS RIDER RULES

In general, we expect students, while riding the bus, to behave as they would in the classroom with their teacher or at home with their parents. Specifically, all students who ride SSIS school buses:

At Bus Stops, Students should:

1. Wait and ride only if approved by the school
2. Be orderly and avoid horseplay
3. Arrive at least 5 minutes before the bus is scheduled to arrive
4. Wait clear of traffic and back as far as possible from the road
5. Wait to approach only after the bus has stopped
6. Cross the street only after the driver has put on the flashing lights and signaled to cross
7. Only get on and off at their own stops.
8. The bus will not wait for late students. Please be considerate of the others on your route.
9. Bus stops are determined and approved only by the school. The bus driver has no authority to create a bus stop.
10. Be picked up by parents or guardians by presenting the student ID badge

Once on the Bus, Students should:

1. Go directly to an available seat or assigned seat
2. Remain seated during the bus ride
3. Keep hands, heads, arms, and legs inside

4. Keep all school supplies/books in their backpack
5. Never play with emergency exit equipment
6. Never throw or pass around any object(s)
7. Not carry on live animals of any kind
8. Carry on only items which they can hold on their laps
9. Not eat or drink food items
10. Not take out or play with sharp items like pencils or other pointed objects
11. Speak in a soft voice for health and safety issues.

For the Driver to Keep Attention to the Bus Operation and the Traffic, Students must:

1. Not carry on hazardous materials, or use nuisance items, such as laser lights, etc.
2. Not have or carry on weapons of any kind
3. Not use or be carrying tobacco products, drugs, alcohol, or any other controlled substance
4. Not use profanity or make obscene gestures
5. Observe all other school rules (printed in the parent handbooks or developed by school administration)
6. Show respect for the driver and other students

Bus monitors

Beyond keeping problem behaviors at bay so that drivers can focus on the road, they also play an important safety role. From making sure that aisles stay clear of books and backpacks to managing emergency bus evacuations, the role of a bus monitor is vital.

Basics duties of the monitors are taking attendance for the bus, assist students with getting on and off the bus, maintain safety and order on the bus, ensure that all students are wearing seatbelts, provide first aid to students who require such assistance, provide guidance during emergency situations, maintain contact with the bus driver if necessary.

For Kindergarten

The Japanese government established a bus monitor for buses with kindergarten students. SSIS will provide this service everyday.

For Primary

Because we have a commitment with our community to reinforce the security for all our students at all times, parents will act as bus monitors in the morning and afternoon at least once every two months.

Initially, the school will ask volunteers to do it until the PTA is established. Then, the PTA will be in charge of determining the days and timings for every parent.

If a parent assigned is not available on that day and time, he can switch the day with another parent or arrive at a mutual agreement.

BUS RIDER DISCIPLINE POLICY

Any bus rider who does not follow the rules established to provide for a safe and pleasant bus ride will be subject to the following disciplinary procedure. It is intended that this procedure starts simply between the driver/bus assistant and the student but can progress to school administration and result in the loss of riding privileges.

Informal (Verbal): Driver/Assistant and Rider

1. The driver/assistant will speak with the student about the undesirable behavior.
2. The driver may assign a seat or restrict the student from sitting in a specific area of the bus for a period of time as determined by the driver.
3. The driver may stop the bus if the undesirable behavior (loud talking, throwing things, etc.) continues.
4. Should the student continue to violate the rules, the driver will submit a written report to the head of school.

Formal (Written): Bus Provider, School Administration, Parent and Rider (When the informal no longer is working)

1. First Report - The student will meet with the Head of School, and a copy of the report will be mailed home.
2. Second Report - The student will meet with the Head of School to discuss a plan of improvement and consequences which could include up to a five (5) day dismissal from the bus. Parent(s) will receive a copy of the report following the meeting.
3. Third Report - The student will meet with the Head of School and the parent will be notified. A probable five (5) day dismissal and possibly the extended loss of bus privilege will occur. A copy of the report and a letter of bus privilege dismissal will be mailed to the parent.

Extended Suspension of Riding Privileges: School Administrator, Parent and Rider

After the failure of the informal and formal discipline above, a student rider may lose riding privileges for an extended period of time. This decision will be made by school administration after due process with the student and parent.

BUS DRIVER AND SCHOOL COMMITMENTS

SSIS Commitment to a safe and pleasant bus ride:

The SSIS will provide equipment and drivers who meet or exceed Japanese safety regulations. Our drivers will operate their vehicles in a safe, lawful, and professional manner.

The bus driver/assistant/teachers shall instruct the students in safe riding and pedestrian practices as follows:

1. Safe walking practices to and from the bus stop. Procedures to deal with strangers while walking to and at the bus stop.
2. Wearing of light-colored or reflective clothing if going to and from the bus stop in darkness or on an overcast/rainy day.
3. How and where to wait safely for the bus.
4. Safe roadway crossing before boarding or leaving the bus.
5. Problems with clothing, backpacks, and the dangers of getting them caught when departing the bus (remove drawstrings from clothing and excess straps from backpacks).
6. What to do if the bus is late or does not arrive.
7. Emergency evacuation procedures.

SSIS Commitment to a safe and pleasant bus ride:

SSIS

1. Insists student safety while riding the buses must come first
2. Believes the most important job of the bus driver is to operate the bus in a safe and prudent manner
3. Will not tolerate rider behavior which jeopardizes safe operation of the school bus
4. Requires its administration to work with the bus drivers to ensure the safe operation of the school bus
5. Considers the drivers as its personnel
6. Believes that all of its students and employees should be treated with respect and dignity
7. Will make every effort to resolve rider or parent concerns in a fair manner to all

PARENTAL CONCERNS RESOLUTION PROCESS

How parents (guardians) can get help when they are experiencing a problem with their child's bus ride or with a bus driver:

- 1) Contact the Head of School in writing about the nature of the situation.

Medical Certificate Guidelines

DISEASE	MINIMUM ISOLATION PERIOD Follow medical professional guidelines if different from below
Influenza インフルエンザ	Until released by the doctor. 3 days after fever has dropped
Whooping cough百日咳	Until released by the doctor. Coughing has stopped, 5 days after finishing medicine.
German Measles はしか	Until released by the doctor. 3 days after fever has dropped
Head Lice/Body Lice	After 3 shampoo treatments are completed and no live lice or nits are seen. Hair cut may be necessary.
Hepatitis A	7 days after onset of jaundice or in the absence of jaundice, up to 2 weeks after onset of symptoms. Until released by the doctor.
Conjunctivitis Pink eye 流行性角結膜炎 急性出血性結膜炎	Until released by the doctor.
Strep throat 溶連菌感染症	Until released by the doctor. 1 day after doctor release and able to participate in normal activities
Measles (Rubella) 風疹	Until spots disappear. Until released by doctor
Meningitis	Until released by the doctor and well enough to participate in normal daily activities.
Mumps おたふくかぜ	5 days after doctor checks swelling and released by doctor. Mumps vaccinations are not routinely given in Japan, outbreaks are common.
Herpangina ヘルパンギーナ	Spots have disappeared from mouth and released by doctor
Chicken pox 水ぼうそう	All pox is scabbed over. Until released by the doctor.
pharyngoconjunctival fever プール熱	2 days after the main symptoms disappear. Until released by the doctor.
Tuberculosis けっかく	Until released by the doctor.
E.coli infection 腸管出血性 大腸菌感染症	Until released by the doctor.
Erythema infectiosum (also known as fifth disease)リン	Until released by the doctor.

ゴ病	
Hand foot mouth disease 手足口病	Spots have disappeared from mouth and released by the doctor
Other unspecified infectious diseases	

Medical Certificate

学校伝染病による登校許可証

氏名

病名

上記の疾病による療養期間は

平成 年 月 日から

平成 年 月 日まで

() 日間で、その後登校は可と診断します

平成 年 月 日

医師 住所

氏名

印

* 伝染病にかかった場合、完治後、医師が記入した許可書学校に提出していただくことになっております。

Sai Sishya International School 管理部

03-6808-9230

[Change of Transport Arrangements Form](#)

Dear SSIS Administration,

My child _____ in grade _____ currently. His/her **current** transport arrangements are

- Takes the bus and is met by me or my designee
- Walks to and from school with me or my designee
- Takes the bus and comes home independently
- Walks/bikes to and from school independently

I _____ would like to **change** to the following transport arrangements to

- Takes the bus and is met by me or my designee
- Walks to and from school with me or my designee
- Takes the bus and comes home independently (available for G3 or older)
- Walks/bikes to and from school independently (available for G3 and older)

- I understand that transport arrangements can only be changed once per year.

Signature _____ Date mm/dd/yy _____

[Accident Insurance Information](#)



東京海上日動

東京都江東区亀戸1-5-7 錦糸町プライムタワー6F

Student Injury Compensation
For the School year 2023-2024
Sai Sishya International School

We are pleased to confirm the coverage being offered under Tokio Marine Nichido General Life insurance – Injury Compensation

The policy covers all students of Sai Sishya International School who are enrolled during the school year 2023-2024 against accidental medical treatment expenses and accidental loss of life or physical impediment while:

1. in classes, including special educational activities
2. at School
3. participating in school activities and other activities at school as well as activities supervised by school faculty away from school.
4. commuting to and from school

For any clarifications, enquire with us to provide assistance for the coverage and interpretation of this document. Any claims must be accompanied by proof of a doctor visit and the physician's contact information.

The Sums Insured:

- For Injury – Loss of life 2,000,000 yen
- For hospitalization 3,000 yen
- Outpatient 1,000 yen

Payment limit for hospitalization 180 days

PARENT ACKNOWLEDGEMENT OF RECEIVING AND AGREEING TO THE PARENT HANDBOOK FOR SSIS
Version 7.0

I, _____, have received the parent handbook. I have read the parent handbook and agree to all its terms.

Please tick the following boxes to show your agreement and understanding

- I understand that SSIS will take pictures of school activities. **(Check 1 option)**
 - Pictures of my child can be published in public via print or digital media.
 - Pictures of my child can only be published for use within the school community via print or digital media.
 - Pictures of my child **cannot be published.**
 - I understand that jewelry is not allowed.
- I understand and agree that my child will attend excursions within Edogawa-ku, such as the park or local facilities as part of their education. A field trip release will not be provided for Edogawa-located excursions.
- I understand that all school communications will be sent in English. In the event of a dispute, the family will bear the cost of any translations.
- I have read the Progression Policy p. , Invoicing Policy p. , Disciplinary Policy p. , Bus Rider Agreement p.
- I have discussed the Progression Policy and Bus Rider Agreement with my child
- I understand that jewelry/thread bracelets are not allowed in school. Only simple stud earrings are allowed.

Signature _____

Date: _____

Emergency Contact Information

In the event of an emergency, SSIS will contact the following people in the order listed. Please provide at least 3 contacts.

Name	Relation	Number
1.		
2.		
3.		
4.		
5.		

Tick here if this is an updated form, effective (mm/dd/yy) _____.