

# PARENT HANDBOOK 6.0

FOR

SAI SISHYA INTERNATIONAL SCHOOL,  
TOKYO

Effective August 2022



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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, and reflective.

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.

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 programmes 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 in 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 improve the teaching and learning of a diverse and inclusive community of students by delivering challenging, high quality programmes of international education that share a powerful vision.

For further information about the IB and its programmes, visit <http://www.ibo.org>

# General School Information

## School Address

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

## School Contact

070-1393-5515 / 070-1300-5515

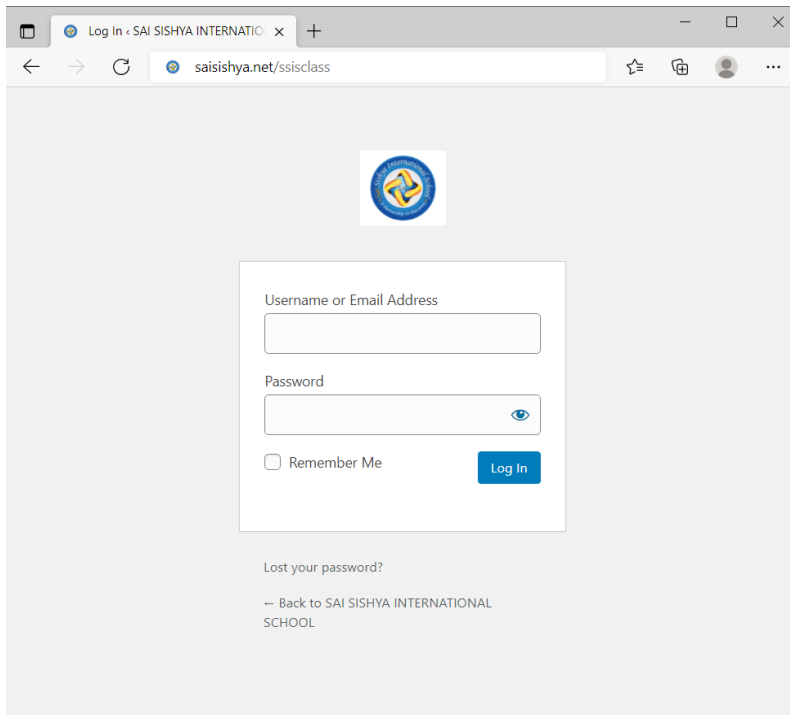
[admin.support@saisishya.org](mailto:admin.support@saisishya.org) - For general inquiries

## Reporting Absences - Take the following action

Report absences on the student portal - <http://www.saisishya.net/ssisclass>

Follow the below steps:

1. Login



The screenshot shows a web browser window with the URL [saisishya.net/ssisclass](http://www.saisishya.net/ssisclass). The page features the school's logo at the top center. Below the logo is a login form with the following elements:

- A text input field labeled "Username or Email Address".
- A password input field labeled "Password" with a toggle icon for visibility.
- A checkbox labeled "Remember Me".
- A blue "Log In" button.

Below the login form, there is a link for "Lost your password?" and a "Back to SAI SISHYA INTERNATIONAL SCHOOL" link.

2. Click on Leave Notification



## News

### Class News

Show 10 entries

| News                       | News Attachments | Posted on |
|----------------------------|------------------|-----------|
| No data available in table |                  |           |

Showing 0 to 0 of 0 entries

### Group News

3. Fill in the Leave notification and click Submit

## Administration and Staff

Head of School, Director - Servando Lopez Leon

Board of Advisory - Harish Sachdeva, Unnati Sachdeva

Executive Director - Haruhisa Usui

## Classes and Hours

| Section      | Hours           | Reception/Drop-off | Dismissal / Pick up |
|--------------|-----------------|--------------------|---------------------|
| Kindergarten | 9:30 AM - 13:20 | 8:50 - 9:00 AM     | 13:20 - 13:25       |
| PYP G1-5     | 9:00 AM - 15:00 | 8:50 - 9:00 AM     | 15:00 - 15:05       |

Arrival after 9:00 AM is considered tardy. Kindly make every effort to reach before 9:00 AM.

The earliest Parent Drop-off is 8:50 AM.

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.

|                 |                             |
|-----------------|-----------------------------|
| Monday - Friday | Report between 8:50-9:00 AM |
| AM Kindergarten | 09:30 – 13:20               |
| Primary School  | 09:00 – 15:00               |

## Class Designations at SSIS

| Class Designation at SSIS   |               |                      |
|---|---------------|----------------------|
| Age by September 1  | SSIS          | Grade Designation UK |
| 2 years 8 months<br>Toilet trained<br>Able to separate from parents | K2 Pioneer    | ---                  |
| 3   | K3 Challenger | Nursery              |
| 4   | K4 Explorer   | Reception            |
| 5   | K5 Discover   | 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/carers at an orientation session and school tour in English.
2. Completion of the Application Form, Health History Form, and Physician Exam Form
3. 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)
4. Full disclosure in the case of any learning or other issues of which the parents are aware
5. A meeting with the child\*
6. Family Picture

\*These requirements 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, swim uniform, material, technology fees) are not refundable for any reason.
- Two full working months 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 cancelled. 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 two weeks will result in forfeiting admission to any program in Sai Sishya.** See the section below from an invoice:

**Total: JPY 250,000**  
**Pay on or before: July 31, 2021**

## School Year Organization

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

| Program                 | Academic Year                                     | General                                     | Grade Designation  |
|-------------------------|---|---|--------------------|
| SSIS - Kindergarten PYP | Late August - Mid-July<br>37 weeks<br>2 Semesters | 4 UOIs                                      | K2, K3, K4, K5     |
| SSIS - Primary PYP      | Late August - Mid-July<br>37 weeks<br>2 Semesters | 6 UOIs<br>Mid-terms (2)<br>Sem1, Sem2 Exams | G1, G2, G3, G4, G5 |

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, to collaborate with others, to synthesize information and to reflect on their own progress and learning. The ability to become an effective lifelong learner through inquiry is the main goal of our program.

## STUDENT PROGRESSION POLICY

**Effective 2022-23 Academic Year**

Progression assessment 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.

### ACADEMIC PROGRESSION and ACADEMIC REVIEW

**Progression** is based on all academic work of the student in that academic year and to the extent that the student can demonstrate their understanding. Besides assessments, the following factors are also considered:

- The student's attitude toward learning
- The student's attendance and promptness (Tardies + Absences)
- 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 (all programmes)
- Progress in iReady

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
- Mid-term assessment results that fall below 50%
- In class assessments that predict the following
  - BE in PYP in - ELA, JLA, Mathematics, UOI
- Little or no activity on RAZ

## **Criteria for Student Progression - Primary programs**

### *Grades 1, 2, 3, 4, and 5*

For students in Grades 1, 2, 3, 4 and 5 progression into the next year group is based on the following criteria:

- A consistent, good academic record throughout the year. This is based on a review of Effort and Achievement Grades
  - PYP - each mid-term and the end of semester (EOS) examination results for UOIs, English, Japanese, and Mathematics
- It is expected that the majority of students will progress into the next year group
- 80% or higher attendance rate (tardies + absences)
- Progress in RAZ towards grade level reading (all programmes)
- Progress in iReady for English and Mathematics

## **End of Year Examinations**

The End of Year (EOY) Examination results are reviewed. In principal, students shall strive to to show at minimum 60% understanding of core content in any subject or program.

Students receiving BE (0-59%) (below expectations) in three or more core subject reports are reviewed case by case in conference and their full year's academic performance as well as their effort is taken into consideration.

Absences for any exam without a medical excuse will result in 0 marks being awarded.

Where it is considered educationally and academically beneficial to the individual student, the student will be asked to repeat the year.

## PYP Grading Scale

|   |  |
|---|--|
| <p>Grading Scale<br/>         EE - Exceeding expectations<br/>         ME - Meeting expectations<br/>         AE - Approaching expectations<br/>         BE - Below Expectations</p> <p>Kindly ensure your child is in school so as not to miss regular classes. As per COVID-19 guidelines, kindly let your child rest at home if experiencing cold/flu or other symptoms of illness. Please refrain from taking leave for personal reasons and ensure your child has at least 10-11 hours of sleep daily.</p> | <p>Grading Scale<br/>         EE - Exceeding expectations<br/>         (answers go beyond what is expected in the written curriculum; Writing rubric 6)</p> <p>ME - Meeting expectations<br/>         (score is at grade level mastery 80-100%; Writing rubric 4-5 )</p> <p>AE - Approaching expectations<br/>         (score is at 60-79%; Writing rubric 3)</p> <p>BE - Below Expectations<br/>         (score is 0-59%, Writing rubric 0-2)</p> <p>Unless otherwise noted, exam results will be calculated as 50% of the Semester 1 reports.</p> <p>Score will be calculated as<br/>         Marks obtained/Total marks</p> |
|---|--|

## Subject Monitoring

Students' grades are checked at the end of each term. Students who achieve a pattern of low grades (a grade of BE - PYP or below for either Effort or Achievement is considered to be a low grade) 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 are not progressed to the next grade, they will be provided with counseling 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.



## 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 | Foreign Language | Second Language |
|----------------------------|-------------------|------------------|-----------------|
| SSIS - Kindergarten<br>PYP | English           | Japanese         | NA              |
| SSIS - Primary<br>PYP      | English           | Japanese         | NA              |

Japanese is taught as a foreign 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 not offered.

## Parental Involvement

SSIS welcomes parental involvement. The main area of parental participation 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.

Other areas of support include attending PTSC (parent-teacher-student conferences), sports day and other events that showcase the students' progress in various areas.

PTSA at the time of this writing is in the formation stage with the core members creating key processes and other necessary documentation.

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.

## Seminars

SSIS will arrange periodic seminars to help parents to understand the different programs that the school offers, like RAZ for example. Attending one of these informational seminars will help parents to further support their child's progress at home.

## 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) or posted on Google Classroom depending on the nature of the announcement. 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 a weather event, contagious illnesses, or other events beyond our control. Weather events can include typhoons, snowfall and even heavy rain or strong wind.

For weather related closures, SSIS will conform with those closures of the neighborhood 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 or the school website - <http://sai.ed.jp/> . Information will be updated around 06:30 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.

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. If a written communication is necessary, please do not hesitate to send an email to the teacher using your SSIS parent email address.

Parents with individual concerns about their child are welcome to contact the teacher first and then to the Head of School. **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.

If concerns are more general and center around the mission or nature of the inquiry program, please contact the Head of School directly. Inquiry programs are distinctly different from traditional school curricula. We feel that it is important to clarify any issues early and directly with the Head of School. Anonymous communication is not appropriate as individual concerns have an individual context.

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

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.

*Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both the students who are bullied and those who bully others may have serious, lasting problems.*

<https://www.stopbullying.gov/what-is-bullying/definition/>

It is important to note that disagreements, differences in opinions and confrontations due to different viewpoints are not 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 (¥)300. 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.

# 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 is calculated with the following formula  $[\text{Possible Days} - (\text{tardies} + \text{absences})] / \text{Possible Days}$ . If the attendance rate falls below 80% it will trigger an Academic Review.

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

Kindly report your child's absence in the SSIS Student Portal under the leave request button. 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 submit a Leave Request in the Student Portal.

[Student Portal - saisishya.net/ssisclass/](https://saisishya.net/ssisclass/)

## Absences and Tardies

Parents are expected to apply for a Leave Request before 08:00 a.m. if they know their child will be absent or tardy. If your child takes school transport, please also text message the transport phone - 070-1300-5515 - to report absences prior to 07:00 a.m. by text message (child name, date)

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 08:00 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.

[Student Portal - saisishya.net/ssisclass/](https://saisishya.net/ssisclass/)

## Absences due to long term illness

If a child is absent more than three days due to illness, proof of doctor visit is required. Proof can be a receipt from the doctor's office, or 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.

[Student Portal - saisishya.net/ssisclass/](http://saisishya.net/ssisclass/)

## 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.

Attendance is calculated with the following formula  $[\text{Possible Days} - (\text{tardies} + \text{absences})] / \text{Possible Days}$ . If the attendance rate falls below 80% it will trigger an Academic Review.

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

[Student Portal - saisishya.net/ssisclass/](http://saisishya.net/ssisclass/)

## 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](mailto:adminsupport@saisishya.org) from 08:30 - 8:45 a.m. on that day via English phone 03-6886-9290 / 070-1393-5515. 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 out of school activities

Children are not permitted to leave early on a regular basis for activities done outside of school. Any exception must be requested in writing to the Head of School for approval.

## Absences due to family travels

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”.

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.

Send a leave request in the **Student Portal** as soon as your plans are fixed.

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.

[Student Portal - saisishya.net/ssisclass/](https://saisishya.net/ssisclass/)

## Morning arrivals

Kindergarten - Students are welcome to arrive from 08:50 a.m.-09:00 a.m. Attendance is taken at 9:00am. Students use the toilet facilities, wash hands, unpack and take care of daily and weekly routines. Class starts promptly at 9:30 a.m.

Primary - Students are welcome to arrive from 08:50 a.m.-09:00 a.m. Class starts promptly at 09:00 a.m.

Middle School - Students are welcome to arrive from 08:50 a.m.-09:00 a.m. Class starts promptly at 09:00 a.m.

Students may not arrive before 08:50 a.m. for any program.

## School Transport Arrivals

The school transport is scheduled to arrive by 08:55 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. Boarding another SSIS transport may not be possible even if it looks like there is space available. The vehicle may have more stops following

your stop. Additionally **only** kindergarten students may board Blue Bus. Japanese guidelines require that an attendant must be present on larger vehicles that transport kindergarten students. Therefore kindly understand that boarding a different vehicle may not be possible for several reasons.

For additional school transport information, please see the **Student Transportation Rider Agreement**. As all students will ride school transport (field trips, Paletta activities etc), all families must be aware of the behavioral expectations.

## Departures

Students using the bus for traveling home will leave the school at 13:30 p.m. for Kindergarten and 15:00 - 15:15 p.m. for Primary depending on the building.

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

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

| <b>Program</b> | <b>Pick Time</b>                  |
|----------------|-----------------------------------|
| Kindergarten   | 13:30 p.m. – 13:35 p.m.           |
| Primary G1-5   | 15:00 p.m. -15:05 p.m. (optional) |

After pickup, please leave the school area promptly. Sidewalk and road space are limited and we cannot block other pedestrians or bicycle traffic.

## 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.

# 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 year on all school items – pencils, erasers, clothes, lunch bags, coats, hats, shoes, water bottles or any other items you might be sad to lose.

## School Dress Code

### Kindergarten students

- sneakers - velcro type/slip on
- Sports uniform - M/W/F
- Formal uniform - T/Th
- smock and indoor shoes
- black socks
- uniform sweater during cool/cold weather

A smock and indoor shoes are required. 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.

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 judgement regarding school wear with respect to current weather conditions.

Please use black socks.

Do NOT send you child in the following wear - 1:1 dressing support is not possible, please consider ease of using the toilet when dressing your child

- sandals, boots, tie shoes
- pajamas, slippers
- zipper pants/skirts
- belts, suspenders
- suspenders
- dress tights (thermal wear acceptable)

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 a 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 SSIS students.

## Primary students

### Required items

- smock - for art or other messy activities
- indoor shoes (uwabaki)
- sneakers for everyday wear
- Sports uniform - M/W/F
- Formal uniform - T/Th
- black socks
- Uniform sweater during cool/cold weather

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 judgement 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

## PE Clothes

For PE (Physical Education) classes, students are to wear a Sports Uniform or navy blue trainers or shorts depending on the weather. Students may use their indoor 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. Kindly do the needful and purchase the required shorts/trainers for your child's comfort.

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

## 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 cancelled by the school, a full refund is available.

Sneakers are required for excursions for student safety.  
(Due to the pandemic, excursions are temporarily not being offered.)

## Body Temperature Record in Student Portal

A record of your child's body temperature is required on the morning of all excursions. Please use the Student Portal. A temperature record is requested everyday. Students will not be allowed to participate in swimming if a temperature record is not sent. Please take care in recording this information on a daily basis.

[Student Portal - saisishya.net/ssisclass/](https://saisishya.net/ssisclass/)

# 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<br>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 a sufficient 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 a sandwich or onigiri at the local convenience store and the parents would be invoiced for the actual cost. We understand that emergencies do occur but will not be entertained on a regular basis.

Please be sure to send what your child can realistically eat for lunch. Students in kindergarten, especially, receive praise on a daily basis for finishing their snack or 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.

## 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.





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.

## Cups - Kindergarten only

Kindergarten students will drink water from cups during lunchtime and learn to pour water from a teapot as part of their educational experience. (Due to the pandemic, cups are not currently being utilized)

## 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.

Due to the pandemic, cloth hand towels are not being utilized. Parents supply paper hand towels for classroom use.

## 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. In lieu of sending gifts, please consider donating a copy of your child's favorite book to the school and it can be read during circle time or as a literacy activity.
6. For promotional purposes, SSIS may post birthday photos on Facebook or other social media sites. Kindly note that not all students' pictures will be posted.
7. Monthly birthday pictures will take place to celebrate all the birthdays in a certain month. Kindly see the schedule for the same.

| <b>Month</b>      | <b>Date</b>   |
|-------------------|---------------|
| August, September | 1st September |
| October           | 4th October   |
| November          | 1st November  |
| December          | 1st December  |
| January           | 14th January  |
| February          | 2nd February  |
| March             | 1st March     |
| April             | 3rd April     |
| May               | 8th May       |
| June              | 1st June      |
| July              | 3rd July      |

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. Please see the notice of necessary items in Google Classroom.

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

Students are prohibited to use the bicycle parking in front of the school premises. Paid bicycle parking may be available near the school. Please consult the parking attendant.

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

## Parent-Teacher-Student Conferences, Parent Teacher Meeting

It is vitally important for students to attend student-led conferences to demonstrate to their parents the areas in which they have confidence and talk about the areas of struggle and how they will attempt to address those areas.

For Kindergarten and Primary students, two conferences will be scheduled annually, the first, during Sem1 after the first six weeks, and the second, during Sem2 after the first six weeks. Please consult the school calendar for specific dates.

## Reporting to Parents

Semester reports will be sent home a total of two times per year for kindergarten, primary and middle school students. 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

A review of the effectiveness of homework for kindergarten and primary school children has shown that its impact is negligible. For this reason, homework will not be issued on a regular basis. 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.

We hope that this policy will encourage parents to use after school time for sports, language classes, music or other enriching activities that are enjoyable for the child. We also encourage parents to visit the many educational and cultural venues that Tokyo has to offer on weekends or during school holidays. We look forward to hearing about these exciting excursions from the students.

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 - G2 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 do 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

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 start simply between the teacher and the student but can progress to school administration and result in further disciplinary measure up to suspension and/or expulsion.

### Informal (Verbal): Teacher and Student

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.

Formal (Written): Teacher, 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 suspension from the school. 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 of suspension will be mailed to the parent.

Expulsion: School Administrator, Parent and Student

After the above interventions, if it is deemed that the student's behaviour 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.

Causes for suspension include, but are not limited to, recurring disruptive behavior, fighting, profane language or other unacceptable antisocial actions in school or the immediate locality.

Causes for expulsion include, but are not limited to, tobacco use, alcohol use, serious injury to another student, any antisocial actions involving police, or other actions deemed serious enough.

## Photographs

SSIS does take pictures of school activities for promotional purposes and to share school life with families.

## 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 cancelled 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.

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, please send a doctor's certificate if there is a medical condition preventing PE participation.

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.



## **Student 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.

Head of School and Administrative Team  
Sai Sishya International School

# Attachment A - Transportation Rider Agreement

May 2017

## REPORTING ABSENCES

Absences must be reported before 07:00 a.m. To report an absence, please send a text message (child full name, absence, date) to 070 1300 5515. Also submit a leave request in the Student Portal.

## 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 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 behaviour (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 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

| <b>DISEASE</b>                                 | <b>MINIMUM ISOLATION PERIOD</b><br>Follow medical professional guidelines if different from below                                      |
|--|--|
| Influenza インフルエンザ                              | Until released by doctor. 3 days after fever has dropped   |
| Whooping cough百日咳                              | Until released by doctor. Coughing has stopped, 5 days after finishing medicine.   |
| German Measles はしか                             | Until released by 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 doctor.         |
| Conjunctivitis Pink eye<br>流行性角結膜炎<br>急性出血性結膜炎 | Until released by doctor.  |
| Strep throat 溶連菌感染症                            | Until released by 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 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 are scabbed over. Until released by doctor.  |
| pharyngoconjunctival fever                     | 2days after main symptoms disappears. Until released by doctor.  |

|  |  |
|--|--|
| プール熱   |  |
| Tuberculosis けっかく                                      | Until released by doctor.                                |
| E.coli infection 腸管出血性大腸菌感染症                           | Until released by doctor.                                |
| Erythema infectiosum (also known as fifth disease)リンゴ病 | Until released by doctor.                                |
| Hand foot mouth disease 手足口病                           | Spots have disappeared from mouth and released by 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 Shishya International School 管理部

03-6886-9290



# 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

総合生活保険（傷害補償）

お客様控

### Student Injury Compensation

For the School year 2022-2023

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 2022-2023 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 hospitalisation 3,000 yen
- Outpatient 1,000 yen

Payment limit for hospitalisation 180 days

# Notes

# PARENT ACKNOWLEDGEMENT OF RECEIVING AND AGREEING TO THE PARENT HANDBOOK FOR SSIS Version 6.0

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 and agree that my child (ages 3 and above) will attend activities at Paletta as part of the regular educational activities, this includes swimming and dance. (due to the pandemic, pool is cancelled)
  - I understand that a swim kit must be purchased for the pool.
  - 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: \_\_\_\_\_

## Student Transportation Rider Agreement and Parent Commitment

I have read and I understand the **Student Transportation Rider Agreement** in Attachment A - *Bus Rider Rules, Bus Rider Discipline Policy, and Bus Driver and School Commitments* and agree to the best of my ability to abide by them.

\_\_\_\_\_  
Parent (Print Name)

\_\_\_\_\_  
Student (Print Name)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature (G1-7)

\_\_\_\_\_  
Date mm/dd/yyyy

\_\_\_\_\_  
Date mm/dd/yyyy

\_\_\_\_\_  
Current Grade

## 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) \_\_\_\_\_.