

Osaka International School of Kwansei Gakuin
関西学院大阪インターナショナルスクール

OIS

Middle & High School
Student Handbook
2021 - 2022

TO STUDENTS AND PARENTS

As I write this, we are wrapping up what was a very challenging school year and looking ahead to a new year with hope that life will get closer to normal so that we can resume many of the activities that were put on hold. While vaccinations and other developments continue to have an impact and there is reason to hope, we will still need to be nimble and ready to adapt to situations that could change at a moment's notice. I am confident that our community will be able to do so because all of you showed so much resilience in the past year.

This handbook provides some guidance on the policies and procedures that will help bring us through the school year. It is very important that you read it and understand the expectations for how community members can contribute to a positive learning environment on our shared campus. We are always reviewing and revising our policies, but this year in particular, as we move through our accreditation cycle, there are likely to be some updates to school policies. If that does happen, those changes will be announced to the school community and digital versions of this handbook will be updated accordingly.

Please don't hesitate to contact me if you have any questions about what is in this handbook and I am looking forward to working with you in the 2021-22 school year.

Sincerely,

Kurt Mecklem
Middle/High School Principal

SCHOOL PHILOSOPHY

Students will develop a strong sense of self, an understanding of their culture and the cultures of others, and an appreciation of the diversity of the human experience. They will develop a realization of global interdependence, and will grow into receptive and creative adults with the capacity for intercultural communication.

Students will share responsibility in the educational process, discover their own talents and abilities, help to determine their own paths of study and growth, and proceed through the strengths of their own efforts.

Students will develop a respect for a healthy and purposeful life, rich in individuality, facing challenges with wisdom and perseverance. They will expand their international awareness and caring, and demonstrate leadership in the creation of a better future for humankind.

FUNDAMENTAL PRINCIPLES OF BEHAVIOR

Our school believes in the ability of its students to make appropriate decisions regarding their behavior and interaction with others. In keeping with the school's philosophy of respect for others and student responsibility, the following guidelines for behavior are offered:

Respect for Self
Respect for Others
Respect for Learning
Respect for the Environment
Respect for Leadership / Authority

Within these guidelines, teachers and students make decisions and weigh their actions. In doing so, it is helpful to have some concrete examples.

Students who are:

RESPECTFUL OF SELF ARE EXPECTED TO...

- use appropriate personal hygiene
- eat well, sleep well, and exercise for fitness
- remain free of drugs, alcohol and tobacco
- present their best efforts at all times

RESPECTFUL OF OTHERS ARE EXPECTED TO...

- listen when others are speaking
- offer positive support and comments to fellow students
- help others when they perceive help is needed
- welcome newcomers and include them in school events
- respect students from other schools
- show caring to people of all nationalities
- request others to cease disrespectful behavior

RESPECTFUL OF LEARNING ARE EXPECTED TO...

- arrive at class on time with necessary materials
- complete assignments and projects on time
- avoid disruptions of the learning process
- respect the library as a study or resource center
- socialize in lounges and cafeteria areas, not near occupied classrooms

RESPECTFUL OF THE ENVIRONMENT ARE EXPECTED TO...

- place litter in waste baskets and litter barrels
- keep lockers and personal areas neat and safe
- leave each room as clean as it was found
- use resources wisely
- use recycling containers for appropriate items
- keep areas on the way to school free of litter

RESPECTFUL OF LEADERSHIP / AUTHORITY ARE EXPECTED TO...

- be a cooperative group member
- take leadership roles in group activities
- follow the direction of teachers and administrators
- support fellow students who take on leadership roles
- participate in activities for the well-being of others

Teachers and administrators also develop additional expectations appropriate to their respective areas. For instance, some actions showing "respect for learning" will differ for the library and gymnasium. Faculty typically involve students in the formulation of expectations for their particular areas. Behaviors are also considered in light of their impact upon others and the learning environment, with efforts made to have students think about their behaviors, actions and the feelings of others.

The goal of the 5 Respects is to create a positive school climate where all community members feel safe, welcome and respected. When a community member violates these expectations, OIS follows the philosophy of "progressive discipline". In general violations are considered learning experiences and consequences are meant to help the student develop an understanding of the expected behavior so that similar issues can be avoided in the future.

STUDENT LEARNING RESULTS Based upon the IB Learner Profile

It is the goal of Osaka International School to prepare students for their future in a global community; to graduate lifelong learners who are ethical, competent, culturally aware and self-reliant. We expect our graduates to possess sufficient skills to enrich their lives and the lives of others.

It is our expectation that OIS students will be prepared for their future in the global community by possessing the following attributes:

ACADEMICS

Knowledgeable - Acquire and apply in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Creative - Strive for excellence in imaginative, creative and artistic endeavors.

Thinkers - Make connections between ideas, disciplines, cultures, and modes of expression to solve complex problems and make reasoned ethical decisions.

Inquirers - Approach new situations with curiosity, and acquire the skills necessary to conduct inquiry and research, demonstrating independence in learning.

VALUES

Caring - Demonstrate empathy, compassion, and respect towards the needs and feelings of others, and develop a personal commitment to action and service.

Open-minded - Understand and appreciate one's own culture and personal history, and remain open to the perspectives, values and traditions of other individuals and communities.

Principled - Commit to the wellbeing of oneself and the immediate and global communities whilst demonstrating honesty, integrity and responsibility for one's actions and the consequences that accompany them.

QUALITIES

Balanced - Practice habits of good and balanced intellectual, emotional and physical health.

Reflective - Give thoughtful consideration to one's own learning and experience to be able to assess and understand one's own strengths and limitations.

Communicators - Understand and express ideas and information confidently and creatively through a variety of modes of communication.

Risk takers - Approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to explore new roles, ideas and strategies.

FOR PARENTS

It is our belief at Osaka International School that students will gain the most benefit from our program when parents are involved in the educational process in meaningful ways. It is our goal to establish a strong home-school relationship with every parent in the school community. To do this, we hope that you will:

SUPPORT THE STUDENTS BY...

- Reading all electronic and paper communications which are sent home in order to learn as much as possible how to support your child(ren). This includes accessing messages and announcements posted on grade and class pages on ManageBac.

- Supporting the school's participation in domestic and international sports and events associations by occasionally providing homestay places for visiting students. This is particularly important if you child(ren) are selected to represent the school in these events
- Taking advantage of opportunities made available to parents for involvement in parent groups, and participation in school events and programs;
- playing an active role in monitoring my child(ren)'s screen time and online behavior

SUPPORT THE CURRICULUM BY

- Supporting the school's curriculum philosophy and practice, and understanding that meeting other specific curriculum standards outside of the school's IB curriculum, mission and core values may not be possible or supported.
- Enriching and supporting your child(ren)'s home language development as much as possible.

SUPPORT THE SCHOOL BY...

- Attending parent/teacher conferences, meetings and workshops to learn about OIS and how you can support your child(ren)
- Checking your SOISmail email account frequently for news and information from OIS personnel
- Understanding that the school reserves the right to use and display students' images, videos and voice recordings for a variety of purposes including advertising, marketing and sharing with the community in accordance with protection of personal information guidelines
- Supporting the school's mission, core values, strategic objectives, programs and all initiatives towards their achievement
- Contributing to a positive school environment, avoiding conduct which creates or promotes intolerance or disharmony between and/or among the school community
- Volunteering to serve as a class representative for at least one academic year during your child(ren)'s enrollment at OIS. Parents with more than one child at school may be required to assume the role more than once. Duties may include attending PTA meetings and/or coordinating class booths for the international fair.
- Using established channels of communication when seeking a resolution to a problem or concern; this includes starting the conversation with the person(s) directly involved in the issue and then contacting the principal if no resolution can be found by the parties involved. Finally, the Head of School can enter the discussion if no consensus can be reached.
- Asking questions and offering suggestions for ways to improve the school.

IT IS OUR PLEDGE TO...

- Keep you informed about your child's progress, and about events and activities at the school;
- Continue to work to make the home-school partnership as strong as possible;
- Make use of your talents and ideas whenever possible.

COMMUNICATION

POLICY GUIDELINES

Our goal at Osaka International School is to maintain open, forthright and direct communication. As in any human enterprise, questions, concerns and conflicts arise from time to time. In order to best resolve issues which arise, the school requests that parents follow these steps:

本校は「オープンで率直かつ直接的なコミュニケーションを図ること」を目標としています。どんな組織でも同じですが、学校においても、疑問や問題、衝突が生じることがあります。それらを最良の方法で解決するため、保護者の皆様におかれましては以下のことにご協力をお願いいたします。

1. If you have a concern about your child's progress in a grade, a specific class, the amount of homework assigned, or an activity, **CONTACT THE CLASSROOM TEACHER, SPONSOR, OR COACH.**

お子様の学習の進捗、授業内容、宿題の量、課外活動等でご心配な点がある場合は、クラス担任、教科担当者、イベント主催者又はコーチにご相談下さい。

2. If your concern about your child is more general, such as overall achievement level, a medical or a home situation that might affect performance, night time activities, friends, or adjustment problems, **CONTACT THE COUNSELOR.**

学力全般、成績に影響を及ぼす可能性がある健康状態や家庭状況、校外での活動、友人関係、適応性についての問題など、お子様について一般的な悩みをお持ちの場合は、カウンセラーにご相談下さい。

3. If you have a question regarding school policies and procedures, program offerings, your child's schedule, academic requirements, or if after talking to the teacher or counselor as described above you are dissatisfied with the response, **CONTACT THE PRINCIPAL.**

学校の理念や取り組み、教育内容、お子様の時間割、必修科目などについてご質問のある方、または上記 1.と 2.のケースで教員やカウンセラーとの話し合いでは解決できなかった事案については、教頭にご相談下さい。

4. If your concern deals with financial matters or auxiliary service (transportation, food service, use of facilities, security, and safety), **CONTACT THE BUSINESS MANAGER OR THE HEAD.** Financial aid matters should be addressed to the business manager.

経済的な問題、補助サービス（交通機関、飲食サービス、施設使用、セキュリティ）については、事務長か校長にご相談下さい。授業料軽減のご相談は、事務長へお願いいたします。

Once a staff member is aware of a concern, he/she will involve the appropriate people. If, however, a solution is not achieved at the point of inquiry, you are encouraged to take your concern to the succeeding levels of supervision. The principal or head will work with you regarding your concern. They will listen carefully and make changes when, and if, necessary. Issues raised in writing are best approached when letters are signed by the concerned person or persons. Do keep in mind that sometimes, due to the nature and structure of our school, it may be difficult to come to a common agreement about the solution to a problem.

Should you need help with how to approach a particular concern or person, the counselor can be of assistance. A meeting with the counselor is confidential. This means that conversations with the counselor will remain confidential, except in the following cases: the student gives permission to share information, the student is in danger or presents danger to himself or others.

The school recognizes the fact that language can inhibit communication at times and will assist you in talking with school personnel by arranging a translator if requested.

COMMUNICATION FROM THE SCHOOL

All official communication from the school to the community will be sent through a school issued Gmail account (SOIS mail addresses). All parents and students should be regularly checking their school issued SOISmail account. Information on classes is given through ManageBac and all students and parents are issued an account. You can see the IT department if you are having difficulty accessing these accounts. You can also follow us on social media by subscribing to the school's Twitter feed (@oisinbrief), YouTube channel (SOIS Videos) and Instagram (#SOIS Stories). Many communications are also posted on our school's website and Facebook page.

EMERGENCY PROCEDURES

- Should bad weather or other emergencies force the cancellation or delay of school, students will be notified through SOISmail, announcements on the website and social media accounts. Decisions on whether to open are typically made at 6:00 am with announcements made shortly thereafter. Please wait for announcements before starting to school and if in doubt, wait.
- In emergencies, parents needing to call the school after 4:45 pm, should call 072-727-5090 (business office). This line will bypass the answering machine on the general phone number. Alternatively, you may call the MS/HS Principal's office phone, 072-727-5094. Please note, however, that there is no guarantee these offices will be occupied at the time you call.

The official emergency refuge site for SOIS is at the nearby Toyokawa Minami Elementary School. Should there be an emergency causing the evacuation of the school, we will activate our emergency release procedures for parents to collect their child(ren). It is important that families complete the SOIS student disaster response information form so the school knows the release options for every student.

LANGUAGE POLICY

At OIS, English is the language of instruction. Below are some excerpts from the OIS Language policy document. While key points are provided for reference here, community members are encouraged to become familiar with the entire document.

Language is central to fulfilling the mission of the Osaka and Senri International Schools. Individuals become informed, caring and creative in part through language and the composition of the SOIS community presents us with unique opportunities and challenges in developing these traits. With two languages of instruction used on this campus, we know that language can bring people together and that it can separate them. At OIS we strive to ensure that our many community languages are used to increase knowledge, respect and understanding, to bring cohesion and never to cause harm.

Language on a shared campus – Japanese is the language of instruction at OIS's sister school thus the campus is multi-lingual. Three departments at OIS are shared with SIS. These are PE, Visual Arts, and Performing Arts (Music). Classes in these departments are mixed between the two schools thus students will have varying abilities in English and/or Japanese. The visual arts and music classes are viewed by SIS as English immersion classes and thus English is the language of instruction in these courses.

Japanese should be used only when it facilitates understanding. At times, bi-lingual students may translate a difficult concept or important instruction but using students as translators should be limited. Students should not be used as translators for issues that involve class conduct or discipline. Bilingual secretaries or colleagues should assist in these situations. The same basic principles should be followed in PE but because of safety concerns with equipment, translation may be more common and acceptable.

Because SOIS is a bilingual campus, students may use the language in the hallways, cafeteria, library, etc. that best fits the audience with which they are speaking. Both schools are governed by the 5 Respects and those should be considered when making the choice of an appropriate language. In no case should language be used to exclude an individual or group. OIS teachers should use English when speaking to students from either school.

Activities and Teams are made up of students from both schools. In all activities and sports the ultimate goal should be inclusion of students from both schools. In many cases, coaches and activity advisors are not completely bilingual but every effort should be made to conduct the activity bilingually so that no student feels excluded. Both the middle and high school Student Councils are made up of students from both schools and are defined as well-balanced bilingual teams. Every attempt is made to use both languages equally.

SCHOOL CURRICULUM

OIS GRADUATION REQUIREMENTS

Graduation from OIS normally follows four years of study at the high school level, over which time students must earn 24 credits in the areas listed below. Some students may opt to study an extra year if they require the credits to graduate.

Content Area	Credits
Language A (usually English)	4
Humanities	3
Science	3
Mathematics	3
Language B or additional Language A	3
Visual Arts	1
Performing Arts (Music, Drama)	1
Technology	1
Physical Education / Health	2
Theory of Knowledge	1
Electives	2
Total	24 Credits*

The above credits apply to students who attend all four years of high school at OIS. Transfer students will have their transcript evaluated by the admissions committee and accepted at the appropriate grade level. The above credit requirements will then be adjusted to fit their time at OIS.

Notes: * In addition to the 24 credits listed above, all students are required to:

- Complete the Personal Project (grade 10), and the IB Extended Essay (DP candidates) or a Senior Writing/Research Project (OIS diploma candidates).
- Satisfy the IB Middle Years Program Community & Service requirements (grades 6 to 10) and the Diploma Program Creativity, Action, and Service (CAS) requirements (grades 11 & 12).

THE OIS DIPLOMA AND THE IB DIPLOMA

- Students must earn 24 credits throughout high school and complete the other requirements listed in the notes above to graduate. Once a student completes all of this, they will have earned an OIS diploma. To earn a credit, a student should score 3 or above on the 1-7 grading scale. Students registered in the IBDP and who successfully complete all of the requirements will earn an IB Diploma in addition to the OIS Diploma. A condition of taking the IB Diploma Programme (IBDP) is that students are required to meet all school deadlines for coursework and assessments. Repeated failure to do so will lead to a review of the student's ability to remain in the programme, and may result in the student being removed from the IBDP.
- All students in high school work towards the OIS Diploma. All students in grades 9 & 10 are following the IB Middle Years Program. Students in grades 11 and 12 may choose to work towards the full IB Diploma or IB certificates in chosen subjects along with the OIS diploma.
- Non-IB diploma students in grade 11 and 12 must take at least 5 subjects (not including ToK).

All OIS classes offered in grades 11 and 12 are aligned with the requirements of the IB Diploma Program. All students are encouraged to pursue the IB Diploma but OIS recognizes that because of the workload, this program is not for everyone. Students should discuss their best path with the principal, counselor, or DP coordinator.

Refer to the OIS website for courses details and options; or ask the DP coordinator or principal. Courses are subject to enrollment minimums so not all of them may be offered every year.

REPORTING STUDENT PROGRESS, GRADING SYSTEM & PROMOTION

The information here is excerpted from the OIS Assessment policy and is presented here for information purposes. In cases where there is disagreement about the application of the policy, the actual policy document should be referred to rather than this handbook. All community members are encouraged to become familiar with the actual document.

Assessment in the Middle and High School is criterion-related and this differs from a norm-referenced approach in which students are compared to each other. The MYP “best-fit” approach is used in grades 6 to 10 to determine the most appropriate level for a student in relation to the criterion. Similarly, in grades 11 and 12, teachers should strive to get the most accurate picture of a student’s performance and not just average grades over a reporting period. Based on the above, teachers develop an OIS 1 to 7 grade at the end of a grading period which is reported to the families of students.

In yearlong Middle Years Program courses (grades 6 to 10), OIS reports an interim grade at the end of the Fall, Winter, and Spring trimesters, and a final grade in the Summary of Achievement report following the end of the Spring trimester. The final grade for courses that do not extend through the whole year will be the grade of the final trimester that the class meets. Only the final grade of a course is reported on the school transcript. In addition to grades, OIS also reports on students’ Approaches to Learning so that families have an understanding the type of effort and attitude students are bringing to their education. In DP courses a grade is reported for each trimester and recorded on the student’s transcript.

Students who complete all of their courses successfully will be promoted to the next grade level in the following year. Students who are unsuccessful due to poor (less than 3 on the 1 to 7 scale) or missing work, incomplete assignments, etc. will have their promotion status reviewed. The teacher(s) involved and the principal will work together to determine the appropriate course of action. Possible courses of actions include but are not limited to:

- Completing make-up work or other necessary measures before being promoted
- Repeating the grade or course.
- Recommending transfer to another school.

ManageBac

Parents are provided with their own access to ManageBac, with an ID and password based on your family SOISmail account details. Accessing the account will give you some important information about your child's classes including:

- A calendar overview of your child's deadlines or assignments
- Files associated with specific tasks that have been uploaded by the teacher (instructions, samples etc.)
- Messages sent by a teacher to all students in a class
- Mail sent by the teacher to your child
- Comments and grades from the current and previous trimesters
- PDF copies of previous end-of-trimester and progress reports
- A portfolio of any work uploaded and saved by your child

If you have more than one child at OIS, the same family SOISmail ID will give you access to all of their records. Note that the system is primarily being used by the middle and high school at this time.

The primary purpose of providing this access is for parents to know more details about what their child is studying at school. The unit plans give a more detailed understanding of the curriculum being studied at each grade level, and the calendar of assignments shows when key assignments, tests or activities are due for each subject. Not every class activity or task is recorded on ManageBac, and feedback and assessments are not necessarily recorded every day or every week, however over the course of a trimester parents will be able to develop a better awareness of their child's workload and progress.

ACADEMIC HONESTY

At OIS, we expect students to have respect for learning. The sections below are based upon the OIS Academic Honesty policy. While the excerpts are here for reference, in cases of dispute the actual policy will be referred to.

Academic dishonesty includes:

- Plagiarism - using someone else's idea or work as one's own without proper documentation
- Collusion - secret or unethical collaboration
- Misconduct - examples are having a "cheat sheet", breaking examination room rules, etc.

This includes doing one's own work without improper assistance from others. This assistance can be in the form of collaborating with other students when not approved by the teacher, copying homework, cheating, receiving inappropriate help from tutors or parents, or plagiarizing information.

The internet makes it extremely easy to plagiarize (to take and use the thoughts or writings of others and use them as one's own). However, students are expected to cite sources used to develop ideas for assignments. Paraphrasing a source or verbatim copying without giving credit to the author is not acceptable. Failure to cite sources can result in serious consequences. Incidences of academic dishonesty will be treated on a case-by-case basis, using these guidelines:

- First instance: teacher-student conference. If appropriate, the student should re-do the assignment correctly. Credit for the assignment may be given at the discretion of the teacher, upon satisfactory completion of the assignment.

Depending on the nature of this first instance, the teacher may refer it to the principal.

- Further instances: the principal and parents are notified. Assignments and progress are monitored. A plan will be negotiated to support the student.
- Continued deliberate plagiarism can result in serious consequences including a failing grade for the course for which plagiarized work has been submitted.

HOMEWORK AND ASSIGNMENTS

Students are required to complete homework and assignments by the set date. If a student does not understand the assignment, he/she should make every attempt to see the teacher as soon as possible and before the due date. Should there be a valid reason for not being able to complete the work, the teacher should be apprised of the reason as soon as possible, and an alternative due date will be given if appropriate.

Students should not expect to be able to re-sit tests, or re-submit assignments. A teacher has the prerogative of offering these when deemed appropriate. Students are encouraged to adequately prepare, and do their best on each task assigned. Middle Years Program students are given a homework diary at the beginning of the year, and are expected to bring the diary to each class, and make appropriate use of it as an organizational tool. Parents are encouraged to monitor this diary.

IB ASSIGNMENTS & DEADLINES FOR THE DP AND PERSONAL PROJECT

There are numerous external and internal assessments set by the IB for Diploma candidates and for the Personal Project. The IB publishes deadlines for these assignments for teachers but requires schools to set their own internal deadlines for students. Students must comply with the school deadlines of both the DP external and internal assessments. This includes the school deadlines of Extended Essay, TOK, and all the of DP subjects. Failure to meet these internal deadlines could result in a student switching to the OIS HS Diploma, and not earning the IB Diploma.

DROPPING / ADDING COURSES

IB Diploma students who wish to drop or add a course should request to do so within the first two weeks of the first trimester of their grade 11 year. Students need to fill out the appropriate course change form located at the student information center, and should discuss the requested change with the DP Coordinator as soon as possible to check credit and scheduling implications, and class availability. The principal must grant permission for the change, and this process often involves discussions with the guidance counselor, IBDP coordinator, teachers, and parents.

OIS TEXTBOOKS

The school provides textbooks for many classes. These are checked out to students at the beginning of the courses. To honor "respect for learning" and "respect for property", the school asks students to keep their books in good condition and free of writing. Replacement of lost or damaged textbooks is the responsibility of the student and parents. Final grade reports will not be issued to students until fees for lost or damaged books are paid.

If they are considered consumables, some subjects may require students to buy texts or novels. In these cases, students benefit from making direct, extensive annotations whilst studying. These books belong to and are kept by the student. At the beginning of the course subject teachers will inform students which books they will need to buy; these books are generally provided directly by the teacher.

SCHOOL LIFE

ATTENDANCE POLICY

Attendance at school and to each class is crucial to a student's success in our program. As a demonstration of the school's commitment to consistent school attendance, the following attendance policy will be observed:

1. To remain in good standing in OIS, each student must be in attendance at school for at least 90% of the days for which school is in session. Absences which are excused in writing by a physician; and absences that are unavoidable due to exceptional circumstances will not contribute toward allowable days absent, at the discretion of the principal.
2. Parent requests for a child's extended absence from school must be presented in writing to the principal before the absence occurs. These requests will be evaluated on a case-by-case basis as to whether they affect the 90% minimum attendance required.

If such leave is approved, it is the responsibility of the student to communicate with teachers about the absence and make arrangement for missed work and make-up assignments.

3. Teachers keep track of individual class attendance in ManagBac. Students who miss individual classes will be marked absent from that class even if they attend other classes during the day. A student who has not attended 90% of the sessions for an individual course will not have met the attendance requirement for that class.
4. If a student is in danger of failing to satisfy the 90% minimum attendance policy or has excessive tardiness, parents will be notified and a conference may be held in order to address the issue.
5. Students who fail to meet the 90% minimum attendance policy or have excessive tardiness will be subject to disciplinary action by the principal and/or denial of credit for any, or all, academic courses. The student may be placed on probation if a pattern of excessive tardiness or absences emerges, and/or grades may be suspended until the problem is dealt with satisfactorily.
6. Students are required to make up any work they miss due to absences. Should work not be made up satisfactorily by the due date given by the teacher, the student may be required to remain after school to complete the work, and/or will not receive credit for work missed.

TARDINESS AND ABSENCES

OIS views absences from school seriously, as time missed from instruction has a negative effect on learning. Students and parents are advised of this upon entering OIS, and agree to the taking responsibility for following procedures carefully.

Parents are requested to respect the school calendar and arrange appointments and holidays on weekends or during the school holiday periods.

PROCEDURES FOR STUDENTS

1. If you are late for school, your parent/caregiver needs to phone (072-727-2305) or fax (072-727-5055) the school by 9:00 am citing the reason for the absence. This includes lateness due to illness, oversleeping, traffic, or any other reason. ***It is not acceptable for students to call themselves.***
2. When you are tardy to school, you will submit the online form from the PC placed at the genkan reception desk (Red Counter). It is your responsibility to go and see the teachers of any class you were absent from on that day so they can give you any **work** you missed.
3. If you are absent from school (except for school-sponsored events like AISA, MUN, etc.), **your parent** (or dorm parent) needs to phone or fax the school by 9:00 am in order for your **absence** to be excused.
4. If you need to leave school early for an appointment or for another reason, your parent/caregiver needs to phone (072-727-2305) the school citing the reason for the leave in order to leave. Unless the reason is an emergency, notice should be given at least one week prior to the absence, or as soon as you know of the upcoming absence. You need to see all the teachers of the classes you will miss before you leave so that you can get any work you need to make up.
5. If you are aware of an upcoming extended or **private** absence, your parent needs to send a letter or e-mail to the principal seeking permission for the absence, at least one week prior to the absence. For absences over 2 days, it is the student's responsibility to check with teachers and arrange in advance for making up missed classwork and assignments. After doing this, the student should then discuss these arrangements with the principal.
6. If you are sick during the day and need to see the nurse, you must see the teacher whose class you are about to miss before you visit the Health Centre, and they will give you a note. When you leave, the nurse will give you a Nurse's Pass. The pass must be taken to all the teachers of classes that you missed that day so that you can find out about work you missed. This should be done as soon as possible to minimize the effects of missing any work.

If the nurse decides it would be best for you to go home, she will issue you a green slip that you then submit to the genkan reception desk (Red Counter) before you leave school. It is your responsibility to go to the teacher of classes you missed the day you return to school, to collect work missed. This should be done as soon as possible upon your return to school to minimize the effects of missing any work.
7. If a student contracts any "**school designated infectious disease**" they will be prohibited from attending school in order to prevent the spread of infection. When the doctor judges the student fit to attend school again, students should submit the "Permission to Return to School" form to their HR advisors.

CLOSED CAMPUS

"Respect for learning" and "respect for others" are valued at OIS, therefore students are expected to attend all classes each day, arriving on time prepared with materials and assignments. After arriving at school, students are required to remain on campus for the entire day. Students may leave campus early for special reasons only after securing permission from the principal or their parent (in which case the school must be notified by the parent before the student leaves). Students who have permission will be given a green pass which they must present when signing out at the genkan reception desk (Red Counter).

The exception to the above is seniors in good academic and disciplinary standing are granted special privileges upon application once they have completed their extended essay or senior research paper. Students and their parents will receive detailed information about the terms and conditions applied to senior privileges in the Winter trimester of grade 12.

HOMEROOM AND GRADE ADVISORS

Each student is assigned a homeroom (HR) advisor. The advisor assists each student with day to day concerns and acts as a referral source to appropriate OIS personnel (e.g. counselor, administrator, nurse, etc.). Except for assemblies or other events, students report to their homeroom group at the start of the school day at 8:30 am.

The Monday afternoon long HR (LHR) provides time for a variety of activities, such as visiting speakers; team and character building exercises; and working together on service commitments and preparing for events such as Sports Day and the School Festival. During this time, students meet together in HR advisory groups or in grade level groups.

PROBATIONARY STATUS

New students to the school may be placed on academic and/or behavior probation in order for teachers to have time to assess their ability to succeed at OIS. Parents of students on probation will receive a letter outlining the terms of probation. Teachers hold regular student guidance meetings in order to assess student's progress, and when there is confidence that the student will be able to function well at OIS, probationary status will be removed.

Students may also be placed on probation for academic or behavioral reasons if continual infractions occur. The terms of that probation will be outlined in a letter to the student's parents. The length of the probation will depend on the seriousness of the situation. When there is confidence that the student will be able to function appropriately at school, probationary status will be removed. Students who decide not to accept school requirements will be asked to withdraw from OIS.

RETURNING HOME

At the end of the school day, students are asked to return home promptly. Middle and high school students are required to leave campus each day no later than 4:30 pm. The only exception to this is when students are involved in a supervised school activity, such as a sports club, music rehearsal or they have signed in to study in the Library. In these cases students are expected to leave by 6:00 pm.

STUDENT ACTIVITIES

COMMUNITY SERVICE

Kwansei Gakuin's mission is "Mastery for Service." Likewise, Osaka International School's aim is to prepare all students to contribute to our global community. OIS promotes this spirit from the earliest grades through the International Baccalaureate's PYP, MYP (Service and Action) and the CAS (Creativity, Action, and Service) component of the DP. With appropriate guidance and support, MYP students should, through their engagement with service as one of the significant forms of action, meet the learning outcomes to develop the skills and attributes of an IB learner. As an IB school, we value and require all students to engage in service with others, demonstrating principled action across a range of local and global communities.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities at OIS are shared with Senri International School and take place after school and on Saturdays. Sports, student council, fine arts, and many special interest clubs are available for middle school and high school students. All students are encouraged to take part in one or more activities as they make valuable contributions to the educational experience at OIS.

At the same time, students are expected to prioritize their academic studies. Students must maintain good academic and behavioral standing to be allowed to participate in extracurricular activities. Students behind in their school work or facing disciplinary issues may be suspended from an activity. When participating in an extracurricular event that requires an absence from school students must complete missed work before the absence, if possible, or soon after. For trips that require transportation payment, traveling students must submit permission forms, both paper and online.

All students involved in Sabers Sports must read and adhere to all the regulations in the SOIS Sabers Handbook, found on the Sabers athletics website at sabers.senri.ed.jp/handbooks.html. More information about sports, including mandatory Sabers Sign up forms, can be found on the website. There is a club and service fair held twice a year with information on other activities and service opportunities. Please see the principal, athletic director, or activity supervisor if you have questions.

STUDENT SERVICES

THE STUDENT INFORMATION CENTRE

The Student Information Centre is located on the second floor in the business office. It is open from 8:00 am - 4:45 pm each day that school is in session. (Payment should be made by 4:00 pm)

Among the services provided by the Student Information Centre are: issuing student I.D. cards and certificates, assisting with the purchase of train and bus passes, keeping attendance records for all students, and serving as a place where lost and found articles may be turned in.

STUDENT VISITORS

From time to time, graduates of OIS and friends of OIS students visit Osaka. Such visitors are welcome to visit during lunch or after school, and visit the library quietly at other times provided permission is first gained from the principal. This should be done at least a day in advance. Security passes are to be worn in a visible manner while the visitor is in the building. Visitors must not hinder classroom learning in any way.

COUNSELING

The mission of the OIS counseling program is to facilitate each student's personal/social, academic and career development through the counselors' delivery of guidance and counseling activities as well as through a collaborative effort between the home and school community. The ultimate objective is to help students identify their interests and abilities, and enhance productivity, dependability, self-expression and control, the counselor assists in honing decision-making and conflict-resolution skills along with other competencies that will strengthen their unique capabilities and enable students to participate in a global society as responsible citizens.

The OIS counselors work closely with homeroom advisors, teachers, school administrators and parents; serve as the coordinators of the school's guidance program; and provide counseling for personal and academic concerns. The college careers counselor administers a comprehensive career and college counseling program to assist students in their college selection and application. The guidance counselor concentrates more on social and emotional well-being. The guidance staff are experienced with international populations and cross-cultural adjustment issues, and are available to students, parents, and teachers throughout the school day in the Counseling Center on the third floor. Appointments can be made by contacting the office at 072-727-5061 or by emailing the appropriate counselor. Contact Ms. Marguerite Goto (mgoto@soismail.jp) for issues related to college and careers and Ms. Maricar Ronidel (mronidel@soismail.jp) for any other issue.

LEARNING LAB ENRICHMENT CENTER

OIS is dedicated to supporting student learning. The Learning Lab is a resource room open to all OIS students, where they can quietly study, request one-on-one assistance, or enhance their skills through various programs and online tutorials catered to their specific learning needs.

The Learning Lab is open for student use and one-on-one conferencing throughout the day and after school. Room E336 is an additional room that opens after school where students can receive assistance with assignments or homework, study with their peers, or receive personalized attention to identify their academic strengths and weaknesses to make measurable progress.

LEARNING SUPPORT PROGRAM

The Learning Support program is designed to assist students with learning difficulties or identified learning disabilities. A learning difficulty is defined as a student who is performing below grade level as measured by their math or reading comprehension skills. A learning disability is an identified weakness that has been documented through a cognitive evaluation. At OIS, the entire grade level team provides interdisciplinary support through the inclusion model within the general education classroom environments. In some instances, students will be offered more individualized attention in a resource setting. With the support of parents and our team of caring professionals, we strive to provide students with the best possible services and instruction that will produce measurable results.

SABARIA - SOIS LIBRARY

The library focuses on providing supportive services and program collaboration for the entire SOIS community: Kindergarten through Grade 12 for OIS and Grade 7 - 12 for SIS. With a print collection of approximately 20,000 English language titles and 40,000 Japanese titles plus ebook titles and a large variety of digital subscriptions provide our community with an abundance of choice for both academic and pleasure reading, and has been selected with our diverse population in mind. The idea of the library is to be INCLUSIVE, DIVERSE, EQUITABLE and ACCESSIBLE!

Library services Hours 8:00am - 6:00pm

The SOIS library is a shared space and the focus is on academic collaboration and learning. Community members are invited to use the space at any time during the day to engage in literary pursuits. All library visitors are expected to be respectful. Students are asked to speak at a volume that will not disrupt others and to abide by library rules such as not eating in the library. Students who are not working in a respectful manner will be reminded to follow the guidelines, but if the disrespectful action continues then the students involved will be asked to leave the library for the rest of the day. In order to maintain an academic study space, elementary students need to be supervised after school. Community members are encouraged to ask the librarians any questions or express concerns.

Borrowing books

All library patrons may borrow up to 6 books in English and 6 books in Japanese for 2 weeks. An automated email is sent weekly to remind patrons if they have overdue materials to be returned. Parents and guardians may also set up an account to borrow books. Our elementary classes visit the library each week to exchange books and have an ATL lesson, usually focused on research or literacy skills. In secondary, teachers will visit the library for ATL research lessons and to borrow books connected to their units of study.

Lost or damaged library book policy

Books can become lost or damaged despite students' and families' best efforts to care for them. An important part of being a member of our community lending library is to take responsibility for the items borrowed. If a book is lost or incurs damage, the person who signed out the book is responsible for providing a new copy of the same title or paying the replacement charge.

Teaching and learning through library guides

Our online Library Guides bring together the physical world and the virtual world, giving parents and students access to the library catalogs, our e-book and audiobook

platform, reference tools, databases, and other online resources at all times. The LibGuides also include support for units taught, tips for doing research, the ethical use of sources, reading recommendations for various grades, reading promotion activities and more. The guides can be accessed via the SOIS Library link on the school's main webpage. The role of the librarian is to curate resources, co-plan and co-teach both in the library and the classroom to support development of information literacy skills and ATL research skills as well as ATL communication skills like reading and listening. Students are explicitly taught how to take notes, analyze and utilize reference tools and websites effectively and how to cite information and use information ethically.

LOCKERS

Individual lockers are assigned to each student at the beginning of the school year, complete with unique locker keys. If a student loses their locker key, they will be required to pay ¥1,800 for a replacement key.

Respect for one's own possessions and the possessions of others is demonstrated by:

- Using the lockers assigned to you.
- Keeping lockers neat and clean.
- Safely storing your books and other possessions in the lockers provided.
- Asking permission if you wish to borrow from others.

If a student forgets their locker key, they need to come to the business office to ask for opening their locker by 8:25 am.

HEALTH CENTER

The school nurse is on duty during the school hours. Aside from providing first aid as needed, the school nurse assist students who become ill, or those needing regular medication. Also, the Health Center will give OTC medicine for certain age students as needed. The nurse keeps all student medical forms and reports of Physicians' physical examinations. If there is any change in a student's health status, the nurse should be informed. Should a student become ill or get injured and need to be sent home or taken to a clinic or hospital. The school will contact the parents or the emergency contact person listed for the student.

Under Japanese law, students are required to have an annual physical check-up.

CAFETERIA, SNACK BAR

Hot, nutritious set lunches, snacks and fruits are available to students, faculty, and visitors every day in the cafeteria between 10:30 am and 1:30 pm. The cafeteria, student lounge, and courtyard areas are the only areas in the school where food and beverages are permitted. Bottled water and non-sugar/non-milk tea is allowed in classrooms and hallways, but students should not drink while walking, and be careful not to spill their drink. Due to the COVID-19 situation, our cafeteria only offers lunch boxes and students should place an order by 8 am on the day they wish to order.

LOST AND FOUND

If items are lost in or near the school or on the school bus, students should check at the website (<https://senri.online/lostproperty>) and come to the Student Information Centre to see if they have been turned in. Items which are found by students or others should be taken to the Student Information Centre.

SCHOOL BUS SERVICE

In addition to the Hankyu city bus service, the school provides a bus service to shuttle students between school and nearby train stations. Buses run in the morning and in the afternoon between school and Kita Senri, Senri Chuo, Minoh, Ashiya, and Kikutanicho (Nishinomiya). A schedule of exact times and costs is available upon request from the Student Information Centre.

DORMITORY

SOIS has a small dormitory close to the school. While primarily for use by SIS students, OIS high school students may use the dormitory if a student's is able to return home on weekends but lives too far from the school to commute daily. Please make inquiries to the principal or head.

USE OF INFORMATION TECHNOLOGY RESOURCES

OIS RESPONSIBLE USE POLICY

Rationale

The aim of this policy is to foster the ethical and responsible use of technology as well as provide our students with equitable access to technology. The underlying concept is to educate students about making the right choices and to act with integrity and respect as well as protect the student and school's information. A critical component of the policy will be to educate our community about technology use and its effects on mental health plus to encourage our students to reflect upon their usage through the lens of creation, connection and consumption.

Guidelines

Respect and protect the privacy of others.

- Use only their SOIS account when connected to the school network
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.

Respect and protect the integrity and security of all electronic devices and resources.

- Protect any school device that is loaned to them to use and use it appropriately at all times
- Report security risks or violations to a teacher or principal.
- Not destroy or damage data, networks, or other resources that do not belong to them.
- Conserve, protect, and share these resources with other students and members of the community.

Respect and protect the intellectual property of others.

- Not infringe upon copyright or intellectual property rights (no making of illegal copies of music, games, or movies).
- Not plagiarize.

Respect for mental health and well-being.

- Communicate only in ways that are kind and respectful.
- Use devices loaned by the school only for academic purposes
- Use any device in a balanced manner that support personal well-being
- Report threatening or discomforting materials, posts or comments to a teacher.

- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass)

Respect and practice the principles of community.

- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not use to stream videos or play online video games that use valuable bandwidth that impacts other students' learning.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a School project.

Expectations and responsibilities

OIS teachers and administrators will:

- Explicitly teach students how to safe carry devices and how to take care of them
- Explicitly teach how to be ethical and responsible when creating and collaborating online
- Discuss identity, well-being and technology use in terms of creation, consumption and connection
- Ensure all school required apps and programs used are secure and keep student data private
- Review any Third-party apps terms and conditions to understand how the deal with student data

OIS administrators will:

- Communicate the OIS Responsible Use Policy with all stakeholders
- Provide professional development for teachers in ethical and responsible technology use
- Support teachers in following through with the procedures and protocol of the responsible use policy.

OIS students will:

- Keep their devices safe and use them appropriately, reporting any damage to their homeroom teacher immediately
- Keep their information private and respect the privacy of others in the community
- Recognize expectations and responsibilities with regard to producing authentic work
- Use their devices responsibly and in a manner that promotes digital well-being
- Understand that infractions will result in consequences that will result in a reduction of access to devices as well as conversations with the principal, teachers and parents

OIS parents/ guardians will:

- Review with their student how to take responsibility for their device, whether it be loaned from school or their own personal device
- Read and discuss responsible technology use

- Elementary: this will be done through class Essential Agreements that will be sent home for parents/guardians to discuss with their children
- Secondary: this will be assigned electronically, and parents/guardians will be encouraged to discuss this with their children.

Procedures and protocol

To ensure that all stakeholders are aware of the Responsible Use policy, the policy will be located in the Parent / Student Handbook and the school website. When Responsible Use issues arise, OIS will work to ensure the issue is remedied in a fair, timely and consistent manner, and in accordance with this policy.

Infractions

When students do not follow the guidelines in the Responsible Use Policy, a student will always be given the opportunity to explain. A first infraction will involve a warning, a second a warning and a discussion with the principal, homeroom teacher and parent and the third will involve all those steps plus removal of access to a device. If there is damage to a school device and it has been found that a student has shown careless behaviour and is not respecting school property, parents will be expected to pay the replacement cost. However, there are some infractions that could result in more severe penalties earlier, for example in the case of cyberbullying. For more information, please see the full policy on the OIS website.

MOBILE PHONES

The school acknowledges that students may need to bring a mobile phone to school. These devices should be used in accordance with respects listed in the Responsible Use Policy above. The sound must be turned off, and they are not to be used during class time or assemblies. In general, use should be limited to necessary calls only, and devices used in a manner that is not exclusive or disrespectful of others.

USE OF SCHOOL COMPUTERS, ELECTRONIC DEVICES AND ACCOUNTS

The school provides a number of laptop, desktop and tablet computers for students' use. You are expected to use these devices appropriately, and to treat them with care so that other students can benefit from their use in the future. You are not permitted to install, delete or change the functionality of any software programs on the devices.

As with all school owned materials, students and their families take responsibility for using these devices appropriately and are responsible for any damages caused by neglect, misuse, abuse, etc. If a device is damaged the student and their family is expected to cover the costs of repair or replacement.

Students and their parents are also provided with a school G Suite account within the school's soismail.jp domain. This account includes access to Gmail and all the other Google platforms within G Suite (including Google Drive, Google Classroom, YouTube, etc...). The use of these accounts is subject to the Responsible Use policy outlined above.

PERSONAL LAPTOPS AND TABLETS

Students in high school can apply for WiFi access on their personal computing devices. (Middle school students are supplied with Chromebooks in class but grade 8 students can apply to bring their personal device.) An application form is available outside Room 324, and must be signed by you and one of your parents or a guardian. There is usually a limit of one device per student, and the following conditions must be met at all times:

1. As the school has limited bandwidth, you may not access any on-line game sites nor run any peer-to-peer or file sharing programs on your devices.
2. The use of personal computing devices is subject to the same rules as school-provided devices; they are to be used appropriately and respectfully at all times, and for educational purposes only.
3. The school technicians are not responsible for servicing your personal computing devices; they will set up the device with access codes only. If a personal device is incompatible with the school network, the school technicians will not be able to spend time trouble-shooting the problem.
4. You must take full responsibility for keeping your devices secure at all times on the school premises, and understand that the school's insurance does not cover loss or damage to personal devices.
5. It is a requirement to have and maintain an up-to-date antivirus program installed and active on personal computers whilst on the wireless network at school.

Any breach of these terms will lead to the immediate withdrawal of your access rights to use your personal device on the school wireless networks.

MOBILE WiFi

The use of mobile WiFi devices (such as WiMax) in the school is not permitted. These interfere with the school's own wireless signals, preventing laptops and iPads from connecting to our WiFi networks. Students are required to turn them off whilst on the school's premises.

USING THE INTERNET AND SCHOOL NETWORKS

Internet access is available to all students and teachers in Osaka International School. This service is provided as part of our goal to promote educational excellence at OIS by facilitating resource sharing, creativity, innovation and communication. The school does not block access to any specific sites or services, however we are conscious that there are risks inherent in providing unrestricted access to the Internet. Thus, it is important that all stakeholders understand and abide by the appropriate use policy described above and the terms and conditions below.

TERMS AND CONDITIONS

1. **ACCEPTABLE USE:** The purpose of the Internet is to provide access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of OIS. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission or receipt of any material in violation of any Japanese or international regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
2. **PRIVILEGES:** The use of Internet is a privilege, not a right, and inappropriate use will result in a suspension and/or cancellation of those privileges. The system administrators will deem what is inappropriate use and may deny, revoke,

or suspend specific user accounts at any time if required. Faculty and staff may also request accounts be closed in cases of inappropriate use.

3. **NETIQUETTE:** You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - a. Be polite. Do not get abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - c. Protect your personal information and that of other students. Do not give out your address or phone number, or that of other students or teachers.
 - d. Note that e-mail is not guaranteed to be private. People who operate the systems do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in such a way that you would disrupt the use of the network for other users.
 - f. All communications and information accessible via the school networks and systems should be assumed to be private property.

It may become necessary on occasion for the system administrators to set limits on storage and CPU utilization.

Any issues regarding the provision, use, and support for technology by and for students in OIS not explicitly covered here will be at the discretion of the school's administrators and the IT Department. Additional information, tips and advice can also be found on the school's technology website at <http://technology.senri.ed.jp>

GENERAL INFORMATION

“THE RED COUNTER” (Reception desk in the Genkan)

The Red Counter is located at the security side door entrance to the genkan (entrance hall). Any student entering school after 8:30 am needs to sign in at the Red Counter.

Any visitor to the school must sign in and out at the Red Counter and have their identification tag visible at all times.

LIVING IN APARTMENTS / PARENTAL SUPERVISION

Students are not permitted to reside alone in apartments or a dormitory not approved by the school while attending OIS. At least one parent or legal caretaker must be resident in Japan, and live with the student in order for the student to be eligible to attend OIS (limited exceptions may be made for older students under exceptional circumstances, but must be pre-approved by the principal). Parents/caretakers should avoid absences which leave students home alone unsupervised, especially younger students (MS age or younger).

STUDENT ACCIDENT INSURANCE

The school has accident insurance in place on every student. In many cases it provides duplicate coverage as students are already covered by more comprehensive family health insurance policies. With residents of Japan legally obliged to have health insurance in place, the school's policy is intended as an additional layer of cover so that, within the limitations of the policy, families are not out of pocket for injuries sustained as a result of accidents while in school or on school sponsored activities.

Benefits:

Medical reimbursement	(up to) 500,000 yen per incident
Accidental loss of life and physical impediment	2,000,000 yen per person

Coverage:

The insurance covers any accidental injury sustained while attending, or participating in, any school activities including athletic events. It also covers injuries sustained while travelling to or from school or school sponsored activities. While it allows for worldwide coverage it is our policy to further supplement this with additional travel insurance for overseas trips.

Claims:

To file a claim please contact the business office with relevant documentation, including original receipts of payment and documents related to treatment as provided by doctors or hospitals.

Further information:

If you have any questions about insurance matters please feel free to contact the business office. Urgent queries may be addressed to the business manager, Steve Lewis, at slewis@soismail.jp or by telephone to 072-727-5090.

BULLYING

The following is excerpted from the OIS Bullying Policy

We have zero tolerance of bullying. We strive to foster an anti-bullying school culture by using the IB learner profile and SOIS 5 Respects to teach our students to be responsible for their interactions with others.

Definition of bullying

- repetitive — a bully hurts someone over and over again
- intentional — a bully hurts someone on purpose
- power — a bully aims to control others

Types of bullying

- physical assault on the person and their belongings
- verbal abuse, e.g.: name calling, teasing, making threats
- indirect, e.g.: gossiping, spreading hurtful stories about someone and excluding people from social groups like games
- cyber-bullying via mobile phone or online, e.g.: email, social networks or instant messenger

Prevention

The school runs Personal Social and Emotional classes to help students recognize bullying and address it or seek help.

In the secondary school long homeroom, assembly and Friday flex are used by homeroom teachers to focus on bullying issues.

Procedures for a Bullying Incident

All known/reported incidents of bullying will be investigated by the class teacher, counselor or principal.

Step One: Intervention

1. The class teacher, counselor or principal will meet individually with all students involved to investigate the circumstances of the bullying.
2. The student who shows bullying behavior will be told this behavior must end immediately.
3. Reflection on the incident will highlight the implications of the bully's actions and the student will make amends.
4. Strategies will be used to help the bully change his or her future behavior.
5. Parents/guardians will be informed of the incident.
6. Follow-up counselling will take place with the targeted student.

Step Two: Discipline

1. If the issue is not resolved with intervention, or if it is more serious, the bully will be suspended.
2. A conference will be held with the bullying student, parents/guardians, principal and any other relevant personnel to resolve the issue.

Step Three: School Leadership Council

1. A school leadership council with the Head of School, Principal, School Counselor and other relevant personnel will be held to determine if the bullying student can remain in the school.

SCHOOL APPAREL

Students at OIS are expected to make mature and responsible choices in the clothing worn to school and to look neat and well-groomed at all times. "Respect for others" is the guideline students should use when deciding what to wear. Clothing that might be offensive to others, such as those with obscene/rude pictures and/or words; or inappropriately revealing styles, should not be worn. Shoes must be worn at all times. Special attire may be requested at times for such occasions as concerts, school trips and assemblies.

UNSCHEDULED TIME/FREE TIME and MULTI-PURPOSE AREAS

The campus is open to students at 7:30 am and students not in a school activity have until 4:30 pm to leave. Older students have "unscheduled time" during the day and younger students will have free time during lunch. This means that there are times before and after school and during the day in which students are not always under the direct supervision of a classroom teacher. There are different areas of the campus which are available to pupils when they are not in a scheduled class. These include the library, the cafeteria, the courtyard, the field, and the sky court. Students must follow the 5 Respects when using these areas. Note that eating is only allowed in the cafeteria and courtyard. Students should not have open food containers or sugary drinks in any other area.

Students are allowed to participate in sporting activities when the field or gym are available. However they should take note of the surroundings and conduct themselves in a safe manner. Specialized sporting equipment that could be a danger to others, such as baseball bats, should not be used without direct teacher supervision. Even activities that are normally allowed such as playing on the sky court or playing catch on the field with a baseball should not be done if the area is crowded or other activities are taking place in the vicinity. At all times, students should be aware of their surroundings and stop activities that can no longer be conducted safely.

PUBLIC DISPLAYS OF AFFECTION

Public Displays of Affection are acts involving inappropriately intimate behavior anywhere in the school or at a school event. Students must not only be sensitive to peers and teachers, but be aware that they are in a school in which there are elementary children and people of different cultures.

BICYCLES AND MOTORBIKES

Any students wishing to ride a bicycle or motorbike to school must agree to the conditions outlined, and must have signed parental permission. Application Forms and bicycle identification stickers are available from the Student Information Center. Students riding bicycles and motorbikes are expected to obey the traffic laws of Japan, have appropriate insurance, and to be respectful of the safety of others. Note that bicycle insurance is now required in Japan.

SOME PROHIBITIONS

- **KICKBOARDS, SKATEBOARDS and ROLLER SKATES or ROLLER SHOES** (shoes with rollers in the heel) present a potential hazard to self and others. Out of respect for one's personal safety, and the safety of others, these items are not permitted at school, nor are they to be used on the way to or from school.
- **SUBSTANCE USE AND ABUSE** demonstrates a general lack of self-respect, presents a potential danger to others, and shows a lack of respect for the laws of Japan. At no time will the student use of tobacco, controlled substances (drugs) or alcohol be condoned. All infractions in school, and those in the community, if necessary, will be dealt with severely by the administration and/or counselors. Parents will be informed of major disciplinary action when it is taken. A **SMOKE-FREE ENVIRONMENT** is maintained within the school. Faculty, staff, parents and visitors are asked to refrain from smoking in any of the school's facilities.
- **CHEWING GUM** is potentially damaging to school and personal property, and it is considered rude to chew in front of others in some cultures. Thus, students are expected to refrain from chewing gum at school, and at school functions.

Appendices

1. Permission to Return to School form
2. School Designated Infectious Diseases
3. Handbook Acknowledgment form

To parents: If your child is diagnosed with infectious diseases on the list of “School Designated Infectious Diseases”, the form below should be submitted upon returning to school. Please copy this page, ask doctor to complete, and hand to SHR advisor.

お子様が“School Designated Infectious Diseases”に記載されている病気で欠席されましたら、再登校の際に「登校許可証」をアドバイザーの先生へご提出をお願いいたします。このページをコピーしてお使い下さい。

Permission to Return to School 登校許可証

関西学院大阪インターナショナルスクール
Osaka International School of Kwansei Gakuin

Grade: _____ Student ID: _____ Student Name: _____

担当医の先生へ:

お手数をおかけしますが、下記に必要事項をご記入頂きますよう、お願いいたします。

(日本語でのご記入でもかまいません)

※医師に記入して頂く事 / for Doctor's use only.

病名 name of disease : _____

休養期間 : days to recuperate: _____ 年 _____ 月 _____ 日 ~ _____ 年 _____ 月 _____ 日

上記疾患により加療中でしたが、平成 _____ 年 _____ 月 _____ 日より登校を許可します。

- The student stated above was absent due to an infectious disease.

She/He may return to school from (_____).
date

年 _____ 月 _____ 日

Hospital/Clinic
医療機関名

Doctor's name
医 師 名

Seal/Signature
印

(Date) _____ (Parent's Signature) _____

To HR Advisors: When you receive this form, please pass it to the Student Information Centre.

School Designated Infectious Diseases

Types of infectious disease and the criteria of prohibition of school attendance

Types of infectious disease		Criteria of prohibition of school attendance (An attending physician shall decide appropriately based on the following criteria.)
Type 1	Ebola hemorrhagic fever	Until healed
	Crimean-Congo hemorrhagic fever	
	Smallpox	
	South American hemorrhagic fever	
	Plague	
	Marburg hemorrhagic fever	
	Lassa fever	
	Acute poliomyelitis	
	Diphtheria	
	Severe acute respiratory syndrome (SARS coronavirus)	
	Avian flu (H5N1)	
	Novel influenza or related infection	
	Designated infection	
	Novel infection	
Type 2	Influenza(excluding avian flu H5N1, swine influenza or any related infection)	5 days after showing symptoms, as well as two days after the fever ceases.
	Whooping cough (Pertussis)	Until the characteristic coughing disappears. Or after 5 days of effective antibiotics treatment.
	Measles (rubella)	Until three days have passed after decline of fever
	Mumps (epidemic parotitis)	Until 5 days after the swelling of the parotid gland, submandibular gland or sublingual gland has gone down. As well as having recovered to a normal healthy condition.
	Rubella (three-day measles)	Until the rash disappears
	Chickenpox	Until all the rashes become crusted
	Pharyngoconjunctival fever (swimming pool fever)	Until two days have passed after all the major symptoms are resolved
	Tuberculosis	Until the school physician or another physician acknowledge that there is no longer any risk of infection based on his/her medical condition
	Meningococcal meningitis	
Type 3	Cholera	Until the school physician or other physicians acknowledge that there is no longer any risk of infection based on his/her medical condition
	Bacillary dysentery	
	Enterohemorrhagic E. coli infection	
	Typhoid fever	
	Paratyphoid fever	
	Epidemic keratoconjunctivitis	
	Acute hemorrhagic conjunctivitis	
	Other infectious disease*	

* Other infectious diseases include the following:

Hemolytic streptococcus infection, hand-foot-and-mouth disease, erythema infectiosum, herpangina, mycoplasma infection, and epidemic vomiting & diarrhea.

Osaka International School Middle/High School Handbook Acknowledgement Form

Student Name: _____ Grade: _____

- Students must take this handbook home for parents to read. Parents should sign in the space below to acknowledge they have had the opportunity to see the handbook.
- Students must write their name in their handbook, and are expected to keep it in an accessible place throughout the year and to use it as a reference when they are unsure of school procedures.
- The form below is to be signed by the student and handed to your SHR teacher at the beginning of the school year, this acknowledges that you have read the handbook.

Parents:

Please sign below to show you have had the opportunity to read this handbook, and know of its existence for future reference if required.

Signed: _____
Parent's signature

Date: ____ / ____ / ____
day month year

Declaration of Understanding and Agreement

I, _____
Student name, printed

Acknowledge I have received and read the Osaka International School 2021-2022 Middle/High School HANDBOOK so am confident I am familiar with its contents.

I agree to follow all school regulations and requirements as laid out in the handbook to the best of my ability.

In particular, I fully understand the following:

- ☒ The procedures to follow when I am absent, sick or tardy.
- ☒ School leaving times.
- ☒ Requirements to complete homework on time, and what to do if I cannot.
- ☒ Chewing gum is not permitted at school or at school functions.
- ☒ I must speak English in all my classes except language classes and I should not use language in a manner that excludes others.
- ☒ That food and beverages may be consumed only in the cafeteria, student lounge and courtyard. Bottled water/non-sugar non-milk tea only is allowed in classrooms and hallways.
- ☒ Behavior at OIS is based on the concept of the 5 Respects.

Signed: _____
Student signature

Date: ____ / ____ / ____
day month year



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