

Osaka YMCA International School 2016-2017 Handbook



Osaka YMCA International School 2016 – 2017 Handbook

Core Beliefs 学校の使命

School Vision/ビジョン

OYIS strives to provide a friendly and supportive environment which values diversity and engages its constituents in quality lifelong learning in tune with the signs of the times and the spirit of the YMCA.

OYIS Mission Statement/ミッションステートメント

Osaka YMCA International School provides for the educational needs of students, supported by their families, who have a demonstrated need for an English-based, international education. OYIS offers a well-rounded curriculum emphasizing global awareness in its students. Students are active participants in their education, developing personal responsibility for their learning and actions.

OYIS School Philosophy/フィロソフィー

At Osaka YMCA International School, we believe in setting the foundation for life-long learning. This is accomplished through a well-rounded curriculum that celebrates human richness, diversity and curiosity. Students learn across the disciplinary spectrum, cultivating a broad and deep knowledge of the world and its complex relationships. At OYIS, we believe it is important for students to be aware of their own cultural background, while understanding and appreciating other cultures. The school recognizes and values the life experiences and learning style of each student, allowing each to reach her or his highest potential.

Students will be required to be active participants in the learning process. Personal responsibility for learning is fostered through the understanding of the cause and effect of actions. Through educational opportunities, students are prepared to live as responsible individuals in the local and the international community. Supported by the Osaka YMCA, the school adheres to YMCA's mission, in particular, cultivating mutual cooperation, raising self-awareness and developing the spirit, mind and body to respect the importance of life.

OYIS understands that parents are a vital key for success in their child's education. Parents will be expected to support the education of their children by working with the school in a collaborative manner in keeping with the goals of OYIS.

Osaka YMCA International School 2016 – 2017 Handbook

The Learner Profile/学習者像

The Osaka YMCA International School is committed to the development of the Mind, Body, and Spirit of the whole child.

We foster critical thinking, value relationships, and strive towards wellness. This is demonstrated through our Learner Profile.

We strive to be:

1. Inquirers
2. Knowledgeable
3. Thinkers
4. Communicators
5. Principled
6. Open-minded
7. Caring
8. Risk-takers
9. Balanced
10. Reflective

Organizational Affiliations 学校認可資格及び所属団体

WASC/WASC 認可取得校

The Osaka YMCA International School is fully accredited (PK -8) by the Schools Commission of the Western Association of Schools and Colleges (WASC) through to June 2019.

International Baccalaureate (PYP)/国際バカロレアプログラム初等教育課程 (PYP) 認可取得校

OYIS is an IB World School authorized to offer the Primary Years Program until June 2021. IB World Schools are schools that share a common philosophy- a commitment to high quality, challenging, and international education that OYIS believes is important for our students. For further information about the IB and its programmes, visit <http://www.ibo.org>

Others:その他の所属団体

OYIS is also a member of the Osaka Young Men's Christian Association (YMCA), the Japan Council of International Schools (JCIS), the East Asia Council of Schools (EARCOS), the International Baccalaureate Association of Japan (IBAJ) and the Association for Supervision and Curriculum Development (ASCD).

Osaka YMCA International School 2016 – 2017 Handbook

School Services 学校スケジュール及び提供サービス

School Hours/学校スケジュール

School begins promptly at 8:50 a.m. Students may begin arriving at the Nakatsu campus no earlier than 8:20 a.m. with the exception of students arriving on the first bus.

Class	Start	End	End (Wednesdays)	After School Club
Preschool	08:50	12:00 or 15:45	14:00	N/A
Kindergarten	08:50	15:45	14:00	16:15 to 17:00 *14:15 - 15:00 (regular club) 14:15 - 15:45 (YMCA Soccer) *Wed. schedule
Elementary & Junior High	08:50	16:00	14:00	16:15 to 17:00 *14:15 - 15:00 (regular club) 14:15 - 15:45 (YMCA Soccer) *Wed. schedule

After-School Clubs/課外活動クラブ

After-School activities consist of both paid and free of charge clubs and held from 4:15 pm to 5:00 pm. (On Wednesdays 2:15 pm to 3:00pm or 3:45 pm)
Parental consent is required for students to join. More details are available in the sign-up form.
Students who have signed up are required to attend After-School activities on a consistent basis.
Short-term or sporadic attendance is not acceptable.

Osaka YMCA International School 2016 – 2017 Handbook

After School Child Care Service/延長保育サービス

After School Child Care service is available at OYIS as below:

Class	After School Child Care Time	Fee	Extended Hour Service	Extended Hour Fee
Preschool & Kindergarten	14:00(Wed)/15:45 to 17:30	1,000 yen	17:30 to 18:00	300 yen
Grade 1 & Grade 2	14:00(Wed)/16:00 to 17:30	1,000 yen	17:30 to 18:00	300 yen

(Extended hour service up to 18:00 is also available with extra fee of 300 yen per day. Pre-authorization with the office is required for this case.)

If you apply for more than 4 days per week for over one month, a discount rate will be applied as follows:

Number of Days of service (per week)	Rate (per day)
4 days	950 yen
5 days	850 yen

Payment method:

An invoice will be issued separately from the school fees. The invoice will be issued three times per year.

*Temporary service is also available with **one day advanced notice.**

For above cases, the payment should be made directly to the office before the service by cash.

* In case of cancellation, **no refund will be given under any circumstances after the payment.**

However, you can change the date of the service with a prior notice to the office.

*In the event of a school emergency closure, there will be no service provided and refund will be applied.

*In the event of a “half day” arrangement days or “Student led parent and teacher conference day”, there will be no after school service. After School service days are subject to change.

*If you want to change the service date of the week or number of days per week, please let office staff know so that we will adjust the fee accordingly.

Lost and Found/忘れ物の保管について

Students who have lost personal property or items of clothing should check the Office area. Unclaimed items will be removed periodically.

Osaka YMCA International School 2016 – 2017 Handbook

Lunch/ランチサービス

A boxed school lunch is served upon request. Further details are available from the Office. The menu is available at the school community page.

Grade	Price
Preschool, Kindergarten and Grade 1 (Small)	7,560 yen per month
Grade 2 – Grade 5 (Medium)	9,180 yen per month
Grade 6 – Grade 8 (Large)	9,720 yen per month

*For those students who are on service of school lunch, please bring the chopstick or cutlery set.

Field Trips/Camping/遠足及び宿泊プログラム

Field trips extend your child's experience into the world beyond the borders of the classroom. Opportunities for excursions abound in the Osaka environs, where the richness of culture and nature can be encountered firsthand-and students can get to know one another and their teachers in different settings. The transportation costs of attending supervision are factored into the field trip fee requested of the students. Additionally, if the OYIS school bus is used there is an additional fee based on the location of the destination. It costs ¥500 for a journey of 0 to 10km to the destination, ¥1,000 for a journey of 10 to 20km to the destination and ¥2,000 for a journey greater than 20km to the destination. Some trips involve the hiring of a bus which will be charged at a different rate.

Some classes engage in overnight camping opportunities in tandem with the YMCA which are designed to enhance their grasp of the Learner Profile and encourage holistic development. Your authorization is required for your child to attend field trips, and your child's current medical information must be provided to the school.

Library/ライブラリー

The library is a valuable resource for all members of the school community. As English-language resources are not readily available in Japan, it is essential that the school's holdings be treated with care and respect.

Students learn to use the library with the aid of the Librarian and other teachers and staff. They are taught library rules, borrowing arrangements, methods of research and other important information. The value of such resources necessitates a charge if they are lost or damaged.

Osaka YMCA International School 2016 – 2017 Handbook

Information Technology / IT

As part of our curriculum, students are encouraged to use information technology as an integrated tool for their studies.

- ✧ Teachers will guide and facilitate students toward technology resources acceptable within the framework of the general school standards.
- ✧ Students should only use a computer while logged using their respective grades' login details.
- ✧ Students should only use the printer with permission.
- ✧ If a user should access inappropriate material inadvertently, he/she shall report this to the teacher or supervisor immediately. If that is done, he/she will not be considered to have intentionally accessed such material.
- ✧ To help keep our students and computers safe and secure, all computer, network, and internet activity is logged and monitored. The OYIS computer system is not a private system, and as such, there can be no expectation of privacy while using the system.
- ✧ Programs or files that are believed to pose a threat to OYIS students or computers may be moved, locked or deleted.
- ✧ A 1:1 programme has been introduced to Grades 6 to 8. The use of this programme is governed by the user agreement and related policies. All students in these grades need to take part in the programme.

English Support Services (ESS) / ESS サービス

Admissions Testing, Levels and Reporting (updated for 2016-17)

The English Support Services (ESS) department has the responsibility of assessing incoming students. Students are assessed using a screener from America. They are assessed on speaking, listening, reading, and writing. Based on the assessment results, and in consultation with the observation teacher, newly enrolled students are placed accordingly within in a **four-level system from the 2016-17 school year**. Report cards will use the new system beginning this year. The report cards for 2015-16 used the former three-level system. In this new system, Level 1 is the lowest level of English ability. Any students testing at a Level 5 or higher will not require ESS services and will be designated OOS (Out Of Service).

ELLs (English Language Learners) in Levels 1 to 4 receive ESS department support and are assessed on a formal and informal basis by the ESS teachers throughout the year. ELLs may be exited from ESS services based on homeroom and ESS teacher observations, school work, and an exit assessment. ELLs receive comments from their respective ESS teacher on their report cards.

At the end of the year, all ELLs in Levels 1 to 4 are given an assessment to determine their new

Osaka YMCA International School 2016 – 2017 Handbook

level for the following school year. In addition to the assessment, the ESS teachers consult with the homeroom teacher on a case-by-case basis to get a better academic picture of how each ELL is accessing the curriculum before assigning the new level. In short, there is a careful evaluation of the ELLs year-long classroom performance and English development. Results of the assessment will be issued as part of the semester 2 school report card. ELLs placed in Levels 1 to 4 will require support during the next school year.

In Early Childhood, students are admitted without any formal language assessment. Students in Kindergarten B (KB) will be assessed within the first month of beginning G1 classes starting from the 2016-2017 school year. Only those students determined by the homeroom teacher and ESS department, based on anecdotal evidence, as possibly needing support will be assessed by the ESS department.

English Language Support

The English Support Services (ESS) department has the responsibility of supporting all ELLs in Levels 1 through 4. Activities are scaffolded in all curricular areas to be inclusive of the various language abilities within the classes.

In Early Childhood, language support comes from the homeroom teacher in collaboration with a full-time English speaking assistant in each class.

In Grades 1 to 8, ELLs in Levels 1 to 4 pay fees and receive direct additional language support from the ESS teachers. The ESS teachers help them using one of the following methods:

- **Push-in:** The ESS teacher supports the ELLs in accessing a lesson taught by the classroom teacher.
- **Pull-out:** The ESS teacher works with a small group of ELLs in the ESS classroom.
- **Collaborative/Co-teaching:** The ESS teacher co-teaches a lesson or leads a smaller group of students alongside the classroom teacher.
- **Consultation:** The ESS teacher offers assistance to the classroom teacher with planning, strategies for lower-level students, assists with modifying curriculum, assignments, etc.

The ESS After-School Club

Participation is required for ELLs in Levels 1 and 2 for Grades 2-8. They receive instruction in two groups: Grades 2-4 and Grades 5-8. They receive two 45-minute lessons per week after school on Tuesdays and Thursdays. There is no after-school English language support for ELLs in Levels 3 and 4.

Osaka YMCA International School 2016 – 2017 Handbook

Dress Code 服装及びユニフォーム

Dress policy/ 服装

Students should dress appropriately for active learning. Athletic style indoor shoes are required. OYIS uniforms are available from the office. Uniforms are also to be worn on special occasions and on field trips. Mandatory items are school cap, sweatshirt, polo shirt and black trousers.

The following items can be ordered through the office.

1. OYIS Cap - Green for the Preschool & Kindergarten students and Beige for the Elementary/Junior High students
2. OYIS Polo Shirt
3. OYIS Sweat Shirt (Preschool to G5 and Junior High School)

Exercise Clothing/体操着及びユニフォーム

- **Swimming:** A swimming programme will be held in September and June, depending on the weather. A swimming suit (any type), goggles (optional), swimming cap, flip-flops (beach sandals) and towel are required. Students should take their swim gear home to be laundered.
- **Gym/Playground:** Students need to wear a school uniform consisting of the OYIS yellow t-shirt and blue sweatshirt and a dark trousers, as well as suitable shoes (to be left at school).
- **Field Trips:** Students should wear the OYIS uniform.

Transportation 通学

Travelling by Car/自家用車での送迎

It is strictly forbidden to park, drop off or collect students anywhere along the street on which our Main Gate is located. Please also note that the East Gate is a drop off/pick up point only for elementary and junior high students and cannot be used for parking. Parents of Early Childhood students coming by car need to use the local coin parking facilities and then walk the child to the school.

Travelling by Train/ 電車通学

For students in Grades 1 to 8, they may avail of a transportation discount, ‘gaku wari’, by completing a form from the school office.

Osaka YMCA International School 2016 – 2017 Handbook

Traveling by School Bus/スクールバス
 OYIS provide the school bus service as below.

Monday, Tuesday, Thursday and Friday

	Route	Bus 1	Bus 2
Morning Svc.	Honmachi	7:45	
	Fukushima	7:55	
	Umeda	8:05	8:30
	Arr. Nakatsu Campus	8:10	8:40
Afternoon Svc.	Nakatsu Campus	16:10	
	Umeda	16:25	
	Fukushima	16:35	
	Honmachi	16:45	

Wednesday

	Route	Bus 1	Bus 2
Morning Svc.	Honmachi	7:45	
	Fukushima	7:55	
	Umeda	8:05	8:30
	Arr. Nakatsu Campus	8:10	8:40
Afternoon Svc.	Nakatsu Campus	14:15	
	Umeda	14:30	

Osaka YMCA International School 2016 – 2017 Handbook

	Fukushima	14:40	
	Honmachi	14:50	

*Bus Schedule is subject to change.

OYIS School Hours

	Monday, Tuesday, Thursday, Friday	Wednesday
Pre. & Kindergarten	08:50 to 15:45	08:50 to 14:00
Elementary/Junior High	08:50 to 16:00	08:50 to 14:00

Bus Cel. Phone 090-7551-6865 (Only available during the bus operation hours)

OYIS Bus Policy/バス利用規定

- 1.1 On days when the school is in session the school contracts a local bus company to transport students to school in the morning and home again in the afternoon.
- 1.2 The school does not own or operate the buses, nor does it employ the bus drivers.
- 1.3 Parents who wish their child to travel on the bus must complete a Transportation Request form (available from the School Office). Such a form must be completed and submitted for each school year.
- 1.4 If a bus is already full new Transportation Requests will be placed on a waiting list. Submission of a Transportation Request does not guarantee a place on a bus.
- 1.5 Use of a school bus is not included in school fees. A separate bus fee must be paid in advance each term.
- 1.6 No refund is payable on days when the bus is not used.
- 1.7 The number of bus routes operated will be determined annually by the number of Transportation Requests received and the economic viability of serving each route.

2. BUS STOPS and ROUTES

- 2.1 Each bus will adhere to a published schedule of stops. For reasons of safety, no other stops will be permitted.

Osaka YMCA International School 2016 – 2017 Handbook

- 2.2 Stops may be added or withdrawn at any time to meet the changing enrolment of the school.
- 2.3 The routes served by each bus will be reviewed annually and changed to best meet the needs of the greatest number.
- 2.4 Every effort is made to accommodate parents' requests but the school cannot and does not undertake to provide a route or a stop for the convenience of every student.

3. SCHEDULES

- 3.1 The School Office publishes and issues a schedule for each bus listing the times when each bus stop is served. These may be revised periodically as required.
- 3.2 Ordinarily, buses are timed to arrive at OYIS by no later than 8.50am and to depart OYIS by no later than 4:10pm, except on Wednesdays when it departs at 2:10pm.
- 3.3 Students should be at the designated bus stop at least five minutes before pick-up time. The bus will not wait for late students.
- 3.4 In the case of Early Childhood students, if the child's parent is not at the designated bus stop in the afternoon to meet the child then the child will be brought back to OYIS. The bus cannot wait for late parents.

4. BUS RULES

- 4.1 All students riding a bus must be seated and must wear a seatbelt (excluding the pull-down seat).
- 4.2 Students must obey the instructions of the Bus Driver, the Monitor or any teacher travelling on a bus.
- 4.3 Students may not eat or chew gum while travelling on a bus.
- 4.4 Students may drink water or tea from a PET bottle or Thermos with a cap. Cartons of juice and open cups are not permitted.
- 4.5 Bus windows must remain closed during the whole journey.
- 4.6 The bus door must not be interfered with.
- 4.7 Students must not play musical instruments while travelling on the bus.
- 4.8 Students whose behavior is unacceptable may be refused permission to ride on a bus.

Osaka YMCA International School 2016 – 2017 Handbook

- 4.9 In the case of absenteeism or cancellation of service by the parent, the office should be notified the day before.

Partnership with Parents 保護者と学校のパートナーシップについて

Education is collaborative. Cooperation between parents and teachers is essential in providing children with secure, nurturing environments -- both at home and at school -- in which they can learn and grow. Parents can support their child's learning at school by committing to the following:

- Do your best to support the mission, philosophy and vision of the school, and reinforce those ideals in the home environment.
- Ensure your child is well rested and prepared for school.
- Help your child establish a time and space at home for learning every day.
- Do your best to help your child learn through English if it is not their Mother Tongue:
 - ✓ Attempt to use English with teachers and children while at school and on school trips.
 - ✓ Encourage your child every day to use English at school.

Parents are expected to support the school in working towards student's success.

Volunteering

Participating directly in your child's education at OYIS is a thrilling and rewarding way to get involved. There are many opportunities for you to contribute directly in our collaborative approach to international learning:

- Group-Reading volunteers
- Tutoring volunteers / library
- Lunch/Recess/Outdoor volunteers
- Extracurricular volunteers (for parties, field-trip chaperoning, after-school clubs)

OYIS Parent/Teacher Association (PTA) / OYIS の保護者会 PTA について

The purpose of the PTA, also known as 'Parent Supporters of OYIS', is to develop between educators and the school community at large united efforts to secure for all students the highest advantages in intellectual, physical, emotional, social, and spiritual education in accordance with the mission of the YMCA, and to provide a continuing channel of communication among the various sectors of the community in order to promote an atmosphere of goodwill and cooperation.

To achieve this objective, the PTA shall be empowered to:

1. Provide venues for the expression of views on matters of general interest to parents, faculty and students;

Osaka YMCA International School 2016 – 2017 Handbook

2. Provide services and programs in support of scholastic pursuits and extracurricular activities of the students;
3. Make proposals to the school administration and/or the Board of Governors regarding existing/new educational programs that may be relevant to the changing requirements of an international student body;
4. Raise funds, and exercise such functions as are necessary in the execution of the stated objectives of the organization;
5. Provide social outlets so as to facilitate greater interaction among parents, students and teachers.

The PTA Executive members are elected each year around Spring time for the following school year.

Expectations of Parents/Caregivers/保護者の方へのお願い

Parents can also ensure the following:

- Update the school with the most current personal information if it differs from that provided on application to the school.
- Ensure that the school has written permission from you for your child to go someplace other than home after school, to be picked up by someone other than you, or to otherwise vary the child's daily routine.
- Make prompt arrangements for the immediate collection of your child from the school should your child be ill - or if your child needs to leave early for any reason.
- Make prior arrangements with the school by directly contacting the school office and the Homeroom Teacher if your child will be absent from school for family trips, vacations or other extended activities.
- Tell your child where to go or what to do if ever they should arrive home and find no one there.
- Label garments and other personal items with your child's name.
- Parents are responsible for their children before school starts and after school ends, except for those students registered for official after school activities and trips. Students are not allowed to leave the School without the permission of a teacher or staff member.
- Parents of Preschool and Kindergarten age students must accompany their child to school and collect their child in person at the end of the school day. If a parent is not able to carry out this duty in person, he/she must appoint a suitable adult in his/her place and inform the office and the homeroom teacher of this arrangement. Under no circumstances are Preschool and Kindergarten students allowed to travel to or from school unaccompanied by an adult.
- Students on the playground after the end of class are under the supervision of their parents. Students are not allowed to roam around the facility or use equipment. All students and

Osaka YMCA International School 2016 – 2017 Handbook

parents must leave the playground at 4:15PM at the start of after-school clubs. On Wednesdays students not involved in the YMCA Soccer Club must go home at 2:15PM.

- As an international school located in Japan all school community members are required to abide by Japanese laws and regulations both on and off the campus.

Attendance/出席及び欠席について (new system for 2016-17)

Strict records of student absences and tardiness are kept on file at OYIS. The school day begins at 8:50 AM for all students. Students arriving in class after 8:50AM, for whatever reason, must report to the school office and will be marked as “Late” in the Attendance Record. Students (and EC parents) who, for whatever reason, have to leave school before the designated finishing time must report to the school office and will be marked as “Early Dismissal” in the attendance record. We ask that parents excuse only those absences resulting from personal illness, professional appointments that cannot be scheduled after school hours, observances of sacred holidays, or family emergencies. We hold parents responsible for determining the nature and/or necessity of excused absences.

Parents are strongly requested to notify the Homeroom Teacher in advance if their child is going to be absent. If notification cannot be made prior to the date of the absence, calls should be made to the office before 8:45 a.m. on the day of absence. Please note that if a child is tardy, absent or take early dismissal in excess of 10% of total school days in a semester and/or school year the school will take some or all of the following steps:

- Enquire as to the nature of the tardiness/absenteeism/early dismissal
- Issue a warning letter
- Arrange a meeting between the parents and administration

If no improvement is made to the attendance rate further steps may be taken, including cancellation of enrollment.

Osaka YMCA International School 2016 – 2017 Handbook

OYIS Communication Policy コミュニケーション規定及び各担当者

OYIS Lines of Communication

Talk to **your Child first** about:

- ✓ • your child's homework
- ✓ • questions involving your child and another child in the school

Talk to **your child's Homeroom Teacher** about:

- ✓ • the curriculum in use in your child's class and any class organized events and activity (e.g. excursions)
- ✓ • your child's homework
- ✓ • questions involving your child and another child in the school
- ✓ • your child's attendance (e.g. when your child will be absent or late / send e-mail to teachers in advance and call to the office.)

Talk to **Specialist Teachers** about:

- ✓ • questions about specific subjects (e.g. Physical Education, Music, ESS and Japanese)

Talk to the **PYP Coordinator (Dwayne Primeau)** about:

- ✓ • questions about the Primary Years Programme/Junior High School programme
- ✓ • questions about IB in general

Talk to the **Admissions Coordinator (Yukari Hinode)** about:

- ✓ • graduation or moving to another school
- ✓ • special arrangements (e.g. when your child will be absent for a certain period of time)
- ✓ • questions about admission in general

Talk to the **Business Manager (Yukari Hinode)** about:

- ✓ • tuition fees (including invoices, payments, receipt, bank transfers, etc.)

Talk to the **School Office Personnel** about:

- ✓ • the school official documents request
- ✓ • the bus (e.g. when your child will not be taking the bus) •the school lunch
- ✓ • the after school club (e.g. when your child will be absent or withdrawn from the club)
- ✓ • the after school child care •the uniform purchase •the book club order
- ✓ • the arrangement of the translator (Japanese & English only. At least one day advance arrangement is required)

Talk to the **Principal (John Murphy) and Director of Operations (Kiyokazu Shoji)** about:

- ✓ • questions that have not been answered after speaking with one or more of the above staff members

Osaka YMCA International School 2016 – 2017 Handbook

Talk to the **Deputy Head of School (Atsuko Yamasa)** and **Head of School (Hiroyuki Satoh)** about:

- ✓ • questions that have not been answered after speaking with one or more of the above staff members

Under no circumstances should parents/guardians/responsible adults engage in any actions within the school that could be considered detrimental to the good order of the school environment. Likewise, parents/guardians/responsible adults should not directly approach any student involved, as such approaches, despite being done with the best of intentions, are open to misunderstanding. Parents/guardians/responsible adults, as good role models for the children, are expected to embrace the attributes of the Learner Profile (P.3). By working together in a harmonious and productive way, we can better the educational experience offered at OYIS and enhance the “friendly and supportive environment” of the school that the Vision Statement alludes to.

Mode of Communication/学校からのコミュニケーション方法

Newsletters/ニューズレター

The OYIS Newsletter, ‘The Bridge’, contains information on upcoming events, recent happenings, and student activities. It is placed on our Homepage, with limited paper editions available at the reception area, every October, December, February, April and June. Homeroom Teachers periodically issue Class Newsletters which contain information relevant to that particular age group.

Letters from OYIS/ スクールレター

Periodically OYIS will issue letters to parents concerning important information. These letters are written in English and are mostly sent out electronically. Any parents who have difficulty understanding the content of such letters can contact a friend who has received the same letter or ask the Office/Teacher for clarification.

Teacher/Parent Electronic communication/デジタルツールでのコミュニケーション

Teachers use electronic communication to keep parents up-to-date on events at the school. Such electronic communication can take the form of e-mail and the OYIS Homepage. Please ensure that the Homeroom Teacher has your current personal e-mail address. Parents are encouraged to log in to the Community Access area of the Homepage using the username and password which the school has provided.

Teachers will not be called to the telephone during regular school hours unless the call is about an emergency or an extremely urgent matter. Messages will be delivered to teachers and students at the earliest convenience.

Osaka YMCA International School 2016 – 2017 Handbook

Parent Information Sessions and Coffee Time

カリキュラム説明会及び校長主催 “コーヒータイム” について

Parent Information Sessions and Coffee Time meetings are held periodically. Parents are invited to attend such sessions where they can be updated on school happenings and can raise any concerns or issue that are topical. The Curriculum Co-ordinator, along with Specialist Teachers, also attends these meetings to allow parents an opportunity to find out more about the International Baccalaureate Primary Years/Junior High Programme through classroom observations. A translation service is usually provided.

Student Phone/Electronic Communication / 電話の扱いについて

Students will not be called to the telephone during regular school hours unless the call is about an emergency or an extremely urgent matter. Messages will be delivered to students at the earliest convenience.

Students are permitted to use the school's main telephone line only in matters of extreme importance or urgency. In the event of illness, school personnel will contact the child's parent(s) or emergency contact(s).

Mobile phones are not to be used during school hours. Other devices are permitted during instructional time only under teacher supervision.

Fees and Scholarship 学費規定及び奨学金申請について

School Fees/学費規定について

Please note that payments delayed by more than one month will prohibit the school from issuing any official documentation. Payment that is delayed beyond two months will result in cancellation of enrollment. Please note that in the case of newly enrolled students failure to meet the first payment will result in automatic cancellation of enrollment.

The school fees are refundable to those students who have not yet attended any classes at OYIS. Application Fees are non-refundable in all circumstances.

- Entrance Fee – 100% refundable
- Facilities Maintenance Fee – 100% refundable
- Tuition Fee – 100% refundable
- Material Fee – 100% refundable
- ESS Fee – 100% refundable

A refund may be considered if a student, who is already enrolled at OYIS, is no longer able to

Osaka YMCA International School 2016 – 2017 Handbook

continue his/her studies due to one of the following reasons;

1. A family has transferred outside of the Kansai area due to parent's business.

2. Student illness –

Written evidence is mandatory in these cases. Any percent of fees paid by companies, institutions, or governments are not eligible for refunds.

- Entrance Fee – non-refundable
- Facilities Maintenance Fee – non-refundable
- Material fee – non-refundable
- Tuition Fee (if you paid in full) - partially refundable
 - If leaving between first day of school and 31st December – 60% refundable
 - If leaving between 1st January and 31st March – 30% refundable
 - If leaving between 1st April and last day of school – 0% refundable

*The above refund does not apply to persons paying under the instalment plan.

ESS fees are charged for up to three years or to the time the student withdraws, whichever is first. Please note that there is a separate charge for ESS After-School Club.

Extended Leave/休学の扱い

In certain circumstances, an application may be made for extended leave. Such an application is made to the Principal when leave is required for a period of 3 months to one year. A place is held for the child in the school for the remainder of the academic year in which the application is made. On the child's return, no entrance fee is required. If the extended leave period moves into a new academic year, then there is no guarantee that a place can be held for the child in the new academic year. Regarding fees an 80% refund of fees covering the remainder of the academic year is given. 20% is retained by the school. Any application for extended leave due to illness/injury will require a medical certificate. All applications for extended leave are to be made on the official application form and are subject to the Principal's approval.

Scholarships/奨学金申請について

Category A: 100% Tuition-free Scholarship

Five 100% tuition discount scholarships are offered annually to students who are adjudged to have met strict criteria for school students from Grades 1 to 8. Non-Japanese students only need apply. More information can be found on the OYIS homepage at <http://www.oysis.org/index.php/en/admissions/scholarships>

Osaka YMCA International School 2016 – 2017 Handbook

Category B: 50% Tuition Discount Scholarship (Grades 6 to 8 Financial Aid)

Three 50% tuition discount scholarships are offered for Grades 6-8 as a financial need based. More information can be found on the OYIS homepage at

<http://www.oysis.org/index.php/en/admissions/scholarships>

Category C: Osaka City Special Grant Scholarship

Eligibility Criteria

- I. Be a newly registered student or an existing student at Osaka YMCA International Elementary School.
- II. Be either of non-Japanese nationality, or one that holds dual nationality.
- III. Not be receiving any other financial support from any other organizations (e.g. parent's company)

Amount

100,000 Japanese Yen

Provider

Osaka International House Foundation

Tenure

One year only, non-renewable

Nomination

Please indicate your wish to be nominated by submitting an application form. Every application must be accompanied by a copy of your child's passport and a letter of confirmation from the parent's employer, stating that the applicant is not receiving any financial support from the company.

Assessment アセスメント方法

Assessment Philosophy/ アセスメントポリシー

Assessment identifies where students are in the learning process and through reflection helps to set goals for learning and growth. Assessment allows students to become active participants in their education, developing personal responsibility for their learning and actions.

At Osaka YMCA International School (OYIS), we believe that through the use of various methods of assessment we can facilitate the progression of learning and gauge programme effectiveness. Everyone concerned with assessment – students, teachers, parents, and administrators– must have a clear understanding of the reasons for assessment, what is being assessed, the criteria for success and the method by which the assessment is made. This is an ongoing process of tracking progress, giving feedback, reporting progress and improving practice.

Osaka YMCA International School 2016 – 2017 Handbook

Purpose for Assessment/アセスメントの目的

- To support and encourage effective teaching and learning
- To encourage independence and the ability to work collaboratively
- To assess and prioritize students' needs
- To assess the students' levels of engagement with the essential elements of the PYP/JHS expectations
- To assess students' inquiry development over time
- To provide feedback on the learning process
- To evaluate the efficacy of our programme

Report Cards/Portfolios/レポートカードとポートフォリオ

Thorough assessments of a student's performance, behavior, demeanor and progress are issued at the end of the two semesters for students from Grade 1-8. You will have the opportunity to discuss these reports (and any aspects of your child's education) at the parent/teacher conference and student/parent/teacher conferences. These reports are supplemented by paper-based and/or e-portfolios.

In the Early Childhood classes the portfolio forms the basis of assessment. The portfolio, paper-based and/or e-portfolio, will be continually updated and presented at the parent/teacher conference in October, the student/parent/teacher conference in March and at the student-led conference at the end of the school year. A report card covering these expectations of the IB PYP will be issued to any child completing the KB class. No report cards will be issued in Preschool or KA.

Parent/Student/Teacher Conferences / コンフェレンスについて

During the first and second semesters parents/students meet directly with the teachers by appointment. These scheduled conferences are arranged well in advance and are listed on the school calendar. They enable parents to monitor their child's progress, to discuss any questions and/or concerns, and to cement a more personal relationship with teachers. Apart from these scheduled conferences, parents are welcome to meet with their child's teacher at any during the school year with prior arrangement. Student-led conferences are held at the end of the second semester and provide students with an opportunity to showcase and demonstrate their learning.

For more information on our assessment policy please refer to our Homepage at http://www.oyis.org/pdf/assessment_policy_2015_16.pdf.

Promotion/Graduation /進級と卒業の条件について

In order to graduate and receive a graduation certificate at the end of Grade 8 a student must be in receipt of a final semester report card that attests to their worthiness to graduate and be present at the Graduation Ceremony. Exceptions to the attendance requirement will be made where a student is unable to attend the ceremony due to illness or similar serious reason.

Osaka YMCA International School 2016 – 2017 Handbook

In order to be promoted from one grade level to the next a student must have completed the previous grade level as attested to by the final semester report card. Students who are not able to attend the Promotion Ceremony can collect their certificate from the Office. Students who are not eligible for promotion will receive a certificate whose wording will be amended to reflect the fact.

Restorative Practices/Discipline 学校生活における規律について

Restorative Practices/Disciplinary Procedures/規律規定コミュニケーションプロセス

Responses for student misbehavior based on restorative practices include the following:

- Student(s) will be advised of the rule broken, and the exact nature of the misbehavior will be clarified.
- Student(s) will be counseled, after which the following may ensue:
 - A warning and/or reprimand.
 - An apology to wronged parties.
 - A practice or action to correct the offence.
 - Loss of specific privileges.
 - Exclusion from class and activities.
 - Restitution--repair or replacement of damaged properties.
 - A meeting with parents over serious or repeat offences.
 - In school/out of school suspension.

Anti-bullying policy/いじめ防止規定について

OYIS has an anti-bullying policy which aims to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at school. Please view the OYIS Anti-bullying policy at http://www.oysis.org/pdf/anti_bullying_2015.pdf for more information.

Valuables/貴重品の持ち込みについて

We strongly discourage students from bringing items of value to school. Valuables such as jewelry, toys, expensive clothing, electronic equipment, collectors' cards, etc., serve to both tempt and distract. The school cannot be held responsible for their safekeeping and will not be liable for loss or damage to personal valuables. Please ensure that all clothing and personal items are clearly marked with the student's name.

Osaka YMCA International School 2016 – 2017 Handbook

Enrolment Review/学籍の取り扱いについて

Probationary Period/仮入学期間

All students are placed on probation on initial enrolment to OYIS. Students under a probationary period and who are encountering difficulties may have their probationary status extended for another period. At the end of the original period or probation or an extended period, if satisfactory progress has not been made, the school reserves the right to terminate the student's enrolment

Individual Agreement/同意書

The school will contact parents/caregivers of students having particular difficulty -- whether academic, emotional, psychological, attendance or physical. If a student's performance continues to decline, an agreement will be entered into. If the conditions of that agreement are not adhered to then the school reserves the right to review the student's enrolment, whether the student is on probation or not.

Counseling service:

For counseling services OYIS works in partnership with "BEC Kobe" (English) and "Child Mental Counseling Support Institute/ Kodomo Shinshin Iryo Kenkyujo" (Japanese).

Document Requests and Withdrawal Procedure

各種証明書発行申請及び退学の手続きについて

School official document request/各種証明書発行申請について

Parents of students who request the following documents from the school will receive them within one working week on completion of the appropriate request form from the school office:

- Letter of recommendation
- Report card copy
- Certificate of registration
- Certificate of graduation

Withdrawal/退学時の手続きについて

Parents of students who are withdrawing from OYIS need to complete a withdrawal form one month in advance, as well as have an interview with the principal in certain cases. In all cases, documents cannot be prepared until the principal has signed the withdrawal form and such documents will take approximately one week to prepare.

Osaka YMCA International School 2016 – 2017 Handbook

Health and Safety 傷病時の扱い及び安全面について

Injury and Illness/傷病時の扱い

Cases of injury and/or illness will be addressed in the school office. If the injury or illness is minor, the student will be treated and returned to class. If medical attention is required, the Office will follow the school's emergency procedures.

An ill child should remain at home until the illness may no longer infect others, and until the child has recovered enough to perform successfully in class. Children are expected to be able to go outdoors. A child whose illness requires that he/she remain indoors must have a Doctor's note. Children who become ill during the day should inform their teachers, who will then inform the office. Parents must collect their ill children as soon as possible, as the school does not have treatment facilities or a school nurse.

● **Medication/生徒自身による服薬の扱い**

- ✓ If your child needs any medication, it has to be self-administered (Grade 2 upwards) or administered by the parent (Preschool to Grade 1).
- ✓ We regret that we are unable to accept responsibility for the administration of medication. If possible ask your doctor to set the medicine administration times for before and after school hours. In Grades 2 upwards, please make the Homeroom Teacher aware that your child is bringing medication to school.
- ✓ The OYIS office should be made aware of any medical history of allergic reactions and any instructions regarding appropriate responses to allergic reactions. The parent needs to complete the Medication Administration form available from the office_in cases where medicine needs to be administered in an emergency situation or to treat a chronic ailment. This process is mandatory.

Insurance Policy/ 保険について (管理者賠償保険)

If the school is at fault, Osaka YMCA covers students against loss of life for 1 million yen and physical impediment for 30,000 yen up to 1 million yen. Medical costs associated with an accident occurring whilst attending classes or participating in official school sponsored and supervised activities on or off school premises anywhere in Japan are covered up to 500,000 yen per accident, where it is shown that the school is at fault.

An extra insurance policy is available to cover cases in which a student is injured by another student, and the school is deemed to not be at fault. This policy will also cover accidents occurring whilst the student is commuting to and from school. Please inquire at the office for further information. This policy incurs an additional cost.

Osaka YMCA International School 2016 – 2017 Handbook

We will ensure that all teachers, staff and volunteers are aware of your child's specific conditions.

- **School Closure/警報発令時の取り扱いについて**

Typhoons, other weather-related disturbances and other declared emergencies occasionally force school closings. Parents will be alerted via the OYIS Webpage and e-mail from the Homeroom Teacher. For measure related closures decision will be made by **7:00 a.m.** that day. If broadcasts declare an alarm (**for rain, wind, snow, etc. in Osaka city area**), and the alarm is not over by **7:00 a.m.**, there will be no school.

If an alarm is declared during the school day in Osaka city area, the decision to close the school will be taken by OYIS administration depending on the timing of the alarm. Students who usually travel to school unaccompanied will be sent home. Students who are accompanied to school will remain in school until a parent / guardian arrives. Parents of students taking the school bus will be informed of any amendments to the schedule. Please ensure that your contact details are accurate and up-to-date.

- **Intruders/不審者及び侵入者の扱い**

In the event of an intruder entering the school premises, the school will go into lockdown mode, while the office acts accordingly.

- **Visitors/学校訪問者の扱い**

OYIS welcomes parental visitations, but we ask that you contact the classroom teacher(s) in advance. Visits must not interfere with classroom activities. All visitors must report to the Office. Non-parental/caregiver visitors sign in and wear a visitor's badge before visiting classrooms. We ask that parents refrain from bringing younger siblings on such visits, unless special arrangements have been made in advance.

- **Fire and Earthquake/Tsunami Drills/避難訓練の実施について*火災、地震、津波発生時**

Regular drills are held every school year. Students practice how to protect themselves and leave the building in an orderly fashion. Students congregate at the designated evacuation area which is the OYIS Nakatsu playground. If a tsunami warning is issued then the students will evacuate to the 3rd and 4th floor roofs of the Main Building or to the Gym roof or to the Umeda Sky Building depending on conditions at the time. If an alarm rings in the YMCA building before or after school hours, parents who are with their children should inform the Office, then escort their children outside the building. Always wait for notice before reentering the building.

- **Lockdown Drills/不審者侵入時訓練**

Lockdown drills are held periodically to train staff and students about the correct procedures to follow in the event of an intruder entering the school premises.

In case of any emergencies, students are to wait inside classrooms for the teacher's instruction. There are stairways located on all floors. All students should follow their teacher's directions.

Emergency Evacuation Procedures While School Is In Session

FIRE

When alarm sounds.....

	STUDENT	TEACHER	OFFICE
1	Follow your teacher's lead quietly.	Maintain attention of all students. Get the emergency evacuation pack and your cell phone.	Check location of fire and smoke.
2	Walk to the door quietly and calmly.	Lead students to classroom door. Check that all students are present.	Check safety of emergency exits.
3	Follow and walk to emergency exit.	Lead students to the nearest emergency exit. Check that all students are present.	Support classroom teacher and students. Check safety of meeting place.
4	Walk down emergency stairway.	Lead students to 1st floor by emergency stairway. Check that all students are present.	Lead all classes to the designated meeting place. Get the first-aid box and Student attendance Register.
5	Follow teacher to the designated meeting place.	Lead students to the designated meeting place (playground). Check that all students are present and affix name labels.	Support teachers and students. Check that all classrooms and bathrooms are vacant.
6	Arrive at the meeting place and line up quietly.	Arrive at the meeting place and check that all students are present. If possible, telephone/e-mail parents. Await further instructions from the Evacuation Marshal.	Make sure all students are present and well. Await further instructions from the Evacuation Marshal.

Osaka YMCA International School 2016 – 2017 Handbook

MAJOR EARTHQUAKE

When alarm sounds.....

	STUDENT	TEACHER	OFFICE
1	Follow your teacher's lead quietly and calmly.	Get attention of all students. Open classroom-door and turn off the gas valve.	Open office door.
2	Take shelter under a table or any other place that will provide shelter.	Instruct students to take shelter under a table or any other place that will provide shelter.	Check safety of exits.
3	Follow and walk to emergency exit.	On instructions from the Office on the PA or megaphone system Get the emergency evacuation pack and your cell phone. Turn off lights. Lead students to the nearest emergency exit. Check that all students are present.	Support classroom teacher and students. Check safety of the designated evacuation area.
4	Walk down emergency stairway.	Lead students to 1st floor by emergency stairway. Check that all students are present.	Lead all classes to the designated meeting place. Get the first-aid box and Student Attendance Register.
5	Follow teacher to the designated meeting place.	Lead students to the designated meeting place. Check that all students are present.	Lead and support teachers and students. Check that all classrooms and bathrooms are vacant.
6	Arrive at the meeting place and line up quietly.	Arrive at the meeting place and check that all students are present and affix name labels. If possible, telephone/e-mail parents. Await further instructions from the Evacuation Marshal.	Make sure all students are present and well. Await further instructions from the Evacuation Marshal.

Osaka YMCA International School 2016 – 2017 Handbook

TSUNAMI WARNING

When alarm sounds.....

	STUDENT	TEACHER	OFFICE
1	Follow your teacher's lead quietly and calmly.	Get attention of all students. Get the emergency evacuation pack and your cell phone. Lead the students to the designated evacuation area (3 rd /4th Floors Main Building; Gym Roof; Umeda Sky Building)	Assist in the orderly evacuation
2	Take shelter	Check that all students are present and affix name labels. Instruct students to take shelter Await further instructions from the Evacuation Marshal.	Check the availability of emergency supplies such as blankets and water. Monitor the tsunami warning status and take further measures as deemed appropriate by the Evacuation Marshal.

LOCKDOWN

In the event of an emergency.....

	STUDENT	OYIS STAFF	OFFICE
1	Students enter the nearest safe area and stay silent.	Teachers lock the doors of each safe area, pull the blinds and ensure everyone stays silent.	Issue a warning on the PA system. Deal with the intruder. Call the police.
2	Students return to their Homerooms. (if not already there)	Homeroom teachers take a roll call and make sure all students are present and well.	Make sure all students are present and well. Give the 'all clear' on the PA system.

Osaka YMCA International School 2016 – 2017 Handbook

EMERGENCY PROCEDURES WHILE GOING TO/DEPARTING FROM SCHOOL BY OYIS BUS

In the event of an emergency.....

	STUDENT	DRIVER	MONITOR
1	Listen to the instructions of the bus driver and bus monitor quietly and calmly.	Take the bus to the nearest evacuation area (or alternative area such as police station, fire station, etc.)	Get attention of all students and help them to remain calm.
2	Take shelter in the emergency evacuation area.	Check that everyone has safely alighted.	Instruct students to take shelter in the evacuation area as appropriate to the situation
3	Students who have not yet boarded the bus (morning) or who have already alighted (evening) should follow instructions given by an officials, seek shelter and if possible telephone/e-mail their parents.	*****	If possible, telephone or e-mail the parents of students who were on the bus and students not yet boarded (morning) or students who already alighted (evening)

EMERGENCY PROCEDURES WHILE GOING TO/DEPARTING FROM SCHOOL (EXCEPT BY OYIS BUS)

In the event of an emergency.....

	STUDENT	OYIS STAFF
1	If on a public bus or train follow the instructions of bus/train staff. If possible, telephone/e-mail your parents to let them know where you are.	If on a public bus or train follow the instructions of bus/train staff. If possible, telephone/e-mail the school to let the Office know where you are.
2	<p>If on foot or in a private car/taxi:</p> <ul style="list-style-type: none"> ● Continue to school if safe and you are near the school ● Return home if safe and you are near your home ● Take shelter in an evacuation area, police station, fire station, etc. <p>Telephone/e-mail your parents to let them know where you are.</p>	<p>If on foot or in a private car/taxi:</p> <ul style="list-style-type: none"> ● Continue to school if safe and you are near the school ● Return home if safe and you are near your home ● Take shelter in an evacuation area, police station, fire station, etc. <p>Telephone/e-mail the school to let the Office know where you are.</p>

Osaka YMCA International School 2016 – 2017 Handbook
