

Attendance

Students are required to attend 85% of classes during the school year. Failure to do so will result in an automatic repeat of the current grade. Exceptions may be made for medical reasons supported by a medical script and where a suitable program has been worked out with the school.

Bells

The school has two types of bells. One bell is issued 1 minute before the start of class, and the other is issued at the start and end of class. Children are to get ready for their next class when the first bell is heard by going to the bathroom, putting away the toys and whatever else is necessary to get ready.

B Minus Rule

Students in grade 7 and above who receive two B- average semester grades, will not be allowed to continue at Axis International School and will be required to find another school. A student may be excused if one of the following applies to them:

- the student is classified as an ESL student, or
- the student achieves a 10%(e.g. 60% to 70% and not 60% to 66%) or more increase in grades for any individual subject, or
- the student passes their grade level on the Stanford Standardized test

Clubs

The school will organize clubs for students who wish to attend them. These are offered after the regular school hours. There is no charge for Axis International students, and students may join as many or as few as they wish.

As clubs are made, they will be advertised by the school.

New clubs may be formed by talking to the Headmaster.

Computers

The school provides computers for learning purposes. Games and movies are not appropriate use unless they form part of the coursework. Students may only handle computers from Grade 4. From Grade 1 iPads with restricted access are available.

A computer will be provided for each teacher from Grade 1 as their work computer.

Discipline

In the case of discipline, various measures will be used in increasing intensity, and the parents will be informed of all disciplinary action taken. We encourage the parents to talk with the teacher about their child to ensure a uniform approach.

To ensure that children who continually do not follow instructions, misbehave, hurt and or harm other students and property, all students will begin with 5 stars indicated on their report card . When a student reaches 0 stars, the student will be expelled from the school automatically and no further opportunity will be given to the student to improve at Axis.

Steps followed in the disciplinary process:

1. The staff member speaks with the student. A parent should be informed at an appropriate time.
2. A staff member punishes the child (e.g. no break time, can't play until lunch is finished.) A parent should be informed at an appropriate time. Depending on the nature of the offense, the teacher will decide whether to write up the child in the Discipline Tracker. Teachers should keep the following in mind:
 - Was the incident intentional or unintentional?
 - Was the incident a willful act of disobedience?
 - Did it happen more than two times?
3. At the request of a teacher, or as a result of the content of the Discipline Tracker, the Headmaster then speaks with the child. A parent should be informed at an appropriate time. At the recommendation of the Headmaster, a Discipline Committee will be formed to decide whether the child will lose a star on their Report card.
4. The headmaster punishes the child (e.g. extra homework, stay after school). A parent should be informed at an appropriate time.
5. Once the student has reached the one star level, they will be issued a Final Warning. With the next incident that results in a Disciplinary Committee meeting, the student will be automatically expelled.
6. Expulsion may occur automatically when the actions, not limited to the following items, happen and a Disciplinary Committee sees the problem as of a serious nature.
 - A student injures another student.
 - A student attacks another student.
 - It is discovered that a student commits any crime in Japan.
 - Weapons, of any kind(fake, real or improvised), are brought or used on the school premises.
 - A student damages the property of anyone else.
 - Illegal drugs are brought to the school by a student.
7. Stars may be regained through positive behavior. *One star will be added on the anniversary of your last entry into the Discipline tracker. As long as there are no further entries students will regain stars every following semester.*

Disciplinary Committee

This is a committee chaired by the headmaster, the offending child's teacher and at least one other staff member who will review the nature of the offense and give the final punishment to the child for the offense. A simple majority vote is needed for any decision to take effect.

Discipline Tracker

This is a file kept on the teacher's Google drive that will record incidents that children need to be disciplined about. It is an important reference when writing recommendation letters for students.

Dress Code

While recognizing cultural differences, our dress is to be simple, modest, and neat. The school is not a place to show off the latest fashions. Students are expected to not change their natural colors while attending school. The latest fashions, change of hair or eye color, the painting of nails and wearing of jewelry (necklaces, earrings, watches, etc) should be kept for the holidays.

Drugs

Please see the section: Medicines and Drugs

Emergency

When a student notices any dangerous situations, they should notify a teacher immediately.

The teacher will determine if it is an emergency. If it is an emergency, the following will happen:

1. All teachers and students are asked to immediately, and calmly obey the office personnel who will lead them to safety.
2. A designated staff member will phone and deal with the emergency services.
3. The Headmaster will try and do what is humanly possible to prevent the emergency from spreading (i.e. In the case of a fire, try to put it out.)

Emergency drills will be held from time to time in a random fashion.

Please be aware that phone communication may be interrupted. E-mail, texting and social media may be the best option for communication. Please check the Emergency Procedures page on axisk.com for information about your child and where we will be.

In Japan, certain public elementary schools are designated as evacuation centers. Our designated evacuation center is the **Musashino Daichi elementary school**.

Food, Drink and Snacks

Food is important. The school is unable to provide for lunch as is common at many schools in Japan. Snacks are not permitted during regular school hours. Snacks may be eaten during snack time which is at 15:50 to 16:00. Children should have a good breakfast and we want to prevent them from being filled up with sugars that make it harder for them to control their emotions. Meals should also be well balanced. Generally, children are required to eat at least half the food that their guardian has packed for them.

Water, unsweetened and decaffeinated tea, are permitted drinks at school year round. Aquarius / Pocari Sweat may be consumed between April and September.

Snacks may be fruit, rice balls, sandwiches, etc. Food with lots of oil, salt and sugar and gum is not permitted at school.

Any food or snack with nuts of any kind is not permitted. We have had children so sensitive that if one person in a room eats something with nuts, another child at the other end of the room might become seriously ill. Please help us to keep Axis a nut free and safe school for all our students.

Graduate / Promotion

In order to graduate the following conditions need to be met:

Grade 1 - 8: Pass all subjects within 10 months of school.

Grade 9 - 12: Pass all subjects within 12 calendar months from the date starting their course. A diploma from America will be issued upon completion of Grade 12. Two types of Diplomas can be issued:

- **College Preparatory Diploma:** This is the usual diploma that is issued and requires 25 Carnegie Credits.
- **Standard Diploma:** This diploma requires 21 Carnegie credits.

Graduation Honors:

- **Valedictorian:** A golden sash is worn by the student that has achieved the highest GPA over 3.5

- **Salutatorian:** A silver sash is worn by the student that has achieved the second highest GPA over 3.5

Holiday work

Students who are up-to-date with their studies must read English books during the holidays or use the online program myON. A book report must be made and brought on the first day back to school if a traditional book is read. The number of books will depend on the student. A basic guide is one book per week of holiday at your level.

Homework

Homework is accessed from the school website. It is found as the first item on the scroll bar under Useful Information. No login is required. Grade 1-3 have a designated picture to represent themselves if a teacher wishes to communicate with them.

Work left or forgotten at home will count as not being done.

Language

The purpose of the school is to study in English. Therefore, the language of instruction is English. On a daily basis, English is the only language used at school. The school also holds Japanese language classes. Japanese and some English may be used during Japanese classes.

Appropriate English should be used at all times at school. 4-letter words and any other demeaning words are not permitted no matter what language they are spoken in. Words such as dude, bro, bra, etc. are American English slang words that are used between peers that know each other well. Proper English must be spoken at all times at school to promote correct understanding between students from different cultures. In the park, or on a field trip, amongst their peers, these words are o.k. They are never to be used with older people such as adults or older students.

Late for School

The school monitors who comes late to school. If a child is frequently late, their willingness to attend will be questioned, and the school may ask such students to please find another school and cancel their enrollment. 10% of a Grade 1 - 8 student's grade is for attendance. Poor attendance will lead to lower points for the attendance part of their grade and it will lower their final scores.

Parents are asked to complete the Communication Form accessible from the website to inform the school that their child will be late for school.

Students that are late without a valid reason will be required to stay at school from 15:00 to 16:00. A valid reason is the train being late. This can be verified with a piece of paper handed out to commuters. Late traffic cannot be blamed multiple times per week. Students and parents need to adjust their times for these events.

Library

We have a small, but growing library of books for students to use. Please feel free to borrow any book that you would like to read. Please return books that you have finished or do not want to read for other people to enjoy. myON, an online reading platform has over 600 books for students to enjoy.

Medicines and Drugs

All medication is to be handed to the teacher who will ensure that it is taken at the appropriate time and in the proper way.

Illegal drugs and medications are not permitted at school.

Outings

Children are expected to walk neatly in two rows unless informed otherwise by a teacher. Children should listen for the teacher's additional instructions. Teachers must ensure that they have money for necessary expenses and extra for emergencies.

Parking

The school rents parking. Please call ahead of time to make sure that there is parking for you when you arrive.

There are also commercial parking lots located around the school. Please ask the staff for directions.

Play Area

Children are not permitted to play outside the school. Classes will go to nearby parks for P.E. and other activities. Going to a park alone is not permitted.

P.E.

Physical Education classes will be held on every normal school day. If the weather permits, P.E. will be held at one of the parks near to the school. P.E. will be held indoors if it is raining, snowing, or any other health warning issued by the Tokyo Government.

To participate in outdoor P.E., hats and water bottles are required by students from April until October.

Photographs

Unedited photos are displayed in our Google album; these are not for promotional purposes, and parents are advised to be considerate of the wishes of other parents who may not wish to share a particular child's photo in any other way. Please consult with the relevant parent if you are not sure. As the album is updated, current parents will receive the link. The school cannot be held responsible for how these pictures are used.

All photographs used for promotional material (website pages, brochures, etc. (NOT our Google Album) and other promotional material) have been edited as carefully as possible to respect the wishes of those who do not wish to appear in our promotional material.

Reading Test

All students take the online STAR Reading test monthly to monitor their reading progress. Students that receive scores in the red or yellow range will need to attend extra Reading classes scheduled after regular classes in the afternoons from the following month for an additional fee. Once a student receives a blue or green score on their monthly test, they will not need to attend the afternoon Reading Class.

Students who are scoring in the red and yellow range by Spring Break or summer, will be required to attend the Spring Break or Summer Reading Classes.

Religion

Religious education is compulsory. Church attendance is not compulsory.

We do pray at Assembly, before lunch and at the Bible class. Children who are not Christian are asked to sit quietly while the others continue.

Rewards

Good grades and behavior should be rewarded. The reward is as follows:

- **Grade 1 - 3:**

A student may earn Donut Dollars everyday which can be used to get a donut, dango, monaka, or a specific snack for those with allergies.

Students may earn up to 4 Donut Dollars for behavior during core classes each day. At any supervising teacher's discretion, students may lose a Donut Dollar for misbehaving or breaking a classroom / school rule.

If a student shows exemplary behavior, an additional Donut Dollar may be given.

Students in grade 1 are given an extra Donut Dollar for every test that they achieve a 100% score.

Students in grade 2 and 3 are given an extra Donut Dollar for every test that they achieve a 90% or higher score.

A student may purchase a donut or other reward with 50 Donut Dollars. Only 1 reward per student may be purchased in a given week.

- **Grade 4 - 6:**

A student may earn a Donut Point which can be used to get a donut, dango, monaka, or a specific snack for those with allergies.

Students earn 1 Donut Point by achieving a 90% or higher score.

Students earn 2 Donut Points by achieving a 100% score.

Students may exchange 3 Donut Points for a donut, dango, monaka, or a specific snack for those with allergies.

The students' classroom teacher will inform them when they have enough points for a reward.

- **Grade 7 - 8:**

For every A on tests the student will receive 2 stickers indicating JPY 100 each. For every perfect score in a core subject, 4 stickers will be given. The class will accumulate these and from time-to-time use these to hold a pizza party for lunch.

- **Grade 9 - 12:**

For every A on tests the student will receive 3 stickers indicating JPY 100 each. For a 100% score the student will receive 6 stickers. The class will accumulate these and from time-to-time use these to hold a pizza party for lunch.

School Materials

Students are required to provide and care for their own pencils and erasers. Mechanical pencils are not allowed for students in grades 1-6. Rulers will be provided for grades 1-3. Students in grade 4 and up may bring their own rulers. Scissors and or other cutting tools (cutters, knives) are not to be brought from home. The school will provide all art supplies. Arts supplies include but are not limited to: coloring tools, tape, glue, paper, pencil sharpener etc.

Student Phones

All student phones and communication devices will be kept by the teacher in a designated place in each classroom when students arrive at school. They will be returned by the teacher at dismissal. Students may use their communication device with permission from a teacher if necessary.

Seatbelts

All students must wear a seatbelt when in a vehicle. In the school bus children under the age of seven must use the special seatbelts that have been provided. Children under the age of seven who are too large for the smaller type seatbelt must wear the adult type seatbelt.

Sickness

Parents are asked to monitor their child's condition. If they feel that it would be safer to keep them home, then they should please do so.

We do ask that parents exercise caution with self-medication. Self-medication could hide a contagious disease if the condition is not treated in the appropriate manner. For example: coughing could just be a cold, or tuberculosis. If the parent gives the child medication to stop coughing, the school will not realize that a sick child is at school and this could endanger the health of others. If the condition persists, we would strongly advise parents to visit a doctor.

The school may refuse to teach a student that could endanger other students with a contagious disease, and may impose a waiting period before allowing the student to come back / start school.

Parents should notify the school if they have given their child any medication that morning.

Please use the Communication Form to inform us if a student will be sick or absent. It can be found on our website under Useful Information.

Snacks

Please see the section: Food, Drink and Snacks

Spring School

This program is an optional program for most students. The focus is on enjoyable activities such as Creative Writing, Art Projects, Science Experiments and special club activities.

Students who are not reading on their grade level, and whose scores are in the red or yellow zone by February, will be required to attend special afternoon classes, and to pay the extra fee; this is not covered in the normal tuition fees.

Standards

Christian standards will be implemented at the school as interpreted by the Headmaster.

Student ID Cards

Students are issued with student ID cards each academic year. These have a small chip inside and are needed each day to indicate their presence in the school bus and class. When students leave at the end of the day or exit the bus they will also need these cards.

Summer School

This program is an optional program for students. The focus is on enjoyable activities such as Creative Writing, Art Projects, Science Experiments and special club activities.

Students who are not on their grade level for reading, and whose scores are in the red or yellow zone by June, are required to attend and to pay the extra fees.

Students that go on the USA trip in June will attend summer school for the weeks that they are off. Two weeks of camp will mean they attend 2 weeks or until they have caught up on the work that they missed. These students do not need to pay extra for this make-up portion of Summer School.

Surveillance Camera

The school makes use of surveillance cameras to monitor our area. None of this footage is used for promotional purposes. This is used exclusively for security/disciplinary issues.

Tests

Tests are taken periodically from time to time.

All tests must be the student's own work. No textbook, notes or other materials may be used to assist the student unless specifically mentioned. Some tests will indicate the use of a calculator or a particular book that may be used for a particular test.

A score of 60% is a D and is the minimum grade for passing a test. The minimum score for all tests in a subject does not mean the subject is passed for the year. A D symbol is a below average grade. A C symbol is an average grade. The yearly pass is decided on the following:

- **Grade 1 - 6:** No more than 3 D symbols in a subject during the year. If English is failed, then it must be taken again before a student may continue to the next grade. A failed exam may be made up with an alternate exam.
- **Grade 7 - 8:** English must be passed in addition to other subjects. A failure in English will fail the student even if the other subjects are passed. Failure to pass will result in the student having to re-enroll for the whole semester and not just the test. An alternate exam is possible.
- **Grade 9 - 12:** English must be passed in addition to other subjects. A failure in English will fail the student even if the other subjects are passed. One alternate exam may be taken in the event of a failure. A failure to pass the subject will result in the student having to re-enroll for the relevant semester in order to pass.

Toilet

Children, depending on age, are not permitted to go to the bathroom during class time unless it is absolutely necessary. From Grade 2 we expect children to be able to follow a routine. In Grade 1 they may still be learning that routine.

Toys

Children are asked not to bring their own toys to school to avoid fights and arguments. If any argument occurs, the school will confiscate the disputed toy where there is no clear sign of ownership.

Travel Time

School staff monitor when children leave. If they do not arrive at school / home at the expected time, the school is ready to co-operate with parents and to take appropriate action to remedy the *situation*.

University Courses

Students who demonstrate exceptional academic achievement may petition the Academic Standards Committee at Griggs International Academy to do college courses. Any college course taken in high school will count 1 credit and not 3 or 4 credits as in university.

Vaccines

The Japanese government does not require children to be vaccinated so neither does the school. There are recommendations, but parents are free to decide for themselves if they wish to vaccinate their children or not.

Water

Water, unsweetened and decaffeinated tea, are permitted drinks at school year round. The school sells bottled water. Aquarius is sold only between April and September. Crystal Geyser is available throughout the year.

The school also provides filtered water free of charge to those that would like to have it.