

OIST International Classroom policies

General Information

Class times

Monday – Thursday 3:30 PM – 6:00 PM

Office hours

Monday – Friday 9:00 AM – 2:00 PM by appointment

Closed

The International Classroom is closed on OIST holidays and Onna Elementary School holidays.

Who we serve:

The English language arts program was previously run from the International Classroom in Onna Elementary. It is now operating in an afterschool capacity from Seaside House.

Eligible families for this program include

- those who previously participated in the International Classroom at Onna Elementary School
- those currently participating in that program
- those who would have been participating if the English program was still operating
- students who would previously have been able to transfer to Onna Elementary, from other districts, to attend the International Classroom.

The aim of the program is to be one step on the road to preparing children to 1) attend international school in Okinawa or abroad, or 2) participate in English-language education in another country, or 3) remain at grade level in English class in the country where they will continue their education. Eligible children fall into one of these categories.

Program Structure

Classes are 25 minutes long and focus on developing reading, writing, spelling, and critical thinking skills. Classes are offered four days a week, culminating in a project designed to use the skills the children have learned throughout the week.

Reporting Absences

Parents/Guardians are expected to let the teacher know of absences beforehand by email or phone. Unreported absences will be communicated to parents/guardians by email at the end of the day. OIST is not responsible for children who are absent from class.

Drop off and Pick up

Children who are dropped off and/or picked up by parents/guardians: Please fill out the attached emergency contact form, including the names of alternative pick-ups. For your children's safety, you or your designated person are required to drop them off and pick them up from the classroom door in person.

Food and Snacks

No food will be allowed inside the classroom. Only children's own water bottles will be allowed inside. Children will have to eat their after-school snacks before or after the class.

Exclusion policy

The International Classroom follows the same exclusion policy in effect at SAP and CDC. Please do not bring your child to class if they are sick. They will not be allowed inside the room.

The exclusion policy in full:

The OIST International Classroom teacher has the authority to exclude any child they believe may constitute a risk to others due to signs of an infectious illness.

If your child develops a fever of over 37.5°C or vomits during their time in the International Class, we will contact you and request that you pick up your child as soon as possible.

Please make sure to check your child's health every day before sending them to class. If your child has a body temperature of over 37.5°C, please keep them at home. They will not be allowed inside the classroom.

If a child has had 3 episodes of diarrhea in 24 hours, they must visit a doctor before returning to class.

If a child experiences both vomiting and diarrhea, we require that 48 hours (about 2 days) pass after symptoms end before they return to class.

After your child has recovered from a diagnosed disease, these are the criteria (depending on the disease) for returning to class. **You will also need to provide an attendance permission form and a medical certificate from a doctor.** To determine how many days have passed, the day that the symptoms (such as fever) disappear is counted as day zero.

Disease	Number of days to wait before returning
Epidemic parotitis	5 days after swelling of the parotid, submandibular glands or sublingual gland has developed and until the general condition is good.
Influenza (except for a bird influenza, new influenza etc.)	5 days after onset of symptoms and 2 continuous days without fever.
Measles	3 continuous days without fever
Pertussis	Until a specific cough disappears or until the treatment with the proper antimicrobial substance preparation for 5 days is completed.
Pharyngeal conjunctivitis	Until 2 days after the main symptoms disappear
Rubella	Until the rash disappears
Tuberculosis (invasive meningococcal infection and others)	Until the doctor says there is no risk of infection.
Varicella	Until the rash disappears

Influenza and other infectious diseases: Local school and class closings

When a child's school or classroom is asked by the school to remain home to try to control the spread of influenza or other highly infectious diseases, the International Classroom will follow the school's decision, and children from that school or class will be asked not to attend class.

Staff Training and First Aid

International Classroom teachers are licensed to provide CPR, AED, and First Aid for Children, Infants, and Adults. Training is updated every two years.

Medical Emergencies

All parents/guardians must fill out a Medical Emergency Authorization form which grants permission for SAP staff to seek medical care for the child if necessary. This includes using the OIST nurse and/or other emergency services when needed.

Emergency Drills

Students will go over emergency procedures during class as part of the set curriculum. Emergency procedures will be posted in the classroom. Students will take part in any drills scheduled for SAP in Seaside House during their class time.

Internet Policy

Students are allowed to use OIST computers in class for class-related purposes. All internet searches are conducted via Google Search with protocols set to the highest level of safety standards and age-appropriateness. Students may not bring their own computers or use their own cell phones in class unless directed by the teacher, with parent/guardian consent.

Personal Belongings and Responsibilities

Students are expected to bring class materials, their pencil case, and their water bottle to class every day. Unneeded items will be left outside the classroom. Items left behind will be placed in the "lost items" box and discarded every Friday. OIST International Classroom staff are not responsible for loss or damage to students' possessions.

Discipline and Behavior Management

Standards of behavior

The priority of the OIST International Classroom is to provide a safe learning environment for everyone. Teachers will ask children to change their behavior if we believe they are putting themselves or other people in the room at risk.

Bullying and harassment

The International Classroom does not tolerate bullying of any kind. Incidents of bullying will be recorded and shared with parents/guardians. Ongoing bullying may lead to expulsion.

Staff interactions with children

Teachers will model and teach basic principles such as sharing, personal space, following directions, and respect for others. Our goal is to reinforce your child's positive behavior. Teachers never use any type of physical punishment or humiliation. Teachers will physically restrain a child only when it is necessary to protect the safety and health of the child or others.

Repeated or ongoing disruptive behavior

Ongoing behavior that makes the room less safe for other children will result in a meeting with the teacher and parents/guardians. This will be an opportunity to discuss any issues surrounding the child's behavior and develop a plan for appropriate parent/guardian and teacher support that will help the child manage their own behavior. Parent/Guardian refusal to meet with the teacher and create a plan or continued behavioral issues may lead to expulsion.

Conflict resolution

In the event that teachers need to intervene in a disagreement between children (e.g., because the conflict has become aggressive or emotional), a teacher will give the children time to calm down and then help them build the conflict resolution skills to communicate with each other and solve their problems.

Privacy

OIST International Classroom teachers respect the confidentiality of all parents/guardians and children in the program. All personal information will be treated with the strictest confidence and will only be shared when required for delivery of appropriate services.

Photographs and video

OIST International Classroom teachers occasionally take photos or videos of students' work during class time. No photos or videos of children will be shared without written consent from parents/guardians.

Covid-19 Prevention Guidelines and Policies for OIST International Classroom

[Updated 11/01/2021]

The OIST International Classroom operates within the Japanese Government and Okinawa Prefectural Government issued 'New Lifestyle' guidelines. The School-Aged Program in conjunction with the Occupational Health and Safety Section and the COVID-19 Management Group have created a new set of policies to make sure that School-Aged Program services are delivered in the safest possible environment for the children in our care. The OIST International Classroom follows those [same policies](#).

Also, please be advised that many schools might change their schedules to make up for missed school time. The OIST International Classroom will be closed on days when Onna Elementary School is closed.

1. OIST International Classroom class sizes will be limited to 5 children. This is necessary to maintain appropriate social distancing measures.
2. Children will be required to wear masks at all times, except during outdoor play. It is the family's responsibility to provide masks to their children.
3. Children will be required to disinfect or wash their hands thoroughly before entering the International Classroom.
4. Children who are brought to the International Classroom by parents/guardians will be required to measure and have a body temperature of under 37.5 degrees.
5. Parents/Guardians of children who do not feel well during their time in the International Classroom will be contacted immediately and asked to come and pick up their children.

Children who are ill will be monitored by a staff person in one of the Seaside House meeting rooms until a parent/guardian arrives.

6. All children will need to bring their own water bottles. The International Classroom will not provide shared drinking or eating utensils.
7. Children will be asked to use an 'indoor voice' while inside the International Classroom. Shouting or using a loud voice will be discouraged.
8. International Classroom staff will enforce social distancing. Children will be reminded to avoid standing or sitting close to each other.
9. International Classroom staff will remind children not to touch one another.
10. Staff will disinfect the room before a new group of children enters the room.
11. A hand sanitizing station will be placed in each bathroom and must be used by all children when they both enter and exit the bathrooms.