Dear ASIJ Families,

Whether you are new to our community or a returning family, it is my pleasure to welcome you to the 2018-19 school year at The American School in Japan.

Last year we engaged in a year-long strategic design process that endeavoured to identify ASIJ’s True North. We wanted to clarify our institutional values, renew our mission, and identify what made an ASIJ education exceptional when we are at our very best. We attempted to honor ASIJ’s past and the fond memories so many alumni, parents, and faculty members have of the school, while also ensuring that our design was future-focused and attentive to the skills and dispositions students need to excel in the world today. That work culminated in the development of our new Commitment, Mission and Core Values, which we explain in further detail overleaf.

We hope these elements resonate with you as the parent of a student at ASIJ, whether your child is 5, 12, or 18. Indeed, we hope it makes you proud to have your child attend ASIJ. Our commitment is to inspire students to reach their greatest potential – academically, athletically, artistically, and as caring, compassionate human beings. Finally, it reminds us that ASIJ is at its best when our students leave us resolved to act with courage and motivated to make a difference in the world. This True North; I hope, becomes our commitment to you and your children.

I would like to welcome the new members of ASIJ’s faculty who joined us this month. We are confident that our new staff and teachers will thrive at ASIJ and that they have much to contribute. I ask, if your child has a teacher new to ASIJ this year, that you are patient, supportive and proactive in your relationship with that teacher. A teacher’s first year in a new school can be challenging, regardless of how many years he or she may have previously taught. We know we’ve recruited a fabulous group of new teachers, but we need to help them adjust to ASIJ’s ways of working and to life in Tokyo. Your support, understanding and kindness will mean a lot.

I would also like to welcome the newest member of ASIJ’s leadership team—High School Principal Jon Herzenberg. Jon will be joined in Japan by his wife Carla and his daughter Indah, who will be entering fifth grade. Please welcome Jon and introduce yourself to him. Jon is joining us from Drew School in San Francisco where he was most recently Associate Head of School. Jon will be joined in Japan by his wife Carla and his daughter Indah, who will be entering fifth grade. Please welcome Jon and introduce yourself to him. Jon is joining us from Drew School in San Francisco where he was most recently Associate Head of School.

I would like to welcome the recent addition to ASIJ’s Board of Directors, Chief of School Business Operations, Jeff Bernier. Jeff is very well known in our community and we are very grateful to have him on the Board of Directors.

As we consolidate and build on the great work done by their predecessors, I would like to take this opportunity to recognize the contributions and service of the departing members of our Board of Directors, Yumiko Murakami and Bob Noddin. Yumiko and Bob have been incredible allies of the Board and the school, and we wish them well in their new endeavors.

This year we will begin the first phase of this planning work. To that end, the Board has committed to spending the first few months of the year planning for ASIJ’s future. The Board and I look forward to serving you in support of ASIJ’s mission of “fostering inspired learners for a changing world.”

Best wishes for a great school year.

Bob Noddin
Chair, Board of Directors and Board of Trustees

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Yumiko Murakami
Board of Directors

Bob Noddin
Chair, Board of Directors and Board of Trustees

On behalf of the Board of Directors, I would like to extend a warm welcome to all those who are new to ASIJ and to our returning families.

Five new Directors joined the Board in May and I would like to welcome them and extend my gratitude to the members of the Board who stepped down at the end of the school year. Their dedication and service to the community during their tenure is much appreciated. I am excited to work with the new members of our Board and leadership as we consolidate and build on the great work done by their predecessors.

This past year was a productive one for the Board, as we worked on improving our governance practices, updated policies and participated in the process that developed our Strategic Design Framework. With the Strategic Design Framework in place, we are now able to actively embark on a new facilities master plan to replace some of our older buildings, ensuring that our future facilities align with our strategic goals. We began discussions on how we will approach that need and how we will increase our capital reserves and fundraising to allow us to achieve the outcome of our new master plan.

This year we will begin the first phase of this planning work. This coming year we will also revisit our connection with businesses in Japan; our past relationship was founded more around financial interaction and as times have changed and we look to the future, we need to rethink, with our business stakeholders in Japan, how to meaningfully reconnect for our students’ benefit in the future.

Each school year, the first order of business for the Board of Directors is our Board retreat in September. Rather than bring in a facilitator this year, the Board will participate in the Governance As Leadership Training Institute at UNIS Hanoi. There we will be able to meet with Board members from our peer schools in the region and learn from Dr Richard Chait and Dr Bill Ryan, co-authors of Governance As Leadership along with well-known educational leader Bambi Betts. We believe this will be a productive opportunity for our Board members to learn about best practice from experts in their fields.

A continuing focus for the Board and the school is our commitment to safeguarding—one of ASIJ’s strategic design priorities. The safeguarding taskforce will continue to work on our level 2 certification from Keeping Children Safe. The Board and the School continue to stand at the ready to support any members of the ASIJ community who come forward with a disclosure.

The Board and I look forward to serving you in support of ASIJ’s mission of fostering a community of inquisitive learners and independent thinkers, inspired to be their best selves, empowered to make a difference. I encourage you to share with us your thoughts and ideas and invite you to lend your time and talent to our students in whatever ways you can.

Best wishes for a great school year.

Bob Noddin
Chair, Board of Directors and Board of Trustees

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Joseph Schmelzeis ’80
Fred Morganstern ’83
Atsushi Yamashita
Statutory Auditor

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Let me conclude by sharing my enthusiasm and excitement about the year in front of us. This is an exciting time for ASIJ, and I believe the pages of this newsletter provide ample evidence of the good things that are happening across our school. Please don’t hesitate to follow up with questions if anything is unclear or if you require additional information. I look forward to seeing you soon and to welcoming your family back to ASIJ for the new school year!

Kind Regards,

Jim Hardin
Head of School
To know, value and care for each child

ASIJ’s purpose is expressed in its Commitment, Mission and Core Values, which can be found in the center of our crest. Our discussions and decisions about teaching and learning, curriculum and instruction, professional development, strategic planning, scheduling, professional growth and evaluation, facilities, reaccreditation, the integration of technology, student life and many, many other concerns must be intentionally aligned to our purpose.

Our purpose begins with what we’ve called our Commitment: “To know, value and care for each child.” This statement captures our fundamental belief that every student who attends ASIJ is a unique human being, one who has value and who deserves our respect and care. It further captures our understanding that we must know our students as learners—not only in an academic sense, but also what motivates and inspires them to learn.

Our Mission & Core Values

Fostering a community of inquisitive learners and independent thinkers, inspired to be their best selves, empowered to make a difference.

From our Commitment flows our Mission: “Fostering a community of inquisitive learners and independent thinkers, inspired to be their best selves, empowered to make a difference.” We believe that students become their best selves when they are known, valued and cared for in a dynamic learning environment that challenges them to collaborate, communicate and inquire. We want our students to be exposed to new ideas that ignite their passions and help them discover their interests. We want our students to have experiences that build their confidence, self efficacy and courage to hold original ideas and perspectives. We further believe that when students become their best selves, they are empowered and motivated to positively contribute to their communities and the world around them.

Character
We act responsibly and with integrity. We are honest and respectful.

Courage
We take risks and learn from failure. We are resilient.

Compassion
We act with empathy, caring for our communities and the world. We are kind and thoughtful.

Our Commitment and Mission are founded on three Core Values: Character, Courage and Compassion. Character elevates integrity, honor, respect and a sense of responsibility. Courage emphasizes the importance of taking risks, not fearing failure, persevering and being resilient and always having the confidence and security to hold minority viewpoints. Finally, Compassion stresses the importance of developing empathy, understanding and respecting diverse perspectives, and caring about others, our communities and the world.

Vision of Learning

LEARNING IS a personal, lifelong process that leads to change, including the ability and willingness to adapt. It is driven by curiosity and motivation, occurring in a supportive environment rich in engagement, social interaction, and feedback. Learning is constructed in authentic contexts and results in the development of new understandings and skills for all learners.

Our vision of learning is a statement of ASIJ’s overarching philosophy of what learning looks like at ASIJ. Our next step is to create a Learner Profile that will be used school-wide to ensure it is well understood by students, impacting their culture of learning. We will also develop a professional growth system that includes professional standards and pathways, which empower teachers and characterize a respectful and intrinsically motivated, culture of learning.

Timeline:

2017-18
• Greenwich Leadershio Partners facilitate strategic design process
• Entire community surveyed for input
• Analysis of community feedback
• Draft of Strategic Design Framework created

2018-19
• Launch of the Strategic Design Framework
• Align programs to the new mission, commitment and core values
• Launch of steering committees for each strategic priority
• Focus on the Strategic Priority of Social Emotional Learning
• Development of Learner Profile
Supported by the PTAs

The ELC and Chofu PTAs support numerous programs and events on both campuses. The following is a selection of our recent work enriching our school. This is all made possible by the countless hours of volunteer time by the joint efforts of our supportive community of parents, faculty and administration.

- Author visits and Guest speakers (ELC & Chofu)
- Spin bikes to support the PE and Health Curriculum (Chofu)
- Project Voice for the Middle School (Chofu)
- Japanese books for the ELC, ES and MS libraries (ELC/Chofu)
- Costumes and props for the Kyogen Club (Chofu)
- High School Space Club’s first annual conference (Chofu)
- Chofu Teacher and Staff Appreciation Lunch
- Chofu Bus Driver and Monitor Appreciation Lunch
- ELC Back-to-School Night
- Fall Family Picnic (ELC)
- High School SAIL BBQ (Chofu)

We hope you will consider volunteering to help with some of the PTA-sponsored activities during the course of the year. It is a wonderful opportunity to meet new people and to get better acquainted with the school and the community. We also encourage you to attend the divisional parent forums that are held throughout the year covering informative school and parenting topics. We are truly fortunate to have such an active and dedicated parent community who selflessly donate their skills and time to create opportunities for growth and learning.

Friends of the Fine Arts (FOFA)

FOFA is a committee within the PTA whose goal is to support the many arts programs offered at ASIJ. At all grade levels, students have many opportunities to explore and express their creativity, in both the performing and visual arts. Throughout the year, the ASIJ community is treated to band, string and choir concerts, drama productions, musicals, art exhibitions and more. FOFA acts as a liaison between the faculty and administration and the general parent population to promote these events, facilitate performances, recognize student achievement in the arts and explore new ways to enrich our programs.

FOFA is a dynamic group and we are always looking for new members. Please feel free to contact us if you would like to join us or if you have any questions about the arts at ASIJ. Please contact FOFA Chair Chiee Mendoza at chofu.fofachair@gmail.com.

Booster Club

The Booster Club welcomes all new and returning families for yet another exciting Mustang spirit-filled year! The Booster Club provides a vital link between the athletic department, team coaches and the parents of our dedicated and talented athletes. We line up team parent volunteers for each team to serve as a communication liaison between parents and coaches. They coordinate various activities to help the season run smoothly. At the culmination of each fall, winter and spring season, we organize MS and HS banquets to recognize the hard work and dedication of our many ASIJ student athletes. We also sell a variety of spirit wear items throughout the year.

The Booster Club not only plans fun school spirit events on campus for students but is always looking for ways to involve parents and generate support for our athletes by promoting regular attendance at home games and matches. If you would like to join in on any of the Booster Club activities or have any questions, please contact Booster chair Heidi Regent at chofuboosterchair@gmail.com.

PTA Events

PTA Welcome Coffee
Wednesday, Sept 5, 10am

The first PTA event on the calendar is the Welcome Coffee held at the Tokyo American Club. This event is hosted by the Chofu PTA, but all families are welcome to attend. It is a great opportunity for both new and returning parents to meet the new Head of School, members of the leadership team, the Chofu PTA Board and other parents.

Friday Night Lights
Friday, Sept 7

Help cheer on the football team at the first game of the season and kick off the school year with a fun evening. Food trucks and Booster spirit wear sales add to the festivities.

Spirit Day/Homecoming
Saturday, Sep 29

ASU Spirit Day/Homecoming is an event to celebrate ASIJ school spirit. The day is full of activities for all ages and includes games, music, food, crafts and performances by our talented musical students. In the tradition of homecoming, alumni are encouraged to return to watch the Mustangs win the football game!

Winterfest
Saturday, Dec 8

This school-wide festival celebrates the diversity of our international community at ASIJ. We invite our friends and the neighboring community to celebrate life at ASIJ while we raise money to support our school and various student charity groups. We are looking for all kinds of help to make this event successful. You could fill a time slot at a booth, bake your favorite cookies or organize a committee. No experience required and we welcome help from all newcomers to ASIJ. This is a great way to meet new people and make friends while supporting our largest school fundraiser.

FOFA Spotlight
Friday, Feb 22

Talented performers take to the stage at the annual FOFA Spotlight in the ASIJ Theater. Join us for an evening of fabulous musical and dance performances and see the wide variety of styles that our students excel at—everything from John Mayer to JS Bach.

Parent Night Out
Saturday, March 9

This social event is held at a public venue with plenty of food, drinks and laughter. It is organized by the PTA, but all parents are welcome to participate and join in this community builder.
Welcome to the Early Learning Center!
The ELC is a warm, child-focused community that is eager to welcome you. From friendly morning drop-offs to strong home-school partnerships to engaging explorations and learning, we strive to ensure that your child’s early years are memorable and meaningful.

You and your child are about to embark on an incredible year of fun and learning. This is a magical time in your child’s development, and one that offers unlimited opportunities for social-emotional, physical and cognitive growth. Our teachers are highly qualified and experienced, and most significantly, they love what they do. Each day your child will be nurtured, challenged, and encouraged as they grow and develop.

Whether this is your child’s first year in an early years program, or you are an experienced parent, we know that these first encounters of the school year are significant. Over the first few weeks of school, you will have many opportunities to get to know the ELC team, your child’s classroom teachers, and other families in our program. During the first week, your teacher will invite you for a Getting Acquainted Conference, a chance for you to tell us a bit more about your son or daughter, especially as we transition to the new school year.

Shortly thereafter, you'll be invited for grade level Coffee Mornings where you’ll be able to learn more about our school community, opportunities for parents, and the year ahead. Our Back-to-School Night offers another chance to get to know your classroom community and to learn more from your child’s teachers. These initial welcoming experiences establish a strong and positive foundation for the school year, and for our whole community. Further, they help us to know, value and care for your child. We look forward to welcoming you to our vibrant ELC Community!

Christy Carrillo
ELC Director
03-5771-4341
carrillo@aej.ac.jp

Start of School Schedule
All of our teachers will be “on duty” from Monday, Aug 20, and will be preparing to welcome your children on the first day of school, on Aug 28 or 29.

New Parent Orientation
On Monday, Aug 27, there will be orientation sessions scheduled at 9am and 11am for new parents. The point of the orientation is not to give a detailed introduction to the program and curriculum, but rather to share information about the year with particular attention to the details of getting started. We will be answering questions about things such as the transition schedule, transportation, lunchies and what to bring the first day. We want you to feel perfectly comfortable about what will be happening so that your children can feel comfortable as well. They will take their cue from you.

Transition Schedule
We start the year with a transition schedule. For our transition schedule, half of the children come to school at a time, half one day and half the next. That way, your child will have the opportunity to have his or her orientation to the ELC in a much smaller group, which will ensure individual attention in the transition. Half of the children will come on Tuesday, Aug 28 and Thursday, Aug 30. The other half will come on Wednesday, Aug 29 and Friday, Aug 31. The first of each of these two days is a half-day only. (Don’t worry, we will schedule siblings on the same days!) By mid-August, you will be informed as to which two days your child will be attending. And, on Aug 24, you will be informed who his or her new teacher will be. We start our regular schedule with all children in attendance on Monday, Sept 3. Please call if you have questions about any of these schedule items.

Aug 28, Tue  A day, dismissal at 11:30am
Aug 29, Wed  B day, dismissal at 11:30am
Aug 30, Thu  A day, regular dismissal at 2:25pm
Aug 31, Fri  B day, regular dismissal at 2:25pm

Things to Bring
Your child will need to bring a number of things to school on the first full day of school. Children who bring lunch from home are asked to bring it in easy-to-open containers. We do not have microwaves or refrigerators for student use, so thermostatic containers and ice packs are helpful. The children will also need a “rest mat.” The rest mat should be a bath towel in a pillowcase with the child’s name on both items. The rest mat needs to be something that the children can carry back and forth, as they come home for laundering every Friday.

The children should also have a change of clothes and rain gear to keep at school because we go outside rain or shine. The children need to be able to get wet or dirty without worrying. Please label your children’s clothing. We know you may not be able to have everything at school on the first day, but the sooner the better. Thanks for your help with these things.

Off to a Good Start
Can you remember your first day of school? You were probably nervous and excited—and a bit lonely and lost when your mom or dad left. Even when returning to a familiar setting after summer vacation, children can feel a bit intimidated. They will have new teachers and maybe a special friend is gone. It is a big deal!

Before the program starts, you may want to read your child a few books with a starting school theme. Such stories can help your child get in touch with his or her feelings about going to a new place and separating from you. Reading also gives your child an opportunity to talk about feelings or ask questions about what to expect. For children returning to the ELC, revisiting their photo journal or yearbook helps them remember their experience at school.

Once you have the information, it is a good idea to go over the daily schedule talking about some of the things that will be happening over the course of the day. Important transitions such as drop-off, lunch, outside time, rest time and pick-up are times when children generally need more reassurance, so any advance information helps them get through it.

On the first day, be sure to arrive on time. It is much more difficult for a child to walk into a room where everyone is already engaged than to come in with the group and start from the beginning. Starting with half groups will ensure that your child gets the attention he or she needs during the transition. Finally, when it is time to leave, do not slip out when your child is not looking. Children need to know they are going to be able to say goodbye and need to know when you will be back. Once you have done that, do not linger and do not worry. We will take it from there.

ELC Useful Dates 2018-19

August
27 Mon  ELC New Parent Orientation 9am or 11am, Community Room
28 Tue  ELC Transition Schedule (until Sept 1) (See left)

September
3 Mon  ELC Regular Schedule starts (including the lunch and after school activities program)
6 Thu  ELC PTA Board Meeting 9am
10 Mon  Kindergarten Parents Coffee 9am, Community Room
11 Tue  Pre-Kindergarten Parents Coffee 9am, Community Room
12 Wed  Nursery Parents Coffee 9am, Community Room
21 Fri  Back to School Night 5:30pm
Welcome to the 2018-19 school year. We are looking forward to welcoming back all returning members of our learning community and meeting all of those who will be new this year. Building strong relationships will create the positive learning environment for which ASIJ is known. We are committed to making this an outstanding learning environment for our students by offering a student-centered, collaborative, academically rich learning environment where we continue to “Foster a community of inquisitive learners and independent thinkers, inspired to be their best selves, empowered to make a difference.”

As a school we will strive to develop students who use collaboration and innovation to enhance their learning. We look forward to supporting students in their journey to become more proficient readers, writers, mathematicians and inquirers. Finally, we believe that a balanced education focuses on student’s academic, social and emotional growth. We will encourage our students to build on our core values of character, courage and compassion and to always be respectful, responsible, safe and honest.

A weekly Friday letter is sent to all families to facilitate a consistent stream of information. The letters communicate our plans for the year, curriculum changes and enhancements as well as special dates that will be coming your way. Remember to regularly check the ES News on the The Gate, follow ES Principals on Twitter @ESPrincipals and to please contact us in the office if you have questions.

Marc L’Heureux
ES Principal
0422-34-5300 ext 500
mlheureux@asij.ac.jp

Elementary School

Start of the year event planning

We have several important events in the near future, each of which is described below. The first is our ES Student and New Parent Orientation on Friday, Aug 24. In close succession, we have our ES Parent Share conferences and ES Back-to-School in September. Please read about each event. As we appreciate the challenges faced by working parents in trying to come to school so frequently in the first several weeks, we encourage you to particularly focus on the ES Parent Share Sept 7th and Back-to-School event on Friday, Sept 14.

As we start this year, don’t hesitate to call us promptly if you are concerned or puzzled by anything you read or hear. We are always available to answer questions and to help in any way to support your child’s learning experience.

ES Student and New Parent Orientation

Friday, Aug 24 8–10:00am

ES Student and New Parent Orientation is the first in our series of welcoming, community-building and information-sharing events of the year. ES student orientation is an important time for students to meet each other and their teacher and begin building relationships that will carry them through the year. Another goal is simply to have parents and students become familiar with and locate their classroom spaces.

Most of the time during our ES orientation is devoted to children working with their new homeroom teacher, who will present information about the start of the year and give students a chance to become acquainted with each other. This morning serves as an important “ice-breaker” to ease the usual worries parents, students and teachers have about the first full day of school. Buses will run their usual morning routes and this first trip offers an orientation experience for new ES bus riders and will solidify locations of bus stops and the bus schedule.

Once at school, students will find their name on one of the class lists for their grade displayed in the elementary entryway or lobby. Children will then proceed to their homeroom to meet their teacher and other classmates. Parents introduce themselves to their child’s teacher and leave their children in the classroom.

After dropping off their children, new parents proceed to the orientation session in the Multi-Purpose Room (MPR) located in the Creative Arts Design Center, at 8:30am. Signs posted on campus provide guidance to the location of the MPR. Returning parents who are on campus are encouraged to come to ASIJ’s cafeteria to meet and socialize over light refreshments. In an effort to streamline our parent events we encourage returning parents to view the student orientation event as an optional one. While there will be a chance to briefly meet your child’s teacher, there will be no classroom presentations for parents on this orientation day; rather we are emphasizing the elementary Back-to-School on Friday, Sept 14 as the day dedicated to classroom curriculum presentations on the entire ES program. Please mark this key date on your calendars.

There will be a PTA-sponsored Information Fair on Aug 24 in the cafeteria as part of the ES Student and New Parent Orientation. At this event, there will be representatives from scout troops, the ES swim team, and the PTA to provide you with information as well as volunteer opportunities. Gregory Krauth, ASIJ Director of Transportation, will also be available to answer questions.

Kindergarten Parent Orientation

On behalf of the entire kindergarten team I’d like to welcome you and your child to ASIJ’s Choho kindergarten program. Beginning kindergarten is both an exciting and emotional time for both you and your child. We pledge to do our best to help make a smooth transition to kindergarten.

The start to the year for kindergarten students takes into account the needs of our youngest learners on campus. During the morning of Friday, Aug 24, students will find their name on one of the class lists displayed in the elementary entryway or lobby. The schedule is as follows:

**Friday, Aug 24**

8:05am Drop-off begins in either Mrs Heidi L’Heureux’s Classroom or Ms Haras’s Classroom depending on the class lists.

Kindergarten teachers Rina Hara and Heidi L’Heureux, along with assistant teachers Anna Colosimo and Miho Vango, will greet the kindergarten students and their parents in Ms Haras’s classroom door (Rm 32 in the ES lobby) and Mrs L’Heureux’s door (Rm 30).

Orientation provides a time to get to know all our incoming kindergarten students and for them to become familiar with each other, their classroom space and teachers. After greeting the teachers and dropping off in your child’s classroom we ask that you excuse yourself promptly so that we can begin to have the children mingle with each other and spend time with the teachers and counselor.

8:30–9:00am New Parent Orientation in the Multi-purpose Room (MPR - Creative Arts Design Center) This session is for all parents new to the ASIJ Elementary School. We encourage you to attend.

9:05–9:30am Kindergarten Parent Orientation in Ms Filler’s music room also located in the Creative Arts Design Center. Ms Samario Rodriguez Cains, ES Counselor, will join Ms Hara and Mrs L’Heureux to provide details about the start of the year. This parent orientation will last about 20 minutes, after which the teachers will resume their work with the children.

9:30am all the parents come back to Mrs L’Heureux’s room to close out the morning. The parents then walk their children to the bus at 10:15am.

10:15am Kindergarten Orientation Dismissal Please meet your child on the bus. If your child is not a bus rider, please pick up your child at the ES Office.

Monday, Aug 27

No classes held on this day for all ES students.

Tuesday, Aug 28

First full day of school. Regular Kindergarten Schedule begins from this day onward.

Please mark this key date on your calendars.

There will be a PTA-sponsored Information Fair on Aug 24 in the cafeteria as part of the ES Student and New Parent Orientation. At this event, there will be representatives from scout troops, the ES swim team, and the PTA to provide you with information as well as volunteer opportunities. Gregory Krauth, ASIJ Director of Transportation, will also be available to answer questions.

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Tuesday, Aug 28

First full day of school. Regular Kindergarten Schedule begins from this day onward.
A major goal at this time of year is proactive communication between educators and parents about children. In establishing this important partnership we invite all ES parents and devote a full day at the start of the year on Friday, Sept 7. This day will offer parents the chance to come to school, meet their child’s homeroom teacher and other specialists and share their hopes and dreams for the year ahead. Classes are not held on this day for elementary students.

If the option of visiting school is particularly inconvenient, we will schedule telephone or Skype conferences on that day. However, we strongly hope to meet face-to-face which allows us to have the opportunity to really get to know each other better. Playground supervision is provided if parents wish to bring their children with them to campus. Also, special bus transport will be available at mid-day to a set of centralized downtown Tokyo bus stops. Conferences will be scheduled with you during the first week of school, but the main point now is to reserve this date on your calendar.

This type of conference is distinctly different from the traditional conference in which teachers present student progress information. In contrast, the purpose of this early communication is for parents to do the talking as they share their perspective on their child to his/her teacher. To help parents prepare, elementary homeroom teachers distribute a written survey that seeks parent insight on their child as a young person and a learner as well as their hopes for his/her school year. The face-to-face parent share conference provides the chance to further elaborate on ideas and to build a stronger sense of teamwork for the year.

Some of the questions we’d like you to answer include: What do you consider to be your child’s strengths and needs? What particular issues are important to focus on early in the year? How can we best support your child in this year? Conferences should last about 15 minutes. We also encourage parents to meet their child’s teachers in music, physical education, visual art, Japanese and any learning specialists assigned to them as well as the library staff. These teachers will also offer a series of presentations on this day to inform you about their programs.

There is a lot of information to read through and much to do to get the new school year off to a successful start, but I am here to help; I encourage you to give me a call or send an email if you have a question. You may also contact the Middle School Office (0422-34-5300 ext 600) to get assistance.

We hope that this school year is a happy one, full of great learning, friendships and personal discovery.

Middle School

Pip Curtis
MS Principal
0422-34-5300 ext 600
pcurtis@asij.ac.jp

On behalf of the faculty and staff of the Middle School, I would like to offer you a very warm welcome! We look forward to working in partnership with you this year to make this a memorable learning experience for your child.

The Middle School offers an inviting, safe and supportive environment for students to learn and grow. Students are empowered to explore the attitudes and values that will allow them to make complex choices both in their learning and in preparation for life. ASIJ’s Middle School provides each student with a rich and challenging academic program as well as the social and emotional support, and opportunities beyond the classroom, that combine to meet the needs of the whole child. We are committed to making this an exceptional year for new and returning students alike.

Our Middle School seeks to provide each student with opportunities to explore, experience and excel. The Middle School years are a journey through early adolescence where intellectual, social and physical changes are rapid and varied. Through the information in this handbook, we hope you will get a sense of the increasingly sophisticated thinking and learning students are involved in at the Middle School level.

We look forward to getting to know all our Middle School parents and students. To this end, we have developed information for students and parents to ensure a successful start to the new school year.

First, I wish to invite you to the Middle School student/parent orientation on Monday, Aug 27 which will begin at 8:15 a.m. This orientation is important as it will present information pertaining to the new school year, which starts with the first day of classes on Tuesday, Aug 28.

In addition, please put Monday, Sept 17 on your calendar for Middle School Back-to-School Night. Another means of communication is the Middle School Student Handbook, which is available on The Gate and a very important document for students and parents since it explains policies, introduces the program and personnel, and clarifies the calendar. I ask that you read through this very carefully. The opening pages, which describe our middle school philosophy, will be especially helpful to new parents. All of these methods of communication are essential in establishing a supportive, trusting relationship between students, parents and the school—a key component of educational success.

There is a lot of information to read through and much to do to get the new school year off to a great start, but I know that it is worth the mutual effort because only together can we help your child succeed. Please know that I am here to help; I encourage you to give me a call or send me an email if you have a question. You may also contact the Middle School Office (0422-34-5300 ext 600) to get assistance.

We hope that this school year is a happy one, full of great learning, friendships and personal discovery.

Meet the ES Counselors

Samarie Rodriguez Cain (ext 527) is the school counselor for Kindergarten, grades 2, 3 and 4. Naho Kikuchi (ext 529) is the school counselor for grades 1, 3 and 5. Follow us on Twitter @asijescounselor.

ES After School Activities

ES provides over 60 activities throughout the year. We offer a variety of athletics like soccer, swim program, cross country, karate, drawing club, origami, coding club, robocord, cardboard engineering, choir, strings etc just to name a few.

During the first week of school, parents will receive an email to sign-up for the Fall activities. After the sign-up, students will be informed of their participation with a confirmation email. In the event that demand for an activity outstrips the group size limit, participation will be determined by a lottery. Participation is not based on first come first serve. We hope to provide one activity for each child.

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Orientation Day

Middle School will kick off the school year with orientation on Monday, Aug 27. All returning students, as well as new students and parents should attend orientation. Buses will transport students and parents from downtown on the regular morning bus route and schedule. Orientation will finish at 3pm for all the 6th graders, and new students. Returning 7th, 8th graders and parents will be finished their orientation at 10:45am, and buses will depart at 11am.

8:00am Buses arrive at ASIJ
8:15am Returning students at MS Gym New Students at Cafeteria Parents session at MPR
8:30am All students go to advisories Busing/parent-acquired transportation Preparation for new school year
10:45am Load buses (returning 7th, 8th graders, parents) Session with counselors and MS Peer Helpers for all 6th grade students and new students to ASIJ
11:00am Buses depart (returning 7th, 8th graders, parents) Late bus routes only
3:15pm Buses depart (6th graders, new students) Late bus routes

There will be time for socializing prior to the orientation. At 8:15am we will start with returning students in the gym and our new students will meet in the cafeteria. Around 8:30am, students will meet with their advisory groups for some bonding/get-acquainted activities, and then engage in a variety of sessions to help get them prepped for the new school year. At the same time, we will hold a parent orientation session in the MPR. This session is primarily intended for parents who are new to ASIJ, but veterans are certainly welcome to attend. After returning 7th and 8th grade students and parents, orientation will conclude around 10:45am, then we will load buses and aim for an 11am departure. All 6th grade students and new students will continue their orientation with our counselors and MS Peer Helpers. Buses have lunch at school, and end the day at the regular dismissal time of 3pm. They will take the 3:15pm buses home.

Shopping List
The MS shopping list was sent via email at the end of last year. The shopping list is also available online on The Gate.

Attendance Procedures
Absences and tardiness should be reported by calling the Student Office at ext 600 or emailing msoffice@asij.ac.jp before 8am. Alternatively, parents may send prior written notification. Written excuses must include the date, time, reason and the parent's signature. If you have any questions regarding attendance procedures, please contact the Student Office Administrative associate at ext 603.

Notification of Parents’ Absence from Tokyo
If at any time during the school year no parent will be present in Tokyo, a guardian will be appointed and the school notified as far in advance as possible. This is to be done by completing the online form available on The Gate. Each time parents plan a trip away from Tokyo. Because illness, accidents and unforeseen problems can occur at any time, the school asks that the duly appointed guardian live directly with or close by the student(s) and provide adequate care and supervision. High school students should not be left on their own or in charge of younger siblings. A secretary in the office or a maid at home is not an appropriate guardian. Parents often decide to go away when their children are on Interruption, Explorations Week, Sports trips, etc. These are times when emergencies may occur or students may need medical care. It is important for parents to remember to fill out a form even though students are not attending regular classes. If you have any questions, please call the Student Office Administrative associate at ext 603.

Lost and Found
Each year, our students lose several hundred pieces of clothing. While we do our best to make sure that each student has a chance to claim their missing clothing, we are only able to return about half of the items that are lost. Before the clothing is given to charity, students are asked to retrieve their items and check to see if they have been named. We ask parents to please use a marker to write their child’s name on the labels of their clothing like jackets and sweaters.

MS Picture Day
Wednesday, Sept 5 is the date to circle on your calendars for school pictures. At that time, the photographer will be here to photograph all students and staff. Parents will have the opportunity to order picture packets. Even if you do not care to order, it is important that your child be at school for the photo as this is the picture that will grace the 2018-19 Omoide, our school yearbook. Please try to work around this date when scheduling outside appointments. There are no special dress requirements.

Back-To-School Night
Mark your calendar for the Middle School Back-To-School Night, Monday, Sept 17 at 2:45pm. Parents will have the opportunity to meet each of their child’s teachers and may participate in short overview sessions in the afternoon. Transportation by school buses will be provided to and from downtown Tokyo. More information about this event will be shared nearer the date.

Social
The first middle school social will be held on Friday, Sept 14 from 3:30-4:30 p.m. There will be different types of activities going on during the evening and the focus of the evening is for students to enjoy themselves within the chaperoned confines of the Middle School. While dancing is popular with many students, others prefer to play outside on the field, watch videos or challenge each other in ping pong. Even the dancing is often focused on larger group dances that involve many different students. Almost all the students are encouraged to come some time to munch on some of the refreshments offered for sale during the event.

Parent/Teacher Conference Appointments
In preparation for the Middle School parent/teacher conference days in November, we will be sharing online registration instructions in November. Please note that these conferences are scheduled by parents themselves, with two different phases given access to the conference calendar based on whether there are ES siblings and multiple MS children in your family. Detailed information about parent/teacher conferences will be emailed in early November.

Homework, Assignment, Test Guidelines
In order to practice and strengthen skills and concepts learned in class, students will receive homework for some of their classes. The nature of this homework will vary from immediate assignments to be completed for the next class to intermediate deadlines associated with a long-term project. Regardless, it is the responsibility of the student to know what his/her homework is and its due date. In addition to informing students of homework in class, teachers usually post it on Edsby, our Learning Management System (LMS), which both students and parents can access. While the total amount of time a student spends doing homework each week varies, the general guideline is about 30 minutes per subject, which should total no more than two hours per day. Because of our odd/even day schedule, students don’t have the same classes every day so their homework completion will need to be carefully planned out in order to meet deadlines. We schedule tests and assignment due dates so students aren’t burdened with too many large projects or assessments to do at the same time. In this way, we aim to balance their workload and assessments such that they are able to manage their time effectively.

Athletics and Activities
We encourage every Middle School student to get involved in something they know and like and also to try something new for the first time. Staying after school and getting involved in extracurricular activities and athletics is a great way to feel our Mustang spirit, to make new friends and meet new teachers, coaches and sponsors.

Please remember that all grade 6 students and students new to ASIJ will need to have a physical examination prior to playing any sports in the MS. The ASIJ physical form can be found on The Gate.

Middle School Activities
Art Club, Brain Bowl, Community Ski and Snowboard, Fall Musical, Kyogen, Mand林 Club, Math Counts, Movie Production Club, MS Yoga, Peer Helpers, Second Harvest, Student Service Leadership Team, Tea Ceremony, Tech Club, Traditional Japanese Games Club, and VEX Robotics Club.

MIDDLE SCHOOL ATHLETICS

- Fall: Co-ed Soccer, Cross Country, Girls Volleyball, Karate
- Winter: Boys Basketball, Girls Soccer, Swimming, Westering, Karate, Kendō
- Spring: Baseball, Girls Basketball, Spring Swimming, Tennis, Track & Field, Karate, Kendō
- Year-round: Karate

More information, announcements and athletic schedules can be found on The Gate. If you have questions or are interested in scheduling a tryout please contact: Brian Kelley, Director of Athletics & Athletics (bikely@asij.ac.jp).

Cross Country Base Clearance
In order to attend the first cross country meets at Tama Hills on Saturday, Sept. 15 & 22, families need to sign up for Base Clearance by August 27, the day before class begins. Please line up for Base Clearance on The Gate.

2018-19 MS Useful Dates

August
27 Mon MS Standard/Parent Orientation 8:15-11am for returning 7th, 8th graders/parents; 8:15am-3pm for new students/parents Deadline for Cross Country Base Clearance
28 Tue First day of classes
29 Wed MS Musical Auditions begin (Gr 6-8)
30 Thu Cross Country team training begins MS Musical Auditions (Gr 6-8) Volleyball and Soccer A, B, B, & C teams tryouts for Gr 7 & 8
31 Fri MS Musical Auditions (Gr 6-8) Volleyball and Soccer A, B, B, & C teams tryouts for Gr 7 & 8

September
3 Mon Auditions for MS Musical, Volleyball & Soccer tryouts for Gr 7 & 8
4 Tue Volleyball and Soccer A, B, B, & C teams tryouts for Gr 7, 8 & MS Musical tryouts for Gr 6, 7, 8 & MS Musical (Gr 6-8, no try-outs)
5 Wed Volleyball and Soccer B & C teams tryouts for Gr 6
6 Thu Practice or try-out* Soccer & Volleyball (Gr 6, 7, 8)* "by coaches" invitation for Gr 6, 7, 8 MS Photo Day
8 Mon Additional MS activities begin: Art Club, Karate Club, Mandarin Club, VEX Robotics, Tech Club, Yoga
14 Fri MS Back-to-School Social 3:45-4:30pm
17 Mon MS Back-to-School Night 2-4pm

MS Parent Checklist

☐ Attend MS Orientation
Join us on Monday, Aug 27 at 8:15am.

☐ Review MS Handbook together
Review the MS Handbook with your child during the first week of school. Make a special effort to discuss the ASIJ mission statement as well as the rights and responsibilities section of the MS handbook.

☐ Discuss School Procedures
Determine together where to display the ASIJ calendar in your home and where to set up special mailboxes (hardcopy and electronic) for information sent home to parents. Develop expectations for study and homework time as well as an appropriate workspace. Research has shown that students who are provided with homework in an area such as the kitchen table rather than in their room by themselves.

☐ Attend Back-to-School Night
Join us on Monday, Sept 17 at 2:45pm. More information about this important evening is forthcoming.

☐ Review Course Overviews
Carefully read the course overviews provided during our Back-to-School Night. This will help you understand the various expectations your child’s teachers have for this year.
On behalf of our high school faculty and staff, I would like to extend a warm welcome to all our new and returning families as we kick off the 2018-19 school year. We’re pleased to welcome so many new students to the High School, and are confident they will soon feel at home in the ASIJ community. I encourage all students to tap into the energy they’ve brought back from the summer holiday, and put it to good use in taking advantage of our rich course offerings and many co-curricular opportunities.

This publication includes a wealth of important information that will help get you up and running as we start the school year. During the first few weeks of school, we have scheduled a variety of student and parent events designed to acquaint you with our guidance program, our academic program, our faculty and our high school. We hope you are able to join us for these important events, including the High School Back-to-School Night on Thursday, Sept 20.

We have also provided information regarding attendance procedures, our online gradebook system, and mid-quarter reports. We value parent involvement and input, and we encourage you to share your resources and suggestions to help us improve our program. Keep an eye out for ways you can get involved with our many PTA events and parent organizations, including Booster Club, Friends of the Fine Arts and Friends of the Library, which help in so many ways to enhance the experience our students have at ASIJ. If you ever have any questions or concerns, please feel free to call or email me, or simply drop by when you’re on campus.

I look forward to a great 2018-19 school year!

Important Dates and Events

A more detailed description of many of the beginning-of-school dates and events can be found in high school news of The Gate.

New Student Placement Testing
Thursday, Aug 23
New students needing testing for course placement will do so from 9–11am. Counselors will contact students needing placement.

New Student Orientation 9am–3pm
Monday, Aug 27
The day will begin with a general orientation presented by the HS counselors and Student Ambassadors. Students will participate in some get-acquainted activities and have lunch. They will also review their schedules, meet their teachers briefly, and engage in other orientation activities designed to help them prepare for the start of the school year. There will be a bus to take students home, via the late bus route. A more detailed description can be found in the New Student Packet, on the High School Guidance webpage, and is available at the new family orientation meetings.

Classes Begin For High School Students
Tuesday, Aug 28
Students will report to block 1. We will run a full day 1 schedule with a full HS school assembly during activity period. Students can also fill out a train pass request, which must be completed three days before purchasing a train pass.

HS Student Pictures
Thursday, Aug 31 and Friday, Sept 1
All high school students are required to have their photos taken during the school day, before school or after school. These pictures are for the high school yearbook, student IDs and for administration and counseling use. Families will also have the opportunity to purchase a photo package.

Grade 9 Parent Night
Tuesday, Sept 4 9:30–11:30pm
Come meet the HS administration and the Grade 9 counselor to learn about life in the HS as a 9th grader.

Grade 10–12 Parent Informational Meeting
Tuesday, Sept 11 9:30–11:30pm
Come meet the HS administration and counselors to learn about life in the HS as a sophomore, junior and senior.

Grade 9 Super Friday
Friday, Sept 14
ASIJ will be hosting its annual Grade 9 Super Friday from 5:00-7:30pm! It’s a chance for students to relax after the first week, get to know one another, and participate in a variety of activities. There will be counselors, administrators, teachers, and Student Ambassadors supervising this event. The evening will include: food and drinks; activities such as volleyball, basketball, swimming and soccer; team building activities; music; and a late bus for the ride home. All grade 9 students are expected to attend.

New HS Parent Orientation
Thursday, Sept 20 5:30–6:15pm
For parents who are brand new to the ASIJ community, our counseling team will provide a crash course in how to access key online resources we use in the High School, explain some of the challenges of transitioning to a new school, and discuss what to expect in terms of the rhythm of the school year. This session will break in time to begin the Back-to-School night immediately afterwards.

HS Back-To-School Night
Thursday, Sept 20 6:30–9:00pm
We invite you to attend this year’s Back-To-School Night, which will begin at 6:30pm. After an opening assembly, you will be able to follow your child’s schedule and experience a mini version of their school routine (without the homework). Counselors are available throughout the evening to chat.

Grades 9, 10, and 11 Testing
Wednesday, Oct 10
Students in grades 9, 10, and 11 will take the PSAT test appropriate for their grade level.

Explorations Week
Monday-Wednesday, Nov 19–21
All students will participate in Explorations Week by exploring Japan and the Asia region. Ninth graders will travel as a class to an area near Mt. Fuji, while tenth graders will travel to the Nagano regions to experience rural life in Japan. Juniors and seniors will have an opportunity to select from a variety of small-group trips exploring the history, culture, and life in Japan, or participate in one of our international service, culture, or adventure trips. All high school students are expected to participate in Explorations Week, so please do not make other plans during this time.

HS Handbook
Parents and students are asked to read the HS Handbook online. Please pay close attention to the following areas:

- School Policies
  - Attendance
  - Guidelines for School Conduct
  - Discipline Policy
  - HS Technology Acceptable Use Agreement
  - ASIJ Policy on Academic Honesty

- Procedures for School Closures
- Absences Impact Learning

We understand the necessity of absences for illness and family emergencies. However, we would like families to undertake advanced planning so that students are not out of school for family trips, college trips, etc. When students are out of school, it is difficult for them to make up the work that they miss. It also impacts classes where material has to be re-taught or where small group work is crippled with one or more students missing from a group. Several students have remarked about the stress they feel by leaving school early before a school vacation. They feel rushed and under pressure to produce their normal quality work. Students who miss important class experiences may see their grades affected.

Home/School Communication
Midsemester Reports are issued to all students at the middle of each semester, and report cards are issued at the end of each semester. All high school teachers maintain their gradebooks online, which may be accessed by students and parents via our online gradebook site. Students and parents are issued a login and password when they first enroll at ASIJ. If you ever have difficulty accessing our gradebook site, please email our Director of Technology, Warren Apal at <wapal@asij.ac.jp>.

Teachers, counselors and administrators are always willing to meet with students and/or their parents, and in doing so, try to make sure that communication is open and mutually beneficial. We encourage parents to call or email faculty members if they have questions or concerns, or if they wish to set up a conference. Teachers, counselors and administrators may also contact parents when they feel there is an immediate concern.

Jon Herzenberg
HS Principal
0422-34-5300 ext 400
jherzenberg@asij.ac.jp

Keep an eye out for ways you can get involved with our many PTA events and parent organizations, including Booster Club, Friends of the Fine Arts and Friends of the Library, which help in so many ways to enhance the experience our students have at ASIJ. If you ever have any questions or concerns, please feel free to call or email me, or simply drop by when you’re on campus.

I look forward to a great 2018-19 school year!
Activities and Athletics Office
The Activities and Athletics page is on The Gate. Here you will find the information you need about sports schedules and updates, plays and concerts, the list of coaches and activity sponsors and weekly transportation plans. Also on this webpage, parents sign up for “base clearance” which allows them to enter the US Military bases where ASIJ often competes. Please get comfortable with using this page and see what is happening in ASIJ’s exciting world of Activities and Athletics.

Medical physicals: Annual physicals are required in order to play football, but are not required to participate in other sports. In addition, all new ASIJ students and all students entering grade 9 need a physical. Football physicals are turned in to the Activities and Athletics Office. New students submit their physical form at the Health Center and students entering grade 9 turn in their physical form to the HS office.

During the school year, ASIJ high school Mustangs teams compete in 13 sports against other schools in 250 matches through our participation in the Kanto Plain League and various tournaments with other international and Japanese schools. We aim to involve as many students as we can on Varsity and JV teams wherever possible. Students participate as athletes, team managers, game/event support personnel and student athletic trainers. The athletic program is well supported by dedicated and knowledgeable coaches, a full-time athletic trainer, the school bus service, and the PTA-affiliated parent Booster Club.

Japan Center
Mariko Yokosuka  
Kyoko Takano 
Japan Center Co-Directors
0422-34-5300 ext 735 
japancenter@asij.ac.jp

2018-19 HS Useful Dates

August
20 Mon Varsity football first week practice (report at 1pm on Monday). Football players must have a medical physical turned into the Activities & Athletic office prior to their first practice. Practice times: Tue, Wed & Thurs afternoon from 3:30-6:30, Friday and Saturday mornings from 7:30-11:00.
21–25 ASIJ Cheer Team Camp 8:30am-4:30pm
22–25 ASIJ Volleyball Camp 8:30am-4:30pm
24–25 HS JUMP! Leadership Training 8am-3pm
27 Mon JV Football practice begins. Varsity football practice continues; cheer practice, cross country team meeting and optional run, tennis open court, PV volleyball practice.
28 Tue Varsity tennis try-outs; all sports in action
30 & 31 Auditions for the fall play in the Black Box Theater

September
4 Tue JV tennis (girls & boys) try-outs begin
5 Wed Club & Activities Information Fair during activity period
7 Fri Football & Cheer first game vs. Kubasaki at ASIJ
15 Sat *HS cross country meet at Tama Hills 9:45am
18 Tue *Volleyball at ASIJ
20 Thu High School Parents New to ASIJ Meeting 5:30-6:15pm
21–25 ASIJ Cheer Team Camp 8:30am-4:30pm
22–25 ASIJ Volleyball Camp 8:30am-4:30pm

Fall (Aug 28-Nov 4)
- Cheer
- Cross Country
- Football
- Volleyball
- Tennis

Winter (Oct 30-Feb 14)
- Basketball
- Boys Soccer
- Cheer
- Field Hockey
- Swimming
- Wrestling

Spring (Feb 20-May 23)
- Basketball
- Girls Soccer
- Softball
- Track

Attending ASIJ Events at US Military Locations—Base Clearance

What is Base Clearance? Many of you will sometime find that you want to attend an ASIJ sporting event when we play Kinnick, Yokota or Zama high schools at a US military base. Base clearance is required for parents and spectators, but not for ASIJ athletes. Please submit a request for Base Clearance online on our Activities and Athletics page on The Gate at least three weeks ahead of the event. The instructions and steps are all there on the webpage and if you have any questions please contact us.

If you have any questions about Activities and Athletics, we are here to help you enjoy the Mustangs spirit all year long. Contact Brian Kelley, Director of Activities and Athletics (ext 271) or email bkelley@asij.ac.jp.

HS Sports Seasons 2018-19 Dates

ASIJ's Japan Center launched in August 2015 with the mission to serve as a bridge between the school and the local, broader Japanese community. Through innovative and creative workshops, lectures, curriculum enhancement, student programs and community outreach programs, it aims to provide authentic Japanese cultural experiences for the ASIJ community. The Japan Center's goal is for students to build a more meaningful connection with Japan and to develop their capacity to understand diverse perspectives.

Japan Center provides authentic Japanese cultural experiences for the ASIJ community.

The Japan Center also collaborates on a number of afterschool activities for elementary and middle school students. This year we will be offering origami, tea ceremony, kendo, nihon buyo, and wasihoku cooking in elementary and tea ceremony and kendo in middle school.

To learn more about our programs or to volunteer for one of our activities/events, please stop by the Japan Center (3F of the Creative Arts Design Center). For the latest information, please access the homepage and follow us on Twitter @JapanCenterASIJ.
Riding the school bus is a big part of the day for many of our students. And nothing is more important to us than ensuring that your child has a safe, comfortable and enjoyable ride every time he or she boards one of our buses. Listed here is important information about bus policies and rules that we have developed to ensure the safety of all riders at all times. For further details, including emergency procedures please see the ASIJ Bus Handbook.

I am always eager to learn what we can do to improve your child’s experience on the bus. Please don’t hesitate to call, email, or stop by my office if you have any questions, concerns, or suggestions.

Gregory Krauth, director of transportation
The Harris Library System

Parents are welcome to visit any of our libraries to read a newspaper, borrow books and make use of digital resources. Parents can also request a lesson on how to use our databases, download ebooks and subscribe to our digital Zinio magazine collection. We encourage all parents to take advantage of our family library account. Each family may check out books in any of our three libraries (up to 25 in the ES) to help create a literature-rich environment at home. It’s easy to use the online catalog to make selections and place requests. Additionally, book requests can be placed via email or phone, and a maximum of five books per day sent home with your child.

Elementary School Library

Open: 7:45am to 3:15pm daily (1pm on early release days)

Our goal is to foster a love of reading and for students to feel that the library is a safe environment for all. Students are allowed to freely browse the shelves and find something to read that ignites their imagination and expands their knowledge and information about a particular genre, passion or subject.

Kindergarten-grade 5 students have scheduled library time during their 9-day rotation. When students come to the library they are exposed to a large variety of books and genres through read alouds and book talks. Students also learn how to locate books and use the online catalog for pleasure and research, how to access and use digital resources, as well as participate in library-sponsored reading programs. Ms. Pzeit also works with grade levels and individual teachers to schedule additional book talks, information library and research lessons.

Kindergarten is allowed to check out a maximum of three books. First and second grades are allowed to check out a maximum of four books and they are due back at their next library class. Third through fifth graders are allowed to check out a maximum of five books. A due date is provided on their checkout receipt. Students may come to the library for research or to renew books. When students come to the library they are exposed to a large variety of books and genres through read alouds and book talks. Students also learn how to locate books and use the online catalog for pleasure and research, how to access and use digital resources, as well as participate in library-sponsored reading programs. Ms. Pzeit also works with grade levels and individual teachers to schedule additional book talks, information library and research lessons.

High School Library

Open: 7:30am to 4:05pm (1pm on early release days)

The high school library is open on school days from 7:30am to 4:30pm and serves all members of the ASIJ community. More than 22,000 print books, 1,935 ebooks, 80 Kindles, 25 iPads, a digital magazine collection and two daily newspapers are available for use.

The HS library website includes links to the online catalog, research databases, library clubs and activities, a photo gallery, a citation guide, tech tutorials, the ASIJ subject guides and our newest research tool, the Classroom Video Collection from Films on Demand. Our database also provides them with more than a thousand journals and newspapers, online encyclopedias and thousands of online reference books. We also have printers and a technology support desk.

The HS library follows a patron driven collection model, meaning that students, teachers and parents may request titles to be added to our library. Students are encouraged to come for help with research, citations, suggestions for pleasure reading, and much more. We are here for you! If you would like to renew your books, volunteer in our library, request a title, or ask any question at all, please email Christopher Ball (cball@asij.ac.jp) or Karen Nishimura (knishimura@asij.ac.jp). To learn more about what’s happening in the library or to access our digital resources, please visit our blog The Noisy Librarian (www.thenoisylibrarian.wordpress.com). Follow us on Twitter @thenoisylibrary or on Facebook (thenoisylibrarian).

Teaching & Learning at ASIJ

Middle School Library

Open: 7:45am to 4:00pm daily (1pm on early release days)

The library is the hub of guided research, innovation, reading and related activities. It supports academic units by offering books, magazines and digital resources accessible on the Destiny library catalog. Students are encouraged to visit the library regularly to borrow books, for research support or for extra help with homework.

Most books may be borrowed for four weeks. The library has over 50 Kindles available for a three week check-out period. Students will receive reminders via email if they keep materials beyond the borrowing period. Returning students may borrow books and/or a Kindle for the summer. All materials are due on the first day of the new school year. Students are encouraged to suggest titles of new books, which will be reviewed by the teacher librarian before acquisition.

If you would like to volunteer, or have any further inquiries, please contact Tanja Kerbs (tkerbs@asij.ac.jp) or Angela Onozuka (aonozuka@asij.ac.jp).

ASU’s Learning Office

ASU’s Learning Office is responsible for articulating, coordinating, supporting, and overseeing teaching, learning, curriculum, assessment, and professional development at ASU across all divisions and departments. Members of our Learning Office will focus on improving teaching, learning, and assessment practice; articulating and aligning a rigorous and coherent curriculum; and promoting a robust, flexible, and innovative professional learning program in line with the school’s mission, vision and core values.

Curriculum

ASU’s curriculum is standards-based and comprises all elements of the instruction and assessment process. A dynamic curriculum is one that is designed to support and inspire all learners as they construct new understandings through meaningful experiences. It is sequential and developmentally appropriate, allowing all students to access effective resources and opportunities for learning. The standards are aligned from nursery through grade 12 in a scope and sequence of units based primarily on U.S. adopted standards then reflected and revised upon during the curriculum review cycle.

During the 2018-19 school year, ASU will be reviewing the comprehensive health (social, emotional, mental, physical, and sexual) as well as the modern world language and heritage language curriculum.

ASU Curriculum Review Cycle

The ASU Curriculum Review Cycle is a process of reviewing and renewing the ASU curriculum over a multi-year period. As such, it is a way to:

• Enhance student learning by evaluating standards, assessment tools, resources, and learning data on a regular basis
• Ensure that programs of study across grades and disciplines are aligned to ASU’s Mission and Strategic Priorities
• Make informed and shared decisions related to the curriculum and teaching based on research and data; and
• Promote collaboration between ASU faculty, which leads to improved understanding of student learning.

Accreditation

ASU is accredited by the Western Association of Schools and Colleges (WASC). Accreditation is a voluntary practice initiated by institutions that requires a rigorous self-reflection and evaluation that is appraised for overall educational quality. This process emphasizes ASU’s commitment to continuous improvement.

Professional Learning

ASU aspires to engage teachers in professional learning, challenge them to continually improve, and cultivate a dynamic professional learning community that elevates reflection and collaboration. While ASU provides a multitude of opportunities to learn with fellow colleagues, we believe that learning is a personal, lifelong process driven by curiosity and leading to change. Teachers and leaders are encouraged to network and connect with one another to learn together, inspired to be the best selves and empowered to make a difference.

For the 2018-2019 school year, several opportunities to further teacher learning will take place at ASU including the Institute For Social-Emotional Learning (ISEL), Math Specialists in International Schools (MSIS) institutes, and Organic World Languages (OWL) workshops. Throughout the year, teachers participate in collaborative professional learning during PACT days, PD days, and during common teaming time with the specific goal of improving learning for all students.

Ginny Prairie
Interim Director of Learning
0422-34-5300 ext 244
vprairie@asij.ac.jp

ASU’s Adopted Standards

This list does not include internally developed standards.

Math/English

Counseling

Science

Physical Education and Health

Music and Arts

Social Studies

World Languages

Japanese Heritage

NATIONAL/CORE ARTSSTANDARDS

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Who we are
We are a team of bilingual RNs, whose main purpose at ASIJ is to make sure your children are safe, healthy and learning in the classroom. There are always two of us here during school hours, and one nurse on duty after-school activities. Our team includes:

Yue Takigayama joined ASIJ nurse’s team in 2005, and has been in charge in the Health Center since Fall 2014. She grew up in Tokyo, attending international schools. Her nursing degree is from New York, and she worked in NYC before coming to ASIJ. Yue loves outdoor activities.

Ruth Harimoto is an alum of ASIJ and was a cardiac nurse in Washington State before moving back to Japan. She has worked as a school nurse at ASIJ for 12 years. Ruth loves teaching First Aid, CPR, and cooking.

Mayumi Shibata relocated to Tokyo from Texas. She is already a familiar face around ASIJ, having been a substitute nurse and Summer Day Camp staff member for the past two years. She received her RN license in Texas and she enjoys the international flavor of the ASIJ community.

What we do for you
We take care of your children during the school day, handling illnesses and injuries.

We will keep in close touch with you by phone or email if there are any problems. If your child has a fever above 99.5°F or 37.8°C, is vomiting or otherwise unstable or contagious, we will ask you to come to school to pick him or her up.

We screen for scoliosis (MS), vision (ES and MS), hearing (ES) and head lice (as needed). We will let you know if there is a problem.

We give medications as instructed by you. Please use the “Authorization To Administer Medications” form available on The Gate to give us instructions.

We post on The Gate relevant health-related information for the school community.

We are happy to consult with you on health-related issues. Call ext 240 or email us at <health@asij.ac.jp>.

What we need you to do for us
Keep your contact information updated. We need to be able to reach you in an emergency.

Every student needs a Health History form completed every year. Forms are on The Gate. This gives us updated information on immunizations, medical conditions and allergies. For ES students, please sign for permission to give Tylenol or Ibuprofen on this form.

Physicals are needed for all new students, students transferring from ELC to Chofu, students entering 6th and 9th grades and football players. Forms are on The Gate.

Keep your child home when they are sick: Temp above 100°F or 37.8°C, vomiting, diarrhea, severe sore throat or persistent cough.

Make sure your child's immunizations are up-to-date. This protects not only your child, but also the rest of us here at school.

Check your child for head lice frequently, especially elementary age children. Consider having some lice shampoo on hand, just in case.

Have a healthy year!

Monica Clear
Safeguarding Coordinator
0422-34-5300 ext 277
mclear@asij.ac.jp

ASU has made a Commitment to “know, value, and care for each child”.

A central pillar of this Commitment concerns our determination to safeguard the health, safety, and wellbeing of every student who attends ASU. We believe every child has a right to feel safe and protected from harm and recognize we are in a unique position of primary responsibility for the safety, care, and welfare of students in our charge. To fulfill this duty to care, ASU has committed to embedding safeguarding policies, procedures, and guidelines into the overall operations of the school.

Implications of safeguarding are prioritized in school-wide systems and procedures, including recruitment and hiring, community training and education, risk assessment of school-sponsored activities and trips, and a process of continual review and revision of our abuse prevention, protection, and response protocols. Beyond our policies, procedures, and systems, we are committed to a child-centered approach focused on the best interests of the child. We are further committed to ensuring that each child understands his or her rights as an ASIJ student and has at least one trusted adult to whom they can confide.

In conjunction with our Commitment, Mission, and Core Values, the guiding principles of safeguarding that underlie our approach are drawn from the ASIJ Board Policy, the Japanese law, and the United Nations Convention on the Rights of the Child (UNCRC), to which Japan is a signatory country.

A comprehensive safeguarding program works towards abuse prevention, protection and response to concerns in a timely, consistent, secure, and transparent manner. All ASU faculty and staff are active participants in implementing and ensuring student safety, and the school has designated certain individuals to lead the charge of maintaining best practice, serving as ambassadors to implementing and maintaining the highest standards of safeguarding in our community.

Safeguarding children from harm works best when the entire community is involved and engaged. To that end, we ask that our students, our parents, and our partners educate themselves about Safeguarding issues and how to handle them. We ask that you participate in Safeguarding by keeping an eye out for one another, and saying something if you are seeing something that concerns you.

For further information on, please review the ASIJ Safeguarding Handbook (digital) available on The Gate, or reach out to me.
Notices about lost valuables also appear in the daily bulletins. The cafeteria building next to the MPR. Valuable items are held by the elementary school office.

Lost property for the Elementary School is located under the stairs of the cafeteria—there is one for each bus. If the item lost is valuable, please call the Director of Transportation if you have not already heard from the monitor.

What happens if my child boards the wrong bus?
Once it is realized, the monitor will communicate with the parents and/or call the Director of Transportation if the parents cannot be reached. We will continue to call until we do reach you. The bus driver and the monitor will determine how to return the child to the proper bus and/or get them home, accompanied by a bus monitor. If parents realize that their child is on the wrong bus, please call the Director of Transportation if you have not already heard from the monitor.

What should my child do if he or she leaves items on the bus?
Each school day, after 9:30am, your child can locate their lost items, both from the afternoon before and the morning ride, in the bus-numbered bins just outside the ES. Valuable items, such as band instruments, watches, cell phones, and portable gaming devices can be found in the Bus Office.

What are the procedures if my child needs to ride an alternate bus in the afternoon?
For parents and students’ convenience, we allow grade 2–12 students to ride buses other than their assigned bus in the afternoons to accommodate lessons, playdates, birthday parties, appointments, etc. Students in grades 3–12 do not need notes or prior permission from ASU, however, in order for a grade 2 student to board a different bus, a parental note is required (see communication.) Students in kindergarten and grade 1 may only ride their assigned bus to their assigned bus stop in the afternoon.

What are the procedures for the late buses?
Boarding for the late buses takes place in front of the HS. Buses are loaded in grade order beginning with kindergarten. ES students must be in their grade lines by 4:40pm, MS students in the area by 4:45pm and HS students at 4:50pm. The 5:35pm late bus is for HS students only. MS students can only ride with special permission from the Director of Transportation. The late buses run only on a few routes through the downtown area as well as the Setagaya area. Please see the Bus Handbook for further details.

My child lost something at school, what should I do?
If your child is a bus rider, please check the lost property bins outside the cafeteria—there is one for each bus. If the item lost is valuable (wallet, phone, electronic device), please check the locked case outside the bus manager’s office at the corner of the cafeteria. Lost property for the Elementary School is located under the stairs of the cafeteria building next to the MPR. Valuable items are held by the elementary school office. In the Middle and High Schools, please check with the student offices. Notices about lost valuables also appear in the daily bulletins.
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<th>Head of School</th>
<th>Business Office</th>
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<td>Jim Hardin ext 200</td>
<td>CFO/COO</td>
<td>Interim Director of Learning Virginia Prarie ext 244</td>
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