2017–18
Back-to-School

ASIJ
Dear ASIJ Families,

It is my great pleasure to welcome you to the 2017-18 school year at ASIJ. It has been nearly 16 months since I learned that I would be joining ASIJ as its new head of school, and I am delighted to finally become a member of this community and to issue this warm greeting to both new and returning families. In the weeks and months ahead, I look forward to getting to know ASIJ’s students and their parents, learning your stories and sharing my enthusiasm for what I believe we can accomplish together.

In The Element (2009), Sir Ken Robinson defined a culture as “a system of permissions and constraints.” I think that insight about a culture’s values, expectations, rules and norms provides a valuable framework for understanding what makes some schools exceptional and others merely ordinary. With its proud history and high academic standards, ASIJ has created an aspirational “system of permissions” that challenges students to be exceptional—in the classroom, on the field or court, on the stage, in the studio, or in service to others. Central among our “permissions,” I believe, is a shared conviction that ASIJ should be a safe, child-centered place where teachers are idealistic about the potential of every child and tenacious in their resolve to inspire and support students as they learn, develop passions, take risks, persevere and grow. Great teachers value the dignity and individuality of their students, but they go further by instilling in them a deep confidence in their own agency—that is, in their abilities to control and master skills and knowledge. I am humbled by the opportunity to be part of such an outstanding faculty, and I’m very much looking forward to learning how I can contribute to making ASIJ an even better school for its students.

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 brought in 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 three other new members of ASIJ’s leadership team—Bhupesh Upadhyay, who is the school’s CFO/COO; Pip Curtis, who is our new middle school principal; and Christy Carrillo, who is the new director of the Early Learning Center. Please introduce yourself to Bhupesh, Pip and Christy when you have an opportunity. The first few weeks will be fast and furious for the four of us, as we scramble to get up to speed. I dare say we will do our best to appear calm and composed. Just know that appearances can be deceiving!

For those of you who have not had occasion to stop by the campus over the summer, we look forward to hearing your impressions of the renovated courtyard. There is covered seating for 140 spectators near the end of the field and the iconic ASIJ gate has made its return!

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 that. Please don’t hesitate to follow up with questions if anything is unclear or if you require additional information. I look forward to meeting you soon and to welcoming your family back to ASIJ for the new school year!

Kind Regards,

Jim Hardin
Head of School
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.

This past year was a productive one for the Board, as we worked on improving our governance practices, focused on fundraising and began long-term planning for the school's future. It was also a year of transition and I would like to extend my thanks, on behalf of the entire Board, to Areta Williams who served as interim head of school last year. Areta provided a steady hand at the wheel as we navigated through a period of change and she worked closely all year with Jim Hardin our new head of school. Jim joins us from Dubai American Academy.

I would also like to thank Brian Johnson for his dedication and service to the school as outgoing Board Chair and the other members of the Board who stepped down at the end of the school year. With new Board members, new additions to the leadership and our new head of school, we enter a period of change and growth. I am excited to work with the new members of our community as we consolidate the great work done by their predecessors.

One key addition to the school that the Board approved last year was the hiring of Monica Clear as ASIJ’s first safeguarding coordinator. Monica is a registered nurse and comes to us from Kuala Lumpur where she was a child protection consultant to the UN Refugee Agency. Her hiring is testament to the ongoing work the Board is committed to undertake to ensure we do everything we can to provide a safe and constructive environment for our students.

Each year, the first order of business for the Board of Directors is our Board retreat in September. This is where we set our work for the coming year and reflect on issues that may impact the school. The Board's role is strategic in nature and the Board provides the necessary oversight and long-term guidance on school affairs, practices and policies. Marc Frankel, who is a senior consultant with Triangle Associates, an international firm specializing in higher, independent and international education, will facilitate the retreat again this year. We intend to focus on the following areas: onboarding training for new members, the role and behavior of the school board, long-term strategic and facility planning and best practices for school boards.

The Board and I look forward to serving with you in support of ASIJ’s mission of “developing compassionate, inquisitive learners prepared for global responsibility.” We 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
On behalf of the ELC and Chofu PTAs, we would like to extend a warm welcome to all new and returning families. As we begin another exciting school year, the PTAs invite you to become involved in the many events and activities we have scheduled for this coming year.

The purpose of the PTA is to promote program enrichment, communication, community-building and fundraising in support of ASIJ and the achievement of the school’s mission to develop compassionate, inquisitive learners prepared for global responsibility. To this end, we hold various joint-fundraising and community-building events throughout the year in partnership with the administration, faculty and staff, student and parent groups, and the alumni community. In addition to these large events, there are many other opportunities for parents to get together at PTA-sponsored parent group meetings, parent socials and ELC and Chofu specific events.

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 our supportive parent community.

• Sakura Medal Program (ELC & Chofu)
• Author visits (ELC & Chofu)
• Chofu Teacher and Staff Appreciation Lunch
• Chofu Bus Driver and Monitor Appreciation Lunch
• ELC Back-to-School Night
• Fall Family Picnic (ELC)
• Grants Program (ELC & Chofu)
• High School ENGAGE Innovators and Entrepreneurs Forum
• High School graduation reception
• High School SAIL BBQ
• Kimono for elementary school tea ceremony club
• Middle School 8th Grade Celebration
• Movie nights (ELC)
• Omochi pounding (ELC)
• Petting Zoo (ELC)
• Special guest speakers (ELC & Chofu)
• Storytime (ELC)
• Sumo day (ELC)
• Sweet potato dig (ELC)
• Taiko performance (ELC)
• Village Connections (ELC & 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 group meetings 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.

Rangana Abdulla (ELC PTA President) and
Anush Balian (Chofu PTA President)

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 Rie Hamaguchi 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 Kathy Ambrosino or another Booster member listed on the Booster Club section on The Gate.
PTA Events

PTA Welcome Coffee
Wednesday, Sept 6, 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.

Spirit Day/Homecoming
Saturday, Sep 30
ASIJ 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 2
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
Saturday, Feb 10
Talented performers take to the stage at the annual FOFA Spotlight in the ASIJ Theater. Join us for an afternoon 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.
Welcome to the ELC and to the new school year! I can promise a year of excitement, fun, learning and growth for your child, and a community that is eager to have you as a member. Please read all the many things that you will be receiving from the School over the next few weeks and feel free to call should you have questions. The office will be open from Monday, August 7, and will be happy to assist you with any questions. As the new director, I look forward to meeting and getting to know all the children and families at the ELC.

Please be assured that your children are in very capable, caring hands. We have an outstanding staff, which is really the strength of our school. The ELC faculty are experienced, passionate early childhood educators.

As we start this school year, it is important to me that channels of communication are open. Please share your thoughts, ask your questions and raise your concerns with me. It is through our working together that we can best serve your children. You are your child’s first and primary teacher, and you hold a wealth of information about him or her. You may have come from a program that was very different from ours. Different is not better or worse—it is just different. But because of those differences, you may have questions about how or why we do things. Please be assured that there are good reasons for the things we do, and we want you to understand them.

You have made an excellent choice of schools for your young children. We are accredited by the same body that accredits the K–12 program at the Chofu campus, the Western Association of Schools and Colleges (WASC). In our fine, accredited program, I believe that your children will come to love school and will be confident and prepared for their school years ahead.
Start of School Schedule

All of our teachers will be “on duty” from Monday, Aug 21, and will be preparing to welcome your children on the first day of school, on Aug 29 or 30.

New Parent Orientation

On Monday, Aug 28, 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, lunches 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 29 and Thursday, Aug 31. The other half will come on Wednesday, Aug 30 and Friday, Sept 1. 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 25, 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 4. Please call if you have questions about any of these schedule items.

Aug 29, Tue  A day, dismissal at 11:30am
Aug 30, Wed  B day, dismissal at 11:30am
Aug 31, Thu  A day, regular dismissal at 2:25pm
Sept 1, 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 thermos 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. 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 2017–18

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

September
4 Mon  ELC Regular Schedule starts (including the lunch and after school activities program)
7 Thu  ELC PTA Board Meeting 9am
11 Mon  Kindergarten Parents Coffee 9am, Community Room
12 Tue  Pre-Kindergarten Parents Coffee 9am, Community Room
13 Wed  Nursery Parents Coffee 9am, Community Room
Welcome to the 2017-18 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 “develop compassionate, inquisitive learners prepared for global responsibility.”

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 be constructive community members who are 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.
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 25. 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 8th and Back-to-School event on Friday, Sept 15.

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 25 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 students, parents 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 entrance or lobby. They 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 15 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 25 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 Chofu 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 25, students will find their name on one of the class lists displayed in the elementary entrance or lobby. The schedule is as follows:

Friday, Aug 25

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

Kindergarten teachers Rina Hara and Heidi L’Heureux, along with assistant teachers Anna Colosimo and Miho Vargo, will greet the kindergarten students and their parents in Ms Hara’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 Fuller’s music room also located in the Creative Arts Design Center. Ms Naho Kikuchi, ES Counselor, will join Ms Hara and Mrs L’Heureux to provide details about the start of the year. This parent session 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 28

No classes held on this day for all ES students.

Tuesday, Aug 29

First full day of school. Regular Kindergarten Schedule begins from this day onward.
Parent Share Conferences
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. 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 teachers. 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’s growth 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 offer a series of presentations on this day to inform you about their programs.

More information on scheduling will come to you early in the school year. All the time spent on good communication early in the year gives teachers and parents the opportunity for a productive, cooperative relationship throughout the year. Please take advantage of these opportunities.

ES Back-to-School day
On Friday, Sept 15, the ES faculty and administration will be presenting to parents a variety of information about the ES learning program. We highlight what children will be doing throughout the year. Homeroom teachers will offer sessions that last about 45 minutes. In addition, specialists in library, technology, learning support and guidance will discuss the programs they provide to students. The day’s schedule is detailed and parents will receive information in the first week of school to assist their planning. Please plan to visit school and take in as much of this event as your schedule will allow. For working parents, this would be a priority occasion if your schedule limits your access to our early year events.

Note: Special bus transportation will be available to parents to get out to school from a set of centralized downtown stops since the regular morning buses operate at near capacity and extra seating for parents will not be available.

Meet the ES Counselors
Naho Kikuchi (ext. 529) is the school counselor for Kindergarten, grades 2 and 4. Samarie Rodriguez (ext. 527) 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 activities like soccer, swim program, cross country, karate, drawing club, origami, coding club, robo design, 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.
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, and to offering you a well-rounded, student-centered and hands-on academic and co-curricular program.

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. Our faculty deliver a program aimed to meet the needs of the different grade level groups, while keeping a close eye on teaching, molding and shaping each individual student as well. 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 28 which will begin at 8:15am. 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 29. In addition, please put Thursday, Sept 14 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 is 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 we can help your child succeed. As Principal of this division, I consider my main responsibility to be one of advocacy—for students, parents and faculty. 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.
Orientation Day

The 2017–18 ASIJ Middle School will kick off the school year with orientation on Monday, Aug 28. All returning students, new students and parents who are new to ASIJ should attend orientation. Buses will transport students and parents from downtown on a 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 done at 10:45am, and buses will depart at 11:00am.

8:00am Buses arrive at ASIJ
8:15am Returning students at MS Gym
New Students at Cafeteria
Parents session in the Multi-Purpose Room, Creative Arts Design Center
8:30am All students go to advisories
Bonding/get-acquainted activities
Preparation for new school year
10:45am Load buses (returning 7th, 8th graders, parents)
Session with counselors and MS Peer Helpers
(All 6th grade students and new students)
11:00am Buses depart (returning 7th, 8th graders, parents)
Regular afternoon bus routes
3:15pm Buses depart (6th graders, new students)
Regular afternoon bus routes

There will be time for socializing prior to the orientation sessions. 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 after that they will 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 too!

For 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, have lunch at school as normal, and end the day at the regular dismissal time of 3pm. They will take the 3:15pm buses home.

Shopping List

The middle school shopping list is available online on The Gate under the MS section.

Lost and Found

Each year, our students lose several hundred pieces of clothing. While we try our hardest to make sure that each student has a chance to claim their missing clothing, we are only able to return about 50 percent of the items that are lost. Before the clothing is given to a charity, students are asked to retrieve their items. We have even found that it is easier for clothing to be identified by friends of the person who has lost it. Still, we would be more successful if parents would use a marker to place the child’s last name on the labels of their valuable clothing like jackets and sweaters. We check each item of clothing for names before we send the items off to charity. Because some clothing is marked with a student’s name, we are able to return several dozen items that appear to be “overlooked” by the student who has lost the item.

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 at ext. 603.

MS Picture Day

Wednesday, Sept 6 is the date to circle on your calendars for school pictures. At that time, the photographer will be here to preserve all students and staff for posterity, or for the yearbook at least. 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 2017–18 Omoide, our school yearbook. Please try to work around this date in scheduling outside appointments. There are no special dress requirements. So, get out that comb, straighten that collar and get ready to smile!

Back-To-School Night

Mark your calendar for the Middle School Back-to-School Night, Thursday, Sept 14 at 6:30pm. Parents will have the opportunity to meet each of their child’s teachers and may participate in short overview sessions with them. Transportation by school buses will be provided to and from downtown Tokyo. More information about this event will be shared nearer the date.

Dance/Social

The first middle school dance/social will be held on Friday, Sept 8 from 3:30–6:00pm. There will be different types of activities going on during the evening and the focus for 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 enjoy taking 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. Most often these assignments are from their block academic classes, but elective homework may be assigned as well. The nature of this homework will vary from immediate assignments to be completed for the next class to intermediate deadlines associated with a longterm project. Regardless, it is the responsibility of the student to know what his/her homework is and its due date. To help
them track their homework and other assignments we have blogs for each grade level (6th grade: www.blogs.asij.ac.jp/ms6/, 7th grade: www.blogs.asij.ac.jp/ms7/, and 8th grade: www.blogs.asij.ac.jp/ms8/). In addition to informing students of homework in class and on blogs, teachers often post it on Blackboard or Google Classroom. While the total amount of time a student spends doing homework each night varies, the general guideline is about 30 minutes per subject, which shouldn’t total 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 the deadlines. We schedule tests and assignment due dates very carefully so students aren’t burdened with too many “big deal” things to do at the same time. In this way, we aim to balance their workload and assessments such as tests/quizzes.

**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 co-curricular activities & 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**

MS Yoga, Art Club, Brain Bowl, Dance Club, Fall Musical, Kyogen, Math Counts, Movie Production Club, Peer Helpers Club, Robotics Club, Ski & Snowboard Club, SSLT, Tea Ceremony Club (Gr. 6)

**Middle School Athletics**

Fall: Co-ed Soccer, Cross Country, Girls’ Volleyball
Winter: Boys’ Basketball, Girls’ Soccer, Swimming, Wrestling
Spring: Baseball, Girls’ Basketball, Kendo (Gr. 6),Spring Swimming, Tennis, Track & Field
Year-round: Karate

More information, announcements and athletic schedules can be found on The Gate. If you have any questions please contact: Brian Kelley, Director of Activities & Athletics (bkelley@asij.ac.jp)

**MS Parent Checklist**

- **Attend MS Orientation**
  Join us on Monday, Aug 28.

- **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 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 work place. Research has shown that many students do better if they do their homework in an area such as the kitchen table rather than in their room by themselves.

- **Review Course Overviews**
  Carefully read the course overviews sent home by each of your child’s teachers during the first week of school. It will help you understand the various expectations your child’s teachers have for this year.

- **Attend Back-to-School Night**
  Join us on Thursday, Sept 14 at 6:30pm. More information about this important evening is forthcoming.

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**2017–18 MS Useful Dates**

**August**

- 28 Mon  MS Student/Parent Orientation  8:15-11:00am for returning 7th, 8th graders/parents; 8:15-3pm for new students/6th graders.
- 31 Thu  Cross Country team training begins  Auditions for MS Fall Musical Volleyball and Soccer try-outs for Gr. 7 & 8

**September**

-  1 Fri  Auditions for MS Fall Musical Volleyball and Soccer try-outs for Gr. 7 & 8
-  4 Mon  Auditions for MS Fall Musical Volleyball and Soccer try-outs for Gr. 6 Cross Country team training Parent Base clearance requests due on The Gate (for Cross Country Meet at Tama Hills on Sept 16)
-  5 Tue  Volleyball and Soccer try-outs for Gr. 7 & 8 Cross Country team training
-  6 Wed  MS Photo Day
-  7 Thu  Volleyball and Soccer try-outs for Gr. 6 Cross Country team training
-  8 Fri  MS Back-to-School Dance/Social 3:45-6:00pm
- 14 Thu  MS Back-to-School Night 6:30pm
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 2017–18 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 Sept 21st.

We have also provided information regarding attendance procedures, our online gradebook system, and mid-semester 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 2017–18 school year!

Rick Weinland
HS Principal
0422-34-5300 ext.400
rweinland@asij.ac.jp
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
Wednesday, 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
Thursday, Aug 24
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
Monday, Aug 28
Students will report to the ASIJ Theater for a brief opening assembly. All classes will meet that day.

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 9-12 FUN-tastic Friday
Friday, Sept 1 4:00-8:00pm
We invite all new students to our join our FUN-tastic Friday! We will introduce you to some of our returning students, eat lots of great food, and take part in a variety of team building activities. A late bus will be provided for the ride home. This is a great way to get connected!

Grade 9 Super Friday
Friday, Sept 8
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 21 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 21 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 11
Students in grades 9, 10, and 11 will take the PSAT test appropriate for their grade level.

Grade 12 College Application
Senior Seminar – Final Push
Wednesday, Oct 11
While Grade 9, 10, and 11 students are testing, Grade 12 students will be working on (and finishing up) their college applications.

Explorations Week
Monday-Wednesday, Nov 20–22
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 Apel at <wapel@asij.ac.jp>.
Teachers, counselors and administrators are always willing to meet with students and/or their parents. 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.

**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 into 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.

### HS Sports Seasons 2017–18 Dates

#### 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)
- Baseball
- 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>.

### 2017–18 HS Useful Dates

**August**

- 21 Mon Varsity football first week practice (report at 1pm on Monday). Football players must have a medical physical turned in to 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
- 22–25 ASIJ Cheer Team Camp 8:30 - 4:30
- 26 Sat ASIJ Volleyball Pre-season Clinic 8:30-4:30
- 28 Mon JV Football practice begins; Varsity football practice continues; cheer practice, cross country team meeting and optional run, tennis open court, (no volleyball practice)
- 29 Tue Varsity tennis try-outs; all sports in action
- 30 & 31 Auditions for the fall play in the Black Box Theater

**September**

- 2 Sat *Varsity football & cheer first game at Yokota 1pm
- 5 Tue JV tennis (girls & boys) try-outs begin
- 6 Wed Club & Activities Information Fair during activity period
- 8 Fri *JV & Varsity Football & Cheer at Kinnick
- 9 Sat *HS cross country meet at Tama Hills 9:45am; Varsity tennis vs. Kinnick at ASIJ
- 19 Tue *Volleyball at Kinnick

* Because of early calendar cross country, football, tennis and volleyball events on US Military bases, parents need to apply for base clearance ASAP. Please use “The Gate/Activities & Athletics” page to request Base Clearance.
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.

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

Each year, the Japan Center takes a particular area of focus and this year we will explore 技・匠 (waza and takumi) which are Japanese craftsmanship and expertise. We will look at traditional craftsmanship and manufacturing as well as architecture and discover how they relate to contemporary artisans. In addition, we will also look at Japanese cuisine (washoku) which was added to UNESCO’s Intangible Cultural Heritage list in 2013.

Activities we are already planning include a visit from contemporary artist Mai Miyake, whose artworks are rooted in a traditional Japanese sensibility, yet feel modern. She has participated in solo and group exhibitions as well as conducted workshops at renowned institutions and galleries such as Mori Art Museum (Tokyo) and Art Gallery at Art Tower Mito (Ibaraki), Shanghai Duolun Museum of Modern Art. In September, as part of Spirit Day, we will host a visit from sumo wrestlers who will showcase their ancient sport. We also have plans to screen the films, Koto and The Wound and the Gift. Linda Hoagland, director and producer of the award-winning The Wound and the Gift, will join us to speak with students about her film which explores our relationship with animals through the growing “rescue” movement; using an ancient Japanese fable about a wounded crane that is saved by peasants.

In addition we have also invited Ryutaro Nagata, head of Shibuya ward government’s gender equality and diversity promotion division to speak with students this fall as part of a series of lectures for the Queer Equality Alliance student group in the High School.

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 washoku cooking in elementary and tea ceremony and kendo in middle school.

Please stop by the Japan Center (3F of the Creative Arts Design Center) to learn more about our programs or to volunteer for one of our activities/events.
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 Role of the Bus Rider

Don’t lose your riding privilege: follow the rules!

• Rules for Safe Boarding
  • Be at the bus stop 5 minutes prior to pick-up time.
  • In the morning, ride your assigned bus.
  • Wait at the designated stop in a safe place well back from the road.
  • Bus behavior rules apply to the bus stop.
  • Remember to stay away from the danger zone, which is anywhere close enough to touch the bus. The driver cannot see you when you are in the danger zone.
  • Don’t push or shove.

• Rules for Safe School Bus Riding
  • Take your seat promptly and sit facing forward.
  • ES and MS students, buckle-up.
  • Keep aisles clear. Hold bags in lap, place in overhead rack, or on the floor by your feet.
  • Observe the same conduct in the classroom.
  • Be courteous. Keep language and actions appropriate.
  • Talk quietly. The driver must concentrate to drive the bus safely.
  • Keep the bus clean.
  • Nut-free snacks and beverages are permitted. Water only for ES and MS students.
  • Always follow the bus monitors’ and bus driver’s instructions.

• Rules for Leaving the Bus Safely
  • When you leave the bus, move quickly away from the bus.
  • If you drop something near the bus, don’t pick it up. Tell the driver or monitor.
  • If everyone is getting off the bus, the people in front leave first. Do not push.
  • Be familiar with the rules for emergencies.

Communication

From the first bus ride, for ES and MS students, please fill out the bright yellow “Bus Contact Card.” The completed card should be placed in the front pocket of your child’s backpack. Cards will be distributed at new family orientation and ES or MS orientation.

Place pertinent school telephone numbers in your cell phones or have them readily available while your children are on a school bus.

If possible, check The Gate if the buses are delayed.

If your grade 2 child will be riding an alternate bus for the afternoon route, send a note, email the teacher or call the ES office, stating the date, the bus number change and bus stop change.

If you prefer that your children ride the late bus together, instruct them to wait for each other in front of the High School (we have a designated place for siblings to wait for each other) and then board the bus at the same time.

Call Toshi Tajima if you have a routing question and for any other questions or concerns, call Gregory Krauth.

Information for New Families

If you find that you are still living in temporary housing for a few days at the start of school, we strongly suggest that you take a taxi to your assigned bus stop near your new home in the morning. This will enable your child to settle into their regular bus routine, particularly with seating assignments and the social aspects of their morning bus.

School Policy on Peanut/Nut Allergies and Anaphylactic Reactions

ASIJ cannot guarantee a peanut/nut free environment either with school-prepared and sold food items or with items brought to school by students and parents. ASIJ will, however, attempt to minimize the use of peanuts/nuts in school-prepared and sold items and request that students and parents not bring peanut/nut items to school.

For ASIJ buses, parents and students are requested not to carry any peanuts/nuts, peanut butter or any product with nuts or peanuts on a bus. This includes packed lunches that go on buses. Please read labels on packaged food carefully. For the full policy, please see the bus or divisional handbooks.

2017–18 Bus Important Dates

Aug 25  ES Bus Orientation en route to ES Orientation. New and returning ES bus riders and their parents, especially parents new to ASIJ, are encouraged to ride the bus for the orientation.

Aug 29  MS Bus Orientation en route to MS Orientation. New and returning MS bus riders and their parents, especially new ASIJ parents, are encouraged to ride the bus.

Aug 29–Sept 11 Parents are kindly requested not to ride morning buses.

Sept 5  Emergency Evacuation Drills for all buses upon arrival at ASIJ.

Sept 12  Earthquake Drills for all buses upon arrival at ASIJ.

Gregory Krauth
Director of Transportation
0422-34-5300 ext.622 (regular school hours)
080-4366-9060 (while all buses are en route)
gkrauth@asij.ac.jp

Toshi Tajima
Transportation Manager
0422-34-5300 ext.350 (regular school hours)
080-4366-9470 (while all buses are en route)
ttajima@asij.ac.jp
The Harris Library System

One of the teacher librarian’s key roles is as a collaborative instructional partner with teachers: planning, teaching and assessing literacy, information and digital literacy skills. Thanks to the generosity of the ELC and Chofu PTAs, students spend time with, and learn valuable lessons from, award-winning visiting authors. Students also participate in the annual Sakura Medal Reading Program, also sponsored by the Chofu PTA. This program promotes reading for enjoyment from a diverse collection of outstanding literature in English and Japanese. This is a unique, internationally-recognized award, wherein the students select the winning books. Students in other international schools in Japan participate in the Sakura Medal Reading Program as well. Parents are welcome to visit any of our libraries to read a newspaper, borrow books and materials and make use of the many digital resources available. 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.

Please consider volunteering with The Friends of the Library group which supports literacy at ASIJ through a number of activities such as the Sakura Medal Reading Program. For more information, contact Linda Hayakawa at ext. 298, (lhayakawa@asij.ac.jp), or visit the library online.

Linda Hayakawa, Head Librarian
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.

Our kindergarten through grade 5 students have a scheduled library time during their 9-day rotation. When students come to the library they are exposed to a variety of authors and genres through read alouds and book talks. Additionally, students learn how to locate books and use the library online catalog for pleasure and research, how to access and use the library’s digital resources, as well as participate in library sponsored reading programs. Ms Pretz also works with grade levels and individual teachers to schedule additional book talks, information literacy 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 five books for a checkout period of eighteen days. All students are able to visit the library during recess times to check out books, read, write, draw, make a craft, visit with friends or participate in a makerspace activity organized by the library staff.

Our library runs a rich program, supported by generous contributions from our wonderful PTA and dedicated help from many volunteers. If you would like to join our team of volunteers, or have any further inquires, please contact Tammy Pretz (tpretz@asij.ac.jp), Bethany Fields (bfieldsls@asij.ac.jp) or Kristin Cosgrove (kcosgrove@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 (@1noisylibrarian) or on Facebook (thenoisylibrarian).

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

“It’s no use coming to school unless the library is your final destination.” -Ray Bradbury

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 inquires, please contact Tanja Kerbs (tkerbs@asij.ac.jp) or Angela Onozuka (aonozuka@asij.ac.jp).

High School Library
Open: 7:30am to 4:50pm (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 ASU subject guides and our newest research tool, the Classroom Video Collection from Films on Demand. Our databases provide 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 there 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 Linda Hayakawa (lhayakawa@asij.ac.jp) or Catherine Fugelsang (cafugelsang@asij.ac.jp).

Please visit our website, and follow us on Facebook and Twitter.
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 during 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.

Etsuko Tomlinson graduated from Waseda University and Matsudo Hospital School of Nursing. She worked in Singapore as a school nurse before returning to Japan, and joined our Health Center team in 2014. Etsuko loves cycling and yoga.

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!
FAQs

What happens if my child misses his or her bus stop?
If a student accidentally misses his/her stop on the way home, the monitor will work with the driver to return the student to his/her stop either by the bus after the route is completed, or by train or taxi accompanied by the monitor. Using the emergency cell phone available on the bus, the monitor will alert the parents and/or call the Director of Transportation if the parents cannot be reached at that time. If parents realize that their child missed his or her stop, 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 ASIJ, 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.

How will I know if school is cancelled?
In the event that school is cancelled due to a typhoon, snow or other circumstances, an email will be sent to parents regarding the details of the closure and a notice posted on The Gate. A taped message on the school answering machine will also provide information after 5:30am. In the event of an unscheduled early dismissal, parents will be sent an email at the earliest opportunity and a notice will be posted on The Gate.

What should I do if my child is going to stay in Tokyo without any parent present?
If at any time during the school year no parent will be present in Tokyo, a guardian should 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 the 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) to 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 Intermission, 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 divisional student office.

What do I do if my child is late or going to be absent?
Absences and tardiness should be reported by calling or emailing the divisional student office before 8am:
ELC - 03-5771-4344 or email elc@asij.ac.jp
ES - ext 500 or email the homeroom teacher/ES Office
MS - ext 600 or msoffice@asij.ac.jp
HS - ext 402 (If a student is reported absent by a teacher and no call is received, the Student Office will try to call the home or office to substantiate the absence.)
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 relevant student office.

I can’t log into The Gate, who do I contact?
If you experience difficulties logging in and you are using Internet Explorer, please try an alternative browser such as Safari, Chrome or Firefox. Difficulties unrelated to browser incompatibility may be resolved by resetting your password by clicking the “Forgotten Username/Password” button under the login box.
If you continue to experience login issues with The Gate after checking for browser incompatibilities and resetting your password, please email communications@asij.ac.jp or call ext. 703.

I forgot my NetClassroom password, what do I do?
If you forgot your password or have difficulty accessing NetClassroom, please contact your divisional office.

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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.

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Quick Contacts 0422-34-5300