ASHIYA INTERNATIONAL SCHOOL

SCHOOL HANDBOOK VERSION 2009.08.01

All registered students and their parents and guardians are expected to be familiar with and honor both the spirit and the intent of the policies and procedures outlined in this handbook.

The school handbook serves as a guide and summary of the values, goals, and operations of the school. It is important that all members of the AIS community share a common understanding of the workings of the school and strive together to achieve success and growth for students. Please become familiar with the handbook and abide by the policies and procedures outlined within.

Please take time to read and review the contents of the handbook and contact the school office with any further questions.

In the case of a discrepancy of information from other sources or an apparent conflict of interest, please consult with the handbook for resolution and clarification. All issues not clearly addressed in the handbook should be handled with careful regard for the spirit of the values and procedures of the subject matter laid out in the handbook.

Thank you for your cooperation in helping ensure smooth and efficient operation of the school and a positive experience for all involved.

DISCLAIMER

The school has made all reasonable efforts to ensure that the information contained within this handbook is accurate and up-to-date as published but will not accept responsibility for any errors or omissions.

The School reserves the right to revise, alter or discontinue programs and to amend regulations and procedures at any time, but every effort will be made to notify parents and staff well in advance.

Please contact the school office if you require further information.

http://www.aischool.ed.jp

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1 Philosophy and Foundation

Ashiya International School is a private international school with teachers and staff who desire to know and serve the creator God. With loving concern they strive to teach children to pursue spiritual, mental, emotional, physical, and social maturity and to equip them to become competent and productive leaders in society.

With a deepening understanding and respect for the God of love comes a sense of balance and inner calm. It is our hope that this truth becomes the foundation of integrity and the source of joy that brings growth in knowledge and wisdom for all students and staff. We encourage students, families, and staff to grow in relationship with Jesus Christ as they discover the person God created them to be.

Mission Statement

To provide the opportunity for students to become globally competent, culturally aware, multilingual lifelong learners and influential leaders, to develop a well-balanced heart, mind, and character and to be established in relationship with Jesus Christ.

Vision

Creating the most progressive, private, Christ-centered international school in Japan for people of all nationalities.

School Verse

"For the Lord gives wisdom and from His mouth come knowledge and understanding."

Proverbs 2:6 (NIV)

Motto

Building Firm Foundations

Foundation

The school strives to maintain a school foundation based on Judeo-Christian values. We believe that all wisdom and knowledge ultimately come from God. The values and principles that determine how we discipline and teach each student come from the Bible and our motivation to love and care for others comes from a living and growing relationship with Jesus Christ.

School Values

Stimulating various intelligences to build up students in the spiritual, mental, social, emotional and physical areas.

Maintaining a low student-to-teacher ratio, allowing for closer care and attention, resulting in quality education.

Creating an environment and community to maximize the growth process of students, staff, and families.

Serving as role models to properly guide and inspire the leaders of future generations.

Statement of Faith

We Believe:

In one God, Who reveals Himself to us in three Persons — Father, Son, and Holy Spirit — a perfect person and community in one, the Author of goodness and life, the Creator of the universe, the world, and everything in it.

That the Holy Bible, a Divinely inspired record of the workings of a perfect God interacting with imperfect people, contains accessible and life changing truths necessary to enacting personal faith and practicing spiritual living.

That people are created equal with freedom of choice, but born with an inherited nature to reject God and go their own way. They are therefore in need of spiritual regeneration, without which they would forever be separated from God.

That Jesus Christ, eternally one with the Father and forever known as the One Who Saves, became a human being by virgin birth. He suffered and died to take the punishment for human separation from God. He gave up His life on a cross but was raised from the dead after three days and later ascended into heaven. He will return again to the world in keeping with God's plan.

That all individuals, regardless of age, social position, or status, who change their ways and acknowledge that Jesus Christ alone has power to save can be set free from the control of sin. Then, through the continuing assistance of God's presence, followers of Jesus are enabled to pursue a life of right-living and renewed thinking.

That God, unfailing in love and favor, is larger than any culture, world view, background, or system of organized religion. The pursuit of life and truth is far too complex to be qualified by a list of statements or ideas. The person and character of God is the only source of certainty and lasting hope in life.

That all individuals who follow the foundation of Christian faith through a trusting, personal relationship with God through Jesus and the Holy Spirit can live constructive, purposeful lives. Their lifestyles will be characterized by genuine love for others and inner joy and peace in difficult circumstances. Their relationships will model faithfulness, self-control, patience, and gentle interaction.

School Logo

The shape of the logo is a wheel, composed of a center hub and four spokes spreading out from it creating a cross.

The hub represents a solid core of spiritual growth, and the spokes represent mental, social, physical and emotional growth. A balance of all growth areas is necessary for a well-rounded person to live a fulfilling life.

Light is apparent in the background behind the center hub, representing the presence of God. Light is the first thing God created and a representation of His being and character. The light serves as a reminder of the truth that God is never far from us.

The dove is a symbol of peace and of God's Spirit. Doves have historically brought good news to people. The color white is symbolic of purity. The key of wisdom and understanding hangs around the neck of the dove, illustrating our school verse.

The 4 E's etched on the rim encapsulate the educational philosophy of the school. The words Equip, Encourage, Endure, and Excel are active words and the school community aims to put these into practice daily.

Equip

Equip others with the wisdom and knowledge that begins with God and is necessary for proper spiritual, mental, social, emotional and physical growth.

Encourage

Encourage others to discover their strengths and gifts, improve their weaknesses, develop independence and gain confidence.

Endure

Help others endure tough times, as constructive response to difficulties can strengthen and build character.

Excel

Inspire others to excel, to reach for their highest potential in all areas of growth, and to develop effective, influential, multi-lingual leadership skills.

History and Milestones

2003 April 8 - AIS opens

While supervising Mikage International Preschool, Yoshiko Burke establishes a second school under a non-profit organization MICC (Mikage International Children Center). The school opens with 3 teachers and 4 students under her supervision.

2004 September - Full time principal appointed

After serving as the assistant principal for a year, Jay Burke is appointed as the principal. His bilingual roots began in Kobe, attending Canadian Academy for 12 years, then graduating from Baylor University (BBA) and Grand Canyon University (MAT).

2005 July - Summer VBS program kicks off

Lead by Emi Millard, the first official AIS summer Vacation Bible School program starts. Over 80 children and several youth assistants from around the world participate in the program.

2006 July - Accredited as a foreign school

Hyogo prefecture approves Headmaster Billy Burke's application and accredits Ashiya International School as a recognized foreign school or (kakushu gakkou-houjin), the fourteenth of its kind in the prefecture and first in 10 years. The school formally begins elementary school offering Grades 1, 2, and 3.

2007 May - Second building opens

Governor Toshizo Ido of Hyogo Prefecture and Ashiya City Mayor Ken Yamanaka commemorate the school's expansion and opening of its second building. The new building increases the school's capacity by 60 additional seats and makes room for the growing VBS program, which attracts over 190 students during the summer. Fourth grade is added and the Fall Term begins with 35 students in the kindergarten program and 20 at the elementary level.

2008 July - A season of many firsts

Kindergarten and elementary students make their public performance debut at the Shio Ashiya Tenth Year Festival. The students successfully write the SAT-10 test to monitor academic performance. Skate club and tech club were introduced as the first extracurricular clubs and fifth grade is added to the elementary.

2009 August - Sixth grade added

The sixth and final grade level rounds out the elementary school program. The first graduates of Ashiya International School Elementary complete their studies and apply to international junior high schools in Japan and America.

2 Personnel

School Staff

Staffing is considered carefully because we believe that staff and leadership set the culture and climate of the school. We understand that actions and attitudes speak louder than words and that a well-spoken word of encouragement or correction can change a life-course forever.

All staff members are role models for students and are selected based on character, values, goals, unique gifts, education and experience. We look for motivated and qualified individuals who are called and willing to join with the school in fulfilling our mission and who are able to commit at least 3 years of their time.

We embrace the diversity of a multicultural community that results from the sharing of ideas and backgrounds. Many of our teachers have received certificates, training, and experience abroad, which brings a richness of teaching styles to our classrooms. Lead Teachers are certified childcare specialists or educators with previous experience, while most Assistant Teachers are in training. We aim for teacher demographics that represent a variety of backgrounds, nationalities, and cultural flavors.

> "The godly walk with integrity; blessed are their children who follow them."
>
> Proverbs 20:7

Staff Values

Community

Working to build each other up in humility

"As iron sharpens iron, so one man sharpens another."
Proverbs 27:17

"Two people are better off than one, for they can help each other succeed. If one person falls, the other can reach out and help. But someone who falls alone is in real trouble."
Ecclesiastes 4:9-10

Truth

Allowing God's truth to light up the dark areas of life

"Now that I have begun to speak, let me continue. I speak with all sincerity; I speak the truth. For the Spirit of God has made me, and the breath of the Almighty gives me life."
Job 33:2-4

"We will not hide these truths from our children; we will tell the next generation about the glorious deeds of the Lord, about his power and his mighty wonders."
Psalm 78:4

Forgiveness

Celebrating God's character by releasing others from past wrongs

"Make allowance for each other's faults, and forgive anyone who offends you. Remember, the Lord forgave you, so you must forgive others. Above all, clothe yourselves with love, which binds us all together in perfect harmony."
Colossians 3:13-14

Purpose

Showing God's greatness through individual gifts and talents

"In the same way, let your good deeds shine out for all to see, so that everyone will praise your heavenly Father."
Matthew 5:16

"Be careful to live properly among your unbelieving neighbors. Then even if they accuse you of doing wrong, they will see your honorable behavior, and they will give honor to God when he judges the world."
1 Peter 2:12

Integrity

Modeling the connection between words and actions

"The godly walk with integrity; blessed are their children who follow them."
Proverbs 20:7

Maturity

Pursuing personal and professional growth

"In view of all this, make every effort to respond to God's promises. Supplement your faith with a generous provision of moral excellence, and moral excellence with knowledge, and knowledge with self-control, and self-control with patient endurance, and patient endurance with godliness, and godliness with brotherly affection, and brotherly affection with love for everyone."
2 Peter 1:5-7

Wisdom

Correctly applying knowledge that begins with God

"A house is built by wisdom and becomes strong through good sense. Through knowledge its rooms are filled with all sorts of precious riches and valuables."
Proverbs 24:3-4

Lifestyle Statement

AIS staff will seek to model the character and behavior of their heavenly Father in all interactions with others. In His characteristically gentle and loving way, we will lead others to the knowledge of God and His desire for relationship with them and then continue to teach and equip as they grow in that knowledge.

We desire to prepare students and families for the challenges of life by educating not only the mind, but the heart, body and soul as well. We recognize that even our smallest actions and attitudes will affect how accurately we are able to communicate this message. To maintain integrity and build community we will attempt to be open and honest about personal struggles and to gracefully assist others whenever possible.

School Governance

Organizational Mission

To provide the opportunity for students to become globally competent, culturally aware, multilingual lifelong learners and influential leaders, to develop a well-balanced heart, mind, and character and to be established in relationship with Jesus Christ.

Organizational Structure

Ashiya International School is recognized as a legal entity (houjin) and categorized as a foreign school (kakushu gakkou houjin) by the Japanese government. The legal entity is currently certified to operate 3 levels of kindergarten and 6 grades of elementary under the school name Ashiya International School, also known as AIS. AIS is managed by a headmaster, a board of trustees, a comptroller, a school council, a principal, teachers, staff, and a parents association.

Board of Trustees

The Board of Trustees must be formed of a group of six or seven people. They are to guide the direction of the school's decisions according to the school vision and values, monitor curriculum and hiring of staff, manage financial accountability, and expand school programs by searching for support. The principal is required to serve as a Trustee.

School Council

The School Council must be formed of thirteen or fifteen members based on double the current number of trustees plus one. The council is to inform trustees of current school information, serve as liaison between the school and community, support the school in reaching its goals, and form committees to serve specific school needs. Council members must consist of the following:

- Three or four current AIS employees
- Three or four AIS graduates over 25 years old (or parents of students if none exist)
- Seven other individuals with educational experience

Employment

Qualifications

AIS looks for dedicated, enthusiastic individuals who want to positively affect the lives of students and families. For most positions, fluent and effective communication in English is required and strong Japanese skills are highly beneficial. A four-year college or university degree is preferred as well as experience in the area of teaching and working with children.

The school community is enriched by individuals with unique or specialized skills and talents and a desire to learn and work closely with a diverse team of people. Agreement with the school mission and direction, a lifestyle of integrity, and a positive attitude are marks of a potential candidate for employment at AIS.

Staff Expectations

Employees are expected to be familiar with the following expectations and to fulfill them to the best of their abilities. The goal of the AIS staff training style and authority structure is to educate and equip individuals to responsively take ownership in specific areas of gifting, management, and service. General work performance standards are listed below. Each department or team may have additional requirements in certain areas of operation.

Professional Conduct and Appearance

- Communicate and act professionally, with integrity, and as a positive role model to students and others.
- Be teachable, mindful and supportive of the school values, and a cooperative team worker and community builder.
- Report to work and all meetings 5-10 minutes before start time and perform assigned duties to the best of your ability.
- Maintain a clean and safe environment by tidying and organizing assigned areas and doing your part to keep rooms, hallways, decks, and other areas of the school neat and accessible.
- Quickly report any problems, concerns, safety issues, or damage to equipment and facilities to your team leader.
- Notify your leader in advance if you are unable to show up for work or will arrive late.
- Request permission in advance to be absent from work or to leave the campus during school hours due to special circumstances.
- Dress appropriately for the job; be modest, clean, and neat.
- The school and its entire campus is a nonsmoking facility; if you choose to smoke make sure that you are off school grounds and out of sight of students.
- Consumption of alcoholic beverages or being under the influence is prohibited while on duty or on the school grounds.

Respectful Use of Information

All information regarding students of AIS is confidential and should not be discussed outside of professional situations. School issues or difficulties are expected to be discussed with the appropriate parties only.

Refrain from taking private student or family information off campus or discussing it in public. Certain student forms and records cannot be duplicated, reproduced, or removed from the school office.

If you move your residence or otherwise change important information, notify the office of your new address and phone number within seven days of your move.

Cultural Awareness and Sensitivity

Timeliness is a way to demonstrate to others that they are important. Please honor meetings and appointments by being present and ready at the scheduled time whenever possible.

Eat only during lunch and snack time with students. Chew with your mouth closed and sit down while eating. Prepare your lunch in advance.

Drink bottled drinks such as water or cold tea when in the classrooms. Other drinks may be consumed during your break or planning time if you wish. In the interest of safety, drink hot drinks only during your break and when away from children.

Cell phones, E-mail, and Internet

Keep phones turned off or on silent mode so they will not ring or vibrate during class hours. Check messages and return calls during your break or after work.

Facilities and Resources

Return the room to the way you found it or to an improved condition, being sure to place materials and items back where they belong.

Always ask when you borrow materials or items and be sure to gratefully return items to their exact location when you are finished.

The items in the office may be used in the office. If you require supplies for your class, ask your department leader. Department leaders will gather supplies for departments.

Equipment for children such as small tables, chairs, toys, and swings are made to be used for their purpose and by small children only. Avoid using them for other purposes and refrain from sitting on desks or tables.

Use classrooms, common areas, and teacher workrooms with respect for others in the area. Be aware of noise levels, supply and equipment needs, and differing schedules.

Computers at school are to be used for educational and school purposes. Refrain from eating and drinking while using computers and keep foods and liquids far away from computers. Students should not move or transport sensitive school equipment such as lap tops and projectors.

Help us be wise stewards of electricity, water and school materials. Use A/C and heaters at the labeled mode and temperature or at a conservative and comfortable level. Turn off lights and electrical devices when not in use. Keep photocopying, printing, and paper use within reasonable limits.

Printing, Photo copying, Scanning, and Fax

Record all copies in the copier usage notebook and plan ahead to conserve paper and ink. Color printing may be done for special purposes but must be cleared with the office.

The copiers and printers at school exist mainly for school purposes. If you wish to print out or copy documents for personal use or anything unrelated to school events, pay the office ¥10 per page. Contact the office if you wish to send or receive a fax for personal purposes. Price per page is ¥100 for domestic and ¥200 for overseas transmission.

Personal Use of School Property and Equipment

Contact the office to obtain principal approval in advance. Rental charges may apply for use of select property or equipment depending on purpose.

Gifts

Teachers may receive gifts from parents. To ensure true generosity and genuine gratitude, please inform your leader of any gifts within three days of receipt. Failure to honor this accountability system may result in the gift becoming property of the school.

Confidential Disclosure Agreement

AIS is concerned with the protection of privacy and information for all staff, students, and families. All staff are required to read and signify their compliance with the following confidential disclosure agreement.

I, hereby, upon entering into the Employment Contract with Ashiya International School (hereinafter referred to as the "School") agree to follow the below-mentioned rules with the utmost care and diligence in connection with any information received from the School.

1. As I undertake to perform my responsibilities at the School, I agree to strive to protect the security of the information received at the School and will actively seek education and training to improve the security of handling the information at the School.
2. As I undertake to perform my responsibilities at the School, I agree not to disclose any information received in this process at the School to any third parties or to use the information for my own personal use.
3. As I undertake to perform my responsibilities at the School, I agree not to disclose any information pertaining to clients or employees of the School deemed to be private to any third parties or to use the information for my own personal use.
4. I agree not to intentionally seek out any information to be deemed as confidential for the operations of the School without authorization.
5. If at any time I become aware of any information to be deemed as confidential for the operations of the School, I agree to immediately inform the person in charge of handling such information.
6. If at any time information to be deemed as confidential for the operations of the School is revealed to me, I agree not to disclose this information to anyone inside or outside the School who is unauthorized to access such information during or after my employment with the School.
7. Under any circumstance that my employment with the School terminates, the details mentioned in this Confidentiality Agreement shall continue for five years after the last day of my employment at the School.
8. If at any time I disclose information deemed as confidential for the operations of the School to any third parties or use the information for my own personal use whether it be intentionally or unintentionally, the School reserves its right to seek compensation for any loss or damages incurred as a result.

Application Process

If you are interested in supporting the mission and vision of the school by applying to be a part of the AIS team, please send an e-mail or contact the school office for information on currently posted positions.

If there is an opening that complements your skills and experience we will contact you to discuss the opportunity. If there are no openings we will keep your information on file for one year and contact you if a position becomes available.

Internship

Before hiring on, most AIS staff choose to spend some time as an intern or volunteer or in a short-term position to experience the school atmosphere and determine suitable placement.

Other individuals who are willing to volunteer time or gain work experience are welcome to contact the office for more information. All short-term employees, volunteers, and interns must be familiar with and supportive of the school and staff values and expectations.

> "Be careful to live properly among your unbelieving neighbors. Then even if they accuse you of doing wrong, they will see your honorable behavior, and they will give honor to God when he judges the world."
>
> 1 Peter 2:12

3 Programs

Kindergarten

We believe that encouraging independence is an important method of teaching young children. It is our goal to train the child to begin experiencing the joy of personal initiative, responsibility and accomplishment during the kindergarten years. This is the philosophy that Mikage International Preschool, our mother school, taught since 1964 under the motto, "Help me do it myself."

Another important aspect of teaching children is discipline. Our goal is to teach children to have an appropriate understanding of and response to authority, and to begin practicing self-discipline in certain areas.

We believe that education is for life and that God has given us some important lessons for living. Daily Bible lessons, songs, and stories are used to provide children with life skills, wisdom, and values to begin to make good choices on their own.

Kindergarten 3

This class follows a monthly thematic instruction schedule of developing language skills and enjoying new experiences. Focus areas include phonics and English conversation, singing and rhythm, physical movement, arts and crafts, daily routine, proper habits, and values of friendship and cooperation. Class events throughout the year incorporate Japanese and western cultural activities. At the completion of this class, students should be able to speak in phrases and answer simple questions in English, identify and trace letters, identify simple shapes and colors, and count to 20.

Kindergarten 4

This class builds on the academic and life skills of the previous year and adds values of sharing and listening, mathematical concepts, thinking skills, presentation skills, phonics, reading, basics of writing, social studies, being responsive to personal needs and speaking in complete sentences. Students further develop the practice of knowing how and when to behave appropriately (kejime) and friendship.

Students completing this class should be able to follow two-step instructions, answer questions in short sentences, write and spell their names, identify names of the letters of the alphabet, count to 50, and write dictated numbers.

Kindergarten 5

The K5 class is busy enjoying the last of kindergarten and preparing for elementary life. Learning areas include the values of honesty and empathy, increased mathematical concepts, thinking skills, presentation skills, phonics, reading, writing simple sentences, social studies, responding to others' needs and speaking in complete sentences.

Students completing this class should be able to follow three-step instructions, explain what is happening in a series of pictures, write their name and simple sentences using upper and lower case letters correctly, read blends, generate words with the same sounds, count sets of 10, and order concrete objects from smallest to largest. Students fully completing this level are awarded a kindergarten diploma certifying readiness for elementary education.

Elementary

The Japanese government has accredited AIS to offer elementary classes from Grade 1 through Grade 6 as a foreign school. Our elementary program is not accredited to meet the requirements for completion of Japanese compulsory education (gimu kyouiku).

Four unique areas in which elementary students are given the opportunity to develop are language and communication, critical and creative thinking, leadership and community building, and a spiritual or whole world view.

Four unique areas in which elementary students are given the opportunity to develop are language and communication, critical and creative thinking, leadership and community building, and a spiritual or whole world view. Each classroom subject and topic is made relevant and applicable to life by approaching through questions connected to these areas.

Elementary areas of instruction are mainly in English and include language, math, science, social studies and character development, critical thinking, Bible and life, music, art, and physical education. Japanese culture, abacus and basic language skills are also a part of the elementary program.

Elementary students from grades 1 to 3 are referred to as Division 1, and students from grades 4 to 6 are referred to as Division 2. Most multilevel interaction and shared scheduling happens within the divisions but older students occasionally assist younger students or collaborate on events and projects with them.

Summer School

The AIS summer program is described as a two week day camp inspired by Lifeway's VBS curriculum. Activities include stories, music, crafts, games, Bible drama, art, water play, outdoor fun, a lunch program, and field trips. Older students may choose to attend an over night camping trip at the end of the week. The final day of each session is highlighted by the sharing of songs and verses in a student performance for parents, relatives, and friends.

Extracurricular Activities

A balance of extra curricular activities and pursuits play an important role in the development of an emotionally healthy and well-rounded person. Elementary clubs are usually offered once or twice a week, lasting about an hour per session. The selection of clubs offered each term is varied and open to eligible elementary students. Participating students should not be behind in school work or other responsibilities and must honor the spirit of community-building. Some clubs may require permission forms or participation fees.

Club offerings are based on staff abilities, interests, and availability and may include activities such as skateboarding, journalism, audio and visual technology, Japanese culture, soccer, art, music, math, drama and karate.

Auxiliary Services

School Bus

The bus picks up and drops off students free of charge on school days. Space is limited and priority is given to families who do not drive, foreigners, and families with special circumstances.

Lunch Program

The school does not provide snacks or a lunch program for kindergarten students. It is the responsibility of the parents to provide lunch for their child, a drink in a bottle, and eating utensils.

The school does provide an optional lunch program for elementary students. Elementary student must bring their own drink in a bottle and eating utensils. Please contact the office for current details, costs, or to sign up. Payment for the lunch program is calculated by term and sign-up or cancellation must be done accordingly.

Students participating in programs and activities after school may wish to bring a nutritious afternoon snack and an extra bottled drink.

PM Care

This program is designed for children ages two through six years old whose parents work and are unable to pick their child up mid-afternoon. PM care staff watch over the safety of children as they interact in English. Children enjoy a fun-filled afternoon of activities such as drawing, playing games, singing songs, eating a snack, and occasionally watching a video or reading a story.

This program is run weekdays from 2:00 PM to 5:00 PM and is operated by Mikage International Children Center (MICC), a nonprofit organization.

Parent Association

The Parent Association, referred to as the PA, exists for the following purposes:

- Provide a forum for the exchange of constructive opinions and ideas.
- Work cooperatively to improve the educational environment for children.
- Establish a community of support for parents and families.
- Cooperate with the school to improve the buildings and facilities.
- Support the school during events.

All families are asked to be supportive of the PA. A yearly fee is collected at the beginning of each school year. Officers and members are elected to serve a one-year term from January until December. Class representatives are also chosen to assist for each year.

The school cannot take responsibility for personal information that parents give directly to the Parents Association.

> "Make allowance for each other's faults, and forgive anyone who offends you. Remember, the Lord forgave you, so you must forgive others. Above all, clothe yourselves with love, which binds us all together in perfect harmony."
>
> Colossians 3:13-14

4 Schedule

Programs and Classes

AIS follows a three-term school year system, with start dates, end dates, and breaks comparable to a north-American school calendar. Check the web or print version of the current school calendar for program term start and end dates as well as holidays, events, and breaks. Please plan family vacations and trips around the school calendar as much as possible to ensure continuity of education and experience for your child.

All regular classes at AIS begin at 9:00 AM.

Kindergarten 9:00 AM to 2:00 PM.

Elementary 9:00 AM to 3:30 PM.

Summer VBS 9:30 AM to 2:30 PM.

PM care ends at 5:00 PM

Office Hours

The office is open on school days from 9:00 AM to 4:00 PM. If you need to visit the office for assistance or information, it is best to do so while your child is in class. When possible, please plan to finish office business before your child is dismissed at the end of the day.

Events

The following events are celebrated annually, usually on a Saturday or national holiday during the year:

Fall Festival - October

Christmas Celebration - December

Easter Celebration - March

Graduation - June

The elementary department puts on two of their own events each year. The winter Showcase focuses on language skills, and the spring Celebration Showcase highlights project work from the January mini-term. The showcases provide an opportunity for students to develop presentation skills and for the community to celebrate the unique abilities and talents God has given them. Attendance is not limited to elementary parents, though they will be given priority if necessary.

School Holidays

AIS observes the following holidays throughout the school year. Please check the school calendar or web site for details and information.

Saturdays & Sundays

Japanese National Holidays

Thanksgiving, Winter Break, Spring Break

AIS Foundation Day

"Two people are better off than one, for they can help each other succeed. If one person falls, the other can reach out and help. But someone who falls alone is in real trouble."

Ecclesiastes 4:9-10

5 Curriculum and Instruction

Philosophy

The 4 E's

Equip

Equip others with the wisdom and knowledge that begins with God and is necessary for proper spiritual, mental, social, emotional and physical growth.

Encourage

Encourage others to discover their strengths and gifts, improve their weaknesses, develop independence and gain confidence.

Endure

Help others endure tough times, as constructive response to difficulties can strengthen and build character.

Excel

Inspire others to excel, to reach for their highest potential in all areas of growth, and to develop effective, influential, multi-lingual leadership skills.

Educational Goals

Build firm foundations in students so they become happy, confident, knowledgeable, and well-rounded individuals.

Instill a sound spiritual core in students based on Christ-centered values that guide their moral decisions.

Invest in students to become multi-lingual and multicultural.

Send out lifelong learners who strive for excellence and develop into successful, influential leaders.

Academic Honesty

Truth and integrity are values that are high on the list for AIS staff. Accordingly, we want to impart the same values to students through daily example. Students are taught about practices of academic honesty and the consequences of claiming someone else's creative work as your own.

If students are caught cheating on an exam, quiz or test, they will lose the chance to take the remainder of the test. If an individual has a habit of cheating, they may be suspended or expelled.

Academic Freedom

Critical and creative thinking are valuable components of an AIS education. We want to encourage students to respectfully and responsibly engage in open discussion, sharing and exploring of truth. Allowing students to thoughtfully question and express themselves is as important as teaching them to carefully hear and consider the thoughts and experiences of others. Teachers and students should be able to openly discuss and present relevant theories and world-views while being very clear about where certain thinking is in contradiction with the scriptures.

Classroom Management

A safe and nurturing classroom culture and an engaging and effective teaching style make a great combination for learning. We want to provide students with age-appropriate instruction and a variety of learning experiences in each content area. Through thoughtful preparation and intentional facilitation of positive classroom culture we strive for these four areas of outcome:

We will instill in students a love of learning and a developing ability to communicate and share ideas with others.

We will assist students in moving beyond level-one, basic-fact thinking into higher-level reasoning, understanding, application, and creativity.

We will teach community building skills through collaborative experiences and through a genuine sense of relationship among students, staff, and those around us.

We will introduce students to a life that can be full of value, meaning, and purpose through the knowledge of the person Jesus Christ.

Lesson Planning

Lesson plans are prepared and recorded with the scope and sequence of the year in mind, using developmentally appropriate methods to spark the interest of students and present material in a timely manner. Whenever possible, ideas and skills are integrated with other subjects to

reinforce multiple intelligences and strengthen English language ability. Class lessons are planned in advance to ensure thorough preparedness and to provide for the possibility of employing a substitute teacher due to unforeseen circumstances.

Discipline

We understand that every choice we make in life affects both our circumstances and, most importantly, our character. Every thought or action shapes the inside part of us that allows us to make wise choices and discern right from wrong. Our desire is that students begin to understand this connection and learn to make wise choices that will eventually determine who they become. The goal is for students to begin to think and act wisely and to be aware of their response to each choice life presents them.

We understand that every choice we make in life affects both our circumstances and, most importantly, our character. Our desire is that students begin to understand this connection and learn to make wise choices that will eventually determine who they become.

Each classroom has a chart system based on the four types of choices presented in the book of Proverbs in the Bible. The Wisdom Chart allows students and teachers to visually track the nature of their choices from the beginning of each week. The chart is not intended to compare one student to another in any way, but to allow individuals to strive for growth and improvement.

Goals

- Implement a classroom choice tracking chart based on the four types of choices presented in the book of Proverbs, including positive recognition and consequences appropriate to each department level.
- Create a fair and consistent way to establish a safe, orderly, positive classroom where teachers teach and students learn.
- Establish simple, clear, and consistent rules that define limits of acceptable and unacceptable behavior.
- Train students to reflect on their patterns of choice and response throughout the school year.

Principles

- Based on a Biblical model of character-shaping
- Done in love expecting learning and growth
- Consistent, fair, and graceful
- Supported at home by parents whenever possible

Consequences

Consequences for serious or repeated behavior problems:

1. Lose a privilege or take a time-out for one minute per year of child's age
2. Miss recess and meet with a teacher, parents will be informed
3. Removal from the class or the school day, meet with the department head
4. Meeting with the principal, 1 day suspension
5. Parents meet with principal, possible 3 day suspension
6. Expulsion

Assessment

Kindergarten students are mainly assessed from a developmental standpoint to ensure that they are eating, sleeping, growing, and developing motor and cognitive skills within a normal range.

Elementary students are regularly assessed for understanding of subject matter and content through activities, quizzes, tests and assignments that can be used to provide information to teachers, students, and parents.

All enrolled Kindergarten 5 and elementary students registered from the beginning of the school year are eligible to take part in standardized testing in the spring. Test results take about six weeks to be returned, arriving just before the summer break.

Progress Reports

To help monitor and track academic and social growth, each student receives a progress report at the end of every trimester term. The report identifies such things as strengths, areas of improvement, and behavioral tendencies at school.

Textbooks and Resources

English is the main language of learning and instruction at all levels. All registered students will receive a set of textbooks at Open House or on the first day they attend classes. Elementary students will also receive musical instruments and an abacus. AIS sources textbooks from several publishers, based on subject area strength and international content. Some of the main suppliers are ACSI (Purposeful Design), Steck-Vaughn, Christian Education Publications (CEP), and A BEKA.

The Japanese language and culture classes of the elementary department focus on conversation skills in Japanese. The goal of our Japanese program in elementary is for students to learn, enjoy, and be able to speak proper and polite Japanese at a conversational level. These classes are not aligned with the classes taught in public or private Japanese schools and do not fulfill the requirements of Japanese compulsory education (gimu kyouiku).

6 Admission

Schedule

The school may occasionally accept applications throughout the year, but generally requires applying for admission during the spring for the new school year beginning in late August. Under certain circumstances, such as recent arrival to the country, it may be possible for a student to begin attending at the beginning of the trimester terms in January and April.

Group registration and explanation days will be held for families interested in enrolling their child. Explanation sessions are held during the school year. Please check the school calendar or web site for specific dates.

Eligibility and Conditions

Students of any ethnicity, nationality or religion are welcome. The school curriculum and culture are based on Christian values because we believe them to be useful and important to students of all backgrounds.

The language of instruction is English. Excepting emergencies, teachers will communicate with students entirely in English. A student entering the Kindergarten 4 class should be able to understand and speak simple English phrases. The goal is for each student to become fluent quickly. Students are expected to speak English while at school, and are encouraged to help their peers improve their English skills.

Students of any ethnicity, nationality or religion are welcome. The school curriculum and culture are based on Christian values because we believe them to be useful and important to students of all backgrounds.

Parents are also strongly encouraged to support their child's education in English so far as possible and will be receiving school newsletters and communications in English.

Parents of children of Japanese nationality are reminded that if a child attends any school not approved as a Japanese school by the Board of Education in Japan, they are opting out of Japanese compulsory education system (gimu kyouiku). It is the responsibility of parents to meet the lawful educational requirements of Japan. The school strongly recommends that parents enroll their children in their local Japanese school even as they choose to attend Ashiya International School.

> "In view of all this, make every effort to respond to God's promises. Supplement your faith with a generous provision of moral excellence, and moral excellence with knowledge, and knowledge with self-control, and self-control with patient endurance, and patient endurance with godliness, and godliness with brotherly affection, and brotherly affection with love for everyone."
>
> 2 Peter 1:5-7

The school is not equipped to accommodate students with learning disabilities or special needs and therefore does not admit students requiring a personal assistant or an individual educational program (IEP).

The school reserves the right to refuse admission to a child due to any of the following reasons:

- Lack of English or academic ability
- Lack of available seats in a class
- Perceived physical danger or hindrance to the learning process
- Lack of appropriate parental support for his or her educational growth
- Disability or special need for which the school is unequipped
- Other reasons at the discretion of the school

Placement

Placement of students will be determined by age, maturity, English language ability, academic level, language support at home, and availability of seats. We require that at least one parent or guardian understands English well enough to discuss the child's progress with the teachers and read notices from the school.

Students should be the appropriate age for their grade level by October 15. There is no English language level requirement for kindergarten 3 class admission. Children entering the kindergarten 4, kindergarten 5, or elementary program should be able to listen to teachers and comprehend English at the AIS instructional level for their grade. English proficiency will be approximated through an assessment during the application process.

Grade level placement by age

Kindergarten

3 years - Kindergarten 3

4 years - Kindergarten 4

5 years - Kindergarten 5

Division One

6 years - Elementary 1

7 years - Elementary 2

8 years - Elementary 3

Division Two

9 years - Elementary 4

10 years - Elementary 5

11 years - Elementary 6

Statement of Agreement

This agreement outlines what the school offers and what your household is expected to do during your child's enrollment at school. The agreement includes matters such as intentions in educating your child, educational philosophy, school policies, and expectations regarding attendance, behavior, discipline, and homework support.

Education should be compared to a marathon with a long-term goal of preparing students for future success and a life of learning. The result of too much focus or pressure in one area of life can be fatigue, burnout, or lack of motivation.

I understand and agree that:

- Education is the product of families and school working together towards the common goal of raising a healthy, whole, and unique person. The effort must be cooperative and both parties must fulfill unique roles if we are to gain positive ground in educating children.
- Education should be compared to a marathon with a long-term goal of preparing students for future success and a life of learning. It is not a sprint and cannot be evaluated or driven by short-term vision or the goal of overnight change.
- Education is successful when students are happy, engaged, and exposed to a variety of experiences and ideas. The result of too much focus or pressure in one area of life can be fatigue, burnout, or lack of motivation.
- Education is part of life-learning but is not the most important influence in a child's life. The school will partner with families to train and discipline within our abilities, but final responsibility for parenting must rest on the home.

Application Process

Step 1: Documents

To enroll at Ashiya International School, please provide the school office with one of each of the following items for each child registering:

AIS forms (may be downloaded from the web site)

- Application form (with fee)
- Medical Record form

Other Documents

- Proof of Health Insurance or copy of health insurance card
- Copy of Alien Registration Card
- Copy of a Report Card or Recommendation letter from previous school
- Two Copies of a passport picture showing child's face
- Physical examination or Japanese parent's handbook*

*The school must be provided with a copy of a comprehensive physical examination issued within three months, preferably performed by a Japan-licensed physician. For preschool and kindergarten students born in Japan, a copy of the Japanese parents handbook (boshi-techou) is sufficient.

Step 2: Assessment

A basic assessment of English proficiency and academic skills will be administered by a staff member to determine placement and eligibility for admission.

Step 3: Interview

A final interview of both parents and the student will be held by an administrator to determine admission. The school will notify families within two weeks of the final interview if they are accepted for admission.

Payment and Fees

Breakdown

One-time Fees

Paid once per student, per program, nonrefundable

- Application Fee - document processing, level assessment and interview
- Registration Fee - secures registration in a department
- Graduation Fee - payable by kindergarten 5 and elementary 6 students only

Annual Fees

Paid yearly, per student, per program

- Tuition
- Facilities Fee - building and maintenance
- Activities Fee - supplies, textbooks, field trips, insurance
- Auxiliary Services - optional, dependent on programs

Payment Plans

By Year

A single invoice will be created for the payment of all school fees due at the beginning of the school year in one lump sum.

By Term

An invoice will be created for each term and payment is to be remitted to the school's bank account. Payments for the second and third term may be paid by automatic bank transfer from an account in Japan. A ¥2,000 administration and processing charge will be added for this option.

Payment for tuition and fees will be paid by term according to the following percentages:

- Term 1 - 40% of Tuition and 100% of other fees
- Term 2 - 30% of Tuition
- Term 3 - 30% of Tuition

Cancellation of Automated Bank Withdrawal

Cancellation of a scheduled automated bank withdrawal can be arranged if the request is made 30 days before the day of debit. Cancellation of an automated bank withdrawal will incur an additional ¥3,000 charge for processing.

Terms of Payment

When remitting fees electronically, please use your child's first and last name as the sender. If more than one child attends AIS, make separate payments for each child.

Application, registration, graduation, facilities, activities, and auxiliary fees are payable in full and are nonrefundable. Fees are due seven days before commencement of classes. Late payments are subject to a 10% penalty. Students whose tuition is outstanding may be suspended from attending classes.

In the case of non payment of fees, student records will not be released until fees are paid in full.

Early Withdrawal

Students withdrawing before the school year ends are responsible for full tuition of the term in which they withdraw. Therefore, refund of tuition exists only for withdrawing students who have paid tuition with a yearly plan. Bank remittance charge for refunds will be deducted from the amount of the refund. All other fees are nonrefundable.

> "In the same way, let your good deeds shine out for all to see, so that everyone will praise your heavenly Father."
>
> Matthew 5:16

7 Facilities

Campus

Ashiya City is located between Osaka and Kobe in the Kansai area of Japan. Just south of Ashiya Seaside Town, Shio Ashiya's beach and mountain views are beautiful in all seasons. This progressive island community features spacious roads and houses, numerous parks, sport and fitness clubs and the Bellport Ashiya marina. Ashiya is home to unique shopping and dining with convenient access to all major area transportation and roads. Ashiya beach, several parks and shopping areas, a public library, and a swimming pool are all within a short distance of the campus.

Ashiya City is located between Osaka and Kobe in the Kansai area of Japan. Just south of Ashiya Seaside Town, Shio Ashiya's beach and mountain views are beautiful in all seasons.

The school's yellow building was completed in the spring of 2003, built by volunteer missionaries. The two-story north-American raised ranch style is unique to the area and the homelike decor is warm and inviting.

To accommodate for growth the school began construction of second building on the same property in 2006. The green building was completed in spring 2007 to accommodate the kindergarten department and provide additional meeting room, classrooms, and storage space. A new play area and parking lot were also part of this phase of development.

AIS features clean, bright, well-lit classrooms constructed in a modern style. Spaces for reading, studying, playing and storing materials are incorporated into each classroom. Multipurpose rooms are used to accommodates classes such as art, Bible, reading, and Japanese culture.

Common Areas

The AIS Front Yard Playground has safe and fun structures designed for small children and offers several types of play areas including sand, climbing, swinging, and ball play areas.

The AIS World Adventure Playground has structures designed for kindergarten children and elementary students. This play area features climbing, sliding, sand and ball play areas as well as a skateboard mini-ramp.

Spacious Sunbeam Hall is well suited for physical education and group activities. It is equipped with sound and visual media systems and is large enough to accommodate over one-hundred people and serves as a music rehearsal room, a theatre for performances, an activity hall for summer school, and a live house for concerts and special events.

The covered deck between the green and yellow building is a meeting place for friends, providing parents a place to relax and make new friends while waiting for students to be dismissed from school.

Technology

Teachers have access to Apple desktop and laptop computers for use in teaching, preparation, and other educational purposes. Division 2 students may use the computers for keyboarding and other subject related work. Due to ease of creative use, maintenance and security, the school encourages students to consider the benefits and stability of the Macintosh OS X platform if they choose to invest in their own computer. All software used for learning purposes will be Mac-compatible.

The school maintains an audio and visual technology room equipped with computers, projectors, and sound equipment, and internet access that also serves as a viewing room where students can watch educational media. Students are also able to learn the basic skills of creating and recording sound and video and apply them to presentations and assignments.

> "A house is built by wisdom and becomes strong through good sense. Through knowledge its rooms are filled with all sorts of precious riches and valuables."
>
> Proverbs 24:3-4

8 Policies and Procedures

Communication

Internet

The school home page is at www.aischool.ed.jp

The school web site is the best source of current information related to scheduling, events, and programs. We will post news, calendar information, and media online for parents and families. Please check the web site regularly for school wide announcements and updates. Families of elementary students should have a home computer with internet access for newsletters and project work.

The optional E-mail News Network enables the school to send urgent messages to parents of a specific class or to the entire school. News sent through this network may include cancellation of classes due to weather or updates and reminders of important events. Please contact the office to sign up to receive this service to either a cell phone or computer e-mail address.

Handbook

The school handbook serves as a guide and summary of the values, goals, and operations of the school. It is important that all members of the AIS community share a common understanding of the workings of the school and strive together to achieve success and growth for students. Please become familiar with the handbook and abide by the policies and procedures outlined within.

In the case of a discrepancy of information from other sources or an apparent conflict of interest, please consult with the handbook for resolution and clarification. All issues not clearly addressed in the handbook should be handled with careful regard for the spirit of the values and procedures of the subject matter laid out in the handbook.

Newsletter

The school publishes a newsletter that covers school wide issues and events several times a year. All the information may also be accessed online. Department or class newsletters are prepared monthly to inform parents of the latest news and upcoming events for each specific class or level.

Parent Conferences

Parent-teacher conferences are held twice a year and allow for brief but valuable personal interaction focused on the needs of the student. Please do your best to be on time as teachers are not able to delay appointments for late individuals. Childcare for kindergarten students will be provided during your meeting time only. Parents are responsible to arrange for additional childcare for conference days as needed.

We believe that God has designed people to be unique by giving them different gifts and interests. We acknowledge that every child has his or her own learning curve in developing skills and abilities.

The teacher will begin by guiding you through your child's progress report to inform you of his or her study habits and development at school. Please note that teachers are not certified counselors and may not have time to discuss all your parenting concerns in detail. If you still have additional issues that concern your child's development in school, please inform the school in writing.

The goals of the parent-teacher conference are for parents to:

- Understand better how your child is interacting and performing at school.
- Recognize strengths and talents — highlight and praise positive student behavior at home.
- Identify areas of improvement — encourage and assist student growth at home.

Communication Case

All students will receive a communication case to hold notices and important communication between school and home. Students should bring the case every day and remember to check for notes every morning and evening.

Preschool and kindergarten students will receive a notebook with a daily calendar. There is a space for parents and teachers to write comments, requests and health information. This notebook is designed for general developmental comments and an accessible means for parent and teacher communication at this level.

Change of Information

Staff and families are required to inform the school of major changes in information regarding address, telephone numbers, health conditions, or family situations. The school will respond in kind by alerting staff and families to major changes in policy or program well before implementation.

Privacy

Confidentiality

Ashiya International School processes and stores personal data about its pupils and families as part of proper school functioning. This information is processed to:

- Support pupils' growth and learning
- Monitor and report on their progress
- Provide appropriate care and assistance
- Assess the success of the school as a whole

This information includes contact details, standardized curriculum assessment results, attendance information, progress reports, characteristics such as special educational needs and any relevant medical information. The school and staff will not disclose any of this information to third parties unless it is required by emergency or health and safety concerns.

Filming and Photography

To be sensitive to the learning process and to individual student privacy, please refrain from filming the classroom or children during daily lessons or observation days. Teachers or media crew approved by the school may occasionally film special events or presentations in the classroom.

Photography and filming are permitted during events and performances. When taking pictures or filming, remember to be considerate of those around you so as not to block their view. Out of concern for the safety of children, the school reserves the right to revoke film and photography privileges on campus and to confiscate images or digital media of students. Photos and other digital media are intended for private use only. Posting any form of media to the internet must be done with express approval of the school only and all media remains property of the school.

Soliciting

Soliciting of products or services to parents and families of AIS students is prohibited. If such activity is discovered, all individuals involved as well as family members may be asked to leave the school. Tuition and school fees will not be reimbursed.

Safety and Security

Gate Pass and ID

Each family will receive a blue lanyard with a school logo attachment that will serve as an ID pass when entering school grounds. Parents are asked to have the lanyard visible when entering the school property on regular school days. If additional lanyards are necessary for other family members or in the case of loss, parents may acquire extras at the office for ¥3,000. Anyone entering school property without a lanyard must check in at the school office immediately for a visitor's pass.

Visitors to the campus must sign-in at the office upon arrival and will be issued a visitor's pass. Passes must be worn and visible while on campus and should be returned to the office to sign-out before departure.

Elementary students will be issued an AIS student ID card which will identify them on and off campus. The ID card may be required for entrance to certain classes and events and should always be carried to school. Lost ID cards may be reissued for a fee of ¥300.

Transportation companies currently do not issue bus or train discounts to students of AIS.

Each family will receive a blue lanyard with a school logo attachment that will serve as an ID pass when entering school grounds. Visitors to the campus must sign-in at the office upon arrival and will be issued a visitor's pass. Passes must be worn and visible while on campus.

Supervision

Outside of extra curricular activities or clubs, there is no supervision by school personnel before or after school. Students not involved in such activities are asked to leave the school campus after classes are dismissed. Older students who travel alone should go directly home by an agreed route so parents know where they are when they leave campus.

Whenever parents are on campus, they are responsible to supervise their own child and ensure that toys and equipment are put away neatly. The school is unable to supervise children outside of school hours and programs. Elementary students may remain on campus to wait for a bus or a ride, but are asked not to be involved in shouting, running, climbing, swinging or rough play. Out of concern for the safety of the children, the school reserves the right to limit use of the school property.

Playground Etiquette

AIS play spaces are designed to provide safe and creative adventure for students of all ages. Students, parents, and staff are asked to be familiar with rules and proper use of equipment and facilities and to assist in keeping those spaces safe and tidy for others.

General Conduct

- Replace toys and equipment immediately after use
- Climbing fences and trees and hanging on gates is prohibited
- Water may only be used for play under teacher supervision
- Use equipment properly and safely
- Stay within the designated playground boundaries
- Older students are to assist and help younger students
- Students are to play in areas where they can see and hear a teacher

Adventure Mountain Climbing Area

Watch carefully for friends above or below when you are on the mountain. No pushing or kicking. Keep sand and water off of the mountain. Do not climb or hold on to the fence above the mountain. No jumping from above your head-height.

Basketball Goals

Do not hang from the rims or nets. Do not adjust height without direct teacher supervision and permission. Do not throw balls up through the nets because it may damage them. Please keep stones off of the basketball courts.

Sand Boxes

Respect sand creations and do not destroy them purposely. Keep sand box sand inside the sand area. Do not throw sand. Put the toys away and replace the net when finished.

Skateboard Mini-Ramp

All ramp users are required to have a signed liability form and appropriate safety gear. Staff supervision is always necessary when using the ramp. The ramp is off-limits when closed. Keep rocks, sand, and water off of the ramp surface.

Slides

Slide down feet first and sitting up, never head first, on your back or stomach. Do not slide down in groups and always check that the bottom of the slide is clear before sliding down.

Swings

Always sit in the swing; don't stand, lie, or kneel. Hold on tightly with both hands. Get off when the swing completely stops; don't jump off. Stay out of the swing area when others are swinging.

Traffic and Parking

Drop Off and Pick Up

Curb side drop off and pick up service for students will be facilitated on the sidewalk by the front entrance gate as follows:

- Morning drop off: K5 from 8:50 AM - 9:15 AM
- Afternoon pick up: K5 and E from 1:50 PM - 2:05 PM

K3 and K4 students are to be dropped off and picked up by parents near their classrooms. Families that have more than one child attending school should use the route of their youngest child.

A student is assumed to have left school property at the time of dismissal or pick up by their parent or guardian. Parents are accountable for their children when on campus for drop off or pick up and should closely supervise children at all times when on campus before or after school and when entering or leaving the property. At the time of pick up or after a student leaves the school campus with parental permission, the parent is responsible for the child's personal safety.

If a child is to be picked up by someone other than a parent or legal guardian, the teacher or office must be informed in writing in advance.

As staff must report to meetings or supervise other classes and clubs, please make every effort to be on time for afternoon pick up. Beyond five minutes delay, your child may be placed in the MICC PM Care childcare program where additional fees will be charged.

Please keep questions and conversation with teachers and other parents to a minimum at the time of pick up on campus. Teachers are occupied with supervising and assisting all students until parents arrive and do not have time for parent meetings.

Parking Lot

Parents should hold their child's hand in the parking lot and near the streets off campus and closely monitor their safety. Teach children to walk, not run, in and around the parking lot and traffic areas.

To efficiently and safely share the use of our community street and school parking lot, please follow these procedures from the street when driving:

- Enter the parking lot from the East, signaling in advance, and turning right
- Drive slowly, under 5 km/h, and follow all posted signs
- Signal and exit turning left
- Always watch carefully for pedestrians and cars

The school will not be liable for accidents involving automobiles in the parking lot. Auto accidents that occur in the parking lot are the responsibility of drivers. Drive and park at your own risk. Report accidents to the police and the school office as necessary.

If the school parking lot is not being used during the day, you may leave your car while your child is here. Please inform the school if you do so. Please note that the school is unable to guarantee the safety of your car and the parking lot closes at 5:00 PM.

To keep track of vehicles on campus, the school will issue a parking sticker to registered students and school personnel wishing to park cars and bicycles at school. Individuals from other organizations may park bicycles and vehicles on campus during the time permitted for use of school facilities and assume responsibility for removing them after use.

Lost and Found

The school will gather students belongings that are left behind from time to time. If your child is missing an item, please check the Lost and Found. Items in the Lost and Found will be cleared out at the end of each term. The school will not be held responsible for missing or damaged items. Please label all items of clothing and do not send valuable or sentimental belongings to school.

Attendance

Late Arrival

Please help us teach time management to the students by encouraging them to be ready to leave home early enough to be at school on time. If your child will arrive more than thirty minutes late to class due to an illness or a visit to a doctor, contact the school office as soon as possible.

If a student does not arrive at school and the school has not been notified, the office may follow up with a phone call to the parents to establish the reason for the absence and to confirm that the student is safe and accounted for.

Elementary students must sign in at the office and pick up a late pass or they will be unable to enter the classroom after 9:00 AM.

Absence

If your child will be unexpectedly absent from school, please inform the office of the reason by 9:30 AM of the day of absence by one of the following means:

E-mail: By 9:30 AM to info@aischool.ed.jp

Phone: Between 9:00 AM and 9:30 AM at 0797-35-5011

If your child must leave school early, please give notice to the teacher in writing as well as alerting the office in advance.

Along with completing the required work to a satisfactory extent, students need to attend 75% of the school year or 135 instructional days to receive passing credit for the grade level. Late arrivals and early check-outs may be counted as half-days of absence. Attendance is taken at the beginning of each school day.

Long-term Absence or Illness

In the case of illness or any other circumstance, please deliver a notice of planned or long-term absence to the office. Missing three or more consecutive days of school is considered a long term absence.

Unforeseen absences due to conditions outside parental control will be discussed on a case-by-case basis. Students are responsible for work missed during absences and students, parents, or guardians are to discuss such work with the class teacher.

The school discourages long or frequent school-day vacations during the year, since daily activities in the classroom build necessary skills for the each level of study. Please arrange vacations with the educational growth of your child in mind.

Illnesses That Forbid Attendance

In the interest of health and safety of the school and community, there are certain illnesses that forbid attendance for a certain time. Please respect these guidelines and, as with any sickness, allow enough time to ensure full and proper recovery. An outline of infectious diseases has been provided as informative but should not be construed as being exhaustive. For more information please consult your personal physician in Japan.

Campus Life

School Culture

Every group, subgroup, and family has a unique culture and atmosphere made of elements of the larger society combined with contributions of each individual. We believe that every individual at AIS has a part to play in creating the learning environment and subculture of the school. Along with the values, goals, and philosophy, some of the target characteristics of AIS school culture include:

- Openness and safety to share ideas, learn, take risks, and grow
- Joy and excitement to be part of challenging life experiences
- Autonomy with accountability in small and large endeavors
- Seeing unlimited potential and bringing out the best in others

We believe that every individual at Ashiya International School has a part to play in creating the learning environment and subculture of the school.

Health

Insurance

School fees include the following insurance coverage for students:

On Site Operations Liability

- Bodily Injury: ¥50,000,000/person or ¥100,000,000/accident
- Property Damage: ¥5,000,000/accident

Medical Treatment (Restricted Applicability)

- ¥500,000/person
- ¥1,000,000/accident

Personal Accident Insurance

- Accidental Loss of Life: ¥10,000,000

Medication

A parental consent form should be completed each time there is a request of medication to be administered. The administration of medication to children at school is a parental responsibility. It is important that school staff agreeing to administer medication are not legally responsible for liabilities that may arise even in emergency situations. Please note that each staff member has the right to refuse the role of administering medication to any child.

Allergies

Please inform the office and teacher of any allergies your child may have. Common serious allergies include soba, nuts, peanut butter, pets, and bees. Please be sensitive to other students with allergies in your child's class and take extra care with school lunches or snacks. Please check with the teacher before bringing a snack or birthday treat for the students.

Dress Code

Kindergarten

The dress code for AIS is to look clean and neat. Attire should not hinder the teaching or learning process. Please dress your child in clean and comfortable clothing. Indoor shoes are not required but may be recommended by department. Students are asked to buy a school logo T-shirt and sweatshirt upon enrollment to wear on field trips and special performances.

Elementary

Elementary students have a daily uniform composed of both school standard and personal items. Sizing and ordering will be done two or three times during the year at school. Contact the office for more information.

The dress code for AIS is to look clean and neat. Attire should not hinder the teaching or learning process.

Division 1 (Grades 1-3)

- School standard: shirt and sweater, shorts or skirt
- Personal items: white or grey socks and shoes

Division 2 (Grades 4-6)

- School standard: shirt and sweater (shorts or skirt optional)
- Personal items: white or grey socks and shoes, grey or navy pants, shorts, or skirt

PE Uniform

- School standard: logo T-shirt and sweatshirt, shorts
- Personal items: proper footwear for indoor and outdoor activity

Supplies

Personal supplies should be labeled with the student's first and last name. Toys, pacifiers, music devices, cell phones and other personal belongings that may disrupt class should be out of sight or left at home. The school cannot be held responsible for misplaced or damaged items. Students are responsible for personal supplies brought to school.

Kindergarten

- Bring daily: lunch, drink in a Thermos or bottle, a clean hand towel, communication case and notebook
- Leave at school: toothbrush and plastic cup, a complete change of clothes, painting smock, hat or cap, and sunscreen

Elementary

- Bring daily: lunch (unless in AIS lunch program), eating utensils, a hand towel, drink in a Thermos or bottle, homework notebook or planner and communication case, all necessary textbooks for the day
- Leave at school: pencils, eraser and case, indoor shoes for PE

Graduation

Graduation certificates will be awarded to K5 and sixth grade students who complete the required curriculum assignments and are enrolled and attending until the end of the school year.

Kindergarten Banner

Parents of kindergarten graduates are asked work together to leave a message in the form of a homemade class banner. When parents and students visit the school in the future, the banner will be a reminder of the past AIS kindergarten class and community.

The Parents Association will cover the cost of decorating materials, and the school will help cover the cost of the banner. The banner will be presented to the school during the graduation ceremony.

Guidelines:

- Size: approximately 90 cm wide x 120 cm long
- Strong enough to last at least twenty-five years
- The content of the banner needs to be approved by the school before finalization and should include the following:
    - Three characteristics of the class
    - A message to the graduates related to a verse from the Bible
    - School year and the words "Kindergarten Graduation" or "Kindergarten Graduates"

The banner may also highlight the names of graduating students. Names of other students who were part of the K5 class during the school year may be included as well.

Electronic Devices

All cell phones need to remain in bags and are to be turned off or on silent and non-vibration mode when on campus. If a student's phone is used during school hours without permission or disrupts class, it will be confiscated and the parent must retrieve it from the office. Parents wishing to contact their child during school hours should do so through the school office.

Educational use of technology is encouraged as long as it does not detract from or hinder the learning process. Division 2 students may bring lap tops and other media devices with permission of the teacher and at their own risk. Devices such as .mp3 players and video games should not be taken out at school for personal use.

Yearbooks

Since the fifth year of the school (2007-2008), an official yearbook is published and issued each June. The number of pre-orders and sponsors determines the final cost of the yearbook. Orders are taken during Term 2; please contact the office for details.

The cost of the yearbook will not be included in the Annual fees and must be ordered separately. Individuals or organizations wishing to help offset the cost of printing may contribute to the sponsor section of the yearbook.

Birthdays

Kindergarten parents have the option to join the class during the final ten minutes of lunch to share a snack and take a picture to commemorate the birthday of their child. Please keep the celebration time to a minimum to allow the class to resume the daily schedule.

Parents are welcome to provide a small ready-to-serve snack for classmates to eat together after lunch. Consult with the teacher in advance for planning and the selection of snacks, as some students may have allergies. Please refrain from bringing snacks with whipped cream and other ingredients that spoil easily. Items like fruits, jellies, and cookies that are individually wrapped are highly recommended.

Cancellation

In case of extreme weather, the E-mail system will inform parents of school cancellation. Parents may also call the office phone number or check the web site for information.

Warnings issued in the Hanshin (阪神) area by civil defense authorities still in effect by 7:00 AM of a regularly scheduled school day will have the following interpretations:

- Red Alert Status (keihou 警報) means that school will be cancelled for the day.
- Yellow Warning Status (chuuihou 注意報) means that school will not be cancelled unless decided by school authorities.

If a Warning Status notice is in effect and an Alert Status notice can be seen as probable or forthcoming, then the school may cancel classes out of consideration for staff and student safety.

Emergency Procedure

Medical Treatment and Injury

If a student should become sick or injured while in school, the office will attempt to notify the parents or guardian at the first opportunity. In case of a major accident or sickness needing urgent medical care in which parents or guardian cannot be reached, the school is authorized to seek emergency medical treatment for the student at the nearest hospital. All students are recommended to have adequate medical insurance coverage that will aid medical treatment in case of an emergency.

In the event a student is seriously injured at school, we do the following:

- Provide immediate first aid
- Inform the parents at the first opportunity
- Call an ambulance and provide temporary first aid until medical personnel arrive

When a child becomes ill at school, we do the following:

- Provide immediate medical aid
- Contact parents and keep the student in the office or infirmary until parents arrive

Fire

Fire drills are held approximately three times a year for all levels. City firefighters assist the school in teaching exit procedures and other safety routines.

If there is a fire drill or fire alarm emergency:

1. Call or notify fire department
2. Teachers direct the students to the proper fire exit immediately
3. Teachers ensure all students are out of the room
4. Students walk quietly to the designated evacuation area, following instructions
5. Teachers take a roll call to make sure that all students are out of the building

The principal will assign staff to check the building for stray students, assess the fire, and use extinguishers if the fire is containable.

Earthquake

Earthquakes happen without warning. In case of an earthquake, action must be taken quickly and carefully. Students practice earthquake procedures in class.

If there is an earthquake:

1. Teachers issue duck, cover, and hold command and open the room door
2. Students keep calm and follow instructions, listening for directions
3. Teachers lead students in evacuation 60 seconds after all shaking has stopped
4. Teachers take roll call and administer first aid if necessary
5. Students leave the evacuation area only when parents or guardians come for them.

In the case of an emergency that requires evacuation of the school, the designated meeting location is Shiomi Middle School, which is located north of AIS across the pedestrian bridge on Ashiya-hama.

Ashiya City Shiomi Middle School
20-1 Shiomi-cho Ashiya
Tel: 0797-34-1601

芦屋市　潮見中学校
芦屋市　潮見町　２０−１

"As iron sharpens iron, so one man sharpens another."

Proverbs 27:17

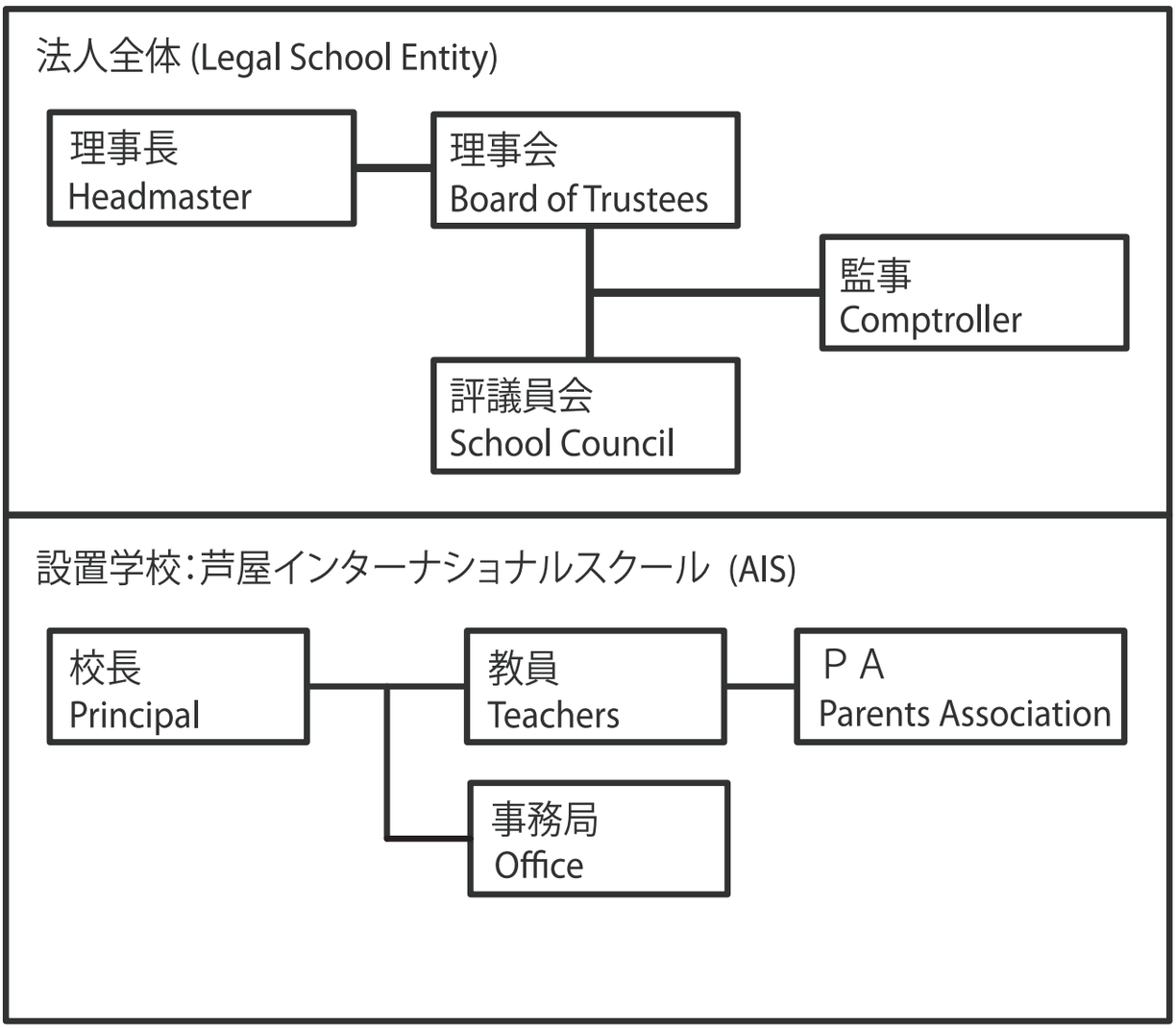
"Now that I have begun to speak, let me continue. I speak with all sincerity; I speak the truth. For the Spirit of God has made me, and the breath of the Almighty gives me life."

Job 33:2-4

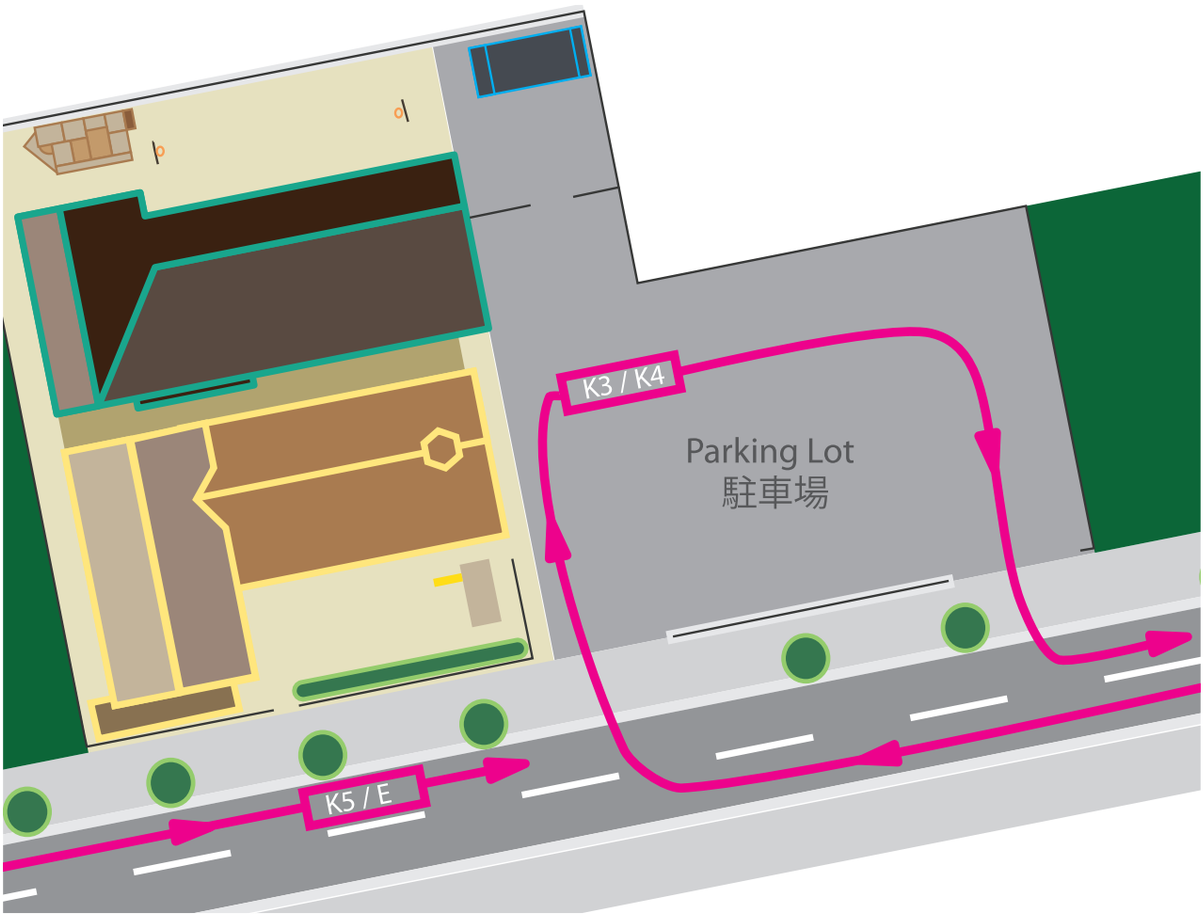
"We will not hide these truths from our children; we will tell the next generation about the glorious deeds of the Lord, about his power and his mighty wonders."

Psalm 78:4

Appendix A. — School Organizational Structure



Appendix B. — Traffic Flow



Appendix C. — Illnesses That Forbid Attendance

Length of Quarantine

Type	Name of Illness	Time in Quarantine
One	Ebola Virus Crimean-Congo Virus Hemorrhagic Fever (CCHF) (Bubonic) Plague Marburg Hemorrhagic Fever Lassa Fever Poliomylitis Cholera Shigellosis Diptheria Salmonella Paratyphoid Fever	From time of suspected infection until final clearance by attending physician.
Two	Influenza Whooping Cough Measles Mumps Rubella Chicken Pox Pharyngoconjunctival Fever Tuberculosis	2 days after return to normal temperature; until abatement of incessant cough; 3 days after return to normal temperature; 3 days after return to normal temperature; until total disappearance of rash until drying up of rash 2 days after disappearance of main symptoms until past contagious stage
Three	E-coli Infection Epidemic Keratoconjunctivitis Acute Hemorrhagic Conjunctivitis Other Infectious Diseases	until infected person receives a clean bill of health from attending physician

Length of Absence

Type One	Until Treated
Type Two	As dictated by the guidelines regarding each individual illness, unless given a clean bill of health by school or other physician
Tuberculosis and Type Three	Depending on the disease, until given a clean bill of health by school or other physician

Appendix D. — Emergency Evacuation

Hankyu Ashiya Gawa
阪急芦屋川駅
JR Ashiya JR芦屋駅
Uchide 打出駅
Nishinomiya
西宮
Hanshin Ashiya
阪神芦屋駅
Ashiya City Office
芦屋市役所
Ashiya City
芦屋市
Nishinomiya Hospital
西宮回生病院
Rinkosen 臨港線
Ashiya Gawa 芦屋川
Miya Gawa 宮川
Seaside Center
シーサイドセンター
AIS
Belport Ashiya
Nishinomiya Hama
西宮浜
Minami Ashiyahama Hospital
南芦屋浜病院
Sogo Koen
総合公園
Fukae Hama
深江浜
Ashiya Beach
Shio-Ashiya
潮芦屋
N
Train
駅
Bus
バス停
Post Office
郵便局
Hospital
病院
Police
警察署、交番
Fire Station
消防署
500 m
"map is for reference only and may not be accurate or to scale
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芦屋インターナショナルスクール　〒659–0034　兵庫県芦屋市陽光町4–1