

OUR SCHOOL PHILOSOPHY

St. Mary's International School endeavors to form free and responsible young men. As a Catholic school, it integrates the acquisition of knowledge, the establishment of responsible freedom, and the deepening of personal faith. Education at St. Mary's is based on love and respect for the person, in full recognition of the dignity of humankind created in God's image and destined to live in union with Him.

Students are made aware of global issues, as well as of the aspirations of people who work for peace, justice, freedom and truth, in the hope that these may engender beliefs and actions conducive to the betterment of humanity. In this process, personal development is marked by empathy and mutual trust.

Academic programs are rigorous and challenging and are designed to prepare students for higher education within a safe, caring and orderly atmosphere. The all-boy environment creates a place wherein positive self-esteem can fully develop and where learning is promoted at a pace appropriate for boys. A comprehensive and enriching co-curricular program is offered, which allows for individual expression to enhance self-worth.

At St. Mary's, members of the international community in Japan can establish an identity respectful of both cultural and religious differences in an atmosphere that values diversity.

SCHOOL MISSION STATEMENT

St. Mary's is dedicated to Instruction, Education, and Imparting Christian Values.

SCHOOL VISION STATEMENT

St. Mary's is committed to educating boys to be lifelong learners of good character who demonstrate academic, physical, artistic, and moral excellence, respect for religious and cultural beliefs, and responsibility as international citizens.

OUR SCHOOLWIDE LEARNER EXPECTATIONS

The St. Mary's community is committed to developing self-directed, life-long learners who are:

OF GOOD CHARACTER,

reflecting values consistent with Christian principles,

KNOWLEDGEABLE,

demonstrating a firm foundation in the academic, physical, and artistic disciplines,

GLOBALLY AWARE,

showing sensitivity and compassion toward human and global concerns in a multi-cultural world, and exhibiting initiative, reliability, and perseverance in their response to these concerns,

CRITICAL AND CREATIVE THINKERS,

confidently using appropriate resources and current technology, either independently or collaboratively, to reason, make decisions, and solve complex problems in a variety of contexts,

EFFECTIVE COMMUNICATORS,

receiving and expressing ideas and information competently and precisely.

ST. MARY'S INTERNATIONAL SCHOOL STUDENT HANDBOOK

AS A ST. MARY'S STUDENT YOU MUST...

- Remain on campus during school hours.
- Be responsible for your own actions and decisions.
- Help maintain an orderly and positive atmosphere by walking quietly in school hallways.
- Inform a teacher or other supervisor of your whereabouts at all times.

IMPORTANT: Once you are at school, the school is responsible for you. You are not permitted to leave the school grounds without permission. Should you need to leave St. Mary's before the end of the school day, please bring a note from home requesting early dismissal. This note should be given to your homeroom teacher in the morning when you arrive. It will be taken to the Principal or Assistant Principal who will give you permission to leave the campus. The prescribed school uniform must be worn even when you leave school early.

Before School

Students in Grades 1-5:

When you arrive at school, you should proceed to the Atrium where you may wait with your friends until it is time to go to your classroom.

You should not wait in the hallways or outside the classrooms before the signal to go to your classrooms is given. Please wait in the Atrium in the area nearest your classroom corridor.

NOTE: Please note that NO GAMES may be played in the Atrium.

At 8:25 a.m., the signal to enter to go to your lockers will be given by the adult supervisor. At the signal, you should go to your locker, put away your things and report to your homeroom.

Students in RP:

RP students should wait at the main entrance area with Mrs. Dasdeb. Mrs. Blair will begin taking the RP students to their classrooms from 8:20a.m. *Remember: There is no adult supervision in the RP classrooms prior to 8:20 a.m.*

During the School Day

When you arrive in your classroom in the morning, you should be in your classroom ready for the school day to begin by 8:35a.m.

If you arrive in class later than 8:40 a.m., you must check in at the main office AND you must receive a Tardy Slip from Mr. DiMuzio. The number of times tardy will be indicated on your report card.

After School

Students are dismissed at 3:10 p.m. No students should remain at school past 4:30 p.m. unless they are enrolled in an organized activity.

Bus riders must go directly to the bus area and board their appropriate buses. Buses leave at 3:20 p.m. sharp. There is no time for bus riders to play on the tennis courts.

Those waiting for their personal drivers or embassy buses may go to the library.

Should you decide to change your regular schedule and/or plan to arrive at home late, please call your parents or guardian, and notify them of your late arrival and whereabouts.

When a school bus rider decides not to take the afternoon school bus (or use a different school bus to visit a friend, for instance), a parental note must be given to the homeroom teacher prior to leaving school.

ABSENCE/LATE ARRIVAL OF STUDENTS

When you will be absent from school, your parent or guardian must telephone the school (3709-3411) or send a fax (3707-1950) between 8:00 a.m. and 8:30 a.m. to inform the school office of his absence.

Further, you must submit a written excuse signed by a parent or guardian when you return to school. Please give this note directly to your homeroom teacher.

IMPORTANT: Work that you miss should be made up; please check with your teacher(s). Further, when you are absent, homework assignments may be requested by calling your homeroom teacher in the morning for pick up at 3:10 p.m.

Should you know in advance that you will be absent from school for any reason (such as medical check-up, trip, etc.), please have your parent or guardian inform your son's homeroom teacher and Mr. DiMuzio as soon as possible.

When you will be late in the morning, your parent or guardian must inform the school office between 8:00a.m. and 8:30a.m. by telephone (3709-3411) or by fax (3707-1950).

IMPORTANT: When you come to school late, you must report first to the main office AND then report to Mr. DiMuzio's office to receive a Tardy Pass. This tardy pass should be given to your homeroom teacher when you arrive in class.

N.B. It is also a good idea to notify the school when you will go home from school a different way from your usual route. Bus riders must present a parent note.

BICYCLES, SKATEBOARDS, ROLLER SKATES, WHEELED SHOES, RAZORS, ETC.

You may ride your bicycle to school and should wear a bicycle helmet. Make sure that your bicycle is parked and locked securely in the bike parking area. Note: The school is not responsible for any damage or theft that may occur should you choose to bring a bicycle to school.

Please keep your skateboard, roller blades, wheeled shoes, razors, etc. at home at all times. These items are not allowed at school at any time, including after school hours and weekends.

BOOKS

Textbooks and workbooks are the property of the school and are loaned to the students. Damaged books must be replaced at the user's expense, so book covers are strongly recommended. Parents who want schoolbooks for their son to keep and use at home should buy their own. The main office can provide a list of publishers for the parents but will not sell books to parents and/or students.

BULLYING BEHAVIOR

You have the right to attend school without the fear of physical harm or threats of any kind (verbal, written, etc.). We actively seek to provide a safe, orderly and positive school atmosphere for all our students. Should there be a student who pushes you around or purposely hurts you, verbally or physically, or teases you, frightens or threatens you, it is important that you PLEASE TELL SOMEONE RIGHT AWAY. We can only help you if we know about the problem.

IMPORTANT: Bullying behavior will not be tolerated and will be dealt with severely by the administration. Students who choose to engage in this behavior may be expelled from the school.

BUS RULES

To ride the school bus is a privilege and not a right. The ride to and from school is essentially an extension of the school itself. Inappropriate behavior aboard the bus will be treated as a school offense, and may lead to a denial of the privilege of transportation.

Please be reminded that the bus driver is in complete charge of the bus and the students who ride on it. He has the right to report to the Administration the names of any students who misbehave or fail to listen to him while on the bus. Inappropriate behavior aboard the bus may lead to the loss of the student's riding privilege.

As a bus rider you MUST...

1. Keep your seat belt fastened.
2. Remove your seat belt only when the bus arrives at your stop.
3. Wait for the bus to come to a complete stop before boarding or exiting.
4. Keep your head and hands inside the bus.
5. Not open the windows more than one notch, i.e. 10 cm.
6. Keep your voice down and use proper language at all times.
7. Never eat, drink, or chew gum on the school bus.
8. Never throw objects of any kind inside the bus or through any open window.
9. Behave as you would at school and obey all school rules.
10. Immediately follow all directions given to you by the bus driver or the bus monitor.

As a bus rider you MAY...

1. Read or study. Note: Doing written homework or drawing on the bus is not permitted.
2. Use appropriate electronic equipment provided that the sound is turned off.

NOTE: Students may not gather to use an electronic device together. Should a student cause disruption due to playing an electronic game, the game may be confiscated.

CELL PHONES

Cell phones may NOT be used during school hours, i.e., between 8:25 a.m. and 3:10 p.m. Note: Should students need to use their cell phones to call home, they should go to Mr. DiMuzio's office and use it there.

You may use cell phones before 8:25 am and after 3:10 p.m. If you use your cell phone anytime during school hours (from 8:30 am to 3:10 p.m.) without permission from Mr. DiMuzio, it will be confiscated for an indefinite period of time.

Cell phones are not to be left on all day. Also, parents should monitor their sons regarding

the use of cell phones, particularly the cell phones with download capability from the Internet. Any use of cell phones which violates our Internet Acceptable Use Policy will result in disciplinary action.

Further, you are encouraged to keep these items in a safe place to prevent damage or theft.

IMPORTANT: Students who bring these items to school assume full responsibility for keeping them safe. The school is not responsible for their loss, damage, etc.

ELECTRONIC DEVICES INCLUDING GAMES

Electronic devices such as games and iPods are NOT ALLOWED to be used on campus at any time. Students should take advantage of opportunities to run and play with their friends.

Note: This applies to all types of electronic devices except electronic dictionaries.

COMMON SENSE RULES

- Safety first. No dangerous games are allowed on school campus or coming to/going home from school.
- You are not allowed to be physically or verbally abusive to others, even if you are angry or believe that a situation is unfair. Physical and verbal abuse will be dealt with severely by the administration and may result in expulsion from the school.
- Playing with sticks and throwing stones or balls at others is prohibited.
- Do not litter. Please help the school keep a good reputation by keeping our neighborhood clean.
- Respect school property and the property of our neighbors.
- When you use the play field, please do not play close to the fences or trees.
- Only softballs and plastic bats are allowed at school. No "hard-type" balls or bats are allowed.
- You may NOT leave the play field to retrieve a ball unless the supervisor has given you permission.
- Eat and drink ONLY in the cafeteria; this will help us keep the classrooms, tennis courts and the play field clean.
- Gum chewing is NOT allowed at any time on the school campus.
- Display excellent behavior when you travel by public bus or train. Obey the school rules at all times and remember that you are representing St. Mary's while coming to and going home from school. Students who engage in behavior that embarrasses the school will face disciplinary action (see Embarrassment Clause below).
- Jewelry is not to be worn at school or on school grounds.
- Hair should be neat and clean. Hair should not fall past the bottom of the shirt collar, cover the student's eyes nor be a strange or unusual style. Dyed hair is not permitted at St. Mary's.
- Nail polish, earrings, necklaces, etc. are not allowed at St. Mary's.
- Gloves, hats, bandannas, sweatshirt hoods, and other headgear, are not appropriate attire inside the school building; please wear them only outside. Sweatshirts, even SMIS sweatshirts, may only be worn at recess time but NOT in the classroom. The only appropriate attire for the classroom is the blazer or a navy blue v-neck sweater (or both).
- Playing cards, such as Yu-Gi-Oh cards, Pokemon cards, or MAGIC cards, are NOT allowed at school. If found, they will be confiscated.
- USE COMMON SENSE and DO THE RIGHT THING!

COMMUTING TO SCHOOL

All St. Mary's students are expected to behave in a respectful and appropriate manner while commuting on foot and by train to and from school. Students must also respect the privacy and property of the school neighbors. Failure to do so will result in disciplinary action.

DISCIPLINARY CONSEQUENCES

Some consequences that may be employed for lack of compliance with school rules include:

1. Loss of minor privileges and/or recess.
2. Removal of the student from the classroom or activity to another supervised area.
3. Detention after school (with parent's prior knowledge) or in-school suspension during the school day.
4. In serious cases, suspension for a period of time, at the discretion of the principals.
5. In extreme cases, expulsion from school. Expulsion of a student is a serious matter and will be used only when absolutely necessary.

EMBARRASSMENT CLAUSE

Any student who, by his actions, brings about embarrassment to the school, the administration, faculty, or teachers may be asked to leave the school. This decision rests with the building principal and the headmaster.

EMERGENCY SCHOOL CLOSURE

Tokyo occasionally experiences public transportation disruptions, snow or other inclement weather (such as approaching typhoons) which might necessitate the closing of school. **By 6:00 AM, St. Mary's will post a message on its website (www.smis.ac.jp) when school is canceled. The elementary school phone chain will also be activated to inform families in the event of school closure. Please make sure your son's homeroom teacher always has an accurate telephone number for your home.**

EXCESSIVE ABSENCES

No student may miss more than twenty (20) school days during the school year. After the twentieth absence, a student will be considered for retention. All cases will be studied individually and hospitalization will be treated with compassion.

FIELD TRIPS

Field trips are part of the educational experience; however, no student has an absolute right to a field trip. Because field trips are a privilege, students can be denied participation if they fail to meet academic or behavioral requirements. Field trips are to be initiated by school personnel and approved by the principal in advance. Parental suggestions to faculty will be taken into consideration.

IMPORTANT: A signed permission slip from a parent/guardian is required for each field trip. No student will be permitted to leave school property without submitting this slip.

HEALTH FORMS

The School Health Form is provided upon registration. This form must be filled out by the parents and returned to your son's homeroom teacher as soon as possible at the beginning of the school year. Failure to return the Health Form will jeopardize your participation in school activities.

INTERNET ACCEPTABLE USE POLICY

St. Mary's requires students to use the Internet in safe and positive ways. The use of the Internet is a privilege and students who behave inappropriately will have their Internet privileges taken away. Proper Behavior on the Internet includes being polite and using appropriate language, never using the Internet to tease or hurt others, and using only your first name on the Internet. Unacceptable Behavior on the Internet includes but is not limited to going to or viewing inappropriate websites, teasing, insulting or threatening others via computer messages, damaging school computers or computer accessories, and opening, changing or using another person's folders or files without permission. Violators will be subject to disciplinary action. Please note the full guidelines for proper Internet use below.

Acceptable Use - Access to the Internet must be consistent with the school's philosophy, mission, and vision. All Internet or other on-line resources must be used in a responsible, ethical, and legal manner.

Etiquette - Users are expected to behave properly on the Internet. Proper behavior includes but is not limited to the following:

- a. Be Polite;
- b. Use appropriate language at all times;
- c. Do NOT reveal your full name, personal address, or telephone number. Use only your first name;
- d. Do not use the network in any way that could disrupt its use;
- e. Never use the Internet to send or post derogatory information about others;
- f. Never use the name of another person to send an email or engage in a chat;
- g. Never upload images or films of other people without their written permission.

Unacceptable Use - The following are NOT permitted and users will be held responsible for their actions. Some examples of unacceptable uses are:

- a. Uploading images or films of other people without their written permission;
- b. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
- c. Transmitting or displaying obscene, abusive, sexually explicit, or threatening language or materials;
- d. Posting material on bulletin boards or homepages (such as Xanga) to criticize, tease, insult, antagonize, threaten or intimidate others;
- e. Violating any Japanese laws
- f. Vandalizing, damaging, or disabling the property of another individual or organization;
- g. Accessing another individual's materials, information, or files without permission, including plagiarism;
- h. Violating copyrights or other use of the intellectual property of another individual or organization without permission.
- i. Violating any common sense rules of proper student conduct, even if not specifically enumerated herein.

KEEP THE FOLLOWING ITEMS OFF CAMPUS AT ALL TIMES

Objects which, by their nature or misuse, constitute a threat to the safety of students and/or teachers/adults are forbidden at St. Mary's. This includes, but is not limited to, weapons or explosive devices, fireworks, pellet and toy guns, knives of any kind, matches or lighters, poppers, slingshots, water pistols, firecrackers, steel rulers, laser pointers, B.B. guns, yo-yos, any kind of collector's cards, balls with bands attached, battery-powered concept toys (cars...), frisbees, brass knuckles, toy weapons, etc. **YOU ARE NOT TO BRING THESE TYPES OF ITEMS TO SCHOOL AT ANY TIME.**

DO NOT bring any of these items to school **EVEN IF** you want to keep them in your school

bag to "show them" or "play with them" before/after school hours with your friends off campus.

If you have any doubt about an item you plan to bring to school, please check it out with your homeroom teacher and/or Mr. DiMuzio prior to bringing it to school.

IMPORTANT: If the above mentioned objects are brought to school, they will be confiscated and the student will be subject to disciplinary action. If a student chooses to bring dangerous items to school, the student will be subject to disciplinary action including suspension and possible expulsion.

LABEL YOUR PROPERTY

Students are strongly encouraged to label everything they bring to school. You should use indelible markers and include your full name and class. Partial names, initials only, or nicknames are insufficient to ensure that your property is returned.

LANGUAGE

The language of instruction of St. Mary's is ENGLISH. Apart from foreign language classes, you must speak English at all times while on the school premises, at any school function off campus, after school hours including riding on buses to and from school, on field trips and during athletic activities. ESL students are encouraged to speak English as much as possible.

LOCKERS

St. Mary's must maintain a safe and secure educational environment wherein learning can take place. When reasonable grounds exist for suspecting that a student has violated, or is violating, school rules, the suspected student and his locker may be searched for evidence. School lockers are school property and may be subject to unannounced inspections.

LOST AND FOUND

Lost articles are placed in the "Lost and Found" cabinet on the South Campus. Valuable items such as watches, eye glasses, and wallets are kept in Mr. DiMuzio's office.

If you lose something, please report your loss immediately to your homeroom teacher and/or Mr. DiMuzio. Feel free to reclaim your own property from the "Lost and Found" box. Leave all other items on the shelves.

Periodically, Lost and Found items will be displayed in the corridor. Please watch the school newsletter or other announcements for when these Reclaim Days will be held.

At the end of the school year, all items left unclaimed after the Reclaim Days will be discarded or donated. Please remind your son to be responsible for all items he brings to school.

LUNCH

Students of RP: Please note that RP students do not have access to the school cafeteria. They must bring their own lunches.

Students of Grades 1-5: You may buy the school lunch ticket on a daily basis from the main office, or the bookstore.

When your parents or guardians pre-pay for the school lunch, you will receive your lunch tickets from your homeroom teacher. Give the ticket to the cook in the cafeteria to receive your lunch.

The school cafeteria and its services are for the use of the St. Mary's teachers and students only. Others may not use the cafeteria services or its facilities unless they receive special permission from the Principal. Always remember to be courteous and polite to the kitchen and cleaning staff.

IMPORTANT: You are not allowed to sell lunch tickets to other students, buy lunch tickets from other students, or trade lunches.

LUNCH TIME AND ALLERGIES

Since we have increasing numbers of children with food allergies, we must ask that you do NOT share or swap your lunch. This is an important safety concern so you are asked to only eat the lunch that your parents have provided for you (or the school lunch should you wish to order it). You may not eat parts of the lunches of other students.

MONEY

Never leave your wallet unattended; no money should be kept in your school locker, in your desk, or in your school bag. Never carry large sums of money in your wallet. If it becomes necessary for you to carry significant amounts of money, please give it to your homeroom teacher for safe-keeping when you arrive at school and ask for it when needed. Keep your money for yourself and for your own needs. Do not show it to or talk about it with others.

If money is needed for an emergency, please go to the Main Office and request it.

IMPORTANT: Money should not be borrowed from the main office unless absolutely necessary and it should be returned as soon as possible.

PLAYING ON CAMPUS AFTER SCHOOL

The tennis courts and play field are off-limits after school throughout the year unless there is supervision.

The tennis courts and play field are closed after school from August to November. The play field will usually be unavailable for play after school. It will be opened only when no sports are practicing after school.

Starting at the beginning of November, you may play on the tennis courts after school under teacher supervision from 3:10p.m. until 4:30p.m. At 4:30 p.m., you must leave the campus. NOTE: In case of rain after 3:10 p.m., the tennis courts will be closed and you should go directly home

IMPORTANT: AT 4:30 P.M., ALL STUDENTS NOT INVOLVED IN AN ORGANIZED SCHOOL ACTIVITY SHOULD LEAVE THE CAMPUS. PARENTS ARE ASKED TO MAKE SURE THEY PICK UP THEIR SONS BY 4:30 AT THE LATEST.

The tennis courts and the play field are off-limits during the weekends and/or school holidays. All users of these school facilities hereby waive and release the school from any and all liability for any injuries or illness incurred while playing or watching.

RECESSES

Whenever possible, recesses (which are privileges) are taken on the tennis courts and/or the play field depending on your grade level. Please note the following important rules.

SAFETY FIRST AT ALL TIMES DURING THE SCHOOL DAY

1. For recesses taken on the tennis courts or play field, students may NOT go outside the fences.
2. Share equipment with others and make sure that everyone gets a chance to play.
3. Inform the recess supervisor if you need to go to the bathroom or see the nurse.
4. Only games that are deemed safe by the supervisors will be allowed. There will be very limited space for soccer and other ball games. Follow the guidelines given to you by the supervisors.
5. Due to space constraints, NO BASEBALL games will be allowed. Students may play kickball when space allows but there is not enough room for baseball games. The number of Soccer games allowed may be limited due to this lack of space. Your understanding is appreciated.
6. All injuries must be immediately reported to the supervisors on duty.
7. Report any dangerous play to the recess supervisors.

SCHOOL IDENTIFICATION

Students are encouraged to carry the school identification card at all times. This card contains important information such as school and emergency contact numbers that may prove invaluable in case of emergency.

SCHOOL PROPERTY

You are responsible for the care of all school property (including lockers) issued to you. You will be required to pay for damaged or lost school property. You are also required to respect the property of our neighbors around the school. The school neighborhood, as well as to and from the train stations, will be treated as part of the campus with all school rules in force.

SCHOOL UNIFORM

Students at St. Mary's are required to wear a school uniform, the details of which appear below. Students remain in the school uniform for the entire school day with the obvious exceptions of when they are in their swimming and physical education classes. It cannot be stressed enough that students should have all clothes items they bring to school clearly marked with their full name. This will help ensure that their property can be returned to them should it be misplaced.

Uniform for RP Students

Shirt: Navy-blue sports style with open neck. Long or short sleeve as weather permits.

Sweatshirt: St. Mary's navy-blue pullover for use at playtime.

Trousers: Medium-gray, washable flannel or other material. Medium-gray dress shorts may be worn if weather permits.

Shoes: Black or brown dress shoes for uniform wear. One pair of slip-on tennis shoes for play. One pair of slip-on tennis shoes (to be kept in a plastic bag at school) required for physical education class.

Uniform for Grade 1-5 Students

Blazer: Navy-blue, single breasted. This is compulsory for all students in Grades 1 to 5 from the last week of September until the second week of May.

Shirt: A plain, white shirt with either long or short sleeves.

Necktie: Red--Sold at the School Office.

Trousers: Medium-gray dress slacks or shorts.

Shoes: Black or brown polished dress leather shoes. Suede shoes are not acceptable, nor can athletic shoes can be worn with the uniform. Students may bring one pair of play shoes to change into during the school day.

WHAT PARENTS ARE EXPECTED TO DO...

ABSENCE/LATE ARRIVAL OF STUDENTS

1. When your son will be absent from school, you must telephone the school (3709-3411) or send a fax (3707-1950) between 8:00 a.m. and 8:30 a.m. to inform the school office of his absence.
2. Your son must submit a written excuse signed by you when he returns to school. He should give this note to his homeroom teacher.
3. Parents/guardians have a serious obligation to ensure that their son(s) attend school regularly. Irregular attendance will cause your son to miss important lessons, which may result in poor grades and lack of enthusiasm for school. Your son is expected to attend school every day; he is also to be on time for school and for each class throughout the day. Tardiness is disruptive to individual and class progress and will result in loss of recess time. Parents are requested to ensure that their sons develop the habit of punctuality.
4. Work that your son misses should be made up. Please check with your son's teachers. Further, when your son is absent, homework assignments may be requested by calling your son's homeroom teacher in the morning for pick up at 3:10 p.m.
5. Should you know in advance that your son will be absent from school for any reason (such as medical check-up, trip, etc.), please inform your son's homeroom teacher and Mr. DiMuzio as soon as possible.
6. When your son will be late in the morning, you must inform the school office between 8:00a.m. and 8:30a.m. by telephone (3709-3411) or by fax (3707-1950).

IMPORTANT: Once your son reaches the school, he should first sign in at the main office and then get a Tardy Pass from Mr. DiMuzio. He should give this to his homeroom teacher when he arrives in class.

N.B. You should also notify the school when your child will go home from school a different way from his usual route. Bus riders must present a parent note.

EXCESSIVE ABSENCES

No student may miss more than twenty (20) school days during the school year. After the twentieth absence, a student will be considered for retention. All cases will be studied individually and hospitalization will be treated with compassion.

BOOKS

Textbooks and workbooks are the property of the school and are loaned to the students. Damaged books must be replaced at the user's expense, so book covers are strongly recommended. Parents who want schoolbooks for their son to keep and use at home should buy their own. The main office can provide a list of publishers for the parents but will not sell books to parents and/or students.

CHANGE OF ADDRESS/TELEPHONE NUMBERS

Parents are expected to notify the Main Office, the homeroom teacher, and the School Nurse if their address, telephone number, business, nationality, emergency contact information, legal name, etc. changes. Notification should take place as soon as possible.

INTERNET USE

At school, we do everything possible to ensure that students are monitored at all times when they are accessing the Internet. We also have filters in place to eliminate the possibility of students viewing or going to sites that are inappropriate. We recommend that parents join us in this effort to ensure the young minds in our care are not influenced by inappropriate or dangerous material via the Internet. To this end, we ask that parents make sure that their children are monitored whenever they are using the Internet at home. Keeping computers with Internet access in the common rooms of the house, rather than in the child's bedroom for example, is an excellent means of ensuring that your child is using the Internet in an appropriate manner. Your help and support in this matter is greatly appreciated.

LUNCH TIME AND ALLERGIES

Since we have increasing numbers of children with food allergies, we must ask that the boys do NOT share or swap their lunches. Each child is asked to eat only the lunch that his parents have provided for him (or the school lunch should you wish to order it) and to not eat parts of the lunches of other children. This is an important safety concern and we count on your support in this matter. Please reinforce at home the fact that your son should not share or swap his lunch.

STUDENT RESOURCES

Counseling: Ms. Julie Gordon is our Elementary School Counselor. She strives to help students to be respectful of themselves and others, to become more responsible, and to become effective personal problem solvers. She meets regularly with the elementary classes to help students acquire the social skills needed to succeed in life and to assist them with their personal or academic questions. Students and parents may visit her by making an appointment. Please contact the main office at 3709-3411.

Student Support: Ms. Mitos Molina is our Student Support Services Coordinator. Ms. Molina provides academic support for those students with learning differences by assisting classroom teachers in finding ways to meet individual student needs within the regular program. She is available to consult with teachers and parents regarding special learning needs and other related educational matters. You may visit her by making an appointment. Please contact the main office at 3709-3411.

IMPORTANT: All students are registered in regular classes and must function with a minimum of special assistance. St. Mary's does not have the facilities to serve children who have serious learning, emotional or physical disabilities.

EMERGENCIES

Tokyo occasionally experiences public transportation disruptions, snow or other inclement weather (such as approaching typhoons) which might necessitate the closing of school. By 6:00 AM St. Mary's will post a message on its website when school is canceled. The elementary school telephone chain will also be activated at that time so that parents can be notified of the cancellation.

Should the inclement weather begin when the school is in session, St. Mary's may dismiss students early. In this case, the school buses will return children to their appropriate stops, though they may be a little earlier than usual. We are assuming that students can manage by themselves if sent home early or that parents (or other guardian) will be there when they arrive. If, for some reason, students need to be released early or cannot travel home in the usual way, every effort will be made to contact the parents by telephone before the student

is released from school.

School may also be canceled when too many students from the same grade are sick (influenza, for instance). Instead of letting the illness spread all around the school, St. Mary's will dismiss the students for one or more days at the discretion of the principal and in consultation with the school nurse. In the event that this step is necessary, a letter from the principal will be sent to the parents through their son announcing the school's decision.

FAMILY VACATIONS

Vacations taken during school time are strongly discouraged. Family vacations should be planned to coincide with school vacation dates. Extensions of school holidays for vacation trips are detrimental not only to the student that misses school but to class progress as well. For the benefit of all our students, we ask that parents refrain from taking their children out of school for extended vacations and appreciate your cooperation in this matter.

In cases wherein such absences are unavoidable, parents must receive authorization from Mr. DiMuzio. Teachers may choose to give the student work to take along or have the work available when the student returns, depending on the grade level of the child and the type of work missed. Students are responsible for the completion of all work missed during the absence. Please note that this type of absence is considered unexcused.

IMPORTANT: Standardized tests missed because of a vacation cannot be made up.

FIELD TRIPS

Field trips are part of the educational experience; however, no student has an absolute right to a field trip. Because field trips are a privilege, students can be denied participation if they fail to meet academic or behavioral requirements. Field trips are to be initiated by school personnel and approved by the principal in advance. Parental suggestions to faculty will be taken into consideration.

IMPORTANT: A signed permission slip from a parent/guardian is required for each field trip. No student will be permitted to leave school property without submitting this slip.

FIRE AND EARTHQUAKE DRILLS - BUILDING EVACUATIONS

These exercises are held from time to time to test our readiness to empty the building as quickly and safely as possible. Instructions for earthquake and fire drills are posted in each classroom and explained to the students by the homeroom teachers periodically throughout the year.

SWIMMING AND PHYSICAL EDUCATION ARE COMPULSORY

As with all the subjects that your son takes here at school, Swimming and Physical Education are compulsory. Scientific studies have shown that exercise is not only good for health but that it also enhances the immune system. It gives the body the extra edge it needs to fight off bacteria and viruses. Contrary to what you may believe, P.E. classes or swimming classes, even in the winter, do not cause colds. In fact, the added exercise they provide is precisely what your son's immune system needs to get the extra boost to fight off the onset of winter colds. It is, therefore, important that you do not excuse your son from his Swimming or PE classes without very good reason and that you submit appropriate doctor corroboration to our school nurse should he need to be excused for health reasons. We thank you in advance for allowing your son to fully participate in our program. (Please see related note in the Health section of this handbook.)

HEALTH CARE

St. Mary's Health Forms: The School Health Form is provided upon registration. This form must be filled out by the parents and returned to your son's homeroom teacher as soon as possible at the beginning of the school year. There are two different types of Health Forms. See details below.

Type 1: Health Form Including the Mandatory Physical: All new students and students of grades 4 must provide a Health Form INCLUDING a Mandatory Physical examination by a physician.

All new students and students of grades 4 enrolled at St. Mary's must provide proof of a recent (within 6 months) physical examination to the School Nurse. The School Health Form provided upon registration, must be filled out by the parents, signed by the examining doctor, and returned to your son's homeroom teacher as soon as possible at the beginning of the school year.

Type 2: Health Form without the Mandatory Physical: Returning students in grades 1, 2, 3, and 5 must provide a Health Form, however, no physical examination by a doctor is required.

For returning students in grades 1, 2, 3, and 5, a physical examination by a doctor is not required. Parents must simply fill out the School Health Form, sign it, and return it to your son's homeroom teacher as soon as possible at the beginning of the school year.

NOTE: Failure to return the Health Form will jeopardize participation in school activities.

School Nurse: A full-time registered and experienced School Nurse is on duty in the infirmary during school hours for student health problems and safety concerns.

At the Elementary school, the Nurse annually conducts the following screenings:

- a. Height and Weight - RP to Gr. 5
- b. Vision - RP to Gr. 5
- c. Hearing - RP, Gr. 1

Should a student require a more extensive examination, the parents will be notified by the nurse.

All minor accidents and injuries are treated in the school infirmary. Serious injuries are referred to local health care providers. Health records are maintained for all students.

Student Responsibilities: Students are encouraged to know about their health and safety, and to assume personal responsibility for it. Students who feel sick must request permission from the teacher before going to the infirmary.

Parent Information and Responsibilities: At registration time, parents should inform the school of any medical problems, allergies, or instructions that pertain to their children. Also inform the School Nurse when your son has had a communicable disease. It is to your son's advantage to be honest with the school.

IMPORTANT: It is the parent's responsibility to notify the School Nurse of any changes in the student's health that may affect his performance in school, along with any changes of pertinent addresses or phone numbers.

When a student becomes sick or has a serious injury at school, the School Nurse will

immediately notify the parents. Should the parents be unable to be contacted, the emergency contact person (listed on the school Health Form) will be asked to pick up the child. The School Nurse may ask parents to come and pick up their son at any time during the day.

1. Communicable diseases: When a student has a bad cough (cold) or other common but contagious illness, parents are asked to keep the student home so that the illness is not spread to other students.

A student with a fever, rash, sore throat, nausea, vomiting, etc. **MUST** be kept at home. A student who develops these symptoms during the day will be sent to the infirmary. His parents will be called to take him home or to a doctor.

A student with a communicable disease **MUST** be kept at home. If your son contracts a communicable disease, please notify the school. The school Administration reserves the right to ask the School Nurse to examine the student and to require a note from a doctor certifying that the disease is no longer contagious in order for the student to return to school. The Administration may restrict the affected student's participation in various school programs and activities. To maintain the health and safety of students at St. Mary's, the School Nurse and/or Administration may notify parents of other students in the school that cases have been identified and suggest precautions which parents can take.

The following are considered communicable diseases: Chicken pox - German Measles - Measles or Rubeola - Mumps - Infectious Hepatitis - Infectious Mononucleosis – SARS - Scarlet Fever - Strep throat - TB (tuberculosis) - Conjunctivitis - Typhoid fever - Impetigo and other skin infections.

2. Immunization: Check your health records and make sure your child has received all his immunizations, e.g. polio, diphtheria, tetanus, pertussis, measles, rubella, mumps, typhoid, cholera, and TB skin test. Information regarding these immunizations should be recorded on the student's school medical history form and kept in the School Nurse's office.

3. Medication: Medication can be brought to school if it is essential to the health of the student. For any medicine, it is essential that the first dose be given at home to help prevent an allergic reaction from occurring at school.

The medicine should be hand-delivered to the School Nurse by the parent or guardian. It should be labeled with the student's name, the name of the medication, the time it is to be given, the proper dosage, and the physician's signature.

If the parent is unable to deliver the medication to the School Nurse, a written note requesting the School Nurse to administer the medication and stating all of the information in the previous paragraph must accompany it.

The School Nurse will not treat pre-existing injuries.

If the student is not allergic to it, the School Nurse may give an oral medication given such as Tylenol (unless otherwise stated) with the parent's permission, for minor headaches, earaches, sore throat and to reduce the fever while waiting for the parent to arrive. If a student takes medication regularly for any health problem, an appointment should be arranged with the School Nurse so that she is fully aware of the circumstances surrounding this. If necessary, parents should provide an emergency supply to be kept in the infirmary.

4. Illness and Physical Education/Swimming Classes: An excuse for one-day preventing a student to have his P.E. class or swimming lesson or recess time may be written by the

School Nurse or by the parent. An excuse for more than three (3) days will require a physician's written note explaining the reason and exact limits of participation. It should also include the expected date the student will be able to fully participate again.

5. Asthma, Allergies, diabetes, etc.: Parents of students with recurrent health problems should make an appointment to see the School Nurse as soon as possible after school begins, especially if there are specific restrictions or recommendations. The School Nurse will then alert the necessary personnel.

PARENTS OUT OF TOWN

Students enrolled at St. Mary's must have adequate supervision by parents or an appointed guardian.

We understand that it sometimes happens that both parents are out of the home at the same time. It is important for the school to know when this occurs so that we can be particularly sensitive to a child's needs as well as know whom to notify in case of an emergency. In these instances, parents have the responsibility to appoint a temporary guardian or caretaker and also notify the school in writing and indicate:

- the guardian's name during the parents' absence
- the contact numbers of the guardian
- the date of the parents' return.

A guardian or caretaker is neither a sibling nor a minor. The guardian needs to be physically present at home with the children during the parents' absence.

Prior to their departure, the parents must share this information with the homeroom teacher, the Principal and the School Nurse.

PETS AND ANIMALS ON CAMPUS

Pets and animals are not permitted on school grounds without written permission from the homeroom teacher and the Principal.

ROUTINE

"Routine is to a child what walls are to a house; it gives boundaries and dimensions to his life. Routine gives a feeling of security." (Dr. R. Dreikurs). We will try our utmost to provide consistency and structure by establishing a calm, supportive atmosphere where each boy knows he is valued. In this way we attempt to mirror the care and concern the boy is expected to receive at home.

SAFETY

Personal safety is of primary importance. Parents who find that their sons do not feel safe for any reason should inform his homeroom teacher or Mr. DiMuzio without delay.

SNACKS

Lower elementary classes may have a snack in the morning and the upper elementary classes may have one before the end of the day. Healthy snacks (cheese, fruit, fruit juices, crackers, tetra packed or packaged juice) are strongly recommended. No canned soda, candy, glass bottles or cup noodles.

**PLEASE DETACH AND RETURN THIS PAGE
TO YOUR CHILD'S HOMEROOM TEACHER AS SOON AS POSSIBLE.**

We, the undersigned, have read and understood the St. Mary's Elementary School Student Handbook. We agree to support the school in the implementation of the policies and procedures contained therein.

Signed: _____

In print: _____ Class: _____
(Student's Name)

Signed: _____

In print: _____
(Parent/Guardian)

Please fill out the reverse and return to your homeroom teacher
as soon as possible.