

Academic Year 2022-2023

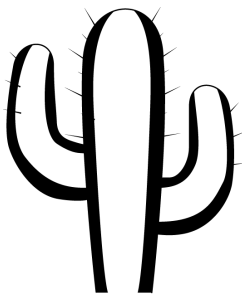
Tucson Japanese Language School

Guideline Book

Location: International School of Tucson
1701 E Seneca St, Tucson AZ 85719

Our school is on the campus of the International School of Tucson only on Saturdays. The International School of Tucson is NOT affiliated with the Tucson Japanese Language School. For information about the Tucson Japanese Language School, please do not contact the International School of Tucson.

School Hours: Saturdays 9:00 - 11:00 am



Contact Info

Business Address 1803 E Seneca St, Tucson, AZ 85719

Email: tucson.nihongo.hosyuko@gmail.com

Phone: 520-369-8622 (Hitomi)
520-869-2666 (Minami)

<https://tucsonnihongohosyu.wixsite.com/tucsonhosyuko-en>



School Calendar 2022-2023

Number of Classes for 1st Semester: 12 Day

08/06	First day of school	10/29	Class
08/20	Class	11/05	Sports Day Practice
08/27	Class	11/19	8th Annual Sports Day
09/10	Class	12/03	Class
09/24	Class	12/17	Last day of 1st semester
10/01	Class		
10/22	Class		

* * * * * Winter Break * * * * *

Number of Classes for 2nd Semester: 13 Days

01/07	First day of 2nd Semester	04/01	Class
01/21	Class	04/15	Class
01/28	Class / Kanji Exam	04/22	Class
02/11	Class	05/06	Class
02/18	Class	05/13	Class
03/04	Class	05/20	Year End Showcase Closing Ceremony
03/11	Class		

* * * * * Summer Break * * * * *

Total Number of Classes 25 Days

I. Our Mission

- We are dedicated to helping children in our community experience and learn about a new culture. Our students explore Japanese culture through our language program which focuses on traditional arts, cultural events, music, food and literature.
- We provide opportunities for families in Tucson to experience Japanese language and culture through events throughout the year, and connect with Japanese families to appreciate the diversity of our community.

II. Qualifications:

<K-12 Division>

Japanese Students, 5 - 18 years old, who are able to follow instructions in classroom, and their parent(s) use Japanese to communicate with children in household to maximize the benefit of class activities.

<Japanese Division>

Students 12 years and up who are interested in learning Japanese language and culture, and willing to do homework by themselves in order to complete tasks that are given in the classroom.

III. Enrollment (Must submit all the documents below)

- Enrollment Intent Letter
- Emergency Card
- Indemnity and Release
- Media Release
- Tuition Payment Agreement

IV. Tuition (2022)

- One payment \$480
 - Two payment \$260×2 = \$520
 - Monthly payment \$55×10 = \$550
 - Enrollment Fee for new students \$50
- *For siblings and staff discount, please see Tuition Discount Chart.*

Please pay your tuition in timely manner with Cash, Check (payable: Tucson Japanese Language School, LLC) or Debit or Credit Card (3% Transaction fee will apply).

If you choose One Payment or Two Payments, you must pay tuition by the first class of the semester. If you choose Monthly Payments, please pay on the first class of each month.

Tuition is not refundable after August 6th.

V. Communication

We communicate with our parents weekly through our Portal Site "Shutterfly." We also send out important items by email. Please make sure our email address is not on your spam list. Please feel free to contact us by email or by phone to Hitomi 520-369-8622 or Minami 520-869-2666.

VI. Emergency Operations Plan

Decisions such as to close the school for the day due to emergency (storm, fire, natural disaster, etc.) will be made by 7:30 am on the day of, and notification to parents/guardians on Shutterfly and emails will be made by 8:00 am. Please check Shutterfly and email during emergency situations. Since situations may vary depending on area, final decisions will be made by parents/guardians. Please see page 4 for Emergency Procedures.

VII. COVID-19 Protocol and plans

Please see page 5 for the details.

RULES

1. Study hard.
2. Speak in Japanese.
3. Do not be late for class.
4. Start and end class with proper greetings.
5. Write your name on any personal property, and put such property away if it is not related to class activities.
6. Complete all homework.
7. No running or horseplay in the classrooms. Do not leave your seat unless otherwise directed.
8. Do not leave classrooms unless otherwise directed. Do not enter rooms when school staff is not present. Do not go out from the school facility without adult supervision.
9. Keep the school clean and be mindful of the facility. Do not use, or touch school property without permission from school staff. Notify school staff immediately if you break or damage any property.

**Students will be responsible for any broken or damaged property.

10. Do not play or make loud noise in classrooms and hallways.
11. Do not harm any plants on school property.
12. Do not eat in the classroom including candies or chewing gum.
13. Do not bring food to school. (Water bottle is OK)
14. Do not bring any valuables including cell phones, electronic devices, or money.
15. Keep bathrooms clean.

Emergency Procedure

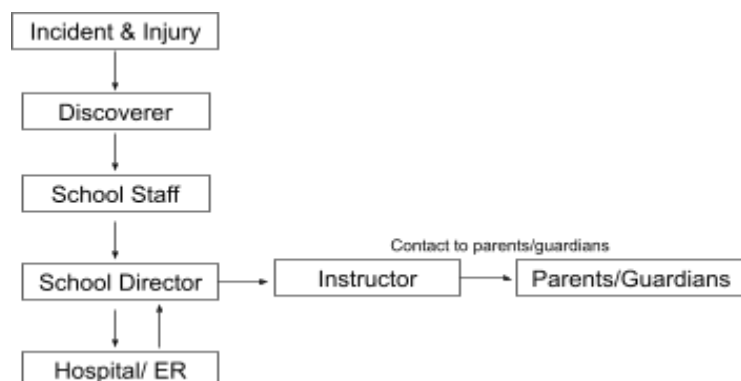
FIRE

In the event a fire or that smoke from a fire has been detected, activate fire alarm and evacuate students and staff to a safe distance outside of the building following fire drill route. Responsible personnel notify 911. No one may re-enter building(s) until entire building(s) is declared safe.

SHOOTING and TERRORISM

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school building. Directors of the school will issue lock-down order sending a messenger to each classroom. Direct all students, staff and visitors into classrooms or secure rooms. Lock classroom doors. Cover windows of classrooms. Move all persons away from windows and doors. Have all persons get down on the floor.

INJURY and ACCIDENTS



- Anyone who discovers an incident should notify any school staff close to them, (if discoverer is a member of staff, they will notify the Director of the school. Director of the school will call 911 if it's necessary).
- Notify CPR/first aid certified person (Minami Espinosa) in school building of medical emergencies.
- Isolate affected student/staff member.
- Activate school crisis team. Designate at least two staff person to accompany injured/ill person to hospital. Bring Emergency Card & "Indemnity and Release."
- Instructor notifies parent(s) or guardian(s) of affected student.
- Direct witness(es) to Director of the school. Interview the witness(es) if it's necessary.
- Determine method of notifying students, staff and parents.

SCHOOL CANCELLATION

6:30 ~ 7:00 Communicate with school staff the situation
7:00 ~ 7:30 Directors of school
7:30 ~ 7:45 Make decisions of closure
7:45 ~ 8:00 Directors of school will post notices on Shutterfly and send out email to parents/guardians.

- School closure will be decided as a whole school, not for each classes.
- Situations may be different in each area. Final decisions whether your child will attend the school that day should be made by household.

Covid 19 Protcols

Effective August 6, 2022:

- Masks will be optional for all students, staff, and visitors
- If Pima County moves back into “High”, masks will again be required indoors. [COVID-19 Community Levels](#).
- For those who have tested positive for COVID-19, please inform us and stay home at least 5 days or until you feel better.
- We will follow screening tool for all staff and students:
[COVID-19 Return to Work/School Flow Chart](#) - Pima County Health Department
- [Cleaning, Sanitizing, Disinfecting, and Ventilation Guidelines](#) - CDC

Further Resources:

[Pima County Healthy School and Childcare](#) - Pima County
[COVID-19 Guidance for Early Childhood Programs](#) – CDC
[Guidance for COVID-19 Prevention in k-12 Schools](#) – CDC