



Hokkaido Sapporo Intercultural and Technological High School

Visitors Guide

Welcome to SIT!

Hello! We welcome you to Hokkaido Sapporo Intercultural and Technological High School (SIT). We hope you are settling in well in Japan. Here are a few things that will help you navigate our school. We hope that you will find this information useful!

DAILY SCHEDULE

- Please arrive at school and be seated by **08:30** at the latest.
- There is a 10 minute break period between lessons.

Monday/Wednesday/Friday	Tuesday/Thursday
08:30 – 08:45 Short Home Room (SHR)	08:30 – 08:45 Short Home Room (SHR)
08:50 – 09:40 Period 1	08:50 – 09:40 Period 1
09:50 – 10:40 Period 2	09:50 – 10:40 Period 2
10:50 – 11:40 Period 3	10:50 – 11:40 Period 3
11:50 – 12:40 Period 4	11:50 – 12:40 Period 4
12:40 – 13:15 Lunch	12:40 – 13:15 Lunch
13:20 – 14:10 Period 5	13:20 – 14:10 Period 5
14:20 – 15:10 Period 6	14:20 – 15:10 Period 6
15:10 – 15:15 SHR	15:20 – 16:10 Period 7
15:15~(Cleaning Duty & Afterschool Activities)	16:10 – 16:15 SHR
	16:15~(Cleaning Duty & Afterschool Activities)

PUNCTUALITY AND ATTENDENCE

- Punctuality is extremely important. Please try to arrive to anything you are enrolled in on time, if not five minutes early.

UNIFORMS

- In Japan, keeping things clean is important. To help with this, it is culturally normal for students and staff have two sets of special shoes that stay at the school. One set is used only for indoor use, and a separate set for school outdoor use (PE, events, etc). Outdoor shoes should not be worn in the school other than going from the entrance to the changing areas!
 - For short term visitors, please bring a set of clean indoor-use shoes (sneakers/sport) and use your to-from school shoes as your outdoor activity shoes.
- All students and staff are required to wear either the school uniform (students) or business/professional clothing (teachers). Keeping your uniform/outfit looking neat is also important. If you are not receiving a uniform, please keep these points in mind:
 - Keep shirts buttoned up
 - Wear your trousers/skirt neatly (no rolling up sleeves, etc.)
 - Most weather appropriate footwear is ok, but sandals and crocks are not allowed.
 - Your hair must NOT be artificially colored, permed or spiked. Please keep it neat too.
 - If you have tattoos, please cover them. In Japan, publicly displaying tattoos is frowned upon.

BEHAVIOUR

- Please do not leave the campus during the school day without permission.
- Cell phones, music and video playback devices are not to be used during school hours.
- Make-up or accessories are not allowed in the school.
- During the school day, please only eat between lessons or at lunchtime. The only places where foods and drinks can be consumed are the canteen, homerooms and the skyway. The school has no cafeteria, so you should bring a packed lunch ('obento'). If you forget your lunch, in the morning hours, there is a small student shop in the canteen where you can buy snacks like riceballs and cakes.
- In Japan, crossing your legs in class or having your hands in your pockets when speaking is considered rude. Try to avoid these.
- When you meet a teacher in the corridor it is polite to greet them by saying "Ohayo-gozaime" (Good morning) or "Konnichiwa" (Hello/Good afternoon). When you are leaving you can say "Sayoonara" ('Good bye').
- When you enter or leave the staffroom, you should say "Shitsurei-shimasu" (Excuse me). Note: At some times of the year, non-staff members cannot enter the staffroom at all. A sign outside the door will tell you this.
- You are expected to behave responsibly and respectfully at all times.

SCHOOL ORGANIZATION

In Japan, students usually spend three years at a senior high school. When they enter, they are called '*ichinen-sei*' (first-year student). Next is '*ninen-sei*' (second-year student) and finally '*sannen-sei*' (third-year student). SIT is a special, foreign language and technology-focused public school. As such it is organized differently to normal Japanese high schools.

Students enter into one of four subject area courses:

1 & 2	- General
3 & 4	- Foreign Studies
5	- Science and Engineering
6, 7 & 8	- Global Business

Classes are given numbers according to their year and course. Ex: Class 2-4 is a 2nd year Foreign Studies class. In their first year, to enable the students to make friends outside of their subject field they are placed in mixed Home Room groups. Hence; 1-Mix1, 1-Mix2, etc.

Most classes take place in the home room with the teacher moving between classrooms rather than the students. First year classrooms are on the third floor, second year classrooms are on the second floor and third year classrooms are on the first floor. However, there are exceptions, e.g. Science lessons in their respective laboratories, elective art lessons in the Calligraphy room, and so on. Some English lessons take place in the, CALL Room (Computer Assisted Language Laboratory, 3rd floor) or the Audio Visual Room (*Shichokaku-kyoshitsu*, 1st floor).

GARBAGE/RUBBISH ('Gomi')

- While visiting, please dispose of plastic (PET), aluminum or steel bottles into the special disposal bins located near the drink vending machines in the Canteen or near the student entrance.
- Please flatten your drink container before disposing of them. If there is any liquid left inside, drain it into the disposal bin located near the drinks vending machine, or a sink.

CLEANING('Soji Toban')

- In Japan, Students help keep the school clean, not just janitors. At SIT, our cleaning days are Monday, Wednesday and Fridays.
- While visiting, depending on the situation, you may be asked to help clean, so be ready.

USE OF SCHOOL COMPUTERS

- While visiting, you may need to use a computer. A teacher or student might help you log in, but please keep in mind that students may only use the following computer rooms: the CALL room, the Computer Practice Room, the Information-Processing Practice Rooms 1 and 2 during lunch time (12:40 - 13:15) or after school (15:30 - 16:45).
- **Please do not:**
 - Use the printers, media or storage devices, such as: DVDs, CDs, portable hard disk drives, flash drives and SD cards, unless you get permission from a teacher in charge.
 - ✧ This is to reduce the chance of the school networks being affected by viruses and other security threats. In the event that any piece of software or hardware is not working properly or if you
 - Download games, install things or make any attempts to make system or setting changes.
 - Bring any food or drink into the computer rooms.
 - Use erasers in the computer rooms.
 - ✧ Because they generate small particles they jam up keyboards and mice.
- Please place the keyboard, mouse and chair back neatly after use.

USE OF LIBRARY('Tosyo-kan')

- While visiting the school, maybe you want to check out some cool literature! Our Schools Library operating hours are: 8:00 - 16:45
 - If there is a change due to examinations or other events, notices will be posted outside the library.
 - If you need help, ask the librarian or a student worker in charge.
- When entering, place your bag and/or coat in the Baggage Storage Area.
- English books and the English editions of Newsweek and the Daily Yomiuri are available.

AFTER SCHOOL ACTIVITIES

- Extra-curricular club activities are very important in Japanese schools and are taken very seriously. Almost all students are a part of at least one club, if not more. A wide range of clubs are available at our school! Take your time to visit our various clubs! Please talk to the exchange student head teacher for more information.

Club List:

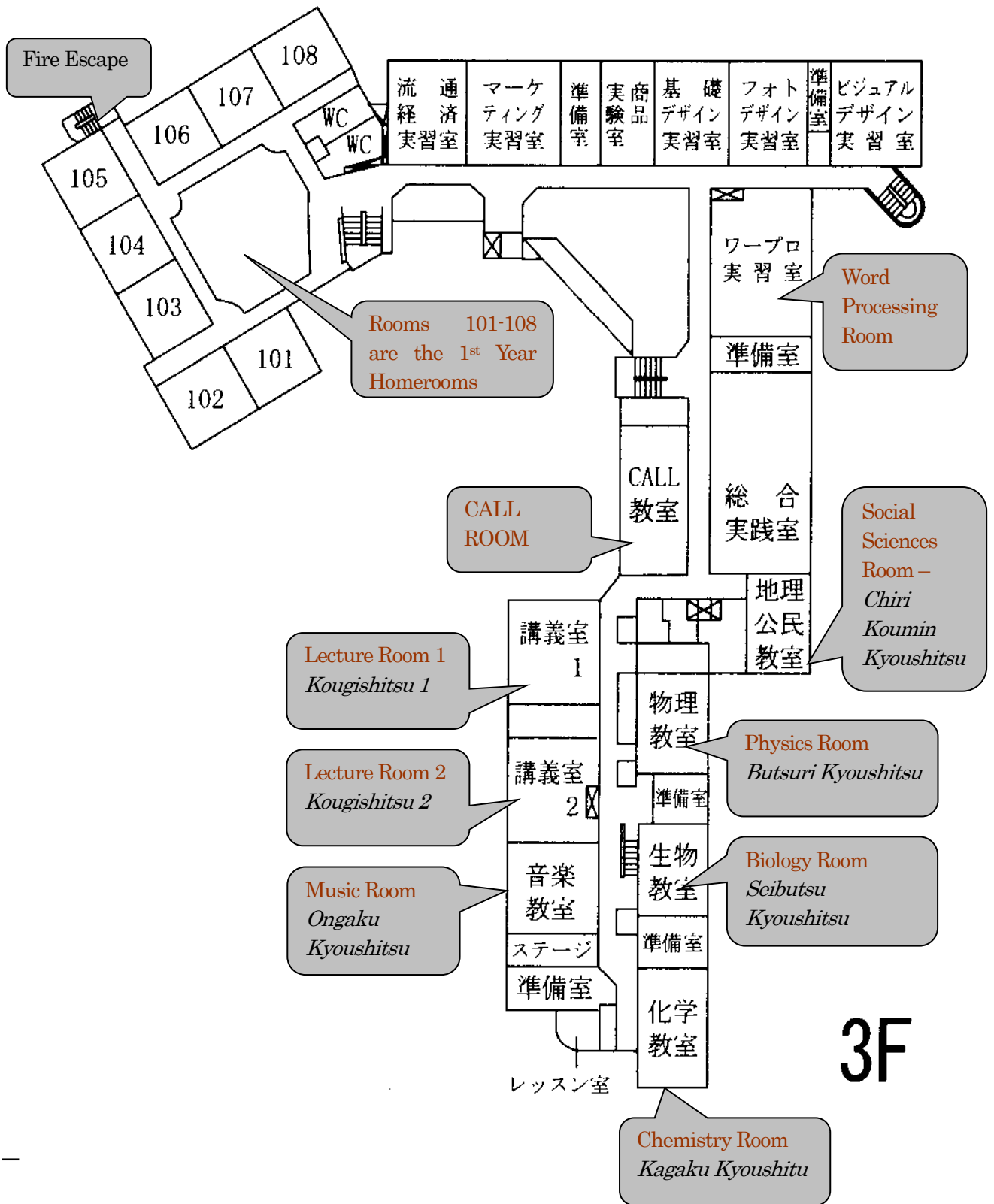
Sports	Culture , Societies and Performance	
1. Baseball	1. ESS (English Speaking Society)	12. Art
2. Track & Field	2. Word-processing	13. Library Service
3. Soft-tennis	3. Computer	14. Broadcasting
4. Basketball	4. Commerce, Marketing & Presentation	15. School News
5. Swimming	5. Chorus	16. Koto (Japanese harp)
6. Volleyball	6. Mathematics	17. Volunteer
7. Badminton	7. Tea Ceremony	18. Information Technology
8. Soccer	8. Flower Arrangement	19. Speech and Debate
9. Skiing	9. Natural Sciences	
10. Table-tennis	10. Band	
11. Naginata (Japanese halberd)	11. Drama	

OTHER

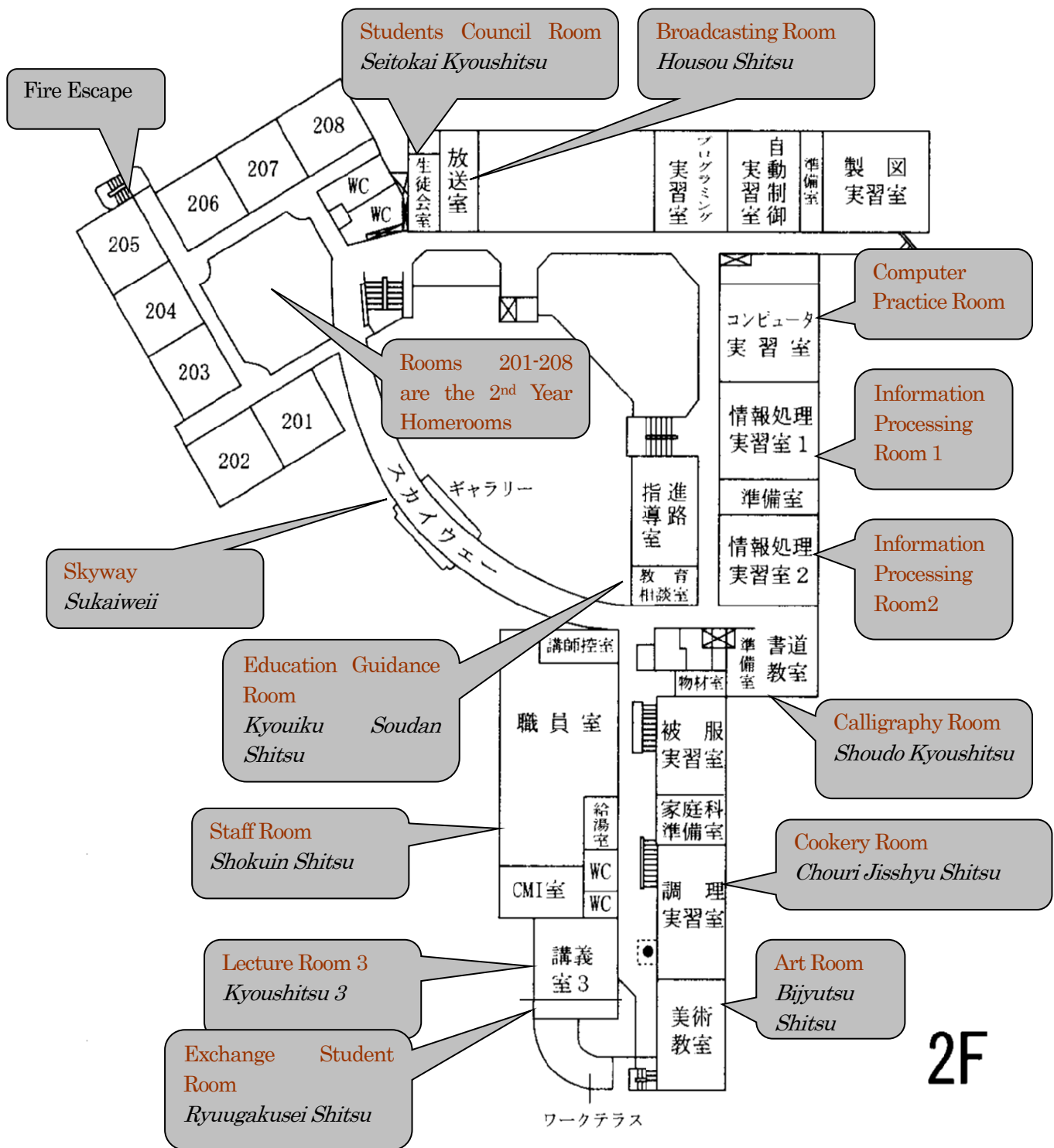
- You may use the exchange student's room for self-study, during specific periods of self-study you must remain in the exchange students' room, you are not allowed to wander around the school at will.
- Try to spend as much time as you can with your classmates. It will help you to make friends more quickly and anyway, it is lonely on your own!
- There are no lockers in the school. You should bring most things you need to school with you each day. However, you can leave some books and other items in the exchange student room. However, please **do not** leave any valuables there. Make sure that you keep your wallet with you at all times.
- If you have any problems you can speak to the head of international exchange students at any time. You may also talk to the schools ALT (Assistant Language Teacher), who can help you with any problems or concerns you may have, or guide you toward the person who can best help you.

! We hope you enjoy your time here at SIT !

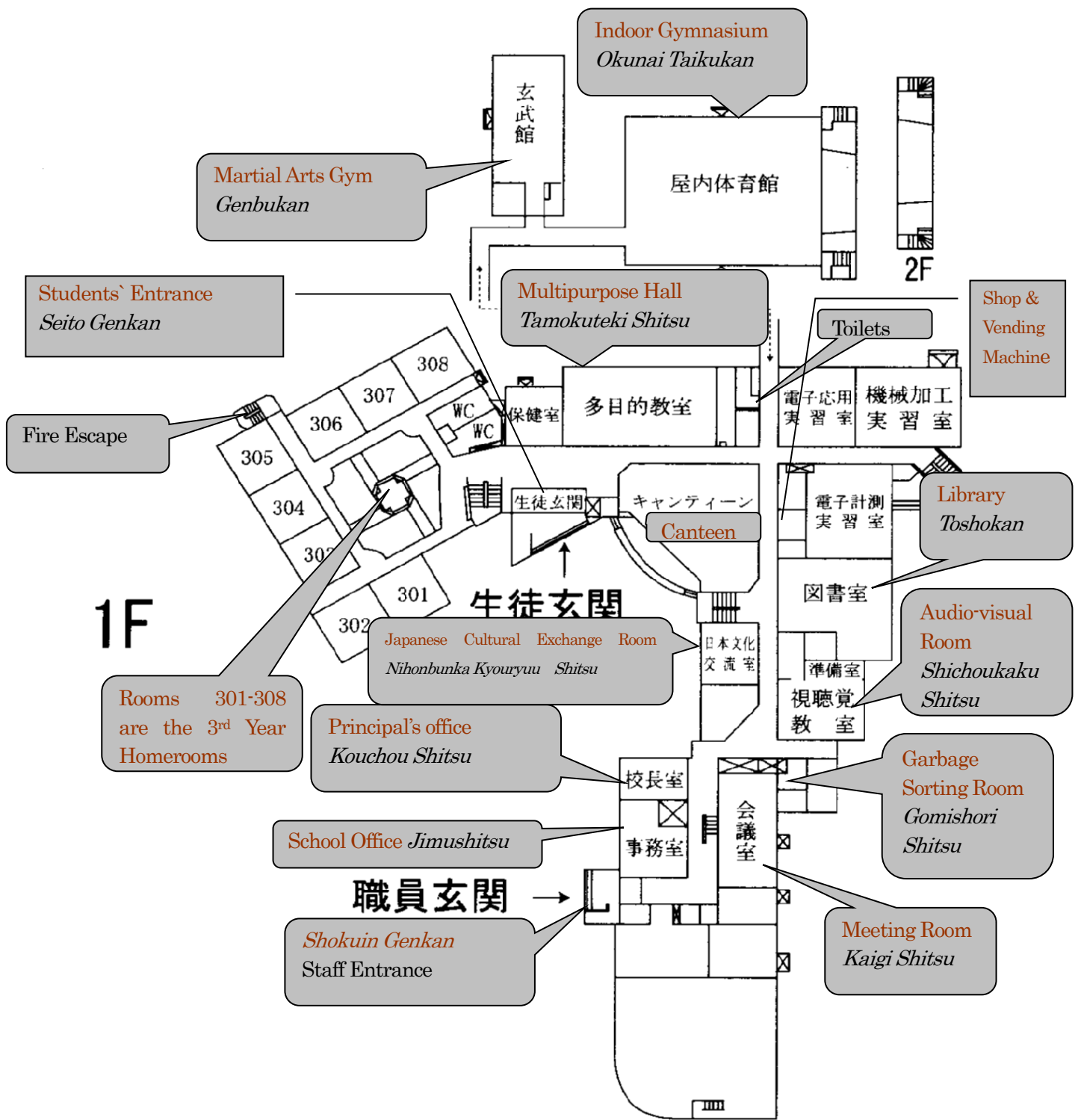
To help you navigate, the next few pages will have some maps of the school with important rooms translated.



Map : 3rd floor



Map : 2nd floor



Map : 1st floor