



September 2009

To: ASFG Community
From: Janet Heinze
RE: September Community Newsletter

Welcome to the 2009-2010 school year! It is wonderful to have all of our students back on campus and school off to a magnificent start. I want to especially welcome our new students and their families to ASFG. This year we have 1467 students registered! A most heartfelt welcome to all of our students, staff and families.

Please join with me in welcoming our new academic and support administrators to ASFG. Ms. Gabriela Silva is our new middle school counselor. She is an ASFG alumni, holds a Bachelor's degree in psychology from the ITESO and a Master's degree in international teaching from Framingham University. Mr. Alex Garza is our new interim athletic director coming from Monterrey. He has a Bachelor's degree in sports organization from the Autonoma University of Nueva Leon and a certificate in sports training from the Tec de Monterrey. Ms. Jania Ochoa is our new Human Resource Manager. She holds a Bachelor's degree in pedagogy from the Panamericana University in Mexico City, a Master's Degree in psychomotor therapy from the Irapsir University in Paris, and a Master's degree in Human Resources from the Ramon Llull University in Barcelona, Spain. We are very proud of our new administrators and wish them the greatest of success in the months to come. This month's section letters will be introducing the new teachers in each section.

Every summer we work to improve our campus facilities and the services that we provide for our community. This summer the following projects were completed:

- The middle school/high school cafeteria was remodeled. The Parent Association contracted a new service provider, Deli Chef, that is providing additional food options for our community. A special thanks to Betty Van Der Kaaij, PA president, for coordinating this project. Both cafeterias are managed by the ASFG Parent Association. The rent that is collected from both the Cashier and Deli Chef companies is reinvested directly back into the cafeteria areas for the benefit of our students, staff and families.
- Twenty-one new stainless steel drinking fountains have been ordered and should be installed by the end of this month. The water will be cold, clean and available at stations throughout the campus. Students will be able to fill their thermos bottles directly from the fountains!
- The auditorium was painted, new emergency doors installed and new curtains ordered. A new electrical screen and projector were installed for presentations.
- All middle school classrooms were painted.
- All staircases were refinished with a non-skid surface.
- A variety of electrical projects were completed.

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- The early childhood office was remodeled and protective coverings were installed on walkways.
- An emergency door was installed in the upper school library.
- A new administrative software program, PowerSchool, was installed and training was initiated for all staff.

The school organizational/climate survey 2008-2009 has now been closed and results will soon be available. Of our approximately 850 families 204 completed the survey. A very special note of appreciation to all those who completed this new on-line survey as we do utilize this information to form the *School Improvement Plan* for this year and beyond. Your opinions are necessary and valued.

The yearly calendar is now posted on-line for your convenience at <http://www.asfg.mx/schoolcalendar/2009-2010-School-Calendar.pdf> Please note that **all dates are tentative** as the Jalisco Mexican Education Ministry (SEJ) has only given us provisional approval for this year's calendar proposal. ASFG is an international school with both national and foreign teachers and staff. Our goal is to balance the needs of both of our academic programs and diverse staff. Many of the staff development opportunities that our teachers (both national and international) attend in the U.S. begin before or during the first week of July and that is just one of the reasons we request a slightly different calendar than the official SEJ calendar.

Beginning this year ASOMEX events will now be on a rotating schedule. This allows all 18 ASOMEX schools the privilege of hosting a variety of events at their schools. This year it will be our pleasure to host Basketball "Infantil" (4th & 5th grades) for both boys and girls during the week of January 23-27. All ASOMEX school directors will be meeting in Pachuca this month to hold our annual meeting. The major topic will be how to increase security at ASOMEX events. The Regional Security Officer from the US Embassy in Mexico City will be joining us for this meeting.

If you need a "letter of good conduct" or a letter of "affirmation of attendance" for passports or scholarship applications etc. please apply for these in your child's section.

To update your **contact information** please do this at your section office. Our new administrative system PowerSchool allows us to update contact information (address, telephone, cell phone, e-mail address, etc.) in one office and the system will automatically update this information for all siblings attending ASFG. It is very important to keep your contact information updated in order to receive school news and reports in a timely manner as well allowing us to contact you in case there is an emergency. All announcements and newsletters will only be distributed electronically this year in order to conserve our environment.

Once again this year letters for obtaining U.S. visa appointments are available with my assistant, Ms. Alicia Mendez, on the third floor of the administration office. This month is an excellent time to check your families traveling documents to ensure all passports and visas are up to date for the year. Waiting right before a vacation to renew traveling documents is not the best option. The agreement we have with the U.S. Consulate is to assist you in obtaining an appointment. The school has no influence on the decisions that are made regarding visas or passports. This service is extended to immediate family members only without exceptions.

All items that are found on campus will be placed in the *Lost and Found* closet located next to early childhood. Items with names will be returned to the sections by our security department and then be delivered to students. On the last Friday of each month all items will be donated to charity or to our service learning projects. Any unclaimed money will be donated to ESF. Items collected during the last week of the month will be kept for the following month. It is incredible the number of valuable items that are left all over campus. Please remind your children to take care of their backpacks and valuable items. What we assume has been stolen is many times just misplaced.

Please note the following dress code guidelines for students as found in the 2009-2010 Student/Parent manual:

- Hats, caps, and sunglasses must be removed upon entering a formal presentation or at the request of the teacher
- **Outfits that are excessively revealing are not allowed, shoulders must be covered; short shorts and miniskirts are not appropriate**
- Clothing with offensive language, inappropriate pictures, advertisement for alcohol, cigarettes or other controlled substances and other law breaking activities are not permitted
- Safe footwear must be worn at all times
- Hairstyles, piercings (other than earrings), and tattoos which are distracting are not appropriate

The administration will address concerns of all jewelry, clothes, hair and other apparel that may be inappropriate. It is the principal's discretion to decide on dress code issues not specifically outlined in this manual.

I am asking students to dress appropriately (they know how) and for parents to monitor their children's grooming and appearance. If you are in doubt that an outfit is right for school then it probably is not! A good rule to follow: When in doubt, leave it for the weekend or the beach! Thank you for your cooperation.

Co-curricular activities have begun. You may still register through this month at the sports office. Parent School workshops began Tuesday, September 8, 2009. There are places available if you would like to sign up. Complete information of both programs is located on the ASFG website homepage for your consideration.

I am very pleased to announce that the ASFG Board of Trustees ratified the following ASFG Board of Director's members for the following positions for the next three years: Lic. Carlos Wolstein Gonzalez, Rubio, President, Dr. Moises Hernandez Nuño, Vice President, Ing. Jose Rodolfo Del Monte, Treasurer, and Dr. Lorenza Collignon, Secretary. Congratulations to these committed board members who constantly work for the well being and future of ASFG.

Wishing us all a healthy and productive school year!

Respectfully,
Ms. Janet Heinze
Director General

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