

HIGH SCHOOL

Student/Parent Handbook

2009-2010

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WELCOME TO STUDENTS & PARENTS

Dear Graded Students and Parents,

Welcome to the 2009-10 school year!

The Student-Parent Handbook is a significant document at *Graded School*. It represents the cumulative wisdom derived from years of student, parent, teacher and administrator contributions. The publication of this collective experience provides best practices to support student learning and development. Additionally, the Handbook offer guidance for our daily routines and decision making to facilitate learning and maximize student potential.

As you prepare for the school year, please read this handbook. All student and parent questions, concerns and comments are encouraged; the High School always has an "open door" policy.

Thank you for choosing Graded School. On behalf of the High School faculty and staff, I wish you the very best for the year ahead.

Sincerely,
Barry Dequanne
High School Principal
barry.dequanne@graded.br

2009-2010 CALENDAR DATES

First Semester

August 6	First Day of Classes
September 7	Brazilian Independence Day Holiday
October 12	Nossa Senhora Aparecida Holiday
November 2	Finados Holiday
November 20	Consciência Negra Holiday
November 23	School Holiday
December 16	Last Student Day

Second Semester

January 26	First Day of Classes
February 15, 16	Carnival Holiday
February 17, 18, 19	School Holiday
April 2	Good Friday Holiday
April 21	Tiradentes Holiday
June 3	Corpus Christi Holiday
June 10	Last Student Day (Half Day)

MISSION STATEMENT

Graded School's mission is to provide an excellent individual education to prepare students to maximize their potentials and be responsible citizens in a pluralistic society. The School provides a high-quality, well-rounded, English-language, American-style education to children of the international and Brazilian communities. Through its policies and programs Graded endorses the value of diversity and the virtues of social and environmental responsibility and cultural awareness.

CORE VALUES

Excellence

- Striving for excellence in teaching, learning, and in our relationships is a crucial value in the Graded community.
- Achievement of high standards is developed through encouragement, praise, cooperation, acceptance of individual responsibilities, and the provision of many diverse opportunities to excel.
- Achievement of high standards is developed through consistent, coherent curriculum development and revision.

Goodness, Virtue, and Community

- We believe that every member of the school community must strive for personal goodness and community virtue.
- We believe in the duty of all school members to be committed to supporting each other, to be cooperative in our relationships, and to be responsible and accountable for our actions.
- We believe that rules and regulations exist to promote the development of values, self-regulation, and a sense of community. We emphasize the importance of parental support for our beliefs and endeavors.

Respect and Tolerance

- We believe in respecting people (their integrity, sense of self-worth, individual identity).
- We believe that diversity has a positive and enriching value and should be recognized and appreciated.
- Acceptance of differences fosters solidarity, unity, and empathy.
- We respect safety and the protection of property.

- We stress respect for cultural differences and diversity.
- We respect agreed upon values as expressed by Graded as an institution and as expressed in our relations with each other in the school community.

Freedom, Privacy, and Self-exploration

- Privacy and the protection of personal integrity is a cherished right.
- We believe in free and thoughtful expression and through it development of sound judgment.
- Self-exploration requires an environment of trust, public courage and independence, generosity and fairness.
- Democratic values and transparency shall guide all issues of governance, policy, and community relations.

Service

- We help and support each other as individuals.
- Community service is an integral part of the Graded philosophy of education.
- A commitment to community service should be a life-long value.

CORE EDUCATIONAL EXPECTATIONS

In order to foster a humanistic learning community, we value and strive to uphold these Graded Core Educational Expectations.

We demonstrate ethical behavior in personal and social actions

- We work together to better understand our role and responsibilities as global citizens.
- We take responsibility for personal actions and act with fairness, honesty, and integrity.
- We show respect to ourselves and to others.
- We treat everyone equitably and fairly, respecting and embracing the diversity of all, including gender, race, ethnicity, nationality, socio-economic status, sexual orientation, religion, language, abilities and disabilities.

We demonstrate effective communication skills

- We work on positive intrapersonal and interpersonal skills.
- We communicate with clarity, purpose, and understanding of audience.
- We recognize, analyze, and use various forms of communication.

We demonstrate effective creative, critical and analytical skills

- We generate new and creative ideas by taking considered risks in a variety of contexts.
- We use, evaluate, and refine multiple strategies for problem solving.

We nurture intellectual curiosity and risk-taking

- We develop a thirst for knowledge and love of learning that will enrich our lives beyond school.

We develop our potential in educational and personal contexts

- We commit ourselves to creating quality work.
- We use a variety of learning strategies, personal skills, and time management skills to enhance learning.
- We reflect on and evaluate our learning.
- We seek a healthy balance between the variety of elements and activities in our lives.

We integrate and apply knowledge between subjects and our personal experience

- We use and assess a variety of information sources and information gathering techniques.
- We develop a holistic view of knowledge.

GRADUATION REQUIREMENTS

The Associação Escola Graduada de São Paulo, "Graded," is accredited by the Southern Association of Colleges and Schools, is recognized by the Brazilian Ministry of Education, and is an International Baccalaureate school. Graded's academic program is college-preparatory, designed to prepare students for entry into colleges and universities in the United States, Brazil, and most other countries in the world.

Programs of study are available which lead to three different diplomas. The American Diploma, equal in value to those issued by accredited high schools in the United States, must be earned by all Graded graduates. The Brazilian Diploma is required for entry into Brazilian universities and universities in countries which have cultural agreements with Brazil (Please see the Brazilian Studies department for the complete list). Also

available is the International Baccalaureate Diploma, earned by successful completion of external examinations with expectations beyond those of the traditional high school student.

American High School Diploma

Required for the American Diploma are:

- Eight semesters [or the equivalent] of academic work beyond grade 8;
- Enrollment in a foreign language during each year of enrollment;
- Earning a minimum of 24 credits; and
- Completion of a minimum of three IB courses and exams.

Specific credit requirements for the American Diploma, earned in grades 9-12, include those prescribed below:

- English (4.0 credits)
- Mathematics (3.0 credits): Algebra II/Trigonometry is the minimum requirement for graduation
- History (3.0 credits): IB History (either HL or SL) required for graduation. Brazilian History and Culture is required for non-Brazilian diploma students.
- Science (3.0 credits)
- Visual and Performing Arts (1.5 credits)
- Physical Education (1.5 credits)
- Health (0.5 credits)
- Foreign Language - (participation in foreign language study during each year of enrollment)
- Sophomore Project - Completion of project required for all Grade 10 students. Students enrolling at Graded after their Grade 10 year are exempt from this requirement.

The following foreign language requirements apply:

- While enrolled in the high school, students must study a language in addition to English. Portuguese, French, or Spanish may fulfill this requirement. The High School Principal must approve exceptions.
- Graded strongly recommends that all students study Portuguese. The High School Principal must approve exemptions. In the event that a family opts out of Portuguese for another language, the student will be required to remain in the new language for the duration of his/her study at Graded School.
- Candidates for the IB Diploma are allowed to study a Language A or B

independently to fulfill the foreign language requirement if that language is not available at school. If an instructor is contracted outside of school, the student needs to complete the sign-up process and obtain the syllabus from the IB Coordinator.

- Students enrolled in the English as a Second Language (ESL) program and students with a documented language disability may be exempted from studying a language other than English.

Course Credit

Note: Any student who has missed more than 15% of the class-contact time may be deemed ineligible to receive credit for the course.

- Credit is awarded for the satisfactory completion of a predetermined number of hours. Credits are listed in the Course Description book.

Course Load

- All Grade 9 and 10 students must take 8 classes
- All Grade 11 and 12 students must take a minimum of 7 classes
- Exceptions to these rules must be approved by the High School Principal

Brazilian High School Diploma

Equivalency of courses & programs:

Grade 9: 9º ano do Ensino Fundamental
Grade 10: 1º ano do Ensino Médio
Grade 11: 2º ano do Ensino Médio
Grade 12: 3º ano do Ensino Médio

Required for the Brazilian Diploma are:

- Satisfactory completion, at the end of Grade 9, of all requirements for the Conclusão do 9º série do Ensino Fundamental
- Six semesters of academic work beyond Grade 9;
- Completion of Ensino Médio
- Satisfactory completion of all requirements for the American Diploma.

Specific credit requirements for the Brazilian Diploma, earned in Grades 10, 11 and 12, include those prescribed below:

Brazilian Social Studies

- Grade 9 Brazilian Social Studies 9 (0.5 credits)
- Grade 10 Brazilian Social Studies 10 (0.5 credits)
- Grade 11 IB Brazilian Social Studies SLI (1 credit)
- Grade 12 IB Brazilian Social Studies SLII (1 credit)

Portuguese Language

- Grade 9 Portuguese 9 (1 credit)
- Grade 10 Portuguese 10 (1 credit)
- Grade 11 IB Portuguese A1 HL I (1 credit) or
IB Portuguese A2 HL I (1 credit) or
IB Portuguese B HL I/SL I* (1 credit)
- Grade 12 IB Portuguese A1 HL II (1 credit) or
IB Portuguese A2 HL II (1 credit) or
IB Portuguese B HL II/SL II* (1 credit)

* Students may take IB Portuguese B only in exceptional cases based on placement and approval.

Mathematics

- Students must take one Mathematics course in each of the four years of High School. The minimum requirement for graduation is 4.0 credits and Algebra II/Trigonometry.

Science

- Students must take one Science course in each of the four years of High School. The Brazilian curricular proposal for the Ensino Médio requires that all students take at least one year of the three sciences – Biology, Chemistry, and Physics.

Arts

- Students in Grade 9 must take at least one semester course in the Visual and Performing Arts and two additional semester courses in Grades 10, 11 or 12.

Physical Education

- Students take one semester of PE and one semester of Health in Grade 9 and two additional semesters of PE in Grades 10, 11, or 12 – a total of four semesters.

INTERNATIONAL BACCALAUREATE DIPLOMA

The International Baccalaureate (IB) Program is a rigorous pre-university program for highly motivated students in Grades 11 and 12. Created over 40 years ago, the rationale for such a sweeping and comprehensive program was twofold. First, to provide a common curriculum and university entry credential for students who often moved from country to country. Second, and perhaps more importantly, was the more idealistic motive that prevailed – one that insisted students could share an academic experience that emphasized critical thinking, intercultural understanding, and exposure to a variety of viewpoints.

The IB program is a comprehensive two-year course of study with the strengths of a liberal arts program, but with three requirements that set IB apart from other advanced placement programs:

- TOK (Theory of Knowledge) is an interdisciplinary course intended to stimulate critical reflection and analysis and to encourage appreciation of other cultural perspectives.
- CAS (Creativity, Action, Service) requires students to share their talents and energy with others, especially in community service.
- EE (Extended Essay) is a 4000-word investigative essay on a topic of special interest to the student.

For the full IB diploma, students take six subjects, normally two-year courses, with three at the Higher Level (HL) and three at the Standard Level (SL). Graded offers the following IB subjects, depending on enrollment:

Group 1	Language A1: English A1, Portuguese A1, or other native language through independent study (must be approved by IB coordinator)
Group 2	Language A2, B: English A2, Portuguese A2, Portuguese B, Spanish A2, Spanish B, French B
Group 3	Individuals and Societies: History HL, History SL, Economics SL

Group 4 Experimental Sciences:
Physics HL, Physics SL, Biology HL, Biology SL

Group 5 Mathematics:
Math HL, Math SL, Math Studies SL.

Group 6 Arts & Electives:
Film Studies HL, Visual Arts HL, Visual Arts SL, Theater Arts HL, Theater Arts SL, Brazilian Social Studies SL, or a second subject from Groups 1 to 4.

Registration

- Students declare their desire to be full Diploma candidates in the second semester of Grade 10. A team of teachers, counselors, the High School principal and the IB coordinator review candidate applications. Recommendations will be honored unless there is a compelling reason beyond the control of Graded (e.g. IB Diploma required by a national university the student plans to attend.)
- Student requests to drop the full IB program are only considered at the end of the Junior year.

Credit & Exams

- Credit towards the IB Diploma is based on results of both internal coursework and external examinations provided by the IBO. Students complete all IB coursework during the final two years of High School. Courses taken during Grade 10 will not apply, with the exception of Math HL I, which culminates with AP Calculus in Grade 11 and Math HL II in Grade 12.
- The IB Diploma is awarded to students whose total marks for the six subjects range from a minimum of 24 (with special circumstances for grades below the minimum passing mark of 3) to 45 with successful completion of all other program requirements – CAS, TOK, Extended Essay. Bonus marks can be earned on the TOK and Extended Essay components.
- Students enrolled in IB courses MUST take the IB exams in order to receive credit. Exams are normally given in one to three sessions of two to four hours per subject in May of their exam year. Diploma students may

take a maximum of two SL exams in Grade 11. The marking scheme for exams ranges from 7 (excellent) to 1 (poor) with a 3 considered passing.

- Bilingual Diploma: Students who complete A1 courses for one A1 HL and one A2 HL course and successfully complete all other program requirements will receive the bilingual diploma.
- Students enrolled in IB courses must take the IB exams in order to receive credit at Graded.
- Students are responsible for verifying that they have registered for the correct exams;
- Graded students desiring a more challenging course of study are encouraged to take individual IB courses and sit the IB certificate exams even though they are not seeking the full IB Diploma.

Fees

- In addition to the annual subscription fees paid by the school, Graded shares the cost of the IB exam and registration fees by contributing 40% of these costs, and parents 60%. The parent portion of fees ranges from U\$150 to U\$500, payable to the school in December, when it appears on the tuition bill. For further details, please consult the IB Coordinator.
- Families are responsible for any extra IB fees incurred due to student delays or errors in exam registration.

FURTHER GRADUATION REQUIREMENTS

Failed Courses

The following policies apply for students who fail courses, which are required for earning the American Diploma at Graded:

- A student in Grade 12 who fails a required course must enroll in an accredited American High School (other than Graded), community college, or correspondence school and earn the appropriate passing credit within the discipline of the failed course. The course must be pre-approved by the High School Principal. Graded will then record the additional course grade as transfer credit on the student's transcript, and the student will then receive his/her American Diploma from Graded.
- A student in Grades 9-11 who fails a required course must either repeat the course at Graded during the following school year or enroll in an accredited American High School summer school program and earn the

appropriate passing credit within the discipline of the failed course. The course must be pre-approved by the High School Principal. Graded will then record the additional course grade and credit on the student's transcript. Summer school courses cannot be used as a replacement course for one offered at Graded, nor to accelerate a student's academic program.

- Graded will follow the guidelines of the Southern Association of Colleges and Schools in the granting of all credits.
- A student who has failed a course will not be offered by Graded any course or study program at the end of the school year or during any school holidays to earn a replacement credit.

GRADING SYSTEM

Year Grades

Academic credit is awarded based on final grades. In a yearlong course, the average of the first and second semester grades determines the final grade.

Semester Grades

1st Semester: The first semester grade is calculated by assigning 50% value to each quarter.

2nd Semester: Second semester courses may or may not have a final exam. Students will be informed at the start of the year whether there will be a final exam for each course. For courses sitting a final exam at the end of the second semester, the semester grade is calculated by assigning a 40% value to each quarter and 20% to the final exam. For courses not sitting a formal final exam at the end of the second semester, the semester grade is calculated by assigning a 50% value to each quarter.

Grading System

The High School uses a numerical grading system. Grades in the 90-100 range represent superior performance, 80-89 above average, 70-79 average, 65-69 below average, and below 65 failing (no credit). Official Brazilian documents may use the equivalent letter system A, B, C, D, F for these number grade ranges. The American transcript will use numerical grades only. For the first

semester of a school year, 55 is the lower limit for a failing grade given that a student scores 75 or higher during the second semester, applied only at the end of the second semester. For the second semester there is no floor (i.e. 0 is the lower limit).

Weighted Courses

Certain IB and AP courses are weighted. These courses are denoted by a "W" immediately following the course number (i.e. 3099W). Weighted courses receive an additional 6 points when calculated for the semester and end-of-year grade point average. These additional 6 points are used in the calculation of the GPA, and will show on the student's report card or transcript. Courses will not be weighted for an earned grade lower than 70%. (Honors courses are not weighted.)

Incomplete Grades

When a student has not completed work assigned, a teacher may report a grade of incomplete (INC) for recording on a report card. Incomplete work must be completed within the time designated by the High School Principal, or the student's final semester grade will be calculated using a failing grade for the quarter.

Academic Probation

A student who receives more than one failing grade at the end of the first semester or as the final year-end grade, may be placed on Academic Probation for the following grading period. If at the end of the probationary grading period the student still has more than one failing grade or if the student qualifies for Academic Probation a second time during the High School years (Grades 9-12), he or she may be required to either repeat the grade level [reclassification] at which he/she failed the courses, or be dismissed from Graded. Once having been reclassified a student may not apply for reclassification at a later date.

Honor Roll

The High School Honor Roll will be announced at the end of the school year. Honor roll recognition is based on grade point average.

There are two honor rolls at each grade level. Qualifying standards are:
Alpha Honor Roll – average of 90% or higher and no grade below an 80%

Beta Honor Roll – average of 82% and no grade below a 70%

Valedictorian and Salutatorian

At each year's graduation ceremony, the graduating senior with the highest cumulative weighted average for all coursework completed at Graded school in Grades 11-12, is recognized as the class valedictorian. The graduating senior with the second highest cumulative weighted average is recognized as the salutatorian. To be eligible for either honor, a student must have earned credit as a student at Graded for a minimum of three semesters. Only those grades awarded for coursework completed at Graded will be considered when valedictorian and salutatorian determinations are made.

Top Ten

To be considered for the Top Ten of the senior class a student must have attended Graded School for a minimum of 3 semesters of High School.

SCHEDULE

Block Schedule

The High School uses a block schedule, which follows a four-day rotation - Day A, B, C, and D, and is shown on the next page. When students are not scheduled for classes, they are expected to be working in computer labs, the library, or meeting with peers/teachers. Formal classes begin at 08:10 and end at 15:10.

FLEX Program

All students are scheduled for a 30-minute FLEX block every day. The FLEX block serves several purposes: a chance for students to get to know teachers outside the normal academic environment, a common time for class meetings, counseling, an assembly time, an opportunity to meet with teachers for extra help, and a time to make up class work and homework. Students will report to their FLEX block each day at 13:15. Attendance is required.

HIGH SCHOOL SCHEDULE

	<i>Day A</i>	<i>Day B</i>	<i>Day C</i>	<i>Day D</i>	
08:10	1	5	3	7	80 min
09:30	<i>Break</i>				15 min
09:45	2	6	4	8	80 min
11:05	<i>Break</i>				10 min
11:15	3	7	1	5	80 min
12:35	<i>Lunch</i>				40 min
13:15	<i>FLEX</i>				30 min
13:45	<i>Transition</i>				5 min
13:50	4	8	2	6	80 min
15:10					

STUDENT SCHEDULING

Elective Courses

The availability of electives is based on student enrollment, interest, and scheduling feasibility. Courses listed may not be available every semester or every year.

Study Hall

Students, who do not have a regularly scheduled class printed on their schedule, may have open time. Students choosing to study may use the library, computer labs, or other campus facilities not occupied by a course. Students choosing to socialize should select an appropriate location for this activity. Responsibility to complete work and to choose the appropriate location belongs to the individual student. Structured study hall in an assigned room may be arranged for students who are on social probation, academic probation, who have a quarter grade below 70 or for any reason have forfeited the privilege of "open study hall".

Dropping or Adding Courses

Changes in a student's schedule of classes must be made in consultation with the Guidance Office or with the High School Principal. Returning students make course selections in the previous school year. Only necessary changes may be made during the first two weeks at the beginning of the school year. Students are instructed to complete course change request forms and obtain teacher signatures (occasionally parent signatures may also be requested). Withdrawal and additions will be made based on need, feasibility, and availability. Requests made after the time limit noted above must be school-initiated and may require a parent-teacher conference with the Counselor.

HOMEWORK

The purpose of homework is to deepen and enhance student learning through reflection, application, research, practice, habit building and the enrichment of ideas. Additionally, homework will assist students to consolidate their ideas and prepare them to participate in class at a more meaningful level.

The amount of nightly homework for each student will vary wildly based

on numerous factors. In general, students at Graded can expect to spend an average of 2 hours on homework per night in Grades 9 and 10 and 3 hours per night in Grades 11 and 12.

ASSESSMENTS, TESTS, AND EXAMS

Multiple Projects & Tests

A student may not be required to have more than two tests or major projects due on any one day. It is the student's responsibility to arrange to re-schedule one or more of his/her tests or projects with his/her teachers at least one week in advance.

Early Final Exams

Final examinations are an integral and important part of many courses. It is the policy of the school that they be taken only during regularly scheduled times. Exceptions are made only when student illness (documented by a physician's statement) or employer-dictated parent travel (documented by a letter from the employer) make it impossible for the student to sit for a final examination at the scheduled time. Requests for exceptions to the school's policy that are based on travel plans must be made in writing to the High School Principal. Unless traveling students will not be returning to São Paulo, missed final examinations will normally be made up during the first days of the next school semester.

GUIDELINES FOR IB & GRADE 11/12 EXAMS

IB Exams and IB Mock Exams:

- IB teachers will offer official mock exams during the period allotted by the school for this purpose. The mock exam is in lieu of a regular final exam and the mark fulfills the 20% final semester requirement, as applicable. [This does not apply to IB courses in the first year of a two-year study; these students will sit the end of semester final exam, unless otherwise stated by the school.]
- IB exam students are excused from attending all classes for the half day (except Friday afternoon) immediately prior to their exams. However they must attend all other classes following their exams.

Grade 12:

- Grade 12 students are excused from attending a class after they have taken the IB or senior semester exam in a course with the following exception: Teachers will arrange to meet with the class at least once following the exam in order to review the content of the exam with the students.
- A comprehensive semester assessment will be given to each Grade 12 student who is enrolled in a non-IB class. Teachers with students in Grades 9, 10, and/or 11 in the same class with Grade 12 students will prepare a different semester exam or final assessment for the non-senior students. Final exams will be given during the normal semester exam schedule.

Grade 11:

- Grade 11 students are NOT excused from attending an IB class after they have taken the IB exam for the course. IB teachers will continue to hold class and engage all IB Grade 11 students in productive learning activities for all scheduled classes from the time of the IB exam until the beginning of the semester exam period.
- IB teachers will develop an appropriate assessment to be taken by Grade 11 students and these assessments will be administered during the semester exam period.

Advanced Placement Credit

Selected Advanced Placement Examinations, provided by the College Board, are available for Graded students when they register through the Guidance Office.

REPORTING

Report Cards

Parents and students are informed of the level of a student's achievement in each of a student's courses by means of a report card issued at the end of each quarter and each semester. Final examination grades for each course are printed on the report card. A detailed absence/tardy report will accompany each report card.

Brazilian Report Cards and Transcripts

These will be issued as part of the checkout procedures for those students officially enrolled in the Brazilian Diploma program.

Interim Reports

Reports of a student's progress in a specific course may be addressed to parents of a student at any time during a semester. Interim Reports are used to inform parents of exceptionally good performance, needed improvement, or near failing or failing academic performance. At the mid-point of each quarter, students with grades lower than 70% will receive Interim Reports or be asked to attend a Parent-Student-Teacher Conference. Parents who do not receive these reports in the mail or by email should call the Guidance Office at 3747-4840.

STUDENT SUPPORT SERVICES

After-School Help

If a student has questions or difficulties with a subject, after-school help with the teacher is available from 15:15 to 16:00, Monday through Thursday. In a few cases, students may need reinforcement in certain areas beyond what can be covered in class or in after-school help sessions. In these cases, teachers may suggest to the High School Principal or Counselor that a tutor could be of assistance. All tutoring recommendations must go through the Counselor or principal, at which point parents will be advised. It is recommended that parents wishing this type of assistance contact the Counselor.

Academic Support (OLC)

Students with documented special needs will be assigned to an academic support course and will receive the support of the OLC (Optimum Learning Center).

English as a Second Language (ESL)

The High School English as a Second Language program at Graded is designed to foster the acquisition of social language and to assist students in acquiring the cognitive and academic proficiency necessary for success in the mainstream program of the school. The ESL program is offered only to Grade 9 and Grade 10 students.

VACATION ASSIGNMENTS

Vacation Reading

During the June/July holiday, students will participate in a Community

Read. This is a series of articles and a book selected by a committee for the entire High School. Students will be expected to read the articles over the holiday and participate in discussions and activities on their return to school in August. In addition to this any Higher Level Language course (i.e. IB A1 English or Portuguese) may assign a vacation reading assignment. This is not optional, and reading is expected to be finished by the first day of classes.

During the December/January holiday, any department may request holiday enrichment assignments. These assignments must be approved the High School Principal and the Advisory Committee. Once approved, these assignments are not optional and must be completed by the students by the first day of class.

New students will be given a minimum of two full weeks to complete all vacation reading and the accompanying assignments.

LANGUAGE POLICY

The Graded Community is a dynamic multi-cultural environment. Language is one key component of cultural understanding. Our mission points to our duty to prepare people for "a pluralistic society...providing an English language-based education...and endorsing the value of diversity and...the virtues of cultural awareness." To this end, our language expectations are as follows:

- In class, we speak the target language (English in an English-medium class, Portuguese in a Portuguese-medium class, Spanish in Spanish class and French in French class).
- In our public spaces, we recognize the social importance, educational value and comfort of people speaking their "mother tongue." Thus in our halls we may hear an array of different languages.
- In our group interactions, we focus on a language of inclusion.

STUDENT ATTENDANCE

Attendance Policy

At Graded, we believe that having an excellent attendance record allows

students to maximize their individual potential. When students are absent or late to school or to class, not only does their learning suffer significantly, but the learning of other students is also affected. Therefore, we expect students to be in school and to be on time for classes. For the benefit of all, the following absence/tardy policy is in effect:

Student & Family Responsibilities

It is the responsibility of the student and family to ensure that students do everything possible to minimize absences from school

- Parents/guardians are to call the High School Office by 09:00 on the day that their child is absent.
- Students who are aware in advance of an absence must complete the Student Absence Form (available in High School Office) and ensure it is signed by his/her teachers. A signed copy of the form must be given to the High School secretary. Students may be prevented from participating in school trips/off campus events if the Student Absence Form is not completed.
- Parents are reminded to arrange all travel plans well in advance. Any absence due to early departure before a holiday or weekend, late return from a holiday or weekend, or any travel during regular school time will be considered as an absence.

Excessive Absences

A student who is absent for six or more classes (excluding absences considered to be school sponsored activities) in any subject during a semester may be subject to one or more of the following responses:

- Placement in structured study hall;
- Removal from participation in one or more extracurricular activities (including off-campus events and trips);
- Loss of senior/junior privileges;
- Social Probation;
- Other consequences as deemed appropriate by the High School Administration.

Flex

Absences from FLEX are treated as any other absence.

Class Cuts

Class cuts are a disciplinary matter. Students who cut class will receive zero credit for the class work missed, tests or quizzes taken, and/or any homework

due that class day and will be placed on Social Probation and subject to disciplinary action as determined by the High School administration.

Illness

In case of illness, notification from a doctor will be required for absences of more than two consecutive days. In cases of extended illness or major injury, home tutoring or other arrangements approved by the school will satisfy attendance requirements.

Reporting

The High School Office will monitor absences and tardies and will notify parents and students when absences and/or tardies reach an inappropriate level.

Homework during Absences

If a student is ill, he or she may contact the teachers or call a classmate to get the homework assignments. The school secretaries are not responsible for collecting assignments. If a student is ill, he or she may contact the teachers or call a classmate to get the homework assignments or check the CourseWeb as appropriate. The school secretaries are not responsible for collecting assignments.

Making Up Missed Work

Upon the student's return to school from an absence, full credit will be given for missed work if it is completed within the same number of school days for which the student was absent, unless a special arrangement is made with the teacher. For example, if a student is absent Monday and Tuesday, the student must submit all work to his/her teachers by the start of class on Thursday.

It is the student's responsibility to see the teacher about missed work.

Making up Missed Quizzes/Tests

- All missed quizzes and tests will be made up on the first day the student returns to school.
- In the case when student arrives to school late and missed a test/quiz, the student must make up the test/quiz in the afternoon of the same day in which they were late.
- If a student fails to make up a test or quiz by the date arranged by the teacher or, if no arrangements have been made with the teacher, the first

Friday after the absence, the student will receive zero credit for the work.

- Any exceptions to these policies must be arranged with the teacher or High School administration.

Late Work

Penalties for late work are determined by each department and are clearly communicated to students at the start of each semester via the course overview information sheet.

Leaving Campus

Students are required to present a gate pass to the school gate guard when they must leave the campus during the school day. Gate passes are only issued by the High School Office when requested in writing by the parents of the student who must leave. The request should include why and when the student must leave during class hours (e.g. doctor's appointment). Students and parents are asked to schedule appointments, such as doctor's visits, after school.

Once school is dismissed at 15:10, students may not leave and then return to campus until after the last late bus has departed at 18:00. Students should only remain at school after 15:10 if they have an appointment with a faculty member and/or are a part of a school-sponsored event.

Grade 11 and 12 Privilege

Grade 11 and 12 students in good academic and social standing and who do not have classes may, with parental consent, be granted the privilege of arriving to school later than 08:10 and leaving school when done. Details will be worked out on an individual basis and at the discretion of the High School Administration. Students on Academic or Social Probation are not eligible for the Grade 11/12 privilege.

Tardies

Students are expected to arrive on time for all classes. Specifically, "on time" means physically being present in the classroom and **prepared** for the start of class.

Teachers will address issues of tardiness directly with the students, and elaborate policies that will be communicated to students at the beginning of the school year.

Students who are regularly tardy for a class will be referred to the High School administration. Issues of chronic tardiness will be met with one or more of the following responses:

- Counselor conference;
- Parent conference;
- Structured study hall;
- Social probation.

Clarification: In order for a tardy to be excused the student must present the teacher with a tardy pass signed by their previous teacher or the High School Administration. Passes signed by the attendance secretary do not excuse the tardy they simply allow the student to enter class late.

Eligibility Support Policy

Graded School's Eligibility Support Policy is used to support students participating in extracurricular activities who are experiencing academic or behavioral difficulties.

If a student fails one or more classes at the end of any grading period, quarter and/or semester, the student will be placed on extracurricular probation. All students who are on extracurricular probation will observe the following expectations if they participate in extracurricular activities.

1. The Student Services Team (SST) and the student's extracurricular advisor(s) will meet to create an individualized schedule of structured study times which may include after school sessions (15:15-16:00). SST will solicit feedback from teachers. Teachers may be invited to participate in the SST meetings.
2. The student must attend all assigned structured study sessions and be engaged and committed to academic improvement for the duration of time that the student is involved in extracurricular activities. At the discretion of SST, this time may be extended beyond the duration of the activity.
3. Students who cut a class may be prohibited to participate in extracurricular activities.
4. Failure to meet expectations as outlined above could result in removal of the student from one or more extracurricular activities.
5. Unless prior arrangements have been made with the High School administration, a student must be in attendance at school for the full day

in order to participate in an extracurricular event on the same day.

6. Students must participate in PE (if enrolled) on the day of an athletic practice or game in order to be eligible to participate.

7. The probationary status of a student will be reevaluated by SST at the end of every grading period.

8. The eligibility support policy applies to all extracurricular activities and any “out of class” events.

Multiple Extracurricular Events

The approval of the Assistant Principal is required for a student to attend more than two off campus activities (e.g. Ilha do Cardoso trip, Model UN, Big 4, etc.) in a semester.

Deadlines

Student eligibility deadlines regarding the purchase of tickets and hotels and the arrangements of documents for international and domestic travel will be set by the Athletic Director and/or the Assistant Principal.

EXTRACURRICULAR ACTIVITIES

Athletic Program

The Athletic Program holds practices from 15:15 to 18:00. Graded is in the São Paulo High School League and competes with other American schools in Brazil and South America. The sports program includes Junior Varsity and Varsity teams for most sports offered; students aged 11-15 are eligible for Junior Varsity, and ages 14-19 for Varsity teams. For additional information, schedules and specific Athletic Department policies, rules and expectations regarding student participation in the sports program, please visit the Athletic Director or pick up a copy of the Graded Athletic Department Handbook in the High School office.

Activities Program

Graded School offers its students the opportunity for participation in a wealth of varied activities beyond the traditional classroom. Students are able to pursue an area of personal interest while building unique relationships with teachers and students. Examples of activity programs include community service, student newspaper, environmental club,

digital film, and knowledge bowl, to name a few. Activities are run outside of regular class hours. For additional information, please visit the Assistant Principal.

Community Service Program

Graded School offers students a varied Community Service program on a voluntary basis. Students can choose the activity of their preference from a current package of nine options. The particular schedule of each project varies according to the activity itself. Some of the projects are run weekly, on or off campus; others culminate in semester or yearly trips, after intense fund-raising and organizational activities. The weekly projects are run after school, from 3:20 to 4:45, or on Saturdays, on predetermined days. For schedules and specific information, please visit the community service director in the High School Guidance, or check Graded Intercultural Center’s link on school’s website.

Eligibility

Students may not participate in extracurricular activities until the on-line health and registration form is completed by the parent and the student. Unless prior arrangements have been made with the High School administration, a student must be in attendance at school for the full day in order to participate in an extracurricular event on the same day.

PHYSICAL EDUCATION REGULATIONS

Gym Clothes

If a student is not dressed in proper gym clothes, he or she will not participate in regular class activities and will lose points for the day.

Security for Personal Items

Baskets are provided in a locked area. The school is not responsible for lost articles and books outside the locked area.

Medical Excuse for P.E.

Unless an excuse from a physician states complete rest, a student is to be dressed in his/her gym clothes for every class. Medical excuses are

based on the doctor's written recommendation and should specify dates of the excuse. It is recommended that all notes be specific as to what type of activities are prohibited so that modified activities, which may include written work, can be arranged to earn a P. E. grade.

RESPECT EXPECTATIONS

These expectations guide individual, collective, and institutional behavior at Graded.

We work together to better understand our role and responsibilities as global citizens.

- Teachers will teach a culturally diverse curriculum, engaging and empowering students to think critically, from various perspectives.
- Classrooms will be safe for risk taking.
- We will not prejudge people.
- Students and teachers together will establish classroom norms and rules.
- We will all make an effort to communicate in both English and Portuguese.
- We will act collectively and individually to ensure that our actions are aligned with these expectations.

We take responsibility for personal actions and act with fairness, honesty, and integrity:

- We will foster open dialogue within the Graded community to promote an environment of trust and understanding.
- Property, personal possessions, ideas, and our physical and emotional selves will be safe from harm.
- We will demonstrate academic honesty and fairness.

We show respect for ourselves and for others:

- We will listen deeply, openly, and effectively to one another.
- We will be active, collaborative members of the Graded community.
- We will communicate respectfully, using appropriate language.
- We will leave our environment better (cleaner, neater, working better) than how we found it.

- We will practice the Golden Rule, treating others as we would like to be treated.

We treat everyone equitably and fairly, respecting and embracing the diversity of all, including gender, race, ethnicity, nationality, socio-economic status, sexual orientation, religion, language, abilities and disabilities.

- We will cultivate an appreciation for others.
- We will be inclusive in our language and behavior.

We will reflect on our own attitudes and actions in order to continue learning how to meet these expectations.

STUDENT BEHAVIOR

Appropriate Dress and Behavior

- Students must wear clothing appropriate for a school setting. Beachwear, such as short shorts, halter-type or low-cut-tops, bare midriffs, or T-shirts with provocative or inappropriate language or symbols are not permitted. Caps are not permitted in the auditorium. If a teacher requests that a student remove his cap in a classroom, the student must comply.
- Inappropriate displays of affection are to be avoided. More specifically, any sexually passionate acts are not acceptable on campus or near the entrances or exits. Parents will be contacted after an initial warning has been given and behavioral consequences will increase if the inappropriate actions continue.

Lockers

Good maintenance of lockers is the responsibility of the students who use them. Any damage to a locker will be charged to the student to whom the locker was assigned. Lockers must be used and locked at all times to protect student property, school books and the locker door from damage. The school reserves the right to check lockers in the interest of the entire school community, or those of an individual, for safety or health issues. Students must supply their own locks. Students supply their own locks.

Care of Grounds

Please walk only on cemented or tiled walkways. Place litter in trashcans, aluminum cans and paper in recycling bins. It is every student's obligation

to help keep the Graded campus clean and attractive, and to show general respect to your colleagues and to the environment, inside and outside the classroom.

MAJOR SCHOOL RULES

Serious disciplinary problems at Graded are rare, but when students violate rules, the purpose of disciplinary consequences is not so much to punish as it is to encourage students to internalize positive community values. We seek to help students become self-regulating, responsible adults. An over-regulated, rule-bound environment would lead to a community based on mistrust, not trust. Students who have little freedom to make mistakes from which they can learn will be less able to cope with the unsupervised environments beyond Graded.

When students violate major rules, our response is firm and immediate. The usual consequences for breaking rules are as follows:

- Make-Up Study Time, in which the student reports to a designated place after school in order to quietly study or complete tasks.
- In the case of a suspension, the student is allowed to turn in previously assigned work but will receive zero credit for the work done at school during the duration of the suspension. An in-school suspension is when the student spends the entire day studying in school but is not allowed to attend classes. An out-of-school suspension is when the student is not allowed on campus for the term of the suspension. The school may expel a student for repeated or flagrant violation of the rules. Any decision regarding expulsion will be reviewed by the Superintendent.
- Based upon the judgment of the administration, a student may be placed on social probation for violation of major school rules or repeated violations of minor school rules.

Student Rights

Each student has the right to be:

- secure and safe in his/her person and property.
- treated with respect, courtesy, and consideration by every student, teacher, administrator, and adult in the school.

SOCIAL PROBATION

A student may be placed on Social Probation when his or her behavior warrants a change. The student is given a window of time in which to follow all school rules and become responsible for his or her behavior. Social Probation may automatically result in an out-of-school suspension and a conference with parents to determine whether the student will remain at **Graded School**. Students placed on Social Probation may also be deemed ineligible to participate in extracurricular activities.

MAJOR SCHOOL VIOLATIONS

The Graded Community considers any of the following violations – on campus or during school-sponsored activities – a serious breach of code of conduct:

- Vandalism,
- Academic Dishonesty,
- Forgery,
- Insubordination,
- Theft,
- Verbal or Physical Harassment,
- Fighting,
- Possession of Weapons,
- Smoking,
- Alcohol and Drugs.

Depending on the severity of the offense, the violations may be dealt with according to the following consequences:

- Parental conferences,
- In-school suspensions,
- Out-of-school suspension,
- Being placed on Social Probation,
- Any other consequences deemed appropriate by the High School Administration,
- And as a final result and for the worst offenses or repeat offenses the student may be expelled from the school.

ACADEMIC HONESTY

Test Situations

Students may not use verbal, written, or electronic information during a test, which is not previously permitted by the teacher. Classroom rules on communication during tests may be enforced as a matter of discipline, and may constitute examples of cheating, subject to teacher judgment.

Plagiarism

Plagiarism is the use of another person's ideas, research, or original work without giving proper credit with internal citation, footnotes, or endnotes. Please refer to Writers INC: A Student Handbook for Writing and Learning ("Giving Proper Credit," 256-258) for further information about avoiding plagiarism, writing paraphrases, and using quoted material.

In general, if you borrow an idea that is not your own, you must give that person proper credit. If you copy a quote or paraphrase, however loosely, you must cite the quote or idea, its author and source either within the paper or in a footnote/endnote. If a fact is common knowledge, then no footnote is needed. (Examples of common knowledge are the facts that Mount Everest is the highest mountain in the world, that there are 365 days in a year, that Emily Dickinson lived all her life in Massachusetts, or that Brasilia is the capital of Brazil.) If you have the slightest doubt whether or not something you borrowed should be credited, then go ahead and cite the source. If you fail to cite a source of borrowed information that is not common knowledge, then you are plagiarizing.

Homework

The question of collaboration on homework is a matter of classroom discipline and may be considered cheating. Students are encouraged to discuss the concept of "collaboration" with individual teachers. An example of cheating includes copying the work of a fellow student.

Sanctions

All work involved in a case of cheating will receive a grade of zero. The usual response to academic honesty violations will result in the student being placed on Social Probation for one calendar year, perhaps with additional sanctions as determined by the High School administration.

A second offense may result in dismissal from school for at least two full quarters and a possible return to school on permanent probation with the provision that if the student cheats again, he or she will be expelled from school.

ALCOHOL AND DRUGS

If a student brings alcohol onto the campus or comes to school or a school activity under the influence of alcohol, he or she will receive an out-of-school suspension and parents will be informed. Repetition of this offense may lead to expulsion.

Abuse of chemicals and controlled substances (illegal drugs) is an extremely serious matter in Brazil and can result in legal consequences. The school is not in a position to protect the student involved in drug abuse, although it does attempt to prevent such problems by providing information in health classes and via other forums. The school may facilitate the treatment of a student who wants help with an addiction and wishes to remain in school. Students possessing or bringing these substances onto the campus or appearing on campus under their influence will face lengthy suspensions or expulsion. The school is under obligation, in certain circumstances, to report these incidents to the local authorities. The supplying or sale of drugs will result in expulsion and the notification of the authorities.

COMMUNICATION

Graded makes every effort to include parents in discussions concerning school issues related to our greater community. Through clear and open communication by both parents and school staff we can ensure that all students have the best educational experience possible.

There are a number of ways in which the school will communicate with parents. These include, but are not restricted to:

- Email Correspondence: Parents should establish a reliable email connection and give the email address to the High School office as early in the school year as possible.
- Graded Gazette: The regular High School newsletter may be found in our school newsletter called the "Graded Gazette." The Gazette is distributed electronically every Wednesday.

- **Open House:** Early in the school year, parents are invited to attend High School classes, to meet their child’s teachers, and learn more about the program.
- **PTA Coffees:** Periodically, parents are invited to attend meetings with the Principal or other school members to receive updates on programs and to share questions and concerns. Please consult the school calendar for dates and times.
- **Conferences:** Parent-teacher conferences are formally scheduled for one full day each semester. Students are encouraged to attend the conferences. Alternatively, parents may schedule a conference any time during the school year.
- **Open Door:** Please know that any member of the school community is welcome to visit the High School office at any time with questions, concerns or comments.

WRITING CENTER

The Writing Center is a unique resource for Graded Upper School students to improve their English-language and Portuguese-language writing in all subject areas. Headed by Ms. Pfeiffer, who also teaches IB English and Creative Writing, and Mr. Spanghero, who teaches Portuguese, the Writing Center is where students go for additional help on written work.

A student’s first writing teacher is the classroom teacher, who best knows the course’s expectations and assignments. Ms. Pfeiffer and Mr. Spanghero are other teachers to go to when students are having trouble, which could be before they start writing, while they are drafting, or after they have gotten a paper back and are able to revise and improve it. Students can seek help on any part or at any stage in the process of writing essays, research papers, application essays, labs, or any other kind of writing. Through individual conferences students can hone their revision skills, making them better communicators and more successful students. (IB students should note that the Writing Center cannot help them with their external assessments, which are sent to outside IB examiners.)

The Writing Center is not an editing service in which papers are dropped off to have the prose edited and corrected. Ms. Pfeiffer and Mr. Spanghero are writing teachers, who work through a specific piece of student writing

to teach students to see their mistakes. Graded High School thinks it is important for students to learn how to be independent learners and problem-solvers; therefore, the Writing Center helps to develop in students the ability to identify weaknesses in their own thinking and writing, and the ability to know how to fix them.

- To use the Writing Center, students need to plan ahead. The sooner they make an appointment the better. As the semester progresses, or during certain times when all students in a grade level are working on a major essay, more students make appointments, and available free times get taken. Students must take responsibility for their work and not wait until the day before a paper is due to seek help. Students need to understand that sometimes one appointment may not be sufficient to fix problems in an essay - careful thinking, good writing, and successful revision take time.
- To receive help, students sign up for an appointment for the current week on the Writing Conference Schedule outside Ms. Pfeiffer’s office (B27) or Mr. Spanghero’s office (B28). Students can also see or email the teachers (mpfeiffer@graded.br or mspanghe@graded.br) to make an appointment.
- The Writing Conference Schedule indicates which times are available, during and after school. Most appointments are for 20 minutes; during this time a conference can fix, for example, problems with a thesis, an introduction, a paragraph or section, citation, or bibliography. If students need more time with a longer piece (such as a full essay or a large section of a paper) or have a bigger problem (such as constructing a logical, persuasive argument or supporting it with convincing evidence), then they are welcome to sign up for a 40-minute appointment. Appointments are promises to be there and be on time; missed or abruptly cancelled appointments are not taken lightly.
- When students come to an appointment, they are required to bring the paper they want help with, along with their specific questions or ideas. Students should be prepared to write down the specific sentence revisions and general advice. If students seek help in the drafting stage, then they should bring the writing assignment given by the classroom teacher.

The Writing Center is a valuable resource for Upper School students. We encourage all of them to take advantage of it.

HIGH SCHOOL TRIPS

Every year Graded High School students travel to various parts of Brazil to enhance their education. *Graded School* believes in the value of the education students derive from experiences outside of the classroom and is committed to planning and executing a major trip once a year involving all students and faculty.

Guiding principles for the trips:

- To gain a deeper appreciation of Brazil,
- To learn through real life experiences,
- To further develop problem solving skills,
- To cultivate an appreciation for others and respect for differences,
- To develop deeper relationships within our community,
- To reach beyond the limits of everyday experiences,
- To better understand how knowledge has an impact on daily life,
- To develop team building skills,
- To engage in education beyond traditional curricular limits.

Trip Themes

- Grade 9: Respect
- Grade 10: Service
- Grade 11: Environment
- Grade 12: Culture

STUDENT SERVICES

Bus Transportation

Note: *The activity buses follow pre-determined routes and therefore do not drop students at their doors, but usually drop students within a 10-block radius of their home.*

- The transportation system at Graded is offered as an optional service because of the widely separated areas of São Paulo in which students live. Twenty three routes deliver students to school at 08:00 and return students to their homes in the afternoon, leaving school at 15:15. Eight buses leave school at 16:15 and 4 buses leave school at 18:00 to transport those who participate in afterschool activities. For more information contact

the Director of Transportation, Celio Sacramento.

- A fee is required of any student who wishes to use the transportation services but is not a regular user. Special bus passes must be issued or the Transportation Supervisor is to be informed otherwise.
- When a student is paying the normal bus fee, the after-school activities bus is free.
- A signed note must be sent to the Transportation Supervisor's office by the parent of a student wanting to: 1) take a bus other than his or her own; 2) get off the bus at a stop other than his or her regular stop; or 3) leave the school by private car.
- The bus drivers are screened and licensed, and are responsible for the conduct of the students and rule enforcement, in addition to the safe navigation of the bus in the traffic of São Paulo.
- Students who do not behave properly are a safety hazard to all who ride the bus and can lose the privilege of school bus transportation for varying lengths of time depending on the seriousness of the infraction.
- Students who are not receiving after-school help or who are not in an after school activity should leave the campus at 15:10.

Health Services

Nurses

Two registered nurses are on duty during school hours to treat any minor mishaps that may occur. The school doctor is available, on a part-time schedule, for consultation and periodic student health check-ups. During class time a student pass should be secured from the teacher referring the student to the nurse's office. Parents are required to provide the Health Service information pertaining to any treatment (medical or psychological) their child is undergoing or any allergies suffered or medicine given.

Illness or Injury

The nurse's office is equipped to provide immediate first aid and to treat minor injuries. In the event of an illness or accident requiring further medical treatment, parents will be notified. The nurse will call the home, office, and/or emergency telephone numbers listed in the student's file. Parents, or other appointed guardians will be asked to pick up their child at school and arrange for medical treatment. In the event of a serious accident requiring immediate, life-saving measures, appropriate ambulance services will be summoned.

Medication

If a student needs to receive medication while at school please contact the nurse's office for details.

Immunization

Students are expected to have followed a routine and customary schedule of immunizations throughout their early childhood and later years. It is the parent's responsibility to ensure that their child's immunization record is up-to-date and the school requires a copy of each student's vaccination record.

Telephone

There is one pay phone, for student use, located in the corridor near the library and in addition to the two other phones next to the front gate and the back gate. ***Use of cellular phones on campus is prohibited except for in the Student Center, cafeteria and hallways during breaks.*** Use of cell phones anywhere else will result in the confiscation of the phone. Office phones are for official school use only. Telephone cards may be bought at the school store.

Vehicles

Because of insufficient parking space, students may not drive cars on the campus or park on the campus.

Visitors

Visitors should be limited to school business, and a visitor's pass must be obtained in the High School Office. Student visitors are not allowed in classrooms between 08:10 and 15:10 without permission of the Principal or Assistant Principal. Permission for student visitors must be requested from the Principal or Assistant Principal at least 24 hours in advance. Student visitors may visit the campus for a maximum of one day.

Lost and Found

As a general rule, lost books, other learning materials, clothing, sports equipment and small valuables are turned in to the office. Items not claimed at the end of each semester are usually given to needy families. Money and valuable articles that have been lost or stolen should be reported immediately to the High School Office.

Do not bring valuable objects to school.

TECHNOLOGY

Technology Department

The technology department provides equipment and services for High School students. Each High School student, upon signing their Acceptable Use policy (see next section), will receive a network login, an email address, and a CourseWeb login.

Students are expected to check their email on a regular basis as this is a primary form of communication between staff and students at the school. In addition, Graded faculty post course information on the school's online course pages. Each faculty member has their own expectations for student use of the online course pages and will make them clear at the beginning of the school year.

The school has ten computer labs, including two wireless laptop labs. The primary student drop-in labs are located in the Secondary Library, the Writing Center, the Technology Office and Room A3. At times, these labs may be booked by classes, and students will be asked to leave. There are, however, several workstations around campus for general student access.

The department also supports equipment and software used in the educational and co-curricular programs of the school. Students can check out digital cameras and selected software from the secondary library for use for school projects at home and around campus. Because students often need to work on files at home and at school, students are encouraged to make use of the school's remote access features. Students can set up their iFolder in one of the Graded labs and then transfer files between their home and school computers via the Internet.

The technology department has several people on hand to assist students with the use of technology. They are located at the Help Desk in the technology office as well as in the High School drop-in lab on the first floor of the library and Room A3. Students should go to the Help Desk to purchase extra printing credits above the 150 pages a semester they are allocated.

Computer Rights and Responsibilities

As our instructional technology is a limited resource, Graded believes that the sole use of that resource should be to further the educational

goals of the school. The following guidelines are intended to help students understand appropriate use. Failure to respect these guidelines could result in immediate restriction or termination of access and/or other disciplinary action.

Privileges of Graded network users:

- The right to privacy in your electronic communication and work. Graded recognizes and respects the need for privacy when it comes to data stored on the network and sent through the school's email server. It should be noted, however, that the computers and all data in them are school property. Because the school acts as a "host" for your account, it has a responsibility to ensure the legality of all behavior conducted in its name. There are occasions when a member of the technology staff may need to access personal email or files for security or maintenance reasons.
- Access to network services. All members of the Graded community have the right to equal access of the school's resources. Some uses, such as classroom work or homework, have priority over other uses, such as email or "web surfing." No single user should monopolize a computer or the network.

Responsibilities of Graded network users:

- Never share your password or account with anyone. You have full responsibility for the use of your account and will be held responsible for any policy violations traced to your account.
- Gaming is not allowed, unless as an approved activity
- Do not knowingly degrade the performance of the network. For example, electronic chain letters and Internet chat rooms are prohibited for this reason. Do not knowingly degrade the performance of the network. Downloading and/or storage of non-classroom material from home or the Internet are forbidden and will result in the loss of network access.
- Honor all rules of copyright and personal property. Ownership of text, music, software and other media must be respected. This prohibits the copying of software and, in particular, games to or from school computers.
- Avoid the knowing or inadvertent spread of computer viruses.
- Use appropriate language and behavior. Profanity and obscenity are not permitted at any time. As the computer labs are shared workspaces, be courteous and polite in the computer labs as well.
- "Hacking" or altering the operating system or programs. Such activities

are unacceptable and considered to be a very serious violation of school rules.

- Impersonation, anonymity, and pseudonyms are not permitted. As an educational network, we believe that individuals must take responsibility for their actions and words. Use of another's login, even if authorized by that person, is expressly forbidden.
- Use of network for illegal or unethical activities is prohibited. Such activities include tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable destruction of computer files.
- Respect school policies. As Graded considers computers an academic research tool, students may also lose computer privileges for failure to respect the guidelines for use.
- Sensible use of resources. Students are given rights to print 150 black and white pages per semester (seniors receive 300 pages), which is sufficient for school essays and projects. After that, they can purchase additional copies in the Media Center.
- Responsible use of email. Student email accounts are to be used for school communication and work. Spam and other irresponsible use of the system are forbidden. Students with questions about acceptable use of email should contact a member of the technology department for clarification.

Graded Internet Privacy Policy

Graded School is strongly committed to protecting the privacy of students and families. We feel it is important to provide a secure environment for students at school and to ensure that sensitive information is not made available to the outside world. At the same time, we recognize the power of the Internet to communicate information to the Graded community as well as prospective families and teachers. In an effort to provide the best information possible, the school reserves the right to publish candid and random photographs of students and teachers throughout the school's web site. Photos will be published without names or addresses attached. If parents do not want photos of their children to appear on the school's web page, please contact the appropriate division principal.

CAFETERIA

The cafeteria is administered by a certified dietitian who presents balanced and nutritious meals every day. Hot lunches are served, and soup-and-sandwich alternatives are available. All drinking water is regularly analyzed for purity. All students are expected to return utensils, paper, etc., to the service area, scrape them clean when finished eating, and leave the table clean for those who follow. Food is not to be taken out of the cafeteria.

UPPER SCHOOL LIBRARY

The library and its resources are designed to support the school's curriculum, promote leisure learning and nourish curiosity. Our staff of professional librarians and library assistants welcomes students, faculty, parents, alumni, administrators and staff from 7:30 am - 5 pm on school days and mornings during summer and winter recess. The resources available to students in English, Portuguese, Spanish and French include:

Physical Resources:

- 26,550 book titles
- 6 newspapers, 21 journals and 65 magazine titles
- 901 CD titles (audiobooks, music and other sound recordings)
- 38 computers (laptop and desktop)
- 3 color and black & white printers
- AV equipment for projects, reserved through a teacher (minicamcorders, Flip cameras, digital still cameras, tripods)
- USB sticks
- 1 computer lab (for academic use)
- 1 conference room

Web-based Resources:

- Online library catalog (Destiny)
- Online databases: EBSCO, GALE, SIRS Researcher, Facts on File, Humanities
- e-Book, NewsBank UN Collection
- Online tools: Noodletools, Dicionario Houaiss, Oxford English Dictionary, ThinkMap Visual Thesaurus
- AV online: BrainPop, Safari Montage, Tumblebooks Readables

Human Resources:

- 2 professional librarians to teach research knowledge skills and serve as research and reading advisors.
- 2 library assistants to assist patrons in locating and checking out materials and give general support to the library program

Out of respect for the needs of all library users, and in response to a student initiative, the main floor is designated for quiet activities, including small group and class use. The upper floor is for silent study and reading. Study groups may use the conference room when available. Those wishing to socialize or eat, including during study hall, should choose a more appropriate venue.

Borrowing policy details are available in bookmark form at the circulation desk. Generally, they require borrowers to accept responsibility for the privilege of using Graded's library by returning or renewing resources on time, or paying a financial penalty for overdue, damaged or lost items. (Overdue fines may be substituted with canned powered milk which aids several community service projects.) All materials must be returned at the end of each semester, unless other arrangements are made with a librarian.

A volunteer Student Library Advisory meets regularly with the librarians to discuss library issues and initiatives.

Please note: Lower school students are welcome when accompanied by an adult.

School Store

School items such as pens, pencils, paper, phone cards, notebooks, folders, etc., may be purchased at the school store, using student ID cards.

Student Cards and Snack Bar Cards

In order to purchase supplies at the school store or to use the snack bar students must have a valid student ID card. This document can be obtained in the High School office. In order to put money into the card's account the student must see the cashier.

REGULATIONS FOR USE OF FACILITIES

- Students cannot be on campus after school hours or on non-school days without the company of a responsible adult.
- Children may use the playground and elementary playing facilities if under the direct supervision of an adult.
- The use of skate boards, skates, roller blades, and bicycles is not permitted on campus.
- During events occurring after school hours or non-school days, participants and spectators are expected to remain in or near the area where the event takes place.
- Dogs and cats are not allowed on campus.
- The use of campus facilities by a group or individual must be approved in advance by the Assistant Principal.
- During school hours, students may only go into Lower School areas if they are directly supervised by an adult.
- Rules for the use of the track and field are posted at the track entrances.

EMERGENCY PROCEDURES

Fire Drill

In the event of fire, walk quickly and quietly (in an orderly and calm manner) directly to the bleachers on the other side of the field. Each student is to line up in his/her assigned FLEX row and quietly wait for the FLEX row teacher advisor to take attendance and for further instructions.

Lockdown

A notice of a "Lockdown" will be made either by public address system or personally, under which circumstances, students are to remain in or enter the nearest classroom and be inconspicuous. Blinds in the classrooms will be drawn, lights turned off, and students will sit on the floor until further notice. Students should remain quiet and calm. An "End of Lockdown" announcement will be made, either by public address system or personally.

STUDENT CHECKOUT PROCEDURES

Any student leaving Graded must be properly checked out prior to his or her departure from school. The checkout process is initiated by contacting the appropriate Principal or Counselor. The student is responsible for furnishing a letter signed by his or her parents requesting withdrawal from school. No student will be officially checked-out until all school obligations have been cleared. Requests for official transcripts and school records will not be honored until a student has been officially cleared by the Business Office. Copies of unofficial transcripts may be available earlier.





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