

GRADED

THE AMERICAN SCHOOL OF SÃO PAULO

Running Start Guide



School Starts: Monday, August 6, 2018

Start of School Checklist

❑ Nurse's Office:

Update Veracross with new medical information and contact the Nurse's Office to discuss new or updated student medical conditions. Make sure to complete all health forms. [Click here for instructions.](#)

❑ Contact Information:

Update your information in Veracross to make sure that we can contact you in the event of an emergency. [Click here for instructions.](#)

❑ Vehicle Tags and Stickers:

If you don't have a parking tag and sticker for your car, which you will need to enter the garage, please make sure to obtain one from the Security Department at the Parking Garage Reception Desk. Please update your vehicle and driver information. [Click here for instructions.](#)

❑ Schedules:

Middle and High School students can check their preliminary schedules by logging into Veracross. These videos will walk you through how to access this information. [Here is a version with English subtitles.](#) [Here is a version with Portuguese subtitles.](#)

❑ Vacation Assignments:

If you are a Middle or High School student, make sure you have completed your vacation assignments. For more information, visit our website, then click under "Learning" for vacation assignments.

Campus Safety Reminder

In order to maintain safety on campus:

- ❑ All vehicles must display:
 - ❑ 1 sticker for the school year
 - ❑ 1 tag valid while the student is enrolled

- ❑ Update your vehicle information in Veracross. [Click here for instructions.](#)
- ❑ Caretakers (nannies) and extended family visiting campus **must** check in with Security, in order to be issued an ID badge. An ID badge is required for all visitors.
- ❑ Parents and visitors on campus during an emergency drill should gather on the field.
- ❑ Ensure the school always has your up-to-date contact information.

School Hours

Lower School

7:45 am Playground Open
8:00 am Classrooms Open
8:05 am Learning Begins
3:05 pm Dismissal **(2:35 pm on Wednesdays)**

Upper School

7:45 am Classrooms Open
8:10 am Learning Begins
3:10 pm Dismissal **(2:40 pm on Wednesdays)**

Graded's Parent Teacher Association (PTA)

WELCOME PICNIC FOR NEW FAMILIES!

We invite all new families at Graded to join us on Saturday, August 4, from 12:00-4:00 pm, as we welcome you to our community.

Graded's PTA exists to help parents, administration, and faculty:

- ❑ **Communicate** with one another and with the community.
- ❑ **Understand** the Graded experience better; promoting its values, educational enrichment, and a healthy environment for the students.
- ❑ **Engage** and be active participants in school events.
- ❑ **Cherish** being part of our unique and diverse community and to promote harmony among the many cultures at Graded.

In previous years, Graded's PTA activities have included:

- PTA Book Club
- Celebration of the World (COTW)
- Enrichment Coffees
- Festa dos Funcionários
- Festa Junina
- Monthly Board Meetings
- Teacher Appreciation
- Thanksgiving Celebration
- Welcome Events
- PTA General Meetings
- Volunteering

Questions and volunteering: Contact us at pta@graded.br.

Nurse's Office Guidelines and Medication Administration

The Nurse's Office is open from 7:30 am to 6:00 pm, Monday through Friday. Two registered nurses provide care for students who get sick or injured, or who need treatment and/or medication.

The Brazilian government requires that all students submit their up-to-date immunization records to the Nurse's Office within two weeks of August 6, 2018, the first day of school - in other words, on or before August 20, 2018. The required immunizations may be found [here](#).

Please fill out the following forms and submit them to the Nurse's Office before August 20, 2018:

- [Diabetes Medical Management Plan \(DMMP\) Form](#)
- [Food Allergy & Anaphylaxis Emergency Care Plan](#)
- [Health Form](#)

If you need further information, you may contact the Nurse's Office at 3747-4846 or nurse.office@graded.br.

Staying Informed at Graded

Graded uses multiple communication vehicles.

❑ **Email:**

You will receive The Graded Gazette, letters from the superintendent and principals, faculty messages, Veracross and Haiku notices, report cards, and other information via the email account you have entered in Veracross.

❑ **Graded Gazette:**

The Graded Gazette is a monthly electronic publication featuring articles about Graded.

❑ **Divisional Announcements:**

Middle and High School associate principals send out weekly announcements via email. [Lower School Blogs](#) are updated by the administrators on a weekly basis. Read them for important school announcements and news.

❑ **Website www.graded.br:**

The Graded website provides a wealth of information for parents.

❑ **Calendar:**

Graded has an [online school calendar](#) with information on school events and activities. The calendar may be found on the Graded Veracross Parent Portal.

❑ **Text Messages:**

Text messages may be used to contact parents, in the event of an urgent announcement. Be sure that you have input your updated mobile phone number into Veracross.

❑ **Social Media:**

Facebook: www.facebook.com/gradedbr

Instagram: www.instagram.com/gradedschool

LinkedIn: www.linkedin.com/company/graded-school

❑ **WhatsApp Groups:**

The PTA operates an official WhatsApp group for each grade level. To enroll, please contact your PTA representative.

Booster Club

Go Eagles! Be a Booster Club Volunteer

As a volunteer parent organization, the Graded Booster Club provides support for all of our Graded athletics teams. The Booster Club promotes community involvement, school spirit, and raises funds to enhance Graded Athletics. The club's many activities include home game concession stands, an annual Athletics banquet, and team socials. The Booster Club also runs the Graded Booster Club Store, located in the Student Center. The organization relies upon the voluntary support of parents for the success of these programs and encourages you to volunteer. If your son or daughter is involved in athletics at Graded, you will truly enjoy making new friends and volunteering with the Booster Club!

Get involved by contacting Shirley Chang at shirleychangbr@gmail.com.

Classrooms Without Walls (CWW) Information

Graded's Classroom Without Walls (CWW) trips will, once again, take place in September for all Middle and High School students. Following please find this year's trip dates. You will receive grade-level CWW information in the near future.

Middle School

- ☐ Monday, September 24-Thursdays, September 27
 - ☐ Grade 6, São Luiz do Paraitinga
 - ☐ Grade 7, Cavernas do Petar
 - ☐ Grade 8, Chapada dos Veadeiros

High School

- ☐ Sunday, September 23-Thursdays, September 27
 - ☐ Grade 9, Bonito
 - ☐ Grade 10, Lençóis Maranhenses
 - ☐ Grade 11, Portal da Amazonia
 - ☐ Grade 12, Recife

Activities and Athletics

First Semester Activities and Athletics Program Important Dates:

- ❑ Eaglets LS & MS Athletics: Soccer and Basketball
 - ❑ Begins week of August 20 (Online Registration)
- ❑ Junior Varsity & Varsity: Soccer, Basketball, Volleyball, Cheer, and Swimming
 - ❑ Begins week of August 6 (Varsity)
 - ❑ Begins week of August 13 (Junior Varsity)

After-school Activities:

- ❑ **Activity Fairs**
 - ❑ Friday, August 17 (LS: 9:30-10:30 am, US: 11:00 am-12:15 pm)
- ❑ **First Semester Activity Dates:**
 - ❑ August 20 - December 7

Graded's Parking Garage and Vehicle Access Guidelines

Dropping off passengers inside the Parking Garage is safer for your children and helps to ensure better traffic flow at peak times. Please never drop off or pick up your children on the sidewalk beside the school.

MAIN ENTRANCE: Av. José Galante, 425.

Available 24/7 for families, visitors, faculty, and staff. Parking available.

User registration area: We have a reception desk at which we welcome visitors, update users and vehicles in the school's database system, and hand out the security stickers and tags for family vehicle identification and access.

LOWER SCHOOL CAR PICKUP

Available for pickup and drop-off of Lower School students only (no parking).

Gate opening times: 7:45 am / 12:10 pm / 3:10 pm / 2:45 pm (Wednesdays).

AVOID TRAFFIC FINES! CET (São Paulo's Traffic Engineering Company) has very strict traffic rules. When heading south on Giovanni Gronchi, do not take José Galante directly from Giovanni Gronchi, because the Parking Garage will be on your left, and you will not be able to cross the lane to enter.

If you have questions: The Security Team is always ready to help. You may email Security and Transportation Manager Rogerio Santos at rogerio.santos@graded.br. Find out more: www.graded.br/parking.

Bus Information

Graded's bus service is provided by a consortium of drivers, "Consórcio de Transportadores Escolares," but regulated in-house. If your child is already a bus rider, the contract you signed for the previous school year has automatically been renewed for the 2018-19 school year.

Monthly bills for the 2018-19 academic year will be sent to your address by the "Consortio de Transportadores Escolares" on approximately the 10th day of each month. Payments will be divided into **12 monthly installments from July 2018 to June 2019**, and payment will be due on the 25th day of each month.

Please go to <https://www.graded.br/transportation> for a full list of regions covered and prices for the 2018-19 school year. If you are not a current user, please note that space is dependent upon availability and that some routes are already full. Pickup and drop-off routes are predetermined.

Please note that parents of Lower School and Middle School students must email authorization in advance to Silvio Pedroso at silvio.pedroso@graded.br. High School students do not need to provide authorization from their parents for this service.

Livro Fácil

Livro Fácil is our on-campus bookstore where parents and students can purchase required textbooks, novels, and/or school supplies. The store is located on "Main St." in front of the Cafeteria. You may find required texts by visiting the [Supplies and Book Lists](#) page on our website or on [Livro Fácil's website](#).

Snack Bar - GRSA Paneria

The Snack Bar is located in the Student Center, and is open from 7:30 am to 5:30 pm on school days. Student ID cards, issued at the beginning of each school year, also serve as debit cards for the Snack Bar. To add funds to a Student ID card, please visit the Snack Bar cashier, or you may do so online [here](#).

Cafeteria

Graded's Cafeteria provides a nutritious and delicious lunch each day to more than 1500 individuals. You may find menus by visiting www.graded.br/lunchmenu.

Parents and visitors wishing to have lunch in the Cafeteria may purchase a meal ticket from the cashier who is located on the second floor of the Front Office.

Technology Reminders

Technology is an integral part of the Graded learning experience. Pay close attention to the following updates and reminders, so that you may be fully prepared for the 2018-19 school year:

- ❑ **Bring Your Own Device (BYOD) Guidelines:** Students in grades 6-12 are required to bring a laptop to school. Please pay careful attention to the guidelines found [here](#) when purchasing your child(ren)'s device(s). The school does not provide loaner equipment, except in special circumstances. Please find Graded's computer loaning policy found [here](#).
- ❑ **Getting Tech Support:** The Department of Information and Communication Technology (ICT) is open from 7:00 am to 5:00 pm, Monday through Friday for any member of the Graded community needing technical assistance with school-related systems or devices.
- ❑ **LARK (Legal, Appropriate, Responsible, Kind):** At Graded, the LARK guidelines are designed to provide an ethical framework to use digital tools in a way to support learning. We encourage you to reference our [website](#) or the divisional handbooks ([LS](#) / [MS](#) / [HS](#)) for more information. In order to supplement school conversations, it is important that families discuss appropriate use of technology with their children.
- ❑ **Haiku:** Haiku is the learning management system that the Middle School utilizes to communicate and support instruction.
- ❑ **Veracross:** Veracross is our school's student information system (SIS). You will use it to access schedules and report cards, check attendance, and/or request gate passes. This [video in English](#) will explain logging in and seeing report

cards. Here is a [version with Portuguese subtitles](#).

- ❑ **Gate Passes and Attendance Information:** Beginning this school year, families must request gate passes and communicate absences as well as late arrivals and early dismissals through Veracross. This procedure provides a secure way to verify family permissions. Pay close attention to the steps in this guide to learn how to do this. Here are instructions in [English](#) and [Portuguese](#).
- ❑ **Mobile Phones:** As communicated by the principals, students in PP through Grade 8 should keep mobile phones out of sight from 8:00 am - 3:10 pm each day. For more information, please refer to the [Lower School](#) and [Middle School](#) Handbooks.

Need technical assistance?

ParentTechSupport@graded.br



Gate Passes and Student Logistics

Parents, guardians, and families are required to enter any attendance information online using the *Student Logistics* feature in Veracross. This tool will allow parents to:

- Request a gate pass which authorizes a student to arrive late or leave early.
- Report a single or multi-day absence.
- Request a change in transportation for their student.

Only authorized parents and guardians with a password to log in to the Veracross system can notify the school of changes in attendance or changes to the mode of transportation.

Please refer to these how-to instructions in [English](#) and [Portuguese](#).

Families who need technical assistance with Veracross or Student Logistics may email ICT at ParentTechSupport@graded.br.

Month	S	M	T	W	T	F	S	Notes
JUL/2018	01 08 15 22 29	02 09 16 23 30	03 10 17 24 31	04 11 18 25	05 12 19 26	06 13 20 27	07 14 21 28	Jul 09 Jul 20 Jul 21 Jul 21-28 Jul 30-Aug 3 Revolução Constitucionalista Administrators' first day New faculty/staff arrive New Faculty Orientation All faculty work days
AUG/2018	05 12 19 26	06 13 20 27	07 14 21 28	01 08 15 22 29	02 09 16 23 30	03 10 17 24	04 11 18 25	Aug 2 Aug 6 New Student Orientation First school day for students
SEP/2018	02 09 16 23 30	03 10 17 24	04 11 18 25	05 12 19 26	06 13 20 27	07 14 21 28	08 15 22 29	Sep 7 Sep 23-27 Sep 28 Brazilian Independence Day Classroom Without Walls (CWW) Trips for Upper School Lower School Faculty Professional Development (No school for students)
OCT/2018	07 14 21 28	08 15 22 29	09 16 23 30	10 17 24 31	11 18 25	12 19 26	13 20 27	Oct 11 Oct 12 Oct 17 and 24 Faculty Professional Development (No school for students) N. Sra. Aparecida Full-day of PP-12 Parent-Teacher Conferences
NOV/2018	04 11 18 25	05 12 19 26	06 13 20 27	07 14 21 28	08 15 22 29	09 16 23 30	10 17 24	Nov 2 Nov 15 Nov 16 Nov 19 Nov 20 Nov 23 Finados Proclamação da República No school bridge No school bridge Consciência Negra Thanksgiving (No school)
DEC/2018	02 09 16 23 30	03 10 17 24	04 11 18 25	05 12 19 26	06 13 20 27	07 14 21 28	08 15 22 29	Dec 19 Last school day for students (Half-day); Last faculty day
JAN/2019	06 13 20 27	07 14 21 28	08 15 22 29	01 08 15 22 29	02 09 16 23 30	03 10 17 24	04 11 18 25	Jan 21 Jan 21 Jan 22 Jan 25 Faculty work day New Student Orientation First school day for students São Paulo Founders' Day
FEB/2019	03 10 17 24	04 11 18 25	05 12 19 26	06 13 20 27	07 14 21 28	08 15 22	09 16 23	
MAR/2019	03 10 17 24 31	04 11 18 25	05 12 19 26	06 13 20 27	07 14 21 28	08 15 22 29	09 16 23 30	Mar 4-5 Mar 6-8 Mar 22 Carnaval No school Faculty Professional Development (No school for students)
APR/2019	07 14 21 28	08 15 22 29	09 16 23 30	10 17 24	11 18 25	12 19 26	13 20 27	Apr 3 and 10 Apr 19 Full-day of PP-12 Parent-Teacher Conferences Good Friday
MAY/2019	05 12 19 26	06 13 20 27	07 14 21 28	08 15 22 29	09 16 23 30	10 17 24	11 18 25	May 1 Labor Day
JUN/2019	02 09 16 23 30	03 10 17 24	04 11 18 25	05 12 19 26	06 13 20 27	07 14 21 28	08 15 22 29	Jun 1 Jun 7 Graduation Last school day for students (Half-day); Last faculty day

Red: No school for students and faculty (Vacations, national/regional holidays, school holidays, no class). Blue: Work day for faculty/staff (No school for students). Purple: Parent-Teacher Conferences or Faculty Professional Development. Green: First or last day of school. Pink: Classroom Without Walls (CWW) Trips for Upper School. Black: Full school day.
Last calendar revision: May 30, 2018