



# **Running Start Guide**

**2018-19**  
**Semester 2**

**School Starts: Tuesday, January 22, 2019**

### ***Start of School Checklist***

❑ **Nurse's Office:**

Enter student(s) medical information into Veracross database and contact the Nurse's Office to discuss any medical conditions. Make sure to complete all health forms. [Click here for instructions.](#)

❑ **Contact Information:**

Make sure that your contact information in Veracross is updated, in the event of an emergency. [Click here for instructions.](#)

❑ **Vehicle Tags and Stickers:**

You will need a parking tag and sticker for your car to enter the garage. If you do not have them, please make sure to get one at the Parking Garage Reception Desk. Please enter your vehicle and driver information in Veracross. [Click here for instructions.](#)

❑ **Schedules:**

Middle and High School students can check their preliminary schedules by logging into Veracross. Here are two videos which explain how to access this information: [English version](#) / [with Portuguese subtitles.](#)

❑ **Vacation Assignments:**

Middle or High School students will have vacation assignments during the June/July break but not in December/January. Vacation assignments will be posted on [www.graded.br](http://www.graded.br) later in the semester.

❑ **LS Reads**

Lower School families, we invite you to join us in our first whole Lower School read! *Flora & Ulysses: The Illuminated Adventures* is a children's novel by American author Kate DiCamillo. You can access a digital copy of the book for FREE through Tumblebooks, which is available for free on [Tumblebooks.com](http://Tumblebooks.com) (Username: Graded, password: books). Feel free to check out some other books while you are there!

Reading together provides quality time to bond, while showing your children that this is an enjoyable, lifelong activity. When we return from vacation in January, students will have opportunities to discuss the book with their peers.

## **Campus Safety Reminder**

### **In order to maintain safety on campus:**

- All vehicles must display:
  - 1 sticker for the school year.
  - 1 valid tag while the student is enrolled.
- Your vehicle information must be up-to-date in Veracross. [Click here for instructions.](#)
- Caretakers (nannies) and extended family who visit campus **must** check in with Security in order to be issued an ID badge. ID badges are required for all visitors.
- During emergency drills, parents and campus visitors must gather on the field.
- Parents must ensure the school always has their up-to-date contact information.

## **School Hours**

### **Lower School**

7:45 am Playground opens  
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)**

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 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

For questions and to volunteer, contact Graded's PTA at [pta@graded.br](mailto: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 those 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 January 22, 2018, the first day of school. In other words, submit them on or before February 5, 2019. The required immunizations may be found [here](#).

**Please fill out the following forms and submit them to the Nurse's Office before February 5, 2019:**

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

If you need further information, contact the Nurse's Office at 3747-4846 or [nurse.office@graded.br](mailto:nurse.office@graded.br).

## **Staying Informed at Graded**

Graded uses multiple means of communications.

❑ **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 school publication.

❑ **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:**

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 emergency. Be sure that you have entered your updated mobile number into Veracross.

❑ **Social Media:**

[Facebook](#) / [Instagram](#) / [LinkedIn](#)

❑ **WhatsApp Groups:**

The PTA operates an official WhatsApp group for each *grade level*. To enroll, please contact your [PTA representative](#). Lower School room parents also operate *classroom* WhatsApp groups. If you would like to be part of a classroom group, please contact your child's homeroom teacher.

### **Go Eagles! Be a Booster Club Volunteer**

As a volunteer parent organization, the Graded Booster Club provides support for Graded's athletic teams. It promotes community involvement and 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.

Get involved by contacting Shirley Chang at [shirleychangbr@gmail.com](mailto:shirleychangbr@gmail.com).

## **Student Activities and Athletics**

### **Important Dates for Second Semester Activities and Athletics:**

#### **❑ Lower School Athletics and Activities**

- ❑ Eaglets Athletics: soccer, track and field, and basketball.
- ❑ After-school Athletics and Activities online registration begins January 28, 2019.
- ❑ After-school activities begin February 11, 2019.

#### **❑ Middle School Athletics and Activities**

- ❑ Middle School and Junior Varsity: volleyball, futsal, basketball, softball, track and field, cheer, and swimming.
- ❑ After-school Athletics and Activities online registration begins January 24, 2019.
- ❑ After-school activities begin February 11, 2019.
- ❑ Athletics practice begins January 28, 2019.

#### **❑ High School Athletics and Clubs**

- ❑ Varsity: volleyball, futsal, basketball, softball, track and field, cheer, and swimming.
- ❑ Athletics practice begins January 23, 2019.

## **Adult Community Education**

All adult members of our Graded Community - parents, faculty, staff, alumni, and grandparents - are eligible to take part in the **Community Education** program. Current courses focus on languages, physical fitness, and the arts.

### **Important Dates for Second Semester:**

- ❑ Online registration begins February 25, 2019.
- ❑ Activities begin March 11, 2019 (after Carnival).

## **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. Never drop off or pick up your children on the sidewalk beside the school. Students should wait for pick up in the Student Center or on the red benches located in the parking garage. For safety reasons, students should never sit on the floor of the parking garage.***

### **MAIN ENTRANCE**

Graded's main entrance is located on **Av. José Galante, 425**.

The Parking Garage is open 24/7 for families, visitors, faculty, and staff.

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 PICK UP**

A Lower School car pickup and drop-off area is available for Lower School students only on Av. José Galante (no parking is allowed).

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 Av. Giovanni Gronchi, do not take Av. José Galante directly from Av. 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 Department is always ready to help. You may email Security and Transportation Manager Rogerio Santos at [rogerio.santos@graded.br](mailto:rogerio.santos@graded.br).

[Click here to learn more.](#)

## **Bus Information**

Graded's bus service is provided by a consortium of drivers, "Consórcio de Transportadores Escolares," but regulated in-house. Those families utilizing the bus service will receive monthly bills via email from [transportes@consorcio.srv.br](mailto:transportes@consorcio.srv.br) (Consorcio de Transportadores Escolares) on approximately the tenth 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 click [here](#) 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 on availability and that some routes are already full. Pick-up and drop-off routes are predetermined.

To use this service, parents of Lower School and Middle School students must email authorization in advance to Silvio Pedroso at [silvio.pedroso@graded.br](mailto: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**

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, visit the snack bar cashier or add funds online.

### **Cafeteria**

Graded's cafeteria provides a nutritious and delicious lunch each day to more than 1500 individuals. Click here to access Graded's [Lunch menu](#) (in Portuguese).

Parents and visitors who wish to have lunch in the cafeteria may purchase a meal ticket from the cashier, 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 are fully prepared for the second semester:

- ❑ **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 loan equipment except in special circumstances. Please find Graded's computer loaning policy [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 and is available to 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 for using digital tools in a way that 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. 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:** Families must use Veracross to request gate passes and communicate absences, late arrivals, and early dismissals. 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. There are instructions in [English](#) and [Portuguese](#).
- ❑ **Cell Phones:** As communicated by the principals, students in pre-primary through grade 8 should keep cell phones out of sight from 8:00 am to 3:10 pm each day. For more information, please refer to the [Lower School](#) and [Middle School](#) Handbooks.

**Need technical assistance?**

[ParentTechSupport@graded.br](mailto: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](mailto:ParentTechSupport@graded.br).

**2018-2019**

Month	S	M	T	W	T	F	S	Notes
<b>JUL/2018</b>	01	02	03	04	05	06	07	Jul 09 Jul 20 Jul 21 Jul 21-28 Jul 30-Aug 3
<b>AUG/2018</b>	05	06	07	08	09	10	11	Aug 2 Aug 6
<b>SEP/2018</b>	02	03	04	05	06	07	08	Sep 7 Sep 23-27 Sep 28
<b>OCT/2018</b>	07	08	09	10	11	12	13	Oct 11 Oct 12 Oct 17 and 24
<b>NOV/2018</b>	04	05	06	07	08	09	10	Nov 2 Nov 15 Nov 16 Nov 19 Nov 20 Nov 23
<b>DEC/2018</b>	02	03	04	05	06	07	08	Dec 19
<b>JAN/2019</b>	06	07	08	09	10	11	12	Jan 21 Jan 21 Jan 22 Jan 25
<b>FEB/2019</b>	03	04	05	06	07	08	09	New Student Orientation First school day for students
<b>MAR/2019</b>	03	04	05	06	07	08	09	Brazilian Independence Day Classroom Without Walls (CWW) Trips for Upper School Lower School Faculty Professional Development (No school for students)
<b>APR/2019</b>	07	08	09	10	11	12	13	Faculty Professional Development (No school for students) N. Sra. Aparecida Full-day of pp-12 Parent-Teacher Conferences
<b>MAY/2019</b>	05	06	07	08	09	10	11	Finados Proclamação da República No school bridge No school bridge Consciência Negra Thanksgiving (No school)
<b>JUN/2019</b>	02	03	04	05	06	07	08	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.