



Running Start Guide

2019-20
Semester 1

**School Starts: Monday, August 5, 2019 (Upper School)
Wednesday, August 7, 2019 (Lower School)**

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 later in the semester.

❑ **LS Reads**

One of the most powerful ways for children to develop strong vocabularies and reading fluency is to read, read, and read some more! Vacation times provide for less structured reading and a wider range of choices, but reading is just as important! Consider making it part of your daily routine together, as the first thing in the morning or the last thing before bed. The 2019 Reading World Cup vacation challenge provides extra motivation for students to practice (like their favorite players). Students who complete the challenge will earn medals and will be invited to a special celebration. You will find everything you need to get started [here](#).

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.

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 August 5, 2019, the first day of school for Upper School students. In other words, submit them on or before July 22, 2019. Required immunizations may be found [here](#).

Please fill out the following forms and submit them to the Nurse's Office before July 22, 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.

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](#) that lists 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.

Classrooms Without Walls Information

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

Middle School

- ❑ Monday, September 23 through Thursday, September 26
 - ❑ Grade 6, São Luiz do Paraitinga
 - ❑ Grade 7, Cavernas do Petar
 - ❑ Grade 8, Chapada dos Veadeiros

High School

- ❑ Sunday, September 22 through Thursday, September 26
 - ❑ Grade 9, Bonito
 - ❑ Grade 10, Lençóis Maranhenses
 - ❑ Grade 11, Portal da Amazônia
 - ❑ Grade 12, Pernambuco

Student Activities and Athletics

Important Dates for First Semester Activities and Athletics:

❑ Lower School Athletics and Activities

- ❑ Eaglets Athletics: soccer, basketball, swimming, basketball and Graded Tennis Academy
- ❑ After-school Activities/Athletics Fair: Friday, August 16, 9:30-10:30 am (Student Center)
- ❑ After-school Activities/Athletics online registration begins Monday, August 19 at 9:00 am and closes on Thursday, August 22 at 4:00 pm
- ❑ After-school Activities/Athletics begin Monday, August 26

❑ Middle School Athletics and Activities

- ❑ U13 and U15 (JV) First Semester Athletics: basketball, volleyball, soccer, cheer, swimming, badminton and Graded Tennis Academy
- ❑ Athletics practice begins August 12 (U13 and U15/JV)
- ❑ MS After-school Activities Fair: Friday, August 23
- ❑ MS After-school Activities online registration begins Monday, August 19 at 9:00 am and closes on Friday, August 23

- ❑ MS After-school Activities begin Monday, August 26
- ❑ **High School Athletics and Activities/Clubs**
 - ❑ U15 (JV) and Varsity First Semester Athletics: basketball, volleyball, soccer, cheer, swimming, badminton and Graded Tennis Academy
 - ❑ Athletics practice begins August 6 (Varsity) and August 12 (U15/JV)
 - ❑ HS Activities/Club Student Leader Symposium: Friday, August 16
 - ❑ HS Activities/Club Fair: Friday, August 23
 - ❑ HS Activities/Clubs begin Monday, August 26

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 during pick up and drop-off times.

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. [Click here to learn more.](#)

Bus Information

Graded's bus transportation 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 (*Consorcio de Transportadores Escolares*) on approximately the tenth day of each month. Payments will be divided into **12 monthly installments from July 2019 to June 2020**, 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 2019-20 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.

Students who do not opt to purchase the monthly bus service may ride the school bus, pending space availability, up to two days per week. To request this service, please contact Graded's Transportation Coordinator Silvio Pedrosa at 3747-4844 or silvio.pedrosa@graded.br. Your authorization in the [Veracross](#) Parent Portal is also required for your child(ren) to ride the bus.

For more information on the bus service, please contact Graded's Transportation Coordinator Silvio Pedrosa at silvio.pedrosa@graded.br.

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. The Student ID number activates the debit card at the Snack Bar. To add funds, visit the Snack Bar cashier or add funds online. Link to [instructions](#).

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.
- ❑ **Google Classroom:** Google classroom is the learning management system that the High School uses 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

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. Please see the division handbooks for specifics about the attendance policies for High, Middle and Lower School. Questions about attendance policies should be directed to the division principal.

2019-2020

Month	S	M	T	W	T	F	S	Notes
JAN/2020	05	06	07	08	09	10	11	New Student Orientation (Faculty work day) First school day for students São Paulo Founder's Day
FEB/2020	02	03	04	05	06	07	08	Carnaval (No school) No school
MAR/2020	01	02	03	04	05	06	07	AASSA Conference (No school for all students) Full-day of PP-12 Parent-Teacher Conferences
APR/2020	05	06	07	08	09	10	11	Full-day of PP-12 Parent-Teacher Conferences Good Friday (No school) No school bridge Tiradentes Day (No school)
MAY/2020	03	04	05	06	07	08	09	Labor Day (No school) Graduation
JUNE/2020	07	08	09	10	11	12	13	Last school day for students (Half-day); Last faculty day Corpus Christi
JULY/2019	07	08	09	10	11	12	13	Revolução Constitucionalista Administrators' first day New faculty arrive New Faculty Orientation All-faculty work days
AUG/2019	04	05	06	07	08	09	10	New Student Orientation (Faculty work day) First school day for Upper School students First school day for Lower School students
SEPT/2019	01	02	03	04	05	06	07	No school Brazilian Independence Day Classroom Without Walls CWW Trips for Upper School Lower School Faculty Professional Development (No school for all students)
OCT/2019	06	07	08	09	10	11	12	Faculty Professional Development Development (No school for all students) N. Sra Aparecida Full-day of PP-12 Parent-Teacher Conferences
NOV/2019	03	04	05	06	07	08	09	Finados Proclamação da República (No school) In Observance of Consciência Negra (No school) Consciência Negra (Regular school day) Thanksgiving (No school)
DEC/2019	01	02	03	04	05	06	07	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 or Faculty Professional Development (No school for all students). **Purple:** Parent-Teacher and Student-Led Conferences. **Green:** First or last day of school. **Pink:** Classroom Without Walls (CWW) Trips for Upper School. **Brown:** New Student Orientation (School for new students only/Faculty work day). **Black:** Full school day.

Last calendar revision: June 3, 2019