

Parent-Student Handbook

2011-2012 Edition

High School Information and Policies

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STAFF AND GENERAL INFORMATION

CHAPLAIN

Rev. Thomas Brown, O.M.I.
Rev. Miguel Pipolo, O.M.I

THE ADMINISTRATION

Superintendent **John T. Ciallelo**
..... *Daniela Vignatti, Secretary*

High School Principal..... **Jason Dillon**
..... *Doris Tucciarelli, Secretary*
..... *Denise Keith, High School Office Assistant*
..... *Thomas Moraes, Computer Lab Assistant*

Brazilian Program Director **Cristina Müller**
..... *Maria Clara de F. Bertolini, Secretary*

Oblate Fathers *Conceição Deffune, Secretary*

Director of Guidance **Ingrid de Freitas**
..... *Martha Schuster, Assistant to Director of Guidance*
..... *Gabriela Torino, Assistant to Director of Guidance*
..... *Deolinda Abrahão, Guidance Assistant*

Curriculum Coordinator **Daniel Forbes**

IB Coordinator..... **John Whittlesea**

CAS and STUCO Coordinator..... **Luciana Brandespim**

Librarian..... **Fernanda Caires**
..... *Meire Silva, Assistant to the Librarian*
..... *Solange da Silva, Assistant to the Librarian*

Admissions/Public Relations **Adriana Marques**

ECEC Coordinator **Carla Winkelmann**

Athletic Director..... **Marcello Mauriz**

STAFF AND GENERAL INFORMATION

THE GOVERNING BOARD OF OBLATE FATHERS

Fr. Rubens Pedro Cabral, O.M.I.

Fr. Peter Francis Curran, O.M.I.

Mr. Miguel Ferreira

Mr. Marcos Ferreira

Mrs. Celina Apovian

Mr. Caroline Solomon

Mrs. Adriana Rede

P.T.A. OFFICERS

President..... Celina Apovian

Vice-President.....Caroline Solomon e Daniela Luz

Secretary..... Adriana Parolin

Treasurer Juliana Shimada

STAFF AND GENERAL INFORMATION

HIGH SCHOOL TEACHERS

English..... Flavia Araripe
..... Alisha Feitosa
..... Kristin Smith
..... Elizabeth Lincoln
..... Joshua Weiss

Social Studies..... Felipe Kantor
..... Lucas Robles
..... Carrie Giltner
..... Richard Bridges

Science..... Kley Feitosa
..... John Whittlesea
..... Fernanda da Silva
..... Hamilton Dias
..... Andrew Widhalm
..... *Rafael Assis, Assistant to the Science Department*

Mathematics..... Fernanda Bastos
..... Maggie Aschenbrenner
..... Aaron Pereira
..... Pat May

Religion..... Emily Moses
..... Howard Murphy

Portuguese..... Valéria Camargo
..... Liliana Gomes
..... Camila dos Santos
..... Luciana Honda

Physical Education..... Marcello Mauriz
..... André Alba

SPECIAL SUBJECTS

Art..... Sylvia Jorge

Music..... Laura Costa

Spanish..... Heberti Guarnier

French..... Paula Moro

ELL..... Eduardo Godoy

PLL..... Adriana Chuahy

Nurse..... Glucia H. Augusto

EDUCATIONAL PREMISES

PHILOSOPHY

Chapel is a Catholic, value-centered international school, with an American emphasis. It is “value-centered” in its commitment to the ideal of Christian education as envisioned by the Catholic Church.

It is “international” in the make-up of its diverse student body and in its three-fold curriculum, which is geared to prepare our students for universities in many countries. To achieve this objective, Chapel provides curricula together with a variety of school-related activities that encourage the moral, intellectual, affective, social, and physical growth of its students.

Chapel believes that the parents, administrators, teachers, students and staff of the school form a community that should strive to reach out to others to enable them to grow to their full human potential in a manner consistent with Christian philosophy. It sees each student and every other member of the community as unique persons, made in the image and likeness of their Creator, and called to make a personal contribution to the building of a more just and peaceful world. For this reason, the moral and religious formation of Chapel students is a priority for all concerned, with due respect for that portion of the Chapel community committed to other religious beliefs.

Chapel’s emphasis on moral values, the variety of cultures of its students and its commitment to optimum academic standards, provide a unique source of educational enrichment in a world of destructive conflicts. Concerned with moral leadership, Chapel sees as its vital mission, and primary objective, the development of a critical mind and a committed conscience in each of its students. This can be accomplished only by the active participation and support of parents and faculty.

The Chapel community is bound by a concern for our brothers and sisters of the one human family. Located as it is in the midst of a nation and city where poverty is the rule rather than the exception, it faces a special challenge to build justice and peace. For this reason, service to the greater community is an integral characteristic of the school, and a central element in the formation of its students.

World peace is threatened by nuclear armaments, destruction of the environment, and the imbalance between the rich and poor. Chapel accepts the challenge to prepare better women and men for better times, so that they might hasten the arrival of a world of peace, justice, and love, after the model of Jesus Christ, “The Way, the Truth, and the Life.”

MISSION STATEMENT

In a caring and academically challenging environment, Chapel provides an American-style education to an international student body. Through Christian values, students learn to make informed decisions, to own responsibility for personal actions and community needs, and to respect life and cultural diversity.

SCHOOL MOTTO

Faith in Education

EDUCATIONAL PREMISES

CHAPEL SCHOOL'S SHARED VISION

Chapel School will be recognized as an inclusive educational community of diverse individuals from different cultural, ethnic, racial, and religious backgrounds who learn and grow harmoniously in mutual respect. Students will be engaged intellectually and an emphasis on Christian values will contribute to the formation of well-rounded citizens who will be successful, conscientious leaders.

CURRICULUM

Must be progressive and designed to help students meet standards. Chapel's curriculum will be:

- research and standards based
- individualized adaptive instruction
- cross-curricular
- real-world relevant
- based on high standards and high expectations
- pertinent in addressing the criteria for national and international exams
- integrated to address the needs of the American, Brazilian and International Baccalaureate diplomas

INSTRUCTION

Must be specific, clear, structured and engaging. Chapel's instruction will include:

- guided discovery / active inquiry
- performance orientation
- guest specialists / community/ real world
- student-centered
- research-based strategies
- integration of technology in all content areas of the curriculum
- flexibility and varied teaching

ASSESSMENT

Must be fair and just with varied forms, appropriate to the learning outcomes. Chapel's assessments will be:

- considerate of diverse learning styles
- used to drive classroom instruction
- ongoing
- appropriate to content
- easy to understand and communicated to stakeholders
- variable and reliable
- valid
- criterion referenced
- used to provide feedback to improve student learning

EDUCATIONAL PREMISES

ENVIRONMENT

Must be physically and emotionally safe and provide an opportunity for all to learn in an engaging, caring, and positive place of which all can be proud. Chapel's environment will include:

- low student–teacher ratio
- family-like, protective, and caring climate
- respect and celebration of cultural diversity
- the teaching and modeling of Christian values
- state of the art facilities that meet the needs of all teachers and students
- adequate resources for teachers and students
- collaboration among stakeholders
- rewards and celebrations
- service to the greater community
- a full range of after-school activities that meet the needs of all students

GENERAL INFORMATION

HISTORY

Chapel was founded in 1947 by the Oblates of Mary Immaculate to serve the English-speaking Catholics of São Paulo. Traditionally, the school has always welcomed children of all denominations. In 1962 the present facility was completed and occupied. From an initial student body of 23 children, the enrollment has gradually increased to the present number of 700.

GOVERNANCE

Chapel is maintained by the Missionary Oblates of Mary Immaculate. The school is governed by a Governing Board, representative of the school community, and named by the Provincial of the Oblates of Mary Immaculate with his Council.

PARENT-TEACHER ASSOCIATION

The school is assisted by an active Parent-Teacher Association (PTA). Periodically, students are asked to support various PTA activities. Parents and teachers are encouraged to become active members of the PTA and attend the General Assemblies and other events during the school year.

COMMUNITY USE OF FACILITIES

Chapel attempts, whenever possible, to make its facilities available to community groups. Those wishing to use the sports facilities, auditorium, or library should make their requests to the Superintendent's secretary.

GATE SECURITY

In order to control the presence of outsiders on campus, security personnel maintain the gates closed. Cars of Chapel families are issued stickers which should be displayed on the driver's side of the front window. All cars without these stickers will be obliged to obtain a pass which will be returned to the guard upon leaving the campus. Your cooperation is greatly appreciated.

PERSONAL SECURITY GUARDS

Due to the increase in crime in São Paulo, many families are arriving on school grounds accompanied by armed security guards. To ensure safety for all our students and to prevent any human error, over-reaction or accident, firearms are not allowed on school grounds.

Armed security guards **must wait outside the school's gates** and cannot enter the campus with any weapons whatsoever. Security cars may wait on the street outside the exit gate until their employers leave the school campus.

AFFILIATION & ACCREDITATION

The school is affiliated with the National Catholic Education Association, the Association of American Schools in Brazil, College Board, and the Association of American Schools in South America. The school is fully-accredited by the Southern Association of Colleges and Schools in the United States and the Brazilian Ministry of Education.

GENERAL INFORMATION

ORGANIZATION

The school is divided into two sections. The Elementary School includes pre-school grades of Pre-I, Pre II and Kindergarten and primary grades of 1 - 6. The High School is comprised of grades 7 - 12. Grades 1 - 9 of Chapel correspond to the nine "series" of the Brazilian "ensino fundamental" while grades 10 - 12 are equivalent to the "ensino médio." Each school has its own principal and general office facilities.

SCHOLARSHIP AND FEES

Parents (or companies) must pay student fees at regularly determined intervals. Those desiring scholarship aid should apply for assistance in writing to the respective principal, by November 1st and May 1st for the subsequent academic semesters. Scholarships are granted on a semester, not yearly basis. Scholarship aid is based on financial need and adequate scholastic performance. Available funds are limited.

There are scholarships available, if a need is present, for other school events such as WOC (World is Our Classroom) and Sports Tournaments. Please see the high school secretary for the appropriate form for requesting financial assistance.

SCHOOL FACILITIES AND SERVICES

LIBRARIES

Each school operates a library staffed by a professionally-trained and experienced librarian. Libraries are available for student use during the school day and after school. Special orientation sessions are provided by the professional staff. The libraries contain over 20,000 books.

MEALS

Included in student fees is the cost of a balanced hot lunch served in the school cafeteria each school day. Special dietary needs will be attended to upon written request to the Nutritionist.

HEALTH SERVICES

Chapel employs a full-time registered nurse who is on campus from 8:00 am to 4:30 pm on regular school days. Medical records, required of each student at the time of admission, are kept in the nurse's office. The office is located on the main corridor near the Elementary School Office. In the event of student illness or accident, the nurse will administer the appropriate first-aid and contact the parents if further attention is required.

LOST AND FOUND

When objects are found on campus or on school buses, they should be given to one of the security guards. They will be retained in the lost and found room until claimed. Please mark clearly with name and grade all clothing and belongings to facilitate their return. Articles left behind in the gym or locker rooms can be claimed in the P.E. Office.

TRANSPORTATION (BUS SERVICE) (see Appendix A)

GENERAL INFORMATION

ACADEMIC INFORMATION

ADMISSIONS

Applicants to Chapel School are considered on the basis of their previous academic records, results of aptitude and achievement tests, a parent interview, teacher recommendations and knowledge of the English language. Students will not be admitted if they do not possess an adequate knowledge of the English language or if the school cannot meet their physical or academic needs.

It is the policy of the Board that students should not be accepted into the school if they cannot function independently in the classroom. Students in High School should not be more than one year below grade level in reading and should demonstrate the ability to understand and express themselves in English. Students in grades Pre 1 through 6th grade should demonstrate the ability to understand and express themselves spontaneously in English. In some cases parents must agree to provide private tutoring until language deficiencies are reduced.

Once the applicants' school records, recommendations and tests results have been received, analyzed and approved, priority will be given to students who demonstrate the highest potential for Chapel's programs.

PROGRAMS OF STUDY

AMERICAN PROGRAM OF STUDIES

All high school students are enrolled in a college preparatory American program of study. The American program is equal to that offered at better college-preparatory schools in the United States. Successfully completing the requirements of this program, the student is awarded an American high school diploma, fully recognized in all 50 U.S. states and territories.

BRAZILIAN PROGRAM OF STUDIES

Chapel is recognized as a Brazilian school and is entitled to grant a Brazilian diploma and accept students transferring from Brazilian schools or provide for the transfer of students to a Brazilian school. The programs of "*ensino fundamental*" and "*ensino médio*" meet all requirements of the Ministry of Education. Chapel requires that all students who are Brazilian nationals complete the "*ensino fundamental*" and the "*ensino médio*" programs. Students born in South American countries are **strongly** encouraged to enroll in the Brazilian Program of Studies.

INTERNATIONAL BACCALAUREATE PROGRAM OF STUDIES

Chapel offers the International Baccalaureate Program to eleventh and twelfth grade students.

RELIGIOUS EDUCATION

Chapel School is a Catholic educational institution. The school requires a program in religious education and offers a selection of courses emphasizing values, moral principles and decision-making skills. The program introduces the student to the study of Biblical history, comparative religions, ethics, social issues, peace studies, lifestyles and Catholic Christian beliefs. **Academic success in religion classes is required. These classes are academic in structure and the grades are included in the students' overall grade point average.**

The school recognizes that not all students are Catholic and respects the religious convictions of each individual student. Throughout the year, students are expected to attend masses and liturgical celebrations, but active participation is not required.

GENERAL INFORMATION

SOCIAL AND PHYSICAL DEVELOPMENT PROGRAMS

Because the mission of the school is to provide an integral education, Chapel gives importance to the physical and social development of the child. Attention to these aspects occurs both in and outside the classroom. For example, physical education classes are scheduled at least twice a week, and students are encouraged to participate in a range of sports activities, both intramural and interscholastic. Interaction in the classroom and attention to communication skills are supplemented by school-sponsored social activities corresponding to the age and maturity of the child.

EXTRA-CURRICULAR ACTIVITIES

The elementary and high school offer regular extra-curricular programs during the course of the year. Programs are sponsored and administered by the school staff, the school community, and by the P.T.A.

All extra-curricular activities require students to be academically eligible and in full attendance on the day of the activity. Students must attend school the day before any weekend event. A student's discipline record will also be considered when determining eligibility to participate in school-sponsored activities.

Each semester, the school will publish a schedule of extra-curricular activities open to high school students.

HIGH SCHOOL POLICIES

ACADEMICS

GRADES AND REPORT CARDS

Report cards are issued at the end of every quarter. First and third quarter grades serve to communicate ongoing progress, rather than a final mark. These grades will continue to change until the end of the semester. Only semester and final grades are included on the student transcripts.

Assignment Score	Language
7	Exceptional
6	Excellent
5	Good
4	Satisfactory
3	Basic
2	Below Minimum Expectation
1	Objectives Not Met
0	No Learning Evident

Feedback on Class Assignments

Chapel employs a seven point scale, rather than percentages, to evaluate student work on individual assignments. The scale is aligned with the International Baccalaureate diploma program and is a better reflection of our standards-based curriculum. This table shows the language descriptors for each number in the seven-point scale.

Letter Grade	Minimum Assignment Average on Seven-point Scale
A+	6.62
A	6.20
A-	5.78
B+	5.36
B	4.94
B-	4.52
C+	4.10
C	3.68
C-	3.26
D+	2.84
D	2.42
D-	2.00
F	0.00

Calculating Course Grades

Report cards and transcripts for the American and Brazilian programs display traditional letter grades. Online grade reports will show scores on individual assignments using the 7-point scale. A letter grade will be used to summarize overall performance in the course. This table presents the break points used to convert the seven-point scale to letter grades, which appear on report cards and transcripts.

Letter Grade	Grade Points
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Grade Point Average (GPA)

American schools and universities consider a student's grade point average (GPA) when reviewing high school records. Chapel communicates its system for calculating GPA's with colleges and universities upon graduation so these institutions can consider the data in the proper context. Chapel report cards show a GPA for the current term as well as a cumulative GPA, which combines all terms in grades 9 to 12. This allows students and families to monitor academic achievement in a manner consistent with American schools and universities. This table illustrates how letter grades are converted to "grade points", which are combined to produce the grade point average, or GPA.

HIGH SCHOOL POLICIES

PROGRESS REPORTS

Progress Reports are issued at the conclusion of the first and third quarters to parents of students who are failing or in danger of failing a subject. When a student receives a grade of “F” at the quarter, the guidance department will schedule a parental conference with the teacher(s) involved. Because some major tests or reports may be completed after the quarter, students may receive an “F” for the semester even if they haven’t previously received this advisory progress report. Parents and students are encouraged to check course grades via Edline, where they are updated on a weekly basis throughout the term.

PARENT/TEACHER CONFERENCES

The high school sets aside one day each semester for parent-teacher conferences. (Please refer to the school’s calendar).

Parents whose sons/daughters receive a grade of “F” must come to the conference and/or officially communicate to the school that they will not attend the academic conference. All parents are welcome and encouraged to attend/arrange conferences.

Aside from the official conferences, parents are encouraged to have frequent conferences with the teachers. This may be arranged by calling the Guidance Office or by contacting the teacher individually. To speak with a guidance counselor, telephone the guidance secretary. It is important that appointments be made in advance.

NATIONAL HONOR SOCIETY

Chapel maintains a chapter of the U.S.-based National Honor Society. Students who demonstrate consistently high academic achievement, service, leadership, and character are considered for membership. To be eligible for the National Honor Society as a sophomore (grade 10), a student must have a cumulative GPA of 4.0; a junior (grade 11) must have a GPA of 3.5; and a senior (grade 12) must have a GPA of 3.0.

After students become members of the National Honor Society, they are reviewed periodically (at least once a semester) by the faculty and the N.H.S. student president. The N.H.S. members are required to maintain the high standards of the society and live up to the ideals of the National Honor Society.

ACADEMIC SUPPORT PROGRAM

Students with at least one “F” and/or a GPA of less than 1.7 after the conclusion of the first and third quarters qualify for an Academic Support Program. The Principal may also initiate an Academic Support Program at any time during the school year if there is a need to help a student with his/her studies. As part of the Academic Support Program, students are required to meet with teachers to discuss patterns of performance. The principal will review regular progress reports. Students involved in the Academic Support Program will need to comply with all procedures of the program, while demonstrating a pattern of constructive engagement and work completion in order to be involved in school sponsored extra-curricular activities and athletics.

ACADEMIC DISMISSAL (GRADES 9-12)

Students in grades nine through twelve who are on academic probation for two consecutive quarters and who receive a grade point average of 1.7 or lower for the semester are subject to this policy. Parents will be advised well in advance so that corrective measures can be taken. If, after careful consideration of each individual case, and, if

convinced that the student's grades are the result of continued indifference and lack of reasonable effort, the Superintendent may decide not to allow such a student to continue his/her studies at Chapel.

HIGH SCHOOL POLICIES

RETENTION (GRADES 7, 8)

If a student is retained more than once during his studies at Chapel, his academic record will be reviewed and a decision will be made by the administration. Decisions may include repetition of courses, retention or dismissal.

INCOMPLETE COURSES

Incompletes may be given upon approval of the Principal for exceptional circumstances for first and third quarters only.

ACADEMIC INTEGRITY

Among the purposes of Chapel School is scholarly and personal growth for all members of the school community. Such growth requires an atmosphere of honesty and trust. It is for this reason that the school strives to maintain an environment of mutual trust among its students and faculty, and will not tolerate academic dishonesty. The minimum penalty for any of the following examples is a zero for the work habits component of the assignment grade and a parent conference with the teacher involved and an administrator. A letter is placed in the student's file until he/she graduates. A second offense results in another parent conference, suspension, and may cause Chapel to report incident details to other schools upon transfer or graduation. In the event of a third offense, the administration will review the case to determine a course of action that may include expulsion. **Once a student receives a letter in his/her file documenting academic dishonesty, he/she is no longer eligible for the National Honor Society.**

Academic dishonesty includes, but is not limited to, the following examples of offenses, committed or attempted: **Collaboration** (allowing another to see an examination paper); **Copying** (obtaining information by looking at the answers on another student's examination paper or copying any graded assignment); **Cribbing** (taking prohibited material into an examination); **Plagiarism** (passing off the work or ideas of another as one's own without crediting the source); **Sabotage** (destroying the work of another); **Substitution** (taking an examination or writing a paper for someone else, or inducing another person to perform such acts); **Theft** (stealing an examination).

ACADEMIC DEADLINE POLICY

In addition to maintaining firm expectations that academic deadlines will be met, these procedures are meant to guarantee that students engage with the meaningful tasks assigned by their teachers.

When a student fails to complete an assignment on time:

- A teacher may choose to record a minimum score in the work habits category
- A teacher has three options for recording missing work in academic grade categories:
 - "Exempt" indicates the teacher does not require evidence from the student. (This assignment will not be registered as a missing assignment in the Edline report.)
 - "Missing" indicates the student has not submitted the assignment and the teacher is working with the student to collect evidence relative to the learning objective.
 - "Incomplete" indicates the student has presented some portion of the assignment, but the teacher has asked him/her to complete the work before submitting it for a final grade.
- In order to gather sufficient evidence of student achievement, a teacher may require a student to complete an alternate assignment during class time while other students engage in the lesson as planned.

-
- Teachers work with students, parents, and administrators to address patterns of late or missing assignments as soon as the patterns are apparent.

HIGH SCHOOL POLICIES

ATTENDANCE

Class Schedule

DAY 1 / DAY 2	TIME		
A/C	8:00	-	9:40
BREAK	9:40	-	10:00
B/D	10:00	-	11:40
E	11:45	-	12:35
LUNCH	12:35	-	1:25
F	1:25	-	2:15
G	2:20	-	3:10

Students who have been absent from school must present a written excuse from their parent or guardians. **Two (2) written parental justifications will be allowed per semester.** After two parental excuses all further absences must be accompanied by a doctor's note for the absence to be considered excused. For an absence to be excused, students must present a written parental excuse or doctor's note no later than **24 hours** after a student returns to school.

Students who miss work due to unexcused absences may be required to meet with the high school principal and the appropriate teacher(s). This group will formulate a plan and a timeline for the student to address the missed academic content.

Students can be informed of much missed work through EDLINE or communication with the teacher. **Direct personal communication with teachers before and after an absence is vital to making up missed work.**

In addition to written parent excuse or doctor's note, student absences will be considered excused in the following circumstances. The administration may request supporting documentation. Whenever possible, parents should notify the attendance's office in advance that their son or daughter will miss school.

- verified absences required to acquire or maintain Brazilian government documents.
- verified absence because of a call to represent Brazil in athletic competition.
- absence because of death in the family.
- other verified absences covered under Brazilian law.
- any other reason deemed justified and having received **prior** approval from the principal.

In order to receive credit on an American transcript for any subject or to participate in a special school event, a student must **be in attendance at least 85% of the days** that the class meets during the academic year. Any cases where **excused or unexcused absences** result in attendance below 85% will be reviewed by the administration to determine an appropriate course of action.

Periods A, B, C, and D are 100-minute periods (double periods); students must not exceed 13 absences per year in any of these periods. Periods E, F, and G are 50-minute periods; students must not exceed 27 absences per year in any of these periods.

If credit for a subject is denied because of failure to satisfy the school's attendance policy, a student may apply for review of his or her case to the Attendance Appeals Committee (Superintendent, Principal, Counselor, two teachers). The Committee, after review of the case, may choose to grant credit if it is determined that the absences were because of extenuating circumstances (major illness, accident, etc.). Extended holidays will not be considered as extenuating circumstances. The decision of the Appeals Committee will be final and binding.

HIGH SCHOOL POLICIES

Students who are absent from school or any class during the school day without parental or school permission are considered truant. Students deemed truant from school will be subject to disciplinary action.

GROUP OR CLASS ABSENCES

Students involved in “group” or entire class absences that are not school sponsored are subject to academic discipline. The Principal is empowered, at his/her discretion, to assign special assignments, study sessions, Saturday work or other measures to compensate for lost school time. Any time more than 50% of the class is absent, **no individual absences will be excused on that day.**

FINAL EXAM ATTENDANCE

If students are absent during final exams because of a serious illness, the school will determine the best means for the student to recuperate the work.

Any student absent during a final exam must present a doctor’s note in order to make-up the exams.

Absences during final exams are, obviously, discouraged. If a parent believes it is necessary for a student to be absent during this time, the student must pay for each make-up exam in order to compensate for the extra planning and correcting time required of the teacher. Students who arrive late for a final exam will not be allowed to sit for that exam.

PUNCTUALITY

Each student is expected to be in his or her assigned seat or station **before** the tardy bell rings, and to follow his/her schedule punctually. A pattern of late arrival to school or to individual classes will prompt meetings with the school administration and/or the teacher(s) involved to determine an appropriate course of disciplinary action. If a student accumulates 10 late arrivals in the semester, the administration will involve the parents in a conversation to address this pattern of behavior.

Students arriving to any class after the bell must obtain a pass from the attendance office and present it to the teacher before entering. Students arriving to school after 8:30 a.m. must report to the High School office immediately after obtaining a pass from the attendance office.

Any student who misses more than 50% of a class meeting will be documented as **absent**.

PASSES

Students who wish to leave class to visit the nurse, to use the lavatory, etc. must have a valid pass from the teacher whose class will be missed. The only valid pass will be the one written in the back of the school-issued agenda.

HIGH SCHOOL POLICIES

CAMPUS ACCESS

CLOSED CAMPUS POLICIES

Once a student has entered the school gates, he/she may not leave the school campus before 3:10 p.m. without the expressed written permission from parents and a pass from an administrator, or another person designated by the administration. Students are not permitted to leave the school grounds walking unless they have expressed written permission from their parents or guardian on file with the attendance office. Parents are requested to schedule doctor appointments etc., outside of school hours. If appointments must occur during the day, **a note must be sent to the office in the morning authorizing the student to leave campus.** All students must check out through the appropriate school office before departing from campus for any reason. For the welfare of all, students are prohibited from entering the following areas:

- The road at the rear of the school
- The parking lot except when arriving to or departing from school
- The elementary hallways

AUTOMOBILES AND MOTORCYCLES

No students, except juniors and seniors who have received explicit permission from the administration, are permitted to operate automobiles or motorcycles on campus. Students must be in possession of a valid Brazilian driver's license and have parental written approval. Students are to park only in the area designated for student parking.

VISITORS

Students are allowed to visit only during lunch, and must be signed in by a current student. If a prospective student who has already taken the entrance exam would like to visit, an appointment should be scheduled through guidance. Visitors are not allowed during semester exams. Visitors can stay in the library before and after lunch waiting to visit with their friend but they are not allowed in the classroom. The School's objective is to prevent any distraction to student learning.

USE OF SCHOOL FACILITIES OUTSIDE OF SCHOOL HOURS

Only students participating in supervised school activities, acting as spectators in a league game, or under the direct supervision of a parent, may be present on campus on the weekend, holidays, or after school. Student use of facilities at any time must receive prior administrative approval.

FIRE DRILLS/SAFETY PROCEDURES

Fire drills are held periodically. Since oral instructions may be necessary, students are required to maintain silence during drills and follow the directions of staff members. Red exit arrows are mounted throughout the school indicating the nearest exit. Students should proceed quickly and quietly to the sports field, and stay in their class groups so that teachers may take attendance.

HIGH SCHOOL POLICIES

STUDENT CONDUCT

PREFACE

Chapel is a Christian educational institution that proposes to educate the whole person. The school seeks to develop to the fullest degree possible the students' intellectual, spiritual, and physical potential and to aid the students to become responsible individuals. The school is a community of students, parents, teachers and other staff members all working together to fulfill this purpose. This policy expresses and defines the desires of this community.

In order to facilitate the learning process, guidelines have been established as a means of educating students in regards to acceptable behavior.

Parents and students should familiarize themselves with Chapel's code of student conduct.

OBJECTIVES

The objectives of this policy are:

- to facilitate teaching and learning in school
- to establish and maintain decorum in the school
- to aid students in their development of responsible attitudes and constructive habits
- to ensure the health, safety and welfare of all students and staff members

DISCIPLINARY ACTION

Disciplinary action will include, but is not limited to, the following:

- Individual student and/or parent conference with teacher and administrator
- Lunch-time behavior/study sessions (12:40-1:00 p.m.) - 20 minutes
- After-school behavior/study sessions (3:15 - 3:55 p.m.) - 40 minutes
- Before school behavior/study sessions (7:15 - 7:55 a.m.) - 40 minutes
- Work session (with parental permission)
- In-school suspension
- At-home suspension
- Suspension from participation/attendance in extra-curricular activities
- Mandatory transfer

Disciplinary action may be ordered by a school administrator or his/her designee for violation of any provisions, expressed or implied, in this policy. Disciplinary action will typically begin with problem-solving conversations and progress through escalating behavioral consequences in the order indicated above; however, serious infractions, especially those that disrupt the learning environment or jeopardize the safety of Chapel students or staff, may result in immediate severe consequences.

In all cases except for Study Sessions, parents will be informed of their child's infraction and the disciplinary action taken, in the hope that school and home may work together to achieve a positive effect. **Due Process is followed in all discipline cases.**

Mandatory transfer may be recommended by the Principals to the Superintendent. Expulsion requires Board approval.

Students who repeatedly receive behavioral disciplinary action will be placed on behavior probation.

HIGH SCHOOL POLICIES

(Although Chapel serves as both parish and school, it should be noted that school rules are not to be considered as applying to parish functions. Those fall under the jurisdiction of pastor, and are subject to any regulations he chooses to establish).

BEHAVIOR PROBATION

Students experiencing difficulties managing their behavior may be placed on behavior probation. In order to participate in school events and activities listed below, a student on behavior probation must consistently comply with the terms of a plan established by the high school principal.

- Team sports
- Big 4 / Big 8
- Athletic banquet
- Prom
- Baccalaureate mass
- Graduation ceremony
- Student Council
- Other activities deemed by the high school principal to be a privilege

BEHAVIORS WHICH ARE SUBJECT TO SUSPENSION OR MANDATORY TRANSFER

- Being under the influence of drugs or alcohol at school or any school-sponsored event.
- Willful, major damage to school property (vandalism)
- Flagrant disrespect/challenging authority
- Academic dishonesty and cheating (*see Academic Integrity*)
- Fighting
- Leaving school premises without permission during the school day
- Possession of drugs or alcohol on school property
- Possession or use of dangerous weapons; the use of such weapons to intimidate others (whether or not the weapons are actually capable of inflicting harm)
- Possession or use of fireworks, explosives or other dangerous substances
- Bullying
- Public conduct that is scandalous to the reputation of the school
- Repeated violation of school rules
- Serious disregard of another's rights
- Reckless driving on campus
- Driving on campus without a valid license and/or without school's permission
- Stealing
- Truancy
- Smoking
- Tampering with fire-fighting equipment
- Use or possession of firecrackers
- Excessive behavior/study Sessions in a 30-day period (eight or more behavior infractions)
- **Any other offense that is not specifically listed and is considered by the Administration to be serious enough to warrant suspension or mandatory transfer.** A breach of common sense is considered a breach of the school rules.

HIGH SCHOOL POLICIES

DRESS CODE

Proper school attire is the responsibility of parents, students and staff. General appearance shall be neat, clean, and appropriate for school attendance. Revealing clothing, ragged style of dress and flip-flops (thongs) are not allowed. In the case of conflicting opinions on any of these matters, the principal has final authority.

In order to guarantee appropriate dress for school, students are to dress according to the following standards:

- T-shirts, button-down shirts, and polo shirts are allowed. T-shirts, shirts and polos **must cover the stomach** when students raise their hands above their heads.
- Shirts may be sleeveless but the full shoulder must be covered; therefore, straps and tank tops **are not allowed**.
- Blouses cannot be low cut. The cut of the blouse can be **no more than** one palm (fingers touching each other) below the collarbone.
- Clothing with **symbols or slogans that are vulgar or insulting** or have ads promoting the use of alcohol, drugs, or tobacco products are not allowed.
- Jeans are allowed; however, they **CANNOT** be ripped or torn.
- Skirts must be **one palm** and shorts **two palms (fingers touching each other) above the knee at the most** and measured when the student is sitting down
- Spandex tights are **ONLY ALLOWED** in **GYM CLASSES**.
- Thongs (flip-flops) **are not allowed** at school (both leather and plastic). Sandals must have a heel strap.
- Pajama bottoms are not allowed.
- Underwear cannot be showing.

EXCESSIVE ABUSE CLAUSE

A student not following the dress code standards may, without previous warning, be assigned to wear school provided attire or have parents notified to bring an appropriate change of clothes.

If the student comes to school dressed inappropriately on a repeated basis (with four documented violations in a semester), parents must come in to school with the student for a conference with the principal. Parents are expected to help students make appropriate choices regarding school attire.

LOCKERS

The school provides students with lockers and combination locks. Students are not obliged to use this service. However, if they use the service, they are responsible for the locks and lockers. Fees are charged for lost locks, and to repair damaged lockers. Lockers are the property of the school and are subject to administrative search at any time.

STUDENT'S PERSONAL PROPERTY

School equipment should be used for classroom projects. If a student chooses to bring their personal property to school (i.e. video cameras, digital cameras, iPods, laptops, etc.) they are responsible for any damage, loss or theft and the school will not be held responsible.

CELLULAR PHONES / ELECTRONIC DEVICES

Cellular phones and electronic devices (such as music players or electronic games) may be brought to school but may **only** be used at breaks, lunch, before and after school. If these devices are visible during class or in a testing environment they will be confiscated by the teacher and delivered to the high school office. These items will be returned after school, following a conversation with the principal. Multiple offenses will warrant parent contact and may lead to further disciplinary action.

HIGH SCHOOL POLICIES

SAFETY AND RESPECT FOR PROPERTY

Skateboards, roller blades and roller skates are not permitted on campus at any time. Bicycles are also not permitted, except in the case of students who use them for transportation to and from school. However, they may not be used on campus during school hours.

Any student willfully or carelessly defacing or destroying property of the school is required to pay for its replacement or repair, and, in the case of vandalism, will be subject to disciplinary action.

SUBSTANCE ABUSE POLICY

Chapel has a strict policy of absolutely no tolerance of substance abuse. A student shall not possess (possession includes, but is not limited to, holding in purses, wallets, lockers, desks, etc.), buy, sell, use, transmit, apply or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, alcoholic beverage, intoxicant or mood-altering chemical of any kind. **This rule is absolute, and is in effect during the school year and applies to the school grounds, school buses, and to any school-related or sponsored functions, trips or events off-campus.**

School officials and chaperones will not permit a student to enter the school, or a school-sponsored event, if the student is or appears to be under the influence of alcohol or any unlawful chemical substance. If in doubt, the student's parents will be called to pick up the student.

All cases of substance abuse will be referred to the Honors and Student Behavior Committee of the Governing Board for disciplinary action, which may include suspension or expulsion.

The school wishes to make it clear that it is not responsible for activities at "class parties" or other events, which are privately-sponsored. If parents have any questions about whether an event is sponsored by the school, they are encouraged to contact the appropriate administrator.

- * **"Under the Influence"** is defined as: manifesting signs of chemical use or misuse such as staggering, reddened eyes, odor of chemicals, unusual nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.

In all matters concerning alcohol or drug use, possession or trafficking, the school complies fully with the Brazilian Law.

TOBACCO

Smoking will not be permitted at school, or at school sponsored activities. If a student is caught smoking his/her parents will be called. First offense is a parent conference and in-school suspension. Subsequent smoking on school grounds will result in out-of-school suspensions.

SCHOOL PRINTER USE

As a means to monitor our printing habits, all students and teachers will receive a printing quota for the semester. As users near their quota, the monitoring software will advise them as to the number of copies they have remaining. Once students reach their quota they will need to purchase "chits" to buy credits if they wish to print at school for the remainder of the semester. Black and white copies will count as one (1) credit but one color copy will count as the equivalent of five (5) black and white copies.

This system of accountability is to encourage all of us to print only when necessary and to think twice about the waste that occurs throughout the school year.

The established quotas are as follows:

- Grades 4-6 = 75 copies per semester
- Grades 7-8 = 100 copies per semester
- Grade 9-10 = 125 copies per semester
- Grade 11-12 = 150 copies per semester

Ten credits can be purchased for 50 centavos in chits and must be paid to the high school office assistant. Please note that it will take 24 hours to credit an account, so students should plan accordingly.

Together we can make a difference and reduce unnecessary waste and misuse.

HIGH SCHOOL POLICIES

APPENDIX A

COUNSELING SERVICES

Counseling services are offered to the students through the Guidance Office. These services are an integral part of the total education of a student. A counselor is aware of the fact that such services cannot be successful without the cooperation and participation of parents. Effective student counseling is not an isolated element, but rather a goal toward which all school personnel are working. Counseling is not a cure-all or a quick remedy for all student problems. Quick results are not usually obtained nor should they be expected.

The Guidance Office is responsible for the following:

1. Scheduling of classes and student schedules
2. College Placement
3. Academic Counseling
4. Personal Counseling
5. Career Counseling
6. Faculty Consultation

Some common reasons for referral to the counselor are:

1. Vocational Counseling

The Guidance Office vocational program has as its fundamental purpose to offer opportunities for students to learn about various careers and to reflect on them in relation to their life. The program embraces two fundamental aspects: knowledge of careers and self-knowledge. The goal of the vocational program is to integrate these two aspects and thus guide the students through the multiple career choices open to them.

2. Educational Counseling

Referrals can be made for students who are under-achieving in addition to students whose goals might be unrealistic with regard to ability. Approximately 100% of Chapel's students continue with higher education. Consequently, college placement and plans for such are a major area of emphasis in the counseling program. Though the Guidance Counselor is an integral part of the college application process, he/she may not make phone calls to universities to inquire about admissions status.

3. Personal Counseling

As human beings, students have a wide range of personal needs. While there are no clear-cut solutions to basic human needs, the Guidance Office attempts to provide a student with a non-threatening atmosphere in which to express his or her ideas and feelings.

COLLEGE BOARDS (SAT I, AND II) AND TESTING SERVICES

Chapel's Guidance Office provides information and registration bulletins for the College Boards SAT (*) required for entrance into U.S. universities and colleges, as well as information and applications for the TOEFL (**). These tests are prepared by the Educational Testing Service of Princeton, New Jersey, and are administered on pre-arranged dates set by the College Board. **The school's ETS Code Number is 910750.** Dates of SAT I and II exams are published in the school calendar. The Preliminary Scholastic Aptitude Test, which qualifies students for the National Merit Scholarship, is administered to interested juniors in October. For further information, contact the guidance counselor.

(*) SAT I, Scholastic Aptitude Test; SAT II, Scholastic Achievement Tests

() TOEFL, Test of English as a Foreign Language.**

TESTING FEES

The tests listed above are prepared and owned by the Educational Testing Service. ETS charges a fee for those sitting for the examinations.

HIGH SCHOOL POLICIES

APPENDIX B

TRANSPORTATION FOR SPECIAL EVENTS

The following **school bus regulations** are currently in effect:

1. Students are under the direct supervision of bus drivers, monitors and teachers riding the bus.
2. Students should respect the bus driver at all times.
3. Students are not allowed to get off at unscheduled stops. Exceptions will be made for students with written permission obtained in advance from the respective school office.
4. If there is an accident or breakdown, students must remain on the bus unless directed to do otherwise by the driver.
5. While students are on the bus, all school rules and regulations are in effect. In addition, students are expected to follow normal rules of safety, courtesy, and respect. These include, but are not limited to, the following:
 - No throwing objects out of the bus;
 - Keeping all parts of their bodies inside the bus;
 - Staying in their seats until they leave the bus;
 - Respecting the property of the bus company. Parents will be held responsible for student-caused damage;
6. Violations of rules will result in disciplinary action, which may include suspension.

HIGH SCHOOL POLICIES

APPENDIX C

AMERICAN PROGRAM

All high school students are enrolled in a college preparatory American program of study with the juniors and seniors taking the I.B. curriculum. Upon successfully completing Chapel's graduation requirements, the student is awarded an American high school diploma recognized in the U.S.A.

1. Credits required for graduation

English	4 credits
Social Studies	3 credits
Mathematics	3 credits
Science	3 credits
Religion	2 credits
Foreign Languages or Electives	2 credits
Physical Education	2 credits (*)
Electives	5 credits

(*) IB diploma candidate students require a minimum of 1.5 Physical Education credits.

2. Regulations

- 2.1 Requirements apply to grades nine through twelve.
- 2.2 The diploma is granted on the completion of 24 credits.
- 2.3 Attendance of 85% of days is required out of a minimum of 180 school days.
- 2.4 The minimum passing grade is "D-" each semester. Students receiving an "F" for a semester class must repeat the class in order to meet credit requirements.
- 2.4 Students taking English Language Learners (ELL) courses may be exempted from the foreign languages requirement.
- 2.5 The intent of the Board Policy on graduation requirements is to hold all students entering Chapel responsible for the remainder of credits after the date of entrance.
- 2.6 In case of transfer students, dispensation of certain graduation requirements may be made by the Superintendent or designate providing the following are met:
 - There is no reasonable opportunity for a transfer student to meet the credit and/ or course requirements for graduation.
 - There is reasonable verification from the former school that the student would have graduated had the student remained in the former school.

3. Courses offered in the High School

7th Grade	Required	Electives
	English 7	Art
	Hebrew Scripture	Geography
	Integrated Science I	Health Education
	Math 7	History
	Physical Education	Music
	Portuguese or Portuguese as Second Language	Humanities
	World History I	
	Research Skills	

HIGH SCHOOL POLICIES

8th Grade	Required Algebra I English 8 Geography Integrated Science 8 th gr. Physical Education Portuguese or Portuguese as Second Language Sacred Scripture Research Skills Art Music	Electives Computer Literacy History English Enrichment Humanities
9th Grade	Required Church History & Doctrine English 9 Integrated 9 th Gr. Math Integrated Science 9 th gr. Physical Education Portuguese or Portuguese as Second Language World History II	Electives Art Computer Graphics French I Hypermedia Spanish I Yearbook Academic Writing
10th Grade	Required Integrated 10 th gr. Math Physics or Chemistry or Biology English 10 Morality Physical Education Portuguese or Portuguese as Second Language Comparative Governments/US History or Brazilian History and Geography	Electives Art Yearbook French II Spanish II Pre-IB Writing Applied Information Technology
11th Grade	Required IB English 11 A1,A2, SL/HL IB Math SL or HL and IB Math Studies IB Physics, IB Chemistry, IB Biology SL/HL IB Portuguese A1,A2,B SL/HL or Portuguese as a Second Language IB World Religions SL Philosophy of Religion Physical Education Social Studies (*)	Electives Applied Information Technology IB Spanish A2,B SL/HL IB French B SL/HL IB Art SL/HL
12th Grade	Required IB English 12 A1,A2, SL/HL IB Math SL or HL and IB Math Studies IB Physics, IB Chemistry, IB Biology SL/HL IB Portuguese A1,A2,B SL/HL or Portuguese as a Second Language IB World Religions SL Physical Education Social Studies (*)	Electives Applied Information Technology IB Spanish A2,B SL/HL IB French B SL/HL IB Art SL/HL

HIGH SCHOOL POLICIES

(*) The Social Studies Department offers US History, Comparative Governments, IB History of the Americas HL, IB Economics SL, IB 20th Century History SL, and IB Brazilian Social Studies SL courses as electives.

Full IB candidates are required to take the total of three semesters of Theory of Knowledge (T.O.K.) classes in 11th and 12th grades.

HIGH SCHOOL POLICIES

BRAZILIAN STUDIES PROGRAM

Chapel is and has been recognized as a Brazilian school since 1983.

The Brazilian Program is composed of two parts: **Ensino Fundamental** (1º ao 9º ano) which corresponds to grades 1 through 9 in the American Program; **Ensino Médio** (1º ao 3º ano) which corresponds to grades 10 through 12 in the American Program. At the conclusion of each “grau” the students are granted a certificate.

In the Brazilian program, the evaluation criteria follows the same standards used for the American program. Any student receiving a grade of “F” during the quarter is subject to study-review classes (parallel recuperation).

Students who receive an “F” for the year’s average, in four subjects must **repeat** the grade. The students in the 8th, 9th, 10th and 11th grades that fail up to two subjects after taking the “**recuperação**” exam will have to take these as extra subjects in the following year. This procedure will not be extended to the 12th grade.

BRAZILIAN REQUIREMENTS

ENSINO FUNDAMENTAL

Students are required to take Portuguese, English, Science, Mathematics, Physical Education, Religion History, Geography, Art and Music. Computer, French and Spanish are offered as electives.

ENSINO MÉDIO

Students are required to take Portuguese, English, Science, Mathematics, Physical Education, Religion, Brazilian History, Brazilian Geography, Philosophy and Art. Computer, French and Spanish are offered as electives.

HIGH SCHOOL POLICIES

INTERNATIONAL BACCALAUREATE PROGRAM

Chapel offers the International Baccalaureate program to eleventh and twelfth grade students.

Receipt of the IB diploma facilitates entrance into universities throughout the world. In addition, many colleges and universities in the United States offer advanced standing based on average to above-average achievement in Higher Level courses. IB certificates are awarded for successful completion of examinations in individual courses. Diplomas are reserved for those who successfully complete the full IB program. Students in IB courses are expected to maintain good grades and to demonstrate high motivation. For more information about the IB program and specific course offerings at Chapel, contact the IB coordinator.

DIPLOMA REQUIREMENTS

The complete IB program involves taking six subjects, three at Higher Level (HL) and three at the Standard Level (SL). Diploma candidates must also complete an interdisciplinary course in the Theory of Knowledge, submit an extended essay for external assessment, and participate in creative, athletic, and social service activities (CAS). All IB examinations are externally assessed and rated from 1 (poor) to 7 (excellent). A mark of 4 is considered an average passing mark. The diploma is awarded if a total of 24 points is achieved with no individual scores below three. Consult with the IB Coordinator if you have any questions regarding IB requirements.

I.B. COURSE OFFERINGS

HIGHER LEVEL COURSES	STANDARD LEVEL COURSES	IB CORE REQUIREMENTS
English A1, A2	English A1, A2	Theory of Knowledge
Portuguese A1, A2, B	Portuguese A1, A2, B	CAS
Spanish A2, B	Spanish A1, A2, B	Extended Essay
French B	French B	
Mathematics	Math & Math Studies	
Biology	Biology	
Physics	Physics	
Chemistry	Chemistry	
Art	Art	
History of the Americas	World Religion	
	20th Century World History	
	Geography	

PARENT/STUDENT CONTRACT FOR THE IB PROGRAM AT CHAPEL SCHOOL

In order to comply with IB standards and regulations and to abide by the IB Learner Profile, Chapel School is requiring all students who are choosing to earn an IB Diploma or certificate to observe the following criteria:

- Deadlines:** All student work must be turned in on time. This means at the beginning of the class for which the assignment is due. A student calendar of major IB assignments will be made available during the first month of each semester to enable students to gauge how to manage time. **In addition, the student will forfeit the right to take an IB examination if any work is incomplete or deemed not one's own.**
- CAS (Creativity/Action/Service):** Each student in the full IB Diploma Program must, by December 1, complete 150 hours (50 hours in each component) by the end of the first semester in senior year. Each student will be assigned an Advisor/Coordinator to whom they are responsible. Students will meet with their advisor regularly for advice and to turn in their worksheets. Worksheets must be authenticated on

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company letterhead with phone numbers and legitimate signatures when hours are completed outside of school. No less than fifty hours will be required for each semester. A grade will be given at the end of each semester for work completed. The grade will count for TOK.

3. **Course Requirements:** Students must meet the minimum internal course requirements to sit for an IB exam. Prepaid IB exam subjects will not be refunded if requirements are not met.
4. **TOK (Theory of Knowledge):** All students taking the full IB Diploma are required to take this class for three semesters (every other day). It is study in the ways we learn, what the basis of knowledge is and how we know that we know. Part philosophy, part psychology, the course examines all school disciplines and analyzes learning while questioning everything.
5. **Extended Essay:** This major research paper asks students to take a position on a significant controversial issue and defend in depth (up to 4000 words), how a conclusion is reached. The paper will begin in the TOK class in the second semester of junior year. Each student must have a teacher advisor to help plan, assist, and ultimately to sign off on the authenticity of all work. The student must meet with the advisor no fewer than three times for a period of no less than a total of two hours to ensure that the student is taking the work seriously and to answer any questions.
6. **Honesty Policy:** As part of the IB Program, each student is asked to sign a Declaration of Integrity on all work submitted for an IB Diploma. This document must be signed and will be kept on file until the Diploma is awarded. In the event of any unauthorized work, the Diploma is in jeopardy and may be revoked.

HIGH SCHOOL POLICIES

APPENDIX D

GRADE RECONSIDERATION CRITERIA

To meet the needs of international families whose children's ages are not aligned with their home country's educational system the following procedures will be followed when considering grade level reassignment.

AGE

- The student must be 12 years old by August 15 to be enrolled in 7th grade.
- The student must be 13 years old by August 15 to be enrolled in 8th grade.
- The student must be 14 years old by August 15 to be enrolled in 9th grade.

ACADEMICS

- The student can not be enrolled in an ELL Program.
- The student's reading, math and vocabulary level as measured by the MAP can not be more than 6 months below anticipated grade placement.
- Oral and written expression must be at anticipated grade level.
- Previous year's GPA must be a minimum of 3.3 or B+.

PROCEDURES

- Requests will only be considered if submitted by the first month of school and vacancies are available in the anticipated grade level (August).
- Parental request for grade placement reconsideration must be in writing.
- The request must be taken to the grade level teachers meeting.
- Math, Science, English and Social Studies must approve grade advancement.
- Minutes of the grade level meeting will be filed in the student's permanent file.

HIGH SCHOOL POLICIES

APPENDIX E

COMPUTER/INTERNET ACCESS ACKNOWLEDGEMENT

All students will be using school computers and Internet services as part of their regular curriculum and instruction. Chapel School employs a four part plan to protect our students from the risks that can be associated with Internet use in school. These four parts include: training for our staff; supervision of students using the internet; filtering system; and a board policy on Student Computer/Internet use (5070). Until this form is returned, student use of the school's computers and Internet will be supervised and limited.

Student:

I have read Policy 5070 - Student Computer/Internet Use found on **pages 35-37** of the Parent/Student Handbook and agree to comply with them.

Student Name *(please print)*

Grade

Signature of Student

Date

Parent/Guardian:

Parents of students in Kindergarten through 4th grade - I have discussed this information on the use of school computers and the Internet with my child. (Please Note: K-4 student signature not required)

Parents of 5th through 12th graders - I have read Policy 5070 - Student Computer/Internet Use found on **pages 35-37** of the Parent/Student Handbook and understand that my son/daughter's use of school computers is subject to compliance with these roles.

Signature of Parent/Guardian

Date

(*) Please note that one form per child needs to be signed and dated.

HIGH SCHOOL POLICIES

STUDENT COMPUTER AND INTERNET USE (Board Policy 5070)

Chapel School provides computers, networks and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. The Board believes that the resources available through the Internet are of significant value in the learning process and in preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient and appropriate use of this technology.

Student use of school computers, networks and Internet services beyond classroom assignments is a privilege and not a right. Students are required to comply with Chapel's computer and internet use policy. Students who violate the policy may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All Chapel School computers remain under the control, custody and supervision of the school system. The system reserves the right to monitor all computer and Internet activity by students on its computers. Students should have no expectation of privacy in their use of school computers.

While reasonable precautions will be taken to supervise student use of the Internet, Chapel School cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school, in violation of procedures and school roles. The school system is not responsible for the accuracy or quality of information that students obtain through the Internet.

All students will be using school computers and Internet services as part of their regular curriculum and instruction. The student and the student's parent/guardian are asked to sign and return the Computer/Internet Access Acknowledgement. The school will retain the signed acknowledgement.

The Superintendent, Technology Coordinator, and building Administrator/s shall be responsible for overseeing the implementation of this policy and the accompanying roles and for advising the Board of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of Chapel School's computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others, as he/she deems appropriate.

a. COMPUTER USE IS A PRIVILEGE, NOT A RIGHT

Student use of the school's computers beyond classroom use, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

The building principal shall have final authority to decide whether a student's privileges will be denied or revoked.

b. ACCEPTABLE USE

Student access to the Chapel School computers, networks and Internet services are provided for educational purposes and research consistent with Chapel's educational mission, curriculum and instructional goals.

The same rules and expectations govern student use of computers as apply to other student conduct and communications.

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervisor when accessing Chapel's computers, networks and Internet services.

HIGH SCHOOL POLICIES

c. PROHIBITED USE

The user is responsible for his/her actions and activities involving Chapel School's computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

1. Accessing/Transmitting Inappropriate Materials- Accessing, submitting, posting, publishing, forwarding, downloading, scanning, printing, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. Illegal Activities- Using Chapel School's computers, networks and Internet services for any illegal activity or activity that violates other Board policies, procedures and/or school rules; such as encouraging the use of tobacco, alcohol or controlled substances;
3. Violating Copyrights- Copying or downloading copyrighted materials without the owner's permission;
4. Plagiarism- Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author publisher, and Web site must be identified;
5. Copying Software- Copying or downloading software without the express authorization of the system administrator;
6. Non-School-Related-Uses- Using Chapel School's computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or any other personal use;
7. Misuse of Password/Unauthorized Access- Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts; forging or attempting to forge electronic mail messages;
8. Malicious Use/Vandalism- Any malicious use, disruption or harm to Chapel's computers, networks and Internet services, including hacking activities and creating/uploading of computer viruses;
9. Unauthorized Access to Chat Rooms/News Groups- Accessing chat rooms or news groups without specific authorization from the teacher, supervisor, or administrator.

d. NO EXPECTATION OF PRIVACY

Chapel School retains control, custody and supervision of all computers, networks and Internet services owned or leased by Chapel School. Chapel School reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

e. COMPENSATION FOR LOSSES, COSTS AND/OR DAMAGES

The student and/or the student's parent/guardian shall be responsible for compensating Chapel School for any losses, costs or damages incurred by Chapel School and related to violations of this policy and/or these rules, including investigation of violations.

HIGH SCHOOL POLICIES

f. CHAPEL SCHOOL ASSUMES NO RESPONSIBILITY FOR UNAUTHORIZED CHARGES, COSTS OR ILLEGAL USE

Chapel School assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

g. STUDENT SECURITY

A student shall not reveal his/her or any other student/classmates full name, address or telephone number on the Internet. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervisor if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

h. SYSTEM SECURITY

The security of Chapel School's computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the teacher, supervisor, or system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

i. CONSEQUENCES OF VIOLATIONS

Minimum: Loss of computer privileges for a defined period.

Maximum: Suspension; exceptional serious violation, mandatory transfer from school.

1. Parental Permission Required

Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgement Form before being allowed to use school computers beyond classroom use.

Student Name (*please print*)

Grade

Signature of Student

Date

Signature of Parent/Guardian

Date

HIGH SCHOOL POLICIES

CODE OF CONDUCT AGREEMENT & USE OF STUDENT PHOTOGRAPHS

- I have read and understand Chapel's Student Code of Conduct as outlined in our Parent-Student Handbook 2010-2011 – pages 20 to 24.

Declaro ter lido e entendido todas as Normas de Conduta dos Alunos conforme descritas no Manual para Pais e Alunos - 2010-2011 – pags. 20 a 24.

- Please check here if we can use your student's picture in our upcoming student publications (please note: surnames will never be published)

Favor marcar ao lado se concorda que a foto de seu filho seja utilizada em publicações da escola. Asseguramos que o sobrenome da família não será publicado.

Student Name (*please print*)

Grade

Signature of Student

Date

Signature of Parent/Guardian

Date