



2023-2024

Parent and Student Handbook

Brasília International School: Preparing International Students to Positively Impact the World



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WELCOME from the BIS SCHOOL DIRECTOR

I am actually writing this before the end of the school year. School will end in a couple of weeks. As we end the year we finish with about 250 student and a waiting list of over 50 students. We are working hard to increase our space to hold over 300 student. This is our prayer anyway! Please join us in believing for this!

What a year we have had! If I had to pick a single event... I could not!!!! There have been too many! Certainly, our Christmas program was beyond description, but then again, so was our International Fair. As I am writing this I am preparing for the Family Night after the International Fair in which the students did an amazing job creating so many unique and creative displays. Which was my favorite? I will never tell! Well, there was one that touched my heart strings! I grew up in the Adirondack Mountains in the 60s and 70s when I personally saw the Acid Rain from Detroit, Michigan do so much damage to my beautiful trees. This display clearly showed the damage of the Acid Rain... It clearly touched my heart.

Well, if I have to pick my favorite part of this past school year, it has to be all of you... the families, the students, the teachers, and the country of Brazil! Dale and I have truly fallen in love with it all! Thank you all for making living in Brazil such a blessing!

We are praying now for a blessed 2023-2024 school year! Pray too that the Lord opens the door for adding onto our existing building. We are truly at our maximum, and need room for hundreds more. We know God will show us His plan, His way and His timing.

A BRIEF INTRODUCTION

Brasilia International School (BIS) is the only Christian international school in Brasilia that provides American curriculum based education for students from our Early Learning Center to Grade 12. The parents of BIS students come from a variety of occupations, including the corporate and diplomatic communities. BIS celebrates the diversity of our student body. We welcome children from all parts of the world and all backgrounds. BIS does not discriminate in its admissions on the basis of national, ethnic or racial origin. The school respects the religious preferences of parents and students. At the same time, parents understand that the school is operated within the framework of Christian principles.

BIS has dedicated Christian teachers recruited through the Network of International Christian Schools (NICS). NICS is an interdenominational mission organization headquartered in the US and operates schools around the world. This type of recruiting ensures that the BIS teachers are here because they have a passion to serve their students.

The fact that BIS is a Christian school affects every area of your child's education in a positive way while respecting the culture of diversity represented by the BIS family. Our teachers view each child as a unique individual created by God, and thus seek to understand and love each one. They take seriously their responsibility to teach, encourage, and, when needed, admonish. BIS sincerely appreciates the support of our parent community while seeking to prepare international students to positively impact the world.

1. GUIDING PRINCIPLES/FOUNDATIONAL STATEMENTS:

1.1. Mission

Brasilia International School is a community of students, parents, and Christian educators, working together as a NICS/Oasis network school, to instill in our school community:

- a passion for truth (Veritas),
- a commitment to excellence (Virtus),
- and an appreciation for diversity (Varietas)!

1.2. Mission Definition

Our foundation is Christ. The faculty, staff, and administration of Brasilia International School seek to be distinctly Christian in every aspect of the school's operation within the network. Our foundation leads us to commitments in the following areas:

We are called to truth. Every activity at our school community will affirm the worth of truth, the reality of absolute truth, and surety of Jesus Christ as the Truth.

We are called to excellence. Every activity of our school community should exemplify excellence. Excellence is not an end but rather a reflection of followers of Christ serving in response to His love and for His glory. This pursuit of excellence should be a living testimony to the exceeding excellence of Christ, and will be evaluated through network standards.

We are called to diversity. Every activity of our school community should draw attention to the wonder of God's creation. We admit students from every background and respond to them as special, cherished creations of a loving God.

1.3. Vision

Preparing International Students to Positively Impact the World.

1.4. Vision Definition

BIS is committed to Christ-centered education with a ministry mindset. We are a school that puts Christ at the center of all academics and activities. We strive to reach our students with the love of Christ and nurture in them Christ-like character and love for God. This Christ-centered focus forms the foundation of our family-friendly environment that respects and encompasses students and families for nations around the world. BIS is a place where students and families are welcomed, known, and valued. No student is merely a name on a class list. Our administration, teachers, and staff strive to educate with a high level of academic integrity and reach each and every child on a daily basis. We want to know our students, make them feel a part of a family, and provide for them a safe place to belong. This commitment transcends to the families of our students and beyond so that our vision of preparing international students to positively impact the world remains while at the same time the glory of God is ultimately realized.

1.5. BIS Schoolwide Learning Goals (Expected Student Outcomes)

BIS students will be:

1.5.1. Life-Long Learners

- Are well prepared in all academic disciplines
- Appreciate literature, the fine arts, and culture
- Pursue realistic goals and evaluate their progress
- Develop critical thinking skills to question, solve problems, and make responsible decisions
- Reflect creativity and high standards in their work

1.5.2. Effective Communicators

- Communicate with clarity, purpose, and understanding of audience
- Integrate the use of a variety of communication forms (reading, writing, speaking, listening)
- Listen considerately and evaluate ideas from diverse viewpoints
- Utilize technology to gather, process, or share information
- Express personal opinions respectfully

1.5.3. Responsible Citizens

- Show a commitment to honesty, truth, and high moral standards
- Practice justice, mercy, and peacemaking at school, in their family and society
- Accept and respect others
- Respect and submit to authority
- Contribute to improving the quality of life in BIS, the community, and the world

1.5.4. Healthy People

- Practice good health, nutrition, hygiene, and exercise
- Manage time and other resources appropriately
- Practice self-control in relating to others
- Have a positive, healthy self-image
- Work cooperatively with others

1.6. NICS Standards of Best Practices

Students enrolled in NICS schools will be provided maximum opportunities to learn from highly qualified, effective teachers that utilize research-based teaching and learning best practices. Academic standards, curriculum, teaching and learning strategies, technology, and assessments will be aligned to provide a clear academic focus for 21st Century learners and guide school improvement. NICS schools will have strong instructional leaders that empower educator growth and development, as well as require high levels of accountability for all staff. Leaders, teachers, parents, and students will collaborate to meet student learning goals. Each NICS school will be characterized by a spiritually mature and mission-minded faculty and staff that are committed to the salvation and spiritual formation/discipleship of students. NICS schools will place Jesus Christ at the center of the learning process and provide an exemplary study of the Bible led by inspiring teachers. Students will learn to view reality and make sense of life and the world from a biblical framework. NICS schools will provide an environment of respect for people of all cultures and religions where students and staff feel valued and safe.

1.7. NICS Statement of Faith

- We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God (Exodus 24:4; Psalms 19:7-10; Luke 24:44; Matthew 5:17-18), without error in the original writings (Deuteronomy 4:1-2), the complete revelation of His will for the salvation of man, and the divine and final authority for all Christian faith, life, and conduct (2 Timothy 3:16; 2 Peter 1:20-21).
- We believe in one God (John 10:30), Creator of all things (Genesis 1:1), infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit (Matthew 28:19).
- We believe that Jesus Christ, without any change in His eternal deity (John 10:31-38; Hebrews 1:3), became man through conception of the Holy Spirit and virgin birth (Luke 1:31-35), that He died on the cross (Mark 15:23-26; John 19:16-18), a perfect and complete sacrifice, in our stead and for our sin according to the Scriptures (Hebrews 9:13-15; Ephesians 1:6-7). He arose bodily from the dead and ascended into heaven (1 Corinthians 15:3-4; Acts 1:6-11) where, at the right hand of the Majesty on High, He is now our High Priest and Advocate (Hebrews 2:16-17).
- We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ (John 16:13-14) and, during this age, to convict of sin and regenerate the sinner upon belief in Christ (John 16:7-12; Romans 8:9; 1 Corinthians 6:11); at the time of regeneration baptizing the believer into the one body of which Christ is the head (Galatians 3:26-28) and to indwell, guide, instruct, fill, and empower the believer for godly living and service (Romans 8:26-27 & 15:13; Proverbs 3:5-6).
- We believe that man was directly created by God in His own image (Genesis 1:27) but fell into sin (Genesis 3). The entire human race is, therefore, lost and only through repentance (2 Corinthians 7:10), faith in Jesus Christ (Ephesians 2:4-9), and regeneration of the Holy Spirit, can salvation and spiritual life be obtained (Romans 8:13-14).
- We believe that the atoning death of Jesus Christ and His resurrection provide the only ground of justification and salvation for all who believe (John 14:6; Acts 4:12), and that only such as receive Jesus Christ by personal faith are born of the Holy Spirit and by Him sealed to the day of redemption (Ephesians 4:30).
- We believe in the personal return of the Lord Jesus Christ (2 Timothy 4:1), and that the hope of His appearing has a vital bearing on the personal life and service of the believer (2 Timothy 1:8-10).
- We believe in the bodily resurrection of all the dead (Romans 8:11), of the believer to everlasting blessedness and joy with the Lord (Romans 4:7-8), and of the unbeliever to judgment and everlasting and conscious punishment (Matthew 25:46; Hebrews 10:29).
- We believe that the Church is composed of all such persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the head (Romans 12:4-5; 1 Corinthians 12:12-13).
- We believe that water baptism and the Lord's Supper are ordinances to be observed by the Church during this present age. They are, however, not to be

regarded as a means of salvation (Matthew 28:19; Acts 18:8; 1 Corinthians 11:23-29).

- We believe that all the saved should live in such a manner as will honor and glorify and not bring reproach upon their Savior and Lord and that it is commanded of God to remain separate from false doctrine, sinful pleasures, and practices.

1.8. Accreditation

BIS is a member of the Network of International Christian Schools (NICS), an interdenominational mission organization with its headquarters in the USA. BIS is fully accredited by both Cognia (formerly AdvancEd) and the Association of Christian Schools International (ACSI). BIS is recognized as a private international school by the National Council of Education in Brazil. BIS stands as a distinctive international institution as a faith-based school not adhering to, nor affiliated with the national system of education. BIS students graduate with a US diploma upon completion of graduation requirements set for by US standard. The high school program focuses on college preparation and BIS offers several Advanced Placement (AP) and honors level courses through either a traditional classroom or online format through our sister school NorthStar Academy. Over the years our graduates have been recipients of several academic scholarships, awards of merit, and AP diplomas. Many of our graduates have gone on to attend top universities around the world.

2. PARENT ENGAGEMENT

2.1. School Information System (SIS), currently Sycamore

Sycamore is our school information system. This is an online system in which the school will keep electronic files for each student. Parents and students may also access Sycamore either from a computer or from a smartphone app in order to check students' grades and missing work. Login information can be obtained from our registrar.

2.2. PAO - The Parent Organization

The parent organization at BIS is known as PAO - Parents Assisting Others. ALL parents are strongly encouraged to get involved in PAO.

2.2.1. Philosophy of PAO

BIS believes that God has given parents the responsibility of training their children. Most parents choose a school to help them with the incredible task of education. However, parents still need to have an active role in the education process. One way parents can be involved in the school is through the school's parent organization. At BIS, this organization is called Parents Assisting Others (PAO). This group is actively involved in serving and assisting the school community.

2.2.2. Objectives of PAO

- To work together and promote unity among the international community represented at BIS
- To partner with the school by organizing volunteer efforts and assistance for activities and events at BIS
- To raise additional funds for special projects or needed equipment at BIS
- To encourage the students and staff of BIS
- To provide additional communication to the school community of events and happenings at BIS

2.2.3. Volunteering

Parents are encouraged to be actively involved at BIS and their child's education by volunteering. To volunteer, he/she will be asked to:

- fill out a volunteer application
- attend a child protection training with the principal
- sign the NICS Code of Conduct agreeing to all the terms
- sign a volunteer contract with the parameters of the volunteer agreement

3. SUPPORT SERVICES

3.1. English Language Development

Students who do not speak English as a first or native language will take an academic English test (WIDA) as part of their admissions process to BIS. If it is determined that the student does not currently have the English skills to be successful in their classes, the student will be required to participate in the English Language Development (ELD) program. ELD classes take the place of foreign language classes and specifically focus on developing academic English abilities in the areas of listening, speaking, reading, and writing. The ELD program coordinator will also monitor the student's progress in his or her other classes and collaborate with teachers to accommodate and build on the student's language abilities. Occasionally, if the student's English is beginner level, the ELD coordinator might determine that a student needs to have content modified in his or her other classes. Content modification must be approved by the parents, as the class will appear on report cards and transcripts as having been modified. Content modification typically means that the content has been adjusted to the student's level and may not meet grade level or course standards.

3.2. Educational Testing Referral

If a student is struggling academically and does not seem to make improvements over a five-week period, the teacher may refer the student to the Resource Coordinator or Principal for assessment. At that point, the student will be observed, interviewed, and possibly received additional assessment. Within one to two weeks, the classroom teacher will be notified of the results and will be given a recommended plan of action. The plan of action may include a conference with the parents and a list of recommendations and modifications. Once a plan of action is in place, the student will be quarterly monitored to evaluate progress. If a student does not appear to be making progress with the modifications in place, the parents may be referred outside of BIS for additional support. Neither teaching staff or administration are permitted to make any form of clinical diagnosis or professional service recommendation of a child given this type of assessment is left to the family and outside professionals with certified credentials.

3.3. Resource Services

BIS recognizes that each student comes to our school with varying abilities and areas of need. The resource department exists to assist students whose academic needs are greater than those of their peers. Students with academic-based special needs desiring to be admitted to BIS must meet with the resource coordinator prior to acceptance to BIS. In some cases, acceptance at BIS may be contingent upon placement with required support from our resource department. The Resource Coordinator will meet with the classroom teacher, parents, and other approved professionals to discuss accommodations that can be made within the classroom to assist the student academically that also typically aligns with emotional support. The Resource Coordinator will write an

accommodation plan for the student, which will be updated as needed and will be used during transition between grades and placed on record in the student's confidential file. Acceptance into the resource program is at the discretion of the Resource Coordinator, Principal, and Head of School. While BIS seeks to serve the needs of families to the best of our abilities while making every effort to show all students the love of Christ, we also acknowledge the confines of our programs at times. The resource program offers services with additional associated costs for students in Kindergarten through 12th grade who are able to receive the majority of their education in the general education classroom. BIS typically cannot accommodate students with certain accommodations requiring services in a self-contained classroom or other related necessities.

3.4. Resource Referral Process

When a classroom teacher suspects that a student may have a resource-related problem he/she will follow the referral process listed below:

- 3.4.1. The classroom teacher must identify a possible solution/accommodation to alleviate the problem and must document the use of this solution for two weeks.
- 3.4.2. If no improvement is observed, the teacher must identify an additional solution or accommodation and document the use for an additional two weeks.
- 3.4.3. If no improvement is observed after the second solution is tried, the teacher must bring the documentation of both attempts to the Principal and the Resource Coordinator.
- 3.4.4. The respective Resource Coordinator will then schedule a meeting with the parents, the classroom teacher(s) as applicable, and the Principal to include the Head of School if found to be necessary.
- 3.4.5. At this meeting the Resource Coordinator in collaboration with the team may recommend that a professional evaluation/assessment be completed for the student by an independent professional, at the parent's expense.
- 3.4.6. Once the results of the assessments are received, the Resource Coordinator will again meet with the Principal and Head of School to determine the services necessary for the student to be successful in the general education classroom.
- 3.4.7. The educational team will create an Individualized Educational Plan or an Accommodations Plan for the student as deemed necessary.

4. ADMISSIONS PROCESS, WITHDRAWALS, & RECORDS

4.1. Admissions Checklist

BIS does not discriminate in its admissions on the basis of national, religious, ethnic, or racial origin. Although BIS respects the religious preferences of parents and students, it should be understood that the school is operated within the framework of Christian principles. Therefore, all students are required to attend Bible class as part of their coursework along with related programs while attending BIS. The admissions procedures are accomplished through the following sequence:

- 4.1.1. Parents must contact the BIS Registrar, for information on admission procedures, receipt of the school's tuition and fees, and to schedule a school tour. BIS offers "open enrollment," meaning students can transfer to the school anytime during the year, though the beginning of the school year, semester, or quarter is preferable. Parents may ask questions of the admissions counselor or business manager of the stated costs.
- 4.1.2. Parents will submit the properly completed application form via the school website. Parents will also scan and attach, or deliver to the school office:
 - health records from previous school (vaccinations, allergies, diagnoses)
 - transcripts and/or report cards from previous schools
 - copies of both the parents' and student's passport
- 4.1.3. The registrar will review the documents and if everything is included will schedule the MAP test for all applicants (K-12) in the areas of math and reading. Students whose first or native language is not English, or score at a low percentage on the MAP test in reading will also be scheduled for academic English testing using WIDA assessments.
- 4.1.4. For students arriving with an IEP or Learning Plan, or 504 Plan, the resource teacher will be consulted to verify if we have the services here for any academic services needed. The school director may make the admission's decision using the same criteria if the principals are on an extended vacation.
- 4.1.5. Once the transcripts have been reviewed, resource paperwork reviewed, and testing concluded the admissions counselor will set-up a formal interview with the principal. **Administration will make the admission's decision and will confirm the grade placement after reviewing the transcripts, report cards, and test scores.**
- 4.1.6. Once accepted by administration, the registrar will schedule an appointment with the school director for a brief introduction and welcome to the school. The school director will talk about and reinforce previous discussions about the:
 - Network (NICS)

- History of BIS
 - American philosophy of teaching and grading
 - Christian nature of the school
 - Preparation of our students for English speaking universities
- 4.1.7. The registrar will give the family the following information, all information needed for the first day of school, include form signatures:
- Uniform information for the first day of school
 - Bus information for those requesting that outside service
 - Supply list information
 - AUP (Authorized Usage Policy) for students' computer use at BIS
 - Permission to "Opt-Out of Media Postings"
 - First day of school information (starting the next Tues. or Thurs.)
- 4.1.8. The final stop for our families will be with the Business Manager to do the financial contract and have the boletos issued. Once the contract is signed, the student may enter the school on the next Tues. or Thurs., per the admission counselor's talk with the family. The registrar will at this point:
- Email the staff about the admission date for the new students
 - Finalize the physical student file
 - Add the student/family information to Sycamore – input all necessary data (demographic, emergency info, health info, transcript info, make schedule)
 - Request an email account
 - Add student to the class email group
 - Add family to the parent class email group and parent email group
- 4.1.9. On the first day of school, the registrar will help the new student and family at 7:30am, introduce the new student to his/her teacher and students, have arranged a 'buddy' to help the student the first week, and be a resource during the transition.
- 4.1.10. Age parameters for elementary, a child must be:
- 3 years old and potty-trained to enter in ELC 3 (any time in the year).
 - 4 years old by September 1st, in order to be eligible for Pre-Kindergarten (some students must repeat ELC 3 if not yet 4).
 - 5 years old by September 1st, in order to be eligible for Kindergarten,
 - 6 years old by September 1st, in order to be eligible for First Grade

It is our policy that new students coming from schools following a calendar based school year, such as the national system, should repeat half a year of

school as opposed to skipping ahead a semester of school. This is in the best interest of the child as the adjustment to American, English-language education presents a learning curve. This policy is based both on educational research and experience.

- 4.1.11. On the first day of school, the registrar will help the new student meet his/her teacher and students and be a resource during the transition. All students are admitted for a minimum of nine weeks on probationary status. Probationary admissions are reviewed each grading period by the principals, guidance counselor, resource coordinator, and teachers. If the necessary benchmarks have not been achieved, the student may be required to seek outside additional support or may be referred to the resource program. This will likely incur additional fees on behalf of the family. The probationary period may be extended for another nine weeks if deemed necessary.

4.2. **Financial Information**

BIS is solely dependent upon school fees and tuition for its operation. By signing the finance contract, parents/guardians are accepting full responsibility for all financial obligations for that school year. Failure to maintain a good financial standing will be detrimental to future enrollment. Outstanding tuition and fees prohibit reenrollment. All financial responsibilities are ultimately the parents' regardless of who pays the monthly school tuition and fees.

- 4.2.1. Tuition and Fees: are available in the Business Manager's Office. They are updated each February. Families, embassies, and businesses are encouraged to schedule appointments to review the financial package.
- 4.2.2. Payment Plans: are annual, by semester, and a 12-month boleto plan. Each semester consists of 6 monthly payments due to the 12-month payment plan, thus families pay from Aug. through Jan. for 1st semester (6 months); and Feb. through July. for 2nd semester (6 months)
- 4.2.3. BIS Tuition Assistance Program (TAP): designates 15% of its overall income towards yearly tuition assistance. It is distributed by family financial need through TAP Committee recommendation. The Business Manager has the TAP application form which includes the family's financial paperwork. Prospective families may apply during their re-enrollment process which begins the 2nd semester before the new school year. Funds are distributed until exhausted.
- 4.2.4. Withdrawals: all withdrawing families must meet with the Business Manager before the final day of class of the withdrawing student, per the Withdrawal policy and form.

4.3. **NorthStar Online Courses**

BIS is fortunate to be able to offer nearly 200 additional online classes, including 18 Advanced Placement (AP) classes through our online sister school NorthStar Academy (NSA), a fully-accredited online school based in the United States. High school students must take at least one NSA class in 9-12 grade as a graduation requirement. The school will pay for that first class, resources, and book. Additional

classes, resources and books will be paid by the families. Since the school is currently unable to offer the AP classes that students' request, BIS will pay for up to one NSA AP class per student per year; however, parents are responsible to pay for the AP tests. The cost of each AP test is approximately \$125 USD. Students must register for the test and pay the full amount beforehand. If students wish to take more AP courses than the one BIS pays each year, the parents will pay for the course, resources, and books.

4.4. **School Uniforms**

All students are required to wear designated school uniforms each day. Uniforms may be purchased by families directly from the designated uniform supplier.

SASSE Uniformes

shop online: www.sasseuniformes.com.br

SHCGN 710/711 Bloco B Loja 43 Asa Norte

Telephone: (61) 3349-1010

4.5. **Early Learning Center (ELC)**

All students who enter the ELC (Age 3) program will be enrolled with a full day schedule.

4.6. **Bring your own laptop/chromebook**

BIS discourages a "bring your own laptop/Chromebook" program. These devices can't be controlled by the BIS firewall.

4.7. **Withdrawal Process** (non-returnees or those withdrawing)

Non-returnees refer to students who are not returning to, nor re-enrolling after the end of the school year. To enable the Student Records Office to process the release of the student's records, please:

1. Inform the admissions office (admissions@biseagles.com) of the decision to not return at least two (2) weeks before the last day of the semester in writing or by email.
2. Complete the following checklist items:
 - Provide a forwarding address
 - Return the following, as applicable:
 - All textbooks
 - Laptop Computers/Chromebooks
 - All library books
 - Other materials/resources as applies
 - Payment of all tuition and other fees (contact business office)
 - Clear out all personal items from locker
3. Authorize BIS to transfer all the school records of the child/children to the next school upon an official request from the admitting school. Note: BIS will suspend the child's email account and data on the server upon confirmation. BIS will release transcripts and/or a student's records after the above items have been completed.

4.8. **Records Request/Transcripts**

Student records will be ready no sooner than fifteen (15) working days after the last school day attended by a student leaving during the school year. Students withdrawing throughout the school year should expect to wait at minimal of five

(5) business days to process document requests. If necessary, teachers may be asked to complete academic documentation sooner but only after the Director or Principal has discussed the situation with the parents. If the student has been enrolled at least three weeks of the quarter, the grades earned up to withdrawal date should be averaged and recorded on a progress report form. If a student has been at school for less than three weeks in a quarter, the previous quarter grades will be counted as the final set of grades. When all fees have been cleared, the student will be given, from the office, an official copy of his/her report card, copies of SAT scores, copies of other test results, and a transfer letter. All transcript requests should be made via the school website.

4.9. Student Files

Student files are the means by which the school collects and organizes student information. These files are confidential and are only available to school personnel who are directly involved with the academic affairs of a particular student. If a parent wishes to look at his/her child's file, the parent should set up an appointment with the school director or guidance counselor. These files are not available to other parents or individuals. In the case of a divorce or separation, the guardian that has signed the school enrollment application will be eligible to view a student file or receive academic documentation. Any other party must present legal verification that they have equal rights. The school guidance counselor and/or school director will make sure that other academic service personnel are supervised and accountable if student files have been requested for academic testing and psychological evaluation.

4.10. Translations/Documents

Documents provided by BIS will be provided in English, the English version is always the official version. BIS will not translate documents or issue any school-related documents in Portuguese.

5. STUDENT ATTENDANCE POLICY

5.1. Attendance

Class attendance is imperative to student success. Students may be absent for a maximum of 10 days per semester. Students who exceed 10 absences in any class for any reason will risk failing the class (excused and unexcused). Once a student has accumulated 10 absences in any class, the student and parents will be required to meet with the principal and/or guidance counselor to create a success plan for the student to recover class credit. Failure to meet the terms of the success plan will result in loss of class credit. Missing 10 days of a class is missing more than 1/10th of a semester and this greatly impacts student learning. BIS recognizes extenuating circumstances such as extreme illness may require students to miss more than 10 school days, in which case we will work with the student and family to help the student pass the class. **Family travel and vacations do not qualify as extenuating circumstances. Please plan ahead in accordance with the school calendar.**

5.2. Excused Student Absences

Absences related to sickness, injury, approved academic trips or unexpected events such as a death in the family may be counted as excused at the principal's discretion. Students will receive credit for work if an absence is excused. The Front Office will receive the email or note, consult with the principal, and the principal will notify the staff if it is excused or unexcused. Excused absences still count toward the 10 days allowed per semester. For excused absences, the student will be given one day for every excused day absent to make up missed work. If the student is absent on a test day, the teacher may require the student to take the test on the day he or she returns.

5.3. Prearranged Student Absences

To best prepare for making up work that will be missed during an extended absence of three days or more, parents should obtain a prearranged absence form and consult with the principal to make arrangements for the absence. Making arrangements does not automatically ensure that an absence will be excused. **BIS does not excuse absences for leisure travel so please be sure to plan family vacations during school holidays.** The Principal will make the final decision on whether or not a pre-arranged absence is excused.

5.4. Unexcused Student Absences

Students must make-up missed work and tests for all absences. The teacher will deduct percentage points off according to what has been outlined in his or her course syllabus to determine the grade for late assignments following an unexcused absence. Students will be responsible to make-up exams or alternative assessments at the teacher's discretion.

Attendance Procedures for Late Arrival & Early Dismissal

BIS teachers strive to have bell to bell teaching. Parents should only take students out for family emergencies or medical appointments that cannot be made after school hours or on the weekend. BIS requests parents not drop-off

late or pick-up their children early for other reasons as it impacts their learning. BIS requests that if there is a reason for a later arrival or early dismissal that parents email the teacher, cc the office, and sign their children in/out.

5.5. Tardiness

All students who arrive late to school will stop at the school office to report their tardy. The definition of late or tardy will involve any student who arrives inside the campus gates after 8:00am. The student(s) will receive a student pass to class. The tardy will be recorded in Sycamore by the homeroom/classroom teacher. If this type of tardy persists, except in the case of the late arrival of a contracted bus, the principal may deem it necessary to contact or have a conference with the parent or guardian.

Please remember students who are regularly tardy rush into the classroom and enter the day feeling behind. While it is not always possible, please have your children arrive on time.

5.6. Tardiness for Elementary Students

All elementary students who arrive after 8:00am or leave before 3:00pm will have a tardy recorded in Sycamore. **Three unexcused tardies will be counted as one absence in that class**

5.7. Tardiness for Secondary Students

Classes will begin promptly at 8am each morning. Tardies after 15 minutes can become an absence. If a student comes to class tardy, the teacher will send the student to the office and request the student bring back a pass. **Three unexcused tardies in any given class will be counted as one absence in that class**

5.8. Length of Day & School Year, Structure of Half Days (mostly for In-Service)

The normal day for ELC 3 through 12th grade begins at 8:00am and ends at 3:00pm. The half day for ELC3 through 12th grade ends at 12:30pm (unless otherwise announced). Please ensure that your child is at school on time and remains until dismissal. It disrupts learning when students come to school late and/or leave early. The typical school year at BIS coincides with the American educational system. Semester 1 begins in early August and runs until mid-December. Semester 2 begins in mid-January and runs until mid-June. The school year typically has 180 student contact days which include director days and parent-teacher conferences. Half days count towards a full day if students attend for 4.5 hours. Teacher and staff in-service times are adjusted yearly by the administration and include some of the half days, and before each semester.

6. ACADEMIC INFORMATION

6.1. AWARDS/HONORS

These awards will be given during the end of the year awards assemblies unless otherwise noted. However, awards are not mandatory and are given based on teacher/administrator discretion and award criteria. If no student qualifies for the award, an award will not be given. These are the awards given:

6.1.1. Academic Achievement Awards (Secondary Only)

To qualify for this award, a student must have a minimum of an 'A' average (90% or higher). This award goes to the student with the highest numerical average for the year in each grade for secondary (core and elective classes). If there is a tie, two awards may be given (accuracy will be clarified through the guidance counselor's Office). Students must be enrolled at BIS for the entire academic year to be eligible to receive these awards. **This award is given at the start of the following school year.**

6.1.2. Elementary Citizenship Awards (1 per grade PK3-5)

- Must be punctual, diligent, respectful, honest, and have no discipline issues.
- Reflect Christlikeness
- This award can be given to students who are here less than a year.

6.1.3. Eagle Award (1 per grade 6-12)

The Eagle Award will be given to one student per grade. Each teacher of 6-12th students will vote for a student at each grade level. The student in each grade with the most votes wins.

- Christlikeness – the student must have a clear testimony of Christlikeness to those around
- Character – the student must have good work and study habits, be on time, be considerate, demonstrate integrity, and be cheerful (exhibit the "Fruits of the Spirit")
- Academics – The student's GPA for both semesters must be 3.0 or better. Special consideration may be granted by the principal on a case-by-case basis. Students must attend a minimum of 2 quarters to qualify for this award.
- Attendance – Attendance will only be considered on a case-by-case basis, but will not automatically disqualify a student from being considered for this award

6.1.4. **HIGH HONOR ROLL (HIGH HONOR ROLL FOR Grades 1-12)**

- Students with at least a 94 GPA.

6.1.5. **HONOR ROLL (Grades 1-12)**

- Students with an average between 88-93.99

6.1.6. **PERFECT ATTENDANCE**

- Allowed .5 day total absence over the school year

6.1.7. **VALEDICTORIAN/SALUTATORIAN**

These two academic awards are given to graduating seniors each year at high school graduation. The criteria for each award are as follows:

- The **Valedictorian** award is given to the student who achieves the highest cumulative Grade Point Average for the graduating class. Can not have received formal disciplinary action.
- The **Salutatorian** award is given to the student who achieves the second highest cumulative Grade Point Average for the graduating class. Can not have received formal disciplinary action.

6.2. College Board / Advanced Placement (AP) Courses

BIS offers an expanding Advanced Placement (AP) program primarily through online courses to help prepare students for the demands of university education. AP courses follow specific content and learning objectives that are set by The College Board, which allows students to sit for exams at the end of the course. Students who score well on the exam could receive college credit at the discretion of individual colleges and universities. Students will be accepted into AP courses on the basis of having successfully met all prerequisite coursework and the principal's approval. During the course selection process in the spring, students will have the opportunity to consult with the course instructor and the academic counselor to ensure that they are adequately prepared for AP studies.

6.3. Grade Point Average (GPA)

To graduate with honors, a student must have achieved a cumulative BIS high school GPA of 3.70 or above. Students who have less than four full semesters at BIS but with a qualifying GPA, will graduate as cum laude. Grade Point Averages (GPAs) are computed based on final class grades (semester grades, not quarter grades). BIS will compute and report a transfer student's GPA based solely upon his/her classes completed at Brasilia International School. High school classes that are exempt from GPA include teacher's aide, office aide, library aide, or any other high school class that receives a pass/fail grade. A weighted GPA is applied as follows: Honors classes will receive grades based on a 4.5 GPA scale - Advanced Placement (AP) courses will receive grades based on a 5.0 GPA scale. Final official transcripts with final GPAs will be available one week after the 2nd semester report cards are issued. Additional information about high school academics can be found in the course catalog found in the Academic Office or on the school website.

6.4. Grading & Assessment Guidelines

The following represents general guidelines for grading followed at BIS (across all grades).

Elementary & Secondary:

- A. All assessments should be graded by the teacher within two weeks of the time they were administered. Homework and quizzes should be used to provide immediate feedback on student learning and should be graded and returned as soon as possible.
- B. Projects should be accompanied by written instructions or be posted in Google Classroom (for Secondary students).

- C. At least one formative assessment should be used each week in each course (every 5 days of class).
- D. Every unit will have at least one summative assessment.
- E. Grades will be updated biweekly on the first and third Monday of each month.
- F. Make up work: generally, students will have at least one day for each day absent to make up work; however, special circumstances (consistent absences or extended illness) may require a different time schedule. This schedule should be worked out with each individual teacher. It is the student's responsibility to find out about assignments missed and communicate with the teacher about due dates.

6.5. Grading Scales, Categories & Weights

6.5.1. Elementary

ELC and Kindergarten uses standards-based grading, in which teachers evaluate each student based on their ability to meet each standard. The following is the grading scale used.

- M = Mastery
- D = Developing
- NA = Not Apparent
- X = Not Assessed

For 1st-2nd grades, formative assessments will be 80% of a student's grade and summative assessments will be 20%.

For 3rd-5th grade, formative assessments will be 60% of a student's grade and summative assessments will be 40%.

Types of assignments that were previously given (i.e., participation, discussion, homework, tests, quizzes) can still be used, but must be placed under one of these categories. 1st-5th grade will continue to use the same grading scale used in secondary.

6.5.2. Secondary

Secondary teachers will determine the categories of assignments and the weight of each category for their respective classes. This information will be communicated in the syllabus and is available in Sycamore. Here is the secondary grading scale:

	<u>A: 100-93</u>	<u>A-: 92-90</u>
<u>B+: 89-87</u>	<u>B: 86-83</u>	<u>B-: 82-80</u>
<u>C+: 79-77</u>	<u>C: 76-73</u>	<u>C-: 72-70</u>
<u>D+: 69-67</u>	<u>D: 66-63</u>	<u>D-: 62-60</u>
<u>F < 59</u>		

6.6. Graduation Requirements

Subject	Required for Graduation	Recommended for College
English	4 credits	4 credits
Mathematics	3 credits	4 credits
Science	3 credits	4 credits
Social Studies	3 credits	4 credits
Bible	4 credits*	4 credits
Physical Ed.	1 credit	1 credit
Health	0.5 credit	0.5 credit
Foreign Language	2 credits	2 credits
Fine Arts	1 credit	1 credit
Technology	1 credit	1 credit
Career Education	0.5 credit	0.5 credit
Electives	1 credit	1+ credits
Total	24 credits	27+ credits

The High School graduation ceremony takes place at the end of the second semester of the school year, typically the end of May or in early June. High School students typically attend BIS for a minimum of one year, as well as, meet all graduation requirements to be eligible to graduate. The following list explains how many credits are needed in each subject area prior to graduation from Brasilia International School. In exceptional circumstances, the pathway to earning the American Diploma may be altered to accommodate extraordinary individual student needs. The director will make the final decision in such cases.

English (4 credits)

Coursework may include 4 credits from the following:

- General Literature
- World Literature
- American Literature
- British Literature

Social Studies (3 credits)

Coursework may include 3 credits from the following:

- World History: Ancient History to 1500
- World History: 1500 to Present
- US History
- Government
- Economics

Science (3 credits)

Coursework may include 3 credits from the following:

- Physical Science
- Biology
- Chemistry
- Physics

Mathematics (3 credits)

Coursework may include 3 credits from the following:

- Pre-Algebra

- Algebra 1
- Geometry* (required)
- Algebra 2 (Universities desire Algebra 2 and above on the transcript)
- Pre-Calculus
- Advanced Math
- AP Calculus

Bible (required each semester while at BIS)*

Coursework may include credits from the following:

- Let God Be God
- Gospel of John
- Timeless Truths
- Worldviews

*Bible credit hours will be applied as elective credits

Physical Education (1 credit) & Health (0.5 credit)

- Physical Education
- Health

World Language (2 credits)

Coursework should include credits from the following:

- Portuguese Language Study
- NorthStar Foreign Language Courses

Career Education (0.5 credit)

Technology (1 credit)

Fine Arts (1 credit)

NorthStar Course (1 course required)

Electives (at least 1 credit)

Total credits that must be earned for graduation: 24

6.7. Participation in HS Graduation Ceremonies

All school fees must be cleared seven (7) days prior to the graduation date in order for a student to be allowed to participate in graduation ceremonies. Seniors who have not completed all required credits prior to graduation will not be allowed to participate in the graduation ceremony, unless allowed for extraordinary circumstances by the school director.

6.8. High School Transcript Release Policy

BIS will release an official transcript only after first securing permission from the Business Office to make sure the student's account is paid in full. Additionally, all fees must be settled and all school property must be returned before the release of official transcripts. For current students, a copy of the student's last quarter grades will also be sent. Students must pay for costs incurred in order to send transcripts or other documents by any courier other than regular mail.

6.9. Homework Policy

Homework is for the purpose of reinforcing what has been taught during the school day. Homework allows the student the opportunity for further practice. It also helps to teach the student responsibility and good study habits. Homework will not be given during Christmas Break, Spring Break, and June/July Break with the

possible exception of AP courses. Teachers may use their discretion for assigning homework over shorter breaks. No textbooks or school materials should go home between semesters unless specific approval has been granted by the principal.

6.9.1. Homework Policy – Early Learning Center and Elementary

All ELC and elementary students should be encouraged to read or have someone read to them for at least 20 minutes each night. In addition to this, on average, homework should not exceed 10 minutes' times the student's grade. For example, 1st graders should not have more than 10 minutes of homework each night, while 4th graders should not have more than 40 minutes. Homework should be turned in as assigned by the teacher. Students may be required to miss recess or breaks to make up late assignments. No more than one letter grade may be taken off for every day an assignment is late for Elementary Students.

6.9.2. Homework Policy - Secondary

The purpose of homework is to reinforce and/or practice what has been taught during the school day. Homework may also be used to introduce new topics which will be taught in subsequent classes or to encourage critical thinking skills. All assignments are purposeful and tied to the overall objectives and standards for the unit and class. Homework will not be given during Christmas Break, Spring Break, and June/July Break with the potential exception of AP and NorthStar classes or required summer reading. Teachers will use their discretion for assigning homework over shorter breaks. No textbooks or school materials should go home between semesters unless specific approval has been granted by the principal.

In grades 6-8, homework should not take more than two hours to complete on an average day. In general, students in middle school will not have more than 20-30 minutes of homework per class each day. In grades 9-12, the intended time to complete homework assignments should not exceed three hours. These time frames may vary for those students who require more study time, are taking advanced classes, or lack of good time management skills. Special projects such as Science Fair, Math Fair, International Fair, research papers, or other long-term projects may be an exception. As students' progress through the different academic stages, homework may increase and become more difficult.

6.10. Missing or Late Assignments

The specific missing or late assignment policy for each class will be set by the individual secondary teachers and outlined in the class syllabus. Teachers will go over it at the beginning of the school year in class. It is the responsibility of the student to know the policy.

6.11. Honor Roll/Principal's List

The Honor Roll Award will be given to any student from 1st grade to 12th grade who has maintained an "A" or "B" in all subjects with no grade lower than a C. The Principal's List award will be given to any student from 1st grade to 12th grade who has maintained an "A" gpa in all subjects with no grade lower than a C.

Additional recognition may be given by the Elementary and Secondary principal each quarter or semester.

6.12. Measuring Academic Progress (MAP) Testing

The MAP assessments are computer-based, adaptive assessment tools that measure growth in learning for math, reading, and language usage. Adaptive means as students answer questions correctly the questions get harder and conversely, as the student answers a question incorrectly the questions gets easier. Therefore, each student takes a test specifically targeted at his or her learning level. When data is disaggregated by individual student, class and grade level, teachers are then able to pinpoint a student's instructional level and how to best support them. The MAP tests are administered Twice a year. Parents will receive the results at the end of each testing session. These results enable parents and teachers to empirically track and measure student growth and achievement throughout the academic year.

6.13. Progress Reports

Progress reports are technically available on our SIS (school information system) the 1st and 3rd Monday of each month when all grades are required to be current/up-to-date. Hard-copy progress reports will be issued to all students during the middle of each quarter. These reports are used to inform parents of student progress and behavior, as well as any significant changes or highlights involving a student's academic performance.

6.14. Report Cards

The school year is divided into two semesters (four quarters). Report cards of student grades and absences are issued hardcopy to parents at the end of each quarter for elementary, and are sent electronically to parents for secondary. Parents are asked to sign and return the report card to the School Office within a week of receiving the report card at the end of each quarter. Throughout the semester, grades are electronically recorded weekly and available for parents' viewing on our web-based SIS (school information system) program. Parents are advised to contact the appropriate teacher if they have questions about grades and/or missing work.

6.15. Semester Exams/Finals (high school only)

Semester exams are given in High School (9-12) at the end of the first semester and second semester during the last 3 days of school. Any student who misses an exam due to sickness or travel must coordinate with the principal for an alternate date and time. Exams will be given in all core classes (English, History, Math, Science & Bible). Exams may or may not be given in other elective classes but remain at the discretion of the classroom teacher. If an exam is given in a non-core subject at the end of first semester, then an exam must be given at the end of second semester. Teachers may have flexibility in the format of their semester exams. Semester exams for high-school students will count 10% of the semester grade.

6.16. Parent/Teacher Conferences

The first quarter parent/teacher conference happens after progress reports are issued and September MAP testing has occurred. Teachers will meet their new parents and discuss the student's academic and behavioral progress as well as review the current MAP data. These conferences are a vital way for parents and teachers to work together to help ensure that each student reaches his/her full potential. BIS requires a scheduled parent/teacher conference by the end of the first quarter. These conferences typically last 10-15 minutes.

The third quarter parent/teacher conferences are optional for families but required for those whose student may have a failing grade, a drop in grades, or appear to be struggling personally, socially, or academically. The principal will request an appointment for these families but all parents may schedule an appointment if requested. Any parent who wishes to meet with a teacher in addition to the conferences is asked to arrange for a meeting time in advance. Since teachers have certain duties and responsibilities before and immediately after school, appointments are requested.

6.17. Grade Retention

Social promotion is keeping a student within his age group from 1st-8th grade. Typically struggling students are advancing with their class to keep them with their peer group but teachers are working individually to help the students find success. Retention typically is at the PK-K level depending on maturity and skill acquisitions. In high school, students stay in their class grouping depending on credits earned and may be a semester ahead or behind due to their individual plan with the guidance counselor. High school students advance a grade when they have earned the following credits:

- 6 credits earned students are officially 10th grade
- 12 credits earned students are officially 11th grade
- 18 credits earned students are officially 12th grade
- 24 credits earned and students are ready to graduate high school

Grade retention may happen when students are failing. Parents must be notified in advance and be included in the conversations. For struggling students, RTI (response to intervention) meetings must take place during the school year so that accommodations, or modifications can be put in place within the classroom and at home (i.e. tutoring). The principal reserves the right to retain or pass a student after reviewing grades and test scores, and in consultation with the parents and teachers. Language difficulties or resource factors related to the immersion process to the BIS environment are not sole variables to retain a child but need to be discussed in the RTI meetings.

At the PK (pre-Kindergarten) level the following factors are considered: readiness skills for academics and age appropriate developmental maturity based on classroom observations and various assessments. In Kindergarten, unsatisfactory progress

in reading and failure to complete the necessary levels of reading may result in the necessity of repeating the grade unless determined to be that of a language deficiency. Retention decisions at the kindergarten level may also be based on the developmental maturity of the student as well as their academic performance. When considering the developmental maturity level of the student some indicators to consider are: attendance; birthday; health/wellness; emotional and social readiness.

6.18. Textbooks

Textbooks are loaned to students and remain property of BIS. The student is fully responsible for the textbooks assigned to him or her. It is acknowledged that some wear on the textbooks will naturally occur over time. Lost or damaged books must be monetarily compensated. It is required that ALL textbooks be covered with at least a laminate cover as supplied by the school. Coverings will be done at school with the help of a teacher or staff member. Students who lose their textbooks will be charged the replacement cost which will include shipping, customs tax if applicable, and the cost of the textbook itself. Students who turn in damaged books, will be fined based upon the percentage of the book that is damaged and/or the replacement cost of the book if it needs to be replaced.

7. GENERAL GUIDELINES AND INFORMATION

7.1. After School Dismissal

At the end of the school day, 3:00pm, students will be prompt and go to their designated dismissal areas. Once students are in the dismissal area they are to sit until they have been released by the duty person to their car or bus. Students are not allowed to go back to any area of the campus (including classrooms) once they are at the dismissal area. The staff members on duty are responsible for the safety of the students until they have entered their mode of transportation. Those picking up students should avoid long conversations with the person on duty. Students or other children must not be wandering around the dismissal area; they should be seated at all times or placed in their vehicle once their parent or driver arrives. Parents are responsible for the safety of their student after he or she has been dismissed. Students are to be picked up from school by 3:30pm. It is the responsibility of the parent/guardian to arrange for the prompt pickup of his/her student. Students who have not been picked up by 3:30pm will be taken to the school office. It is understood that a parent or driver may be late due to unforeseen circumstances. However, **students who are frequently being picked up late from school will be charged a late pickup fee.**

7.2. After School Parking Policy The parking lot in front of the school is typically **closed** to parents from 2:45-3:30pm (unless by appointment). After 3:30pm, parents may park in front of the school if there are open parking spaces.

7.3. Campus Security

BIS attempts to maintain a “limited access” campus for the safety of the students. Please be sure to show a car tag student ID when coming on campus. All visitors must

report to the main office immediately upon arrival at school. Before the visitor exits the building, he/she is required to return to the main office.

7.4. After School Care & Extra-curricular Clubs

BIS after school care and extra-curricular clubs were created to help educators, parents, and children to develop social, emotional, and intellectual skills in order to promote, create and maintain healthy and long-lasting relationships. BIS after school program runs Monday-Thursday from 1510-1800 hours, depending on which activities the parents request. It is our goal:

- provide a Christian environment, fun and safe place for children during after school hours
- provide an English speaking environment for children from BIS community and outside community
- encourage and develop life skills, positive social interactions, and godly character, such as respect and cooperation
- extend school hours, facilitating the logistics for families who are not able to pick up the children at the current dismissal time

Students must follow school guidelines and all participants are subject to disciplinary action according to the Code of Conduct.

7.5. Canteen

The canteen is currently not being used.

7.6. Chapels/LOFT and LANDING

BIS will conduct The Loft (Grades 6-12) and The Landing (Grades ELC-5) on a weekly basis and during other designated times of the school year. All students are encouraged to bring their Bible and any materials conducive to these events. The sessions represent a fun and interactive time for students to learn about the Bible. These sessions are not optional and are required for students enrolled at BIS as are Bible classes.

7.7. Community Outreach Projects

Typically BIS chooses to raise funds each year for a local and/or international organization. The entire BIS community is encouraged to give time and resources to help those in need through these worthy projects. Although donations may be requested throughout the school year, a special donation drive usually occurs in November and December.

7.8. Field Trips

A permission slip listing emergency information must be submitted by a parent for a student to take part in school-sponsored trips away from school premises. Each student participating in a field trip must turn in permission slip/wavier form along with the required fees. No student will be allowed to take part in school-sponsored activities without these items. In addition, the student's emergency contact information must be completed and returned to the teacher/office before the student will be permitted to attend any field trip off campus.

Regular school dress applies to field trips unless otherwise indicated by the teacher and approved by the administration. Field trips will be planned with great care as to the safety of the students. They will be expected to behave well and follow the

directions of the teacher and parents who may be assisting. Misbehavior by a student may result in his/her exclusion from future field trips.

7.9. Counseling Services

BIS has a professional care providers who work with students from preschool through grade 12 to help them work through social and emotional issues. In elementary school, parents or teachers typically request that a student meet with the providers when behaviors or academic issues arise that are of concern. The provider will work with the teachers to set up a time that best fits into the student's schedule.

Secondary students (grades 6-12) are more likely to request an appointment or drop in to see the provider; however, referrals can also be made by the teacher or a parent. When a student drops in to see the provider, it is important that they seek permission from their teacher ahead of time.

Confidentiality is one of the main ethical considerations for providers and while the primary obligation for confidentiality is to the students, this will be balanced against the student's age and the parents' or guardians' rights and responsibility to protect these students and make decisions on their behalf. In addition, the counselor is required to take appropriate action if students engage in behavior that presents a clear and imminent danger to themselves or others. This includes being assessed as a suicide risk, reporting known or suspected child abuse and responding to subpoenas or other proceedings dictated by the courts. Please feel free to contact the school provider by phone or email to make an appointment.

7.10. Fan Behavior at Special Events

Although BIS realizes that adults (parents/guardians) are not bound by the same code of conduct as their children enrolled at BIS, it should be noted that all persons attending BIS-sponsored events (social events, athletic events, etc.) are expected to abide by all BIS policies pertaining to appropriate behavior. Any persons who exhibit inappropriate, rude, unsportsmanlike and/or unchristian behavior may be requested to leave such events at the discretion of the coach or director in charge of the event and/or any administrator in attendance. All parents and students should refrain from talking or interacting with the coach or players during practices, games, time-outs, halftime and/or coaching from the sidelines.

7.11. Hot Lunch

BIS provides a well-balanced, hot lunch for all students participating in a full day of school. A menu for the month will be provided before the month begins as facilitated by our school nutritionist. The school does not provide special meals to students on a special diet. Students may bring their own lunch if they do not like the lunch provided that day or are unable to eat a particular meal. The person on lunch duty may use the lunchroom microwave to heat up lunches for students. Elementary students and/or kitchen staff are not permitted to heat lunches for those who bring their own lunch. Students are not permitted to store food in the school refrigerator without permission from the principal. Any special information pertaining to the types of food that a student cannot eat should be

given to the student's teacher and the school administration. Students should, per instructions given, return trays, plates, bowls, and utensils as applicable to the proper receptacle and throw all trash and litter in the trash cans.

7.12. Library

All students are encouraged to check out and read books on a weekly basis. Parents are encouraged to volunteer to help maintain and improve the school library. Because books (in English) are very expensive and sometimes difficult to get in Brazil, students will be fined for a lost or destroyed library book. If a student is irresponsible with library books, he/she may lose the privilege of checking books out of the library.

Each elementary will have a weekly, scheduled time in the library to check out materials and to develop reading, research, and other library skills. Students are asked to exercise care in the handling of our library books. An ELC through 2nd grade student may check out up to 2 books at a time. Third through fifth graders may check out up to 3 books at a time.

A fine can be charged for each school day a book is late. If a student is absent on the day a book is due, the book becomes due on his first day back at school without penalty and should be brought to the librarian. If a book is damaged or lost, parents will be notified and the student must pay to have the book replaced. Report cards will be held until all overdue books are returned and all fines and charges are paid. BIS will gladly take donated books that are new or gently used. See the librarian if you would like to make a donation.

7.13. Lockers

Students in grades 6-12 are assigned a locker for storage of personal and school-related belongings. Each student with a locker may receive a key to their locker. If a key is lost or broken, a fee to replace the key will be charged. The lockers are school property and the students' use of them is a privilege. All lockers should be kept neat and clean with no materials stored on top or spilling out of them. Lockers should not be damaged, decorated on the exterior or decorated in ways that are permanent or are of questionable morality. **The school is not responsible for lost or stolen items that have been placed in the lockers.** The school encourages students to keep valuables at home. The school bears no responsibility for items stolen from a locker. The school reserves the right to search any student locker at any time. Students may not move their belongings to any locker other than the one assigned to them

7.14. Lunchroom

Proper behavior and manners will be expected during lunch. All students are responsible for the cleanliness of the area in which they eat. During lunch, students are not allowed to roam freely around the school grounds. Students are to stay sitting at their table until dismissed by the teacher on duty. All food consumption is to be in the lunch area. Students must not take food with them back to their class or to the playground.

7.15. Medication

Any student bringing prescribed medication to school is to leave the medication with the school nurse. Any prescription medication or drug found with a student will be confiscated until proper information can be attained. Medication will not be administered unless the school office has been notified appropriately. It is the responsibility of the parents and the students to follow these instructions and notify the office accordingly. It is suggested that only the medication needed for the day be brought. The school is not responsible for medicine left at the school at the end of each day.

PLEASE NOTE: Only those medications properly prescribed by a physician or common over the counter medications will be allowed on campus. No herbs or home remedies can be administered at BIS.

7.16. Personal Belongings

All personal belongings or related items brought to campus are the responsibility of the student. Illegal items/substances and weapons of any kind will be confiscated and not returned, and will result in an immediate suspension or expulsion. The parent/guardian of the student will be advised along with the appropriate local authorities if necessary. This action may prevent a student(s) from returning to school pending any related investigation by authorities or members of the administration. Please do not allow your child to bring items of value or cash. The school is not responsible for lost or stolen personal items.

Items Brought from Home:

Students are not to bring toys, video games, cars, or other related items from home unless preapproved by the teacher or administration. Sports equipment can be brought to school and used at recess/break (only) as approved by the principal or athletic director. The school is not responsible for any lost or damaged items brought from home. If there are any questions related to the definition of items that may be brought to school, it should be communicated to the principal (prior to bringing it to school) for clarification.

Any items not approved by the principal, teacher or athletic director will be confiscated and turned into the principal and only be returned to the parent. The 2nd time the item is confiscated it will be held by the principal for 4 weeks and then returned to the parent. The 3rd time the item is confiscated it will be donated to a local charity. Continued violation of this policy will result in the item being confiscated and kept until a parent/guardian retrieves the item from the Head of School or Principal.

Personal Athletic Equipment:

A student may bring personal athletic equipment (ball, cleats, or shin guards) for use in After-School Clubs; however, these must be kept in their lockers for the entire day. No other personal athletic equipment may be used during school hours unless requested by the athletic director.

7.17. Personal Hygiene

Students are expected to use good personal hygiene. This includes bathing daily and wearing clean uniforms. If student hygiene continues to be an issue it may result in the guidance counselor requesting a meeting with the parent/student to remind the situation and come up with a reasonable solution

7.18. Special Days / Spirit Days / Special Events

Following is a brief explanation of special days and events that may occur at BIS throughout the school year:

Dress Down Day: Fridays are designated days when students are allowed to wear any modest clothing with a monetary contribution of R\$10,00 to be given to their first period teacher. The proceeds will be used as per the school principal.

School Spirit Day: Students are placed on either blue, green, or white teams (Spirit Teams). The teams compete against each other throughout the school year. On school spirit day students may wear any modest shirt that corresponds to their team's color.

Open House: This event is a "meet and greet" time with parents, teachers, staff, and guests at the beginning of the school year. During the event teachers present classroom rules, discipline policies, the curriculum covered, and other important information.

Children's & Brazil Day Celebration: BIS celebrates both Brazil and Children's Day by taking time to play games and have fun. Students, parents, faculty, staff, and guests can buy tickets to play games sponsored by the different grades at BIS. The funds raised are used by the different grades to purchase something for their class or the school. Food is usually sold by the school's parent organization (PAO) to benefit the school as well. The Brazil Day portion of the day honors our host country with a special afternoon event. Students may present information that they have learned about regions of Brazil such as culture, art, music, dance, foods, sports, etc.

Science or STEM Fair: BIS celebrates Science, Technology, Engineering, and Math on our STEM Fair night. Students research and prepare either traditional science fair exhibits or expo-style exhibits for the parents and guests to interact with. The focus is on discovery, scientific reasoning, exploration, and fun! Parents and guest are highly engaged with each project as presented by a single student, a group of students, or a classroom.

Christmas Program: Students perform in a special musical that celebrates the true meaning of Christmas. Each class has a special part in the program as students sing, dance, and act. Family, friends, and the community are invited to this evening event in December. The Christmas Program and related practices are not optional for students. This time represents a major component of our music curriculum and overall growth for our students to include community involvement.

International Fair: Students research and learn about specific regions and countries around the world. They present information about a specific country or region during an evening event. Students will make display boards and are encouraged to display food, artifacts, costumes, flags, etc. from their chosen country/region.

Families are encouraged to bring guests, wear traditional clothing, and bring lots of traditional food from their home country.

Reading Month: All students and teachers at BIS are encouraged to set special reading goals, read lots of books, dress up for theme days, and participate in a special celebration at the end of the month. Parents are encouraged to eat lunch at BIS with their child during the special theme days.

Graduation: BIS has a graduation ceremony for Kindergarten, 5th Grade, and 12th grade students. All three graduations take place during the last week of school. These events are open to our BIS community. Families and guests are encouraged to come to these special celebrations.

7.19. Student Agendas

Historically, the BIS agenda book represents an important mode of communication between home and school. Students and/or teachers may write their assignments and special reminders in their agenda each night. When used the parents should check the agenda each night and sign to confirm their viewing of any applicable information. The classroom teacher will check the agenda the following day for a parent's signature. If parents have questions or comments, they should contact the teacher via email as the agenda serves as a means of general announcements or classroom reminders. The agenda may not be used as open (back and forth) dialogue between teacher and parent. The individual teacher shall use discretion for students in grades 6-12 in regards to utilization of agendas given the student's Google classroom (via Chromebooks) will likely be the preferred method of communication

7.20. Student Birthday Parties

Birthday parties will be held once a month on a designated day and time for each grade and will only be 30 minutes long. The child's teacher will provide monthly information regarding birthdays. Parties will take place in Cafeteria B. Due to in-class teaching/instruction, students from other grade levels cannot be taken out of class to go to the party. For allergy and health reasons, please do not bring anything with nuts in it. The suggested items are: cake, drinks, snack, napkins, plates, cups, forks, or spoons. Parents will be responsible for all setup and all cleanup, which includes decorations and food, as the school cannot provide assistance. There is a 15-minute limit for setup and cleanup. Please do not bring any gifts. If a child is planning a party outside of school, please give all invitations to the classroom teachers to be distributed. Invitations must either be for all the students in a class or for all the boys or for all the girls.

7.21. Student Council

Students in grades 6-12 are encouraged to participate in the Student Council. At the beginning of the school year, elections are held to determine officers and class representatives for the year. Student Council meetings are held regularly during school. Student Council sponsors fundraising events throughout the year to help fund special designated projects. Involvement in the Student Council is a great way for students to develop leadership skills and positively impact the BIS community.

7.22. Student ID Cards

All students at BIS are required to have a student ID card and all HS students should have their ID card on their person at all times when on campus. ID Cards will be issued during the first weeks of school. Students who lose their ID should notify the main office so that a replacement card can be issued. The fee for a replacement is determined on an annual basis.

7.23. Student Visitors

BIS is delighted to have parents, student friends, and prospective parents and students as visitors. The office will make arrangements for the visit, and a staff member will be happy to show visitors around the school campus upon request. Students with friends who would like to accompany them to school should provide a confirmation note from the student visitor's parent or guardian and complete an authorization form granting permission to visit BIS. Once approved, the student visitor will receive a visitor badge for the day.

7.24. Supply List

At the beginning of the school year, each student is given a list of needed supplies. The students are given two weeks to bring in all of the items on the list for their grade level. If a student runs out of an item during the school year, he/she should replace it within one week. Graphing calculators may be ordered through the school office. The teacher reserves the right (with notice) to request certain items aside from the supply list to accommodate specific projects or related activities.

7.25. Transportation

BIS does not own or operate school buses and therefore does not provide transportation to or from school. This is the responsibility of the parent/guardian to arrange. BIS does provide transportation for school field trips. Companies that are licensed to transport students will be contracted to transport students for field trips. Before students go on a school sponsored field trip, they will be informed of the school's transportation rules. Students will be properly supervised by faculty and staff while being transported. It should be noted that any misbehavior on the bus reported to the school will be addressed with families to follow up with assuring proper behavior is being maintained. BIS Transportation Rules included the following:

- be at your designated area and DO NOT leave for any reason.
- do not go near a moving vehicle/bus.
- board and exit the car/bus in an orderly fashion.
- stay in your seat, facing forward, and in your own space.
- wear a seatbelt at all times.
- help keep the bus clean.
- keep head, hands, and objects inside the windows.
- keep track of your belongings and check your seat before exiting.
- respect the property of others, including the bus.
- refrain from actions and activities that may distract the driver.
- follow all directions from the driver and teacher.

7.26. Visitors

Unless it is an emergency or special circumstances exist, visitors will not be allowed to see students during the course of the school day. Any visitors who desire to come must be granted permission from the principal. All visitors must adhere to the code of conduct and dress. Visitors must sign in at the Front Office and wear a Visitor's Badge while on campus.

7.27. Water Bottles

Every student is required to have a water bottle at school. This is essential to prevent dehydration. Students should regularly take their water bottle home to be washed but must remember to bring it back to school the next day. Students who repeatedly forget their water bottle will be required to have their parents contacted to bring them a water bottle to school.

8. STUDENT CODE OF CONDUCT

To maintain a school of excellence, honor our Christian values, and become students of integrity, it is important that BIS students develop self-control and self-discipline. Through loving discipleship BIS students will be held accountable for the following responsibilities: be ready to start school at the beginning of class; show courtesy to teachers/staff and students during class discussions and work by treating all with respect; do his/her best to pay attention and giving full effort to learning; and following all school rules.

8.1. General Guidelines at School

In addition, students are expected to adhere to the following guidelines.

1. Walk in hallways and staircases; do not run.
2. Respect other students, including their personal property.
3. Respect school property.
4. Keep items inside lockers; do not place anything on top of the lockers.
5. Clean up after him or herself in the cafeteria, hallway, and classroom.
6. Stay off balcony ledges.
7. Middle and high school students are to stay off elementary playground equipment.

8.2. Classroom Management Policies

Respect for authority is an essential ingredient for quality education and character development; therefore, our classrooms are controlled with firm, loving discipline by qualified and dedicated Christian teachers (Hebrews 12:6-11). It is our desire that all of our students be controlled with self-discipline in their attitudes and actions. Class rules will be posted in each classroom, discussed with students at the beginning of and frequently throughout the school year, and outlined in the class syllabus.

8.3. Appropriate Use of Language

BIS will not permit the use of profanity and inappropriate language on campus. While there are cultural differences in what is considered 'cursing'. BIS staff will be reminding students that inappropriate and disrespectful language, in English or

any other language, will not be tolerated. We ask that parents/guardians remind their children about the importance of using appropriate language at school.

8.4. Being Prepared for Class

Students must be prepared for class by bringing required materials (textbooks, pens, pencils, paper, etc.) with them to each class period. A student should learn to be responsible for his or her own items and not consistently use a friend's supplies at the friend's expense. If a student is unprepared or borrows materials from a friend, it may result in note home to the parent or a loss of break time. This policy applies to electives as well as study halls.

8.5. Conduct Outside of School

Because students are the best representatives of what BIS is like, we ask that students act in a way that would promote a positive image of the school and the student body. BIS desires to train students who will positively influence the world around them

8.6. Court and Field Rules (Sports/PE/Recess)

All students are expected to adhere to the following rules:

- no dunking of balls.
- on the court- no kicking of balls or kicking games (including soccer) unless verbal permission is given by a monitoring teacher.
- return all balls to the designated teacher or area.
- in the event of thunder or lightning, all students must get off the soccer field and basketball courts per administrative directives.
- treat equipment respectfully.
- students must be supervised at all times by a BIS staff member if they are using the courts, or fields.

8.7. Eating in Class

Students are only to eat at assigned break times and at lunch time. Students should not eat food during class time. Water may be consumed in class if it is in a sealed bottle. Food or drink is not permitted by school computers. Open packages of food should not be kept in lockers or desks. At no time is coffee, soda or caffeinated beverages allowed to be consumed by students.

8.8. Candy, Gum & Snacks

Gum chewing can become messy and is distracting, and is therefore not permitted for students during the school day. Exceptions may be granted by teachers for testing sessions but must be properly discarded immediately after the testing session. Candy, snacks, and drinks may be consumed at breaks or at lunch time. BIS highly recommends that students limit the consumption of candy and/or snacks, in order to maintain a healthy lifestyle.

8.9. Progressive Discipline

Each classroom teacher has class rules which are stated in the course syllabus as well as posted in the classroom and discussed with students. Excluding cases of extreme class disruption or violence, the first step of dealing with a student discipline issue is handled by the classroom teacher.

The school follows a progressive discipline plan, meaning that if a student continues an unwanted behavior, the consequences of that behavior become progressively more severe. It is the school's goal to help its students develop self-control and to promote peace in their relationships with others. It is the school's desire for students to be successful in learning and maturing. The following examples are considered inappropriate behavior and demonstrate a lack of self-control. Therefore these will be grounds for progressive disciplinary action:

- Tardies / Absences (skipping class or school)
- Disrespect (towards students or staff)
- Disobedience (insubordination)
- Damaging school property (vandalism)
- Vulgarity or profanity (swearing)
- Violation of the EOP policy
- Cheating and/or plagiarism
- Breaking local laws in Brazil
- Intimate displays of affection versus friendly gestures
- Physical aggression including assault (typically one person instigating), fighting (typically both people involved)
- Out of school behavior bringing dishonor to BIS' Christian testimony and the Lord
- Use or possession of illegal drugs (including paraphernalia) and/or alcohol at school or at any school functions
- Smoking and/or possession of tobacco products at school or any school functions
- Possession of knives and/or instruments that may be viewed as weapons

If a teacher has disciplined a student for an unwanted behavior and the behavior continues, progressive student discipline will be followed to address the specific behaviors the student exhibits. The teacher will write a referral (email) to the principal, who will then conference with the student(s) and investigate if necessary.

The teacher will write an email by the close of the day to the parent so he/she is informed. Progressive student discipline typically follows the following steps, but there may be mitigating and extenuating circumstances factored into the discipline (including disability, etc.). This discipline is not to embarrass or humiliate the student but to help the student learn to make better choices in his/her behavior. The principal will record the referral and discipline in the SIS (school information system) before closing the referral.

8.10. Progressive Student Discipline Continuum

Progressive discipline typically follows this order, but there may be mitigating and/or extenuating circumstances factored into the discipline by the principal (including disability, honesty, repentance):

- Warning by teacher/staff
- Classroom Detention by the teacher (lunch or break)
- Administrative Detention by the principal
- 1 day ISS (In-School Suspension – excused absence, classwork/tests still count)

- 3 days ISS (In-School Suspension – excused absence, classwork/tests still count)
- 1 days OSS (Out-of-School Suspension – unexcused absence, late-work reduction policy enforced), parent meeting to talk about other school options for the child
- 3 days OSS (parent-student-administrator intervention meeting)
- Expulsion/Exclusion

The following five discipline infractions are more severe and can start at the suspension stage (by-passing detention and in some cases ISS):

- **Physical Aggression** (spitting, kicking, slapping, etc.) will go directly to 1 day ISS.
- **Fighting** (both people engaged regardless of who started it) will go directly to 1 day ISS.
- **Assault** (one person punching another, the other not fighting back) will go directly to 3 days OSS and triggers a parent-student-administrator intervention meeting.
- **Smoking** at school or on a school trip will go directly to 1 day ISS
- **Possession and/or usage of Drugs/Alcohol** at school or on a school trip will go directly to 3 days OSS and triggers a parent-student-administrator intervention meeting.

Listed below are some other methods, which may be utilized when considering disciplinary action.

- Classroom detention
- Restitution for physical damages
- Student-administrative conferences
- Parent-administrative conferences
- Student-teacher conferences
- Clean up/service duties

Christian discipline is three-fold: instruction, prevention and correction. Discipline as instruction, prevention and correction is more than just rules, but seeks to set limits which will provide the greatest freedom for all: freedom to learn, to grow, to be safe, and to reflect what God has created us to be. Teachers need to set the standard and example as students are instructed in the value of limitations which:

- Protect – not only their freedom but the freedom of others (ex.: walk don't run in hallways and on stairs; lock their lockers; ipods, phones, smartwatches, must be locked away during school hours; humiliating, teasing or bullying others will not be tolerated)
- Demonstrate sensitivity – to others who are weaker or still living in darkness.
- Encourage sacrificial love for others (ex.: giving up something that is legitimate and acceptable for the sake of others who may not share the same values and beliefs)

8.11. Discipline for Cheating

Cheating is the giving or receiving of information about an assignment, or quiz/test and/or handing in someone else's work as your own. In addition to the more obvious deceptions (looking up the answers or looking at someone else's test or paper), cheating includes telling a friend what is on a test. Even if a student has turned in his test paper, talking during a test is considered cheating. Copying a friend's homework in your own handwriting is also cheating. Studying and working together with the permission of the teacher is not cheating. Cheating also includes plagiarism, in which a student copies the work of another source without properly citing the source. Plagiarism is a highly nuanced topic and teachers will work with students to learn how to properly cite sources to avoid plagiarism. We do recognize that occasionally unintentional plagiarism occurs. Intentional plagiarism, such as copying an entire paper from the internet and turning it in as one's own work, will be treated as cheating. BIS will follow the progressive discipline steps (starting at the administrative detention) but the student may also receive a "0" on the assignment, quiz, test, or final (finals worth 10% of the semester grade).

8.12. Discipline for Bullying/Cyberbullying

Bullying is defined in Section 10.2. At BIS, bullying will not be tolerated. Cyber-bullying is bullying using email, instant messages, text messages, or other internet media. All members of the school community, including teachers and parents, are required to report any acts of bullying that they encounter. The student who believes s/he has been bullied and/or the bystander who has witnessed the bullying are required to report the bullying to the principal. Reports of bullying by the bystander will be kept confidential in order to encourage bystanders to come forward and to prevent them from becoming part of the problem. The principal will investigate and liaise with the relevant parties to establish the nature and extent of the bullying and the bully will receive the appropriate discipline via the school's progressive discipline policy.

8.13. EOP: (English Only Policy)

Parents who send their children to BIS often do so with the express purpose of assuring that their children learn proper spoken and written English, also known as "the common language of BIS". All instruction at BIS is done in English (excluding Portuguese language classes). All documents, signage, and forms are done in English. Research studies have shown that an effective way for students to acquire a foreign language is through immersion. Students who speak a language other than English on campus at any time will be assigned an appropriate consequence depending upon their age. For those students who continue to violate the school's "English only" policy, other means of discipline may be used. Of course, our staff understands that language development can take time and are therefore committed to encouraging our students, celebrating their accomplishments in the English language, and showing them the love of Christ in our daily interactions with them.

8.14. Playground Expectations

The playground is for lower elementary students only (grades ELC through 2nd grade). Any upper elementary (grades 3 through 5) or secondary students (grades 6 through 12) shall be issued a detention for using the playground.

Elementary school students are expected to adhere to the following playground rules.

- No student is allowed on the playground at any time without BIS staff supervision.
- Food and drinks are not allowed.
- Real or play fighting is not permitted.
- Students should help keep the playground neat and clean.
- The student must first get the teacher's permission before leaving the playground area to retrieve a ball or other object.
- Students are not to climb or play on fences or walls.
- No jumping off any equipment.
- Students must wait their turns at all times; no cutting in line.
- Tackle sports or play is not permitted.
- Students must line up immediately when the teacher blows the whistle or calls for the line-up.

8.15. Playground Equipment Rules

In order to maintain a safe environment for our students to play and interact socially, the teachers of BIS have written the following playground guidelines. Students must:

- be within the sight of the teacher on duty at all times.
- ask permission from the teacher on duty before leaving the playground.
- enter the playground areas through the designated gates.
- not to climb trees or unauthorized items that are on the playground.
- throw their trash in a trash can & help keep the playground clean.
- always wear shoes on the playground, courts, and fields.

Swings: Only one person is to be on a swing at a time. Students must swing on their bottom only. They may not swing on stomach, knees, or while standing. Swings are to go straight with no twisting or turning. Students should maintain a safe height while swinging.

Slides: Only one person is to be on a slide at a time. Slides must be used in a seated position, not on stomach, side, or standing. Students must go down the slide, not up the slide. No pushing or shoving.

Monkey Bars: No jumping off the top of the structure. Students may not hang upside down from the bars.

Sand: No throwing or playing with sand in the air. Students may not bury one another in the sandbox. The school is not responsible for items lost in the sandbox.

Merry Go Round: Students should sit on their bottom and hold on with 2 hands. No kneeling or standing. Feet must stay inside the merry-go-round. Stop turning the merry-go-round when other students say to stop.

Workout Stations/TRX: The workout station is for pull-ups, dips, push ups, sit-ups, and it is not for climbing or jumping off. Students are not allowed to play on the TRX equipment. This includes swinging from them or hitting them against the wall.

- Balls:** Only specific balls may be used for recess. These will be designated by the PE teacher. Balls should remain within the school campus. If the ball goes over the wall, the student should notify a teacher, who alerts the Office. All balls should be returned to the designated area after each recess period.
- Only those students playing soccer should be on the soccer field. Rough or dangerous play, including extremely hard kicking, is not allowed. Disagreements should be discussed, resolved, and left on the field. If a disagreement is brought to the teacher on duty, then the students involved may be required to sit out the remainder of the recess.
 - Students are not allowed to enter the sports equipment room without a faculty/staff member with them. Students should not remove balls or athletic equipment from the equipment room unless specifically asked by a PE teacher or coach. Students should return balls and equipment used to the appropriate storage area.

If a student is not following the playground guidelines, he or she will be given a verbal warning by the teacher on duty. If the student continues to disregard the playground guidelines, he/she will be given a time out. The student's classroom teacher will be notified at the end of recess. If a student commits a serious infraction to the school handbook during recess, he or she will be sent immediately to the principal with an email referral and will be appropriately disciplined. It is very important to the staff of BIS that all children are safe while on the playground.

8.16. Public Displays of Affection (PDA)

BIS believes that proper, God-glorifying relationships between young men and women should be encouraged. While we recognize that our Biblical standards may be outside what modern society encourages and promotes, we will continue to promote high standards of moral and ethical conduct. We encourage BIS to be a place where students can be loved and appreciated with a sense of family. At the same time, the school will not permit students to participate in PDA or "prolonged contact" of any kind whatsoever. This includes placing arms around the person, holding hands, or playing with hair or placing hands anywhere on another individual while at school or any school activity on or off campus. Inappropriate displays of affection between students of BIS are not permitted on school grounds or off campus school related functions. The school will determine at any point what is deemed as inappropriate.

8.17. Student Dress Code

The following are guidelines as pertains to the BIS student dress code and uniform policy. Families must purchase ALL uniform-related items from the uniform store. This includes jackets, hooded sweatshirts, sweaters, or other related items.

8.17.1. Hair:

The following guidelines are in place for students as relates to their hair and general appearance at school to include any related school events that may take place off campus. Hair must be groomed, clean, and not cover

eyes. The administration reserves the final determination of acceptable and non-distracting hair coloring and hairstyles.

8.17.2. Makeup and Cosmetics

The following guidelines are in place for students as relates to makeup and cosmetics at school to include any related school events that may take place off campus. The administration will determine what is compliant or a violation of the stated policies.

Elementary Students: Girls may wear clear lip gloss (no lipstick) and nail polish that does not prove distracting. Boys may not wear makeup or nail polish.

Secondary Students: female students may wear makeup in moderation, in a manner that gives a more natural appearance. Male students may not wear makeup or nail polish. Students may not wear “Goth” makeup, loud/dark eyeshadow or lipstick, face paint, or sparkles.

8.17.3. Jewelry and Accessories

The following guidelines are in place for students in regards to any jewelry or accessories that may or may not be worn by students to school. Necklaces, bracelets, and rings should not be excessively large, distracting, or noisy. The following items are not permitted: jewelry with inappropriate images, offensive tattoos; visible body piercings including gauges (ear rings and a nose ring are allowed); scarves, armbands, or headbands (exception being for girls restraining their hair); pins, buttons or stickers (unless issued by the teacher). Smartwatches, like cellphones, are not permitted in school due to their internet capacity and the potential of cheating. Phones and smartwatches must be hidden. If seen or heard, they will be confiscated and parents must collect them from the principal.

8.17.4. Uniforms

All students are to wear the school uniforms as determined by administration, unless the school principal has granted special permission. Please note that uniform tops are not optional and should not be worn as undergarments. There are also accessories that are authorized from the uniform store such as sweaters, hoodies, jackets, and hats.

Any special BIS issued t-shirt (i.e. School Spirit, Reading Month, Sport Teams) may be worn with a school uniform bottom on Friday but should not be worn during the rest of the week. Parents of students who do not wear the school uniform may receive a phone call to bring in the uniform. Uniforms are to be neat, clean and in good condition. Information regarding where to purchase school uniforms may be obtained from the BIS Front Office. Authorized hats may be worn for outdoor activities such as PE and recess but NOT inside the building or hallways. All students in grades 6-12 must purchase at least one polo shirt for use when visiting college fairs, field trips, school pictures, or other important school functions.

8.17.5. Footwear

For secondary students, the following guidelines are in place for students to ensure proper and safe footwear while at school or participating in school events.

- Shoes must have enclosed toes and heel
- No Crocs, sandals, moccasins, high heels, house shoes/slippers, or flip-flops (i.e. Havaianas)
- Socks must be worn with shoes
- No roller blade shoes or roller skates
- Students unable to tie their shoes with laces must wear “mesh-on” or Velcro versions.

For elementary students, the following guidelines are in place for students to ensure proper and safe footwear while at school or participating in school events:

- Gym shoes with socks need to be worn on the days that students go to PE
- Students may wear crocs and sandals, or gym shoes any other day.

8.18. Dress Code Violations

The following policy will be in effect for violations of dress code or improper uniform attire:

1st violation: warning

2nd violation: parents called to bring proper uniform

3rd violation: parents called to bring proper uniform, detention (progressive discipline)

4th violation: parent & student meeting with the principal (progressive discipline)

9. TECHNOLOGY, CHROMEBOOKS, PHONES & MEDIA

9.1. Student Technology Code of Conduct

BIS is pleased to offer its students' access to the Internet to expand and enhance their academic experience. All use of technology must be in support of and consistent with the BIS educational goals. Parents and students will sign an **AUP (Acceptable Usage Policy)** form at admissions which states BIS rules and expectations for technology use. It is the students' responsibility to keep all inappropriate materials and virus-infected media off of their laptops. The school expects that students will not access inappropriate materials. Inappropriate use includes, but is not limited to, plagiarism, pornography, hate mail, chain letters, unauthorized access (hacking), and email messages that initiate false alarms, etc. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable. Students utilizing BIS-provided Internet access must have the permission of and must be supervised by the school's professional staff. Students utilizing school- provided Internet access are responsible for good behavior online just as they are in a classroom or other areas of the school. The same general guidelines regarding respect of others in both behavior and communications apply.

9.1.1. Student Expectations for Technology

Students must:

Respect and protect the privacy of others.

- Use only accounts and networks to which they are assigned access.
- Respect passwords, data, or networks to which they are not authorized.
- Remember that all private information about others or themselves should remain private.

Respect and protect the integrity, availability, and security of all electronic resources.

- Only use the computer assigned to you. Do not allow anyone else other than school staff and parents to access your computer for any reason.
- Only download/upload, transmit, copy/delete or modify/use files, software or other media that include rights given to you. All materials stored on electronic devices are subject to review.
- Use and modify software only within the rights granted to you and to no further extent.

Respect school equipment and do not cause any physical damage or trauma to the equipment.

- Junior high and high school students should bring assigned computers and power cords with you to school every day. No "loaner" computers or power cords will be provided.

- Students must charge computers overnight and bring a fully charged computer to school each day. Keep computers fully charged and operating for everyday use.

Respect and practice the principles of community.

- Communicate only in ways that are kind and respectful.
- Report threatening or discomforting materials to a teacher
- Understand that nothing on a laptop or the network is totally private. BIS and your parents have the right to access any of your files and folders at any time.
- Use computer technology within the bounds of international law and without violating the rights of others.
- Use computer technology within the guidelines set by the school or by individual teachers.

Respect and protect the intellectual property of others.

- Respect copyrights (only use legal software, music, games, or movies).
- Do not use the laptop in an effort to plagiarize or cheat.

A student must not use or modify any computer technology (hardware, software, or peripherals, connections etc.) provided by the school without authorization from school authorities. This is to include notebook computers issued to students to assist in the delivery of the BIS curriculum.

9.2. Chromebook Program (Secondary)

BIS students are assigned a Chromebook to be used in their classes. The Chromebook is a learning tool, and should not be used during lunch or break. 9- 12th grade students are allowed to bring their Chromebooks home.

6-8th grade students are allowed to receive and return their Chromebooks from their assigned area each morning and return it to their assigned area for charging each afternoon. Students are to treat the Chromebook as school property.

In addition, 6-8th grade students are able to bring their Chromebooks home, have them insured for damage (unless it is due to abuse), and graduate with the device. There is an associated cost of R\$150,00 per year. If a Chromebook is lost or needs to be replaced a replacement fee will be charged to cover the cost of a new Chromebook.

Chromebook Care

- Do not eat or drink while using the Chromebook.
- Do not remove or damage serial numbers and other identification labels.

Chromebook Security

- Chromebooks are to be kept securely with students at all times either inside or outside of the classroom.
- Chromebooks are not to be left unattended in any location.

- Chromebooks are not to be used outside of the classroom or library. They are not to be used during break or lunch time unless under the supervision of a teacher.
- Students should only be logged into their school account on their Chromebook.

Chromebook Check Out/Check In

- Chromebooks will be assigned to students at the beginning of each semester.
- Stickers or other custom decorations are not to be put on the Chromebooks under any circumstances, if installed the Chromebooks will be returned to their original at the student's expense.
- BIS uses the semester breaks as a time to service Chromebooks. BIS will attempt to re-issue Chromebooks to the same student, but cannot guarantee this.

9.3. Social Networks/Media

Students should be careful in using social networks. BIS encourages parents to be aware of who their children have as “friends” and what they are posting on social networks. Any inappropriate materials seen by school personnel will be reported to the student’s parents. Any inappropriate material posted about another student, teacher, or BIS in general may result in disciplinary action. Social networks should not be accessed at school unless explicit permission is given by a teacher.

9.4. Cell Phone/Tablets/Smartwatch Usage

Students will not be dismissed from class to use the office phone except in the case of an emergency. Both teacher and office permission must be obtained before using the office phone and will likely take place at lunch or break. Cell Phones or related communication devices (i.e. I-Pad with cellular data, smartwatches) are not permitted for use on campus. Cell phones that are used on campus, or are not stored in the student’s backpack or locker during the school day will be confiscated. A parent must then retrieve the phone from the principal. If permitted, secondary students may be allowed by the teacher to listen to music or spoken word via their school issued computer in the classroom setting. However, students may not use headphones or related devices outside the classroom. If observed, the headphones will be retrieved and privileges revoked for the duration of the semester. Both teachers and the principal reserve the right to determine if any music is deemed inappropriate in terms of content.

PLEASE NOTE: Cell phones/Tablets/Smartwatches and computers are brought to campus at your own risk and liability. The school is not responsible if the item is broken or stolen. Our suggestion is not to bring such items to school.

10. HEALTH AND SAFETY GUIDELINES

10.1. Accident Prevention

Students are expected to follow all healthy and safety guidelines including:

- walking from one activity to another and to run only in designated play areas.
- not to hit, trip, roughhouse, or fight with other students.
- not to throw sticks, stones or other similar objects
- not to slide down stair rails or concrete slopes are not allowed.
- exit the campus properly after school to include designated dismissal areas.
- since teachers are entrusted with the safety of the children, all students are to respond immediately and respectfully to any teacher or staff member when asked to stop a potentially dangerous activity.
- students are not allowed to be in a classroom, library, or any school property without a BIS staff member present, except when on a specific errand for a staff member.

10.2. Bullying Prevention

BIS believes that every student has the right to be treated with respect and to feel safe within the learning environment. Students who are free from bullying are able to give their education the full attention and effort needed for success. Research indicates that bullying behavior negatively impacts not only the learning environment of a school but can lead to long-term social and emotional problems for all involved. At BIS, bullying will not be tolerated and we believe that it is everyone's responsibility to stop bullying behavior within the school community. Schools in general have seen a rise in bullying incidents over the last couple of years. BIS, in an attempt to define, identify, and deal with cases of bullying within the school, has formulated a more comprehensive plan to address the issues of bullying. In school-related cases, the school will examine the facts, interview the necessary persons, and work with all parties to provide a safe and secure environment to learn. It is highly suggested that parents model appropriate behaviors and action in solving issues of bullying and harassment. Bullying includes, but is not limited to: repeated harassing, intimidating, teasing, or threatening. Cyberbullying is bullying using email, instant messages, text messages, or other internet media. The BIS administration, in an attempt to Define, Identify, and Deal (DID) with cases of bullying within the school, has formulated a comprehensive plan to address the issues of bullying.

Definition

BIS defines bullying as a student engaging in harmful, persistent behavior by one of greater power to one of less power. Bullying may include: verbal name calling, sarcasm, spreading rumors, teasing, excluding someone, tormenting (i.e. hiding books, threatening gestures), being unfriendly, racial taunts, graffiti, gestures, 'staring out'. Physical pushing, kicking, hitting, pinching or any use of violence. Property damage would also fall under this category. Sexual unwanted physical

contact or abusive comments. Cyber bullying includes inappropriate messaging or photos using electronic communication.

Identification

All members of the school community, including teachers and parents, are encouraged to report any acts of bullying that they encounter. The student who believes s/he has been bullied and/or the bystander who has witnessed the bullying are strongly encouraged to report the bullying to the principal. Reports of bullying by the bystander will be kept confidential in order to encourage bystanders to come forward and to prevent them from becoming part of the problem. The school counselor will liaise with the relevant parties to establish the nature and extent of the bullying after which the bully will be given an opportunity to make an apology and change his/her behavior. If the bullying continues after this discussion, the school counselor will refer the matter to the appropriate principal after which it will become a disciplinary issue.

Follow-up

Once it has been determined that bullying is indeed happening, the principal, the classroom teacher(s), the school counselor, and the parents of both parties will be made aware of the findings. All matters will be confidential among the involved parties.

The following guidelines may be taken:

- A. Observation of students and if needed, temporary to permanent separation.
- B. Work with children in classrooms and during pull out sessions to discuss bullying behavior and consequences.
- C. Collaborate with parents in addressing the problem of bullying, especially in the resolution of cases in which action is to be taken by both the school and parents.
- A. The offending party may be put on a behavior plan. The parents of each party will be given information regarding plans for the other student on a need to know basis.

10.3. Child Protection

BIS adheres to the child protection standards as defined by the Ministry of Social and Family Development (MSF); the Network of International Christian Schools / Oasis International Schools (NICS/Oasis); as well as the Child Safety and Protection Network (CSPN). Any suspected child abuse will be investigated by the administrator and per policy, forwarded to MSF locally, and CSPN through NICS internationally.

BIS believes the Bible teaches that all persons, male and female, adult and child, are created in the image of God and therefore are worthy of respect. (Gen. 1: 26, 27). BIS strives for excellence in caring for the intellectual, social, physical, emotional, and spiritual needs of each student in his/her life-long pursuit of learning. BIS strives to provide a safe and secure learning environment. We recognize, however, that we live in a broken world and that abuse and neglect also could occur within the school. Appropriate steps will be taken to prevent

abuse, and if it occurs, appropriate action will be taken. Abuse of any kind will not be tolerated. As a community, BIS is committed to prevent abuse and to foster the development of healthy relationships. As an international Christian school based on Biblical worldview we acknowledge what the Bible teaches concerning the legitimate mandate of local authorities, and we pledge to cooperate with them in seeking justice in the area of abuse. BIS is also committed to the protection of children and to provide a healing environment for those whose lives have been affected by the sin of abuse. In summary, child abuse is any act by a person who uses influence over another including a parent, guardian or caregiver that endangers or impairs the child's physical or emotional well-being. It includes, but is not limited to, the following:

Physical Abuse

Physical abuse occurs when a child is physically injured by non-accidental means (e.g. forceful shaking, burning, slapping, excessive discipline or physical punishment).

Sexual Abuse

Sexual abuse is the exploitation of a child or young person for sexual gratification or any sexual activity between an adult and a child. It can be verbal (such as sexual threats or innuendos, sending inappropriate texts, emails or images), visual (such as indecent exposure, taking suggestive pictures or showing pornographic materials) and/or physical touching.

Neglect

Child neglect is the deliberate denial of a child's basic needs. This is where a parent or a caregiver fails to provide adequate food, shelter, clothing, medical care and supervision or forces a child to do things inappropriate for his/her age.

Emotional/Psychological Abuse

This refers to the significant impairment of a child's social, emotional, cognitive and intellectual development, and or disturbances of the child's behavior resulting from behaviors such as persistent hostility, ignoring, blaming, discriminating or blatant rejection of the child.

10.4. Communicable Disease Policy

If a student is thought to have a communicable illness or disease, the teacher must immediately send the student to the Front Office. Office personnel or an administrator will check the child's temperature and/or observe the child's symptoms. If the student has a fever over 38' Celsius (100'F), vomiting, diarrhea, a draining skin rash or lesion, pink eye, or a productive or persistent cough, the parents will be called to come and take the child home and advised to seek medical care. Teachers who are exhibiting similar symptoms may be sent home and a substitute will be obtained. Students or teachers who are able to stay at school with minor symptoms are encouraged to wash their hands frequently, cover their mouth and noses when coughing and sneezing. If a doctor confirms that a student or staff member has a communicable disease, and if notifying parents of other students is warranted, the principal will send an informative email to tell parents about the situation. Helpful information about the disease may be included such as symptoms and incubation period. All illnesses

diagnosed by a physician should be treated per their recommendations. The student's return to school should be determined by the documented physician's recommendation. BIS will follow these procedures in regards to students or staff with the following symptoms/conditions:

- **COVID:** all students with COVID like symptoms should stay home until a negative COVID test and/or the student becomes symptom free (5 days after the initial onset of symptoms). Students with direct family who have tested positive for COVID or have COVID like symptoms do not need to stay home, unless they develop symptoms themselves. BIS has COVID tests available for adults or children. Please call the office if you or a family member would like to be tested.
- **Fever:** all students must be fever free for 24 hours before returning to school. Fever is defined as 100.4 degree Fahrenheit or 38 degrees Celsius.
- **Chicken Pox:** exclusion from school until lesions are crusted over and a physician says it is ok to return to school.
- **Conjunctivitis/Pink Eye:** exclusion from school on diagnosis, return 24 hours after prescription medication prescribed by a physical has begun or per the physician's recommendations.
- **Head Lice:** if nit or lice is found at school by school personnel, parents will be notified to begin treatment at home per current CDC guidelines. Students will not be required to miss school. All students in the classroom where lice have been found will be checked and parents notified that a nit or louse was found.

10.5. Food Allergies

It is the parent's responsibility to inform the school of any food allergies and to provide emergency medication in case of accidental exposure to allergens. Food allergy information will be shared with teachers and staff. The canteen may sell items that contain nuts of which should be noted by parents if their child has high-sensitive allergies to nuts. Elementary students are not allowed to bring peanut and nut items for their own consumption. As we may have several students with nut allergies, please do not send nut-containing items for class snacks or parties. These items are permitted in the secondary school, but any student with allergies should communicate such to the school.

10.6. Medication Policy

All medication must be left with Front Office personnel with the principal notified

1. The parent or guardian must send precise instructions written in English indicating the following:
 - a.) Time the medication is to be taken
 - b.) Dosage
 - c.) Name of medication
 - d.) Reason the child must take the medication
 - e.) Name & phone number of prescribing doctor for prescription medicine
 - Medication must be in properly labeled, in proper containers, and must not be expired

- No student may at any time give or sell another student medication.
- All medication must be stored in a secure area that is not accessible to students.
- No medication is administered without first checking the student's medical form in the office.
- No home remedies or herbs will be given to students.

It is the responsibility of the student to be aware of the times the medication is to be taken and to visit the office at such times. It is suggested that only the medication needed for that day be brought to school. Parents must provide TWO epi-pens to the school each school year. Students may self-carry emergency medications (i.e., asthma inhalers, epi-pens) and diabetic supplies with the approval of the administration. A medication form must be completed. No other medication will be given without parental permission.

10.7. Physical Education Exemption

If a student is unable to participate in physical education due to illness or injury, a note from a parent is required to excuse the student. The teacher does not have the ability to excuse the student unless the illness or injury happens at school. If the student must miss more than one class, a medical certificate from a physician is required. This does not exempt the child from class and the physical education teacher will work within the perimeters established by parent or physician to allow for acceptable alternate activities.

10.8. Self-Harming Behavior

Self-harming has become an increasingly recognized problem in the school environment. While self-harming typically refers to cutting, it can also refer to other behaviors including scratching, burning and hair pulling. BIS seeks to respond to these incidents compassionately while still providing other students with a safe environment which is conducive to learning. When a staff member suspects or becomes aware of the self-harming behavior, the student will be referred to the school guidance counselor for any initial assessment and follow up that may include other professionals within/aside from the school at that time or in the future. In order to provide a safe environment for all students, the student will be asked to adhere to the following guidelines:

- To receive regular counseling, either through the guidance counselor, Portuguese speaking psychologist, resource coordinator, or other external sources as applicable;
- To have cutting "tools" confiscated and agree not to bring tools to school;
- To agree not to cut at school and during school hours;
- To wear a BIS hoodie (long sleeves), rather than bandages, to cover new cuts. This is to avoid drawing unnecessary attention to the wounds and to aid in the healing process;
- To wear appropriate clothing where cuts or injuries exist on parts of the body other than the arms.

If a student cuts during school hours, he/she will be asked to leave school for the rest of the day for their own mental health and safety, to include a time for prayer before departing school, to seek out assistance as deemed necessary. Where the student is consistently unable to adhere to the guidelines outlined above or where the behavior is worsening and it is deemed that BIS is unable to provide the kind of environment that the student needs, BIS Administration may ask the student to leave in order that he/she can receive intensive treatment before returning to campus. Once the behavior has ceased or sufficient improvement has been made, BIS will reconvene with the family to offer continual prayer support and consider re-enrollment at that time based on the overall needs of the student.

10.9. Sexual Misconduct, Pregnancy, or Related Issues

BIS has a moral, legal and scriptural responsibility to maintain standards within the school and to assure the health and welfare of all its students. Therefore, it is required that all female students who are pregnant and all male students who are responsible for a pregnancy report this to the principal as soon as it is medically confirmed. At such time, the student will no longer be able to attend class and all possible solutions to continue the student's education will be discussed with the parents. If the school gains knowledge of the fact that a student's pregnancy has been terminated through abortion, the students will not be allowed to attend classes and the situation will be handled with the parents in the same manner as a pregnancy. Students who are known to be sexually active will require stern disciplinary action and continued attendance at school will be based upon the discretion of the administration.

10.10. Sexual Purity Policies

BIS is a school for children and teens, not adults. Students who engage in sexual activity take on the roles of adulthood, enjoying privileges reserved for married adults and exposing themselves to the many adult responsibilities/potential consequences that are inherent in such activity. BIS has a duty to protect the moral environment of our community and to ensure the health and welfare of all our students. Due to this, BIS expects sexual purity from all of its students, and the administration reserves the right to suspend from the school any students discovered to be willfully and/or continually sexually active. However, if a student is struggling in this area and in need of help / counseling, or has been the victim of any kind of sexual abuse, he/she may seek the assistance / advice of a teacher of the same gender or of our counselor, who stand ready to help. The school reserves the right to appropriately discipline any student involved with viewing or distributing content of a sexual inappropriate nature on campus or sharing such content from one BIS student to another student at any time. Because BIS's highest priority is the safety of the students it serves, BIS will take necessary steps to ensure students' psychological well-being.

11. Grievance and Dispute Resolution

11.1. Grievance/Complaint

BIS recognizes that there will be situations where parents may not agree with the policies and procedures of the school. BIS has established procedures to ensure that these concerns are heard and to the best of our ability are resolved. Academic grievances and disputes are handled by the principals. Business and contract grievances and disputes are handled by the business manager and/or school director. This procedure is intended to provide a mechanism through which grievances can be fully investigated and decisions rendered.

11.2. Addressing Concerns at BIS

Parents are expected to promote and support the policies and personnel of BIS, to speak positively about the school, and to direct any questions or concerns to the appropriate individuals. Complaining and murmuring about school policies or personnel to others in the school is contrary to the Biblical example of Matthew 18 and to the principle of unity among believers. **At no point during this process should anyone not related to the individual concerned be involved in the process.** The goal of Matthew 18 is **restoration**. The desire is for the parent and the teacher, coach or staff member to be restored in their relationship with one another. The mark of spirituality is not whether we are able to expose a brother but whether we are able to restore him. Our goal is for each parent to understand that it is our desire that there be a spirit of unity at BIS and that our students avoid slander, gossip or whispering about one another. (Proverbs 6:16-19)

Slander – telling a lie with a design to hurt.

Gossip - sharing detrimental information with those who are not part of the problem or part of the solution.

Whisperer - one who secretly or privately passes on evil reports to others.

11.3. NICS Grievance Policy/Procedures

The parent appeal/grievance process has been established by the NICS Board to help an individual school parent or a recognized parent organization resolve a grievance with a member of the school's faculty/staff, administrative staff, director or stated policies. The following appeal process is the approved policy of the NICS School Board and may only be changed by an official vote of the NICS School Board.

1. A grievance is based upon an event or situation that affects the conditions or circumstances under which a parent or recognized parent organization functions in its relationship with faculty/staff, administrative staff, director or stated policies allegedly caused by misinterpretation or inequitable application of established policies or regulations.
2. This process is the NICS approved policy by which a parent or recognized parent organization may aggrieve their concern(s).
 - a. A "petitioner" is the person or unified group making the claim or appealing a decision.

- b. When the perceived or stated course of action by the petitioner appears to be moving toward an eventual lawsuit, the following process may be adjusted or halted until the school and/or NICS is able to acquire legal counsel in regards to continued appropriate action.
2. The term "days" when used in this regulation shall, except where otherwise indicated, mean working/business days.
3. It is important that grievances or appeals be processed as rapidly as possible. The number of days as stated at each level should be considered as maximum, and every effort should be made to expedite the process within these time frames. However, adjustments to the stated number of days may be made by the NICS Home Office representative or Field Leader handling the grievance or appeal if it is deemed in the best interest of obtaining a just resolution or provides a greater opportunity at reaching a mutually satisfying agreement. Likewise, the responsible NICS authority at each level has the option of requesting that subsequent procedures be expedited if s/he believes the circumstances of the grievance or appeal warrant such actions. At the local level if no amicable resolution is made the petitioner has five days from receipt of the final written decision to appeal to the next level. At the executive level if no amicable resolution is made both the petitioner and field leader have five days from receipt of the written decision to appeal to the next level.
4. All parties concerned should treat any grievance or appeal as confidential.

APPEAL/GRIEVANCE PROCEDURES

LOCAL LEVEL:

- (Step One): The petitioner with a grievance or appeal shall present the matter in writing to the School Director, no later than ten (10) days following the situation which prompted the grievance or appeal. The petitioner and the director shall confer on the grievance or appeal within ten (10) days with the view to arriving at a mutually satisfactory solution of the problem. In the event the appeal or grievance is first discussed with anyone other than the director, the director shall be apprised of the discussion. Within five days following the concluding conference in review of the petitioner's appeal or grievance the director shall communicate his/her decision in writing to the petitioner.
- (Step Two): In the spirit of Matthew 18, if the grievance or appeal is not resolved at step one of the local level both the petitioner and the field leader may invite one individual each to a meeting to assist with finding a mutually acceptable resolution to the appeal or grievance.
- (Step Three): If a mutually agreed upon resolution is not reached at step two, the petitioner and director will select three to five mutually agreed upon local volunteers to assist in a review of the appeal or grievance with a view toward providing wise counsel that will bring about a mutually acceptable resolution to the appeal or grievance.

EXECUTIVE LEVEL:

(Step One): If the appeal or grievance is not resolved at the local level, a petitioner may appeal to the NICS Vice President for School Operations (VPSO). This appeal should be made within ten (10) days after the decision has been received by or presented personally to the aggrieved party. The appeal shall be in writing and specifically set forth the reasons for the appeal. A copy of the director's final decision, as well as the suggested resolutions by those involved at the local level, steps two and three shall accompany the appeal, with reasons stating why the decision was unacceptable. Within 21 days, the VPSO shall review submitted documents, collect additional information as deemed necessary and communicate his decision in writing to the petitioner and school director.

(Step Two): If the grievance or appeal is not resolved at the executive level, step one, a petitioner may appeal to the NICS President within ten (10) days after receipt of the previous decision. The appeal shall be in writing and specifically set forth the reasons for the appeal. A copy of all previous decisions shall accompany the appeal, with reasons stating why the decisions were unacceptable. Within 30 days, the president shall review submitted documents, collect additional information as deemed necessary and communicate his decision in writing to the petitioner.

BOARD LEVEL:

If the grievance or appeal is not resolved at the executive level, as a final level in the grievance or appeal process, a petitioner may appeal to the NICS Board of Trustees through its Chairperson within ten (10) days after receipt of the president's decision. The appeal shall be in writing and specifically set forth the reasons for the appeal. A copy of the decisions at all previous levels shall accompany the appeal, with reasons stating why the decisions at the previous levels were unacceptable. The NICS Board Chairperson shall place the grievance or appeal on the agenda for the next regularly scheduled board meeting and notify all parties involved of the meeting's time and location. Anyone directly involved in the grievance or appeal may be present during the discussion of the grievance or appeal at the board meeting and will be given the opportunity to share his or her views. Within ten (10) days of the board meeting, the Board of Trustees will communicate its decision in writing to all appropriate parties.

* It is incumbent upon the petitioner and the school's director to write his or her perspectives in appropriate detail so that all reviews at the executive and board level may be properly reviewed. Any pertinent discussions held between or among the parties involved by phone or in person should not preclude pertinent facts from being included in the written appeals at any level.

**This grievance/appeals process is in place to afford the parents or parent organizations an appropriate means by which to address and appeal legitimate concerns. However, it should not be utilized as a means to bypass dealing appropriately with teachers or administrators related to honest differences of opinion or differing interpretations of specific actions or outcomes of school administrative guidelines.

12. AASB CODE OF CONDUCT

12.1. Association of American Schools in Brazil (AASB) Official Code of Conduct: AASB competitions, performances, tournaments, and other scholastic events and activities are open to all students of member schools. Everyone attending has the right to participate in the activity, socialize and have fun in a secure and protected environment in the best traditions of sport and competition. To this end, AASB has created a Code of Conduct which participants and all student spectators are expected to abide by. Compliance with this Code of Conduct is also a requirement of all participants and student spectators from non-member AASB schools who are invited to participate in an AASB event. Each school is responsible for making everyone in the traveling party aware of this code prior to arriving at an AASB sponsored event. To ensure that everyone enjoys their AASB experience, we take this matter very seriously, and any breaches will be dealt with accordingly.

STUDENT PARTICIPANTS AT AASB ACTIVITIES

It is a strong belief of AASB that representing your school is an honor and a privilege. As a part of upholding this belief, appropriate conduct and behavior expectations need to be followed at all times. Any student who chooses to participate in an AASB extra-curricular activity of any type will be required to follow the Code of Conduct guidelines outlined below in order to participate in that activity. It will be the responsibility of the staff and administration of all AASB member schools to fairly and consistently enforce this policy in all AASB sponsored extracurricular activities. The intent of this policy is to encourage positive decision-making skills and to promote and ensure the tradition and pride that all member schools have in their students and school. Students will be held accountable to the AASB Code of Conduct, as well as their particular school's Code of Conduct policy. Violations may lead to suspension from all or part of the AASB activity. The Code of Conduct must be signed before the student will be permitted to participate. The Code of Conduct will be kept on file and will be in effect for the school year.

STUDENT SPECTATORS AT AASB ACTIVITIES

Students wishing to attend an AASB event held outside of their school need to receive permission of no less than one week in advance from their respective school's administration. The host school will reserve the right to determine admission to events based upon its own policies and those of AASB, regarding space, supervision, etc.

Student spectators must respect all host school policies; arrange their own room and board, transportation, and be accompanied by a parent or designated legal guardian. The student spectator must also be in full compliance with the AASB Code of Conduct and have signed it before being permitted to travel to the event. Any non-participating visiting student not meeting the above criteria or following the AASB policies may be asked to leave the event.

SEVERE VIOLATIONS

Hazing: No form of initiation or hazing will be permitted. Tobacco: The use of tobacco or tobacco products is prohibited.

MAJOR VIOLATIONS

Alcohol and Drugs: Students should be aware that if they are present at a function where alcohol and/or drugs are being used, they should leave immediately and report the incident to their chaperone/coach/athletic director.

Possession and/or use of alcohol, illegal drugs, controlled substances, or possession of paraphernalia associated with the use of drugs will also constitute a major violation.

Theft or Vandalism: Students shall not vandalize property nor have in their possession any item(s) stolen from any source, including uniforms or equipment.

MINOR VIOLATIONS

Behavior: The conduct of all students involved in AASB activities will be of the highest caliber before, during, and after practices, performances, activities, and competitions. Students who do not represent their school in an appropriate manner exhibited by their habits, conduct or character shall be subject to disciplinary measures.

Responsible behavior will be demonstrated at all times and students will:

- participate in awards ceremonies;
- cheer appropriately;
- pick-up after themselves and keep the host site clean and neat;
- refrain from using noisemakers;
- abide by any additional established rules of the host school;
- exercise self-control at all times;
- respect the decisions of officials without gestures or argument;
- win with humility, lose with dignity, and participate with respect.

Profanity: The use of profanity (in any language) will not be tolerated. [Note: exceptions may be permitted in forensics and drama events when very mild off-color language is an inherent and required component of an approved presentation.]

Curfew and Closed Campus Policy: All students must respect established curfews and are not allowed to leave the premises of the sponsored event without permission from their school's representative. Students will not enter sleeping quarters other than their own.

CONSEQUENCES

Students who do not represent their school in an appropriate manner exhibited by their habits, conduct or character shall be subject to disciplinary measures. This could result in suspension or dismissal from the event as determined by the sponsors, chaperones, athletic directors, host school administrator and/or his designee.

Any violation of AASB Code of Conduct will be reported to the host school event coordinator, who will then notify the host director or his/her designee.

Discipline Committee: The host school administrator and/or his designee will convene a special discipline committee when a violation of the AASB Code of Conduct has occurred. The committee shall consist of the following:

- The chaperone/coach/athletic director of the student(s) involved.

- The host school administrator or designee and either
 - a. One (1) representative from each school for events that have up to eight (8) schools or
 - b. 50% of the number of schools participating, plus one additional school when more than eight (8) schools are participating

Process:

- The host school administrator or designee convenes the committee, selects the members when more than eight (8) schools are participating, is the chair of the discipline committee, and is a voting member.
- The committee will hear all the facts regarding the violation of the AASB Code of Conduct. The student(s) will appear before the committee to allow them to give their side of the story.
- After all of the facts have been presented, the committee will render a decision. Each member has one vote.
- The committee has the authority to render the following decisions:

MAJOR VIOLATIONS:

Possession and/or use of alcohol, illegal drugs, controlled substances, or possession of paraphernalia associated with the use of drugs will result in an immediate suspension from the event and the student will be sent home as soon as reasonably possible at their parent's expense. The student will also be suspended from all AASB sponsored events for a minimum of one full year, beginning with the conclusion of the current event.

Theft and/or vandalism will result in an immediate suspension from the event and the student will be sent home as soon as reasonably possible at their parent's expense.

The only exception to this policy would be in the event that a major violation of the Code of Conduct by the student occurs late enough in the event to permit sufficient time to send him/her home. In this case he/she will be placed on immediate in-house suspension and denied any further participation in the activity or game being played until the end of the event.

The following procedures will be followed in the event of a student being sent home:

The host school administrator will call the student's home school director to notify him/her that one of the school's students is being sent home for a major violation. The student's home school director is responsible to make sure that one of his /her administrators or designee will accompany the student from the event site to the designated bus station or airport and thereafter throughout their trip home.

The host school administrator as well as the home school director will contact the student's parents and/or legal guardians before travel begins and tell them why their child is being sent home.

The host school administrator or his/her designee, as possible, will inform them of all travel arrangements. The parent and/or guardian will be responsible for making arrangements to meet the student upon his/her return to the home city.

The parent will be responsible for all costs associated with the student's travel as well as all costs of the person accompanying him /her home. This includes such costs as taxi fares, bus or plane ticket alteration or purchase, lodging in route if necessary, etc.

All liability for such travel by the student will be the responsibility of the parent. The host school administrator will send a one-page summary of the Code of Conduct violation and meeting making sure all the facts have been listed and the action taken by the discipline committee. The summary will be signed by the host school administrator and sent with the student who is being sent home. A copy of the summary will be kept for future reference if needed.

The student being sent home is responsible to make sure his school administrator receives the letter when he/she arrives.

SEVERE VIOLATIONS:

Hazing or tobacco use will result in a minimum penalty of the student(s) being suspended from participating

MINOR VIOLATIONS:

Profanity, curfew or room violations, and irresponsible behavior will result in a minimum penalty of the student receiving a one game suspension in sporting events or a one half-day suspension for non-athletic events.

Please note: The discipline committee may decide a more severe consequence depending on the severity of the violation.

APPEAL PROCESS:

A student and his or her parent/guardian have the right to appeal a suspension from AASB activities by notifying their school's administration in writing within five (5) business days after notification of the decision. If written notification is not received within five (5) business days, the right to the appeal is forfeited. The final decision will be voted on by AASB directors.