



STUDENT  
AND PARENT

# HANDBOOK 25-26

## EABH STUDENT AND PARENT HANDBOOK

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# WHOLE SCHOOL

## EABH STATEMENT OF COMMUNITY

### FOUNDATIONAL DOCUMENTS

#### **Identity Statement**

The American School of Belo Horizonte (EABH) is an independent, nonprofit association serving students in grades PK-12 in a full day program. EABH offers the American and Brazilian curricula within an international framework accredited by Cognia (formerly AdvancED) and the Brazilian Ministry of Education and authorized by the International Baccalaureate Organization and CollegeBoard. We are a culturally diverse community that fosters educational excellence and develops life-long learners.

#### **Mission/Vision Statement**

Empowering compassionate agents for a better future.

#### **Core Values and Belief Statements**

##### **Collaboration**

We believe that engaging in meaningful conversations, working together, and taking shared ownership leads to better outcomes.

##### **Cultural Diversity**

We believe that respecting and learning from our differences makes us stronger.

##### **Excellence**

We believe that providing resources and support enables individuals to actively take on challenges and to do their personal best.

##### **Perseverance**

We believe that persisting in and learning from challenging situations helps individuals develop tenacity and resilience.

##### **Responsible Citizenship**

We believe that being principled, taking personal ownership for our actions, and reflecting on their impact benefits the community.

#### **Purpose:**

- EABH will implement a holistic program that is taught primarily in the English language, in addition to fostering a multilingual community.



- EABH will foster a secure, nurturing and challenging environment that stimulates the development of intellectual, democratic and social awareness.
- EABH will provide individual learning experiences and personalized attention.
- EABH will ensure that our students' educational experience is developed in harmony with the local and global community.
- EABH will ensure that both students and teachers are actively engaged in assessing student progress as part of the development of their wider critical thinking and self-evaluation skills.
- EABH will develop internationally-minded students who are committed to becoming responsible leaders of our rapidly changing world.

## **Pillars**

### **SAAGE**

Student Academics

Arts

Athletics

Global Citizenship

Enrollment / Engagement

## **ACADEMIC INTEGRITY**

[Academic Integrity Policy](#) (updated February 2023)

## **ACCREDITATIONS/AUTHORIZATIONS**

- Cogna (formally AdvancED), accredited since 1975
- College Board®, authorized to provide Advanced Placement® and AP Capstone® courses
- IB World School for the Primary Years Programme (PYP), authorized since 2008
- IB World School for the Middle Years Programme (MYP), authorized since 2010
- *Secretaria de Educação do Estado de Minas Gerais* (State of Minas Gerais Department of Education), accredited since 1993
- *Secretaria Municipal de Educação de Belo Horizonte* (City of Belo Horizonte Department of Education), accredited since 1998

## **PROFESSIONAL AFFILIATIONS**

- Association for the Advancement of International Education (AAIE)
- Association of American Schools in South America (AASSA)
- Association of American Schools in Brazil (AASB)
- Certified College Board® Testing Center (PSAT®/SAT®/AP®)
- Office of Overseas Schools of the United States Department of State



- Sindicato dos Professores do Estado de Minas Gerais (SINPRO MG)
- Sindicato das Escolas Particulares de Minas Gerais (SINEP MG)

## **ADMISSIONS**

The American School of Belo Horizonte admits students from around the world, representing different educational systems and varying educational backgrounds.

Students entering EABH are placed in their “best fit” grade level according to academic history, birth date, recommendations, observations, and examinations.

New and returning students may begin school three business days after receiving confirmation that all admissions documents have been processed, cleared, and fees received.

EABH has an internal admissions policy that should be followed by all new families.

## **ANIMALS**

Animals are not allowed on campus unless authorized by the teacher and the Principal through written request at least two school days in advance. Once approved, when bringing an animal to school, please ensure it is in a cage or on a leash until further instructions are provided by the teacher.

If parents bring animals in the car when dropping off or picking up their children, they must ensure the animal stays in the car.

Please refer to the section on Behavioral Expectations for more information.

## **ATTENDANCE**

School begins at 7:30 AM for Lower School and 8:15 AM for Upper School. Daily attendance is critical for school success. Students are expected to arrive each day on time, in a clean uniform, and ready to learn. Parents are required to email the school before 8:15 AM to report a tardy or an absence.

On most Wednesdays (as indicated on the school calendar), classes begin at 8:15 AM for lower school and 9:00 AM for upper school.

All students who are absent from school (whether excused or unexcused) will not be allowed to attend other school-related functions or events that are scheduled on that same day unless authorized by the division principal. This policy is applicable even if the school function or event is scheduled after regular school hours and on or off campus. Students are considered tardy if they arrive at class after the designated start time.



Absences are considered unexcused unless appropriate documentation is submitted to the Principal for review. Official documentation must include the student's name, date, and reason for the absence, and must be submitted upon the student's return to school for the absence to be considered excused.

Some examples of official documentation are listed below:

1. Medical appointment
2. Medical treatment
3. Funeral of an immediate family member
4. Federal or Military police appointment
5. Consulate or embassy appointment
6. Driving test appointment
7. \*College visits
  - College visits should be arranged during a time when school is not in session. In unusual circumstances, the school may consider allowing a maximum of three days for a pre-approved absence related to a college visit.
8. \*Sporting/performance events
9. \*Late returns from college programs (3 days maximum upon completion of the program)

\*Authorization must be provided to the school in advance.

Students that are absent due to illness should provide a Doctor's note in order for the absence to be considered excused.

All other absences will be deemed unexcused. If the reason for the student's absence is not listed above, please email the Principal for more information.

According to Brazilian law, students that miss more than 25% of school days or 25% of individual classes (Grade 1 - 12) or a combination of the two, are not allowed to move onto the next grade regardless of their grades. The only exception is if they pass a year-end exam in each subject and are approved to move onto the next year by all of that child's subjects. These tests take place during the official period assigned for "recuperação" on the calendar. It is the parents' responsibility to ensure that student attendance is reliable and consistent. Parents should not schedule vacations, trips, or holidays that will result in a student missing class.

In May of each school year, high school students may elect to sit for the corresponding external Advanced Placement (AP) test. On the day that a student has an AP exam, that student will be allowed to leave the school campus immediately after the exam or come to school late (if their first exam is in the afternoon). This practice is in effect for all students in grades 9-12 taking an AP exam unless the office is notified that a parent does not give authorization for a student to leave campus.

Please note that in general, absences will negatively affect students' learning and grades.



## Excused from School Activities

Students are required to present written notification from parents, school nurse or doctor if participation in physical education or other school activities is not possible. Students who do not present a written notification will be required to participate in class as usual.

# BEHAVIORAL EXPECTATIONS

## Philosophy/Policy

It is a primary aim that every member of the EABH community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school behavior policy is therefore designed in a positive way and we encourage and celebrate positive behavior.

Faculty members promote school-wide behavior expectations based on the IB Learner Profile. Teachers develop positive classroom behavior expectations with students at the start of each academic year. The school believes that a child showing inappropriate behavior must be given the opportunity to reflect and make amends.

All staff in our school have high expectations of the students in terms of behavior, and they strive to ensure that all students work to the best of their ability. Staff treat each student fairly and follow agreed expectations consistently, treating everyone with respect and understanding. It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and classroom is critical to the learning process.

Behavior management, disciplinary process and guidance, and punitive measures, as needed and dependent on grade level largely occur in the classroom. Discipline is administered in light of the individual student's breach of behavioral expectations as cited below. Behavioral infractions are communicated to parents and recorded in individual student records.

Discipline is best maintained by classroom teachers. Common sense being the rule, teachers are expected to uphold the spirit of EABH's discipline policy. Only major, serious, or repeated offenses are referred to administration. All office referrals require the administration to contact parents.

The following behaviors, actions, or attitudes may lead to a disciplinary referral. This is not an exclusive list:

1. **Disrespect** - shown to any member of the school community is prohibited.
2. **Dishonesty** - in any situation while at school.
3. **Fighting/ Assault** - i.e. striking in anger with the intention to harm another student.
4. **Obscene language or gestures** - Students are expected to use wholesome language at all times.
5. **Habitual disruption** - of any kind to the educational process is prohibited.



6. **Vandalism** - A student involved in willfully damaging or defacing property will be disciplined and may be responsible for paying the costs to repair damage or replace affected property.
7. **Truancy** - A student who “skips” school or class (absent without permission) at any time will be considered truant and will be issued an office referral.
8. **Feeding monkeys** - Feeding the monkeys on campus is prohibited. This includes leaving food in areas accessible to monkeys.
9. **Gambling** - Playing games of chance for money or wagering is prohibited.
10. **Negative attitudes** - EABH does not permit any student to consistently possess and share with others a negative attitude toward EABH, faculty, staff, or fellow students.
11. **Violation of the Academic Honesty Policy** - see Academic Honesty Policy.
12. **Provocation** - action or speech that deliberately makes someone annoyed or angry.
13. **Littering** - making a place untidy with rubbish left lying about.
14. **Bullying** - According to stopbullying.gov, a federal government website managed by the U.S. Department of Health and Human Services, bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.
  - a. An imbalance of power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
  - b. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Both victims and witnesses are encouraged to report bullying of any kind to school authorities.

15. **Cyberbullying:** “Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.”  
[www.stopbullying.gov](http://www.stopbullying.gov)

"What Is Bullying." *StopBullying.gov*. Department of Health and Human Services, 29 Feb. 2012. Web. 08 July 2017. 30

Both victims and witnesses are encouraged to report bullying of any kind to school authorities.

16. **Sexual Harassment:** Harassing conduct can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature by an employee, by another student, or by a third party. Consequences will be determined on a case-by-case basis.
17. **Cell Phones and Smart Watches:** These are not allowed to be used or visible in the classroom or during class transition times. Emergency calls must be made and received in the main office. Students in grades 6-12 are not permitted to use their cell phones from 8:15 a.m. until 3:30 p.m. Refer to the Mobile Device Policy for more details regarding cell phones and smartwatches. Lower School students are not



allowed to use personal electronic devices during the school day unless a teacher expressly permits it for educational purposes.

18. **Rebellion:** A student who is disobedient of school rules, including violation of the Responsible Use Policy for electronics, or who defies authority (verbal or nonverbal) will be subject to discipline.
19. **Stealing:** Defined as taking something that does not belong to you, regardless of value. Students are strongly advised to not bring valuables and/or additional electronic devices to school, other than the one device needed for academic purposes. The school will not be responsible for replacing lost or stolen items.
20. **PDA:** Public displays of affection, such as hand-holding, hugging or kissing among students are not permitted, other than the traditional *abraços* form of greeting.
21. **Skateboarding etc. :** No skateboards, bicycles, scooters, roller skates, heelys (*sapato patins*), roller blades, hoverboards, or wave boards are allowed on campus. Any student breaking this rule will have the equipment confiscated. The main office will retain the item until the student's parent comes to pick it up.
22. **Sports Equipment:** Sports equipment, including balls, must be carried by hand or in a bag, and can only be used in designated areas with permission from a teacher. Sports equipment (such as basketballs, soccer balls, etc) should not be brought into academic classrooms and should instead be stored in lockers.
23. **Hazardous equipment:** Hazardous equipment/materials, including fire and electric grills, are not allowed to be brought to campus by students or parents without prior written permission from the Principal.
24. **Endangerment:** A student who commits an action that is threatening or potentially harmful to others, and/or endangers the well-being of others, will be held responsible for any consequences or damages resulting from that action.
25. **Medication:** EABH does not permit self-medication and possession of unauthorized medication. Please see the school nurse for more information.
26. **Drug-Free Environment:** EABH is a smoke-free environment and does not permit the use of alcohol, tobacco, and illegal substances on campus, including the parking lot. This includes all "vape" products.
27. **Inappropriate Behavior:** EABH does not permit harassment, threats of harm, or any other unwelcome conduct to faculty, staff or students, whether verbal, physical, written and/or graphic, during or after school hours, and on or off campus.
28. **Dress Code** - Repeated infraction of dress code.

## Consequences

The administration will determine the appropriate consequences for the violation(s) of the behavioral expectations, which may include mandatory meetings with parents during the school day. If a student becomes unmanageable, parents will be called to pick up their child from school immediately.

General Guidelines of Gradual and Potential Consequences\*:

- At the first stage, the student will receive a reminder of the school rule and verbal warning from the teacher, and if needed by the administration.
- At the second stage, a Parent Notification letter will be sent home to inform parents. The student may be asked to fill out a reflection form to be signed by parents.



- At the third stage, the student will receive a Misconduct Referral, with or without suspension.
- At the fourth stage, the student will receive a Misconduct Referral with suspension.
- At the fifth stage, the student will receive a Misconduct Referral with multiple-days suspension, and may be considered for expulsion depending on the severity of the offense.

**These guidelines may vary depending on the type of offense, harm caused, and age of the student.**

\* In the case of severe behavior that stops the entire class from functioning (e.g., fighting between students) students forfeit the right to move through the hierarchy of consequences (suggested above as General Guidelines). Such behavior calls for immediate removal from the classroom and may be treated as major violations.

Major violations will receive swift, immediate, and serious consequences.

## **Suspension**

Suspension from school is a serious disciplinary step at EABH. It is used when other attempts to remediate a problem have been unsuccessful. Suspension may result from repeated violations of school rules or a single serious violation. The length and type of suspension is determined by the frequency or severity of the offense, and may be from a half-day to five days in duration, in school or out of school. Following a suspension, any subsequent suspension will automatically result in consideration for expulsion. Certain offenses may receive automatic suspension without prior attempts at mediation. Any suspension requires parent contact with the administration prior to the student's return to classes.

Students remain responsible for completing work and projects even when suspended. It is the student's responsibility to seek out the teacher for information regarding missed assignments or tests.

## **Expulsion**

The administration will make a final decision for expulsion based on the above policies and procedures.

## **Serious Misconduct**

If a student commits an act that the administration determines to be a serious misconduct, all other procedures may be bypassed and **suspension** or **expulsion** may be imposed immediately. Examples of such serious misconduct could include acts that endanger the lives of other students or staff members, violence, vandalism of school facilities, violations of the law, or any act in clear contradiction of EABH's policies. Serious misconduct that occurs on or off campus, even after school hours, may result in disciplinary action including suspension and expulsion.



# BOARD OF DIRECTORS & ASSOCIATION

The Board of Directors is composed of seven members elected from the general membership of the International Educational Association of Belo Horizonte, the legal entity responsible for EABH. Board members must possess Brazilian citizenship or a permanent visa.

Board members are elected to two-year terms and may run for re-election. Board members participate in scheduled monthly meetings and participate in sub-committees or on special board projects. Meeting agendas focus on strategic planning, committee reports, policy and finance reviews, as well as professional development on governance.

The Board reports to the Association during the annual general association meeting as published on the school calendar. Meeting agendas include review and approval of the audited financials, tuition, and fees. Association meetings are an essential, integral part of EABH's operations and parents are strongly encouraged to attend. To learn more, read the Association Statutes at [www.eabh.com.br](http://www.eabh.com.br).

Copies of minutes from Board Meetings are kept at the Main Office for review.

## BRAZILIAN PROGRAM

EABH is officially accredited as a Brazilian school by the Secretaria de Educação do Estado de Minas Gerais (State of Minas Gerais Department of Education) and by the Secretaria Municipal de Educação de Belo Horizonte (City of Belo Horizonte Department of Education). Our Brazilian Program is designed to satisfy curriculum requirements stipulated by federal and state legislation. Portuguese language and literature, Brazilian history and Brazilian geography are taught in Portuguese, while the remaining requisites are met through the standard courses offered at EABH. Please consult the Brazilian Program Director for more information on how to obtain an official Brazilian transcript.

## CLASS STRUCTURE/PLACEMENT

In our lower school at EABH, class placement is a thoughtful and collaborative process aimed at creating the best possible learning environment for every child. Our primary goal is to place each student in a classroom where they will thrive—academically, socially, and emotionally.

When making placement decisions, we consider a range of factors including academic progress, peer relationships, social dynamics, learning styles, and the balance of boys and girls in each class. We also strive to ensure a mix of strengths and personalities to create balanced, cohesive classrooms that support both individual growth and a strong sense of community.

While we understand that families may have unique hopes for their child's placement, please know that our team of educators takes great care in making these decisions with the



students' best interests at heart. We appreciate your trust and partnership as we work together to support each child's success.

**Lower school (G1-G5)** offers a structure in which there is one designated homeroom teacher and support for language and math in the homeroom classroom for approximately 8 hours per subject area per week. The students have Portuguese and Brazilian Social Studies lessons with a team of co-teachers designated for each grade level for 6 periods per week. There is also a Portuguese language acquisition teacher. In PreK there are two homeroom teachers in class utilizing a co-teaching model as well. In Kindergarten there is a homeroom teacher and a support teacher. Learning Aids are present from PreK to G2.

**Upper school (Grades 6-12)** may have 1 or 2 classes per grade, depending on the school year. The maximum capacity for each class is 25 students.

***Student classes in the upper school will be determined based on master schedule considerations and student elective choices.***

EABH balances the classes according to many factors including academics, skills, abilities, and languages. Students are placed in the class in which we believe they will flourish and not based on parent request. At EABH we rebalance the classes each school year to ensure that the students and classes function optimally. If parents wish to make a request about their child's class placement, this should be emailed to the Principal with a reason for the request. We cannot guarantee that the request will be granted.

## **DIPLOMAS**

EABH high school graduates will earn the American diploma, AP Capstone, and the Brazilian diploma (Certificado de Conclusão do Ensino Médio) upon successful completion of graduation requirements for each program.

## **CAMPUS ENTRY**

### **Peak Hours**

The security and well-being of our students and staff is one of our foremost priorities. The school employs guards to help ensure the safety of students while they are at EABH. The school gates are kept closed at all times, including regular school hours, with the exception of peak hours during drop-off and dismissal.

### **Off-peak Hours**

Parents and visitors will be allowed access to school grounds if a meeting has been previously scheduled with school personnel and/or if a clearance has been received for special school events. Visitors have to follow security protocols and will be identified upon entering and exiting school grounds.

All visitors are required to wear a visitor's badge at all times while on campus. Visitors not wearing a badge may be questioned by staff and escorted to the main office.



# SCHOOL HOURS

## Class Hours

Any student who remains on campus after their designated dismissal time must either be enrolled in an after school or athletic activity, report to the designated area (a fee of R\$ 1 per minute will apply for LS students), or be supervised by a parent or guardian. If a student remains on campus (and is not enrolled in an after school activity), the student's parent or guardian must accompany him/her at all times and will assume responsibility for his/her actions at all times while on campus.

## Closed Campus

Students must stay on school grounds from the time of arrival until dismissal, until signed out by the parent or guardian, unless they are off campus on a school organized event (like a field trip). If leaving prior to regular dismissal, students must be signed out from the main office by an authorized adult to receive an exit pass. The exit pass must be presented to the parking lot guards before exiting campus. Students are not allowed to leave the school grounds without an exit pass.

Leaving campus between regularly scheduled hours is never permitted without an email from parents. This is considered truancy, a serious disciplinary violation.

## Early Departures

If a student is to leave school prior to dismissal time, parents must inform the main office by email. The written communication must include:

- the student's full name and grade;
- the date and time of release;
- the specific reason for the release;
- the full name of the parent and telephone number.

Parent approval does not necessarily constitute an excuse for missed classes. Please refer to the section on attendance for more information regarding excused and unexcused absences, and missed assignments.

Students are not allowed to leave school before the end of the school day unless they have an official reason such as a doctor's appointment, official business, or other unavoidable emergencies. Students who have approval to leave early cannot be picked up during school lunch hours (10:45 AM - 12:50 PM - Lower School and 1:00 - 2:00 PM - Upper School) or after 2:00 PM when we are preparing for dismissal.

In the event that you need to pick your child up during the day for reasons such as illness, doctor's appointments or other official business, we kindly ask that parents, guardians, drivers or other authorized persons report to the front office to pick up their child. The reason behind this change in procedure is to increase safety and security measures.



## Late Start Wednesdays

On Wednesdays, classes generally begin at 9:00 AM for Upper School and 8:15 AM for Lower School due to PLC (Professional Learning Community) meetings. "PLC" time is a common meeting time for teachers to collaborate and review student work, analyze data to improve student learning, and plan curriculum, among many other professional development activities.

## Office Hours

The main office hours are from 7:00 AM to 5:00 PM. The campus closes at 5:30 PM.

## Pick-up and Drop-off Schedule

LOWER SCHOOL - PK, KNDG & G1 - Class Time - 7:30AM - 2:45PM (PK & KNDG Beige Plaque and G1 Pink Plaque)	
Arrival Time	Gate
7:15 - 7:30AM	<input type="radio"/> Main Gate at Mario Werneck
Wednesday Late Start	Gate
8:00 - 8:15AM	<input type="radio"/> Main Gate at Mario Werneck
Dismissal Time	Gate
2:45 - 3PM	<input type="radio"/> Main Gate at Mario Werneck <b>ONLY</b>
Dismissal EABH Plus	Gate
3:45PM - 4PM	<input type="radio"/> Main Gate at Mario Werneck

LOWER SCHOOL - G2-G3 - Class Time- 7:30AM - 2:45PM (Pink Plaque)	
Arrival Time	Gate
7:15 - 7:30AM	<input type="radio"/> Main Gate at Mario Werneck
Wednesday Late Start	Gate
8:00 - 8:15AM	<input type="radio"/> Main Gate at Mario Werneck
Dismissal Time	Gate
2:45 - 3PM	<input type="radio"/> Main Gate at Mario Werneck
2:45 - 3PM	<input type="radio"/> Siblings in G2 & G3 <b>MUST</b> leave with G4 & G5 through the Upper Gate at Chiaradia



Dismissal EABH Plus	Gate
3:45PM - 4PM	<input type="radio"/> Main Gate at Mario Werneck  Students in G2 & G3 participating in EABH Plus, who have an older sibling in High School (Grades 9-12), may leave through the Upper Gate at Chiaradia.

LOWER SCHOOL - G4-G5 - Class Time - 7:30AM - 2:45PM (Green Plaque)	
Arrival Time	Gate
7:15 - 7:30 AM	<input type="radio"/> Main Gate at Mario Werneck
Wednesday Late Start	Gate
8:00 - 8:15AM	<input type="radio"/> Main Gate at Mario Werneck
Dismissal Time	Gate
2:45- 3PM	<input type="radio"/> Upper Gate at Chiaradia ONLY  <input type="radio"/> If G4 & G5 students have siblings in PK, KNDG & G1 grade, the older sibling MUST also be picked up at the Main Gate at Mario Werneck.
Dismissal EABH Plus	Gate
3:45PM - 4PM	<input type="radio"/> Main Gate at Mario Werneck  Students in G4 & G5 participating in EABH Plus, who have an older sibling in High School (Grades 9-12), may leave through the Upper Gate at Chiaradia.



UPPER SCHOOL - G6-G8 - Class Time- 8:15AM - 3:30PM (No Plaque)	
Arrival Time	Gate
8 - 8:15AM	<input type="radio"/> Main Gate at Mario Werneck or <input type="radio"/> Upper Gate at Chiaradia
Dismissal Time	Gate
3:30 - 3:45PM	<input type="radio"/> Main Gate at Mario Werneck
3:30 - 3:45PM	<input type="radio"/> Siblings in G6 to G8 MUST leave with G9 to G12 through the Upper Gate at Chiaradia
Wednesday Late Start	Gate
8:45 - 9AM	<input type="radio"/> Main Gate at Mario Werneck or <input type="radio"/> Upper Gate at Chiaradia
Dismissal Athletic Practices	Gate
4:45PM or 5:45PM	<input type="radio"/> Main Gate at Mario Werneck or <input type="radio"/> Upper Gate at Chiaradia

UPPER SCHOOL - G9 - G12 - Class Time- 8:15AM - 3:30PM (No Plaque)	
Arrival Time	Gate
8 - 8:15AM	<input type="radio"/> Main Gate at Mario Werneck or <input type="radio"/> Upper Gate at Chiaradia
Dismissal Time	Gate
3:30 - 3:45PM	<input type="radio"/> Upper Gate at Chiaradia
Wednesday Late Start	Gate
8:45 - 9AM	<input type="radio"/> Main Gate at Mario Werneck or <input type="radio"/> Upper Gate at Chiaradia
Dismissal Athletic Practices	Gate
4:45PM or 5:45PM	<input type="radio"/> Main Gate at Mario Werneck or <input type="radio"/> Upper Gate at Chiaradia (Closes at 6PM)



## Late Pick Up

Please refer to the section on Fees and the section on Drop Off/Pick Up and Vehicle/Transportation for information about late exit.

## TARDY POLICY

Students are expected to arrive to class on time, in uniform and with materials, ready to learn. Cooperation by parents/guardians is necessary to minimize student tardiness. Oversleeping, daily traffic, or missing the van are not valid reasons for excuses.

**11:00 AM – 3:00 PM** - Students may not be permitted entry between these hours without proper documentation and proof of prior communication for an excused tardy. Any exceptions must be approved by the division principal.

Students who are marked absent from school will not be allowed to participate in any extended activities or events, organized by the school that take place on or off campus, and take place on the same day as the absence.

A planned tardy must be communicated in advance to the main office. Doctor's appointments, legal mandates, or tardiness resulting from a force of nature may be excused, but it is the parent/guardian's responsibility to provide evidence. Excessive tardiness may affect student learning and consequently impact grades.

### Consequences for Multiple Tardies:

Students that are consistently tardy may be assigned in-school consequences as a result of habitual tardiness. Division principals will be responsible for addressing habitual tardiness.

## DRESS CODE/UNIFORM POLICY

All EABH students are required to wear the school uniform. The uniform must be worn during school hours and on field trips.

Top: EABH shirt

EABH sponsored shirts (e.g. Hawks, MUN)

Bottom: EABH shorts/pants

Outerwear: EABH jacket/sweatshirt/beanie/scarf

Other outerwear may be allowed if no inappropriate messages or visuals are present.

Footwear: Closed-toe shoes or sandals. - shoes with wheels, such as Heelys, are not allowed. Appropriate footwear must be worn for P.E.

Hats: Hats and hoodies are not allowed, except for protection against the sun or cold weather during outdoor activities only.



Lower School students are allowed to wear EABH dress and skort. Upper School students are allowed to wear jeans.

School uniform adaptations may be made with the approval of the school administration.

All students are expected to practice good hygiene habits daily. Makeup is not permitted in the Lower School..

The administration of EABH reserves the right to make the final judgment as to the appropriateness of clothing and accessories. No garments may have holes or tears. Midriff, cleavage, bottoms and undergarments must be covered. Flip flops are not permitted, except in the case of an injury with a written medical or parental request, which will be evaluated by the school nurse.

If a student reports to school out of uniform, they will be directed to the main office where they will be loaned a uniform to wear, if available; or they may be sent home. The loaned shirt must be washed and returned the next day or there will be a R\$50 fee charged for each unreturned piece. If some part of the dress code is broken, the infraction will be documented. Students who are repeat offenders may receive a misconduct referral form.

New students will be granted a 7 day grace period to obtain uniform elements.

The contact information for the uniform supplier is available at the main office.

All students must wear the EABH school uniform for school affiliated field trips, unless otherwise expressly stated by the administration. Teachers will provide information regarding any exceptions to this rule. Contact the teacher responsible for organizing the field trip for more information and refer to the section on Field Trips for more information.

Students must wear school appropriate clothing during school trips and events (including Saturday events like International Showcase, Family Day and Test Prep Day). See the table below for examples of what is **not** appropriate:

- |           |  |
|-----------|--|
| Top:      | Cleavage<br>Tops that expose undergarments<br>Tops that expose the midriff   |
| Bottom:   | Shorts or skirts that are above mid-thigh  |
| General:  | Any clothing with inappropriate messages or visuals  |
| Footwear: | Flip flops, shoes with wheels, or shoes without heel straps  |
| Hats:     | Hat and hoodies are not allowed, except for protection against the sun or cold weather during outdoor activities only. |

## TRANSPORTATION

EABH does not provide and is not responsible for transportation to/from school, except for field trips. Authorized third-party transportation services are available for students. Referral options and contact information are available in the main office. Students who do not follow



the security and safety rules determined by the transportation authorities may be denied access to transportation.

Parents must inform the main office of any outsourced third-party transportation services. The transportation company must be registered at the main office to receive clearance for parking lot access.

## **ENGLISH & PORTUGUESE LANGUAGE ACQUISITION**

**Language Support in Lower School/ELA in Upper School** EABH offers a comprehensive English Language Support starting in grade 1 and going through Upper School. The goal of this program is to enable students to participate successfully in classes where English is the language of instruction. The program stresses English language development in the content areas and “provides students with the opportunity to develop insights into the features, processes and craft of language and the concept of culture.” (International Baccalaureate Organization). In some cases, the school may suggest that the student seek additional language support outside of school for continued enrollment.

**PLA** - Portuguese Language Acquisition (PLA) support is also offered at EABH beginning in Grade 1. In the Lower School, students qualify for language support until their language is sufficiently developed to be significantly able to participate in the regular Portuguese class.

In the Upper School, all students will have the opportunity to learn the Portuguese language, regardless of their proficiency level.

## **EMERGENCY PROCEDURES**

### **Drills**

EABH practices emergency drills at least four times every school year. Emergency drills may include support from the Police Department, Fire Department, and other emergency services.

### **Fire Drills**

In the event of fire, 5 short bells will ring and an announcement will be made over the public announcement (PA) system to indicate where the assembly point will be. Please pay attention to this announcement and follow the protocols as practiced during the Emergency Drills.



## Lockdown Drills

In the event of a lockdown, a long constant bell will ring and an announcement over the PA system will be made to indicate a lockdown. Students and any campus visitors are to remain in or enter the nearest room or office space with a lockable door. Faculty and staff members will usher any students or visitors from the hallway or unsecure area into an appropriate space, then close and lock doors, close windows and blinds, turn off the lights and sit on the floor with students away from windows and doors until further notice. Students should remain quiet and calm. An “End of Lockdown” announcement will be made, either by a long constant bell or public announcement (PA).

## CO-CURRICULAR ACTIVITIES

To meet the varied interests of our student body, EABH offers a variety of co-curricular activities and clubs. Activity offerings vary each semester according to space and/or professional availability. Costs for each activity may vary. For Lower School, please refer to the EABH Plus booklet for details specific to each activity. Only students officially enrolled in co-curricular activities may participate. Students who are not enrolled in after school activities must be picked up or report to the library. Please refer to the section on drop-off/pick-up procedures for more information regarding rules and fees.

Please note that any activity may be canceled as needed. Should an co-curricular activity be canceled, the school will inform parents to arrange appropriate transportation. Those students who are not picked up will be supervised until 4:30 PM. After 4:30 PM, students will be supervised, but late fees will apply. Please refer to the section on School Hours and Fees for more information.

Please note that the EABH behavioral expectations of the school day apply to all co-curricular activities.

## FEES

**Late Exit:** Students who are not enrolled in an after school activity or picked up by 15 minutes after the end time must report to the library. The library closes at 4:30 and parents will be charged R\$15 per child for each 15 minutes after 4:30 PM.

Students who are not picked up by 4:30 PM will be supervised by an office personnel at the main office, which closes at 5:00 PM. Any student not picked up by 5:00 PM will be supervised by school administrators.

Fees are also charged for special activities. Please refer to After School Clubs and Field Trips for more information. Other fees include, but are not limited to:

**Recuperation:** R\$150 per subject;

**Declaration of Enrollment:** R\$10 for each additional copy;

**Activities, Materials, and Trips:** Tuition covers all general books and school materials, as well as meals. However, tuition does not cover additional or special classes and materials that require a separate fee.



**Athletic Competition fees** - Athletes may be charged a nominal fee to participate in local competitive leagues (i.e. LIMES). Fees will be assessed and communicated by the Director of Athletics and Activities.

Parents are entirely responsible for costs incurred by the following:

- Field Trips;
- After School Activities;
- College Board AP®/PSAT®/SAT® (Grades 8-12);
- Independent Study Online Courses, including materials, as well as shipping and handling;
- Additional Books: EABH may recommend the purchase of specific texts or devices for reference.
- Additional Services: EABH may recommend/require private tutoring, support, assessments, or services from outside professionals.

**Note:** Private tutoring is not allowed on campus and is not the school's responsibility to provide private tutoring services for students.

## FIELD TRIPS

Field Trips are an important part of the learning life of EABH. These trips are planned specifically to tie learning of concepts to the tangible and real-world applications of those ideas as found in our community. All classes are expected to take field trips when they are the best way to solidify learning.

Field trip costs are estimated by the school, gathered from families and then paid directly to the museum, bus company or other vendor by the business office. This allows us to ensure that accepted bookkeeping practices and safeguards are in place to protect families and employees. Since costs are shared across the class, if a child is not able to attend a field trip, fees are not able to be returned to the family after the fees have been collected.

By school policy, field trips to the homes of students will not be permitted.

All students authorized to attend the field trip must use the school-provided transportation. Students cannot meet the class at the destination, or be collected directly from the field trip location.

Students are representatives of EABH and proper behavior is expected at all times. School rules apply to students on field trips. Students who have demonstrated that they pose a risk away from campus, by a pattern of aggressive or disruptive behavior, may be excluded by the school from the trip on a case-by-case basis. Students excluded from the trip will have another educational opportunity available to them on campus.

Parent chaperones will be requested as needed. The parent chaperone role is extremely important. It is required that parent chaperones pay attention to all children and must follow the teacher's directions. Personal purchases must be authorized by the appropriate adults and will vary based on the age of the students. School dress code applies to students on field trips unless authorized by the Principal.



Students receive Field Trip Authorization slips for each field trip. Any student without parent permission to attend a field trip is required to stay home for the duration of the trip, since the trip is the school's planned learning activity for that time period. In order to participate in the field trip, all permission slips must be signed by a parent/legal guardian and returned to the teacher by the determined due date. Parents should make payments as instructed by the teacher. Electronic payments are made to:

**ASSOCIAÇÃO INTERNACIONAL DE EDUCAÇÃO DE BELO HORIZONTE**

**CNPJ: 17.445.321/0001-00**

**Banco Bradesco – 237**

**Ag. 3795**

**C/c 1648-9**

After making payment, please send a copy of the payment receipt by email to the business office ([finance@eabh.com.br](mailto:finance@eabh.com.br)) with the student name and grade/class and teacher name. Teachers cannot receive payment for trips from parents or children.

## **HEALTH INFORMATION / EMERGENCY CONTACT**

### **Health Form**

Parents must complete the health form on TOTVS providing all relevant information including allergies, dietary restrictions, and emergency contacts (beyond the parents' phone numbers.)

Any updates to emergency contacts or health information, such as health conditions and medications must be promptly communicated to the school.

### **Urgent and Emergency Care**

In case of urgent or emergency situations, parents will be notified immediately.

The student will receive first aid and, if necessary, be transported via ambulance to the nearest hospital accompanied by a family member.

### **Allergies**

Parents must inform the school of any allergies and provide doctor recommendations or prescriptions for the student's Allergy Action Plan. The action plan must be prepared and signed by a doctor and include;

- Instructions for situations involving allergen contact with no symptoms, with mild symptoms, and with severe symptoms.
- The specific medication(s) to be administered and their dosages.

All medication(s) mentioned in the plan, including Epipens, must be provided by the parents and delivered to the nurses office.



The school maintains a "nut-free" environment. Foods containing nuts are not served nor permitted on campus.

## **Illness at School**

If a student exhibits signs of severe fatigue (prostration) or concerning symptoms such as persistent pain, vomiting, or diarrhea, parents will be contacted to pick up the student immediately.

These symptoms indicate that the student may not be well enough to participate in school activities and may require further medical evaluation or rest.

## **Contagious Illness**

Students with possible or confirmed contagious illness (e.g., COVID-19, influenza, conjunctivitis, measles, chicken pox, scarlet fever, or head lice) must remain at home until cleared by a doctor.

Symptoms to monitor include but are not limited to: fever, cough, redness, discomfort or itchiness in one or both eyes, nausea, or diarrhea.

We kindly request that parents notify the school in cases of contagious illness. This allows us to monitor for any symptoms within our school community and take swift action to maintain a healthy school environment.

## **Fever Protocol**

Students with fever (temperature of 37.8°C or higher) must remain at home and may only return after 24 hours fever-free without medication.

## **Head Lice Protocol**

If lice or nits are detected, there is no need for the child to be absent from school. After consulting a pediatrician for appropriate treatment and following instructions carefully, they may return. We kindly ask that you notify the school nurse ([nurse@eabh.com.br](mailto:nurse@eabh.com.br)) under these conditions.

## **Conjunctivitis Protocol**

Students showing signs of conjunctivitis such as redness, itching, discharge, excessive tearing, must stay home. These symptoms may indicate an infection that can easily spread to others.

We recommend consulting an ophthalmologist and following their prescribed treatment. Students may return to school only with a medical certificate confirming they are fit to resume activities.

## **Immunization**



Parents must provide up-to-date immunization records before admission.

## **Medical leave**

Medical leave as indicated in the doctor's note must be strictly observed. Participation in school activities is not permitted during the specified absence period. If the student is able to return before the end of the medical leave, a new doctor's note certifying that they are fit to resume activities is required.

## **Medication**

The school nurse cannot administer medication without a doctor's prescription. Parents must provide the prescription and medication for any treatments, including those for minor discomforts.

In accordance with COFEN 487/2015 (Nursing Code of Ethics and Municipal Law 11.017/2017), nursing professionals may not administer any medication (including homeopathy) without a prescription.

For students requiring continuous or temporary medication treatments, the family must provide the medication along with a copy of the doctor's prescription.

No exceptions will be made.

## **LIBRARY**

The school library is located in the main building and houses a collection of over 15,000 books and magazines. It is important that our students respect the rules as established by the librarian and use the library in the proper manner. Students who do not return library books by the due date may be charged a replacement fee. If a book is not returned by the end of the school year, the student will be charged a replacement fee for the book(s).

Students who use the school library should follow these rules:

1. Be respectful of people, books, and the library.
2. Always walk in the library.
3. Ask if you need help, help others if you can.
4. Be a good listener.
5. No eating in the library.
6. Return your books on time.

## **LOST & FOUND**

Anything unaccounted for and found on school grounds needs to be turned into the Main Office. The Main Office will direct these items to the Community Relations Department. If you are looking for a lost item, you must send an email to [lostandfound@eabh.com.br](mailto:lostandfound@eabh.com.br) or go to the Main Office. Please write your child's name on all clothing and school supplies. If the item is labeled, it will be returned to the student. At the end of each semester, the Community



Relations Department will display unclaimed items and those which remain unclaimed will be donated. The last day of school is the last day to retrieve any lost items.

The school is not responsible for replacing lost or stolen items.

## MEALS

The school offers restaurant services for students and staff, overseen by a full-time school nutritionist. Menus are elaborated adhering to school nutrition guidelines and regulated by rigorous hygiene norms in Brazil. An estimated 1,500 meals are served daily. EABH provides well-balanced meals.

The restaurant serves hot and fresh food daily, including snacks, and does its best to meet the special dietary needs of students and staff, when properly informed.

Students and staff are expected to:

- limit the quantity of food that is taken the first time and go back for more when needed to prevent waste;
- return plates and trays to the proper area;
- leave the table and the floor in a clean condition;
- put trash in the waste containers;
- eat only in the restaurant and at the designated outdoor areas;
- keep their area clean, especially when eating outside; and
- not feed the monkeys and any other wildlife;

Lower School students receive three meals per day - morning snack, lunch, and afternoon snack. Upper School students will receive two meals per day - morning snack and lunch. Athletes also receive an afternoon snack after school on the days of the practices.

### Meals - Special Cases

Parents must provide the Principal and School Nurse with a doctor's note, if their child has special dietary needs due to health related matters or religious reasons. This may include a modified meal from our school kitchen.

However, if you must bring food from home for medical or religious needs, please follow these guidelines:

- Food brought on campus is the responsibility of the student, including the proper storing and serving of food, and care of food containers.
- Bring food that does not require refrigeration or heating. We highly recommend the use of thermal food containers that will keep food temperature as needed.
- Because bringing food from home could be harmful to other students who also have special dietary needs or allergies, food brought on campus may **not** be shared with other students. Any exceptions must be pre-approved by the respective principal.
- Food brought on campus cannot contain nuts or traces of nuts, shrimp, and other highly allergic foods.



# MEASURE OF ACADEMIC PROGRESS (MAP)

The MAP is a standardized, online assessment instrument used to track student growth over time in Reading and Math. In Upper School all students from grade 6 to 9 are tested each year. EABH communicates the results of the tests with parents and offers parent training to build an understanding of the results.

One key use of MAP results is to identify who may need additional support if expected progress is not seen over time by individual students.

Additionally, the school uses MAP results to evaluate group learning of EABH students in comparison to students in similar schools around the continent and world and to make decisions about curricular materials and practices.

In Lower School, students from grade 2-5 are assessed using MAP for internal data collection purposes.

## I-Ready Assessments

In grades 1-5 the students are assessed using the i-Ready diagnostic and progress measurement tools in reading and math three times per year. One key use of i-Ready results is to identify who may need additional support if expected progress is not seen over time by individual students. The homeroom teachers use the results to inform instructional practices and set goals with the students using this data.

Additionally, students are able to complete individualized assignments created on My Path. This feature reinforces student learning during independent practice at school and at home. At the end of each academic year we send home the students' i-Ready reports.

## PARENT COMMUNICATION/INVOLVEMENT

We are committed to keeping you informed, which is why we offer several avenues for you to access updates and information regarding EABH. This includes the EABH App, the website, and the Annual Report. You can also follow us on Instagram, LinkedIn, and Facebook. We also have an EABH WhatsApp - +55 31 99276-1580. If you have any questions, you should always look for your child's teacher, or the Community Relations Department ([community.relations@eabh.com.br](mailto:community.relations@eabh.com.br)).

Special information sessions are scheduled to keep students and parents informed and involved, such as New Family Welcome Day, Parent Student Teacher Conferences, and Parent Coffees. Please refer to the school calendar for more dates. Any changes to the calendar will be communicated in advance.

Association members looking for ways to be involved with the school and help the organization grow may join Self Study Teams (by division and invitation) and/or the Parent Volunteer Program.



## **Parent Volunteer Program**

EABH is proud to have a strong Parent Volunteer Program. All parents, teachers, and staff are encouraged to participate in the Parent Volunteer Program. For more information, please contact the Community Relations Department by email – [community.relations@eabh.com.br](mailto:community.relations@eabh.com.br).

## **Surveys**

All stakeholders of the EABH community are encouraged to get involved and participate in occasional event surveys as well as the annual school survey.

## **Parent Meetings**

The importance of home-school partnership is valued at EABH. We demonstrate our support for this by establishing frequent and meaningful communication avenues. Teachers are available to meet with parents at any mutually convenient time. We request, for the convenience of both parties, that parents schedule meetings in advance by contacting the main office and/or contacting the teacher directly via email. Teaching time may not be used for conferences.

Parents who have questions about specific classroom concerns should contact the student's teacher(s) directly via the teacher's school email. For other special issues related to curriculum and/or special programs, parents are encouraged to contact the Principal.

The Head of School is available to discuss questions concerning general, school-wide matters, which include instructional, operational, and business functions; safety and facility issues; and school policy matters. Please refer to the WHO for WHAT on the school for more information.

## **Parent-Student-Teacher Conferences (PSTC)**

Twice each year, mid-semester, parent-student-teacher conferences are scheduled for all EABH parents and students. This is a wonderful opportunity to meet your child's teachers and to share ideas about academic and social progress. Parents are strongly urged to participate in these important meetings, which take place during school hours. Regular classes do not take place on these days. The dates can be found on the school calendar. Alternative dates may be scheduled as needed and based on teacher availability. Information regarding exact meeting times will be announced approximately a week before the PSTC date.

## **PARKING LOT**

The EABH parking lot is provided for the convenience of its community members. Its use is optional. The school is not responsible for damage or any items left inside the car. Cars may not be left in the school parking lot overnight. Please report any infractions to the main office.



## **Vehicle Entry Pass**

All vehicles must be registered during the enrollment process. Please refer to the section under Security and Safety for more information. Two vehicle permits will be granted to each family. You may wish to apply for more, if necessary. A maximum of four permits will be allowed per family. Any additional vehicle permits will be charged a replacement fee of R\$25 each. If there is a change in vehicle or driver, please notify the main office to ensure an updated vehicle registration data.

Color Coded Student Plaques - Each Lower School Family will be given a pick up plaque with the student's name and grade. This plaque will need to be used by the person picking up the student. If you need any additional plaques, please send an email to [eabh@eabh.com.br](mailto:eabh@eabh.com.br). A new plaque will be available for pick up at the office within 2 business days. The school will no longer authorize non official copies.

## **Speed**

Please respect the lives and safety of our school community members. Drive safely and cautiously. Obey all school signs and the direction of the parking lot monitors and school security personnel. Refrain from using your cell phone and avoid all distractions while driving.

## **Parking**

Park in designated areas. Do not double-park and block other vehicles. Be aware of neighboring vehicles and pedestrians when exiting and entering your vehicle.

Breaking school rules and posing a risk to the safety and lives of our community members are grounds for losing parking lot access privileges.

## **PERSONAL ITEMS**

The school is not liable for personal items that are lost, stolen, or damaged on school grounds (including electronic devices and toys). Anyone who loses a personal belonging should inform the main office immediately. For more information, refer to the section entitled LOST AND FOUND.

## **SCHOOL EVENTS**

Refer to the EABH Calendar for specific dates. Please note that all events/dates are subject to change. Prior communication will be made if such a need occurs. All sales during the events are part of fundraising efforts for the school's annual fund and clubs.



<p><b>Alumni Reunion</b></p>	<p>Participants: Leadership, selected teachers and Alumni</p> <p>When: to be determined</p> <p>Get together with our Alumni to celebrate the EABH Connection and strengthen our ties, network, fundraise, and encourage alumni involvement and participation.</p>
<p><b>AP Exams</b></p>	<p>Participants: AP Students</p> <p>When: Exams are scheduled by the College Board taken by students all over the world, the AP Exam is the final step taken after a year of intensive study in an Advanced Placement class. These standardized exams are designed to measure how well students have mastered the content and skills of the course — a successful score could even earn students credit and advanced placement in college.</p>
<p><b>Arts Fair</b></p>	<p>Participants: Students, Parents, and Staff</p> <p>When: Saturday, to be determined (4 hours)</p> <p>The Arts Fair, organized by our Drama, Visual Arts, and Music teachers, showcases and celebrates our students' artistic involvement. Students present what they have been working on in their respective classes.</p>
<p><b>Athletics Ceremony</b></p>	<p>Participants: Student athletes, their Parents, and Staff</p> <p>When: A week event at the end of second semester, to be determined</p> <p>The Athletic Awards Ceremony happens once a year and it is an opportunity to recognize our athletes' achievements, both individually and as a team. Awards given include, but are not limited to: Basketball, Futsal, Volleyball and Soccer MIP and MVP; as well as, Rookie of the Year, School Spirit Award, Best All-Around Athlete, Highest G.P.A., and Athletic Dedication Award.</p>



<p><b>Awards Ceremonies</b></p>	<p>Participants: Students, Parents, and Staff</p> <p>When: End of second semester, to be determined</p> <p>The Awards Ceremonies occur at the end of the academic year and are opportunities to recognize students who stand out in achievement and efforts. Some examples of awards are the IB Learner Profile, Citizenship, Presidential Excellence Awards, and Presidential Achievement Awards.</p>
<p><b>Book Fair</b></p>	<p>Participants: Students, Parents, and Staff</p> <p>When: To be determined</p> <p>The Book Fair, organized by our Librarian, is an opportunity to celebrate the joys of reading and purchasing books.</p>
<p><b>Brazilian Independence Celebration</b></p>	<p>Participants: Students and Teachers</p> <p>When: During the weekday (morning)</p> <p>Brazilian Independence Day is an observed holiday on September 7. The Brazilian Program teachers and students put together a celebration that usually takes place during the week.</p>
<p><b>Consciência Negra</b></p>	<p>Participants: Students, and Teachers</p> <p>When: November 20</p> <p>This day is dedicated to reflect about the role and contributions of African descendants in Brazil.</p>
<p><b>Emergency Drill</b></p>	<p>Participants: Students and Staff</p> <p>When: During first and second semester</p> <p>The Emergency Drills are events in which our school safety measures are tested. The most commonly tested events are: Fire Drills and Lockdown Procedures. These procedures are scheduled to take place multiple times per year.</p>



<p><b>Co-curricular Activities</b></p>	<p>Participants: Students and Staff</p> <p>When: First and second semester</p> <p>After School Clubs are optional. Clubs vary by different interests and participants qualify by age groups. The clubs are organized and supervised by our very own teachers.</p>
<p><b>Extracurricular Program - EABH Plus</b></p>	<p>Participants: Students and Teachers</p> <p>When: First and second semesters</p> <p>Each semester, the school offers a set of extracurricular activities for Lower School students, organized by interest and age. This program is called EABH Plus. Participation in extracurricular activities is optional. Extracurricular activities are offered by our own teachers and each day of activity has a cost.</p>
<p><b>Family Day</b></p>	<p>Participants: Students, Parents, and Staff</p> <p>When: Saturday, to be determined (4 hours)</p> <p>The school is divided into different teams, each consisting of students, parents, and faculty. Each team is assigned a designated color, and will compete throughout the day in various games.</p>
<p><b>New Family Welcome/Orientation Day</b></p>	<p>Participants: Students, Parents, and Staff</p> <p>When: Before the first day of school during each semester (July/August and January)</p> <p>It provides an opportunity for students and families to attend informational presentations by the Head of School, Principals, Teachers, and Grade Advisor (if in Grades 6-12). They also have the chance to meet teachers, as well as other students and parents.</p> <p>Grades 6-12 can pick up school materials, including locks for assigned lockers.</p>



<p><b>Festa Junina</b></p>	<p>Participants: Students, Parents, Staff, and outside Community</p> <p>When: A Saturday event in May or June</p> <p>An event that celebrates a long standing cultural tradition in Brazil and Minas Gerais. Students perform dances with their grade level classes. Tickets are sold to access games, activities, and food.</p>
<p><b>General Association Meeting</b></p>	<p>Participants: Parents</p> <p>When: 8 PM in April</p> <p>The General Association Meeting is an opportunity for the Board of Directors to present school progress to the parents. Topics may include curriculum, finances, committee work, and other school projects.</p>
<p><b>Grade 5 Exhibition</b></p>	<p>Participants: Grade 5 students and Parents</p> <p>When: The 5th or 6th UOI (April or May)</p> <p>The PYP Exhibition is a culmination of the PYP. It is a rite of passage from the PYP to the MYP and celebrates their learning, a demonstration of what it means to be a PYP student, applying what they have learned and who they have become throughout their journey in the PYP (essential elements). Students create and present individual and group inquiry on a topic of choice, having been mentored in the inquiry process by a volunteer (usually another teacher within the school).</p>
<p><b>Grade 5 Promotion</b></p>	<p>Participants: Grade 5 students and Parents</p> <p>When: End of second semester</p> <p>This is an event to celebrate 5th grade graduation.</p>
<p><b>Halloween</b></p>	<p>Participants: Students, Parents, and Staff</p> <p>When: Saturday, to be determined (4 hours)</p> <p>The Halloween event is based on the American tradition. Students, parents, and teachers are allowed to come to school dressed up in their favorite and appropriate costumes.</p>



<p><b>High School Graduation</b></p>	<p>Participants: Graduating seniors, their invited guests, and Staff (Upper School teachers)</p> <p>When: May</p> <p>High School graduation is a ceremony to confer the High School diploma to graduating seniors. This formal ceremony takes place on campus. Guests are expected to wear formal attire and students wear caps and gowns. In addition to conferring diplomas, select students and faculty give speeches and awards are announced during the event.</p>
<p><b>Hopes &amp; Concerns</b></p>	<p>Participants: Lower School Parents and Teachers</p> <p>When: At the beginning of the academic year</p> <p>A 15 minute meeting between lower school parents and teachers, where the teachers listen to parents Hopes &amp; Concerns for the next school year. The meetings take place face to face.</p>
<p><b>International Food Fair</b></p>	<p>Participants: Students, Parents, Staff, and Outside Community</p> <p>When: Saturday</p> <p>This event takes place once a year, planned by the Parent Volunteer over the course of several months leading up to the event. The Food Fair showcases many countries, which are represented by their decorated booths and typical foods. Entry tickets are sold to access an all-you-can-eat style experience. Drinks are sold by the Student Council.</p>



<p><b>AASB</b></p>	<p>Participants: AASB Athletes and Staff (chaperones)</p> <p>Frequency: Twice a year for varsity and twice a year for JV</p> <p>The Association of American Schools in Brazil tournament takes place every semester. Varsity student-athletes of the school participate in a tournament that takes place at NR Acampamentos, located at the border of Minas Gerais and São Paulo. They play against other international school teams from Brazil. Season I (October or November) of AASB is composed of boys' and girls' basketball and soccer along with cheer. Season II (March) of AASB is composed of boys' futsal, girls' soccer, and boys' and girls' volleyball.</p> <p>There is a JV AASB tournament which mirrors the varsity tournament each semester and takes place a couple of weeks later.</p>
<p><b>Kindergarten Graduation</b></p>	<p>Participants: Kindergarten students, their invited guests, and Staff</p> <p>When: early to mid-June</p> <p>The Kindergarten Graduation is a special ceremony for students signifying their formal promotion to first grade. This event is held at the school and is open to families of Kindergarten graduates. Students present songs and share their accomplishments through videos and speeches presented to the families.</p>
<p><b>Leadership Day</b></p>	<p>Participants: Grades 6-12 Students enrolled in a leadership program (Student Council, National Honor Society, Model United Nations, Newspaper, Math Honor Society, Global Issues Network, Student Athletic Leadership Council, Debate Club, Athletics), and Teachers who supervise the programs.</p> <p>When: Saturday, (To Be Determined - morning period)</p> <p>Teachers organize a workshop to engage students in leadership learning.</p>



<p><b>MAP Test</b></p>	<p>Participants: Students in Grades 2-9</p> <p>Frequency: Yearly</p> <p>The Measures of Academic Progress tests all students in grades 2-9 in Math, Reading, and Language Usage. The data from MAP is used for tracking individual student progress so that teachers may provide differentiated instruction, as needed. MAP is also used for individual student goal setting and reflection.</p>
<p><b>MUN Conferences</b></p>	<p>Participants: Interested students (Grades 6-12)</p> <p>When: MUN conferences (Usually October and March)</p> <p>General: Model United Nations (MUN) is a student group that meets to study global events, international affairs, and general topics related to diplomacy. The group uses the format of simulating UN committees to allow students to practice research, speech, and debate skills.</p> <p>BRAMUN: The MUN group travels each March to the Brazil MUN Conference (BRAMUN), an event which hosts students from nearly all AASB schools as well as students from schools outside of Brazil. Registration for the event usually takes place between October and December. One AASB school takes on the organization and hosting of the event on a scheduled rotation.</p> <p>SPMUN: The event takes place in São Paulo and is very similar to BRAMUN, but is smaller.</p> <p>SAJMUN: The event takes place in São Paulo and involves students from Grades 6 to 8.</p>



<p><b>MYP Personal Project</b></p>	<p>Participants: Grade 10 students and Staff (Upper School)</p> <p>When: research process takes place through an entire school year; final presentations are usually held in late May/early June</p> <p>In the final year of the Middle Years Programme (Grade 10), each student completes a personal project, a significant piece of work that is the product of the student's own initiative and creativity. Each project must reflect a personal understanding of the areas of interaction. Students apply the skills acquired through one of these areas as well as approaches to learning. Students are expected to choose their project, which can take many forms, and take the process to completion under the supervision of a teacher in the school. This involves planning, research, and a high degree of documentation and personal reflection. The personal project is assessed by teachers against a set of IB assessment criteria.</p>
<p><b>Parent Coffees</b></p>	<p>Participants: Parents</p> <p>When: To be determined</p> <p>Parent Coffees are meetings hosted by a coordinator or senior administrator. It offers an opportunity for parents to learn about specific program developments and assessment results, as well as ask questions about each program.</p>
<p><b>Parent Student Teacher Conference</b></p>	<p>Participants: Students, Parents and Staff</p> <p>When: Twice a year</p> <p>The Parent Student Teacher Conference takes place once a semester with parents, students, and teachers. This is an opportunity to discuss student progress.</p>
<p><b>PSAT</b></p>	<p>Participants: EABH Students (Grades 8-11)</p> <p>When: usually in October</p> <p>The PSAT exam is an opportunity for students to take a practice SAT that gives the student feedback on their academic areas of strength and areas for improvement.</p>



	<p>The exam is optional for grades 8 and 9 and given to all students in grade 10.</p>
<b>SAT</b>	<p>Participants: High School Students and Staff (proctors)</p> <p>When: Specific Saturdays</p> <p>EABH is an official testing site for the SAT, a test that is globally recognized for college admissions. The SAT is administered on our campus from 7:45 AM to 1 PM on specific Saturdays. You may visit <a href="http://www.collegeboard.com">www.collegeboard.com</a> to learn more about it.</p>
<b>Spirit Days and Pep Rally</b>	<p>Participants: Students and Staff</p> <p>When: The last school day before traveling for the tournament. (sports tournament - see below)</p> <p>Spirit Days are organized by Student Council (StuCo) and created to cultivate school spirit. StuCo decides the themes and appropriate costumes to wear for each day.</p> <p>Pep Rally is a meeting held with students and staff to celebrate school spirit and our athletes, right before they depart for AASB. The Athletic Director will keep everyone informed about specific dates and times.</p>
<b>Test Prep Day (English and Portuguese)</b>	<p>Participants: High School Students (Grades 9-12)</p> <p>When: 8 AM to 12 PM on a Saturday</p> <p>Test Preparation Day is a Saturday set aside for students to take the SAT (in English) or ENEM (in Portuguese) simulations. Students receive feedback from these simulations to help them prepare for the test in the future.</p>
<b>Testagem Externa</b>	<p>Participants: Students in grades 5, 7, 9, and 11</p> <p>Frequency: Once a year</p> <p>Testagem evaluates students on Portuguese language proficiency in the areas of contextualized grammar, text interpretation and essay. This test is administered annually and designed by a nationally recognized educational</p>



	institution, Fundação Cesgranrio. Other local and international schools in Brazil also participate in the exams.
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## SCHOOL SUPPLIES

We kindly request all of our students to bring their own bottle and hygiene bag to school. For Lower School students, all the other school materials will be available as usual for our students in the classroom. For Upper School, students will be able to request notebooks, pens, pencils, etc from school supplies, and the instruction will be shared by the Principal.

## SIGNS/POSTERS/PAMPHLETS

Students must obtain permission from their respective Principal before posting or handing out any material on school grounds. To avoid damaging painted surfaces, please use masking tape. Signs must be removed in a timely manner by those who posted them. Any unauthorized signs/posters will be removed.

## Circulation of materials on school campus

All requests to distribute materials, organize contests, or hand out or email questionnaires and surveys must be made to the Principal. No materials may be distributed on school grounds without the Principal's permission.

The school does not allow the distribution of material from outside companies. There may be exceptions for cultural activities. In this case, permission from the Community Relations Department is needed.

Materials intended for distribution at school must be:

- related to the EABH curriculum or academic pursuits;
- well prepared, using appropriate language that is grammatically correct;
- age appropriate; and
- in English and/or Portuguese or in the language of instruction, if intended for classroom use.

## STUDENT SUPPORT SERVICES

To achieve our mission, teachers show respect for differences in students' learning. EABH believes that all admitted students should have access to an appropriate education that affords them the opportunity to achieve their personal potential. Accommodations are implemented to enable student success independent of diagnosis. Modifications may also be implemented as needed for students with medically diagnosed disabilities. See the Personalized Education Plan (PEP) section for more information.



Should the teacher, student, or parent(s) perceive a need for additional support, they should contact the Student Services Coordinator.

## **Personalized Education Plan (PEP)**

A personalized education plan is coordinated by the Learning Support Coordinator for students who have a DSM-IV diagnosis and a need for a personalized plan. The Learning Support Coordinator, School Counselor, Principal, and teachers customize the PEP according to the specific needs of the student, as informed by teachers, parents, student (if appropriate) and reports from external professionals. Parents also participate in PEP meetings and must sign the PEP in order for the plan to take effect.

## **TECHNOLOGY**

EABH uses instructional technology as a way to enhance our mission to teach the necessary skills, knowledge, and behavior needed to become responsible global and digital citizens. Students will learn to collaborate, communicate, and to think critically and creatively in a variety of ways throughout the school day, both with and without technology.

### **General Guidelines (PK - Grade 4)**

All students will be taught age-appropriate expectations of Acceptable Use of technology.

On campus, LS students are not allowed to use personal electronic devices during the school day unless the teacher expressly permits it for educational purposes.

Students will use school-provided technology to meet academic requirements.

### **General Guidelines (G5-G12)**

All students will bring their own device (BYOD) and follow the rules accordingly.

### **Privileges and Responsibilities**

The use of school and personal computers, telecommunication and network resources is a privilege, not a right, and may be revoked at any time. Violations of this privilege may result in disciplinary action.

EABH reserves the right to monitor the use of school and personal computers, telecommunications and network resources, including personal devices that users have with them on campus or at school events. In particular, emails are not private and may be read and monitored by school personnel.

Should it become necessary, files may be deleted from EABH devices. EABH is not responsible for any service interruptions, changes, or consequences resulting from system use, even if these arise from circumstances under the control of the school.



If any employee of the school provides technical assistance to another user, the user seeking assistance cannot hold the employee responsible for any problems resulting from such assistance.

EABH reserves the right to modify and adapt the policy, as needed, for the operation of its systems.

## **Responsible Use Policy**

### **Computer, Telecommunication, and Network Resources**

The following guidelines and policies apply to all people, who:

- use electronic devices on EABH campus;
- use EABH's internet;
- are representing EABH on or off campus.

Network access, including the Internet, is available to students, parents, faculty, staff, and guests. Our goal in providing this service is to promote instruction and learning. The school has taken technical and organizational precautions to restrict access to controversial material; however, on a shared network it is impossible to control all controversial material. The school believes the valuable information and interaction available on our network and the internet far outweigh the possibility that users may experience material inconsistent with the educational goals of the school.

- Computers, telecommunications, and network resources are to be used for educational purposes only.
- Users shall not purposely submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually oriented, racially offensive, or illegal material.
- Users may not use any device to record, transmit or post photos or videos of a person or persons on campus without permission. Nor can any image or video recorded at school be transmitted or posted at any time without the express permission of teachers or administration.
  - Users may not use social media to record, transmit or post videos to showcase daily life at school or persons on campus without permission.
- Users shall abide by all copyright and trademark laws and regulations.
- Users shall not reveal personally identifiable data unless authorized to do so by designated school authorities.
- Users shall not reveal their personal logins/passwords or attempt to discover the logins/passwords of others.
- Users shall not use the network in any way that would disrupt the use of the network by others.
- Users shall not use their own hotspot connections during class hours.
- Users shall not attempt to harm hardware, software or data, nor interfere with the security of any computer, telecommunication, or network resource.



## Bring Your Own Device - BYOD

EABH will allow personal devices on our guest network and on school grounds for students who abide by the school's Responsible Use Policy and BYOD Policy.

Electronic Devices are required for Grades 5 and up: laptops and/or tablets are needed for classwork and homework. The costs and all related maintenance are the full responsibility of the parents.

BYOD Guidelines:

- Students and parents/guardians participating in BYOD must follow all policies and rules stated in the Student/Parent Handbook.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used to cheat on assignments, quizzes, or tests.
- Devices may not be used for non-instructional purposes except during snack and lunch.
- Devices may not be used during transition time.
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus, unless allowed by a teacher.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum and as directed by the teacher.

Students and Parents/Guardians acknowledge that:

- The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
- EABH is authorized to collect and examine any device that is suspected of causing technology problems or being the source of an attack or virus infection.
- Students are prohibited from:
  - bringing a device on school grounds which infects the network with a virus, Trojan, Ransomware, or program designed to damage, alter, destroy, or provide access to unauthorized data or information;
  - processing or accessing information on school property related to "hacking";
  - altering or bypassing network security policies.
- Devices are subject to confiscation by teachers and subject to search by school administrators if the device is suspected of a violation of policies and rules stated in the Student/Parent Handbook. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- Printing from personal devices will not be possible at school.
- Personal devices should be charged prior to school and run on battery power while at school. Charging of devices is discouraged at EABH.

**Lost, Stolen, or Damaged Devices:**

- Each user is responsible for his/her own device and should use it responsibly and appropriately.



- EABH takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.

All users will use the EABH Student wireless network to access the internet while on campus. EABH does not guarantee connectivity or the quality of the connection with devices. During the course of the school year, additional rules regarding the use of devices may be added and/or modified.

The following chart is a guideline for selecting and purchasing a device for use at school.

<b>Machine Type</b>	<b>Laptop</b>	<b>Tablet</b>
<b>Platform</b>	PC/Mac, Linux or other	iOS or Android or other
<b>Operating System</b>	Windows 10 Home, Mac OSX or higher  Must support English and Portuguese	iOS 15 or Higher, Android 11 or Higher
<b>Wireless</b>	802.11g or Higher	802.11g or Higher
<b>Ports</b>	2 USB ports, Audio in/out, In-built microphone, VGA	Audio out
<b>Battery Life</b>	4+ hours (4+ cell or higher)	4+ hours
<b>Internet Access</b>	Current up to date Web browser. Must be able to access Google Drive and other Cloud based applications	Current up to date Web browser. Must be able to access Google Drive and other Cloud based applications
<b>Power Supply</b>	Brazil type power adapter	Brazil type power adapter

EABH does not require students to own specific software, however it is necessary that students be able to access the Google Suite and other cloud based applications.



## Emails

EABH provides each student with an EABH domain account (first.last@eabh.com.br). EABH student emails are the property of EABH and our digital citizenship guidelines must be followed when using them. This email will be used to communicate important school information with the student.

## VISITORS

To avoid disruption to the educational process, we kindly ask parents not to remain on campus after 8:30 AM, unless they have made an appointment with a member of the school staff. Parents may be issued an invitation to be on campus in order to meet with teachers or to attend a special, programmed activity.

All visitors who are not parents must wear a badge at all times on campus.

A visitor's lunch pass may be granted to visitors under special conditions, such as alumni or former student invitation. Students under the age of 18 must have their parents fill out and submit the visitor request form prior to the visit.

A visitor permission form must be submitted to the main office and approved by the principal prior to the visit.

All visitors must adhere to EABH regulations as stated in this handbook. Visitors must receive prior authorization and use the facial recognition system to access campus.

## STAY CONNECTED!

### **EABH Main Office**

31 3319-8300

eabh@eabh.com.br

www.eabh.com.br

EABH App: Meu EduConnect

Facebook: /escolaamericana

Instagram: @escolaamericanadebh

Linkedin: company/escola-americana-de-belo-horizonte

The American School of Belo Horizonte is proud to be an International Baccalaureate World School. Visit [www.ibo.org](http://www.ibo.org) to learn more about this world-renowned educational program.

**During the course of the school year, updates or modifications to this handbook will be made as necessary.**



# LOWER SCHOOL

## ACADEMICS

### Assessment Policy

All learning activities provide an opportunity for assessment. Within the PYP framework, assessment is something that may be done by both the learner and the teacher - before, during and after a lesson is complete. **Formative** assessment is when student work is being evaluated in order to determine progress. **Formative** assessment can be designed for individual or group responses. Any time that a teacher is actively looking at student learning **in order to make instructional decisions**, it can be considered **Formative**.

**Summative assessment** is typically designed at the end of a unit or chapter and is what we think of when we think of a “test”. It may cover several concepts and is used to benchmark a student’s progress at a particular time. Interestingly, summative assessments can be used in formative ways, to make decisions about what reinforcement is needed or what advanced activities might be appropriate.

EABH uses both Formative and Summative assessments in our design of learning. In the lower school, EABH does not, typically, reduce learning to a score for comparison across a student group. Assessment will always be used to connect to further learning.

For more information; please see our [Lower School Assessment Policy August 2021](#)

### Homework

At EABH we believe certain homework assignments serve as a link between the student, the home, and the classroom. Aligned with the latest educational research, minimal homework is assigned in the lower school. Daily teacher-assigned homework is not an explicit value of EABH in the Lower School. However, daily reading is one of the best ways to ensure that students learning in multiple languages can develop enough vocabulary, over the course of a school career, to be successful in their learning. Daily reading is an expectation at EABH. Also, for families that wish to increase student learning opportunities, EABH has invested in i-Ready Math, i-Ready Reading and RAZkids which are instructional programs that provide immediate feedback that can be a supplemental homework support for families to utilize. These programs are dependent upon grade level. For more information, ask your child’s homeroom teacher.

#### Typical Homework/Reading Guidelines

Pk to Kindergarten	up to 15 minutes
Grades 1 to 3	up to 30 minutes



Grades 4 to 5	up to 45 minutes
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## Academic Honesty

In alignment with the IB's values as expressed in the Profile of the IB Learner, acting with honesty is an expectation of our whole school community. Not knowing something and making mistakes on academic tasks are important opportunities for learning. Learning is the goal. We ask that students always perform their best and present their own work unless guided to work with others by teachers. At times, teachers, students, and parents can offer support or "scaffolding" that is designed to help the student accomplish the learning goal, always with a plan for removing the support as the child increases in skill and confidence. At times, especially in an online environment, teachers will ask that students perform the learning task without scaffolding in order to assess the student's ability to perform a task independently.

### Examples of Academic Dishonesty

**Cheating:** A dishonest or unfair advantage.

**Plagiarism:** Using someone else's words or ideas and passing it off as your own.

**Fabrication:** False information.

**Helping others to Cheat:** Anyone who provides assistance with academic dishonesty.

**Unauthorized Access to Computerized Academic or Administrative Records:** Accessing academic or administrative records without permission from the administrator of the records.

### Academic Honesty - Consequences

EABH provides opportunities for learning about the importance of academic honesty.

In the Lower School, violations will be dealt with on a case-by-case basis in an age appropriate manner, with the goal of reinforcing the importance of learning over a particular score or result.

## Library

The school library is located in the main building and houses a collection of over 15,000 books and magazines. It is important that our students respect the rules as established by the librarian and use the library in the proper manner. Students who do not return library books by the due date may be charged a replacement fee. If a book is not returned by the end of the school year, the student will be charged a replacement fee for the book(s).

Students who use the school library should follow these rules:

1. Be respectful of people, books, and the library.



2. Always walk in the library.
3. Ask if you need help, help others if you can.
4. Be a good listener.
5. No eating in the library.
6. Return your books on time.

## Primary Years Program (PYP)

The IB Primary Years Programme (PYP) for children aged 3-12 nurtures and develops young students as caring, active participants in a lifelong journey of learning.

Through its inquiry-led, transdisciplinary framework, the PYP challenges students to think for themselves and take responsibility for their learning as they explore local and global issues and opportunities in real-life contexts.

Hallmarks of a PYP education are that students reflect on their learning, use what they learn on projects, and then take action to improve their world.

## Recuperation (Recuperação)

Brazilian education legislation stipulates that schools offer “recuperation” opportunities for students who are facing academic difficulties. The following is a list of the types of remedial assistance EABH provides for students struggling to pass required subjects.

### Continual Recuperation

- May be in the form of an additional, specific explanation, an activity or assignment during regular school hours, or extra homework;
- Can occur at any time of the year for students who have a personalized education plan (PEP); and
- May be in the form of an ExtraCurricular Activity
- May be in the form of Help Desk support (Online Learning).

### Final Recuperation

- Is offered at the end of the academic year or at the conclusion of the course for semester courses, if a student has a failing grade. Teachers will provide a review that summarizes the content for the recuperation exam. The teacher will meet with the student for 45-60 minutes to answer questions related to the review. Refer to the school calendar for Recuperação dates.
- May be taken for a maximum of three different subjects. If the student is in need of more than three final recuperation exams, then the student no longer qualifies for additional recuperation exams and will not be promoted to the next grade level.

Parents will be notified of the remedial instruction/activity. In each of the above cases, EABH will send a written notice home to be signed and returned to the school. This letter will be retained in the student’s file as documentation of notification of remedial assistance.



# Reporting

## Report Cards

Progress Reports are sent to families electronically at the end of January and June. They contain detailed information pertaining to students' participation, progress and achievement.

### Pk - Kindergarten

The grading scale for Pk - Kindergarten is: E = Exceeds Expectations, M = Meets Expectations, P = Progressing, NI = Needs Improvement, and NA = Not Assessed.

### Grades 1-5

The grading scale for Grades 1-5 is: E = Exceeds Expectations, M = Meets Expectations, P = Progressing, NI = Needs Improvement, F = Failing, and NA = Not Assessed.

If you require grade conversion for Ministério da Educação; please contact the lower school principal.

# STUDENT RECOGNITION

## Academic & Behavior Recognition Program

EABH has a long history with the Student Recognition Program. We believe that students who work hard, and demonstrate responsibility (through attendance, punctuality and citizenship) and leadership should be recognized. The Student Recognition Program takes many forms and involves students, teachers, and administrators.

## Lower School Awards

### Personalized Award

At the end of the year, each student from Pk to Grade 5 will receive a special, personalized award, designed to celebrate each student's unique contributions to the classroom and school environment.

### Learner Profile Awards

As an IB school, we believe in character development through the learner profile. The IB learner includes being an inquirer, thinker, knowledgeable, caring, principled, risk-taker, open-minded, reflective and communicator. At the end of each school year, we honor the students who best represent these attributes.

### SAAGE Awards

Students who exhibit excellence in athletics, arts and music are selected at the end of each school year.

### SAAGE Arts Award



For each class from PK-5, one student will be selected to receive an award for artistic expression.

### **SAAGE Athletics Award**

For each class from PK-5, one student will be selected to receive an award for athletic performance.

### **SAAGE Global Citizenship Award**

For each class from PK-5, one student will be selected to receive an award for demonstrating awareness of the needs of others and modeling personal responsibility and agency.

### **Presidential Award for Educational Achievement**

This award goes to 1 or 2 students from each class in Grades 1-5, who show outstanding educational growth, improvement, commitment, or intellectual development in their academic subjects.

### **Presidential Award for Educational Excellence**

This award goes to 1 or 2 students from each class in Grades 4-5, who receive top academic marks in all subjects including English Language Arts, Mathematics, Portuguese Language Arts, Brazilian Social Studies, Science, Music, Art, and Physical Education.

Except where noted, awards will be granted in the grade level end of year celebration.

## **PROCEDURES**

### **Birthday and Farewell Parties**

Teachers will have parties and recognize student birthdays in their classrooms. We do not allow decorations, outside cake, or presents for teachers or students at school. If a student has a party off-campus it is highly recommended that their entire class is invited to the party.

### **Off-campus Birthday Parties**

We do not organize transportation for off campus birthday parties. Students will be dismissed from school as usual.

### **Quiet Time**

PK students will have, as part of their daily schedule, an allotted quiet resting time. EABH recognizes that it is important for children of this age to have the opportunity to rest. For some students, the rest needed may be in the form of napping, while for others it could be the opportunity to do quiet and restful activities such as reading, puzzles, etc. The length of quiet time can vary from class to class depending on the individual needs of each student. As a general guideline, PK students will have 30 minutes.



## School Supplies

In the Lower School, families are asked to provide a small backpack and a pair of wired headphones with a P2 headphone jack. All other supplies will be provided by the school.

School supplies are distributed to each student on their first day of school. The main office may reissue supplies at the beginning of the second semester upon request. The school will not replace lost items or supplies at any other time.

## ACADEMIC HONESTY POLICY

The school has developed and implements an academic honesty policy that is consistent with the International Baccalaureate (IB) expectations.

### Definition

Academic honesty is the responsibility of the EABH community. Teachers, students, parents and administrators play an important role in creating an environment where academic honesty is the norm. Students who graduate from EABH with a clear understanding and practice of academic honesty are better prepared to meet the high standards and expectations of colleges and universities around the world. We expect students to conduct themselves in accordance with the highest standards of academic honesty. While it is impossible to describe all that is expected, the following are examples of academic violations and represent behavior that is unacceptable.

**Cheating:** A dishonest or unfair advantage.

Examples include:

- unauthorized use of a computer-based program or service, or other electronic device to translate your work;
- using unauthorized notes, study aids, or information on an examination;
- altering graded work after it has been returned, then submitting the work for re-grading;
- allowing another person to do one's work and submitting that work under one's own name; and
- submitting identical or similar papers for credit in more than one course without prior permission from teachers.

**Plagiarism:** Using someone else's words or ideas and passing it off as your own.

Examples include:

- any representation of others' work as your own;
- non-original work that is not cited or appropriately referenced in submissions;
- copying information from a book or a website;
- misuse of quotation marks, paraphrasing, and text citations that makes authorship unclear; and
- failure to identify the source of elements of work from which you have derived your own work (painting, music, image etc).

**Fabrication:** False information.

Examples include:



- presenting data not gathered in accordance with standard guidelines; and
- failing to include an accurate account of the method used to gather or collect the data.

**Obtaining an Unfair Advantage:** Gaining an advantage through an act that is deemed unethical.

Examples include:

- stealing, reproducing, circulating or gaining access to examination materials without authorization;
- stealing, destroying, defacing or concealing materials with the purpose of depriving others of their use;
- unauthorized collaboration on an academic assignment;
- retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination;
- intentionally obstructing or interfering with another student's academic work; and
- undertaking any activity with the purpose of creating or obtaining an unfair academic advantage.

**Aiding and Abetting Academic Dishonesty:** Anyone who provides assistance with academic dishonesty.

Examples include:

- providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; and
- providing false information in connection with any inquiry regarding academic honesty.

**Falsification of Records and Official Documents:** Deceiving others to believe something that is not true or authentic.

Examples include:

- altering academic records; and
- forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, or any other official school document.

**Unauthorized Access to Computerized Academic or Administrative Records:** Accessing academic or administrative records without permission from the administrator of the records.

Examples include:

- viewing or altering computer records;
- modifying computer programs or systems;
- releasing or dispensing information gained via unauthorized access; and
- interfering with the use or availability of computer systems or information.

## Roles and Responsibility in Supporting Academic Honesty

All stakeholders have a responsibility in supporting academic honesty.

Teacher responsibilities include:



- reporting all violations and suspected violations to the Principals (this can be done by email, one-on-one meetings, team meetings);
- reinforcing the importance of academic honesty;
- fostering an atmosphere of academic honesty by providing examples that demonstrate adherence to the academic honesty policy by citing sources, etc.;
- emphasizing the importance of learning from all assignments;
- recognizing the use of academic honesty by students, teachers, authors, etc.;
- strengthening positive relationships with students;
- ensuring that learning is at the center of every assignment and that students are aware that this is the goal of each assignment;
- when speaking about academic honesty in the classroom, asking students to define it and providing methods for supporting it;
- showing examples of academic honesty; and
- teaching students how to perform research and properly cite sources in the classroom in all subject areas.

Student responsibilities include:

- engaging with the learning process;
- managing time and planning for assignments to ensure timely submissions;
- fostering an atmosphere of academic honesty among peers;
- appropriately supporting peer learning by sharing knowledge and understanding (student work should not be visible to the student whom they are supporting/tutoring);
- seeking guidance from the teacher when doubts arise about directions, assisting peers, plagiarism, citing sources, etc.;
- reviewing work to prevent plagiarism;
- reporting suspected violations of the academic honesty policy to the Principal and/or teacher; and
- applying research skills and properly citing sources in all subject areas.

Parent responsibilities include:

- reinforcing the importance of academic honesty;
- encouraging children to engage with the learning process;
- providing an environment at home that is conducive to learning;
- monitoring assignments, submissions and feedback;
- suggesting resources for learning or accessing information;
- encouraging children to approach teachers for assistance;
- communicating with teachers for assistance or clarification;
- assisting with the management of tasks and due dates;
- monitoring activities to provide a healthy balance between academic, extracurricular, social activities, and vacation; and
- demonstrating support of the academic honesty policy.

Administrator responsibilities include:

- ensuring that all parents, students, teachers, and administrators are aware of and adhere to the academic honesty policy;
- fostering an atmosphere of academic honesty by citing sources, describing the usefulness of sources etc.; and
- informing teachers of reported academic dishonesty.



## Consequences

EABH provides opportunities for learning about the importance of academic honesty.

In the Upper School, violations will be dealt with in the following manner:

- 1st Offense: The teacher will email the parent and refer the student to the principal via a Misconduct Referral form. The student will have to demonstrate their learning in an alternate way at a time of the teacher's choosing.
- 2nd Offense: A Misconduct Referral form will be submitted to the principal. A 2nd offense will result in a principal/student/parent conference, where further disciplinary consequences will be laid out for future offenses. The student will be required to demonstrate their learning in an alternate way at the time of the teacher's choosing.
- 3rd Offense: A Misconduct Referral form will be submitted to the principal. A 3rd offense will result in an additional parent/student/principal meeting. Additional behavioral consequences will be meted out, up to an including out-of-school suspension.

The offenses are cumulative from Grades 6 to 8 and from Grades 9 to 12.

## ASSESSMENT

### Assessment Philosophy

Grading and reporting are based on clearly defined criteria that represent the attainment of knowledge, understanding, and skills. This is consistent across grade levels.

EABH believes that assessment is integral to all teaching and learning. We adhere to the principles of the IB through the use of best practices.

The focus of assessment practices at EABH is to support and encourage learning. We aim to develop lifelong learners by offering a variety of assessment tasks designed to challenge deeper cognitive skills, reflective skills and approaches to learning while supporting the holistic nature of the programme.

At EABH we recognize that each student has different levels of understanding and individual learning styles. Therefore, the assessments may differ according to the age, ability, and learning style of students.

### Assessment Expectations

Students:

- will engage in no more than two summative assessments on any day during assessment period,
- projects may be due on the same day that summative assessments are administered.

Parents:

- If your child will miss a summative assessment, inform the teacher in advance.

### Make-Up Assessments

If a student misses a summative assessment, it must be rescheduled with the teacher.



# REPORTING STUDENT PROGRESS

## Report cards

Grades are reported by semester. Reports are sent electronically at the end of each semester. They contain detailed information pertaining to students' progress and achievement.

### Grades 6-10 (MYP)

Grading Scale	Descriptor
1 Insufficient	<b>Minimal</b> achievement in terms of the objectives. This grade is not considered passing.
2 Limited	<b>Very limited</b> achievement in all the objectives. The student has difficulty in understanding the required knowledge and skills and is <b>unable</b> to apply them fully in normal situations, <b>even with support</b> . This grade is not considered passing.
3 Satisfactory	<b>Limited</b> achievement in most of the objectives, or clear difficulties in some areas. The student demonstrates a <b>limited understanding</b> of the required knowledge and skills and is <b>only able to apply</b> them fully in normal situations <b>with support</b> .
4 Good	A <b>good general understanding</b> of the required knowledge and skills, and the ability to apply them effectively in <b>normal</b> situations. There is <b>occasional</b> evidence of the skills of analysis, synthesis and evaluation.
5 Very Good	A <b>consistent and thorough understanding</b> of the required knowledge and skills, and the ability to apply them in a <b>variety</b> of situations. The student <b>generally</b> shows evidence of analysis, synthesis and evaluation where appropriate and <b>occasionally</b> demonstrates originality and insight.
6 Great	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a <b>wide variety</b> of situations. <b>Consistent</b> evidence of analysis, synthesis and evaluation is shown where appropriate. The student <b>generally</b> demonstrates originality and insight.
7 Excellent	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them <b>almost faultlessly</b> in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student <b>consistently</b> demonstrates originality and insight and <b>always</b> produces <b>work of high quality</b> .

A subject grade of 3 is considered passing and a subject grade of 2 or 1 is considered failing. Please refer to the [EABH MYP Guide](#) for more information on grading and grade reporting.

Teachers are encouraged to communicate with parents throughout the semester regarding any issues or concerns related to academic progress. Teachers are required to email home prior to the end of the semester when a student has a final grade of 2 or lower on their report card.

These scales are subject to change based on research and/or accreditation/authorization guidelines.



### AP and Grade 11-12 Courses

Percentage	Letter Grade	Point Value
97-100	A+	4.00
93-96	A	4.00
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
0-59	F	0.0

A subject grade of 60% and above is considered passing and a subject grade of 59% and below is considered failing.

## COMMUNICATION AND MEETINGS WITH PARENTS

The parent/student/teacher conferences are opportunities for parents, students and teachers to discuss student progress and goals during the midway points between semesters. Please refer to the school calendar for Parent Student Teacher Conference dates.

Additional communication will be made and/or parent meetings will be scheduled as necessary throughout the year. If you would like to email your child's teacher, please send a message directly to them.



# GRADUATION REQUIREMENTS

## American Diploma

Students must earn a minimum of 24 high school (Grades 9-12) credits to be awarded a diploma from EABH.

Subject	Credits
English	4
Math	3
Science	3
Social Studies	3
Electives	6
Foreign Language	3
Physical Education	2

## Brazilian Diploma

Students must earn a passing grade of at least 60% for each graded course taken in Grades 10-12 and fulfill the minimum attendance requirement according to Brazilian law. It is also required that the student meets all the requirements in relation to the subjects that must be studied in order to have the right to the Certificate of Completion of the High School in Brazil. More information must be obtained from the director of the Brazilian program.

## Homework

Homework serves as a link between the student, the home, and the classroom. Homework is intended to foster positive attitudes towards learning, good study habits, effective time management, and personal responsibility. Homework may be a daily activity for some students. Please contact your child's respective teacher with any questions you may have.

### Average Nightly Homework Guidelines

Grades 6 to 8	up to 2 hours
Grades 9 to 12	up to 3 hours

We recognize every student works at a different pace. This guideline may not apply to every student and may vary depending on the assignment. AP and Honors courses may require more homework.



In addition to the homework, daily reading should be encouraged.

## **Homework Expectations**

### **Students**

- Complete homework assignments neatly and on time.
- Review all assignments before submission.
- Schedule time wisely to meet assignment deadlines.
- Balance curricular work with extracurricular activities.
- Ensure that links used to submit work are accurate and work; if not, the work will not count as submitted.
- Print all homework assignments and projects at home (students will not be permitted to print homework at school).
- Make arrangements to receive assignments when absent.

### **Teachers**

- Provide checkpoints for long-term assignments.
- Provide clear directions for assignments, formats, and due dates.
- Inform if and how homework will be factored into grades.

### **Parents**

- Provide the necessary tools, and appropriate place/atmosphere for completing homework.
- Set aside sufficient time for homework/reading.
- Contact the teacher if time spent on homework is excessive, or if homework is too difficult.

# **MYP REQUIREMENTS FOR PERSONAL PROJECT**

In Grade 10, the final year of the IB Middle Years Programme, each student completes a Personal Project – a significant piece of work that is the product of the student's own initiative and creativity. Each project must reflect a personal understanding of the global context, approaches to learning, and the IB learner profile attributes.

The Personal Project is a culmination of the MYP; it is not an optional assignment. The Personal Project will be assessed and the score will be reported on each student's transcript. The grade students receive for the Personal Project will range from 0-7. The projects are due by the end of February. Project presentations are held in June. See the [EABH MYP Personal Project Guide](#) for more information.

## **RECUPERATION (*RECUPERAÇÃO*)**

Brazilian education legislation stipulates that schools offer “recuperation” opportunities for students who are facing academic difficulties. The following is a list of the types of remedial assistance EABH provides for students struggling to pass required subjects.



### Continual Recuperation

- May be in the form of an additional, specific explanation, an activity or assignment during regular school hours, or extra homework;
- Can occur at any time of the year for students who have a personalized education plan (PEP); and
- Is only offered in some courses. For Upper School, please refer to each course syllabus for information about continual recuperation.

### Final Recuperation

- Is offered at the end of the academic year or at the conclusion of the course for semester courses, if a student has a failing grade. Teachers will provide a review that summarizes the content for the recuperation exam. The teacher will meet with the student for 45-60 minutes to answer questions related to the review. Refer to the section on Grading & Graduation Requirements for more information. Refer to the school calendar for Recuperação dates.
- May be taken for a maximum of three different subjects. If the student is in need of more than three final recuperation exams, then the student no longer qualifies for additional recuperation exams and will not be promoted to the next grade level.
- For students in Grades 6-10, a final recuperation grade will be considered as an additional assessment grade and as part of the teacher's best fit judgment for the final grade. For students in Grades 11-12, the highest grade a student may receive for any subject course after recuperation is 60%. Refer to the section on Grading & Graduation Requirements for more information.

Parents will be notified of the remedial instruction/activity. In each of the above cases, EABH will send a written notice home to be signed and returned to the school. This letter will be retained in the student's file as documentation of notification of remedial assistance.

