
PARENT-STUDENT HANDBOOK
2008 -2009 Edition

ELEMENTARY
SCHOOL

Street Address

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Mailing Address

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STAFF AND GENERAL ADMINISTRATION

Chaplain

Rev. Thomas Brown, O.M.I.

The Administration

- Superintendent** **John T. Ciallelo**
Cida Gregório, Secretary
- Elementary School Principal** **Liza Baker**
Virginia Howell Davies, Secretary
- High School Vice Principal** **Jason Dillon**
Ione Broglia Diaz, Secretary
Gabriela Torino, High School Office Assistant
- Brazilian Program Director** **Cristina Muller Calil**
Maria Clara de F. Bertolini, Secretary
- Finances, Oblate Fathers** **Dr. Miguel Ferreira**
Dr. Marcos Ferreira
Conceição Deffune, Secretary
Doris Tuciarelli, Secretary
- Guidance Director** **Ingrid de Freitas**
Martha Schuster, Assistant to Director of Guidance
Deolinda Abrahão, Guidance Assistant
- Curriculum Coordinator** **Daniel Forbes**
- IB Coordinator** **Howard Murphy**
- Admissions/Public Relations** **Adriana Marques**
- ECEC Coordinator** **Lorraine Brotero**
- Athletic Director** **Marcello Mauriz**

STAFF AND GENERAL ADMINISTRATION

**The Governing Board
of Oblate Fathers**

Fr. Miguel Pipolo, O.M.I.
Fr. Antonio Mesquita, O.M.I.
Fr. Peter Curran, O.M.I.
Fr. William Reinhard, O.M.I.

P.T.A. Officers

- President** *Celina Cerqueira*
- Vice-President** *Rita Seripieri*
- Secretary** *Celia Sfeir*
- Treasurer** *Caroline de Biasi*
- ECEC Representative**..... *Myrian Blanco*
- Elementary School Representative** *Maria Laura Babikian*
- High School Representative**..... *Cinthya Bauer*
- Religious Affairs Representative**..... *Ligia Domingues*
- Brazilian Studies**..... *Zelia Frangioni*
- Newsletter Representative** *Laura Riveros*
- Cultural Committee**..... *Raquel Benadof*
- Art Show Representative** *Adriana Rede*
- Booster Club**..... *Kokim Mendonça*
- Edline Representative**..... *Elizabeth Fergie*
- Members at Large** *Lidia Owens*
Malu Grasso
Jenny Bustamante
Raquel Van der Klugt
Yumi Suzuki
Telma Nascimento
Katia Rizzo
Emi di Cameli
Milena Rocha

**EARLY CHILDHOOD EDUCATIONAL CENTER AND ELEMENTARY
SCHOOL**

The Elementary School Staff

Principal **Liza Baker**
Virginia Howell Davies, Secretary

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

ECEC – Early Childhood Education Center

Coordinator **Lorraine Brotero**

Pre I Flavia Pedro

Pre II..... Lidia Torres
Emilia Ornellas

Kindergarten Carla Winkelmann
Elizabeth Noel-Morgan
Claudia Lostchinin

Language Support Adelina Gebara

Music..... Pamela Cleaver
Sandra Stanicia

Art..... Cristina Maesano

Physical Education Juliana Garcia
(To be announced)

Elementary Teachers

1st grade Helena Fuzetti
Marisa Macieri
Lauren Luken

2nd grade Karla Abreu
Elisabeth de Oliveira

**EARLY CHILDHOOD EDUCATIONAL CENTER AND ELEMENTARY
SCHOOL**

(The Elementary School Staff, cont.)

3rd grade..... Silvia Mello
Michelle Ha

4th grade..... Patricia Ribeiro
AnnMarie Molano

5th grade..... John Morrison
Erin Thomas

6th Grade..... Gayle Shaw
Alexandra Descarie

Special Subjects

Learning Resource Center/Reading Jean Rheims
Diana Baines, LRC Assistant

English Language Learners, ELL Leonor Guedes
Rodrigo Bottura

Portuguese, Brazilian Studies, Portuguese Language Learners..... Alexandre Herbetta
Flavia Tacchini Renda
Daniel Queiroz Barbosa
Eliane Mello
Luciana Honda
Marilia Zambelli
Roberta Pinheiro

Religion..... Alissar Nassar
Br. Andrés Lujan

Physical Education Juliana Garcia
(To be announced)

Music..... Sandra Stanicia
Pamela Cleaver

Art..... Cristina Maesano

**EARLY CHILDHOOD EDUCATIONAL CENTER AND ELEMENTARY
SCHOOL**

(The Elementary School Staff, cont.)

Computer Instruction Otavio Garcia Coutinho Jr.

Library..... Lucia Paranhos
*Michelle Bio, Assistant to the Librarian
Solange Silva, Assistant to the Librarian*

Nurse..... GlauCIA H. Augusto

Teachers' Assistants Daniela Sperling
Ana Lucia Cavalcanti Santos
Silvana Machado
Ariana Luiza Santos
Beatriz Andersson Binnie
Tahiane M. Ribeiro
Luisa Gutman
Andrea Gonçalves dos Santos
Gabriela Gomes
Nayara Stefânia Santos
Nathália Kutomi
(To be announced)
(To be announced)
Maria Francisca Zanoto
André Alba
Sarah Uchoa

EDUCATIONAL PREMISES

PHILOSOPHY

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

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

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

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

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

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

MISSION STATEMENT

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

SCHOOL MOTTO

"FAITH IN EDUCATION"

EDUCATIONAL PREMISES

CHAPEL SCHOOL'S SHARED VISION

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

Chapel will insure that the following criteria is met by 2011:

CURRICULUM

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

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

INSTRUCTION

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

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

ASSESSMENT

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

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

ENVIRONMENT

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

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

GENERAL INFORMATION

HISTORY

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

GOVERNANCE

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

SCHOOL CALENDAR

The school calendar contains the dates of many Chapel events, as well as holidays. Dates for other special events may be found in Edline.

PARENT-TEACHER ASSOCIATION

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

COMMUNITY USE OF FACILITIES

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

GATE SECURITY

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

PERSONAL SECURITY GUARDS

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

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

AFFILIATION & ACCREDITATION

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

GENERAL INFORMATION

ORGANIZATION

The school is divided into two sections. The Elementary School includes pre-school grades of Pre-I, Pre II and Kindergarten and primary grades of 1 – 6. The High School is comprised of grades 7 – 12. Grade 2 – 9 of Chapel correspond to the eight “series” of the Brazilian “ensino fundamental” while grade 10 – 12 are the equivalent to the “ensino médio”. Each school has its own principal and general office facilities.

SCHOLARSHIP AND FEES

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

SCHOOL FACILITIES AND SERVICES

LIBRARIES

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

MEALS

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

HEALTH SERVICES

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

LOST AND FOUND

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

TRANSPORTATION (BUS AND VAN SERVICE)

Students that wish to utilize the services of school buses may arrange this through the transportation office.

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

1. Students are under the direct supervision of bus drivers, monitors and teachers riding the bus.
2. Students should respect the bus driver at all times.
3. Students may not get off the bus at any place except at their own homes. Exceptions will be made for students with written permission obtained in advance from the respective school secretary.
4. Students are not allowed to use the bus service for personal matters such as music classes and ballet classes, which would oblige a change of buses during the week.
5. Students are not allowed to change buses without permission.

6. Students visiting friends or staying overnight at another house, requiring a change of bus, must receive a permission pass. It will be given only if they first present a written note signed by their parents. This note must state the following: *“My son/daughter may go to his/her friend’s house (with the name of the student).”* This note must have the father’s or mother’s signature. To allow time for processing, the parents’ written authorization should be received **at least one day and ideally two days in advance** of the day when the student wants to change buses. The student will give the pass to the driver. The school does not issue permanent passes. No exceptions can be made. There is a fee for one day passes.
7. If there is an accident or breakdown, students must remain on the bus unless directed to do otherwise by the driver.
8. While students are on the bus, all school rules and regulations are in effect. In addition, students are expected to follow normal rules of safety, courtesy, and respect. These include, but are not limited to, the following:
 - No throwing objects out of the bus;
 - Keeping all parts of their bodies inside the bus;
 - Staying in their seats until they leave the bus;
 - Respecting the property of the Bus Company. Parents will be held responsible for student-caused damage;
 - No smoking on the bus.
9. Violations of rules will result in disciplinary action that may include suspension from bus-riding privileges.
10. Bus drivers will notify the Transportation Office of any violation of the school rules. The student’s principal will then be informed.

SPECIAL TRANSPORTATION REQUESTS

1. Any change of address should be immediately communicated to the Transportation Office, who will give the necessary instructions to the bus drivers. Such address changes should be communicated at least 24 hours in advance.
2. If parents wish to cancel the bus service, written notice must be given five days prior the last day of using the bus service.
3. Because of a tight bus schedule, it is imperative that buses not be delayed.
4. In the event that the bus is late to pick up a student, parents should call the school immediately (5687-7455, 5687-7143).
5. **When having parties at home, parents should provide transportation if three or more children are invited.**

ACADEMIC AND BEHAVIOR EXPECTATIONS

ACADEMIC INFORMATION

ADMISSIONS

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

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

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

STUDY PROGRAMS

AMERICAN STUDY PROGRAM

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

BRAZILIAN STUDY PROGRAM

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

INTERNATIONAL BACCALAUREATE PROGRAM OF STUDIES

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

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

ACADEMIC AND BEHAVIOR EXPECTATIONS

RELIGIOUS EDUCATION

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

The program has much to offer to children of every faith. It presents an appreciation and knowledge of religion and our religious heritage that is important for anyone living in our world today.

CLASS SIZE

There are three first grade classes with a total enrollment of no more than 54 students. In the second through sixth grade there are two classes at each grade level, with a maximum enrollment of 26 students per classroom. The elementary classrooms are located in the Elementary School section of the main building (the first three corridors adjacent to the auditorium entrance).

Chapel strives to develop all aspects of the child in a positive environment. The school recognizes that each child is a unique individual and that children learn and develop at different rates and through a variety of methods. It is our desire to create an atmosphere that will foster independent learning in each classroom. The number of students in each class is kept low to provide for as much individualization as possible. Teachers create a classroom environment that offers structure and organization yet has the flexibility necessary to meet each child's needs. While the approach is aimed at the acquisition of high academic achievement, a great emphasis is also placed upon students' acquisition of positive feeling about school and their own capabilities.

CURRICULUM

The curriculum in all content areas is based on standards. Learning standards are the academic goals in a content area. A standard describes what students should know and be able to do. Standards ensure that all students have equal access to curriculum. Resources such as text books, workbooks, leveled readers, multimedia, manipulatives software, classroom dictionaries are materials that support instruction to our learning standards. The following are the content areas of instruction:

Language Arts	Portuguese	Math	Religion	Science	Technology
Social Studies	Brazilian Social Studies	Physical Ed.	Music	Art	

ENGLISH AND PORTUGUESE AS SECOND LANGUAGES

We believe that English and Portuguese language learners communicate for social, intercultural, and instructional purpose within our school setting. We assess the level of language that has been acquired by students in both English and Portuguese. This assessment is used by all classroom teachers to guide instruction. ELL and PLL staff support all language learners as they collaborate with classroom teachers in targeting the best teaching strategies for students.

BRAZILIAN STUDIES

Portuguese-language instruction is given to students in grades 1 through 6. In addition, students study Brazilian Social Studies through which the student learns about Brazilian geography and history. It is important for all students to gain an understanding of Brazil's history, culture, and language. **All students attend these classes.**

TEXTBOOKS

These are furnished by the school, and remain the property of the school. Pupils are responsible for the care of all books entrusted to them and will be charged for loss or damage.

HOMEWORK POLICY

Homework not only reinforces, enriches and extends work done in class, but also helps the student to develop a sense of responsibility and independence. It should be purposeful and important to the student. It is initiated with a weekly assignment in Kindergarten and ranges from an average of 10 minutes daily in the 1st grade, to around an hour in the 6th grade.

ASSESSMENT

Assessment of student achievement is continuous. Students engage in multiple assessments that measure student learning. Annual standardized tests, common local assessments, and classroom assessments are used to direct and focus instruction.

THE LEARNING RESOURCE CENTER

The Learning Resource Center coordinates the general design and learning reinforcement program for the Elementary School children. The Child Study Team may refer a child to the Learning Resource Center.

AFTER SCHOOL ACTIVITIES

The Elementary School offers a variety of extra-curricular programs during the course of the year. The choice of programs changes each semester. Transportation home is the responsibility of the parent. Parents who choose to enroll students in an activity that begins later than 3:30 must supervise students until the activity begins.

SPECIAL STUDENTS EVENTS

BOOK FAIRS – The Brazilian Program sponsors an exhibition of literary works by Brazilian authors. An English-language Book Fair is also held annually. English language books are available for purchase, as well as Brazilian literature.

MUSIC PROGRAMS – elementary school students organize a number of musical programs during the year.

SCIENCE FAIR – elementary school students share with their parents aspects of the science curriculum.

STUDENT ART SHOW – The student Art Show is an opportunity for students to exhibit their work. It is held annually.

INTERNATIONAL WEEK – Associated with the International Festival, this week is a time when parents come into classrooms to show slides or videos and make short presentations about their ethnic heritage. It culminates with the International Festival, a Saturday feast of foods and costumes, dances and songs.

MONTHLY MASSES – Monthly masses are held in the school's Chapel.

OUTDOOR SCHOOL – elementary students in grades 2 to 6 engage in Standard based instruction in an off sight location.

SCHOOL POLICIES

STUDENT BEHAVIOR

In an effort to create a challenging and caring environment, the Chapel Elementary School staff has a system for teaching appropriate school behavior. Our vision is to have a safe and positive environment in which all learners, teachers, assistants, parents, and community members are respected. Based on research, our system is designed to educate students to learn appropriate behaviors.

Our Elementary School Behavior System encompasses behavior inside and outside of the classroom. Teaching assistants, teachers, principal, and any adult working at Chapel School will actively support the system. Each classroom teacher has developed a classroom behavior system that offers students the opportunity to learn appropriate behavior inside of the classroom. Classroom behavior systems are communicated to students, assistants, and parents.

Chapel Elementary School staff expects students to respect others and take personal responsibility for his/her actions.

Chapel Elementary School has adopted a school wide silent signal for quiet. It is the "Give Me Five" signal. When an adult raises his/her hand, students will look at the adult, stop talking, stop moving, stand tall, and listen.

Chapel Elementary Students:

- Will be honest.
- Will listen and follow the directions of all adults.
- Will keep our classrooms, cafeteria, and school grounds clean and litter free.
- Will wear the appropriate school uniform.
- Will use respectful language when communicating to teachers, adults, or peers.
- Will resolve conflicts without fighting.
- Will use good manners and use words such as "please" and "thank you" in the lunchroom.
- Will use playground equipment and school equipment safely.
- Will walk in the hallways, classrooms, and cafeteria.
- Will walk in school hallways, classrooms, and cafeteria using indoor voices (low).
- Will keep electronic cell phones turned off and stored in school bag/locker.
- Will not bring toys, trading cards, or games to school.
- Will use school phones only with permission from an adult.

Playground

Students...

- Will stay within playground boundaries.
- Will be allowed in the building only with permission or accompanied by an adult.

What happens in the Classroom?

Within any classroom, the teacher will follow his/her own classroom behavior system. Assistants will enforce the classroom behavior system. In the event that a student has exhausted the classroom system the teacher will communicate the opportunities given to the student to learn to be responsible for his/her behavior on the Behavior Referral Form. Prior to this action, the teacher will most likely have contacted parents to discuss the behavior concerns. The form will be sent to the principal. At this point, the school principal will speak with the student, assign a consequence and complete the Behavior Referral form, which will then go home to parents for signature. In some cases, the school principal may call home to discuss the incident.

What happens when a student does not follow rules outside of the classroom (hallways, cafeteria, outside)?

When a student is unable to follow school rules, the supervising adult will fill out a Conduct Referral Form. This form will be given to the classroom teacher to inform the teacher of the problem. The teacher will keep track of each Conduct Referral Form. When a teacher has been given 3 Conduct Referral Forms for a student (in a single semester), the teacher will complete a Behavior Referral Form and send the form to the school principal. At this point, the school principal will speak with the student, assign a consequence and complete the Behavior Referral Form that will go home to parents, for signature. At the beginning of each semester, the student starts with a clean slate.

What happens if a student engages in a flagrant violation of school rules?

If a student engages in swearing, fighting, bullying, is disrespectful to an adult, cheats, or damages school property, the supervising adult will immediately fill out a Behavior Referral Form and send the form and the student to the office. At this point, the school principal will speak to the student, assign a consequence and complete the Behavior Referral Form that will then go home to parents, for signature. The school principal will also call home to discuss the incident.

Bully Awareness Program

Our program is based on the idea that we need to educate, supervise, and correct students' behavior by providing appropriate consequences, while encouraging students to be responsible for their actions. The following program directly reflects the mission of Chapel School.

Students participate in an assembly that clearly defines for students bully behaviors and what explains the Bully Awareness Program, then teachers go into the classrooms following this assembly and teach lessons designed to help kids understand more about bullying. Students understand that if...

- A student who is observed engaging in bullying behavior will be issued a Conduct Referral form that is sent to the lead teacher in charge of the Bullying Awareness Program. The classroom teacher will also get a copy for his/her files.
- The lead teacher will process the incident with the student (discuss and verify) and supervise the student as he/she calls home to share the incident with a parent. (Research indicates that parents are the greatest deterrent in student bullying).
- The student, as determined by the Bullying Awareness Rubric, will follow the appropriate consequences. All incidents will be tracked.

This awareness program is aimed at the education of our students. We believe in the education of all those involved and clear consequences that are strictly enforced will lead us to our goal, which is to prevent bullying at Chapel Elementary School.

Other behaviors that are subject to in-school suspension and, in extreme cases, suspension or expulsion are:

- Being under the influence of drugs or alcohol at school or any school-sponsored event. (see Substance Abuse Policy).
- Willful, major damage to school property (vandalism).
- Flagrant disrespect / challenging authority.
- Dishonesty and cheating (see Academic Integrity Policy).
- Fighting.
- Possession of drugs or alcohol on school property.
- Possession or use of dangerous weapons; the use of such weapons to intimidate others (whether or not the weapons are actually capable of inflicting harm).
- Possession or use of fireworks, explosives or other dangerous substances.
- Repeated violation of school rules.
- Serious disregard of another's rights.
- Stealing.

- Any other offense that is not specifically listed and is considered by the Administration to be serious enough to warrant suspension or mandatory transfer. A breach of common sense is considered a breach of the school rules.

Academic Integrity

Among the purposes of Chapel School is scholarly and personal growth for all members of the school community. Such growth requires an atmosphere of honesty and trust. It is for this reason that the school strives to maintain an environment of mutual trust among its students and faculty, and will not tolerate academic dishonesty. The minimum penalty for any of the following examples is a zero as the grade on the assignment and a parent conference.

Academic dishonesty includes, but is not limited to, the following examples of offenses, committed or attempted:

- Collaboration (allowing another to see an examination paper)
- Copying (obtaining information by looking at the answers on another student's examination paper or copying any graded assignment)
- Cribbing (taking prohibited material into an examination)
- Plagiarism (passing off the work or ideas of another as one's own without crediting the source);
- Sabotage (destroying the work of another);
- Substitution (taking an examination or writing a paper for someone else, or inducing another person to perform such acts);
- Theft (stealing an examination).

Closed Campus

The school operated a closed campus. Students may leave campus during the school day only with written permission (Exiting Pass) obtained from the Principal's office. This pass must be presented to the gate guard before the student may leave campus. This procedure is for the security of your children. Ordinarily, this permission will be granted only upon the special written request of the parents. Students are not allowed to leave the campus walking, unless written permission from their parents is received (faxes and phone calls are not accepted).

Student Computer and Internet Use

These rules implement Board Policy **5070 – Student Computer and Internet Use**. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with Board Policy 5070 and these rules may result in loss of computer and Internet access privileges, disciplinary actions and/or legal action.

- A. Computer Use is a Privilege, Not a Right**
Student use of the school's computers beyond classroom use, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.
- B. Acceptable Use**
Student access to the Chapel School computer, network and Internet services are provided for educational purposes and research consistent with Chapel's educational mission, curriculum and instructional goals.
The same rules and expectations govern student use of computers as applied to other student conduct and communications policies.
Students are further expected to comply with these rules and all specific instructions from the teacher or other supervisor when accessing Chapel's computers, networks and Internet services.
- C. Prohibited Use**
The user is responsible for his/her actions and activities involving Chapel School's computers, network and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:
 1. **Accessing / Transmitting Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, printing, or disciplinary materials that

are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;

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

D. No Expectation of Privacy

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

E. Compensation for Losses, Costs and/or Damages

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

F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

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

G. Student Security

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

H. System Security

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

I. Consequences of Violation

Minimum: Loss of computer privileges for a defined period.

Maximum: Suspension due to exceptional serious violation or mandatory transfer from school.

1. Parental Permission Required

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

Parents as Partners

ATTENDANCE

Regular and prompt attendance at school, class or other required activities are expected of all students. Students who are absent are required to **bring a written excuse signed by their parents**, explaining the reason for their absence from school. Students arriving after 8:06 should go directly to the classroom to be marked late. Families are expected to plan their holidays and vacations to coincide with school holidays.

CHILD STUDY TEAM

The Chapel Child Study Team works with teachers and parents in a process that supports students who are not meeting grade level standard, not working to their potential, or who are having social or emotional difficulties. The Child Study Team process is structured to gather data to understand why a child is having difficulty of meeting Chapel Standards. The Child Study Team will make recommendations in order to support the student who is at-risk. The parent is an important part of this team.

TUTORING

If a parent is interested in having a child tutored the following procedure must be followed so we can ensure that all students' academic needs are being met. The parent needs to discuss the academic concerns with the classroom teacher. The classroom teacher then will call a **Child Study Team Meeting** to determine to what extent the student is not progressing in the classroom. At the Child Study Team meeting the team, which includes, parents, classroom teacher, resources center teacher, school principal and sometimes the student, will develop a plan for that student in the classroom. This usually takes the form of the classroom teacher trying different teaching strategies to support the struggling student. Of course, the parent has the right to employ a tutor regardless of the Child Study Team results. No teacher, under school policy is allowed to tutor their classroom students. A **school recommendation** for a tutor will only be made at the Child Study Team.

ELEMENTARY SCHEDULE ARRIVAL AND AFTER SCHOOL DISMISSAL

Students depend on parents to be at school on time. Students who arrive between 7:45-8:00 will walk to a designated room to read quietly. Students must go directly to these rooms to read.

- Grades 1 and 2 will go to room 5 and 6.
- Grades 3 and 4 will go to the upstairs library.
- Grades 5 and 6 will go to room 15.

Each student will be expected to have an appropriate reading book with them. They will sit in the room and enjoy reading quietly until 8:00. Students will be FULLY supervised.

At 8:00 a bell will ring and **ALL** students will proceed to their classroom. The classroom teacher, who will be at the classroom door at 8:00, is assigned to greet students, supervise the hallway, and begin teaching immediately at 8:05.

Students arrive at school at 8:05 and are dismissed at 3:15 p.m. Once the school session has ended the teachers have obligations such as meetings, parent conferences or school faculty meetings and are unable to supervise late pick-ups.

At the end of the school day **all students should depart from the campus unless registered in the Elementary Office to stay for a sponsored activity or tutoring.** This is for your child's safety.

Students wishing to go home with friends must bring written permission from home in order for the school to authorize them to leave with someone else or on a bus they do not regularly ride. Please, help children remember their permission notes, written by you, so they will not have to be disappointed and miss birthday parties or special occasions. **The school cannot call home when notes are forgotten.**

SCHOOL WORK FOR ABSENT STUDENTS

Parents of absent students may arrange to pick up assignments from their child's teacher(s) by calling the Elementary School. Parents desiring such work should give the teacher(s) as much advance notice as possible for the special preparation required. These assignments may be picked up in the Elementary Office after 3:15 p.m.

REPORT CARDS

It is important that you are aware of the progress that your child is making. Teachers may contact you prior to the end of a reporting period if he/she has a concern. Report cards are issued at the end of each 9-week quarter for students in grades 1 through 6. Report cards for Pre-I, Pre-II and Kinder are issued at the end of each semester. The following grade-scale is used:

<u>Up to 3rd grade</u>		<u>Grades 4th, 5th, 6th</u>					
O	Outstanding	A+	98 - 100	C+	80 - 82	F	0 - 64
S+	Satisfactory	A	95 - 97	C	77 - 79		
S	Satisfactory	A-	92 - 94	C-	74 - 76		
S-	Satisfactory	B+	89 - 91	D+	71 - 73		
N	Needs Improvement	B	86 - 88	D	68 - 70		
		B-	83 - 85	D-	65 - 67		

PARENT – TEACHER CONFERENCES

Parent/teacher conferences are held following the end of the 1st Quarter and, on an optional basis, following 3rd Quarter. This school year our Parent teacher conferences will be held on October 29 and April 2nd. Additional conferences can be arranged by appointment. The students' needs are best served if there is frequent communication between the school and the home.

BIRTHDAY PARTIES

Children who wish to celebrate their birthdays at school will be able to do so on the last Friday of every month. The classroom teachers will prepare a list of their students' birthdays by month. Parents may contact the parents of other children, who also have birthdays that month, and plan together the party. The celebration should begin no earlier than **2:50pm**.

Our school day is a busy one and we realize the importance of giving the children a chance to celebrate their birthday with their friends. To prevent as many distractions and time away from our curriculum, this policy of having a group birthday party, on the last Friday of every month, will satisfy both needs.

INVITATIONS AND PRIVATE BIRTHDAY PARTIES

If your child is going to distribute birthday invitations to **all** his/her classmates then he/she may do so at school. If not, then the invitations will need to be sent by mail, done over the phone or distributed outside the school grounds. We cannot express the disappointment a child feels when all or most of his/her classmates have been invited to a birthday party and he/she has been left out.

BIRTHDAY BUSES AND VANS:

In order for all children to safely attend a birthday function you, as the host parent, must supervise students boarding a party bus here at school. Please do the following:

1. Let the office know a bus will be here and that you will be escorting students from the classroom to the bus for boarding.
2. Take roll call to ensure that all students have arrived on the bus safely.

DRESS CODE REQUIREMENTS: Grades 1 through 6

Parents are responsible for students adhering to the Chapel School dress code. Although there is a winter and summer uniform, we recognize that weather is unpredictable. If a student wears an inappropriate uniform the student will be asked to return the next day in the correct uniform.

Skirt/Pants/Jumper/Dress

Boys

Winter Uniform: Navy blue pants for the boys grades Pre-I through grade 6 and long sleeve polo shirt.

Summer Uniform: Navy blue bermudas for the boys grades Pre-I through grade 6 and short sleeve polo shirt.

Girls Grades Pre-I through 3rd grade

Winter Uniform: Navy blue jumper with the school logo and polo shirt, or cotton blouse.

Summer Uniform: Navy blue and white dots dress with the school logo.

Girls Grades 4 through 6

Summer & Winter Uniform: Navy blue short skirt or skort with school logo, polo shirt or v-neck shirt.

Skork (skirt and shorts) without pleats, polo shirt.

Sweaters

Boys and Girls: Cardigan sweater or zippered jacket made of sweatshirt material.

Jackets

Unisex navy blue winter jacket with the school logo.

Shoes & Socks

Shoes

Boys All black or navy dress shoes OR
All black or all white sneakers.
No cleats will be allowed in the regular class or gym class.

Girls All black or navy dress shoes
OR all black or white sneakers.
Pre1 to 2nd grade may also wear buckled navy sandals.

No sneakers with **ANY COLOR WHAT SO EVER** will be allowed to be worn to school. No shoe will be allowed that has a colorful logo, stripes, or colorful soles. There will be no exceptions to this uniform dress code.

Boys: White socks.

The winter uniform is worn from August until the end of October, and from May to June.

The summer uniform is worn from the end of October until May.

Gym Uniforms

Boys and Girls grades Pre-I through 6th grade:

Winter Gym Uniform: Navy blue sweatshirt and navy blue sweatpants with the school logo and name.

Summer Uniform: Navy blue school gym shorts with the school's name.
White T-shirt with the school logo.
White or black sneakers.

Grades Pre-I through 3rd may come dressed to school in their gym uniform on the days that they have physical education classes.

Grades 4th through 6th must bring their gym uniform to school and change for physical education classes. All students must bring their gym clothes to school in a bag well marked with their full name and class. On all articles of clothing the students' full name must be labeled, to assist in returning lost uniforms. The gym uniform and the school's summer and winter uniforms are sold at the school.

DRESS UP DAY

On the last Friday of every month students who have Physical Education class on this day must also bring to school their gym uniform.

WAYS OF GIVING

The philosophy of Chapel is that our community is “bound by a concern for our brothers and sisters of the human family”. The school and the Parish are involved in a number of projects to help the poor. Father Brown, Ligia Dominguez, Alissar Nassar, Br. Andrés along with school administration have put together a annual gift giving calendar so that you and your family can be aware of different drives that occur throughout the year. Some of the events are school and Parish partnerships that the Parish facilitates; others are Parish fund raisers that the school facilitates. Some of the project overlap. We hope that this calendar helps your family support the giving about which you are most passionate. If you have any questions do not hesitate to call the school office, the Parish office, or contact Alissar Nassar or Br. Brian.

MONTH	ACTIVITY	WHAT IS DONATED	WHO DONATES	WHO RECEIVES	DATES	OTHER
August	Soccer Tournament	Cestas Básicas		*Parish	Aug. 23	
	Outreach Fair			*Communication to Chapel Community via Edline	Aug. 31 (Sunday)	Pancake Breakfast (At Chapel School)
September	Race For Peace (Corrida pela Paz)			* Outreach	Sept. 14	Paella (At Chapel School)
	Donations	Chess Games & Other Games Basketballs – Volleyballs Colored Papers (Sulfite) Papal Canson Toilet Paper	6 th Grade	*Outreach	Sept. 8 - 11	
October	Donations	White Paper (Sulfite) – Plastic Envelopes for Folders – File Folders Music Notebooks	2 nd & 3 rd Grades	*Outreach	Oct. 6 - 9	
November	Soccer Tournament	Cestas Básicas	7 th to 12 th . Grades	*Outreach	Nov. 8	
	Thanksgiving	ECEC : Non-perishable food	ECEC 1 st to 6 th Grades	*Oblate Ministry - School	Nov. 3 - 14	
	Giving Tree	Food Clothes Toys	Pre I to 12 th Grades	*Outreach	Nov. 17 - 27	
December	Toy Drive	New Toys	Pre I to 6 th Grades	*Charity Projects	Dec.1 to 12	
February	Cestas Básicas	R\$60,00	Pre I to 12 th Grades	*São João Batista & São Jorge (Sister Parishes) - ORP	All month	110 Cestas Básicas are given out every month throughout the year
March	Soccer Tournament	Cestas Básicas	3 rd to 6 th Grades	*Outreach		
	Donations	Adult Diapers Soaps Shampoos Toothpaste Toothbrushes Deodorants Disposable Razor Blades Toilet Paper		*Outreach	Month of March	
March/April	Easter Eggs	Easter Eggs size 15	ECEC 1 st to 6 th Grades	*Comunidade Ajuda ao próximo & other charities	March 25 rd . to April 7 th .	
April	Donations	Powdered Milk Farinha Láctea Oil Sugar	7 th to 12 th Grades	*Outreach	Month of April	
May	Winter Drive	Winter Clothes Blankets	Pre I to 6 th Grades	*Outreach	May 4 to 15	
	Soccer Tournament	Cestas Básicas	3 rd to 6 th Grades	*Outreach		
June	School Materials	Second Hand School Materials	ECEC to 6 th Grades	*Outreach	June 8 to 10	
Whole year	Donations	Cestas Básicas Clothes Blankets Medicines School Materials Brazilian Books		*Outreach		

- Outreach Projects (ORP) are facilitated by the Parish.
- School Projects are facilitated by Alissar Nassar

COMPUTER / INTERNET ACCESS ACKNOWLEDGEMENT

2008 – 2009

COMPUTER/INTERNET ACCESS ACKNOWLEDGEMENT

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

Student: I have read Policy 5070.

Student Name *(please print)*

Grade

Signature of Student

Date

Parent/Guardian:

I have discussed this information on the use of school computers and the Internet with my child.

Signature of Parent/Guardian

Date

