



ESCOLA AMERICANA DE BELO HORIZONTE
THE AMERICAN SCHOOL OF BELO HORIZONTE

Student/Parent Handbook 2010/2011



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The American School of Belo Horizonte

Escola Americana de Belo Horizonte (EABH)

Mission Statement

The American School of Belo Horizonte prepares students in a well-supported international setting for a fulfilling life as world citizens by developing a desire for lifelong learning and respect for individuals, cultures and the environment.

Vision Statement

Provide an outstanding internationally-focused education in a multilingual environment.

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.

August 2010

Dear Parents and Students,

Welcome to the 2010/2011 school year at EABH. We understand that you are very busy, which is why we are providing this agenda to help you be the very best student you can be. Since it is a very handy tool, our hope is that you will use the agenda to organize your school work and school days. It contains all the days of the school year so that you can plan your activities and your projects, organize your assignments and keep track of all of the “extra” things you have to do as a student.

Included in the agenda is the Student/Parent Handbook for EABH. The handbook provides guidance as to what is acceptable behavior and what is not. Besides outlining the expectations, the handbook explains the consequences if the expectations are not met. Please take a moment to read through this section as your understanding of the rules and regulations is crucial to ensuring an education of excellence for both you and your fellow students. Furthermore, by signing the 2010/2011 enrollment form, you committed to abiding by the policies and procedures as described in this handbook.

A great deal has been accomplished in the last few years to make EABH a premiere school with an excellent educational program. Our curriculum is strong, our extracurricular program is extensive and our high school sports program brings great pride to us HAWKS. We hope you share in this pride and do your best to represent EABH in a positive way where ever you are in the community.

Wishing you a successful, engaging and fun year,

EABH Administration and Staff

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ACADEMIC EXPECTATIONS & GRADING

EABH exists to provide an excellent, internationally-focused education. The following serves as a guideline for the school's academic expectations and grading.

Academic Integrity Policy

We expect students to conduct themselves in accordance with the highest standards of academic integrity. While it is impossible to describe all that is expected, the following are examples of academic violations and represent behavior that is unacceptable:

- **Cheating:** using 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 a 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; submitting identical or similar papers for credit in more than one course without prior permission from teachers.
- **Plagiarism:** submitting material that in part or whole is not entirely one's own work without citing the correct source.
- **Fabrication:** falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
- **Obtaining an Unfair Advantage:**
 - a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the teacher;
 - b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use;
 - c) unauthorized collaborating on an academic assignment;
 - d) 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;
 - e) intentionally obstructing or interfering with another student's academic work, or
 - f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
- **Aiding and Abetting Academic Dishonesty:**
 - a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or
 - b) providing false information in connection with any inquiry regarding academic integrity.
- **Falsification of Records and Official Documents:** altering documents affecting academic records; 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 or Systems:** viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Consequences for violating EABH's Academic Integrity Policy:

1st Offense: A zero is received on the assignment and an office referral is given.

2nd Offense: A zero is received on the assignment and an office referral is given along with suspension.

3rd Offense: Consideration for expulsion.

Academic Help

EABH is committed to helping students succeed. Curriculum may be modified and instruction differentiated as needed. See the Student Study Team section for more information.

Exam Expectations

Students

- Attend classes and come to school prepared to learn.
- Schedule make-up exams with the teacher in the case of excused absence. An unexcused absence will result in a zero on the exam.

Teachers

- Give no more than two major tests on any one day. This does not include vocabulary quizzes or spelling tests, which are usually studied for in class as well as at home.

Parents

- Inform the main office in advance if the student will miss an exam.
- Schedule make-up exams with the teacher (for excused absences only).

Grading & Graduation Requirements

EABH reports grades as follows:

- Quarter 1
- Quarter 2
- Semester 1 (average of Q1 and Q2) for juniors and seniors only
- Quarter 3
- Quarter 4
- Semester 2 (average of Q3 and Q4) for juniors and seniors only
- Final (average of Semester 1 and Semester 2) for juniors and seniors only

Preschool

The grading scale for preschool is: G = Good Progress, W = Working on Skill and NA = Not Applicable.

Pre-K-Kindergarten

The grading scale for PK-K 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: A = Excellent: 90-100%; B = Good: 80-89%; C = Average: 70-79%; D = Below Average: 60-69%; F = Failing: 0-59%. This scale and assessment procedures are subject to change based on IB recommendations regarding assessment and reporting.

Grades 6-12

The grading scale for grades 6-12 is illustrated in the following table:

Percentage	Letter Grade	Point Value	MYP Value
93-100	A	4.00	7
90-92	A-	3.67	6
87-89	B+	3.33	6
83-86	B	3.00	5
80-82	B-	2.67	5
77-79	C+	2.33	4
73-76	C	2.00	4
70-72	C-	1.67	3
67-69	D+	1.33	3
63-66	D	1.00	2
60-62	D-	0.67	2
0-59	F	0.00	1

This scale and assessment procedures are subject to change based on IB recommendations regarding assessment and reporting.

Graduation Requirements

Students must earn 23 credits to earn a diploma from EABH. Of these credits, 18 must be earned in specific subject areas:

Subject	Credits
English	4
Math	3
Science	3
Social Studies	3
Electives	5
Foreign Language	2
Physical Education	2
Fine Arts	.5
Health	.5

Homework

At EABH the teachers and administration strongly believe that homework contributes to the academic success of children. Homework serves as a link between the child, the home and the classroom. Homework fosters positive school attitudes, good study habits, effective time management and personal responsibility. While recognizing the usefulness of homework, the EABH staff strives to maintain a balance between the students' lives and their homework (see chart below). Homework may be a daily activity for some students. Students who use their class time responsibly should not experience excessive amounts of homework. If students are consistently overwhelmed, parents should contact their teachers.

Average Nightly Homework Guidelines

Preschool to kindergarten	up to ½ hour
1 st to 3 rd grades	up to 1 hour
4 th to 5 th grades	up to 1½ hours
6 th to 8 th grades	up to 2 hours
9 th to 12 th grades	up to 3 hours

*Every student works at a different pace. This guideline may not apply to every student.

Homework Expectations

Students

- Complete homework assignments neatly and on time.
- Schedule time wisely to meet assignment deadlines.
- Make arrangements to get assignments when absent.
- Prioritize make-up work over extracurricular activity.
- Print all homework assignments and projects at home. (Students will not be permitted to print homework at school.)

Teachers

- Provide checkpoints for long-term assignments.
- Assign work for academic reasons to practice, reinforce and master skills.
- Provide clear directions for assignment, format and due date.
- Inform if and how homework will be factored into grades.

Parents

- Provide an appropriate place and atmosphere for homework.
- Set aside homework/reading time nightly.
- Contact teacher if time spent on homework is excessive.
- Seek reinforcement classes as needed.

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 areas of interaction. Students apply the skills acquired through one of these areas as well as approaches to learning.

The Personal Project is not an optional assignment; it is a required aspect of the MYP. Grades are awarded for the personal project in the same way as for the eight subject groups of the MYP curriculum and count towards the GPA. The Personal Project grade will be awarded in the fourth quarter and will count as a final grade.

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 three types of remedial assistance EABH provides all students struggling to pass specific subjects.

1. Continual Recuperation

- May be an additional, specific explanation, activity or assignment during regular school hours, or extra homework, about a certain subject.
 - Can occur at any time of year when a teacher notices that a student is having difficulties.
 - Parents will be notified of the remedial instruction/activity.
2. Parallel Recuperation
- When a student is in jeopardy of failing the quarter, teachers will present the same content using new approaches and learning experiences focusing on the areas that the student is struggling with.
 - A one-hour support class will be administered.
 - Recuperation exams will be given at the end of each quarter following the support class.
 - Parents will be notified of the remedial instruction and exam date.
3. Final Recuperation
- If at the end of the academic year a student has <60%, teachers will provide a subject study guide that summarizes the year's content.
 - A failing student will be given the opportunity to take an additional final examination to raise his/her grade.
 - Parents will be notified and their involvement solicited to ensure student success.

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.

Report Cards

Report cards are distributed to students approximately one week after the conclusion of each quarter or during the Parent/Student/Teacher Conferences. Please refer to the school calendar for dates of the conferences and report card availability.

ACCREDITATIONS/PROFESSIONAL AFFILIATIONS

- IB World School (PYP) & IB Candidate School (MYP)
- Accredited by the Southern Association of Colleges and Schools
- Recognized by the Department of Education of the State of Minas Gerais (*Secretaria de Educação do Estado de Minas Gerais*)
- Member of the Association for the Advancement of International Education
- Charter Member of the Association of American Schools in Brazil
- Member of the Association of American Schools in South America
- Member of the College Entrance Examination Board
- Recognized by the Office of Overseas Schools of the United States Department of State

ADMISSIONS/ENROLLMENT

The American School of Belo Horizonte admits students from a number of different countries with a variety of educational backgrounds.

Students entering EABH are placed in their appropriate grade level according to academic history, birth date and examinations of different subjects (if not transferring from another American school system following the northern hemisphere calendar). In general, the school recommends that students entering from southern hemisphere school calendars (graduation in December) move back one semester in order to minimize academic problems and facilitate adjustment.

ATHLETICS PROGRAM

EABH realizes the importance of athletics in providing a well-rounded educational program. Students are encouraged to participate in the athletic program, whether on an intramural or interscholastic level. EABH will attempt to provide as wide a variety of sports as possible, depending upon student interest and availability of coaches and resources. Athletic tournaments are held with other American/international schools in Brazil and South America.

ATTENDANCE

Daily attendance is a critical factor in school success. Students are expected to arrive each day on time and ready to learn. Parents are asked to call the school as soon as possible to report a tardy or absence.

Excused Absences

If a student is absent due to illness, a written notice from a parent (if absent for one or two days) or medical statement (if absent more than two days) must be provided to the main office.

If a student needs to miss school, an authorization forms must be filled out by parents and approved in advance by the administration. An excused absence will result in no grade reduction and time will be allocated for missed assignments to be completed – one day for each day of absence. Parents may request homework assignments from the office when reporting a student's absence if the student is absent more than one day. Teachers require 24-hour notice to gather homework and other assignments.

All other absences are considered unexcused and will affect the student's grades.

BEHAVIORAL EXPECTATIONS

Philosophy/Policy

Taken from the same root word for disciple, discipline is established and maintained at EABH with the intent to "train" or "build into" the lives of students. For this reason the discipline procedures are progressive in nature. EABH employees desire to be fair yet firm, loving but not sentimental, and caring, not just "doing our job."

The kind and amount of discipline will be determined by the teachers, and, if necessary, the administration. Discipline will be administered in light of the individual student's problem and attitude. All discipline will be character-focused and based on traditional principles, i.e. restitution, apologies (public and private), swift punishment, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level. In order to

maintain consistency, teachers convene regularly to discuss standards and school policy concerning discipline.

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. As in all other educational areas of EABH, behavioral expectations for students will be very demanding.

Discipline is best maintained by those on the front line: the classroom teachers. Common sense being the rule, teachers are expected to uphold the spirit of EABH's discipline policy. Only major or serious offenses are referred to the administration. All office referrals require the administration to contact the parents. In addition to violating the Academic Integrity Policy (see Academic Expectations section), there are 13 basic behaviors that may lead to a disciplinary referral to the administration:

1. **Disrespect** shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. **Dishonesty** in any situation while at school.
3. **Rebellion:** A student who is outright disobedient in response to school rules and defies authority (verbal or nonverbal) will be subject to discipline.
4. **Fighting**, i.e. striking in anger with the intention to harm another student.
5. **Harassment:** Each student has a right to come to school and feel safe. If a student is bullying, mobbing or causing a fellow student to be afraid this will be regarded as unacceptable behavior.
6. **Obscene language or gestures:** Students are expected to use wholesome language at all times.
7. **Habitual disruption** of the educational process. **Cell phones and electronic devices are to be used only during recess and before and after school.** Cell phones and electronic devices will be confiscated if used during class time. Emergency calls should come through the office.
8. **Stealing:** Defined as taking something that does not belong to you, regardless of value, is a serious violation of EABH philosophy and policy. Any student caught stealing will be subject to discipline by the school administration, including the possibility of expulsion. Included in any discipline will be a matter of restitution. Incidents of stealing will be handled on an individual basis, considering the prior behavior record of the involved student or students. Students are strongly advised to not bring iPods, cell phones and/or other electronic devices to school. The school cannot be responsible for lost or stolen items.
9. **Vandalism:** A student involved in willfully damaging school property will be disciplined and will be responsible for paying the costs to repair the damage.
10. **Truancy:** A student who "skips" school (is absent without permission) at any time will be considered truant and will be issued an office referral.
11. **PDA:** Public displays of affection such as handholding, hugging or kissing among students is not permitted other than the traditional *abraços* form of greeting.
12. **Skateboarding:** No skateboards, bicycles, scooters, roller skates, roller blades or wave boards allowed on campus. Any student breaking this rule will have his/her skateboard or the like confiscated. The main office will retain the item until the student's parent comes to pick it up.

13. EABH does not permit the use of tobacco, drugs, alcohol, profanity, racial slurs, derogatory remarks or gambling at school or any school sponsored activity. In addition, use of drugs or alcohol, sexual immorality, threats of harm to faculty, staff or students during or after school hours and on or off campus will automatically result in suspension from school for up to five days and the student will be considered for expulsion. When expulsion is considered for any student, his/her behavior record for the school year and the nature of the offense will be taken into account. In addition, any student who consistently possesses and shares with others a negative attitude toward EABH, faculty, or fellow students may be called to meet in a disciplinary council with parents and administration.

Consequences

Any student who is a habitual offender of school rules, no matter how small the individual offense, will be subject to suspension and may be considered for expulsion. During the office visit, the administrator will determine the nature of the discipline. The administrator may require restitution, custodial work, and parent's attendance during the school day with their child or other measures consistent with EABH's philosophy.

Suspension

Suspension from school is a serious step in the discipline procedure of 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 of suspension is determined by the frequency or severity of the offense, and may be from a half day to five days in duration. After the first three-day 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 being allowed to return to classes.

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 with such serious consequences that the administration deems it necessary, the office-visit process may be bypassed and **suspension** or **expulsion** proceedings may be imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence, vandalism of school facilities, violations of the law, or any act in clear contradiction of EABH's policies. Students are subject to school discipline for serious misconduct that occurs on or off campus even after school hours.

BIRTHDAY & FAREWELL PARTIES

All children are welcome to have birthday parties at school. To ensure academic continuity and safety for all, please abide by our in-school celebration rules:

- Mutually agree upon a date for the party with your child's primary teacher.

- If your child is in preschool, a small celebration may be held during lunch recess. For elementary students, schedule parties for 2:00 pm or later, although a lunchtime party may be approved. For middle and high school students, a lunchtime party may be approved but parties cannot be held during class time.
- Provide teachers with completed invitations for all students in the class. Teachers may distribute invitations for parents but it is not their responsibility to fill them out.
- We highly recommend that students from other elementary classes not be invited to ensure continuity and fairness for all (an exception may be made for siblings). However, exceptions may be made if prior agreements have been made with teachers.
- Parents are responsible for the set-up of their child's party. If campus access is needed before 2:00 pm or deliveries need to be made, please inform the main office in advance.
- Staff members should not be solicited to help set-up the party.
- Parents who are providing transportation for off-campus parties must inform the main office in advance, and provide a list of names of students who have been authorized by their respective parents to use the provided transportation.

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 are elected to two-year terms and meet on a monthly basis to discuss policy issues and to review the school's finances. Board meetings are open to any member of the Association and input from parents is welcomed and encouraged. Association members may be invited to serve on sub-committees or on special Board projects.

The Board reports to the Association at two general meetings per school year; one in November during which new Board members are elected and another in May when the budget is reviewed and tuition levels are voted on. 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.

BRAZILIAN PROGRAM

EABH is officially accredited as a Brazilian school by the Secretary of Education of the State of Minas Gerais. Our Brazilian Program is designed to satisfy curriculum requirements stipulated by federal and state legislation. Language, 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.

CLOSED CAMPUS

Students must stay on school grounds from the time of arrival until dismissal or until signed/called out by a parent or guardian. Students must sign out in the main office if leaving prior to the regular dismissal.

DIPLOMAS

EABH students have the opportunity to earn two diplomas (the American and the Brazilian) at the completion of their schooling if the requirements of each are met. Further information related to the specific diplomas is available in the main office.

DRESS CODE/UNIFORM POLICY

All EABH students are required to wear the sanctioned school uniform that includes a jacket and/or sweatshirt. **The school's jacket/sweatshirt or shirt bearing the school logo must be the top layer of clothing.** EABH event shirts (Book Fair, Intl. Showcase, 50 Years of EABH) and sports tournament shirts are not allowed as uniform shirts. No garments may have holes or tears. Midriff and undergarments must be covered. Students may wear past EABH uniforms so long as they conform to the above. "Flip flops" are not permitted, except in the case of a documented medical necessity. Caps and hats may be worn only during outdoor activities. The administration of EABH reserves the right to make final judgment as to the appropriateness of clothing and student accessories.

Lower School (PS-Grade 5)

- Top: EABH collared shirt (blue or white)
EABH blue V-neck with logo (no PE shirts except on PE days)
EABH white V-neck with logo
- Bottom: EABH shorts/pants/skort (girls)
- Outerwear: EABH jacket/sweatshirt
- Footwear: Closed-toe or sandals with heel straps (no flip flops)

Upper School (Grades 6-12)

- Top: EABH collared shirt (blue or white)
EABH blue V-neck with logo
EABH white V-neck with logo
No PE shirts outside of PE class
- Bottom: EABH shorts/pants
Jeans (no holes, undergarments must be covered)
- Outerwear: EABH jacket/sweatshirt
- Footwear: Closed-toe or sandals with heel straps (no flip flops)

Enfase (3281-3065) is the sole, authorized seller of uniform pieces.

If a student reports to school out of uniform, they will be directed to the main office where they will be loaned a uniform shirt to wear. The loaned shirt must be returned by the end of the day. Students who do not return loaned uniforms will be charged R\$30 per piece. When a student reports to school using a non-uniform jacket or sweatshirt, the student must put the EABH uniform shirt over the jacket/sweatshirt. If another part of the uniform is non-compliant (pants or footwear), the infraction will be documented at the main office. Parents of students who are repeat offenders will be notified by the school and asked to ensure proper attire.

EARLY DISMISSAL

Any time it is necessary for a student to be dismissed early from school, the student must present a note to the main office, or a parent must phone the main office prior to the early dismissal. The note/phone call must include:

- The student's full name.
- The date and time of dismissal.
- The specific reason for the dismissal.
- The signature/verbal approval of the parent and telephone number.

REMEMBER, leaving campus between 7:45 a.m. and 3:00 p.m. is NEVER permitted without a written note or telephone call from parents. This is considered a serious disciplinary violation. In order to leave campus, students must get a permission slip from the main office, which is to be presented to the security guards at the exit gate.

ELECTRONIC DEVICES

Students are permitted to use cell phones and other electronic devices only during recess and before and after school. Any violation of this rule will result in the confiscation of the device. Emergency calls should be made through the office.

EMERGENCY CONTACT/HEALTH INFORMATION

It is imperative that all parents complete an Emergency Contact Form. This form is provided at the time of registration or re-enrollment. In health emergencies, EABH will take the student to the nearest medical institution. We are also required to maintain a record of immunizations for each student. Parents are required to inform the school of any health updates (i.e., medication, immunizations, allergies).

ENGLISH & PORTUGUESE AS ADDITIONAL LANGUAGES – LANGUAGE B

EABH offers a comprehensive English as an Additional Language (EAL) or Language B program for grades 1 to 12. 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 both in the content areas and as a medium of thought. The program is structured on an individual basis, depending upon a student's background and ability. The aim of EAL or Language B program is to mainstream students into the regular curriculum as soon as possible, depending upon their individual abilities and growth in the language.

The school also offers a Portuguese as an Additional Language (PAL) or Language B program for grades 1 to 12 to students who are non-Portuguese speakers. The goal is to integrate these students into the required Brazilian components of the school's curriculum and to enhance their abilities to communicate in Brazil.

When a student needs to learn both English and Portuguese in addition to their native language, the school will focus first on building fluency in English and later add Portuguese support.

FIELD TRIPS

A variety of field trips are held during the school year. These trips make it possible for our students to attend special events in the area and to visit local historical sites and attractions. Each class will be responsible for the field trip costs, which will be equally shared among the students. We remind our students that they are representatives of EABH and, as such, proper courtesy and behavior are expected at all times.

Permission slips for field trips will be distributed by the teacher responsible for the trip. All students must return a slip signed by a parent in order to participate in the trip. Students are expected to wear the school uniform like any other school day. Parent chaperones will be requested as needed.

ILLNESS AT SCHOOL

If a student becomes ill during the school day, he/she must first notify the classroom teacher. The student will then report to the main office. The administrative staff will determine if the student should be picked up and will notify parents.

Parents are required to ensure their children stay home from school and be treated for any illness or condition which is deemed contagious to other students. Such conditions or illnesses include but are not limited to: conjunctivitis, head lice, ring worm, worms, and chicken pox and measles during the contagious phases.

LIBRARY

The school library is located in the main building and houses a collection of over 10,000 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 will be assessed a fee.

LOST & FOUND

All school material and articles of clothing that are unaccounted for and found on the school grounds are to be turned in to the main office. Students and parents should contact the main office in the case of lost articles. Please write your child's name on all clothing and school supplies. Items not claimed by the end of the semester will be donated to charity.

MEALS

The school canteen is maintained for the convenience of our students and staff. Every attempt is made to provide well-balanced and appetizing meals. A school nutritionist develops the menu and supervises food services. Parents are asked to notify the main office if their child requires special dietary arrangements.

The maintenance staff and your fellow students will appreciate cooperation in:

- Depositing all lunch litter in waste containers.
- Returning trays to the proper area.
- Leaving the table and the floor in a clean condition for others.

Private vendors are not allowed to sell food on school grounds during school hours and parents and visitors are asked to obtain a meal pass from the main office if they intend have lunch on campus.

MEDICATION AT SCHOOL

School personnel are not permitted to administer medication unless a copy of the doctor's prescription and/or parental permission is provided in writing. A doctor's prescription is necessary for controlled medication. The school will not be responsible for students who administer their own medication.

PARENT/STUDENT/TEACHER CONFERENCES

The importance of frequent communication between parents and teachers is stressed at EABH and we seek to provide ample opportunities for such communication. 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. We kindly ask that teaching time be respected and not be used for conferencing.

Twice each year, at the end of the first quarter and the end of the third quarter, parent/student/teacher conferences are organized 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. The dates can be found on the school calendar.

PARENT TEACHER ASSOCIATION (PTA)

EABH is proud to have a strong PTA. All parents are encouraged to participate in the PTA by contributing a monthly fee or joining the group during their regularly scheduled meetings. Inquiries regarding the PTA, including the enrollment form, should be addressed to the main office.

SCHOOL HOURS

Please note that classes start at 7:45 a.m. and end at 3:00 p.m. Students are not to arrive at school prior to 7:30 a.m. and must be picked up no later than 3:15 p.m. Students are to remain on campus after class hours only if they have written parental permission to be involved in an approved after-school or athletic activity. We do not accept responsibility for students outside of regular school hours, except when engaged in an official school activity or duly signed into the library, which remains open until 4:30 p.m.

Students may not remain unsupervised in the school buildings at any time and must be off campus by 4:30 p.m. Please note that the main office closes at 5 p.m. Any student who is not picked up by then, will be sent to the guardhouse. The campus officially closes at 6 p.m.

SCHOOL SUPPLIES

School supplies are distributed to each student at the beginning of each semester. The school will not replace lost items or provide additional supplies at any other time.

SECURITY & SAFETY

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 main gate to the campus is kept closed at all times and all visitors are screened prior to entrance to school grounds. Students will not be allowed to leave with any individual not known to the staff. If anyone other than the parents or the regular driver is to pick up a student, advance notice must be sent to the main office.

All visitors are required to pick up a visitor's badge from the security guard and wear it at all times while on campus. Visitors not wearing a badge will be questioned and may be escorted to the main office.

STUDENT CLUBS & ORGANIZATIONS

To meet the varied interests of our student body, EABH attempts to provide a variety of clubs and activities. New groups may be formed during the year depending on student interest.

STUDENT DROP-OFF & PICK-UP

In order to facilitate the safe and efficient arrival and dismissal of students, the following rules must be followed:

- Only officially identified vehicles will be allowed to enter the school parking lot.
- Parents and drivers should leave students at the drop off area, located in the upper level of the parking lot.
- If a parent desires to walk a child into the school, he/she should park his/her vehicle in the appropriate spots so that it does not interfere with the regular traffic flow.
- If not enrolled in a sanctioned activity, students not picked-up immediately after school must report to the main office.

Bus Transportation

EABH does not provide bus transportation. However, third-party transportation is available for students. Details concerning costs and contact information may be obtained at the main office. Students who do not abide by school bus security and safety rules may be denied access to school bus transportation.

STUDENT ACADEMIC & BEHAVIOR RECOGNITION PROGRAM

EABH has had great success with an initiative called the Student Recognition Program. We believe that students who work hard and behave in an appropriate manner need to be recognized. This Student Recognition Program will take many forms and involve teachers and administrators.

EABH will recognize quarterly academic achievement for students in grades 1-12 by three different honor rolls. To qualify for an honor roll, quarter grades must be Cs or better. The three honor rolls at EABH are:

- Director's Honor Roll: 3.8-4.0 grade-point average (GPA)
- Merit Honor Roll: 3.50-3.79 GPA
- Honorable Mention Honor Roll: 3.0-3.49 GPA

Academic medals will be awarded at the end of the year for academic achievement. Gold medals are awarded to students who make the **Director's Honor Roll** three of the four quarters; silver medals are awarded to students earning the **Merit Honor Roll** three of the four quarters; and bronze medals are given to those students making the **Honorable Mention Honor Roll** three of the four quarters. If students earn different honor roll eligibilities during the year, the medal designation will be based on the three highest quarterly grade-point averages.

At EABH we believe that students need to involve themselves in their community. Community service this school year will encourage students to work within the Belo Horizonte community to improve the lives of others. It is not just an opportunity to do something positive but also to learn from the experience, which is why reflection is an integral part of the activity.

Golden Hawk Award

Another successful program that will be continued this year is the Golden Hawk Celebration. If a student earns an academic medal mentioned above, completes community service, is not absent more than 10% of school days, has been enrolled at EABH for a minimum of three quarters, and has not had a serious discipline infraction during the year, the student will be eligible to participate in the Golden Hawk Celebration at the end of the school year. If a student is referred to the office for a serious discipline infraction and/or is consistently demonstrating misbehavior, he/she will not be eligible for the Golden Hawk Celebration. Like previous years, plans are to have a great event that recognizes students' hard work and exemplary performance during the school year.

Think of the Golden Hawk Celebration as the ABCs while you attend EABH.

Academics:

All subjects are considered part of the grade, for example art counts the same as math. Students must make an honor roll three of four quarters at EABH to be eligible for a medal. Students receiving any Ds or Fs will not be eligible for the honor roll during that quarter.

Behavior:

We have high expectations for all students who attend EABH. If a student is referred to the office for a serious discipline infraction, he/she will not be eligible for the Golden Hawk Award.

Community Service:

Students must engage in community service and reflect upon what they learned from the experience to attend the Golden Hawk Celebration. All community service hours must be completed by Friday, May 20th, 2011.

- Grades 1-5 are expected to complete 5 hours of community service
- Grades 6-8 are expected to complete 10 hours of community service
- Grades 9-12 are expected to complete 15 hours of community service

STUDENT STUDY TEAM

Student study teams are organized to assist any student who is having difficulty with EABH's academic program. These teams are composed of administrators and teachers who are involved with the student. Parents are called in frequently to meet with the student study team to exchange ideas and formulate a remediation plan. You will be informed if we feel that the student study team will be necessary for your son's/daughter's progress.

SIGNS & POSTERS

Students must obtain permission from the main office and/or organization sponsor before posting any material. To prevent defacing property, please use suitable tape. Individuals posting signs are responsible for removing the signs when usefulness has been served. Any unauthorized signs/posters will be removed.

TARDY POLICY

To promote timely arrivals so that students are in the classroom, ready to learn and to ensure consistent treatment of late arrivals, the following guidelines will be in effect for the 2010/2011 school year:

7:40 a.m. – Warning bell

7:45 a.m. – Final bell

- Teachers must begin class on time. Parents are kindly requested to respect class time. If you would like to speak with your child's teacher, please communicate through the academic agenda or schedule a meeting.

7:46 a.m. – 7:59 a.m.

- Preschool - Kindergarten report to class but will be marked tardy.
- Grade 1-12 students report to the main office and pick up a tardy pass to be admitted to class.

8:00 a.m. – 10:59 a.m.

- All late arrivals are considered unexcused unless the student is signed in or called in by a parent/guardian. Students must have a pass to be admitted to class.

11:00 a.m. – 3:00 p.m.

- Students will not be permitted entry and will be marked absent.

Consequences by Quarter: Preschool-Kindergarten

- Students are encouraged to come to school on time to not miss morning routines and to experience a smooth transition from home to school.

Consequences by Quarter: Grades 1-5

- First Tardy = Warning
- Second Tardy = Warning
- Third Tardy = Warning
- Excessive tardiness will affect grades at the teacher's discretion.

Consequences by Quarter: Grades 6-12

- First Tardy = Warning
- Second Tardy = Warning
- Third Tardy = Warning
- Every tardy thereafter, students will not be allowed into class until the next bell. This applies to each class throughout the day, not just first period. If there is an exam scheduled, students will miss that portion of the exam and not be allowed to make it up.
- Excessive tardiness will affect grades at the teacher's discretion.

TELEPHONE

Students are not permitted to use the school telephones except for urgent school-related matters. Parents, please note that class time will not be interrupted to relay messages or information that is not considered an emergency. We appreciate your cooperation in not insisting otherwise.

TEXTBOOKS

Textbooks are issued to students at the beginning of the school year. Textbooks are the property of EABH and students are responsible for their care. All books are to be covered with an appropriate book cover and under no circumstance should a student write in a textbook with pencil or pen. Textbooks must be returned to the school at the close of the academic year, or when a student departs EABH, in order for report cards or transcripts to be released. Damaged or lost books are the responsibility of the student to whom they were issued and the replacement cost will be levied against that student.

VISITORS

A one-day visitor pass may be granted to visitors under special conditions such as alumni, a relative visiting from out of the country or a student who has demonstrated an interest in attending our school. A visitor permission form must be submitted to the main office at least 24 hours prior to the visit. All visitors must adhere to EABH regulations and will be required to sign in and out at the guardhouse to receive a visitor pass.

GET IN TOUCH!

EABH Main Office

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The American School of Belo Horizonte is proud to be an International Baccalaureate World School. Visit www.ibo.org to learn more about this world-renown educational program.