

UPPER SCHOOL

STUDENT / PARENT

HANDBOOK



2009-2010

TABLE OF CONTENTS

Welcome.....	1
Mission Statement.....	1
Academic Programs and Policies.....	2
Grading, Evaluation, and Academic Recognition.....	4
Other Academic Matters.....	5
Student Services.....	7
Attendance Procedures.....	10
Standards of Behavior.....	12
Other Regulations and Policies.....	14
Extra-Curricular Activities.....	15
School Facilities Use.....	16
Computer Facilities and Internet Use.....	18
Important Phone Numbers.....	22

Welcome to the Escola Americana do Rio de Janeiro Upper School!

Founded in 1937 to serve the American expatriate community, EARJ is an independent, coeducational, college preparatory school serving students in preschool through grade 12. The Gavea campus is on the edge of the Tijuca forest, with a view of Lagoa Rodrigo de Freitas, Guanabara Bay, the Atlantic Ocean, Sugar Loaf, and Christ the Redeemer Statue.

In order to meet the needs of an international student body, EARJ offers three diplomas that prepare students for success at top universities throughout the world: American, Brazilian, and International Baccalaureate (IB). It is the desire of the school to create an academic and social environment akin to superior schools in the United States. Students are encouraged to take advantage of the opportunities offered both in and out of the classroom, and we hope their days spent at EARJ will be both beneficial and enjoyable. Development of sound moral character, cultivation of the joy of learning, and promotion of civic responsibility are the cornerstones of the school's educational philosophy.

This handbook has been prepared to explain the programs available at EARJ, as well as the policies and procedures that help the school to function effectively. This handbook is not intended to be all-inclusive. The administration reserves the right to revise or implement policies and procedures as deemed necessary. If you have any questions regarding the information in this document, please feel free to contact the Upper School office.

MISSION STATEMENT

Mission

Escola Americana inspires students to become global citizens and lifelong learners by challenging them to develop their potential and realize their dreams.

Vision

Escola Americana motivates engaged learners to become independent critical thinkers in a multicultural community.

Values

Integrity and Respect; Leadership and Community; Optimism and Compassion;
Commitment to Learning

UPPER SCHOOL GOALS

- To offer a rigorous and relevant academic program in preparation for higher education, taking into consideration each student's interests and abilities
- To provide opportunities for growth beyond the classroom through co-curricular and extra-curricular programs and activities
- To build a sense of community that fosters respect, honesty, caring, risk-taking, openness, trust and mentoring
- To provide opportunities for students to use their skills in performing community service in order to reinforce that education and responsibility go hand in hand
- To encourage students to strive for excellence in all that they do

ACADEMIC PROGRAMS AND POLICIES

Three diplomas are offered to meet the needs of an international student body: the U.S. Diploma recognized in the United States, the Brazilian Diploma recognized in Brazil, and the International Baccalaureate Diploma recognized by many colleges and universities throughout the world. All EARJ graduates receive a U.S. Diploma. In addition, all Brazilian citizens must meet Brazilian diploma requirements. Students enrolled in the International Baccalaureate program may complete the full diploma or take classes for certificates only.

Each full-year course carries one credit, while semester courses are 0.5 credits. Academic subjects are defined as those courses falling within one of the core instructional areas (English, History, Mathematics, Sciences, Foreign Languages, and designated IB courses). Non-academic subjects include courses in the Arts, Physical Education, Computers, and Health. All three diploma programs include a community service requirement.

U.S. DIPLOMA

A *minimum* of 24 course credits are required. Specific requirements are as follows:

English	4 credits
Social Studies	3 credits (including U.S. History)
Mathematics	3 credits
Science	3 credits (including Biology)
Foreign Language	2 credits
Physical Education	2 credits
Art	0.5 credit
Health	0.5 credit
Computer Science	0.5 credit
Electives	5.5 credits

Students are expected to earn at least 7 credits each year.

BRAZILIAN DIPLOMA

A *minimum* of 24 course credits are required. Specific requirements are as follows:

English	4 credits
Lingua Patria	3 credits
Social Studies	5 credits (including História, Geografia, Filosofia, and Sociologia)
Mathematics	3 credits
Science	3 credits (must include Biology, Chemistry, and Physics)
Physical Education	2 credits (one semester each year)
Art	0.5 credit
Health	0.5 credit
Computers	0.5 credit
Electives	2.5 credits

Students are expected to earn at least 7 credits each year.

INFORMAÇÃO ESPECIAL PARA ALUNOS QUE PRETENDEM RECEBER O CERTIFICADO BRASILEIRO

Os alunos que pretendem receber o certificado brasileiro deverão ter completado, ao término do Ensino Médio, além das disciplinas obrigatórias para o currículo americano, os seguintes componentes do currículo brasileiro: Língua Pátria I, II, III (incluindo Literatura Brasileira) e Estudos Sociais (Geografia do Brasil, História do Brasil, Filosofia e Sociologia).

A Administração não recomenda que se inscrevam no vestibular os alunos que ainda estejam cursando o Ensino Médio, pois a Escola Americana não lhes poderá fornecer documentos que não retratem a realidade dos cursos feitos. São os seguintes os documentos necessários para matrícula nas faculdades locais, fornecidos pela Escola Americana ao término do curso:

- a) certificado de conclusão do Ensino Médio;
- b) históricos escolares, com firma reconhecida, do Ensino Fundamental e do Ensino Médio.

Visto que a Escola Americana está registrada no Departamento de Educação Média Superior da Secretaria de Educação e Cultura (Pareceres 130/89 e 64/90), os certificados não necessitam de revalidação, pois seguem o modelo oficial expedido por esta.

INTERNATIONAL BACCALAUREATE DIPLOMA

EARJ is proud of its association with the International Baccalaureate Organization. The IB diploma is a passport to higher education. Universities around the world welcome the unique characteristics of IB Diploma Program students and recognize the way in which the program helps to prepare students for university level education. Depending on their interests and future educational plans, students may choose to earn either the IB Diploma or individual IB Certificates in specific subject areas. Since its adoption in 1984, student participation in EARJ's IB Program has grown steadily. Students apply for acceptance into the program at the end of their 10th grade year. Admission to the program is based on a strong academic record, teacher recommendations, and a faculty committee review. Specific information about coursework and other requirements is available from the IB Coordinator.

COMMUNITY SERVICE REQUIREMENT

EARJ believes that serving others helps students to develop a sense of community and to realize the power each person has to contribute to the common good. In addition to providing students with a way to use their skills in a practical, purposeful manner, performing service to others reinforces the knowledge that education and responsibility go hand in hand. Students must perform six hours of service per year. For students who enter EARJ after the year has started, the service requirement will be prorated. Students are responsible for filing their hours with the Community Service Coordinator.

PORTUGUESE LANGUAGE REQUIREMENT

All non-Brazilian students must take a minimum of two years of Portuguese language instruction. This requirement, which can be fulfilled in the Middle or Upper School, benefits students socially and culturally while living in Brazil. Furthermore, it is strongly recommended

that students continue with Portuguese language instruction beyond the initial two-year requirement.

INDEPENDENT STUDY

Independent Study is designed for students who wish, or are required, to take a course that is not offered or for those whose schedule does not allow enrollment in a particular class. The IB program also allows for independent study in languages not offered by the school.

In all cases, an independent study offering is a final alternative. The application for an independent study course will only be considered if the regular academic program cannot satisfy the needs of the student. Applications for independent study are available in the Upper School office and must be approved by the Principal prior to the deadline for schedule change requests.

PRESCRIPTIVE RESOURCE CENTER

The goal of the Prescriptive Resource Center program is to increase and reinforce skills necessary for a student to succeed in the regular classroom. Support is given in different ways to help students succeed in the curriculum, and specific accommodations are provided. Students enter the program after the completion of the Upper School referral and testing process.

ENGLISH-AS-A-SECOND-LANGUAGE (ESL)

The ESL program assists students who have low proficiency in English. The aim of the program is to develop listening, speaking, reading, and writing skills in so students can succeed in the regular classroom. Students receive individualized instruction from the ESL specialist during designated periods within their schedule.

GRADING, EVALUATION, AND ACADEMIC RECOGNITION

Teachers give assignments that range from practical exercises to lengthy research projects. Teachers regularly assess students with a variety of instruments designed to measure and enrich student understanding, retention, and application of subject content. Comprehensive examinations are given in each subject at the end of each semester. Grading criteria may include, but are not limited to: use of language and technique, thoroughness, organization, logical and critical thought, originality, intellectual curiosity, accuracy, resourcefulness and positive contributions in class. Student progress reports are compiled each mid-quarter, and official report cards are sent home at the end of each quarter.

GRADING SYSTEM

Grades for academic courses are numerical and count toward student grade point average (GPA). Grades for non-academic course receive a letter grade and do not contribute to a student's overall grade point average (GPA). Grades are based on the following standards:

Achievement		Quality of work	Other	
A	90-100	Superior	S	Satisfactory
B	80-89	Above Average	U	Unsatisfactory
C	70-79	Average	I	Incomplete
D	65-69	Below Average	WP	Withdrawal Pass
F	Below 65	Failing	WF	Withdrawal Fail

IB courses are weighted (5 additional points on the 100 point scale, except for IB Theory of Knowledge, which is weighted 2.5 additional points, and IB Portuguese A2SL and IB Math Studies, which are not weighted).

ACADEMIC RECOGNITION

EARJ is proud to recognize students who demonstrate exceptional academic achievement. Each quarter, Headmaster’s List recognition is awarded for weighted academic average is 94 or above with no grade below 85, and Honor Roll recognition is awarded for weighted academic average of 88 or above with no grade below 80. In addition, there is an Awards Ceremony at the end of each school year.

The Valedictorian and Salutatorian are recognized at graduation. These awards are based on a student’s weighted academic average for **grades earned at EARJ**. Students who enter EARJ after the first semester of the 11th grade are not eligible for recognition as Valedictorian or Salutatorian.

NOTE: National Honor Society is discussed in the section on Extracurricular Activities.

OTHER ACADEMIC MATTERS

PARALLEL RECUPERATION

Students failing a class are given an opportunity to recuperate this failure during the school year. EARJ offers parallel recuperation during the Homeroom period. Any student failing a course is required to arrange and attend parallel recuperation sessions. A Brazilian Diploma student who fails a required course for graduation must repeat the course until a passing grade is earned.

INCOMPLETE GRADES

A student who receives an incomplete (“I”) must complete the course requirements within two weeks of the end of the marking period. Exceptions due to extraordinary circumstances must be approved by the Principal.

COURSE REGISTRATION

Upper School students are expected to seriously consider course selections before registering for classes. All students should discuss course requests with their parents before making final selections. Please note that some courses have prerequisite requirements for enrollment. While

every effort is made to honor course requests, some course scheduling conflicts are unavoidable. Students should notify the counseling office immediately of inappropriate class placement. Schedule changes are allowed the first week of each semester.

COURSE WITHDRAWAL

Students may withdraw from a class with parental permission at any time. However, any withdrawal after the first week of the semester without administrative approval will result in a WF being recorded on the transcript. Students who withdraw from a course due to exceptional circumstances (e.g. serious illness) may petition the Principal for a Withdrawal Pass (WP) transcript notation. Credit is not earned for WP, and WF counts as “0” for GPA.

FINAL EXAMINATIONS

Summative examinations are an important component of preparation for university study. Final exams are administered at the end of each semester and count as 20% of a student’s overall semester grade. Final exam dates may be found in the yearly calendar and are generally administered on a rotating basis by department.

Students in grades 9-11 are exempt from taking semester exams in classes in which the grade for each quarter of a class is 90% or greater. Seniors must earn an 85% average per quarter to be exempt. However, as a college preparatory school, EARJ strongly encourages all students to sit for final examinations, regardless of their exemption status.

INTERNATIONAL BACCALAUREATE EXAMINATIONS

IB exams are administered in May according to a schedule and strict guidelines dictated by the International Baccalaureate Organization. Students are excused from morning classes before an afternoon IB exam.

HOMEWORK

Homework is given regularly in all subjects. Assignments must be completed and submitted as directed by teachers. Homework assignments are designed to reinforce classroom instruction and to promote good study habits and skills. Repeated failure to complete homework will result in administrative and parental intervention.

INDEPENDENT STUDY

Independent Study is designed for students who wish, or are required, to take a course that is not offered or for those whose schedule does not allow enrollment in a particular class. The IB program also allows for independent study in languages not offered by the school. In all cases, an independent study offering is a final alternative. The application for an independent study course will only be considered if the regular academic program cannot satisfy the needs of the student. Applications for independent study are available in the Upper School office and must be approved by the Principal prior to the deadline for schedule change requests.

ACADEMIC PLANNING PERIOD

Students not carrying a full class schedule are assigned an APP. Students who have earned grades of at least 80% in all classes and have an acceptable attendance record the previous quarter are exempt from APP and may have a free period.

HOMEROOM PERIOD

All students are assigned a Homeroom to attend. This time allows students to meet with clubs or other school activity groups, seek parallel recuperation, complete homework, or consult with teachers. On occasion students may be required to attend assemblies, presentations, or other designated events during this time. To assist freshmen in their transition from the Middle School during the first semester, all 9th graders are placed in freshman-only advisories where the advisor helps them adjust to the policies, practices, and expectations of the Upper School.

FIELD TRIPS

Field trips are held at various times throughout the school year. Field trips are considered an extension of the classroom, and all students are expected to participate, unless their participation would seriously jeopardize their standing in another class.

Before taking a field trip, students must notify their teachers and submit a signed parent permission form to the Upper School office. Field trips are an excused absence, and students are allowed and expected to make up all work missed. Students should remember that when they are on a field trip, they are representing the EARJ community and should behave in a way that reflects the values and standards of that community.

CONSELHOS DE CLASSE (TEACHER COUNCIL)

Conselhos de Classe are held at the end of each school year to discuss student progress. In the case of a student who has failed one or more classes at the end of the year, the *Conselho* makes decisions based on what is in the best educational interest of the student. These decisions may include allowing the student to pass to the next grade level, offering the student the opportunity to repeat the failed class, or cancellation of the student's matriculation. Parents will be notified in writing of decisions made by the *Conselho*.

STUDENT SERVICES

PHILOSOPHY

The Student Services Department exists to provide support for all students through the cooperative effort of the student services staff, administrators, teachers, students, and parents. Support is designed to consider all interrelated aspects of development, including physical, cognitive, social, and emotional. Every effort is made to match research-based instructional practices with each student's learning style, level, and pace. Individual assistance is given to those whose needs are greater than the general classroom can support.

The Student Services philosophy follows the basic principles of the Optimal Match concept developed for American Overseas and International schools. The practice of identifying an optimal match between a student's needs and his/her school program is defined as follows:

- A respect for individuality and a regard for human differences, without an emphasis on disability.
- An appreciation of development, of process, of growth, and of change in individuals; a recognition that students demonstrate academic needs that may vary over time, and that responsibly addressing these needs requires teachers and administrators who are willing to be flexible and creative in searching for appropriate accommodations.
- The belief that when the pace of instruction and level of subject matter are matched to a student's readiness to learn, students with differing abilities and talents will find individual paths to academic success.

As we support our learners in becoming “global citizens and lifelong learners by challenging them to develop their potential and realize their dreams,” we also recognize the need to support our parents and teachers. The Student Services Department works to promote awareness and sensitivity towards individual student needs and circumstances while providing orientation to parents and teachers.

UPPER SCHOOL COUNSELOR

“Today’s young people are living in an exciting time, with an increasingly diverse and mobile society, new technologies, and expanding opportunities. To help ensure that they are prepared to become the next generation of parents, workers, leaders, and citizens, every student needs support, guidance, and opportunities during adolescence, a time of rapid growth and change. Adolescents face unique and diverse challenges, both personally and developmentally, that impact academic achievement.” (American School Counseling Association)

The counseling program in the Upper School builds on the goals of the Lower School and Middle School in supporting and facilitating personal growth, self-esteem, and good interpersonal relationships. In addition, the program helps students to grow in their understanding of themselves and their world and to become responsible adults. The counseling program includes the planning and monitoring of students' academic program and progress, assists students who experience academic or personal difficulties, and fosters decision-making, self-advocacy, and personal responsibility. The program offers peer counseling sessions, as well as short-term individual counseling. When there is a need, the counselor refers students to the school psychologist for diagnostic testing and outside referrals. Both parents and students are encouraged to contact the counselor as soon as they experience any personal, social, or academic difficulties. Information discussed with the counselor is confidential unless the student demonstrates a perceived intent to cause harm, either to him/herself or to someone else. The school counselor at EARJ holds a master's degree in international counseling and, with on-going professional development and membership at American School Counseling Association (ASCA) and American Counseling Association (ACA), stays current with educational reform and challenges facing today's students.

COLLEGE COUNSELOR

Over 95% of EA graduates enroll in college or university upon graduation. In recent years, more than 50% have applied to and have been accepted at universities in the United States. Others attend university in Brazil, other Latin American countries, Europe, and Asia. The College Counseling Office has reference material and information on universities in the US and throughout the world, the application process, financial aid, essay writing, and adjusting to university life. The Upper School Library also has reference materials available. See the Upper School Profile for more information.

Students are advised about their academic programs throughout the four years of Upper School. The College Counselor has preliminary sessions with 9th and 10th graders and begins meeting with individual students on a formal basis during second semester of the junior year to discuss options concerning university attendance. Students and the College Counselor continue to work together closely throughout the senior year to ensure that applications and support documents are complete, deadlines are met, and that students are fully advised during the admission process. Parents are strongly encouraged to become involved in this process.

STANDARDIZED TESTING

EARJ is an authorized testing center for the PSAT, SAT, ACT, and SSAT standardized tests. All 10th and 11th grade students take the PSAT in October to help them prepare for the SAT, which is required by many schools outside of Brazil, particularly in the United States. Students register online for the SAT Reasoning Test and SAT Subject Tests at www.collegeboard.com, for the ACT at www.act.org, or for the SSAT at www.ssat.org. Dates and registration procedures for the Brazilian college-entrance exams, *ENEM* and *Vestibular*, are available in the Brazilian Program office and website. It is important to be mindful of the registration deadlines of all these standardized tests.

PRESCRIPTIVE RESOURCE CENTER

The Prescriptive Resource Center (PRC) follows an inclusive educational model and provides remediation and/or strategies prescriptive to a student's individual needs. The goal of this program is to increase and reinforce skills necessary for the student to succeed in the general classroom. Support is given in different ways to help students succeed in the curriculum, and specific accommodations are provided.

Students enter the Prescriptive Resource Center Program after the completion of the Upper School referral process. Results of tests administered by the upper school PRC teacher and the school psychologist must show evidence of a mild learning disability, Attention Deficit Disorder, or other compelling reason that merits support. New students with test reports from previous schools or specialists may enter the PRC upon arrival at EARJ. Once identified, students meet with the PRC teacher in small group settings during designated periods within their schedule. A strong emphasis is placed on study strategies, self-advocacy skills, and appropriate use of accommodations. The PRC teacher also provides orientation to classroom teachers in areas such as differentiation, learning styles, and behavior management.

ESL SUPPORT

The English-as-a-Second-Language (ESL) program assists students who are from different language backgrounds and have low proficiency in English. The aim of the program is to develop the four language skills—listening, speaking, reading, and writing—so that they can succeed in the curriculum and in the regular classroom.

At the Upper School level, this service has a specific academic-language supporting role; that is, the ESL specialist provides academic support to heavily language-based subject matters (i.e. English and Social Studies). The ESL specialist uses class content to help students develop their English language skills. Students receive individualized instruction from the ESL specialist during designated periods within their schedule.

PSYCHOLOGIST

EARJ employs a full-time, licensed psychologist. The psychologist is available for diagnostic testing, conferences, in-school counseling sessions, and out-of-school referrals. As a member of the Student Services Team, the psychologist endeavors to meet and establish a relationship with all students in the Upper School. Students and parents are encouraged to visit the psychologist on an informal basis and to view the psychologist's office as a place to obtain information on and assistance with any issues or concerns they might have.

ATTENDANCE PROCEDURES

ATTENDANCE POLICY

At EARJ, we believe that excellent school attendance allows students to maximize their individual potential. When students are absent, or late to school/class, not only does their learning suffer, but the learning of other students is affected. Therefore, we expect students to be on time to school and class. We expect parents to ensure the timely arrival of their children to school and to abide by the following:

- Parents/guardians are asked to call the Upper School Office by 9:00 a.m. on the day that their son/daughter is absent.
- All absences from school will be classified as either excused or unexcused.
- Excused absences are those which the parent informs the school regarding illness, religious holidays, family obligations, EARJ school trips, necessary government documentation, college visits, vestibular, or military obligations.
- Parents are required to inform the Upper School office one week in advance of any travel opportunity that will require a student to miss school. If advanced notification is not given, the absence will be considered unexcused. Parents are asked to plan family trips/vacations during school holidays.
- If a parent does not notify the Upper School office of an absence by 9:00 a.m. on the day after the student returns to school, the absence will remain unexcused.

MISSED WORK

Students are expected to make up quizzes and tests missed due to absence. Make-up tests must be arranged in advance with teachers. Upon the student's return to school from an excused absence, full credit will be given for work completed within the same number of days for which the student was absent, up to five school days. Pre-announced testing days are not included in this exemption.

The excused absence make-up policy is not intended to enable students to avoid meeting homework deadlines or scheduled assessments. In order to receive an extension for homework or assessments due to absence, the student must present written verification from a medical doctor.

For extended absences, teachers may be unable to provide all assignments in advance of the absence. It is the student's responsibility to know what work was missed and to make arrangements for its timely completion. Please note that some assignments may not be able to be made up after an absence (i.e. labs, discussions, pop quizzes, etc.).

UNEXCUSED ABSENCES (CLASS CUTS)

Students who cut class will receive zero credit for work missed, including tests or quizzes and homework due. Administration will discuss class cuts with individual students and impose sanctions deemed necessary, such as academic extension, suspension, and parent meetings.

LATE ARRIVAL TO SCHOOL

A student who arrives late to school must obtain an admit-to-class pass from the office. If a student presents a written excuse signed by a parent, or a parent presents verbal communication to the office, the tardy will be considered excused. Unexcused students arriving more than 30 minutes late may be held out of class. 5% of a student's quarterly grade is dependent on their class participation, which includes being on time to class.

Written notification and a medical excuse are required if a student is unable to participate in physical education and must be presented to the Upper School office. Students may lose credit for a class if excessive absences are recorded. In all cases, the Upper School office reserves the right to determine whether an absence will be considered excused or unexcused.

EARLY SCHOOL EXIT

In accordance with Brazilian law, no student is allowed to leave school early for any reason without written parental permission. A senior who wishes to leave school early on a regular basis and who is eligible for a free period, must submit a written request signed by a parent or guardian to the office. The administration reserves the right to revoke this privilege.

STANDARDS OF BEHAVIOR

EARJ strives to promote a sense of community among students, parents, faculty, and staff; to develop social, civic, and leadership skills in all students; to encourage respect for the property of others; and to foster an appropriate educational environment in which all members of the community are treated with respect. To achieve these goals, disruptive or disrespectful behavior cannot be tolerated.

ACADEMIC HONESTY

The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. Academic honesty requires the production of one's own work. In contrast, academic dishonesty is the act of deception by which a student misrepresents that s/he has mastered information on an academic exercise that, in fact, has not been mastered. The wellbeing of the school community depends on each student's accepting responsibility for his or her personal conduct in both social and academic endeavors. Academic honesty prohibits cheating.

Students involved in an act of academic dishonesty receive a "0" for the work in question, and parents are informed of the incident by the teacher or Principal. Repeated instances of academic dishonesty may result in a recommendation to the Headmaster for dismissal or cancellation of the student's matriculation.

STUDENT CONDUCT

EARJ strives to educate the whole person. The school seeks to develop to the fullest degree possible the students' intellectual, ethical, and physical potential and to aid students to become responsible global citizens. In order to facilitate the learning process, guidelines have been established as a means of educating students in regards to acceptable behavior.

Serious behavior infractions include such things as:

- Fighting
- Bullying
- Lying
- Stealing
- Vandalizing or destroying property
- Using profane or inappropriate language
- Showing disrespect or insubordination
- Possessing or setting off fireworks, explosives, or other dangerous substances
- Possessing or using weapons or any other device used to inflict bodily harm

DISCIPLINARY ACTIONS

Depending upon the infraction, students will be notified as to what level of consequences they will face for committing an offense. In general, disciplinary action for committed behavioral infractions may include the following: warning, written reflection, administrative conference, parent conference, academic extension, suspension, and dismissal from school.

SUSPENSIONS FROM SCHOOL

Both in-school and out-of-school suspensions are very serious punishments and are noted on a student's permanent record. The following procedures apply:

- Students assigned an in-school suspension report to the Upper School office prior to the beginning of the first class of the designated school day. They are supervised by the administration and are expected to complete homework assignments and assessments, and to submit the work upon their return to class.
- Students who are given an out-of-school suspension are not allowed on campus for any reason and receive a zero for all work missed.
- Students serving an in-school or an out-of-school suspension are not allowed to participate in or represent the school at any school-related activity for the duration of the suspension and until their return to regular classes.

DRUGS (INCLUDING ALCOHOL)

The possession or consumption of alcohol, marijuana, or any other drugs not prescribed by the student's physician and/or parents is strictly prohibited on the school campus or at any school-sponsored activity, on or off campus. In addition, students may not attend school or any school-sponsored or school-related activity under the influence of any such drugs.

Possession or use of drugs as defined above is punishable by suspension or dismissal. The principal may suspend offenders immediately, whereupon they will be subjected to a review procedure as outlined in the by-laws leading to a final decision by the Headmaster and approved by the Board of Directors regarding re-admission or dismissal from the school.

Under no circumstances should one student give any kind of medication to another student. Doing so constitutes a violation of school policy and may result in suspension or dismissal of the student providing the drugs or medicine. Any student who needs to take medication at school should do so under the supervision of the school nurse, and the school should be notified of this necessity in writing by the student's parents or guardian.

Students and parents should be aware that possession and/or use of illegal drugs are criminal offenses in Brazil, and the school cannot protect students from prosecution under the law. However, the school would like to assist in overcoming a possible addiction, provided that a student seeks help before an infraction occurs. Students who desire such assistance should contact the counselor, an administrator, a teacher, or the school psychologist.

BULLYING

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, bullying is repeated over time. A child who is being bullied often has a hard time defending him or herself. Bullying can take many forms: hitting or punching (physical

bullying); teasing or name calling (verbal bullying); intimidation through gestures or social exclusion (non verbal bullying or emotional bullying); and sending insulting messages by email (cyber bullying).

These behaviors are considered an offense and may occur in a variety of ways: one-on-one, in a group, or via the misuse of technology, including email, internet, instant/voice messaging, websites, and chat rooms. Bullying offenses are subject to disciplinary action.

OTHER REGULATIONS AND POLICIES

SMOKING

The entire EARJ campus is smoke-free. In addition, students are not allowed to smoke outside the school gates before, during, or after school-sponsored activities.

DRESS CODE

Students are expected to dress appropriately for school. Attire that distracts from or interferes with the learning process is unacceptable. Students who are dressed inappropriately may be asked to change clothes or may be sent home.

The following are examples of clothing considered inappropriate for school:

- Bare midriff
- Cleavage
- Mini-skirts and short shorts
- Visible underwear
- Profane, racist, or sexist symbols or statements on clothing
- Clothing advertising drugs, alcohol, or tobacco products
- Strapless tops

ELECTRONIC DEVICES

Electronic devices such as Blackberrys, Ipods, MP-3s and cell phones are inappropriate in a classroom setting and therefore not allowed during class time. If electronic devices are used during class, they will be confiscated until the end of the day.

PUBLIC DISPLAYS OF AFFECTION

Prolonged embraces and kissing are inappropriate in a school setting; therefore, students should refrain from such behavior. Repeated offenses will be subject to disciplinary action.

STUDENT GUESTS

Students are welcome to bring a guest to school provided they assume full responsibility for their guest's behavior and receive office approval at least twenty-four hours in advance. All guests

must register in the Upper School office upon arrival. The administration reserves the right to refuse entrance to any guest or revoke guest privileges at any time.

EXTRA-CURRICULAR ACTIVITIES

EARJ provides a wide range of extracurricular activities designed to appeal to a variety of student interests and talents. Students are strongly encouraged to participate in any activities which interest them and to attend and support other school activities. A description of some of the major activities follows. A complete list of current activities is available from the Activities Office. Students who wish to start a new club or activity are encouraged to do so and should consult with the Activities Director about the proper procedure to follow.

ELIGIBILITY

Extracurricular activities are defined as those lying outside the regular curriculum for which a student's participation carries no academic credit. Academic eligibility for any extracurricular activity is determined in accordance with the following criteria:

In the case of a student who is not passing two or more courses at any time during the school year, the faculty and administration recommend that the student not participate in extracurricular activities. If a parent disregards this recommendation and allows the child to participate, the parent accepts the added risk that the student may not pass the courses.

A student who wishes to travel with a school club or sports team must be passing all classes at the time of the trip. Exceptions may only be granted by the Headmaster.

NATIONAL HONOR SOCIETY

EARJ's Guanabara Chapter of the National Honor Society endeavors to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students. Membership is based on demonstrated excellence in these areas. New members are selected and inducted during the second semester of each school year according to the procedures outlined in the National Honor Society Handbook. All students who meet the minimum academic standard are considered eligible.

A faculty council evaluates the documented scholarship, leadership, service, and character record of each candidate. In addition, all faculty and current NHS members are asked to provide ratings that assess the candidates' character, leadership, and service. The committee uses these student records and ratings to select new members.

STUDENT GOVERNMENT

Student Council (STUCO) consists of both elected and voluntary members. STUCO provides a forum for students to propose and carry out improvements in all areas of school life, coordinate extracurricular activities, and contribute to discussions on school policy. Elected class officers work with the STUCO on school-wide matters and with their classmates on class matters and

activities. Any student interested in becoming involved in STUCO should speak with the STUCO Advisor about meeting the criteria for membership.

GUIDANCE ADVISORY COUNCIL

The Guidance Advisory Council (GAC) represents all upper school constituents and meets weekly to discuss issues of interest to our school community. The focus is to promote and support activities that build a sense of community and involvement among teachers, parents, and students. Activities include welcoming new students and their parents to the school, sponsoring a lunch for new students, and hosting community parties. In addition, GAC members identify current concerns and address them (e.g. Career Day, Panther Pride Day, Alcohol Awareness Assemblies). Often this committee works in conjunction with the PTA, STUCO, and the Peer Counseling program. Membership on the committee is by appointment.

ATHLETICS

Each semester, EARJ teams compete against local schools and clubs, as well as in tournaments against other American schools in Brazil. The Big Eight and Big Four Tournaments are held with American schools in Sao Paulo and Brasilia at a neutral site. Students wishing to participate in an athletic activity should be aware of and committed to the practice schedule, travel arrangements, housing requirements, and rules and regulations. Written explanations of all such matters will be distributed by the coach to all participants at the beginning of the season.

MODEL UNITED NATIONS

Students involved in the Model United Nations program typically prepare for and compete in an international competition in January and in Brazilian MUN in March.

PUBLICATIONS

Upper School student publications include the yearbook, *Carioca*, and a Portuguese language periodical, *O Binóculo*. A school-wide newsmagazine, *Panther Pause*, including information about upcoming events, school policy, articles and artwork is published twice each year. Weekly updates are published in the *Extra Edition* and available on the school web page: <http://www.earj.com.br>

KNOWLEDGE BOWL

Knowledge Bowl is a team of students that prepares for and participates in interscholastic competitions throughout Brazil and South America.

SCHOOL FACILITIES USE

EARJ is proud of its fine facilities that are available for use by students and the school community. Regulations regarding the use of these facilities have been established in order to ensure that they will be available and in the best possible condition for all who need them.

MS/US LIBRARY

The MS/US library, a Wi-Fi zone equipped with 17 computers for student use, houses more than 10,000 titles of fiction, non-fiction and reference materials and 48 periodicals in English and Portuguese which support the curriculum. A scanner, a color copy machine, and printers are available for student use. The conference room and library are open Monday to Friday from 7:30 a.m. to 4:30 p.m. Please go to <http://www.earj.com.br/library> for additional information.

CAFETERIA

The school cafeteria is located on the lower level of Block 8. Tickets for lunch may be purchased from the billing office, located in the top level of Block 8 in the business office. It is a student's responsibility to ensure their lunch account is up to date, and each student is required to present their student ID to enter the cafeteria. Upper School students are expected to eat lunch during their scheduled lunch period.

Students who bring lunch from home may eat in the areas outside the two snack bars. Lunches are not to be eaten in the classroom areas unless a lunchtime meeting is being held under a teacher's supervision.

CONCESSIONS

There are two snack bars, or canteens, on the EARJ campus. The "Snack Shack" is located at the bottom of Block 5 (middle of campus) and the student-run snack bar is located at the bottom of Block 7 (adjacent to the music room and tartan). Payment is required at the time of purchase. The "Snack Shack" is open from 8:30 am until 2:30 pm and the student snack bar is open during breaks and lunches.

The Little Shop, located next to the Snack Shack in Block 5, maintains a stock of school supplies and EARJ memorabilia. The daily hours are posted on the store window.

LOCKERS

The Activities Office assigns lockers to all Upper School students. Students are responsible for providing their own locks and are responsible for the condition of their lockers. Students should report any difficulty with the lock or locker to the Activities Office.

The Physical Education Department assigns a gym locker to each student enrolled in P.E. classes. As with the book lockers, students are responsible for providing their own locks and are responsible for any damage to the locker. Any problems with the locker should be reported to the P.E. Department.

BUS SERVICE

The school maintains an agreement with a private bus company to provide bus service to those students who require it. Students who use these buses are expected to follow all regulations

established by the bus company and to respect and obey the bus monitors. The school reserves the right to remove a student from a school bus due to unacceptable behavior.

USE OF OFFICE TELEPHONES

Office telephones are to be used by students only in the case of an emergency and with the permission of office staff. All other phone calls should be made from one of the pay phones located at the upper front gate and next to the snack bar.

AFTER-HOURS FACILITIES USE

Students who are involved in extracurricular activities after school are allowed to remain on the school campus after 3:30 p.m. Students may also use the school facilities after school for informal games, meetings, etc., provided a staff or faculty member is present for supervision. The US/MS library is open from 7:30 am to 4:30 pm.

SCHOOL TRANSFERS

Parents of a student transferring to an American/International school and in need of recommendation letters, transcripts, and test scores for admission to the receiving school should contact the division secretary to receive a cover sheet. This cover sheet needs to be returned to the secretary along with any required forms or requests. EARJ needs five business days in order to process these requests. The packet of completed materials will be sent, either through regular or express mail, to the receiving school. Under no circumstances will original materials be handed to the parents or students.

COMPUTER FACILITIES AND INTERNET USE

Upper school students have access to computers and other electronic equipment in the regular classrooms, the library, and in the computer lab. Students also have access to electronic networks (e-mail and the Internet) from these locations. Students must return a signed parental permission form to the office in order to access on-line services.

Access to electronic networks enables students to explore thousands of libraries, databases, and web pages while exchanging messages with others throughout the world. Some material accessible via electronic networks may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make electronic network access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefit to students from this electronic access, in the form of information resources and opportunities for collaboration, exceeds any disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. We support and respect each family's right to decide whether or not to give permission for their children to access electronic networks.

Students are responsible for good behavior on school computer networks just as they are in a classroom or anywhere on school property. Communication on the network is often public in nature. General school rules for behavior and communication apply. Violations may result in a loss of access or other disciplinary action.

NETWORK USER GUIDELINES

EARJ information systems and internet access are intended for educational purposes only. The use of these systems is a privilege, not a right.

When we say "information systems" we are including, but not limiting our definition to hardware, software, communication lines and devices, graphing calculators, terminals, printers, CD-ROM devices, tape drives, and scanners.

"Users" as defined in this guideline include all staff members, students, volunteers, parents, and other individuals using any portion of the information systems.

Students and faculty for the mutual benefit of all concerned operate these information systems, and all users are expected to assist in the successful operation of the facilities. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment, and/or interfere with the learning of the students. The following guidelines are intended to help users understand appropriate use. All access to information systems shall be pre-approved by the principal, teacher, or other school personnel. The school may restrict or terminate any user's access, without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the system.

ETHICAL CONDUCT

Regarding information resources and information technology, all users agree:

- To recognize and honor the intellectual property of others.
- To comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- To restrict the use of the information systems and resources to the mission or function of the school system; the use of the computer systems for personal use unrelated to the mission or function of the school system or for private gain is prohibited.
- To help maintain the integrity of the school information system; deliberate tampering or experimentation is not allowed. It is a violation to modify config.sys, autoexec.bat, and system folder or control panel files without prior approval of the instructor or computer manager.

EDUCATIONAL USE

The information systems are intended for educational purposes. Users are responsible for the ethical and educational use of their network accounts.

- School-related files are the only files to be saved on your account. Storing commercial software and/or games or hidden files to your account is not permitted; unauthorized files will be erased.
- Saving to the hard disk drives is granted only by permission of the instructor.

RESPECT FOR OTHERS

- Users should respect the rights of others using the lab and/or network.
- Be considerate of shared resources (i.e. Internet, printers, scanners, etc.).
- Always log off your workstation.
- Do not attempt to disrupt system performance or interfere with the work of another user.
- Leave equipment and room in good condition for the next user/class.

RESPECT FOR SECURITY

Although accounts on the systems are considered secure, absolute security of any data cannot be guaranteed. Teachers have access to student files for instructional or evaluative purposes. Use only your account/password. Do not give access to your account to any other user. Reading, modifying or removing files and/or mail owned by other users is not allowed without prior approval by the instructor or computer manager.

RESPECT FOR PROPERTY

Software Installation: Software may only be installed on the school information systems by the instructor or computer manager.

Vandalism, a malicious attempt to harm or destroy any of the school's "information systems" or materials of another user, will result in immediate cancellation of user privileges.

Software Copyright: The only software to be used on systems in the school labs are those for which the school owns a valid license or the school may legally use. Copyrighted software shall not be downloaded from the Internet or further transmitted in any form without compliance with all terms of a preauthorized licensing agreement. Students and faculty do not have the right to install shareware unless it has been reviewed and approved by the Technology Department. The installation of programs to download MP3's, provide instant messaging, or provide streaming media are strictly prohibited from installation unless pertaining to a specific class project. Teachers will receive permission from the Technology Department prior to the installation of any of these programs. Notification of project completion should be given to Technology Department for removal of the software.

HARDWARE

- Report equipment problems immediately to the instructor.
- Leave workstations and peripherals in their designated places.
- Keep work areas neat and clean and free from food and drink.

E-MAIL USE

- It is the user's responsibility to maintain the integrity of the e-mail system.
- The user has the responsibility to report all security violations.
- Users are responsible for all mail received under their user accounts.
- The user is responsible for making sure all e-mail received does not contain pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware on school premises.
- All mail communications must reflect the sender's account ID.
- Users should not, under any circumstance, reveal personal information over the internet to unknown parties.
- Users are not permitted to use obscene language.

INTERNET USE

The term "Internet Access" includes all methodologies used to connect to individual networks around the world.

- The user exercising his/her privilege to use the Internet as an educational resource shall also accept the responsibility for material received under his/her account.
- All users are prohibited from accessing any site on the Internet that does not promote the instructional mission of EARJ.
- All homepages are subject to initial approval and on-going review according to EARJ Home Page Guidelines.
- Employing the network for commercial purposes is strictly forbidden.
- Period reviews will be conducted to review sites visited by students and faculty.

Important Phone Numbers

EARJ Main Switchboard: 2125-9000

Name	Title/Department	Extension
Robert Werner Secretary: Katia	Headmaster	9002
Vera Pepin Secretary: Therezinha	Brazilian Studies Director	9006
Erich Heise Secretary: Graça	Upper School Principal	9091
Kristine Werner Secretary: Ana Cecilia	College Counselor	9093
Marina Vanderput Secretary: Ana Cecilia	Upper School Counselor	9093
Bryan Williams	IB Coordinator	9095
Suelena Bastos	School Psychologist	9048
Maria Frontin	School Nurse	9023
Annette Dam	Activities Office	9024
Neise Abreu	Athletic Director	9111
Transportation Office		9028