

Parent/Student Handbook 2009-2010



Brasília International School

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Table of Contents

General Information	Page 3
Admissions Information	Page 6
Financial Information	Page 8
Attendance Information	Page 9
Grading Information	Page 11
Graduation Requirements	Page 13
General Guidelines	Page 14
PAO- Parent Organization	Page 25
Faculty and Staff	Page 26
School Calendar	Page 27
Doctrinal Statement	Page 29
Parent Appeals Process	Page 30



General Information

Brasilia International School is part of a global school system known as the Network of International Christian Schools (NICS). The first four schools of NICS were established in South Korea, beginning in 1983. By 1990, the Executive Director of NICS, Dr. Joe Hale, received invitations to begin similar schools in several different countries. To provide the necessary working base, the NICS home office was established in Memphis, Tennessee, in July 1991. NICS is incorporated as a non-profit, tax-exempt organization in the United States. This office provides educational services, recruiting assistance and logistical support to its schools.

Brasilia International School (BIS) is one of over fifteen schools that are members of NICS. NICS schools offer an American style of education in English. The curriculum of NICS schools provides an excellent foundation for continued studies in other international schools and post-secondary studies in the United States, Canada, and other universities and colleges that follow a similar academic structure. Typically, NICS schools do not prepare students for host country schools or universities.

History of BIS

Brasilia International School began in September of 1999 as Brasilia International Academy. The school was located in Asa Norte and was attended by 11 students from 6 different countries. It became very apparent that if BIS was to be established in Brasilia, a few changes were needed. First, Brasilia International Academy changed its name to Brasilia International School. Second, BIS moved to the International Baptist Church in Lago Sul and then one year later to a separate facility in QI 19. Third, the purpose of BIS needed to be re-evaluated and changed. In August of 2000, BIS opened with 18 students from over 8 countries and concluded with 29 students. In August of 2001, BIS opened with 28 students from over 15 countries and concluded with 39 students. In August of 2002, BIS opened with 45 students from over twenty countries and concluded with over 80 students. In the 2003-2004 school year, BIS had over 100 students from over twenty countries pass through its doors. In the 2004-2005 school year, the enrollment at BIS reached a high of 108 students from all around the world. The enrollment of BIS continues to hold steady between 90-100 international students. In 2008, BIS moved to a new facility in SGAS 914, Asa Sul. The new location gave BIS 15 large classrooms, a computer lab, a large science lab, a brand new library/media center, a soccer field, two courts, covered areas and much more. In 2009, BIS will add a brand new playground area and expand the preschool program to Brazilian families. This new program is called C.E.E.D – Center for Early Education Development.

Vision

“Preparing International Students to Positively Impact the World.”

Mission

BIS is a caring learning community based on a Christian world-view. BIS prepares international students to be life-long learners, effective communicators, responsible citizens, healthy people, and spiritually sensitive individuals.

Beliefs

1. Integrating Biblical principles into school life develops character and integrity.
2. Students learn best in a safe, structured, caring environment, which helps minimize transition stress and meets the diverse needs of international children.
3. Each child is a very special creation with unique intellectual, social, physical, emotional and spiritual needs.
4. Improving student learning is a primary goal of BIS; the advancement of this goal relies on the shared responsibility of the entire school community.
5. Dedicated, qualified staff members are key to improving and sustaining student learning.
6. Since students learn in different ways, they are provided with individual attention and a variety of instructional approaches to support their learning.
7. High expectations and recognition encourage students and staff to strive for excellence.

Philosophy

Brasilia International School is a private school established to primarily serve the international community in Brasilia. The goal of BIS is to provide a high quality U.S. style education based on a Christian worldview. Students from all countries, cultures, and religions are treated with respect and fairness, including the Federal Republic of Brasil, its leaders, and the people. The programs at BIS are directed toward individual enrichment in the following areas: Intellectual, Social, Physical, Emotional, and Spiritual Development. BIS believes that each student is a unique creation of infinite worth. Each student is encouraged to pursue academic excellence. The school recognizes that student abilities and learning styles differ from one individual to the next. These differences are taken into consideration in the educational process. By providing a low student-teacher ratio, BIS helps each student achieve his/her full potential. Students are encouraged to make wise choices as they interact with their peers and their teachers within the school community. As students learn to behave responsibly at school, they gain necessary life skills to become successful, contributing leaders who will positively impact the world.

School-wide Learning Goals

Goal #1: Life-Long Learners

Performance Indicators:

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

Goal#2: Effective Communicators

Performance Indicators

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

Goal #3: Responsible Citizens

Performance Indicators

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

Goal #4: Healthy People

Performance Indicators

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

Goal #5: Spiritually Sensitive Individuals

Performance Indicators

- Can articulate what they believe about God and why they believe it
- Know, understand and are able to apply Biblical principles in daily life and in personal values
- Appreciate the worth of every human being as created in the image of God
- Know that God loves them and has a special plan for their lives
- Understand how they can have a personal relationship with God

Accreditation and Recognition

As a member of the Network of International Christian Schools, BIS falls under the authority of the NICS Board and the supervision of the NICS Vice President of Educational Affairs. This department monitors the development of new schools and helps in the process of receiving accreditation from a U.S. agency. NICS provides documentation to verify the authenticity and authority of Brasilia International School to function and issue report cards, transcripts, and other academic information.

Brasilia International School is fully accredited by the Southern Association of Colleges and Schools (SACS) and the Association of Christian Schools International (ACSI). As an accredited school, BIS meets the standards set forth by both accrediting agencies. Parents can have confidence knowing that their children are receiving a high-quality education. As an accredited institution, credits received at BIS are transferable to any international or stateside school.

Typically, NICS schools do not seek accreditation from the host country. When a NICS school does seek recognition by the host country, the process is dealt with very carefully so as not to lose the distinct purpose and character of the NICS school. Brasilia International School is not recognized by the Secretary of Education in Brasilia. BIS does NOT in any way indicate, promote, or provide an academic program that specifically prepares students for post secondary studies in Brazilian universities. However, the academic structure adequately provides a solid foundation for post-secondary studies in other academic systems throughout the world. BIS is seeking recognition with the National Council of Education in Brasilia as an international school. This request was submitted in May of 2009.



Admissions Information

Brasilia International School does not discriminate against students on the basis of nationality, race, gender or belief system. The school respects the religious preferences of parents and students; however, all classroom instruction is conducted in the framework of Christian principles and in the context of the stated doctrinal position of the school.

Application Process

Students interested in applying to BIS should complete an application form as well as provide all items on the application checklist. Once all the items are completed, an interview should be scheduled with the school director or guidance counselor. Students entering grades 7-12 need to be present for the interview. Students may be given an entrance-screening test that includes a language assessment, mathematics assessment and writing prompt. The school maintains the right to refuse admission to students that do not meet the school's academic requirements or to students displaying a lack of willingness to meet the code of conduct of the school. Students and/or parents displaying a lack of willingness to abide by the rules and regulations of the school may not be accepted for re-enrollment. As of the 2009-2010 school year, both the enrollment and re-enrollment application can be submitted online.

Class Size

BIS desires to maintain a small classroom environment. Therefore, BIS will maintain a class size averaging 12-15 students per grade level, or twenty-two students for a combination class. Junior high and Senior high classes may have 18-20 students per class.

Re-Enrollment

Each year students need to re-enroll in order to reserve their place for the following year. Re-enrollment will not be complete until all financial obligations from the previous year are met. All re-enrollment forms should be completed and submitted online through the school website.

English as a Second Language

Students having difficulty with the English language may receive special instruction in English as a Second Language (ESL). The level of ESL placement may be determined by a placement test and/or teacher evaluation. Those students receiving ESL will be graded based on their abilities with the English language. Students are expected to have the necessary language tools to function satisfactorily within the classroom as soon as possible. Students who are slower in acquiring adequate English fluency will continue to receive ESL help until they have the necessary skills to function adequately within the subject matter.

Grade Placement

Grade placement is temporary until complete records are received from the previous school. All new students will be observed for a four week period and at the end will be given a progress report. Any necessary changes will be discussed at that point. Students will not be accepted into the First Grade unless an official school report is provided from an academic institution proving they have completed Kindergarten or an equivalent program. Students are not normally moved ahead a grade. In rare cases, if a student demonstrates mastery of the skills in the grade with which they are placed, the student will be evaluated. The decision to advance the child will be based on grades, transcripts, report cards, teacher evaluations, English fluency, standardized test scores and age.

Students must be three (3) before September 1st to enter Pre-Kindergarten 3, four (4) before September 1st in order to enter Junior Kindergarten 4, and five (5) by September 1st in order to enter Kindergarten. The purpose for the age criterion is to help ensure that all of the students in a classroom are functioning at the same academic, social, and behavior level so as not to diminish the standard of academics necessary for students to advance to the next grade level.

Junior and Senior High students must present an official transcript before final confirmation on grade level will be established. Senior High students who are seeking graduation credit may need to provide additional information to verify the type of classes taken, the content covered, the number of clock hours of each class and the value placed on each class. If there is a lack of mastery in certain skills or insufficient information to verify a given class for graduation credit, a student may be required to take the course final exam or retake the class at BIS. Senior High graduation typically takes place in June. Students preparing to graduate from Senior High should spend a minimum of one year at BIS. Each case is handled individually, and in rare cases, an exception may be granted.



Financial Information

Financial Agreement

Brasilia International School is dependent upon school fees and tuition for its operation. By signing the student application form, parents/guardians are accepting full responsibility for all financial obligations. Failure to maintain a good financial standing may be detrimental to future enrollment. All financial responsibilities are ultimately the parents' regardless of who pays the monthly school fees.

Registration & Fees

A registration fee and administration fee are required with all student applications. These fees are non-refundable. There is also a school development fund fee for new students. All fees and application paperwork must be turned in before a student can be officially registered.

Tuition

School fees are calculated in Reais. The school will use the current exchange rate at the time of enrollment for tuition and fees paid in US dollars. Typically all tuition is to be paid in Brazilian currency. The business manager must approve any special payment schedule or payment process. Payments are broken into twelve (12) monthly payments.

The tuition payments are due by the 10th of every month. Appropriate late fees will be applied to all payments made after the designated payment date. All payments must be made through the bank. Parents are encouraged to be responsible in the payment of tuition. Prompt and complete payments allow BIS to meet its responsibilities and improve its programs.

Detailed financial information is explained in the school financial packet. Please read through the brochure carefully as it explains the different fees and how payment is to be made through the bank. Financial information is also available on the school website under admissions. ***Tuition and entrance fees will not be accepted for payment at the school office.***

Other fees not included in the yearly tuition or administrative fee:

- Hot Lunch (Lunch cards are available in the office)
- Uniforms
- Field Trips
- Transportation Expenses
- After school clubs or extra-curricular activities

****All financial arrangements or special conditions will not automatically be continued for the following school years. Parents will need to discuss their situation with the administrator or business manager each school year.**



Attendance Information

It is expected that students be in school every day. When a student misses school, he or she must make up all work. It is the student's responsibility to secure all missed assignments and complete them as necessary. A student will have one day for every absence to complete the work with the exception of days missed because of vacation or other circumstances resulting from willfully missing school. Excessive absences will result in poor academic performance and possibly the need to repeat a class or an entire grade.

Tardies

A student who arrives at school after 8:00 a.m. will be considered tardy and must report to the school office before going to class. In the same way, if a student arrives at a class after that class has begun, they will be considered tardy for that class. Jr/Sr High students who accumulate five tardies per quarter in any one class will receive an after school detention. A student is no longer tardy, but becomes absent, if he misses more than one and a half hours of any school day. Excessive tardies may impact one's ability to perform well in a given class. Students who are constantly tardy will receive a written notification that will need to be signed by a parent or guardian. Students are responsible to get information or materials missed.

Early Dismissal

If for some reason it is necessary for a student to leave school early, a parent must first advise the school office in writing of the reason and the time for the dismissal. The parent or guardian must come to the school office to pick up the student. If a student is being picked up by a driver, the parents must inform the school office in writing. If a student becomes ill during the day and needs to leave early, the parents will be phoned by the school office. Leaving the school without proper approval or without checking in at the office first, will result in an unexcused absence regardless of the time the student leaves.

Excessive Absences

Students who have excessive absences may seriously jeopardize whether or not they pass a class. Since ample time is available during the school calendar for special occasions away from school, parents should refrain from requesting excessive absences during the scheduled class dates.

Extended Absence due to Illness

When a student is absent for three (3) or more days due to illness, the parent must contact the school for homework assignments. This is to prevent excessive make-up work. If the illness exceeds fifteen (15) days it will be necessary for the parents to make arrangements for continuing academic work at home until the student is able to return to school.

Excused Absences

Reasons for absence from school that will be considered excused are the following:

- Illness of student

- Death in the student's family
- Dental, medical or optometric appointments, when accompanied by a written excuse by the doctor (*These appointments should be made for after school hours whenever possible*)
- Government requirements

If a student is absent from school, he must bring a written note signed by his parents explaining the absence. It is absolutely essential that the parents contact the school explaining the cause for the absence. Failure to turn in an excuse within two days after the absence will cause the absence to be counted as unexcused.

Unexcused Absences

Absences that do not fall under the criteria for an **excused absence** or **pre-arranged absence** will be classified as an unexcused absence. The following may be the result of an unexcused absence:

- Homework/class work assigned for that day may be counted as a "0" or "F"
- Quizzes, tests and projects due on the day of the absence may result in a 25% reduction on the final grade.
- All school work must be completed immediately in order for any credit to be given.

Make-up Work

If a student needs to stay after school to make up work due to an unexcused absence, there will be a fee of R\$45,00 per day.

Pre-Arranged Absences

Absences as a result of pre-arranged activities that do not fall under any of the above categories must be submitted in writing to the school administrator. Activities such as family vacations or extra-curricular activities would require approval as a pre-arranged absence. The following steps are important when requesting a pre-arranged absence. Failure to follow these guidelines will result in the absence being unexcused.

Assignments must also be completed for the absence to be recorded as excused.

1. A parent/guardian must submit a written note indicating both the date of and the explanation for the proposed absence.
2. It must be signed by a parent/guardian and submitted at least two (2) days prior to the absence.
3. The student or parent must obtain a signed acknowledgement of the absence from the office prior to the absence.
4. Students are to get all necessary assignments from the teacher so that the work may be completed and returned immediately after the absence.

Returning after Absence

Immediately upon returning to school, before the first class begins, the student should submit a written note to his teacher explaining the reason for the absence. The teacher will then forward the note to the office. The note must state the reason for and the dates of the absence. The note must be signed by a parent/guardian. Failure to submit the note

by the second day after returning from an absence will result in the absence being counted as unexcused, regardless of the reason.

Withdrawal

Withdrawal from BIS for any reason must be transacted through the school office by the parent or guardian. A withdrawal letter must be presented to the school office. All money owed the school must be paid before the withdrawal is complete. A minimum of a fifteen (15) day notice should be given prior to the withdrawal of any student. Student records will be ready no sooner than fifteen (15) days after the last school day attended by the student. Parents can help expedite the process by making sure the student has returned all library books, textbooks, and other school materials.



Grading Information

Grading Scale

The following grading scale is used for most classes in Grades 3-12.

- A- Excellent
- B- Very Good
- C- Satisfactory
- D- Passing but Improvement Needed
- F- Failing, Unsatisfactory

For elementary special area classes such as music, art, PE, health, computer, library, and Bible the following grading scale is used. This scale is also used to describe students' academic and social behavior. For students in Grade 1 and Grade 2, this scale will be used to record all main subject grades.

- O- Outstanding- Student is progressing very well.
- S- Satisfactory- Student is progressing at an average pace.
- I- Insufficient Improvement - Student has shown little improvement.
- N- Not Improving- Student is not progressing or improving. Adjustments need to be made.

Students in Pre-Kindergarten 3, Jr. Kindergarten 4, and Kindergarten have a separate grading scale based on how well they are meeting the expectations for their subject areas. The following symbols explain how the student is progressing.

- EE- The student is exceeding normal expectations and demonstrates a clear understanding of the material.
- DE- The student is developing as expected, demonstrating increased independence and mastery of material.
- BD- The student is beginning to understand the material and is developing the necessary skills.
- ND- The student is not developing as expected. He/she struggles with the basic concepts and skills.
- NT- This area has not yet been taught.

Because pluses and minuses are used to calculate grade point averages, Brasilia International School will use the following grading scale.

A+ 100-99	A 98-95	A- 94-93
B+ 92-91	B 90-85	B- 84-83
C+ 82-81	C 80-75	C- 74-73
D+ 72-71	D 70-67	D- 66-65
F 64 and below		

Grade point averages for Senior High students will be calculated using the following:
A+4.0 A 4.0 A-3.7 B+3.3 B 3.0 B-2.7 C+2.3 C 2.0 C-1.7 D+1.3 D 1.0 D-0.7

Students enrolled in the ESL program may have additional grade indicators as well as a separate ESL report card.

An (IC) on a report card indicates an incomplete. The work must be made up within two weeks after the quarter or an F will be given. A (W) on a report card indicates that a student withdrew from a specific class.

Homework

Homework is for the purpose of reinforcing what has been taught during the school day. Homework allows the student the opportunity for further practice. At times, homework can be used to prepare students for new upcoming content. It also helps teach the student responsibility and good study habits. Each student will be required to do a certain amount of homework assigned by the teacher. We encourage parents to provide adequate time and an appropriate environment for students to study and complete necessary homework assignments. Homework affects the student's grade, and the staff of BIS highly stress that each assignment be done carefully and completely. Homework that is done by someone other than the student will not be accepted. On average, homework should not exceed one (1) hour per night for students in Grades K-3, two (2) hours per night for students in Grades 4-8, and three hours per night for students in Grades 9-12. Special projects such as International Fair and Science Fair may require additional time at home. As students progress through the different academic stages, homework may increase and become more difficult. Each teacher is encouraged to assign homework, yet the amount will vary from day to day.

Honor Roll

In order for a student to be on the **A Honor Roll**, the student must earn an "A" in all core subjects and no lower than a 83% in any elective class. Likewise, to be on the **B Honor Roll**, the student must have an "A" or "B" in all core subjects and no lower than a 73% in any elective class. Any "D" or "F" in any subject will disqualify a student from receiving this award. Junior or Senior high students in their first year of Portuguese may receive an exception if their grade does not meet the Honor Roll criteria.

Progress Reports

Progress reports will be issued to all students during the middle of the first, second, and third quarter and as necessary during the middle of the fourth quarter. Progress reports

are used to inform parents of any significant changes in a student's grades (both positive and negative) as well as in a student's behavior. Students who are having academic or behavioral difficulty may receive weekly progress reports. All progress reports sent home must be signed by a parent/guardian and returned to the teacher the following school day.

Report Cards

Report cards are issued every nine weeks. It is not necessary to sign and return the report card. In order to receive the final report card, parents must fill out a form indicating they have received the final report card and other school documents. These are typically available 10 business days after the final day of school.

Criteria for Repeating a Grade

First and Second Grade- Unsatisfactory progress in reading and failure to complete the necessary levels of reading can result in the necessity of repeating the grade.

Third through Sixth Grade- Failure of *two* major subjects, e.g., math, English, reading, social studies, or science will result in the necessity to repeat the grade. An average grade of 64% or lower is considered failing. Reading below grade level may also be a reason for retention in the same grade.

Seventh through Eighth Grade- Failure of *two* major subjects or more, e.g., English, math, social studies or science will be cause for placement in the same grade the following school year. An average grade of 64% or lower is considered failing.

Ninth through Twelfth Grade- Failure of *two* major subjects or more, e.g., English, math, social studies or science will be cause for placement in the same grade the following school year. A grade of 64% or below is considered failing. All mandatory graduation requirements must be fulfilled before a diploma will be granted. A student must achieve an average grade of 73% in order to earn appropriate credit in all mandatory subject areas.



Graduation Requirements

The following chart explains how many credits are needed in each subject area prior to graduation from Brasilia International School.

English (4 credits)

- Literature 9
- World Literature
- American Literature
- British Literature

Social Studies (3 credits)

- World Geography
- World History OR United States History (Students may opt to take both)
- Government & Economics

Science (3 credits)

- Physical Science
- Biology
- Chemistry OR Physics (Students may opt to take both)

Mathematics (3 credits)

- Algebra 1
- Geometry
- Algebra 2
- Pre-Calculus/ Advanced Math
- Calculus

Physical Education (1 credit)

- Physical Education
- Health

Foreign Language (1 credit)

- Portuguese Language Study
- Spanish Language Study
- French Language Study

Electives (9 credits)

- Bible (Bible class is required while attending BIS)
- Music
- Art
- Yearbook
- Creative Writing
- College Planning
- Computer
- Drama
- Performing Arts

- Courses with this symbol () are required for graduation
- Most of the above courses will be offered. In a few cases, the existence of a course may depend on such factors as student demand and/or availability of a teacher
- A student must accumulate a total of 24 credits to graduate from BIS



General Guidelines

The following guidelines and procedures are set forth by Brasilia International School to improve our school's efficiency and effectiveness and to develop character in the lives of our students. Therefore, all students must adhere to these guidelines.

Accidents

BIS tries to maintain a safe environment for students. However, accidents do happen. In the event of an accident students who are injured will be sent to the office for treatment. The office will care for the student and record the treatment on the health clipboard. The teacher on duty at the time of the injury will complete an ***Accident Form*** and write a note in the agenda or notify the parents as appropriate. If the accident requires immediate parent notification and the parents cannot be reached, the school secretary will contact the ***Emergency Person*** listed on the application. If there is a need for a student to be taken to the hospital, school personnel will accompany the child until parents are contacted and present. In the event that an accident happens on a field trip, the teacher in charge will immediately call the parents, the school, and an ambulance if necessary. The teacher will accompany the student to the hospital, leaving his/her students under the care of another teacher and/or parent chaperone. The school secretary will call the parents using the emergency contact information on file and administrative staff will be available for questions and further information.

Agenda Book

The BIS agenda book is a vital part of communication between home and school. Students are to write their assignments and special reminders in their agenda each night. Parents of students in Preschool-Grade 6 should check the agenda each night and sign it when the assignments are completed. The classroom teacher will check the agenda the following day for a parent's signature. If parents have questions or comments, they can use the agenda as a way of communicating directly with the teacher on a daily basis.

Alcohol, Drugs and Tobacco

Any student under the influence of alcoholic products or non-prescription drugs or any student having possession of such will be subject to disciplinary action. This disciplinary action may result in suspension from school. This policy applies to not only during the school day, but while the student is involved in school activities. Using, possessing or selling tobacco products in any form will also result in disciplinary action. All prescribed medication is to be checked in and kept in the school office. Office personnel will dispense medication as needed.

Assignments

All work is to be done on standard, white, lined paper, unless otherwise specified by the teacher. Crumpled, soiled, torn, or messy papers are not acceptable. Proper handwriting and neatness is required on all written papers. If pen is permitted by the teacher, only blue or black ink should be used.

Birthday Parties

On the day of a student's birthday, the parents may send a cake and drink for the student to share with his classmates. The parent should send all necessary plates, cups, and napkins. The classroom teacher should be notified at least one day in advance to make necessary schedule changes. The school will not host elaborate birthday celebrations during school time. These should be scheduled at the student's home after school hours.

If a student wishes to pass out party invitations at school, please make sure all students in the class are invited to the party. If a student is only inviting select classmates, please refrain from passing out the invitations at school.

Candy, Gum, Snacks

Because chewing gum can become messy and is distracting, it is not permitted during any part of the school day. Candy, snacks, and drinks may be consumed at breaks or at lunch time. BIS highly recommends that students limit the consumption of candy, snacks, and soda in order to maintain a healthy lifestyle.

Chapel

BIS will conduct chapels on a weekly basis and during special times of the school year. All students are encouraged to bring their Bible and any materials conducive to the chapel program.

Cheating

Cheating is identified as the obtaining of information about tests, quizzes or other assignments in a fashion that is not permitted by the teacher. Cheating on assignments, tests, or quizzes will automatically result in a grade of zero (0) and may result in further disciplinary action. In order to obtain an accurate account of each student's progress, it is essential that each student do his or her own work.

Child Abuse

BIS strives to provide a safe and secure learning environment. We recognize, however, that we live in a broken world and that abuse can occur within the international community. Appropriate steps will be taken to prevent abuse, and if it occurs, appropriate action will be taken. Abuse of any kind will not be tolerated. As a part of the international community, BIS is committed to prevent abuse and foster the development of healthy relationships. As an international school based on a Christian worldview, BIS acknowledges what the Bible teaches concerning the legitimate mandate of local authorities, and we pledge to cooperate with them in seeking justice in the area of abuse. In addition to the local authorities, the child's parents and embassy will also be notified. BIS is committed to the protection of children and to provide a healing environment for those whose lives have been affected by abuse.

Classroom Management Policy

The faculty and staff of BIS believe that each student is a special person that deserves to be respected (Genesis 1:27). Students want to feel safe and secure at school. Students need to be taught how to interact correctly with others and how to make good choices about their behavior (Proverbs 22:6). Without some type of order and structure, learning cannot take place. Thus, in order to create an environment conducive to learning, each classroom has a set of rules for the students to follow. Normally, the classroom teacher and the students write the rules for their class at the beginning of the school year. Students and teachers may incorporate more or less rules, but the basic ones are always the same: raise your hand to speak, use inside voices, walk inside the building, obey the teacher, respect other people and their things. After the rules are written, they are posted

in the classroom for everyone to see. If a student chooses to disregard these rules, there are consequences for their choices. Those consequences would include: a verbal warning, loss of recess time, note or phone call to parents, or being sent to the principal's office. If inappropriate behavior continues, a conference with parents would be arranged. If a student continues to have trouble following the rules or if a student does something extreme, there are other more serious consequences that are described under the "Discipline" section of the student handbook. As students at BIS learn to get along with each other and respect those in authority over them, not only, are they happy and secure, but also they are becoming productive citizens who will function well in society.

Communicable Diseases

If a student is thought to have a communicable disease, the child's parent will be asked to pick up the child and seek a medical evaluation. If a doctor confirms that a student has a communicable disease, the student may not attend school. He/she will not be able to return to school until a doctor confirms that he/she is no longer contagious. If it is necessary to notify all students and staff of the situation, the office will send home an informative letter explaining the situation. Helpful information about the disease such as symptoms and incubation period will be included.

Computer Usage

BIS understands that technology and the access to technology is very important to a well-rounded education. In order to keep the school computers working well and available for student use, the following guidelines must be followed. Students who choose to not abide by these guidelines will lose their privilege to use the school's computers.

- Students should not use a school computer without teacher permission.
- Students are not to change or modify any of the settings on any of the school computers without specific permission from a teacher.
- Students are not to download anything from the internet to the hard drive or to an external memory device without specific permission from a teacher.
- Students are not to set-up IM programs, personal e-mail or social networks on any of the school computers. If a teacher grants special permission for these communication platforms to be used, the user name and password will be requested.
- All external memory devices must be scanned before files are opened on a school computer. It is suggested that students use one external memory device for school and obtain another for personal usage. If an external memory device is found to be corrupt, it cannot be used on any school computer.
- Students who intentionally download material to their external memory device without receiving explicit permission from a teacher will no longer be able to use their device on a school computer.
- Any material on a memory device that is not appropriate may result in disciplinary action.

Conference with Teachers

Any parent who would like a conference with his child's teacher is asked to arrange for a conference time in advance. Since teachers have certain duties and responsibilities before

and immediately after school, they are not always free for a conference. Parents may set up a conference by calling the school office. Please do not drop by the class during school time to talk with teachers.

Conduct Outside of School

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

Discipline

Normally, the classroom teacher will use the classroom management policy when a student misbehaves. However, some students continually make poor choices about their behavior. In that situation other consequences or interventions outside of the normal classroom management policy will take place involving the student, the school principal, the classroom teacher, and the student's parents. This discipline is not to embarrass or humiliate the student but to help the student learn to make better choices in his/her behavior.

Students in junior high or high school may be given a detention. A detention will be served after school for one full hour. During the detention students are not allowed to talk or play games. Students will be given academic related work to do during this time.

A suspension may be given to students who have intentionally tried to injure another student, destroy school property, steal school property, threaten a student or teacher, continue to disregard school policies, or show blatant disrespect for school authority. A suspension from school may last up to three (3) days. Students who are suspended from school will receive a zero (0) for all work that was required during their suspension. Suspensions will be counted as unexcused absences.

An “*in-house*” suspension may be given to students who are not able to conduct themselves appropriately in class or to students who should be suspended but do not have appropriate supervision at home. These students will continue to do their schoolwork, but will not participate with their class. This will typically last for one day and parents will be notified. Any work missed or not completed, as designated by the teacher, will be reflected in lower grades or potentially a zero (0).

Please note, by signing the ***Enrollment Application Form***, the parent is assuring cooperation in the matter of discipline. Parents are encouraged to contact the teacher and/or the school administrator regarding any questions about the discipline of their child.

Eating

Students are only to eat at assigned break times and at lunch time. Students should not eat food during class time. Water may be consumed in class if it is in a sealed bottle. Food or drink is never permitted in the computer lab. Open packages of food should not be kept in lockers or desks.

Extracurricular Activities

Brasilia International School offers after school clubs to help students develop physically and socially. The clubs offered each year vary depending on interest and availability of a club leader. BIS welcomes parent volunteers who can provide a special activity for one of our clubs. As BIS grows our club program is the foundation for what will be our athletic/extracurricular program.

In order for a student to participate in extracurricular activities, he/she must be at school four periods on the day of the planned activity. A student who is away from school due to a school sponsored project or field trip may participate in these activities. A student who has been suspended during the time an extracurricular activity is being conducted is not eligible to participate.

Hot Lunch

BIS provides a well-balanced, hot lunch for the students. Students in Grades K-12 purchase Lunch Cards. Each card contains 20 punches. The card is punched each day the student receives a hot lunch at school. Lunch Cards can be purchased at the Business Office. Any special information pertaining to the types of food that students are not to eat should be given to the student's teacher. Students should not ask the kitchen staff to prepare any special items for them. Students bringing a lunch from home should bring all necessary items including silverware and drink. Students are not permitted to use the school refrigerator, stove, or microwave to make or heat food brought from home. Cafeteria staff and teachers will not heat food for students unless there is a special dietary reason approved by the school administrator.

Internet Usage

Internet access at BIS is a privilege extended to individuals who wish to enhance their learning experiences. Users will broaden their global horizons and discover a vast scope of information and experiences. God has given us the call to seek wisdom and knowledge, but along with that comes a call to sound judgment and discernment. Any student not following the internet guidelines may be denied internet privileges and may face other consequences depending on the nature of the infraction. Students must sign the internet usage form before they will be given access to any school computer. The guidelines are posted in the computer lab and are available to parents for review.

Language

The use of improper language, gestures, or insinuations is not permitted and will be dealt with so as to eliminate future occurrences.

BIS is an English-speaking school. Students should speak English during the school day. In order for students who are learning the English language to improve rapidly, BIS feels this is a very important policy to maintain.

Late Assignments

The only acceptable excuse for late homework is illness of the student the previous evening or an emergency which prevented his or her studying. Parent notes must be provided. Students may be required to miss recess or breaks to make up late assignments. A letter grade may be taken off for every day an assignment is late.

Library

The BIS library is growing. BIS continues to add more and more age appropriate books. The library fee that is charged for all students during the application process goes toward purchasing books and upgrading materials for the library. Because books are very expensive and sometimes difficult to get in Brazil, students will be fined a *minimum* of R\$30 for a lost or destroyed library book. If a student continues to be irresponsible with library books, he/she will no longer be allowed to check books out of the library.

Lockers

Students will receive a locker to store their book bags. Each student with a locker will receive a key to their locker. If a key is lost or broken, a fee to replace the key will be charged. The lockers are property of the school and may be checked at any time by school personnel. Students are not to glue or stick anything to the inside or outside of their lockers. Students may use magnets to attach things to their lockers.

Lunchroom

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

Medication

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

Personal Belongings

All personal belongings brought to school are the responsibility of the student. Items such as CD players, MP3 players, beepers and cellular phones, as well as any other items dictated by the teacher or administrator as not appropriate for the school must be kept in the student's book bag and should not be used during the school day. If a student uses any of these devices during school, the item will be confiscated and returned to the student at the end of the school day. On the second offense, the item will be confiscated and only

returned to the student's parent/guardian. On the third offense, the item will be confiscated and NOT returned. Illegal items and weapons will be confiscated and not returned. The parent/guardian of the student will be advised along with the appropriate local authorities if necessary. In the event that it is absolutely necessary for a child to bring a cell phone to school, please contact the school office. The cell phone should be turned off and stored for the course of the school day. The school is not responsible for lost or stolen cell phones. If a student is seen using the cell phone during the course of the school day, the cell phone will be confiscated according to the above guidelines.

Personal Hygiene

Students are expected to use good personal hygiene. This includes bathing daily and wearing clean uniforms.

Physical Harm

At no time while at school or at a school-sponsored activity will intentional physical harm to another person be tolerated. Engaging in such activity will result in disciplinary action. BIS does not tolerate any type of "bullying."

Playground Rules

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

1. Students must be within the sight of the teacher on duty at all times.
2. Students must ask permission from the teacher on duty before leaving the playground.
3. Students are not to climb trees or fences that are on the playground.
4. Students should throw their trash in a trash can & help keep the playground clean.
5. Students must sit with both legs in front on the merry-go-round.
6. Only one person is to be on a swing at a time. Swings are to go straight with no twisting or turning. Students should not stand on swings. Students should not jump off the swings.
7. Only those students playing soccer should be on the soccer field. Rough or dangerous play, including extremely hard kicking, is not allowed. Disagreements should be discussed, resolved, and left on the field. If a disagreement is brought to the teacher on duty, the soccer field will be closed for the remainder of the recess.
8. Only teachers should enter the sports equipment room. Students should not remove balls or athletic equipment from the equipment room unless specifically ask by a PE teacher or coach. Students should replace balls and equipment used to the appropriate storage area.
9. Students must wear shoes on the playground.

If a student is not following the playground guidelines, he or she will be given a verbal warning by the teacher on duty. If the student continues to disregard the playground guidelines, he/she will be given a time out. The student's classroom teacher will be notified at the end of recess. If a student commits a serious infraction to the school handbook during recess, he or she will be sent immediately to the school office. Parents

will be notified via a note or phone call. It is very important to the staff of BIS that all children are safe while on the playground.

Public Affection

Inappropriate displays of affection between students of BIS are not permitted on school grounds.

Sexual Misconduct, Pregnancy, or Related Issues

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

Social Networks

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

Student Files

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

Supply List

At the beginning of the school year, each student is given a list of needed supplies. The students are given two weeks to bring in all of the items on the list for their grade level. If a student runs out of an item during the school year, he/she should replace it within one

week. Memory sticks and scientific calculators are available for purchase through the school office.

Tattoos and Other Body Art

Students are asked to refrain from acquiring any type of tattoo once they are a student of BIS. Students are also asked to refrain from excessive body piercing. BIS feels these things do little to advance the academic progress of students and therefore we ask that they not be displayed or worn at school. Students are asked to maintain their natural hair color with the exception of using hair coloring for special school events (e.g. – Spirit Week).

Telephone Usage

Students will not be dismissed from class to use the telephone except in the case of an emergency. Office permission must be obtained before using the telephone. Cell phones and other communication devices are not permitted in class nor are they to be used during school hours. If a student is seen using a cell phone during school, the phone will be confiscated. If there is a special situation in which a student needs to bring a cell phone to school on a regular basis, please contact the school office. Parents can contact their children at any time by calling the office and requesting to talk with their child.

Textbooks

Textbooks are loaned to students and remain property of BIS. The student is fully responsible for the textbooks assigned to him or her. It is acknowledged that some wear on the textbooks will naturally occur over time. Lost or damaged books must be monetarily compensated. It is required that **ALL TEXTBOOKS BE COVERED**. Fabric covers can be purchased in the office. Students can also cover books with cellophane or paper. If a cover comes off, the student has one week to recover the textbook. To replace any textbook or workbook, the replacement cost will include shipping, customs tax if applicable, and the cost of the textbook. Students who turn in damaged books, will be fined based upon the percentage of the book that is damaged. The school administrator will determine the value of the damage.

Uniforms

All students are to wear the school uniform, unless the school administrator has granted special permission. Students may wear any combination of the following school uniforms: white polo shirt, blue t-shirt, blue shorts/skorts, or blue pants. Students who do not wear the school uniform will receive a fine of R\$10,00 per day. Uniforms are to be neat and clean. Additional uniforms should be purchased directly from the uniform store. The school office can provide contact information. Students are allowed to be out of uniform on their birthday. Please note that **uniforms are not optional!** Students should refrain from wearing hats in class. Students who desire to wear a coat during the school day should acquire a school jacket or wear a solid colored sweatshirt.

Visitors

Unless it is an emergency or special circumstances exist, visitors will not be allowed to see students during the course of the school day. Any visitors who desire to come must be

granted permission from the administrator. Parents/guardians must submit a written request to the office at least three (3) days prior to the visit. All visitors must adhere to the code of conduct and dress. Visitors should sign in at the office and wear a Visitor's Badge while on campus.



BIS EAGLES

“But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.” - Isaiah 40:31

PAO ~ The Parent Organization at BIS

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

Philosophy

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

Objectives of PAO

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

2007-2008 PAO Officers

President	Marie Jetter
Vice-President	Adetowun Ojobukun
Secretary	Donna Thompson
Treasurer	Catherine Stewart Gudgeon

PAO Standing Committees

The following are standing committees of PAO. They are ways that parents can be actively involved in the school.

Room Parent Committee
Special Events Committee
Fundraising Committee
Yearbook Committee
Welcoming Committee
After School Club Committee
Library Committee
Community Outreach Committee
Committee for School Improvement

Faculty & Staff

Person	Job Title
Mr. Scott Bose	School Director – Head of School
Mr. Chris Fryar	Assistant to the Director – School Finance
Mr. Daniel Lopes	Assistant to the Director – Development and Legal Matters
Mr. Jeff Lancaster	Assistant to the Director – Student Services and Guidance
Mrs. Stacey Bose	Assistant to the Director – Curriculum Development & Instructional Supervision
Ms. Rebeca Nascimento	School Secretary
Mrs. Dulcilene Aguiar	Office Assistant
Ms. Raquel Maciel	Early Education Teacher
Ms. Amanda Bolin	Early Education Teacher
Mrs. Jill Lancaster	Elementary Teacher
Ms. Maggie Wessell	Elementary Teacher
Mrs. Aundrea Taylor	Elementary Teacher
Ms. April King	Elementary Teacher
Ms. Stephanie Downing	Jr/Sr High Teacher
Mrs. Beverly Fryar	Jr/Sr High Teacher
Mr. Jeff Lancaster	Jr/Sr. High Teacher
Mr. Travis Knutson	Jr/Sr High Teacher
Mrs. Tayana Oliveira	Portuguese/ESL
Ms. Lauren Wheeler	Physical Education and Health
Mrs. Donna Thompson	Library Assitant
Mrs. Valdenira Nery	Food Service
Mrs. Maria Jose Martins	Food Service
Mr. Michael Taylor	Maintenance & Grounds
Mr. Paulo Vieira	Security, Maintenance & Grounds

2009-2010 School Calendar

Below is the school calendar for the upcoming year. Please note that there may be minor changes to the school calendar.

Date	Event
August 1	New Teachers arriving in country
August 4	All Teachers Back
August 4-7;10 -12	Teacher In-Service
August 13	First Day of School – Dismissal 12:00
August 14	Second Day of School – Dismissal 12:00
August 28	Open House
August 31	School Spirit Day
September 1	Yearly Reading Kickoff
September 7	Brazilian Holiday
September 17	PAO General Meeting
September 18	Progress Report sent home
September 30	School Spirit Day
September TBA	School Picture Day
October 9	Children's Day Celebration in School
October 12	Brazilian Holiday – Children's Day
October 15	End of First Quarter (44)
October 19-20	No Class Teacher In-Service
October 22-23	Parent Teacher Conferences in the Afternoon-Ddismissal 12:00 Report Cards available at conferences
October 30	School Spirit Day
November 2	Brazilian Holiday
November 13	Brazil Emphasis Day
November 18	PAO General Meeting
November 20	Progress Reports Sent Home
November 26 - 27	No Class (Teacher Work Days)
November 30	School Spirit Day
December 11	Tentative Date for Christmas Program
December 17-18	Senior High Final Exams
December 22	Christmas Parties- Dismissal at 12:00/ <i>1:00 – 3:30 pm Staff Christmas Party</i>
December 23- January 17	No Classes – Christmas Break
Dec. 25 and Jan. 1	School Office Closed
January 11	No Class Teacher In-Service
January 12-13	No Class Teacher Retreat
January 14-15	No Class Teacher In-Service
January 18	School Reopens/Report Cards Sent Home
January 29	School Spirit Day
February 12	Valentine's Day Celebrations in School
February 15-17	Brazilian Holiday
February 18-19	No Class Teacher In-Service
February 26	International Fair 7:00 pm / School Spirit Day
March 2-26	Reading Month
March 3	Progress Reports sent home
March 18	PAO General Meeting
March 30	School Spirit Day
March 31	No Class Teacher In-Service
April 1	No Class Teacher Work Day
April 2	Holiday – Good Friday
April 6	Report Cards Sent Home
April 12-16	Stanford Achievement Tests
April 21	No School – Brazilian Holiday
April 30	School Spirit Day

May 3	No Class Teacher In-Service
May 7	Science Fair
May 7	Progress Reports sent home
May 20	PAO General Meeting
May 24-28	Spirit Week
May 27 or 28	Field Day
May 29	Senior Banquet
June 3	Brazilian Holiday
June 5	Tentative Date for Graduation
June 8-9	Senior High Final Exams
June 11	Last Day of School- Dismissal at 12:00 End of 4th Quarter (47)
June 14 - 18	Teacher In-Service Days
June 23	Final Report Cards Available
July 5 – July 16	Tentative Dates for Summer Camp 2010

Revised July 14, 2009

Doctrinal Statement

Below is the doctrinal statement held by all schools in the Network of International Christians Schools.

✠ We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of man and the divine and final authority for all Christian faith, life, and conduct.

✠ We believe in one God, creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, & Holy Spirit.

✠ We believe that Jesus Christ, without any change in His eternal deity, became man through conception of the Holy Spirit and virgin birth, that He died on the cross, a perfect and complete sacrifice, in our stead and for our sins according to the Scriptures. He arose bodily from the dead and ascended into heaven where, at the right hand of the Majesty on High, He is now our high Priest and Advocate.

✠ We believe the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict of sin and regenerate the sinner upon belief in Christ; at the time of regeneration baptizing the believe into the one body of which Christ is the head; and to indwell, guide, instruct, fill, and empower the believer for Godly living and sacrifice.

✠ We believe that man was directly created by God in His own image, but fell into sin. The entire human race is, therefore, lost and only through repentance, faith in Jesus Christ, and regeneration of the Holy Spirit can salvation and spiritual life be obtained.

✠ We believe the atoning death of Jesus Christ and His resurrection provide the only ground of justification and salvation for all who believe, and that only such as receive Jesus Christ by personal faith are born of the Holy Spirit and by Him are sealed to the day of redemption.

✠ We believe in the personal, premillennial return of the Lord Jesus Christ, and the hope of His appearing has a vital bearing on the personal life and service of the believer.

✠ We believe in the bodily resurrection of all the dead, of the believe to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and everlasting and conscious punishment.

✠ We believe the Church is composed of all persons who, through the saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the head.

✠ We believe that water baptism and the Lord's Supper are ordinances to be observed by the Church during this present age. They are, however, no to be regarded as means of salvation.

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

Parent Appeals Process

This appeals process is for the use of the individual school parents in situations where there is an irreconcilable difference with a member of the school's staff/ faculty, administrative staff, senior administrator or School Board stated policies. This appeals process is an approved policy of the NICS School Board and may only be changed by an official vote of the NICS School Board. (Revised per 9-8-03 School Board motion, Board Minutes, Section IV.)

- A. A grievance is based upon an event or situation that affects the conditions or circumstances under which a parent or recognized parent organization functions in its relationship with faculty/ staff, administrative staff, senior administrator or School Board stated policies allegedly caused by misinterpretation or inequitable application of established policies or regulations.
- B. **This process is the NICS School Board approved policy by which a parent functions; who believes there has been an inequitable application of established policies or regulations or indication of inappropriate, unethical or illegal behavior, may aggrieve their concern(s).**
- C. The term "days" when used in this regulation shall, except where otherwise indicated, mean working days.
- D. It is important that a grievance be processed as rapidly as possible. The number of days stated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits may be expanded upon mutual agreement.
- E. In the event a grievance is filed late in the school year, which, if left unresolved until the beginning of the next school term, could cause harm to the aggrieved party, the time limits set forth herein, shall be appropriately reduced.
- F. (Level One): The parent with a grievance shall present the matter in writing to the senior school administrator. This should be done with attention to promptness as soon as possible following the situation, which prompted the grievance. The parent and the senior school administrator shall confer on the grievance within five (5) days with the view to arriving at a mutually satisfactory solution of the problem. Following the conference, the senior school administrator shall communicate, in writing, his or her decision to the aggrieved party within five (5) days.
- G. (Level Two): If the grievance is not resolved at Level One, the aggrieved party filing the grievance may appeal to the NICS Vice President of Educational Affairs. This appeal should be made within ten (10) days after the decision has been received by or presented personally to the aggrieved party. The appeal shall be in writing and specifically set forth the reasons for the appeal. A copy of the decision at Level One shall accompany the appeal, with reasons stating why the decisions at the previous level were unacceptable.
- H. The NICS Vice President of Educational Affairs shall confer via phone, if possible, with the aggrieved party and the senior school administrator within ten (10) days of receipt of the written appeal with a view to arriving at a mutually satisfactory solution of the complaint. Following the conference, and within ten (10) days, the NICS Vice President of Educational Affairs shall communicate a decision related to the stated grievance to the senior school administrator and the aggrieved party. (In those cases where it is not possible to communicate via phone with the aggrieved party, the NICS V.P.E.A. shall communicate in a manner that best allows the proper communication among those involved—e.g. e-mail, online conference, etc.)
- I. (Level Three) If the grievance is not resolved at Level Two, the aggrieved party or the senior administrator may appeal to the President of NICS within ten (10) days after receipt of the decision reached at Level Two. The appeal shall be in writing and specifically set forth the reasons for the appeal. A copy of the decisions at all previous levels shall accompany the appeal, with reasons stating why the decisions at the previous levels were unacceptable. The President will communicate his or her decision in writing, together with supporting reasons to all parties in interest within 10 days of receipt of the grievance.
- J. (Level Four) If the grievance is not resolved at Level Three, the aggrieved party may appeal to the NICS Board within ten (10) days after the receipt of the decision reached at Level Three. The appeal shall be in writing and specifically set forth the reasons for the appeal. A copy of the decisions at all previous levels shall accompany the appeal, with reasons stating why the decisions at the previous levels were unacceptable. The NICS Board will communicate its decision in writing, together with supporting reasons to all parties in interest within 10 days of receipt of the grievance. The NICS Board decision shall represent the final step in the process
- K. Any step in this process may be bypassed with the approval of the designated person at each level in order to expedite certain grievances that must be resolved in a timely fashion.
- L. The procedure set forth above shall be the sole and exclusive course available to an aggrieved person hereunder.
- M. Failure at any level of this procedure to communicate the decision on a grievance within the specified time limit shall permit the aggrieved to proceed to the next level.

- N. Failure at any step of this procedure to appeal a grievance to the next level shall be deemed as acceptance of the decision rendered. Action must be taken within the time limits specified.
- O. The time limit specified at any level of the proposed procedure may be extended by mutual agreement of the parties involved. The NICS School Board may unilaterally implement extensions at any level during the process if extenuating circumstances warrant and it is believed by doing so will give greater opportunity to reaching a mutually satisfying agreement.
- P. All parties involved should treat any grievance as confidential that may involve the good name and character of any individual whether that individual is a party to these proceedings or not.
- Q. This policy is in place to afford the parents or parental organization an appropriate means by which to address and appeal legitimate concerns. But it should not be utilized as a means to bypass dealing appropriately with teachers or administrators related to honest differences of opinion or differing interpretations of specific actions or outcomes of school administrative guidelines.