




PAN AMERICAN

THE INTERNATIONAL SCHOOL OF PORTO ALEGRE

Secondary School Handbook

Our Mission

Pan American inspires global, life-long learners to build their future.

Our Vision

To be an exemplary international learning community, nurturing confidence to embrace change.





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THE INTERNATIONAL SCHOOL OF PORTO ALEGRE

Must-Read Information (click on the title in green to go to the detailed information section)

Our Mission - Pan American inspires global, life-long learners to build their future.

Our Vision - To be an exemplary international learning community, nurturing confidence to embrace change.

Lines of Communication - Should a concern arise, please contact first your child's teacher. In the event that a concern requires further attention, after contacting the teacher, please contact the Principal/Counselor or appropriate administrator for further follow-up. If you cannot satisfy your concern, after using these two avenues you may then choose to contact the Superintendent.

Arrival Time & Late Arrivals - **The targeted arrival time in Secondary School is 7:55 am**. Classes begin promptly at 8:00. Students who arrive after turnstiles close at 8:00 will not be permitted to enter first period class and will be invited to a supervised study hall location. This period will be counted as an unexcused absence. Also, students who leave campus to have lunch, with parent permission by email sent **no later than 8:30 am.**, must return to campus by 1:50pm. If students arrive later, they will miss the subsequent period.

Early Dismissal - When students need to leave before 3:25 p.m., either during class time or during lunchtime, they and their parents should arrange this absence with teachers and school receptionist (school@panamerican.com.br), respectively. Students should notify teachers in advance and parents must give permission through the school receptionist by email, ideally by 8:30 a.m., when possible. Phone calls or are not accepted for any student's release. These measures ensure student safety and no exception will be allowed.

Secondary School Overview - The Middle School (Grades 6 – 8) and High School (Grades 9 – 12) offer programs, subjects and opportunities that are designed to meet the academic, social and developmental needs of our students within a safe, supportive and encouraging environment. The Middle Years Programme (MYP) of the International Baccalaureate is implemented from 6th to 10th grade. Students from 9th to 12th may take AP courses and pursue the AP Capstone Diploma.

The IB Learner Profile - The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. The learner profile is the IB's mission in action. It requires IB learners to strive to become inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective.

Service Learning - Service learning is a graduation requirement for HS students and an expectation for MS students. High school students are expected to complete 10 hours of service per school year. At the end of high school (G12) students are required to have completed 40 hours of service learning throughout high school. Middle school students are expected to complete two service learning activities per school year.

Bring Your Own Laptop (BYOL) - Pan American faculty incorporate technology, embedding it in learning activities with the "Bring Your Own Laptop" (BYOL) policy. This means that students in the Secondary School bring their own laptops to school and are responsible for bringing the fully charged laptop, power cord, adapter, headphones and updated software and virus protection.

Student-Parent-Teacher Conferences - Pan American conferences are scheduled twice a year and with two distinct formats: Three-Way and Student-Led Conferences. Conferences are a celebration of student learning and an opportunity for teachers, parents and students to discuss the student's goals and progress. Conferences promote a connection between family and school which positively impacts student learning. This event is so relevant that we cancel classes and reserve the whole Friday in addition to Saturday

morning for conferences. Teacher-Parent-Student Conferences are mandatory events and a requirement for students to successfully complete the grade level.

Clubs and Extracurricular Activities - We provide additional club and extra-curricular opportunities, in support of student leadership, service, and academics through a wide variety of activities such as Student Council (STUCO), student clubs, sports teams and competitions, visual and theater arts and service learning programs.

Academic Honesty - We are committed to strive for excellence, inspiring global and caring learners to build their future. Academic honesty is a cornerstone upon which this endeavor is built, as it creates the necessary conditions for mutual trust and respect, open communication, and intellectual inquiry to flourish. Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. Examples of academic dishonesty include cheating, collusion, and plagiarism. The school's Academic Honesty policy is used in collaboration with the AI Policy.

Code of Conduct and Disciplinary Sanctions - Student violations of the Code of Conduct generally fall into four categories: minor infractions without referral to the section administrator, minor infractions with referral to the section administrator, serious infractions, and grave infractions. At Pan American, all consequences should be logical and fair and developmental where possible: pairing challenge with support. The school focuses on the student reflecting on their behavior and demonstrating learning and growth.

Anti-Bullying Policy - We aim to provide a safe, secure, and respectful learning environment where all students are treated with dignity. Bullying has a harmful social, physical, psychological, and academic impact on bullies, the victims, and bystanders. Bullying is prohibited throughout all school facilities, including but not limited to every activity under school supervision. Mean or exclusionary behavior will be addressed via the Code of Conduct with counseling support.

Assessment - Continuous assessment is an integral part of the educational process, providing students, parents, and teachers a comprehensive picture of educational achievement. We encourage students to demonstrate their learning in a variety of ways, guiding them through making connections between concepts, knowledge, and their reality, to develop higher-order thinking skills, and encouraging students to take increasing ownership of their learning through regular reflection and goal setting.

Determining Achievement Levels and Final Grades

The Pan American assessment system is based on a criterion referenced model. All criteria are to be assessed a minimum of twice per semester. All students will be provided multiple opportunities to demonstrate achievement on each criterion. A single low score should not have the ability to drastically affect the final grade. Only students with valid reasons covered by the Attendance Policy are permitted to retake assessments. Please refer to the **Attendance Policy** regarding timeframes for notifying the school, submitting excuses, and determinations of excused versus unexcused absences.

Passing the Course

Pan American considers a grade of 3 or above to be a passing grade (IB 7-point scale). Should a student fail to gain a final grade of 3 for the semester, he/she will be required to undergo a period of recuperation in that subject area and will have a second opportunity to attain a passing grade through the completion of an additional period of study and an additional assessment. If a semester MYP grade is below 3, the student must attend school during the recuperation period immediately following the semester final assessment period. If a student does not have a passing average for the year, even after recuperation, the student may need to repeat a class or recover credits through online classes.

Absences -All absences, excused or unexcused, count toward a student's required educational hours. Before planning travel, please remember that the absence policy clearly states that unexcused absences will result in students not being allowed to make up the missed work (including quizzes/tests). In the case of

unavoidable trips during the school semester: students must fill out the Planned Absence Form at least 7 days prior to the trip and send it to ds@panamerican.com.br and the Assistant Principal's email (rpetry@panamerican.com.br). The Planned Absence Form can be found on the student's website.

For unplanned absences (such as illness), please notify the Secondary School Office (ds@panamerican.com.br) and teachers before 8:00 a.m. on the day of the absence. Fevers, vomiting, or diarrhea require 24 hours at home before returning. Any communicable illness, such as chicken pox (catapora), mono, mumps (caxumba), lice (piolho), etc need to be reported to the school nurse and administrator immediately. After two consecutive days of illness, we require a doctor's note (atestado) from your child's doctor to confirm their illness. This should be provided to the school nurse and Secondary School Secretary upon your child's return to school. Absences with a doctor's note are counted as excused. It is the responsibility of the student to email teachers regarding missed work and the parent to notify the proper staff members.

Extra-curricular Activity Travel Eligibility Criteria - In order to be eligible to participate in extracurricular activities that involve traveling, students must be eligible by demonstrating satisfactory academic performance, behavior, and attendance throughout each semester. Please click on the link to access the most current version of the eligibility criteria.

Children's Health and Welfare - To provide health care that reflects the quality and safety of our actions, we request that these items be delivered to the nurse in the Nurse Office: Student Health Clinic Form, medical prescription, and updated immunization schedule.
Medication and treatment needs at school: No student is allowed to carry medicine in his/her backpack. The parents are responsible for giving it to the nurse, and they will return it at the end of the school day. Students requiring medication that may affect learning or behavior must have this reported to the nurse and counsel. The Secondary school confidentially uses this information to provide needed/requested accommodations and will require documentation.
Infectious Diseases Protocol - The nurse should notify the parent/guardian when a child develops new signs or symptoms of illness at school. Parent/guardian notification should be immediately made by call for emergency or urgent issues. Other situations will be notified by email on the daily report.
The Nurse Office should determine if the illness:

- Prevents the child from participating comfortably in activities;
- Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children;
- Poses a risk of spread of harmful diseases to others.

If any of the above criteria are met, the child should be sent home, regardless of the type of illness.

The School

Main Campus: Av. João Obino, 110
Petrópolis - Porto Alegre
90470-150
Fone: +55 51 3334-5866

Preschool Site: Av. João Paetzel, 440
Chácara das Pedras - Porto Alegre
91330-280

www.panamerican.com.br

PAN AMERICAN
THE INTERNATIONAL SCHOOL OF PORTO ALEGRE

Our Mission

Pan American inspires global, life-long learners to build their future.

Our Vision

To be an exemplary international learning community, nurturing confidence to embrace change.

Our Core Values

Collaboration, Determination, Integrity, Leadership, Respect.

Our Philosophy

Pan American is relationship-driven and based on explicit values and behaviors expressed in the school's vision. This philosophy acts as a moral compass for all school community members to develop as responsible and respectful partners. The concept of family is highly valued and successful learning is seen as requiring a three-way union between students, teachers, and parents.

At the Pan American School of Porto Alegre, we believe that all children have a natural desire to learn and that our role is to help them discover and explore their world by providing an environment full of enriching experiences. We adopt a "Mentor Mindset", pairing High Challenge with High Support to help learners achieve their potential. We use developmentally appropriate practices that respect individual differences and learner agency. We provide meaningful activities in language, art, technology, science, math, music, and physical education. Parents are strongly encouraged to be involved in their student's education, as positive results occur when parents assist, encourage, and reinforce what is learned at school.

Our Shared Understanding of High Quality Learning

View the community's Shared Understanding of High Quality Learning, the culmination of a collaborative process involving all stakeholder groups of the school. This Shared Understanding describes WHY we learn, WHAT we focus on pedagogically, and HOW that learning is facilitated through daily practices.

Pan American Organizational Chart

Lines of Communication

Should a concern arise, please feel free to follow the guidelines on **THIS CHART.** A pre-arranged appointment time ensures that the teacher will be available to discuss your concern without interruption. Please do not try to address concerns with teachers in the morning at arrivals. Instead, send them an email. In the event that a concern requires further attention, after contacting the teacher, please contact the Assistant Principal (Academics) / Dean (Student Experience) / Counselor (Socioemotional Support) for further follow-up. The School staff works hard to ensure that your family's experience with Pan American School of Porto Alegre is positive. We welcome your ideas and suggestions and we look forward to getting to know you and your child. Please find below a list of the communication channels available:

- **WhatsApp groups and email**: WhatsApp groups are used to make announcements about school-wide or division events as well as share grade-level projects and accomplishments. All parents are invited to join the WhatsApp groups by email. Information about individual students will continue to be done in person or through email.
- **Open House**: At the beginning of each school year, this is a moment for parents/guardians to meet their child's teachers and learn important information about the subject and grade level.

- **Three-Way Conferences**: This happens in the middle of the first semester and involves the student, parents, and teachers. Students have time to discuss their learning and understanding with their parents and teachers, who are responsible for supporting the student through this process.
- **Student-Led Conferences**: Student-led conferences involve the student and the parent. The students are responsible for leading the conference, and also take responsibility for their learning by sharing the process with their parents and teacher present.
- **Individual meetings**: These meetings may be requested by the students, parents, or faculty to discuss topics pertinent to the student's experience at Pan American. Please contact Ms. Kati (ds@panamerican.com.br), the Secondary School Secretary, or the faculty member directly to schedule an appointment.
- **Coffee Chats and Pan American Talks**: These meetings are set by the school to provide parents with information about programs, activities, curriculum as well as to address developmentally relevant topics such as social-emotional aspects, mental health, bullying prevention, substance use/abuse awareness, etc.
- **Power School**: The digital platform featuring grading and attendance records. This platform is updated by teachers regularly and parents have access to summative grades as well as attendance per subject area.
- **Report Cards**: A summative record for students, parents, and the school itself of a student's progress. Report cards are sent once a semester and progress reports are sent in the middle of each semester.
- School Website, emails, calls from teachers and nurses.

Library

The school library is an essential element in the school's instruction. Students are encouraged to visit the library regularly and borrow library books and other materials throughout the year. They are responsible for the proper care and return of all library materials. Any badly damaged or lost books will be paid for according to the library's overdue and lost/damaged material policies.

Please find below a list of resources available for all students and teachers:

- Accessit Catalog- Library catalog for all school
- EBSCO Database- Resource for all levels, Elementary, MS/HS and Teachers
- WorldBook Encyclopedia- Resource for Elementary and Middle School
- National geographic Plus - Database

We continue to build our library collection for English and Portuguese, and the Foreign Language Titles to support students in their native tongue (IB requirement). Local and international families are encouraged to visit the library and share book titles in their native language. We accept donations!

Lost and Found

Please ensure that all personal property, especially laptops, phones, and chargers are labeled with the student's name in permanent ink. Unidentified clothing articles will be placed in the lost and found located next to the Supplies Office on the school's lowest floor (SS3). At regular intervals, approximately every two weeks, unclaimed articles will be donated to charity. We ask that expensive articles not be brought to school as, once lost, they can be difficult to recover. The school takes no responsibility for items brought to school which are misplaced or lost.

Snack and Lunch

Snack time is a routine part of every day and it is a daily opportunity to encourage healthy eating habits. The school cafeteria provides a nutritious snack; therefore, it is not necessary to send a snack to school. Healthy snacks may be brought to school as an alternative or in addition to the school snack.

The school provides parents with a lunch menu. All students are expected to eat the snack and lunch provided by the school cafeteria. Students who require alternative food for lunch must have permission from the principal and a medical note from a doctor.

Our school has procedures in place to help all students make balanced choices and eat their meals in an organized and respectful atmosphere.

Below are important guidelines:

- Students and parents/guardians may NOT order food to be delivered to Pan American.
- All lunch visitors must check-in at the reception and get a visitor's badge.
- Students may not bring in lunches from outside restaurants.
- It is not recommended that parents take students off-campus frequently for lunch.
- It is not recommended that parents eat lunch at school on a regular basis.

Student Experience

PAN AMERICAN
THE INTERNATIONAL SCHOOL OF PORTO ALEGRE

Secondary School Overview

The Middle School (Grades 6 – 8) and High School (Grades 9 – 12) offer programs, subjects and opportunities that are designed to meet the academic, social and developmental needs of our students within a safe, supportive and encouraging environment, utilizing the resources available to Pan American.

The IB Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. The learner profile is the IB's mission in action. It requires IB learners to strive to become inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective. These attributes of internationally minded people represent a broad range of human capacities and responsibilities that go beyond a concern for intellectual development and academic content. They imply a commitment to implement standards and practices that help all members of the school community learn to respect themselves, others and the world around them.

The Middle Years Programme (MYP) of the International Baccalaureate is implemented from 6th to 10th grade at Pan American. The MYP seeks to enable our students to:

- Understand that all are global citizens and work to develop the skills necessary to live and achieve in this digital world
- Be engaged and excited about learning inside and outside of the classroom
- Achieve and support learning that reflects a multitude of abilities
- Develop the ability to meet deadlines in an organized manner
- Exhibit appropriate behavior and respect towards all others
- Foster independence and critical thinking
- Acquire and extend Approach to Learning (ATL skills) and IB Learner profile behaviors

High School Program, Course and Credit Requirements

Pan American High School Requirements and Course Descriptions - SY 2026-2027

This document outlines course and credit requirements for the Brazilian diploma, U.S. diploma, and optional A.P. Capstone diploma. It includes course descriptions and the number of AP courses a learner may take.

Students who meet Pan American's graduation requirements earn two diplomas: the US High School Diploma and the Brazilian *Ensino Médio* diploma. Additionally to the dual diploma program, students may opt to work toward a third diploma: the AP Capstone Diploma, described in a specific section below.

In order to meet the graduation requirements and receive their US high school and Brazilian *Ensino Médio* diplomas students are:

- 40 hours of service learning
- 90% attendance in each course
- Pan American required courses for each diploma

Additionally to the aforementioned MYP aims, Pan American's High School program seeks to enable our students and/or parents to:

- Develop and support increasing responsibility for personal learning goals and achievements
- Participate actively and successfully in an expansive academic curriculum and a wide variety of courses to meet student academic and personal goals

- Become part of/support the development of collaborative communities within the classroom, developing problem solving abilities and academic inquiry while demonstrating mutual trust and respect
- Foster a unique vision for a student's place in the world and sacrificing and striving towards making it a reality, regardless of whether a financial profit is involved
- Work towards common goals, and act as an ethical leader in any role assumed, regardless of whether it meets the classical definition of a leader.
- Acknowledge that together with communication, emotional intelligence is essential in building and maintaining relationships in both the school environment and the workplace.
- Acquire/support information literacy skills for the community, namely the students, to intellectually understand purpose, aim and audience within messages/texts/visuals whether they are: positive, negative, factual, fictitious, deceiving, articles, tweets, likes, photos, and videos or other types of communications.

Learning Tracks
Students in high school choose to focus on one or two areas of learning, through the use of Learning Tracks. Pan American offers 4 Learning Tracks: Mathematics, Language, Science, and Social Studies. In order for high school students to successfully complete a learning track one of the two requirements must be met.

Two Learning Tracks
Complete 3 focus courses for each chosen Learning Track plus 2 electives (Total 8 courses)

One Learning Track
Complete 4 focus courses in the chosen Learning Track pulse 4 electives (Total 8 courses)

Focus Courses: These courses are designed to delve deeper into a specific subject, most times students will be learning college level content in these courses and will be challenged to produce work of higher quality. Students choose these courses based on their chosen Learning Track

Elective Classes: These courses are meant to broaden the students experience and are not required for graduation. Students usually take elective courses which peaks their interest, but are not within their chosen Learning Track

Online Classes: Pan American partners with several accredited online high schools, such as University of Nebraska High School or The Virtual High School. Only students who need to recuperate high school credits or would like to take a course not offered at Pan American take advantage of these online courses. Since these courses are offered by other institutions they incur a cost which is to be paid directly to the online high school provider.

The Advanced Placement Capstone™ Program
AP Capstone™ is an innovative diploma program from the College Board that equips students with the independent research, collaborative teamwork, and communication skills that are increasingly valued by colleges. AP Capstone is built on the foundation of two AP courses — AP Seminar and AP Research — and is designed to complement and enhance the in-depth, discipline-specific study experienced in other AP courses.

In AP Seminar, students investigate real-world issues from multiple perspectives, gathering and analyzing information from various sources in order to develop credible and valid evidence based arguments. In AP

Research, students cultivate the skills and discipline necessary to conduct independent research in order to produce and defend a scholarly academic thesis.

Students who earn scores of 3 or higher in AP Seminar and AP Research and on four additional AP Exams of their choosing will receive the AP Capstone Diploma. Students who earn scores of 3 or higher in AP Seminar and AP Research but not on four additional AP Exams will receive the AP Seminar and Research Certificate.
Source: www.collegeboard.org

Brazilian Program at Pan American

The Brazilian Program at our school has as its teaching philosophy the belief that it is through the development of verbal expression skills that students are able to express themselves and have a critical attitude towards life. Therefore, teachers perceive language as a social institution, a means of interaction and dialogue that, when transmitted between peers, provides the knowledge of the world necessary to make sense of experiences and embody reality.

Our Brazilian Program prioritizes encouraging students to speak up and, consequently, have a critical attitude towards life, thus having freedom of opinion as a value and the development of the capacity for evaluation and investigation as necessary bases for building their growth. intellectual. For us, these are crucial elements of excellent education: the constructivist approach and character formation.

Following the vision and mission of Pan American, as well as the constructivist teaching philosophy of the International Baccalaureate, we are committed to collaborating decisively in the formation of integral and collaborative students, helping them to develop their capacity for critical thinking and reflection, and perception of a concrete reality so that, in this way, the student can be active in their social environment, responsible for their choices, aware of their actions and capable of building their future. To this end, our program uses the problematization of Brazilian reality as a motto for Portuguese Language, Brazilian Literature and Brazilian Social Studies classes, so that the student, with an inquiry approach, can interpret historical events, critically read the facts conveyed by the media and produce texts that express your thoughts and opinions in a balanced way. Leaders of tomorrow, our students are prepared to become citizens with complete analytical and critical skills, capable of bringing about change in their own lives and others.

The Brazilian Program is made up of the subjects of Portuguese Language, Literature and Brazilian Social Studies, with literature and social sciences as its main axis. Our curriculum, in accordance with the National Law of Education Guidelines, established by the Ministry of Education (MEC), is based on the National Curricular Parameters and the Common National Curricular Base (BNCC), from pre-school to high school. Furthermore, it is aligned with the requirements of the Primary Years Program (PYP) and the Middle Years Program (MYP), covering the development of the IB student profile.

Our foreign students also have the opportunity to learn Portuguese as an additional language (PAL). During PAL classes, students learn the basics of the Portuguese language and develop oral and writing skills, in addition to establishing connections with local culture through Brazilian social studies. This allows them to delve deeply into Brazilian culture and integrate into the school community, strengthening their sense of

belonging.

Note: Brazilian citizens, even dual citizens, are required to complete the Brazilian diploma consisting of Portuguese language (not PAL) and Brazilian Social Studies (BSS).

Advisory Program

The overarching goal of the Advisory Program is to support students' academic and personal development by offering mentorship and advocacy by a Pan American' faculty member through structured time. Pan American believes that these sessions are integral to each student's success and will have stringent guidelines to provide a thoughtful and dedicated program. Advisory time is divided in three main areas: Study, Community and Life Skills.

Study skills time is devoted to working on academic tasks individually, in groups or with the support of subject area teachers. Students may use this time to study, read, meet with teachers for support or extension, complete assignments or homework, and develop digital portfolios through the Google Sites platform.

Community skills sessions are used to host guest speakers, Pan American Talks, Town halls, student-led meetings, House Cup meetings and activities.

Life skills lessons focus on active engagement in the socio-emotional counselor-developed sessions, time management, career activities, development of college/vocational portfolios through Maia Learning, Wayfinder and use Class Charts to understand their growth and track progress.

School and College Counseling

The goal of the Counseling Team is to provide a comprehensive preventive program for all children at Pan American. Counselors work and consult with teachers, parents and staff to enhance their effectiveness in helping students and providing support to other Pan American educational programs. They provide individual and classroom planning sessions to students in the areas of social and emotional development, academic planning, and career awareness appropriate to the grade level. Please see below some of the activities developed by the counselors:

- Conduct structured, goal-oriented counseling sessions in response to identified needs of groups and individuals. Themes include academic and ATL skill building, social skill development, conflict resolution, family issues, making healthy choices, and career awareness.
- Assist in the transition to the next grade level.
- Interpret tests, student data, and other assessments appropriately.
- Work closely with the Student Support Services leader and Principal to address the needs of all students.
- Provide individual counseling in response to student needs and requests.
- Coordinate with learners' external providers and sources of support (with authorization) to help learners be successful at Pan American.
- Prepare and guide secondary school students regarding career and post-secondary planning.

Service Learning

As an authorized IB school, the Pan American community strives to fit the IB Learner Profile, encouraging our members to become open-minded, risk-taking and caring citizens. Starting with our own small community and expanding out to the global, international community, we aim to develop empathy and create awareness through interaction and service with and to other members of the wider community.

Students become aware of and engage in service learning from Elementary School. As they reach Middle School (MS) and High School (HS), expanded activities help learners develop service as a value.

PURPOSES:

- For students to experience working for a cause involving people from different backgrounds than his or her own.
- To familiarize students with people of different age groups.
- To encourage students to become self-motivated.
- To encourage student creativity in organizing activities.
- To allow students to grow in the ability to work jointly with other people.
- To reach out to parts of the community in need of volunteers.
- To offer the students valuable experience collaborating and organizing activities and events.
- To demonstrate service as a value, as desired by universities abroad.
- To promote the school in the greater Porto Alegre community.

GUIDELINES:

1. Service learning is a graduation requirement for HS students and an expectation for MS students.
2. High school students are expected to complete 10 hours of service per year. At the end of high school (G12) students are required to have completed 40 hours of service learning throughout high school.
3. Middle school students are expected to complete two service activities per school year.
4. Students will complete the online service learning form to record service hours. Only logged hours will be considered as service learning. Each student has his/her own digital service learning log which details their service activities throughout the secondary school.
5. All projects must be approved by the service learning coordinator for credit to be recognized.
6. Transportation to and from the project sites will be the responsibility of the student and her/his parents;
7. Students may not be paid for their service;
8. Students are encouraged to vary their projects from year to year, but it is not obligatory.

Information Technology

Pan American faculty incorporates technology embedding it in the learning activities with the "Bring Your Own Laptop" (BYOL) policy. This means that students in the Secondary School bring their own laptops to school. For this policy to be effective, students must have a laptop that runs Windows or IOS in English or Portuguese. Tablets or Chromebooks do not have the full capacity needed for many of the software programs we will be using. The laptop must have current anti-virus software.

Students will be regularly required to use their computer. For them to be able to access instruction, they need to be responsible for their own computers by:

- Bringing the laptop to class every day with a full charge
- Bringing the power cord to recharge the laptop during the day if needed
- Bringing an adaptor which matches the new Brazilian regulation plugs to recharge the computer during the day
- Making sure all software (especially Antivirus) is updated
- Bringing headphones

Click here to access the full BYOL Requirements.

Caution/Disclaimer

- Users are responsible for taking care of their own equipment and are cautioned about leaving devices unsupervised.
- Pan American staff members have the right to monitor student use of all technology equipment including laptops, tablets, and phones.
- Pan American will take reasonable precautions to ensure the security of the computer networks.
- Pan American assumes no liability or financial responsibility for theft, loss, costs, and expenses for damage to any personal electronic device.

All students and parents are required to sign the school's **AUP – Acceptable Use Policy for Instructional Technological Resources.** This document outlines the expectations for use of the IT equipment as well as rules for working in the lab and using the internet. This form will be sent home at the beginning of the school year and must be returned with the student's and parent's signatures. Any student or family who does not have this signed document on file at the school will not be allowed to use any of the I.T. equipment.

Student-Parent-Teacher Conferences

Pan American promotes Student-Teacher-Parent conferences twice a year and with two distinct formats: Three-Way and Student-Led Conferences (SLC). Three-Way Conferences are meetings led by the teacher which take place amid the first semester. They are an opportunity for teachers, parents and students to discuss the student's goals and progress. Student-Led Conferences, on the other hand, are meetings where the student leads the discussion and explanation about their learning with their parents. In both formats, the subject area teachers and the advisor help to prepare the student before the conference.

The Teacher-Parent-Student Conference is a very important moment in the students' learning process. They allow students to take an active role in their learning, set goals, analyze progress, take ownership and responsibility for their work, become more aware of their own learning processes and reflect on the Learner Profile traits that they are developing as IB students. They also promote a connection between family and school which positively impacts on the students.

This event is so relevant that Pan American cancels regular classes and reserves the whole Friday in addition to Saturday morning for conferences. Thus, the Teacher-Parent-Student Conference is a mandatory event and a requirement for students to successfully complete the grade level. Students with pending Teacher-Parent-Student Conference are not eligible for participation in any club and extra-curricular opportunities, including Honors Awards, NHS, NJHS, MUN events, Friendship Festival, ISSL, the School Musical.

For more information, please see the Student-Led Conferences Parent Booklet.

Student Support Services

Student Support Services works to coordinate support for students in a variety of areas, including language development, academic needs, learning support, and social-emotional development. When needed, the team works closely with administration, staff, students, and families to gather pertinent data in order to create support plans in order for students to reach their full potential. They also collaborate with outside professionals to ensure potential needs are effectively identified and supported, both in and out of the school setting.

Please contact the Student Support Services Teacher Leader, Ms. Mara Becker (mbecker@panamerican.com.br), for more information or to initiate a referral.

Student Placement

Pan American believes that learners benefit from being able to learn how to collaborate with all of their peers. With that in mind, we use a Dynamic Grouping protocol.

Rather than separate students by gender or ability, or keep students year after year with the same group, at Pan American, our mission is to nurture confidence to embrace change and to help students develop into global, lifelong learners. Opportunities to interact with forms of difference across teachers, peers, grade levels, and classrooms are vital in this process.

The school aims to have heterogeneous but balanced groups in each subject, to enable students to mix with their entire grade level, and sometimes across grade levels, in the course of their day. When Secondary classes begin, school counselors are present to help learners through the adaptation period in the first weeks. The Dynamic Grouping protocol helps students navigate changes, make new friends, and instills in them that being open minded and interacting with different people will make them better learners, thinkers, and global citizens.

Clubs and Extracurricular Activities

Extracurriculars help learners broaden their global perspectives, engage in service, and support the development of interests, skills, and dispositions to achieve their fullest potential. We support student leadership, service and academics through a wide variety of activities such as Student Council (STUCO), student clubs, sports teams and competitions, visual and theater arts and service learning programs. Pan American encourages students to expand their own interests and abilities. Please find below a list of the most common school clubs.

- **Student Council (STUCO) - G6-G12**
- **Model United Nations (MUN) - G6-G12**
- **Math Club - G6-G12**
- **National Honor Society (NHS) - G10-G12**
- **National Junior Honor Society (NJHS) - G7-G9**
- **Sustainability Club - G6-G12**
- **Yearbook Club - G6-G12**
- **Robotics Club - G6-G12**

School Teams

Huskies, raised by wolves! The Huskies represent Pan American in local, national and international sports events. All students are welcome to participate in the school teams' practices and activities, regardless of their sports performance. Participation in external sporting events requires additional parent/guardian trip authorization and may encompass both Pan American's Code of Conduct and the conduct and participation rules of the events.

AASB National Vasity League

All HS students who commit to practice with the team and meet the eligibility criteria may participate in Association of American Schools in Brasil (AASB) events. Such competitions provide a favorable environment for human development as well as youth interaction.

The AASB tournaments takes place twice a year: Semester 1 - Boys and Girls Soccer and Basketball; Semester 2 - Boys and Girls Volleyball, Boys Futsal and Girls Soccer.

Friendship Festival

All MS and HS who are 13 years old or younger who meet the eligibility criteria may participate in the Friendship Festival, regardless of their sportive performance. The Festival features Basketball, Volleyball, Soccer and Beach Tennis games as main events as well as other parallel contests such as: tennis, table-soccer and table-tennis. Additionally students may participate in the talent show and in the cultural treasure hunt.

Traditionally, both tournaments take place at "Nosso Recanto" (NR) in Sapucaí Mirim – São Paulo. This is a suitable place for such events which features soccer fields, courts, pools, dorms, cafeteria, among other venues. You can find more information on the website (www.nr.com.br).

After School Program

Our school offers a diversity of extracurricular activities every semester. At the beginning of each semester the information about the After School Program (ASP) will be made available to all parents with the different options we are offering for you and your child to choose from.

Field Trips and Classroom Without Walls

Field trips are school-planned activities that enrich the curriculum and are designed to enhance, motivate and support learning by providing first hand experiences that can make learning more meaningful. We strongly encourage all students to attend field trips planned by the teachers.

Class Trips

Prior to class trips, the trip organizer(s) will share the class field trip information with parents including a safety plan, overnight plan (where applicable), and supervision plan. The overnight plan will include the general room plan and clear expectations around doors, windows, room contents, student check-ins, and bedtimes/lights out, including consequences. Early return home for health, safety, or conduct is at the school's discretion and for reasons of individual student behavior, at the family's expense.

Team members that accompany the trip may include the typical grade level complement of staff: 2 teachers/advisors or 1 teacher and TA, class monitors and/or monitors assigned to specific students, a behavioral support team member such as a counselor or administrator. Costs for support are shared among all students.

When the school determines there is an established history and potential health or safety risk to one's self or others, it may consider individual non-participation in class trips on an exceptional basis. A multidisciplinary team of staff connected to the learner's care will make a recommendation to the superintendent. For students who do not participate in a class trip, supervision and alternate learning will be provided at school.

For class trips that return late when there is school the following day, students will be excused until after snack time when the next day is a school day. This applies to late returns after:

- Primary School - 8:00pm
- Secondary School - 11:00pm.

Extracurricular Activities and Trips

Extracurricular activities and trips are discretionary and participation is invited for students who meet initial and ongoing eligibility based on academic, behavioral, attendance, and conduct criteria. These criteria

exist to ensure the holistic learning and well-being of all participants and are intentionally developmental, to help students set personal goals to improve their academic, attendance, and behavioral performance. Most criteria reset at intervals to incentivize student growth and enable future participation.

Eligibility checkpoints for extracurricular activities and trips include a firm **invitational check** per the Eligibility Matrix when the trip is initially being organized, with follow up final checks approximately 2 weeks prior to departure. Students who do not meet the invitational check will not be permitted to participate but may aim to raise their eligibility for future activities/trips. Parents of students who are invited to participate but then fail the final check or have a serious/grave conduct incident pre-departure or during the trip may be billed the cost of the trip per the trip contract.

For class trips with returns after 11:00pm when there is school the following day, students will be excused until after advisory time.

Standardized Testing

In order to externally evaluate the school and students Pan American takes advantage of multiple standardized tests which take place throughout middle and high school years. Please see the list below of standardized tests that are used and their brief descriptions.

Measures of Academic Progress - MAP

The MAP tests are designed for students whose first language is English. They provide comparative information of how the Pan American student's knowledge and skills in Reading, Language Usage, Math, and Science compare with those of American and international students in the same grade level. Students in G1-G19 take MAP tests every semester in September and April.

VUNESP

These tests assess students ability in the Portuguese language both writing and reading. The results of these tests can be compared to similar tests taken by both private and public schools in Brazil. Students in G5, G7, G9, and G11 take the VUNESP in April.

PSAT

A preparatory test for the SAT, which is widely use for college acceptance in the US and Europe. Students are assessed in writing, reading, and math. The scores are easily comparable to other thousands of students in the world who take the same test. Students in G10 and G11 take the PSAT every semester.

TILP

A test that was designed internally by Pan American to measure students' reading and writing skills in Portuguese. G1-G8 students take the TILP every semester.

ENEM Simulado

The ENEM is the Brazilian national college entrance exam used by the vast majority of universities in Brazil and Portugal as a gateway to college admissions. Starting in G10 Pan American students take a mock ENEM every year in May. The ENEM tests students in four areas: Math, Language, Social Studies, and Science.



PAN AMERICAN

THE INTERNATIONAL SCHOOL OF PORTO ALEGRE

School Policies

PAN AMERICAN

THE INTERNATIONAL SCHOOL OF PORTO ALEGRE

Academic Honesty

Students are expected to know and uphold the Academic Honesty policy.

Artificial Intelligence

View the school's current AI Policy. Below, find the continuum teachers use to clarify permitted AI use on tasks, and that students use to cite their level of AI usage.

Assessment

The Assessment Policy addresses why, what, and how the school assesses student learning. It has a section for MYP and AP and includes external assessment, passing grades, and how achievement levels (grades 1-8) and final grades (grades 1-7) are determined. The policy includes the Grade Point Average scale shown below, which applies to High School, as well as MYP grade descriptors and the following sample final grade determination.

Grade	Grade Points
7	4.0
6	3.75
5	3.25
4	2.75
3	2
2 and 1	0

MYP Grade Descriptors

Grade	Boundary Guidelines	Descriptor
1	1-7	Produces work of very limited quality. Conveys many significant misunderstandings or lacks understanding of most concepts and contexts. Very rarely demonstrates critical or creative thinking. Very inflexible, rarely using knowledge or skills.
2	8-11	Produces work of limited quality. Expresses misunderstandings or significant gaps in understanding for many concepts and contexts. Infrequently demonstrates critical or creative thinking. Generally inflexible in the use of knowledge and skills, infrequently applying knowledge and skills.

3	12-15	Produces work of an acceptable quality. Communicates basic understanding of many concepts and contexts, with occasionally significant misunderstandings or gaps. Begins to demonstrate some basic critical and creative thinking. Is often inflexible in the use of knowledge and skills, requiring support even in familiar classroom situations.
4	16-19	Produces good quality work. Communicates basic understanding of most concepts and contexts with few misunderstandings and minor gaps. Often demonstrates basic critical and creative thinking. Uses knowledge and skills with some flexibility in familiar classroom situations, but requires support in unfamiliar situations.
5	20-23	Produces generally high quality work. Communicates secure understanding of concepts and contexts. Demonstrates critical and creative thinking, sometimes with sophistication. Uses knowledge and skills in familiar classroom and real-world situations and, with support, some unfamiliar real-world situations.
6	24-27	Produces high-quality, occasionally innovative work. Communicates extensive understanding of concepts and contexts. Demonstrates critical and creative thinking, frequently with sophistication. Uses knowledge and skills in familiar and unfamiliar classroom and real-world situations, often with independence.
7	28-32	Produces high-quality, frequently innovative work. Communicates comprehensive, nuanced understanding of concepts and contexts. Consistently demonstrates sophisticated critical and creative thinking. Frequently transfers knowledge and skills with independence and expertise in a variety of complex classroom and real-world situations.

The following sample MYP grade determination is found in the Assessment Policy:

A student's criterion levels of achievement are added together to determine his/her final achievement level in all criteria. This total is then compared to the IB's established boundary guidelines to give a grade out of 7 for each subject. This student's Criterion Levels Total is 23. As a result, an MYP Grade of 5 is awarded.

Sample Student—Science

Criteria	Semester Level of Achievement
Criterion A: Knowing and Understanding	5
Criterion B: Inquiring and Designing	6
Criterion C: Processing and evaluating	6
Criterion D: Reflecting on the impacts of science	6

Criterion Levels Total / 32	23

IB Published Grade Boundaries

MYP Grade	1	2	3	4	5	6	7
Boundary guidelines	1-7	8-11	12-15	16-19	20-23	24-27	28-32

Attendance Policy

Students, parents, and guardians are responsible for reading and following the Attendance Policy. This has information about timeframes for requesting absences and explains how excused/unexcused absences are determined.

Bullying Prevention

Bullying, aggression, and violence are not acceptable at school. Bullying has a harmful social, physical, psychological, and academic impact on bullies, the victims, and the school community. Bullying is prohibited throughout all school facilities, including but not limited to, every activity under school supervision, and online environments on school-sanctioned platforms. Read the Bullying Prevention Procedures to understand school definitions and expectations.

Child Protection

The school takes its child protection duty seriously and maintains internal policies and procedures regarding child protection. Any member of the community may report a child protection concern to a school counselor or principal.

Code of Conduct and Discipline

Students are expected to know and uphold the Code of Conduct.

Extracurricular Eligibility Matrix

Pan American students who consistently demonstrate the IB Learner Profile, meet attendance requirements, and uphold the Code of Conduct may represent the school in extracurricular events and trips. The Eligibility Matrix is consulted to determine students' eligibility to participate in extracurricular activities and trips.

Former Student Visitors

We understand that visiting old school friends is fun. In order to protect the learning environment, not to disrupt classroom instruction and/or overload teachers with extra work, all former students not regularly enrolled at Pan American who wish to visit the school are welcome to visit during lunchtime. Former students must send an email to the section Assistant Principal with full name and CPF to be validated by

security upon arrival.

Only currently enrolled students may participate in activities such as Field Trips, Exhibition, Musical, Holiday Concerts, Graduations, Invention Convention, School Tournaments and other school events.

Homework

Homework is assigned regularly by the secondary school teachers for the purpose of reading, reinforcement of new learning, and for learners to practice and apply skills needed for summative assessments. It is graduated in length of time by grade level. Homework is governed by the Assessment Policy.

Daily Average Homework Guidelines

Note: Online and AP coursework are excluded.

Grade	Homework
6	60 minutes
7	70 minutes
8	80 minutes
9	90 minutes
10	100+ minutes
11	100+ minutes
12	100+ minutes

Inclusion (Student Support Services)

Please find more information about Academic Inclusion and Student Support Services in the Inclusion Policy.

Uniform/Dress Code

It is compulsory for Grades 6-12 to follow the guidelines below

Guidelines for Appropriate Dress

- Students in G6 must wear the school full uniform daily Monday-Friday, unless granted special permission for events by the Dean of Students.
- Middle school students in G7-8 must wear a school t-shirt everyday.
- No garments or accessories may advertise or promote illegal activities or products such as drugs, gambling, alcohol, tobacco, gang activity, or violence.
- No garments or accessories may contain sexually suggestive, lewd, or profane comments.
- Excessively short and/or tight clothing, in general, are not acceptable.
- Undergarments and parts of undergarments must be covered at all times.
- Any garments that are considered a hazard to safety or that may damage school property are not to be worn in the school.
- All students must wear the approved PE uniform and will not be permitted to participate in activities if their clothing is inappropriate or presents a potential safety issue to the student or teacher. All jewelry must be removed before participating in sporting activities and long hair must be tied back.

- Suitable footwear is to be worn at all times. Sandals or flip flops are not allowed for PE or any athletic activities, playing sports during recess, or during Science classes.

Uniforms

Currently, the school uniforms are available to purchase at two locations:

Kawhen Uniformes – Rua Carlos Huber, 281
Top Sul Uniformes – R. Vicente da Fontoura, 2214

Student Health Care

The Pan American School of Porto Alegre provides students and staff with health assistance during their stay in school. The nurse professionals assigned to provide care are composed of one nurse and one nurse technician. Both are registered in the local regulatory organ (COREN-RS) and work together in João Obino and João Paetzel nursing office, in order to provide a safe environment regarding health issues.

To provide health care that reflects the quality and safety of our actions, these items must be delivered to the nurse in the Nurse Office:

1. Student Health Clinic Form: The clinical record must be updated every year and whenever there is a change in the student´s health records.
2. Medical prescriptions: With list of medications that can be administered to students written by a doctor with the name, date and medical register number.
3. Updated immunization schedule: To be completed before the beginning of the school year and each time there are changes and / or vaccination campaigns.

Medication at School

Note: No student is allowed to carry medicine in his/her backpack. Parents/guardians are responsible for giving it to the nurse, and they will return it at the end of the school day. Students requiring medication that may affect learning or behavior must have this reported to the nurse and counsel. The Secondary School confidentially uses this information to provide needed/requested accommodations and will require documentation.

Whenever possible, parents should administer medication at home. If a child needs to take medication or requires medical treatment during school hours, parents are responsible for bringing the medication, medical prescription and orientations. The school staff will ensure that the child is released from class to go to the nurse's office where the school nurse will administer the medication or treatment. If the nurse is not at the assigned school, the school will ensure that other trained school staff are available to administer the student medication.

Medical prescriptions must be delivered to the Nurse Office. A copy will be accepted if readable. The same is valid for photos, .jpg, .pdf, .doc that can be sent by email to **nurse@panamerican.com.br**. Medical prescriptions must have:

- Name of the Doctor and Medical Register Number (CRM - BR);
- Date;
- Name according to the medicine;
- Administration dose.

Emergency Available Medication

Below is the list of medication available at the school:

Oral medication:

- □ Paracetamol 200mg/ml
- □ Paracetamol 500mg
- □ Ibuprofeno 100mg/ml
- □ Valda Pan Americantilha

Topic Medication:

- □ Nebacetin cream
- □ Gelol spray

Accidents and Emergency Medical Care

Minor accidents at school are attended to by the school nurse. Major accidents could result in your child being sent to an emergency facility by ambulance. Parents may need to be contacted by phone; therefore, it is very important to keep an up-to-date phone number at which a parent can be reached.

There are two possibilities of requesting this type of service, which will be:
- TRANSUL the service covers high complexity attendances 24 hours per seven days a week in both schools.
- SAMU: for cases of trauma, heart attack, serious allergic reaction, ambulance service of SAMU will be requested.

In these situations the parents will be informed immediately about the health occurrence.

Infectious Diseases Protocol

The nurse should notify the parent/guardian when a child develops new signs or symptoms of illness at school. Parent/guardian notification should be immediately made by call for emergency or urgent issues. Other situations will be notified by email on the daily report.

The Nurse Office should determine if the illness:

- Prevents the child from participating comfortably in activities;
- Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children;
- Poses a risk of spread of harmful diseases to others.

If any of the above criteria are met, the child should be sent home, regardless of the type of illness. Also, the Nurse Office recommends to, please, keep your child at home when the following symptoms are observed:

SYMPTOMS
Fever (temperature above 37.8 °C) with or without behavior change in the last 24 hours
Common colds, cough associated or not with fever, rapid or difficult breathing, wheezing or cyanosis (blueness of skin or mucous membranes)
Watery, yellow or white discharge or crusting eye discharge with eye pain, or eyelid redness associated with pink or red conjunctiva (the whites of the eyes)

A severely ill appearance - this could include lethargy/lack of responsiveness, irritability, persistent crying, or difficult breathing
More than two episodes of diarrhea in the previous 24 hours. Diarrhea is defined by stools that are more frequent or less formed than usual for that child and not associated with changes in diet
Vomiting more than two times in the previous 24 hours
Sore throat and swallowing difficulty associated or not with fever
Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness
Earache or headache complained by the child more than three times in the last 24 hours

Common Language & Acronyms utilized at the Pan American School

Acronyms	Definition	What is this?
AMISA	Association of American Schools in South America	A non-profit association for promoting and improving education in the Americas
AGM	Annual General Meeting	The annual meeting held in May where the Superintendent addresses the community about the progress of Pan American during that school year.
AP	Advanced Placement	Coursework for students who are ready for college level work in high school. Students take courses either on-campus or online and are required to sit the exams in May.
ATL	Approaches to Learning	Central to the Middle Years Programme, this component provides for the students to develop skills (tools for learning) that have relevance across the curriculum and help them "learn how to learn".
BYOL	Bring your own laptop	Students in the Secondary School bring their own laptops to school.
CIS	Council of International Schools	The Council of International Schools is a global nonprofit membership organization that provides services to schools, higher education institutions and individuals focused on international education
EAL	English as Additional Language	A program to help new students at Pan American to improve their English Language skills until they are

		ready to mainstream the English Language and Literature class
IB or IBO	International Baccalaureate Organization	The International Organization which oversees the PYP and MYP
ISSL	International Schools Sports League	The sports league which sponsors two competitions each school year in Brazil for international schools. Pan American students from grades 6-12 are eligible to compete, although most students are from grades 8-12.
IT	Information Technology	The department which provides for all the technology support you receive
MAP	Measures of Academic Progress	An external standardized test in reading, language usage, math and science given to students in grades 1 - 10, 2 times per year. The data is analyzed and is used to inform our instruction.
MYP	Middle Years Programme	The inquiry based curriculum framework used in the Middle/High School grades 6 - 10
NEASC	A U.S. Accreditation Agency	An accreditation agency which accredits both international and national schools
NHS	National Honor Society	The National Honor Society (NHS) is the US premier honors organization established to recognize outstanding high school students in grades 10-12 who have demonstrated excellence in the areas of scholarship, leadership, service, and character.
NJHS	National Junior Honor Society	NHS version for Middle School Students in grades 6-9.
NWEA	Northwest Evaluation Association	NWEA is a non-profit organization that offers a range of Common Core aligned educational assessments like MAP Standardized Testing.
PAC	Parent Action Council	Run by parent volunteers, the PAC is a network of parents who dedicate part of their time to care for and support our community, students and passionate educators.
PAL	Portuguese as Additional Language	A program to help new students at Pan American to improve their Portuguese Language skills until they are ready to mainstream the Portuguese Language and Literature class.
Pan American	Pan American School	Our school acronym is pronounced either as P.A.S. or “Pan Americans”
PE or PHE	Physical Education or Physical and Health Education	Physical Education is now Physical and Health Education encompassing health content and practices.

PL	Professional Learning	Workshop sessions done to provide for additional professional learning
PYP	Primary Years Program	The inquiry based curriculum framework used in the Preschool and Elementary School
SAT & PSAT	Scholastic Aptitude Test	A standardized test widely used for college admissions in the United States. The PSAT is the preparatory SAT
SSS	Student Support Services	This department includes EAL (English as an Additional Language), PAL (Portuguese as an additional language), and counseling. Procedures are set through this department to discuss student progress. Teachers are asked to document student information on Class Charts. Student files are managed by the counselors and have all testing and accommodations required for differentiation.
STUCO	Student Council	Both elementary and secondary level student councils provide for student representation and voice in school issues.
TA	Teaching Assistant	Certified professionals who assist teachers and students in the classroom from P3 to G5.