



# eab student handbook

**2022-2023**  
school year



American School  
of Brasilia

# Welcome to EAB!

EAB is a leading international school in Brazil and has been serving families of Brasília for over 60 years. Our rich history, depth of experience, and commitment to excellence in education have made us a top choice for families in Brasília.

We are a diverse international school community that provides an English-language-based pre-K through Grade 12 education. EAB is committed to serving all students' needs. We offer three rigorous diplomas – International Baccalaureate (IB), American, and Brazilian – in an environment that promotes the holistic education of each child through a differentiated approach.

At the center of EAB's outstanding educational program is its teaching staff, carefully selected for excellence from across the globe. Over half of our teaching staff are from countries like the United States, Canada, New Zealand, Australia, The Philippines, and the United Kingdom. Our Brazilian teachers were recruited from the very best private and public schools in Brazil.

It is easy for me to see why families choose EAB and why our school has earned the trust of the community in Brasília. When my own children arrived at EAB, we were immediately struck by the warmth of this incredible community of learners. Our mission statement is truly lived by our students, educators, and families. True to our mission, EAB challenges students to be learners who inspire others to be inquirers, principled, and bold in vision. This mission is the anchor to everything we do at EAB. We believe that while academic excellence is essential, it is just as critical that our students grow to be balanced global citizens who positively impact the world through excellence in academics, activities, arts, leadership, and service. These impacts all start while students are at EAB through our various service-learning programs, balanced athletic offerings, and robust arts programs.

EAB is known for its family-friendliness and the value we place on relationships and community. In this spirit, we invite you to reach us to learn more about the diverse ways in which EAB can serve your family. Please contact me or any of our outstanding staff here at EAB with any questions you may have. It would be our great pleasure to welcome you to the EAB family!

Yours in learning,

Grace McCallum

*Grace McCallum*

**GRACE MCCALLUM**

HEAD OF SCHOOL



“

**LEARNERS**  
INSPIRING  
**LEARNERS**

TO BE **INQUISITIVE** IN LIFE,  
**PRINCIPLED** IN CHARACTER,  
AND **BOLD** IN VISION.

”

# TABLE OF CONTENTS

(CLICK TO GO TO PAGE)

## GENERAL INFORMATION

NEW STUDENTS: GETTING READY FOR SCHOOL CHECKLIST	6
IMPORTANT INFORMATION	7
IMPORTANT DATES	9
2022-2023 SCHOOL CALENDAR	10
CAMPUS MAP	12
FACES IN THE CROWD	14
HOW WE COMMUNICATE	18
LINES OF COMMUNICATION	21
EAB UNIFORMS	25
ACTIVITIES	26
ICOMMONS	27
WHAT IS THE PTO?	29
<b>LS, MS AND HS STUDENT HANDBOOKS</b>	<b>30</b>

# NEW STUDENTS: GETTING READY FOR SCHOOL CHECKLIST

Welcome to the American School of Brasilia (EAB) community! Here are some important reminders to create a strong start to the school year.

## BEFORE THE FIRST DAY OF SCHOOL, BE SURE YOU HAVE...

### IN JUNE:

- Turned in all the required documentation to the Admissions Office
- Completed all required testing
- Signed the School Contract

### IN JULY

- Paid the first invoice and application fee
- Purchased your school supplies and the EAB uniform (LAPTOPS ARE REQUIRED FOR ALL STUDENTS GRADES 6 TO 12)
- Received your classroom teacher assignment (Lower School)
- Received your PowerSchool login Used ID and password
- Ensured your email address and contact information is updated
- Signed up for our EAB WhatsApp Broadcast Group (make sure to add +55 61 99608-9832 as a contact)
- Sent email to the Lower/Upper School secretaries to authorize others to pick up the students
- Ensure you know which entrance to drop off each of your children
- Scheduled a school tour, if you haven't had one yet
- Received a school tour for Lower School parents.

# IMPORTANT INFORMATION

## REQUIRED DOCUMENTATION

All required documentation must be turned in by July 29th or upon arrival. Please hand carry the student's previous school final, original final report card with apostille prior to arrival to our school. If the student is in High School, the official transcripts must be translated and apostilled. If the apostille and translation will delay, please send us the digital version of the transcrip. Due to Brazilian legal requirements, students coming from Brazilian schools must turn in the Histórico Escolar within 30 days of being admitted to EAB.

## CONTRACT AND PAYMENT

In order for a student to begin attending classes, the school contract must have been signed electronically, a second signature by an Embassy representative (for Embassy employees only) and the first payment and/or international fees must have been received by our Business office [businessoffice@eabdf.br](mailto:businessoffice@eabdf.br)

## IN-PERSON TECH TRAINING

**Please bring your laptops, they are mandatory for the training.**

For Upper School students training will be held on **Friday, July 29th** at 2:30 pm.

## LOWER SCHOOL CLASS PLACEMENT (JULY 29, 2022)

If you have signed your school contract and paid the first payment, Lower School students (K3 to 5th Grade) will receive their classroom placement by email on July 29th.

## MIDDLE AND HIGH SCHOOL SCHEDULES (JULY 29, 2022)

If you have signed your school contract and paid the first payment, you will receive your class schedule by accessing our Powerschool platform.

## NEW FAMILY ORIENTATION MEETINGS (JULY 30, 2022)

The New Family Orientation will be on Saturday, July 30, 2022 at 8:45 am (Brasilia time) where we will meet all new families to introduce ourselves and then break into three meetings by Division: Lower School, Middle School and High School with the respective Principals and Counselors.

- 9:00 a.m. - 9:10 am - Head of School Welcome, Grace McCallum
- 9:20 am - 10 am - Meeting with Division Principals
  - Lower School - Margit Henrichs
  - Middle School - Rebekah Adamek
  - High School - David Bair & Counseling Team

## EAB UNIFORM AND SCHOOL SUPPLIES

Don't forget to purchase the EAB official uniform before the first day of in-person learning. It is mandatory for all EAB students to wear a uniform during school. More details about our official clothing can be found at the **EAB Uniform section (page 25)**.

## TRANSPORTATION

For outsourced transportation (bus/van service), the following companies have worked with EAB families for several years **(please note that EAB is not affiliated or liable for these companies whatsoever)**:

- BSB Transportes:  
(61) 99989-7552 / (61) 99217-7764 / [bsbtransportes@uol.com.br](mailto:bsbtransportes@uol.com.br)
- Transcassimiro:  
(61) 3244-0787 / (61) 99983-6929

For US Embassy families, please contact the CLO office as the embassy provides the bus services for their students.



# IMPORTANT DATES

DATE	EVENT
<b>MONDAY, JULY 25TH</b> 9am to 3pm Brasilia time	Testing available for MAP, Portuguese and IB
<b>FRIDAY, JULY 29TH</b> 2:30pm to 4pm	Upper School Tech training on campus - bring laptop
<b>FRIDAY, JULY 29TH</b> 2:30pm to 4pm	Lower School Open House Meet the classrooms
<b>SATURDAY, JULY 30TH</b> 8:45am - 11:30am	New Family Orientation for all new families
<b>MONDAY, AUGUST 1ST</b> 8am - 12:00pm (half day)	First day of classes

# 2022-2023 SCHOOL CALENDAR

## JULY 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

JUL 30: New Family Orientation

## AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUG 1: First Day of Classes (Half Day)\*

AUG 6: Sábado Legal\*\*

AUG 18: Half Day\*

AUG 27: Sábado Legal\*\*

## SEPTEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SEP 3: Sábado Legal\*\*

SEP 7: Brazilian Independence Day

SEP 8 & 9: School Holiday

SEP 16: Half-Day\*

SEP 17: Sábado Legal\*\*

## OCTOBER 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29

OCT 1: SAT / Sábado Legal\*\*

OCT 3: 2nd Quarter Begins

OCT 10-11: School Holiday

OCT 12: Our Lady of Mercy Holiday

OCT 13-14: Educators' Day Holiday

OCT 22: Sábado Legal\*\*

## NOVEMBER 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOV 2: All Souls Day Holiday

NOV 4: Half Day\*

NOV 5: Sábado Legal\*\*

NOV 15: Proclamation of the Republic Holiday

NOV 19: Sábado Legal

NOV 24-25: Thanksgiving Holiday

NOV 30: Protestant's Day Holiday

## DECEMBER 2022

S	M	T	W	T	F	S
					1	2
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DEC 3: SAT / Sábado Legal\*\*

DEC 9: Last Day of Classes (Half Day)

\*STUDENTS ARE DISMISSED AT 12 PM ON ALL HALF DAYS\*.

\*\*DUE TO THE COVID-19 PANDEMIC, PLEASE NOTE THAT SOME EVENTS MAY NEED TO BE RESCHEDULED OR ADAPTED TO SECURITY NORMS.

# 2022-2023 SCHOOL CALENDAR

## JANUARY 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JAN 11: First Day of Classes  
 JAN 21: Sábado Legal\*\*  
 JAN 28: Sábado Legal\*\*

## FEBRUARY 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

FEB 4: Sábado Legal\*\*  
 FEB 7: Half Day\*  
 FEB 21: Carnaval Holiday  
 FEB 20, 22-24: School Holiday

## MARCH 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAR 4: Sábado Legal\*\*  
 MAR 14: Half Day\*  
 MAR 18: Sábado Legal\*\*  
 MAR 27: 4th Quarter Begins

## APRIL 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
<del>23</del> / <del>30</del>	24	25	26	27	28	29

APR 1: Sábado Legal\*\*  
 APR 4: Half Day\*  
 APR 7: Good Friday Holiday  
 APR 15: Sábado Legal\*\*  
 APR 21: Tiradentes Holiday/  
 Brasilia's Anniversary

## MAY 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY 1: Labor Day  
 MAY 6: Sábado Legal\*\*  
 MAY 13: Sábado Legal\*\*  
 MAY 20: Sábado Legal\*\*  
 MAY 27: Sábado Legal\*\*

## JUNE 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

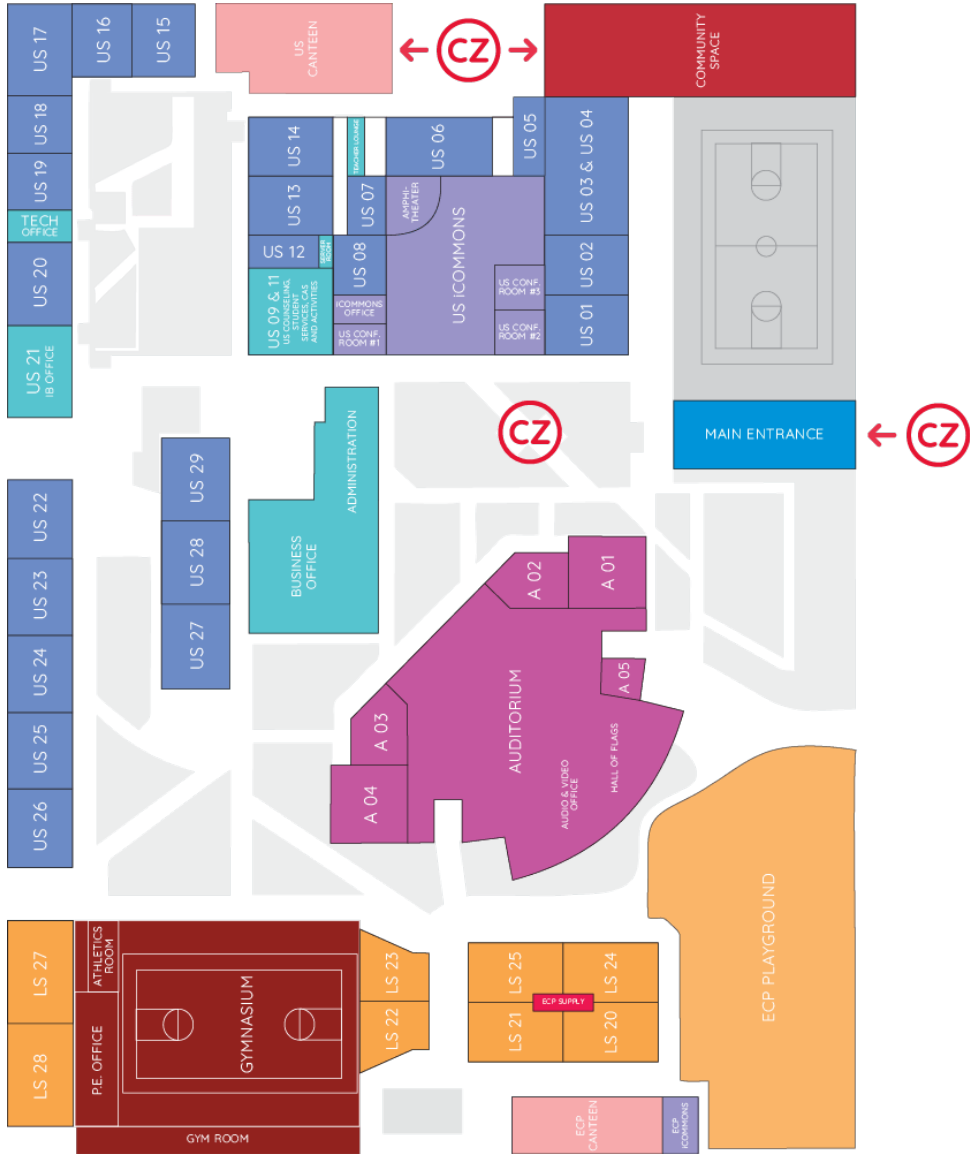
JUN 7: Last Day of Classes (Half Day\*)

\*STUDENTS ARE DISMISSED AT 12 PM ON ALL HALF DAYS\*

\*\*DUE TO THE COVID-19 PANDEMIC, PLEASE NOTE THAT SOME EVENTS MAY NEED TO BE RESCHEDULED OR ADAPTED TO SECURITY NORMS.

# CAMPUS MAP

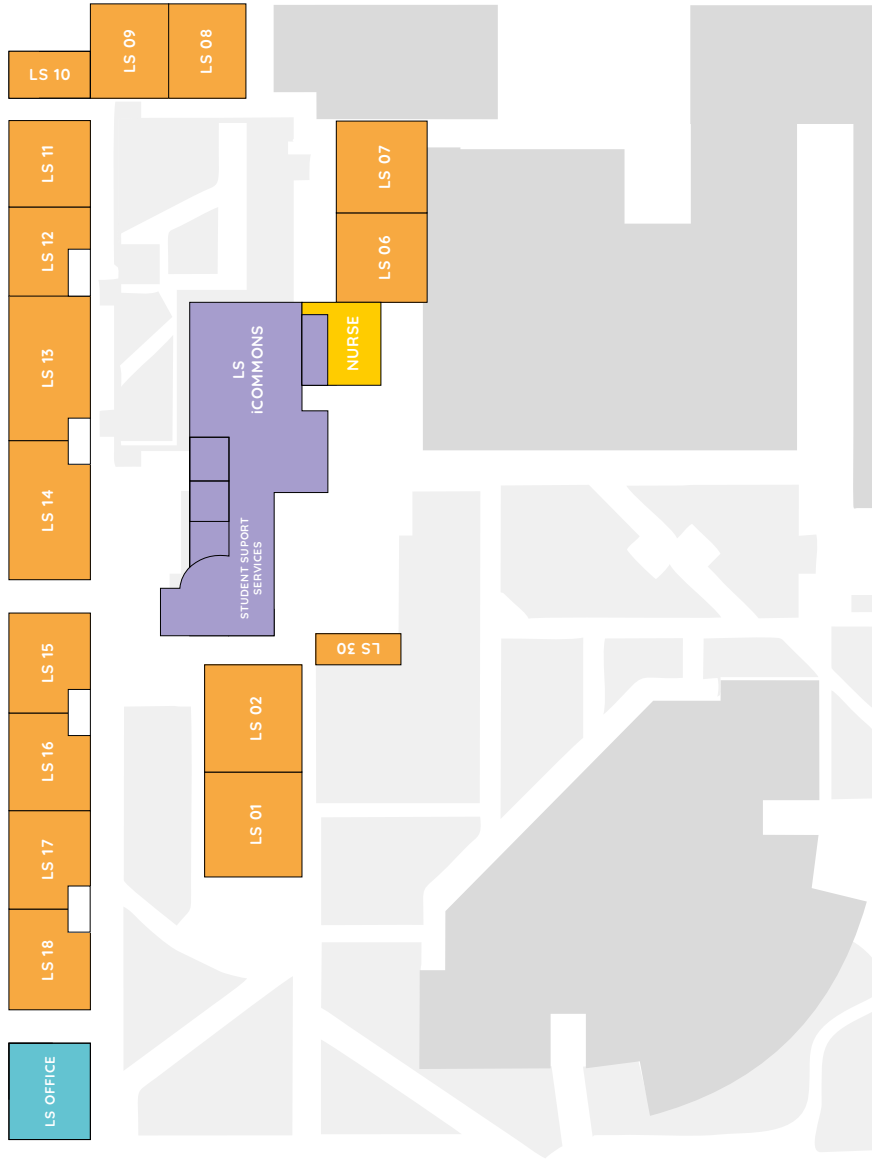
## UPPER CAMPUS





# CAMPUS MAP

## LOWER CAMPUS



# FACES IN THE CROWD

WHO'S WHO AT EAB



**GRACE McCALLUM**  
HEAD OF SCHOOL  
gmccallum@eabdf.br  
(61) 3442-9703



**DENISE TURATI**  
BRAZILIAN PROGRAM DIRECTOR  
dturati@eabdf.br  
(61) 3442-9702



**ANDY JONES**  
DIRECTOR OF TEACHING & LEARNING  
ajones@eabdf.br  
(61) 3442-9703



**VAMSHI MUGATHA**  
TECHNOLOGY DIRECTOR  
vmugatha@eabdf.br  
(61) 3442-9747



**MARGIT HEINRICHS**  
LOWER SCHOOL PRINCIPAL  
mheinrichs@eabdf.br  
(61) 3442-9736



**ANGELA COLLINS**  
LOWER SCHOOL ASSISTANT PRINCIPAL  
acollins@eabdf.br  
(61) 3442-9736



**REBEKAH ADAMEK**  
MIDDLE SCHOOL PRINCIPAL  
radamek@eabdf.br  
(61) 3442-9714



**DAVID BAIR**  
HIGH SCHOOL PRINCIPAL  
dbair@eabdf.br  
(61) 3442-9714



**ELIZABETH SULLIVAN**  
BUSINESS DIRECTOR  
esullivan@eabdf.br  
(61) 3442-9717

# FACES IN THE CROWD

## WHO'S WHO AT EAB



**NOELA XAVIER**

ADMISSIONS DIRECTOR  
 nxavier@eabdf.br  
 (61) 3442-9706



**JOHN POWELL**

ACTIVITIES & ATHLETICS  
 DIRECTOR  
 jpowell@eabdf.br  
 (61) 3442-9733



**PEDRO ARAÚJO**

HEAD OF ADVANCEMENT  
 paraujo@eabdf.br  
 (61) 3442-9715



**CYNTHIA LEE MCAFEE**

DEVELOPMENT AND EVENTS MANAGER  
 clee@eabdf.br  
 (61) 99849-7657



**SABRINA AMORIM**

HUMAN RESOURCES ANALYST  
 samorim@eabdf.br  
 (61) 3442-9716



**DIVAL LARA**

HUMAN RESOURCES ANALYST  
 dlara@eabdf.br  
 (61) 3442-9716



**MARIA SIEVE**

IB COORDINATOR  
 msieve@eabdf.br  
 (61) 3442-9714



**JOÃO VITOR ARAÚJO**

OPERATIONS COORDINATOR  
 jaraujo@eabdf.br  
 (61) 3442-9717



**ROBERTO MIYAMOTO**

ENVIRONMENTAL COORDINATOR  
 rmiyamoto@eabdf.br  
 (61) 3442-9728

# FACES IN THE CROWD

WHO'S WHO AT EAB



**MICHAELLA BEATTY**

HS COUNSELOR  
kteters@eabdf.br  
(61) 3442-9700



**KATHLEEN LEISHEAR**

COLLEGE COUNSELOR  
kleishear@eabdf.br  
(61) 3442-9710



**CLARA ANDALÓ**

MS COUNSELOR  
candalo@eabdf.br  
(61) 3442-9700



**DÉBORA SANTOS**

LS COUNSELOR  
dsantos@eabdf.br  
(61) 3442-9738



**LILIAN ROSA**

LS COUNSELOR  
lrosa@eabdf.br  
(61) 3442-9738



**CAROLINA MELO**

EXECUTIVE ANALYST  
cmelo@eabdf.br  
(61) 3442-9703



**ANDRÉA BORGES**

ACTIVITIES SUPERVISOR  
aborges@eabdf.br  
(61) 3442-9723



**VICTOR FERNANDES**

COMMUNICATION SPECIALIST  
vfernandes@eabdf.br  
(61) 3442-9715



**KARLA VERAS**

LIBRARIAN  
kveras@eabdf.br  
(61) 3442-9728



# FACES IN THE CROWD

WHO'S WHO AT EAB



**SUELI NASCIMENTO**

BRAZILIAN PROGRAM SECRETARY

snascimento@eabdf.br  
(61) 3442-9702



**PAOLA ZANETTI**

LOWER SCHOOL SECRETARY

pzanetti@eabdf.br  
(61) 3442-9736



**DIVA BELO**

UPPER SCHOOL SECRETARY

dbelo@eabdf.br  
(61) 3442-9714



**MARIA JULIA BRAGA**

ADMISSIONS OFFICER

mjbraga@eabdf.br  
(61) 3442-9706



**LILIAN JABOUR**

STUDENT SERVICES SECRETARY

ljabour@eabdf.br  
(61) 3442-9710



**KAREN TETERS**

WELLNESS COORDINATOR

kteters@eabdf.br  
(61) 3442-9700



**AMABILY SOUZA**

NURSE

asouza@eabdf.br  
(61) 3442-9725



**ANNA GABRYELLA MARTINS**

NURSE

amartins@eabdf.br  
(61) 3442-9725

## HOW WE COMMUNICATE

Open communication between school and home is essential to the success of the school experience, and it can occur in a variety of ways. At EAB we communicate electronically both for its ease and to set a good ecological example for our children. To ensure that you receive all of EAB updates, please make sure the school has your latest contact information (email and mobile number).

Don't hesitate to get in touch with us as soon as possible if you had a recent change of email address or phone number. It's also recommended to check the Lines of Communication section (see page 21) when you have a question or concern, as it can help you decide who to approach here at EAB.

EAB communicates mainly through these means:

### THE BULLETIN

Sent every Friday via email, The Bulletin is EAB's main channel of communication. Being our weekly newsletter, it's where all the school's upcoming events are listed, important announcements are made and where our faculty can share their teaching and learning process with the community. It is also a place where you will find the Lower School, Middle School and High School websites with announcements regarding each division. **We strongly encourage all parents to check The Bulletin every week.**

### COMMUNICATION VIA EMAIL

As we strive to cultivate environmental stewards and citizenship at EAB, we send very few notes home on paper. Therefore, we ask that parents check their email on a regular basis to ensure they are receiving information sent home from the school. Email is also the recommended venue for contacting the students' teacher. Email is the primary contact for teachers, as it allows them to respond

thoughtfully and at an available time in their day. In an emergency please contact the divisional secretary who will deliver important messages. Business Office and all financial communication is done by email via [businessoffice@eabdf.br](mailto:businessoffice@eabdf.br).

## COMMUNICATION VIA WHATSAPP

We encourage you to join our WhatsApp Groups by division (ECP, Lower School, Middle School & High School) to receive announcements and events' information directly on your phone. Send a message through WhatsApp with your name and grade of your child(ren) to +55 61 99608-9832 in order to receive the link to access the respective group(s). **Please do not send messages to this number, as this is a broadcast number only. If you need immediate assistance, you must call our main telephone number: +55 61 3442-9700.**

## WEBSITE/PORTALS

Important information can also be found on our website, [www.eabdf.br](http://www.eabdf.br). Besides that, parents have access to PowerSchool, an online platform created to allow teachers to communicate with parents and students about their grades, conduct and general academic progress. Feel free to contact [support@eabdf.br](mailto:support@eabdf.br) if you have questions about the platform.

## PARENT-TEACHER CONFERENCES AND PARENT MEETINGS

Parent-teacher conferences are scheduled at the end of the first and third quarters to discuss your child's progress. It is imperative that parents make every effort to attend this important meeting. If needed, English-Portuguese translation is available.

## PARENT MEETINGS

If you would like contact with your child's teacher, please reach out

via email to share information and ask questions.

### SEESAW (K3 - 5TH GRADE)

Teachers in grades Pre-K - G5 will regularly communicate classroom activities and share student work and progress with families via Seesaw. A downloadable app that provides a window into children's educational journey with options such as photos, videos, and other evidence of learning that the teacher approves for upload. Messages are also sent from the teacher through SeeSaw. More information will be coming from the teacher about this app.

### FRIDAY FAMILY COMMUNICATION (K3 - G5)

Every Friday, all Lower School Families will receive a document outlining all events for the coming week.

### WHAT'S ON THE DOCKET (9 - 12TH GRADES)

Every Friday, all High School students and parents will receive a document outlining all events for the week.

# LINES OF COMMUNICATION

Here at EAB we value effective communication between parents and school personnel. In fact, we know that when there is a positive flow of information between home and school, and vice versa, everyone benefits.

The following is an attempt to assist parents in deciding who to approach at EAB if they have a query or a concern.

## ISSUE, QUERY OR CONCERN

- My child's academic progress
- My child's assessments or grades
- My child does not understand something



## EAB PERSONNEL

- The child's teacher  
(If a parent is not satisfied with their initial communication with a teacher they should approach the appropriate principal)

- My child is having problems with friendships
- My child is being teased
- My child is worried or anxious
- Our family is having problems that may be affecting my child
- My child does not want to come to school
- I am concerned about my child's placement in a class
- My child needs support with career planning (HS)
- My child is new to EAB and needs help transitioning



- LS Counselors:  
Débora Santos | [dsantos@eabdf.br](mailto:dsantos@eabdf.br)  
Lillian Rosa | [lrosa@eabdf.br](mailto:lrosa@eabdf.br)
- HS Counselors:  
Michaela Beatty | [mbeatty@eabdf.br](mailto:mbeatty@eabdf.br)  
College Counselor:  
Kathleen Leishear | [kleishear@eabdf.br](mailto:kleishear@eabdf.br)
- MS Counselor:  
Clara Andaló | [candalo@eabdf.br](mailto:candalo@eabdf.br)
- LS Principals:  
Margit Heinrichs | [mheinrichs@eabdf.br](mailto:mheinrichs@eabdf.br)  
Angela Collins | [acollins@eabdf.br](mailto:acollins@eabdf.br)
- MS Principal:  
Rebekah Adamek | [radamek@eabdf.br](mailto:radamek@eabdf.br)
- HS Principal:  
David Bair | [dbair@eabdf.br](mailto:dbair@eabdf.br)

ISSUE, QUERY OR CONCERN

- My child is going to be absent for longer than 5 school days



EAB PERSONNEL

- **LS Principals:**  
Margit Heinrichs | [mheinrichs@eabdf.br](mailto:mheinrichs@eabdf.br)  
Angela Collins | [acollins@eabdf.br](mailto:acollins@eabdf.br)
- **MS Principal:**  
Rebekah Adamek | [radamek@eabdf.br](mailto:radamek@eabdf.br)
- **HS Principal:**  
David Bair | [dbair@eabdf.br](mailto:dbair@eabdf.br)

- The custody arrangements for my child have changed



- **LS Principals:**  
Margit Heinrichs | [mheinrichs@eabdf.br](mailto:mheinrichs@eabdf.br)  
Angela Collins | [acollins@eabdf.br](mailto:acollins@eabdf.br)
- **MS Principal:**  
Rebekah Adamek | [radamek@eabdf.br](mailto:radamek@eabdf.br)
- **HS Principal:**  
David Bair | [dbair@eabdf.br](mailto:dbair@eabdf.br)
- **Business Director:**  
Elizabeth Sullivan | [esullivan@eabdf.br](mailto:esullivan@eabdf.br)
- **Business Office:**  
[businessoffice@eabdf.br](mailto:businessoffice@eabdf.br)

- Any issue, query or concern about my child's participation in the IB (International Baccalaureate Program)



- **IB Coordinator:**  
Maria Sieve | [msieve@eabdf.br](mailto:msieve@eabdf.br)

- My child has a problem with his/her laptop
- My child cannot connect to the school's network
- My child has some I.T.-related queries



- **Technology Director:**  
Vamshi Mugatha | [vmugatha@eabdf.br](mailto:vmugatha@eabdf.br)
- **Technology Support:**  
[support@eabdf.br](mailto:support@eabdf.br)

## ISSUE, QUERY OR CONCERN

- I have some questions about the nature of any of EAB's learning programs



- Director of Teaching and Learning:  
Andy Jones | [ajones@eabdf.br](mailto:ajones@eabdf.br)

- I would like to discuss my child's MAP results



- Director of Teaching and Learning:  
Andy Jones | [ajones@eabdf.br](mailto:ajones@eabdf.br)

- I have a question about the Lower School's Club EAB and Speed Sports program (LS after school activities)
- I have a question about the Upper School's activities program



- Activities & Athletics Director:  
John Powell | [jpowell@eabdf.br](mailto:jpowell@eabdf.br)
- Activities Supervisor:  
Andréa Borges | [aborges@eabdf.br](mailto:aborges@eabdf.br)

- I have a question about the Upper School's sports program



- Activities & Athletics Director:  
John Powell | [jpowell@eabdf.br](mailto:jpowell@eabdf.br)

- I have a question or concern about the school's Brazilian program (Portuguese, PLL, BSS, or ISS)



- Brazilian Program Director:  
Denise Turati | [dturati@eabdf.br](mailto:dturati@eabdf.br)

- I have a question or concern about my school fees



- Business Director:  
Elizabeth Sullivan | [esullivan@eabdf.br](mailto:esullivan@eabdf.br)
- Business Office:  
[businessoffice@eabdf.br](mailto:businessoffice@eabdf.br)

ISSUE, QUERY OR CONCERN

- I'm not receiving emails from the school



EAB PERSONNEL

- Communication Department  
[communication@eabdf.br](mailto:communication@eabdf.br)

- I have a question or concern about school policy and/or future directions



- Head of School:  
Grace McCallum | [gmccallum@eabdf.br](mailto:gmccallum@eabdf.br)



# EAB UNIFORMS

PURCHASE THE SCHOOL  
UNIFORM ONLINE



The official EAB uniform is available for purchase **online** (scan the QR Code above to access the webpage; you must have a CPF number to order online) or at **Sasse Uniformes**, located at SHCGN 710/711 Bloco B, Loja 43 - Asa Norte, Brasília - DF / Phone: (61) 3349-1010.

Students may mix and match the uniform options. The PE uniform is not required for Lower School students. Only required for Upper School students in grades 6 to 12.

## TOPS

- T-shirts: white, red and black
- Polo Style: white, short-sleeved polo style shirts with black collar and logo
- Long-sleeved crew neck t-shirts: black or white
- Hoodies: red sweatshirts
- Windbreaker: black weather-proof windbreaker with removable hood
- V-neck sweater: black

## BOTTOMS

- Style: long pants, bermuda shorts, pleated skirts and skorts.
- Appropriate length of short and skirt is at arm length (hold arm straight down and skirt SHOULD BE LONGER THAN THE TIP OF FINGERS).
- Jeans or other color or style bottoms ARE NOT permitted (except on Jeans Day or Spirit week).

## FOOTWEAR

- For our students' safety, school shoes must have a closed toe and closed heel.
- No flip flops, open toe sandals or similar style footwear are permitted.
- Rubber soles are required.

## PHYSICAL EDUCATION

- T-shirts: purchased at Sasse Uniformes
- Bottoms: black basketball-style shorts for boys and black leggings/stretch shorts for girls
- Footwear: any tennis shoes of choice

# ACTIVITIES

## LOWER SCHOOL (LS)

Club EAB and LS Athletics are EAB after-school extracurricular programs that support and enrich EAB's curriculum for Lower School students (K5 - 5th Grade).

If you are interested in enrolling in after-school activities, you can find all the information at the Activities page on EAB's website where every semester we release EAB's Activities lists, guides, important dates and sign-up information.

Should a class reach its capacity, a waitlist will be created. If a space becomes available, families will be contacted with an offer to join the activity.

Please feel free to contact John Powell, Athletics Director or Andrea Borges, Activities Supervisor at [jpowell@eabdf.br](mailto:jpowell@eabdf.br) or [aborges@eabdf.br](mailto:aborges@eabdf.br) should you have any questions.

## UPPER SCHOOL (US)

The US students can sign-up for extra-curricular activities during the Activities Fair, an event to showcase the programs EAB is currently offering; such as MS MUN, MUN, TEDx Youth@EAB, Bulls Community Service, EDUARTES, EAB Moments and takes place in the first few weeks of school in the US iCommons.

**More information about this will follow by email.**

# iCOMMONS

The Information Commons at EAB is a collaborative learning environment designed to support our students in engaging with information. Instead of a traditional library, the iCommons serves as a center of intellectual activity and academic life.

All members of the EAB community are considered patrons (students, parents, staff).

## BORROWING AND RETURNING BOOKS

All items must be checked out (self-checkout or at the circulation desk), and returned to the returning bin or to the circulation desk. For eBooks log in at [eab.follettdestiny.com](http://eab.follettdestiny.com).

## LOAN LIMITS

7 items for 2 weeks. Any overdue book blocks new checkouts.

## HOLDING AND RENEWING BOOKS

Items can be put on hold and renewed 3 times. Come to the iCommons or log in at [eab.follettdestiny.com](http://eab.follettdestiny.com).

## OVERDUES

Overdue notices are emailed to patrons on a regular basis. The iCommons doesn't charge overdue fines. Lost or damaged books must be replaced.

- Be reasonably quiet.
- No loud disruptive behavior.
- No electronic games allowed.
- Phone calls should be placed outside.
- No food or drinks.

- When you have finished with a book do not return it to the shelf, return it to the circulation desk.
- Lost or damaged books must be replaced.
- Volunteers are welcome. Parents interested in volunteering, please contact the iCommons.

# iCOMMONS

## OVERDUES

Our collection includes print materials, eBooks, and databases that students can access and use to create new knowledge and understandings. Materials can be located through the online Catalog.

### LS iCOMMONS COLLECTION

- J 000-999: Nonfiction
- E: Easy English
- J FIC: Fiction in English
- PT J: Portuguese
- PT E: Easy Portuguese

### US iCOMMONS COLLECTION

- 000-999: Nonfiction
- FIC: Fiction in English
- PT: Portuguese
- SPA: Spanish
- FRE: French

## RESOURCES TO HELP YOU WITH RESEARCH

- **Databases:**

BrainPop and BrainPop Jr.	EBSCO
Britannica School	JSTOR
Britannica Escola	PebbleGo
Churchill Archives	Tumble Book Library
- **Online Magazines and Newspapers:**
  - The Economist
  - Folha de São Paulo

## CONTACT US

LS iCommons: (61) 3442-9724

7:45 AM - 4:30 PM

US iCommons: (61) 3442-9728

7:45 AM - 5:00 PM

iCommons: [icommons@eabdf.br](mailto:icommons@eabdf.br)

Karla Veras, Librarian: [kveras@eabdf.br](mailto:kveras@eabdf.br)



iCOMMONS WEBPAGE  
AND CATALOGS  
(Click or scan QR code)

## WHAT IS THE PTO?

The PTO (Parent-Teacher Organization) is composed of volunteer and collaborative parents whose mission is to promote a partnership between all EAB families and the school. The goal is to build a strong community to inspire families to participate in the education of their children.

### MISSION

Connecting EAB families with each other and the school to create a strong community of lifelong learners.

### VISION

Inspiring families to partner in the education of their children.

The PTO warmly welcomes all families to be involved. In recognition that all families have different interests, strengths and time for involvement, the PTO has a flexible structure, built around five core focus areas: **Family Community, Fundraising & Events, School/Home Connection, Community Connection and Communication.**

To learn about upcoming events and opportunities to get involved, check the weekly Bulletin. You can also always contact us at [pto@eabdf.br](mailto:pto@eabdf.br).

# STUDENT HANDBOOKS

At its core, EAB is a community bound by shared values. Though we are a diverse community representing over 40 nationalities and myriad religions, races, cultures, and belief systems, we are brought together by fundamental beliefs about how we learn, treat each other, and engage the world. We believe that every person deserves decency and respect, that all of us can learn, and that we are stronger together than apart. We believe in the power of collaboration and take the responsibility to serve our learning community seriously. We are a transient community, but we strive to improve every day and have faith that the school will be better when we leave than it was when we arrived.

The values that make EAB a special, dynamic place are found in these handbooks. Though those values are constant, the Lower, Middle & High School Handbooks are living documents in that, as a school, we continuously review our policies and procedures as we learn and grow as an institution. These Handbooks not only bring clarity to our policies and procedures but also accurately portrays our values as a community.



**LS, MS & HS STUDENT  
HANDBOOKS**  
(Click or scan QR code)



