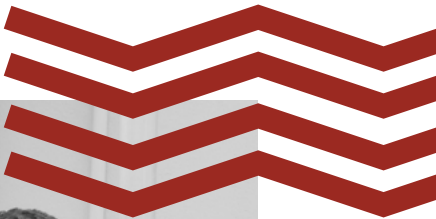


Student HANDBOOK



2023-2024
SCHOOL YEAR

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
HEAD OF SCHOOL



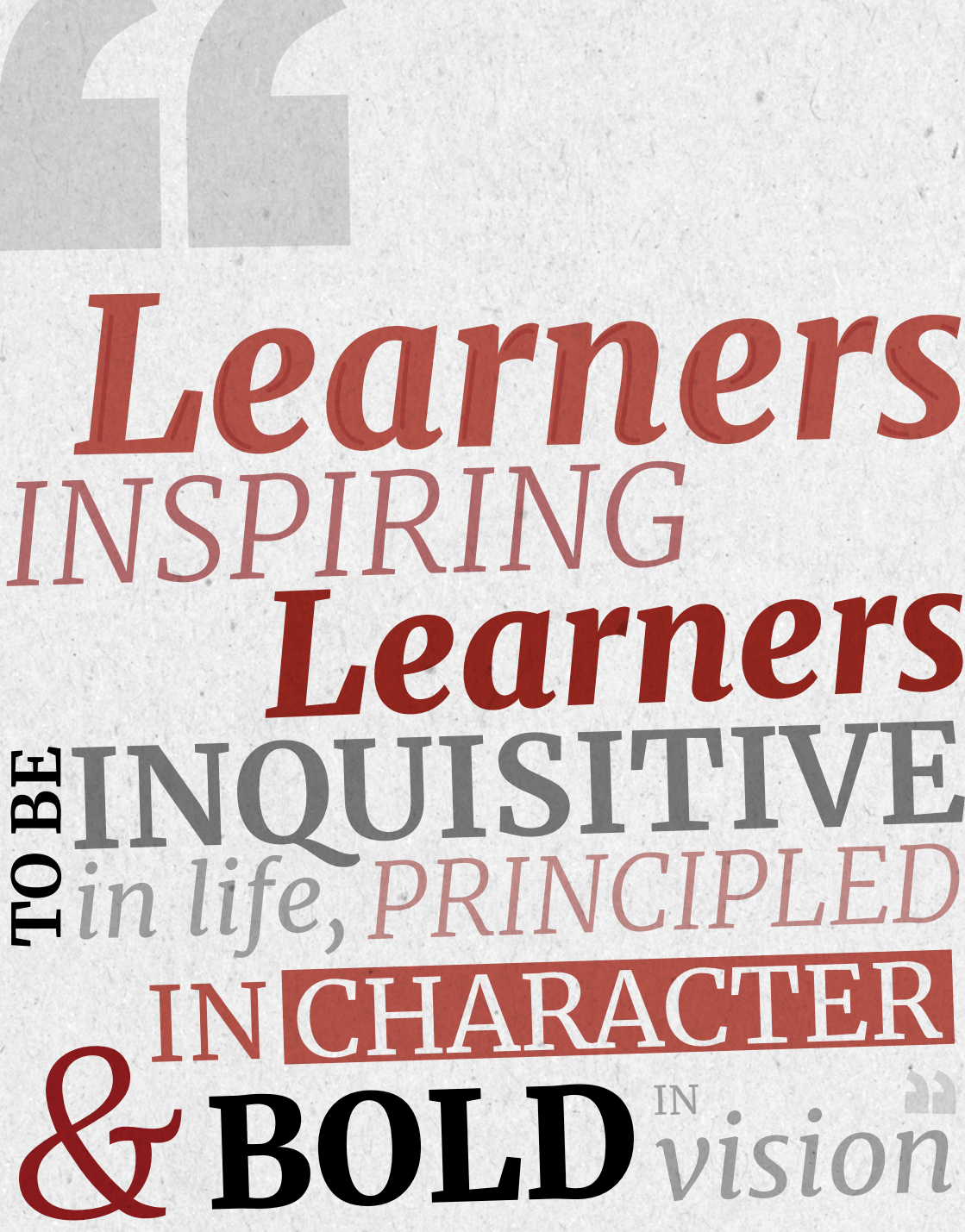


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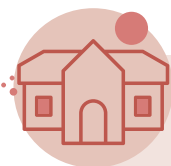
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NEW STUDENTS: GETTING READY FOR SCHOOL CHECKLIST

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
- ☐ Scheduled 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)

BEFORE THE FIRST DAY

- ☐ Received your classroom teacher assignment (Lower School)
- ☐ 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

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 transcript. 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



IN-PERSON TECH TRAINING

Please bring your laptops, they are mandatory for the training. For Upper School students training will be held on Saturday during our New Family Orientation.



LOWER SCHOOL CLASS PLACEMENT (JULY 29TH)

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 29TH)

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 29, 2023)

The New Family Orientation will be on Saturday, July 29, 2023 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 Counselor.

- **9:00 a.m. - 9:10 am** - Head of School Welcome, Grace McCallum
- **9:20 am - 10 am** - Meeting with Division Principals
 - Lower School - **Beth Overby**
 - 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
- **Transcassimiro:** (61) 3244-0787 / (61) 99983-6929
- **Beija-flor:** (61) 99198-6668

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

IMPORTANT DATES

DATE	EVENT
FRIDAY, JULY 28TH	Lower School Placement
SATURDAY, July 29th 8:45am - 11:30am	New Family Orientation for all new families
MONDAY, July 31st 8am - 12:00pm (half day)	First day of classes

2023-2024 SCHOOL CALENDAR

JULY 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 ³⁰	24 ³¹	25	26	27	28	29

JULY 31: First Day of Classes (Half Day*)

AUGUST 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		

AUG 5: Sábado Legal
AUG 18: Half Day*
AUG 26: Sábado Legal

SEPTEMBER 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

SEP 2: Sábado Legal
SEP 7: Brazilian Independence Day
SEP 8: School Holiday
SEP 16: Sábado Legal
SEP 22: Half Day*
SEP 30: Sábado Legal

OCTOBER 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				

OCT 9-10: School Holiday
OCT 12: Our Lady of Mercy Holiday
OCT 12-13: Educators' Day Holiday
OCT 28: Sábado Legal

NOVEMBER 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		

NOV 2: All Souls Day Holiday
NOV 4: Sábado Legal
NOV 15: Proclamation of the Republic Holiday
NOV 18: Sábado Legal
NOV 23-24: Thanksgiving Holiday
NOV 30: Protestant's Day Holiday

DECEMBER 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 ³¹	25	26	27	28	29	30

DEC 02: Sábado Legal/SAT
DEC 08: Half Day*
DEC 15: Last Day of Classes (Half Day)

2023-2024 SCHOOL CALENDAR

JANUARY 2024

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 17: First Day of Classes
JAN 20: Sábado Legal

FEBRUARY 2024

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	

FEB 3: Sábado Legal
FEB 12-13: Carnaval Holiday
FEB 14-16: School Holiday

MARCH 2024

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

MAR 2: Sábado Legal
MAR 12: Half Day*
MAR 16: Sábado Legal
MAR 28: Half Day*
MAR 29: Good Friday Holiday

APRIL 2024

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			

APR 1: School Holiday
APR 9: Half Day*
APR 13: Sábado Legal
APR 21: Tiradentes Holiday/
Brasilia's Anniversary
APR 27: Sábado Legal

MAY 2024

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	

MAY 1: Labor Day
MAY 11: Sábado Legal
MAY 18: Sábado Legal
MAY 27: Half Day*
MAY 30: Corpus Christi

JUNE 2024

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	25	26	27	28	29

JUN 1: Sábado Legal
JUN 7: Last Day of Classes (Half Day*)

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

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

FACES IN THE CROWD

WHO'S WHO AT EAB



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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:

1 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.**

2 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**.

3 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.**

4 WEBSITE/PORTALS

Important information can also be found on our website, **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** if you have questions about the platform.

5 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.

6 PARENT MEETINGS

If you would like contact with your child's teacher, please reach out via email to share information and ask questions.

7 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.

8 FRIDAY FAMILY COMMUNICATION (K3 - G5)

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

9 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	EAB PERSONNEL
<ul style="list-style-type: none">My child is going to be absent for longer than 5 school days	<ul style="list-style-type: none">LS Principals: Beth Overby everby@eabdf.br Angela Collins acollins@eabdf.brMS Principal: Rebekah Adamek radamek@eabdf.brHS Principal: David Bair dbair@eabdf.br
<ul style="list-style-type: none">The custody arrangements for my child have changed	<ul style="list-style-type: none">LS Principals: Beth Overby everby@eabdf.br Angela Collins acollins@eabdf.brMS Principal: Rebekah Adamek radamek@eabdf.brHS Principal: David Bair dbair@eabdf.brBusiness Director: Elizabeth Sullivan esullivan@eabdf.brBusiness Office: businessoffice@eabdf.br
<ul style="list-style-type: none">Any issue, query or concern about my child's participation in the IB (International Baccalaureate Program)	<ul style="list-style-type: none">IB Coordinator: Maria Sieve msieve@eabdf.br
<ul style="list-style-type: none">My child has a problem with his/her laptopMy child cannot connect to the school's networkMy child has some I.T.-related queries	<ul style="list-style-type: none">Technology Director: Vamshi Mugatha vmugatha@eabdf.brTechnology Support: support@eabdf.br

ISSUE, QUERY OR CONCERN	EAB PERSONNEL
<ul style="list-style-type: none">I have some questions about the nature of any of EAB's learning programs	<ul style="list-style-type: none">Director of Teaching and Learning: Andy Jones ajones@eabdf.br
<ul style="list-style-type: none">I would like to discuss my child's MAP results	<ul style="list-style-type: none">Director of Teaching and Learning: Andy Jones ajones@eabdf.br
<ul style="list-style-type: none">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	<ul style="list-style-type: none">Activities & Athletics Director: John Powell jpowell@eabdf.brActivities Supervisor: Andréa Borges aborges@eabdf.br
<ul style="list-style-type: none">I have a question about the Upper School's sports program	<ul style="list-style-type: none">Activities & Athletics Director: John Powell jpowell@eabdf.br
<ul style="list-style-type: none">I have a question or concern about the school's Brazilian program (Portuguese, PLL, BSS, or ISS)	<ul style="list-style-type: none">Brazilian Program Director: Denise Turati dturati@eabdf.br
<ul style="list-style-type: none">I have a question or concern about my school fees	<ul style="list-style-type: none">Business Director: Elizabeth Sullivan esullivan@eabdf.brBusiness Office: businessoffice@eabdf.br

ISSUE, QUERY OR CONCERN

- I'm not receiving emails from the school
- I have a question or concern about school policy and/or future directions

EAB PERSONNEL



- Communication Department
communication@eabdf.br
- Head of School:
Grace McCallum | 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 or 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.

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.

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.

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.

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.
Britannica School
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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.

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
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SCHOOL INSURANCE

Every EAB student is covered by insurance. Click on the following links to find out more:

English | Portuguese





American School of Brasilia

