GRADED

THE AMERICAN SCHOOL OF SÃO PAULO

2026-27

Student-Parent

Upper School Athletics Handbook

Athletics and Activities Office

AUGUST 2026 PUBLICATION

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Introduction

The Graded Athletics and Activities Program aims to enhance, support, and extend student learning outside of the classroom. The Graded vision, mission, and values drive what we do as an athletics department and as coaches. The program helps every athlete achieve their maximum athletic and academic potential. It seeks to foster passionate and reflective student-athletes who are caring, global citizens leading healthy, active, and balanced lifestyles.

This handbook serves as a reference for middle and high school students, parents, teachers, and coaches at Graded. Its purpose is to state expectations for students, parents, and coaches, and to articulate the policies governing athletics at Graded.

This handbook is not intended to be all-inclusive. It is designed to supplement, not replace, sound reasoning, good judgment, direct communication, and adherence to Graded's policies, regulations, and core values—the standards by which situations outside of these stated rules and regulations are determined and evaluated. Situations not identified in this document may arise and will be addressed on an individual basis.

Thank you for your time, effort, and dedication to the Graded Eagles Athletics and Activities Program.

Go Eagles!

Graded's Mission, Vision, and Values

mission

inspire
challenge
succeed

every student
every heart
every mind

vision

Individuals empowered to reach their potential and positively impact the world

values

Graded instills these values in all members of our community:

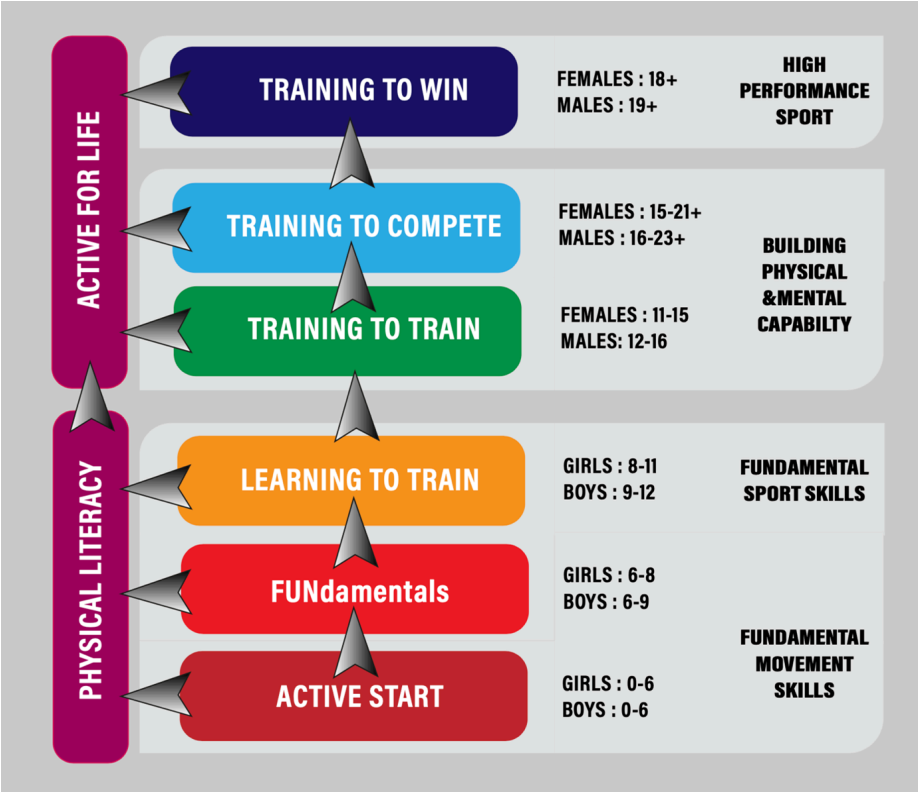
Intellectual Curiosity
Perseverance
Respect
Integrity
Kindness

Graded Athletics Philosophy

Graded provides a competitive interscholastic athletics program intended to enrich and enhance our students' educational experience. As one of the pillars of our institution, athletics is an integral part of a well-rounded education. Our athletics community values teamwork, school spirit, and the development of individual skills and self-esteem through training and competition. At Graded, emphasis is not placed on winning or losing but on meeting challenges to the best of our ability. We believe coaches are both teachers and role models for our athletes and should foster positive attitudes, respect for fair play, and a commitment to lifelong fitness.

Long-Term Athlete Development (LTAD) Model

The Long-Term Athlete Development (LTAD) model is a framework that helps coaches and parents understand how to support athletes at every stage of their growth. LTAD recognizes that children grow and mature at different rates, and that training, competition, and recovery should match their physical, mental, and emotional development.



*https://www.isspf.com/articles/long-term-athletic-development-in-youth-soccer/
Key ideas of the LTAD model include:

- **Physical Literacy First**: Helping young athletes develop basic movement skills (running, jumping, throwing) so they build a strong foundation for all sports.

- **Age-Appropriate Training**: Matching training and competition to an athlete's stage of growth, not just their age, to avoid burnout and injury.

- **Stage-by-Stage Development**: LTAD outlines stages such as Active Start, FUNdamentals, Learn to Train, Train to Train, Train to Compete, and Train to Win. Each stage has clear priorities and goals.

- **Lifelong Participation**: Not all athletes will become elite competitors—the LTAD model also values participation for life, encouraging a love of sport and activity beyond competitive years.

- **Holistic Support**: Coaches and parents should work together to create a positive environment, balancing training with school, family, and social needs.

By following LTAD principles, we help every athlete build confidence, stay motivated, reduce risk of injury, and enjoy sport for life.

The Graded Athletics and Activities Department maintains a philosophy that, at the middle school level, all athletes will be given meaningful (though not necessarily equal) playing time in all the regular season games. At tournaments, where games are often of much shorter length, both students and parents need to understand that it is possible that some students may not get into some matches.

At the JV and Varsity level, coaches recognize that playing time in competition greatly enhances the total development of athletes. However, at these higher levels of competition, playing time should be earned by the athletes through their skills, effort, and attitude. At these levels, athletes should begin developing an understanding of individual roles within the team concept.

At all levels, it is understood that playing time may be affected by injuries, illnesses, practice, attendance, effort, or if players are under a disciplinary restriction within the team or from the school.

Contacts

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Communication

Coaches communicate via the SportsYou platform, which includes calendars, important documents, and updates. At the start of the season, athletes, coaches, and parents receive an invitation to join the team on the platform. Parents can connect directly with coaches through the chat function. An account on the SportsYou platform can be created on the SportsYou website or by downloading the app on your phone.

If a SportsYou account already exists, parents can use the team code to register their child for the team. Please note that notification settings can be adjusted to your preference (e.g., email only, app notifications only, or both).

Game schedules may also be found on the Graded website.

Our Shared Code of Conduct

Graded Eagles Code of Conduct

As Graded Eagles, our athletes, parents, spectators, and coaches will always strive to display appropriate behavior at all our athletic events as outlined in this code of conduct. Failure to follow the code of conduct may result in removal from the event or team.

Player Code of Conduct:

As a Graded Eagles athlete, I:

- Understand that sport is for fun, personal development, and healthy competition.
- Am committed to the team and attend all practices and games, or otherwise notify the coach if I cannot attend or will be late.
- Demonstrate a positive, constructive, and supportive attitude that helps build team rapport.
- Am part of a team, thus putting the team before my personal desires.

- Work hard, give my best effort, and strive to continuously improve my skills and leadership qualities.
- Demonstrate excellent sportsmanship in all situations and appreciate and respect my opponent.
- Show respect towards the coaches, officials, spectators, and opponents.
- Strive to develop healthy habits that support my development as a student-athlete.
- Use appropriate language that is positive, encouraging language.

Parent and Spectator Code of Conduct:

As a Graded Eagles parent or spectator, I:

- Understand that sports are for fun, personal development, and healthy competition.
- Recognize the effort and intent of coaches and players, and don't interfere with the coaching, officiating, or practice routine of any team.
- Respect the coaches' and officials' decisions, trusting their judgment and integrity, even when I do not agree with the call.
- Lead by example and demonstrate positive sportsmanship throughout the game by supporting and cheering for the team in a positive manner and refraining from negative or abusive language, gestures, and/or behavior, regardless of the final result.
- Applaud the efforts of our athletes in both victory and defeat, as well as the efforts of our opponents.
- Support my child's overall health by providing appropriate, healthy snacks at games and practices.

Coaching Code of Conduct:

As a Graded Eagles coach, I:

- Understand that sports are for fun, personal, and team development through healthy competition.
- Try to make each and every experience a positive one.
- Play by the rules, am fair, and uphold the highest standards of integrity.
- Understand that our sports conferences impose heavy penalties on schools that cheat, and I do not put my school at risk.
- Understand that winning is a goal, but it is not everything. Winning does not come at the cost of our integrity.
- Assess our opponents' ability level, and avoid using strategies and tactics to raise the score.
- Seek opportunities to give all athletes meaningful playing time where appropriate within game situations.
- Prepare my team to learn, improve, and compete to the best of their ability.
- Use appropriate language and behavior while coaching.
- Respect players, officials, opponents, coaches, and spectators.

- Am a role model of appropriate behavior.
- Teach or remind players of healthy and safe habits such as eating healthy, staying hydrated, and getting adequate sleep.
- Understand that student-athletes are students first and athletes second.

Our Goals for Graded Student Athletes

Work with others: The team and its objective must take precedence over personal desires.
Be successful: We do not always win, but we succeed when we continually strive to do so. By striving earnestly to win, you can learn to accept defeat.
Develop sportsmanship: We accept defeat like true sportsmen/women, knowing we have done our best. We develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
We strive to improve our skills and exhibit desirable qualities as athletes.
Enjoy athletics: Athletes should enjoy participating and acknowledge all the personal rewards to be derived from athletics.
Develop desirable personal health habits: Achieving a high degree of physical fitness and good health habits through exercise is important, as well as continuing these habits after formal competitions are over.

Graded Upper School Athletics Agreement

As a Graded student-athlete voluntarily participating in interscholastic athletics:

1. I abide by Graded's rules as described in Graded's divisional student handbook, the coach's team rules, Little 10 Association of American Schools in Brazil (AASB) rules, and/or South American Activities Conference (SAAC) rules, and my age-level Athletic Agreement. Violation may result in suspension or dismissal from the team and further disciplinary action from the divisional office or the director of athletics and activities.
2. I conduct myself in an exemplary manner at all times, upholding the philosophy of Graded Athletics and the Code of Conduct.
3. I know that athletes are expected to attend all practices and games, demonstrate commitment and responsibility, schedule any appointments outside of team time, and communicate any unavoidable conflicts to the coach in advance.
4. I am responsible for all athletic equipment and uniforms issued to me throughout the season, paying for such equipment as deemed appropriate by the Athletics Office, and returning any Graded items at the conclusion of the season.
5. I do not use or possess tobacco, alcohol, or other drugs at any point in the season. If I use, possess, or am suspended from school for using or possessing these

substances, I am subject to disciplinary action and possible dismissal from the team.

6. I acknowledge that I am properly advised, cautioned, and warned by Graded administrative and coaching personnel that I am exposing myself to the risk of injury, including but not limited to sprains, fractures, and ligament and/or cartilage damage. These injuries could be temporary or permanent and may result in partial or complete impairment in the use of my limbs, as well as brain damage, paralysis, or even death. Having been so cautioned and warned, it is still my desire to participate in sports, with full knowledge and understanding of the risk of injury.
7. I, along with my parents, certify that I have read and understood all the Graded Athletic Policies in the Graded Student Handbook, and in order to be eligible for participation, I must comply with all the listed requirements.
8. I acknowledge that I am required to travel within the São Paulo region using school-organized transport. My family and I give permission to travel on these school-organized athletic trips.
9. I acknowledge that if I am participating in a varsity team, international travel to SAAC and AASB is required. These trips require a financial commitment, a current passport (valid for six months), and, when necessary, a visa.
10. I understand that Graded varsity and junior varsity (JV) athletes are required to host visiting athletes during SAAC and AASB events hosted on Graded's campus. The minimum requirement is to host once per sport/season. I understand that if I am unable to house visitors, I will help find a replacement.
11. I understand that any team-organized apparel that is worn when representing Graded must be pre-approved by the Graded Athletics Office.

Wellness Center Access Guidelines

Student-athletes can register for the Athletic Development training program on Mondays and Thursdays. High school sessions are from 3:40 to 4:40 pm and are open to athletes from grades 9-12. Middle school sessions are from 4:40 to 5:40 pm.

Additionally, the Graded Wellness Center is available for student-athlete training on other days after 3:30 pm, provided the following supervision policies are upheld:

- A designated Wellness Center supervisor must be present.
- In the supervisor's absence, a coach must be present to oversee student use of the facility.

Approved Methods for Student Access to the Wellness Center

Students may access and utilize the Wellness Center through the following approved avenues:

- Team training sessions are led by a Graded fitness professional, physical education faculty member, or supervised directly by a team coach.
- Registered in the Strength & Conditioning training program conducted by certified fitness professionals of the Graded Wellness Center staff during after-school activities.
- Curricular use as part of Physical Education classes, under the supervision of a faculty member.
- Certified independent use, following successful completion of the *Intro to Strength & Conditioning* course offered within the PE curriculum.
    - Students who access the Wellness Center should follow a structured program developed and/or approved by the Wellness Center staff.

These guidelines ensure that all student use of the Wellness Center supports safety, equity, and alignment with Graded's commitment to student wellness and athletic development.

League Affiliation

SAAC (South American Activities Conference)

Member Schools

- American School of Quito: Quito, Ecuador
- Asociación Escuelas Lincoln: Buenos Aires, Argentina
- Colégio Franklin Delano Roosevelt: Lima, Peru
- International School of Curitiba: Curitiba, Brazil
- The International School Nido de Aguilas: Santiago, Chile
- Uruguayan American School: Montevideo, Uruguay
- Graded - The American School of São Paulo: São Paulo, Brazil

SAAC Website

AASB (Association of American Schools in Brazil)

Member Schools

- American School of Belo Horizonte (EABH)
- American School of Brasilia (EAB)
- American School of Campinas (EAC)
- American School of Recife (EAR)
- American School of Rio de Janeiro (EARJ)

- Chapel School
- Graded - The American School of São Paulo
- International School of Curitiba (ISC)
- Our Lady of Mercy School, Rio de Janeiro (OLM)
- Pan American Christian Academy (PACA)
- Pan American School of Bahia (PASB)
- Pan American School of Porto Alegre (PASPOA)
- Sant'Anna International School
- School of the Nations

SPHSL (São Paulo High School League)

Member Schools

- Chapel School
- Graded - The American School of São Paulo
- American School of Campinas (EAC)
- Pan American Christian Academy (PACA)
- St. Paul's School

Liga Água na Caixa:

Graded has recently entered a Brazilian school league as a pilot to develop our athletic teams and maximize playing opportunities for Graded student-athletes in basketball, volleyball, and soccer across various age categories (U12, U13, U14, and U16). The categories depend on the number of athletes we have in each sport. Eligibility for each age group in this league is determined by the player's age on July 1 of the relevant year.

Team Structure

Selective Teams (Varsity, U16, and MS Teams)

Selective teams have a maximum roster size and are selected through tryouts. Not every player who tries out makes the team, but there are options to join other sports. Tryouts take place during the first week of scheduled practice. MS teams will be selected during the first few weeks of training and will not have formal tryouts. MS students who are not selected for the competitive team will continue to train and play with the regular MS teams. Movement within MS teams is still possible throughout the season.

At this level, there is a greater emphasis on competition. Teams participate in the SPHSL League, culminating AASB tournaments, and SAAC tournaments. Coaches select the tournament team, taking into consideration each athlete's commitment, behavior, attendance at practices and games, responsibility, and skill level. The list is presented to the director of athletics and activities, who checks the student's eligibility.

Team Structure

International School Leagues (SPHSL & AASB)

- **U12** → Grade **6 only**
- **MS (Middle School)** → Grades **6-8**
- **JV (U16)** → Grades 9-10
- **Varsity** → Grades 9-12

Brazilian School League (Água na Caixa)
(first semester, based on age cut-offs)

- **U12** → Grades **6 & 7**
- **U13** → Grades **7 & 8**
- **U14** → Grades **8 & 9**
- **U16** → Grades **10 & 11**
- Some players may be **invited to play up** an age group if there is a need and it supports their growth.
- Teams may include students from **different training groups** to fit league structures.
- **Groups can change** during the season based on progress, team needs, and availability.
- To keep families informed, **coaches will post the team list for each game at least 72 hours in advance on SportsYou.**

Our goal is simple: to be **inclusive and competitive**—ensuring that every student plays at the most appropriate level for their development, while gaining **more meaningful competition and more opportunities to play.**

HS Tryouts

Graded's tryout policies for HS team selection prioritize fairness and inclusivity, ensuring that every interested student has an opportunity to showcase their skills and passion for the sport. Tryouts are scheduled for the first week of practice, allowing participants to acclimate to the team environment and showcase their abilities in a supportive setting. To further ensure an equitable process, each aspiring player is granted a minimum of two days to try out, providing ample time to demonstrate their skills and potential

contributions to the team. This approach allows coaches to thoroughly assess each participant, taking into account various factors before making final roster decisions. The school values the spirit of healthy competition and aims to create an environment where every student has a fair chance to be part of the school team.

Additionally, the school encourages all athletes to actively seek feedback after tryouts. Coaches are available to provide constructive insight and evaluation to help players understand their strengths and areas for improvement. This feedback process is intended to foster a positive learning environment where athletes can grow both individually and collectively. By actively seeking feedback, participants can gain valuable insights into their performance, receive guidance on skill development, and enhance their overall understanding of the sport. This emphasis on communication and improvement reflects the school's commitment to supporting each athlete's development, regardless of the final team selection outcome. It is through this collaborative and developmental approach that the school seeks to cultivate a culture of continuous improvement and sportsmanship among its student-athletes.

Inclusive Teams

Middle School (MS) and High School (HS) Teams

Inclusive teams are open to every student who wants to play, but some may have a maximum roster size. Registration is on a first-come, first-served basis. Most teams have two practices a week, with a few teams meeting once per week. Athletes participate in a number of friendly games and competitions.

Eligibility

High school students can participate in one or more Graded teams. To continue with the progression and development of our Athletics Program, as well as to manage our team numbers, Graded has four team formats each semester:

- **Varsity:** Grades 9, 10, 11, and 12
- **U16:** Grades 9 and 10
- **High school (HS):** Grades 9, 10, 11, and 12
- **MS (competitive):** Grades 6, 7, and 8
- **Middle school (MS)**: Grades 6, 7, and 8

Age Eligibility for SPHSL MS Leagues and AASB Tournaments

To be eligible to participate in the 2026-27 São Paulo High School League (SPHSL) MS (U14) soccer and basketball leagues, as well as AASB MS (U14) (soccer, basketball, futsal, volleyball, softball, and cheer tournaments, a student must be enrolled in middle school.

Sports by Semester

Graded Eagles compete in various leagues and tournaments throughout the year, including the Association of American Schools in Brazil (AASB), São Paulo High School League (SPHSL), and South American Activities Conference (SAAC). Selected athletes compete in the SPHSL league and end-of-season AASB tournaments.

Semester One Sports

Selective Teams

SPHSL and AASB seasonal sports: MS competitive soccer, U16 soccer, varsity soccer, MS competitive basketball, U16 basketball, varsity basketball, MS cheerleading, and varsity cheerleading.

SAAC seasonal sports: Varsity soccer, varsity volleyball, MS/HS swimming, MS/HS cross country (inclusive), and HS tennis.

Inclusive Teams

Additional teams: MS tennis, MS volleyball, MS basketball, MS soccer and, MS Volleyball
Recreational Sports: MS/HS badminton

Semester Two Sports

Selective Teams

SPHSL and AASB seasonal sports: MS competitive futsal, U16 futsal, varsity futsal, MS competitive volleyball, U16 volleyball, varsity volleyball, MS cheerleading, varsity cheerleading, MS softball (co-ed), and HS softball (co-ed).
SAAC seasonal sports: varsity basketball, varsity tennis, and MS/HS track and field (inclusive).

Inclusive Teams

Additional teams: MS tennis, MS volleyball, MS basketball, and MS soccer.
Recreational Sports: MS/HS badminton.

Students are expected to wear appropriate sports clothing and footwear to all practices. There is an additional financial commitment for students representing Graded at SAAC or AASB tournaments, including travel and team uniforms. More information will be provided once the teams are selected.

Important Documents for Graded Athletics

- Master Game Schedule
- Practice Schedule

Duties and Responsibilities of Athletes and Coaches

1. Safety and Supervision
Care is taken to ensure that all activities take place in a safe environment. No activity should take place without the coach or his/her designee in attendance. Coaches are obligated to officially open and conclude all practice sessions.

2. Tryouts and Team Selection
All students who try out are given a fair and equitable chance of making the team. All athletes are given at least two days of tryouts before being released. The head coach and their assistants are responsible for team selection.

3. Practice Sessions
Athletes are expected to attend every training session and all scheduled games and tournaments. Missing a practice or a game should occur only in exceptional circumstances. Outside appointments should be scheduled on non-practice days. Coaches communicate any requests, changes, modifications, or additions to all parties. **Varsity teams meet two or three times per week. U16 and middle school teams meet twice a week.**

4. Uniforms
All varsity and U16 players purchase their own uniforms from the Athletics Office. The uniform order form is shared with families and should be completed as soon as possible

after the tryouts. Uniforms can be used for multiple years. They are personalized with either a first or last name. Jersey numbers are determined by availability and selected in collaboration with the Athletics Office.

From the 2026-27 school year onwards, MS athletes will also be able to purchase their own uniforms.

5. Tournaments and Events

Varsity: AASB, SAAC tournaments, and Invitational tournaments are an integral part of every varsity team's season. These activities typically involve a multi-day schedule and sometimes international travel.

U16 teams will participate in the SPHSL league and the Água na Caixa U16 league. Additionally, our U16 teams may be invited to participate in the AASB Varsity nationals if there is space for extra teams.

MS: MS teams play in the SPHSL League and the AASB Nationals tournament. Additionally, Graded will participate with middle school teams in the Liga Água na Caixa. This is a Brazilian school league that will provide some competitive opportunities for our student-athletes. Team selection for these games will be based on age, commitment, effort, and skill. Only selected athletes will participate in the competitive MS SPHSL league and the AASB tournament at the end of the semester.

6. Academic and Social Support/Mentoring/Study Hall

Students must maintain good academic standing to remain eligible to be on a team. Any social, emotional, or health issues that arise can be communicated to the director of athletics and activities or a school counselor for follow-up. For away games, students who do not complete assigned homework may be required to attend detention on Fridays from 3:30 to 4:30 pm.

7. Meeting Prior to Traveling

All traveling athletes and coaches must attend the pre-travel meeting, which is scheduled the week before departure. At this meeting, crucial information regarding travel and expectations is shared.

8. End-of-season Procedure

The Athletics Banquet honors the athletes who participated during that season. The event takes place at the end of May when all teams gather for dinner and the presentation of major team awards. After the large group presentations, individual teams are dispersed to various locations for team presentations. Coaches select team award winners.

Graded Hosting Agreement

All MS, U16, and varsity athletes at Graded must host at least once per season played!
At Graded, we follow the SAAC Hosting Agreement, which was developed by the heads of school and athletics/activities directors from the seven member schools.

SAAC Hosting Agreement
At SAAC, child protection and student safety are paramount, which is reflected in our operational protocols. By upholding these standards, it is the intention of SAAC to promote the welfare and proper safeguarding of all visiting students and hosting families.

The **SAAC Hosting Agreement** prioritizes the safety and well-being of visiting students and host families during the SAAC event. The agreement requires that all SAAC families adhere to hosting expectations and policies to ensure a safe, secure, and welcoming environment.

1. The well-being of all SAAC students is a top priority. There must be at least one parent or adult supervising the students while they are not participating in a scheduled competition or school event. The adults acknowledge and agree to the child safety expectations offered by the host school in adherence to the SAAC Code of Conduct. Any concerns regarding the behavior of hosted students or medical issues should be promptly reported to the tournament director.
2. Once housing arrangements are finalized by the host school, changes can only be made by the tournament director.
3. SAAC students should not be housed without an accompanying student from their own school. Any exceptions to this rule must receive approval from both the host and the student's activities/athletics director.
4. The hosting school is responsible for distributing the SAAC housing guidelines to all parents who have agreed to host visiting students.
5. SAAC housing guidelines are provided to all parents who agree to host visiting students.
6. Four or more students housed by the same host family are reviewed and approved by the students' activities/athletics directors of both the host and visiting school prior to the tournament/convention.
7. Similarly, if students of mixed genders are to be housed by the same hosting family, the activities/athletics directors involved review and approve the situation prior to the tournament/event.
8. It is mandatory for a hosting parent or student to greet and pick up the students they are housing throughout the duration of the tournament at the designated time scheduled by the host school. Visiting students must be picked up by a trusted means of transportation. Students traveling in a taxi/Uber must be accompanied by a responsible host family member.

9. Upon students' arrival, the athletics or activities director or their designee will review the SAAC rules and expectations related to housing and curfew with everyone present.
10. In consideration of our host families, neither guests nor host schools may schedule mandatory team events or social gatherings during the SAAC event.
11. Curfew checks: Students are required to be home by curfew each evening and remain there until the following morning. Coaches/AICs conduct curfew checks through suitable methods, including phone/messaging apps. Host families are aware of the curfew and should schedule dinners or outings to comply with it.
12. Hosts are required to provide basic accommodations:
    - One room with a door that can close for privacy, with beds or mattresses on the floor.
    - Towels and bedding.
    - A private or shared bathroom with a lock on the door.
    - A healthy breakfast and dinner daily.
    - For privacy reasons, bedrooms should not have security cameras.

SAAC Hosting Agreement:

1. I agree to act as *in loco parentis* for the visiting student(s) and provide appropriate accommodation for the SAAC event on the dates listed.
2. To the best of my knowledge, I confirm there is nothing in my history or the history of people within my household that would prevent hosting students during the entirety of this event.
3. I undertake to provide a safe and secure home environment for the students and to do my utmost to ensure that the students are not exposed to harm.
4. I agree to help ensure that the visiting students comply with all SAAC rules of conduct and host school rules. I have read, reviewed, and understand the SAAC Code of Conduct.

Graded Hosting FAQs

Graded Booster Club

The Graded Athletics Booster Club is a volunteer, non-profit organization committed to supporting the Graded Athletics Program. The Graded Booster Club strives to promote sportsmanship, leadership, teamwork, and community spirit while engaging and encouraging widespread parent and community participation.

As a non-profit volunteer organization that provides financial support through monies raised by volunteers to encourage excellence in our Graded athletics programs, all sales on the Booster Club website are by suggested donation only.

Booster Club Store

The Booster Club store is open during select hours. Items available for purchase can be found on the Graded Booster Club website.

Booster Club Contact

If you would like to get in touch with the Booster Club or you would like to volunteer, please contact us via email: boosterclub@graded.br

Athletics Policies

Conflict Resolution

Periodically, problems and conflicts arise that need to be quickly and amicably resolved to ensure the harmonious operation of either the sporting program or the student's well-being. The solution to these problems or conflicts should be handled in the following sequence:

Step 1: The coach and student meet informally.

Step 2: The coach, student, and parent(s) meet. If the problem is not resolved, the coach should inform the student and parent(s) that the matter will be escalated.

Step 3: The director of athletics and activities (AD), the coach, the student, and the parent(s) meet. AD gathers information and determines the blocking point. The AD:

- Talks to all parties independently.
- Seeks observations from others.
- Brings the group together to resolve issues.

Step 4: The student and parent(s) will meet with the principal and the director of athletics and activities.

General Guidelines for Conflict Resolution

- Do not confront in an angry, aggressive manner.
- Do not make personal attacks – stick to issues.
- Discuss concerns in a private, scheduled meeting.
- Attend such meetings with a problem-solving attitude.
- Respect others' roles, responsibilities, and decision-making rights within their defined roles.

Team Wear

Graded Official Team Shirt (Team Gear) Guidelines

All traveling athletes are required to purchase the Graded Athletics hoodie, which must is worn on travel days and at the official opening and closing ceremonies of SAAC and AASB events. The hoodie can be used for multiple sports over multiple seasons. It can be ordered through this form.

Team wear is a shirt or sweater worn for all sports events in which a student represents Graded as an athlete.

Teams have the option to order additional team warm-up shirts, but they must follow these guidelines:

- Shirts must match or be close to Graded red, Graded grey, or white (Graded colors).
- Shirts must have the official Graded logo or the word "Graded."
- Shirts must use an official Graded Eagles logo (Graded logos).
- Shirts must have the student's last name or approved nickname.
- Shirts must have the word "Graded" or "Eagles" plus the sport name.
- Shirts must specify varsity or JV.

Other graphics, wording, and details may be added to the shirt for originality, but all required items must be on the official team shirt/sweater, and additional items must be pre-approved.

Shirts and sweaters must be approved by the Athletics Department. If an unofficial shirt is not approved or does not follow the guidelines, it may not be worn at sporting events.

Payment must be made before ordering. The supplier's processing time is around 30 days.

Upper School Participation and Eligibility in Co-curricular Activities and Trips

Participation

- Participation in co-curricular opportunities and trips at Graded is a privilege earned by maintaining good conduct, behavior, and attendance.
- Students intending to attend overnight school trips must have grades of 3 or higher in every subject. The **student** must complete **all due work** according to the director of athletics and activities' timeframe. Students with grades of 1 or 2 or overdue classwork may not be eligible to participate in the activity.
- Unless prior arrangements have been made with the high school administration, a student must be in attendance for the entire school day to participate in a co-curricular event on the same day.
- Participation is only extended to those who meet the eligibility standards established by Graded and the host organization (e.g., AASSA, MUN). All students have the right to participate. However, the school is not required to allow participation unless the student meets and maintains the criteria below.

Student Conduct and Behavior During Trips

- Participants are expected to conduct themselves in an appropriate and respectful manner.
- All school and team rules must be adhered to.
- Behavior and conduct that reflect poorly on the school may constitute grounds for suspension or dismissal from the team or school, depending on the gravity of the offense.

Attendance

- Student attendance at practices and events is mandatory unless they are ill or unable to attend due to family circumstances. The student must inform the coach or sponsor before the practice or event is missed.
- Poor attendance in the activity or sport may jeopardize the student's placement in the activity, team, or group.
- Participants are expected to attend all classes on days of games, activities, events, and practice sessions.
- Participants are expected to attend all community events during the school year, such as Classroom Without Walls (CWW), Peer Group Connection (PGC), and the grade 9 retreat.
- Students who return to São Paulo from a school-sponsored trip before midnight on a school day are expected to attend school the next day. If the student returns between 12:00 am and 3:00 am on a school day, they are excused from the first two periods of the next day of school. Students are not expected to attend school the next day if they return from a school-sponsored trip after 3:00 am on a school day.

- Participants must be on time for games, practice sessions, events, and meetings.

Overnight Trips

Graded aims to support all students selected to participate in overnight trips. Students scheduled to go on a trip who are experiencing academic, attendance, or behavioral issues may undergo a process to support their eligibility. Students intending to attend overnight school trips must have grades of 3 or higher in every subject. The school administration makes final decisions about eligibility.

Graded aims to inform students and parents as soon as possible if there are any eligibility concerns. This communication is made at least three days before departure for domestic trips.

Students are responsible for all work missed during an overnight trip. They should check PowerSchool or the teacher's website for daily assignments and complete the Student Planned Absence Form. Work missed due to trips is due upon return or on a previously agreed-upon date with the teacher.

Multiple Co-curricular Events

A student is limited to 10 school days per semester to participate in co-curricular multiple-day on- and off-campus events. These days include non-active participation (e.g., serving as a student ambassador) in events hosted on the Graded campus.

There can be no more than six consecutive days of absence within the allocated 10 days. All requests to participate in events that would exceed 10 days or six consecutive days must be communicated in writing to the associate principal at least two months before the relevant event. The high school administration makes all final decisions about this type of request.

With the approval of the HS administration, there is no limit to the number of multi-day trips or events in which a student may participate. This is true as long as the student remains in good academic and behavioral standing and has no attendance problems.

Absences due to school-sponsored trips

For all absences associated with school trips, activities, or other travel, the Student Planned Absence form must be completed in advance. This form is the basis for student completion of the Traveling Student Planning Document.

The form is to be completed at least 48 hours before departure. The associate principal and the director of athletics and activities will oversee the process in coordination with coaches, advisors, and teachers.

We realize that students are typically immersed in activities while attending these events and that there may be little time for students to complete homework. While we encourage students to complete the work prior to leaving for the trip, we understand that much of the work will be turned in afterward.

Students and teachers will both benefit from assignments, quizzes, and EoLs that can be completed before the trip.

The HS Student Handbook outlines the timelines that are in place for those assessments that are completed upon returning from a school-related absence.

It is the student's responsibility to communicate directly with the teacher to define the due date. Not knowing the due date is not an acceptable excuse for extensions.

- If the student does not meet the plan below, they may be asked to complete assessments during academic prep periods or after school until the assessments are completed. There is no guarantee that the student will be given class time to make up the assignments in question.
- When the form is filled out, please bring it to the high school administrative assistant, who will make copies and return a copy to the student.
- Students who do not complete and turn in the form may be prohibited from participating in the school activity or trip.

Assessment Due Date Guidelines

Original Due Date	New Due Date
Assigned on the day of departure and due on the first day back after the school-related absence	Within 2 days of returning to school
The first day that the student is absent due to a school-related absence	Within 2 days of returning to school
The second day that the student is absent due to a school-related absence.	Within 3 days of returning to school
The third day that the student is absent due to a school-related absence.	Within 4 days of returning to school

** The same pattern applies to longer absences due to school-related activities.*

Appendix

Sample Travel Letter
AASB Code of Conduct
SAAC Code of Conduct

Other School Information

School Websites

- Chapel School
- EAB - Escola Americana de Brasília
- EABH - Escola Americana de Belo Horizonte
- EAC - Escola Americana de Campinas
- EAR - American School of Recife
- EARJ - Escola Americana do Rio de Janeiro
- ISC - International School of Curitiba
- OLM - Our Lady of Mercy
- PACA - Pan American Christian Academy
- PASB - Pan American School Of Bahia
- PASPOA - Pan American School Of Porto Alegre
- Sant'Anna International School
- School of the Nations
- American School of Quito, Quito - Ecuador
- Asociación Escuelas Lincoln, Buenos Aires - Argentina
- Colegio Franklin D. Roosevelt, Lima
- International School Nido de Aguilas, Santiago - Chile
- Uruguayan American School, Montevideo - Uruguay