

NEW STUDENT HANDBOOK



2026-2027
SCHOOL YEAR

Welcome to EAB!

I am so excited to welcome you to the American School of Brasília (EAB). You are joining an amazing community full of joy, learning and connection. I hope that I have the chance to meet every single one of you in the coming days and to personally welcome you to our team.

I joined the team two years ago and have learned so much from our families as to what makes EAB so special. For 65 years, EAB has carefully combined the timeless traditions of kindness, curiosity, and community with the commitment to excellence and innovation that is essential to preparing young people for an ever-changing world. And, along the way, our students, staff and families have made innumerable friendships and connections, stretching across the globe. No matter where they might be today, EAB will always be home.

In addition to our diversity, I expect that families will grow to appreciate the hard work our teachers, counselors and administrators put into every lesson and every opportunity to support our student learning. No matter whether our teachers are guiding their students on a trip through the Amazon or simply through the challenges of a difficult math puzzle, these professionals work tirelessly to cultivate young people's curiosity, knowledge and confidence in themselves and their classmates.

Amidst all the learning that occurs at EAB, it may be our community's warmth and welcoming attitude that you find most important. An array of opportunities allow our students to excel in athletics, service, the arts and leadership and allows our families to connect and grow closer through the joy of cheering on and supporting each other's children. All together, we aim to ensure the next generation is skilled, confident, curious, joyful, collaborative and ready for the world.

Finally, I invite you or any member of your family to contact me or any member of the EAB team and help us know how to serve your family well. It is a true pleasure to welcome you to EAB with the same spirit and energy with which this community has welcomed me!

Thank you for joining our team and being another wonderful part of the EAB family!

Sincerely,



**DR. CHARLIE
SCHLEGEL**
HEAD OF SCHOOL





“
Learners
INSPIRING

Learners
TO BE INQUISITIVE
in life, PRINCIPLED

IN CHARACTER
& BOLD ^{IN} vision”

Table of Contents

(CLICK TO GO TO PAGE)

6	NEW STUDENTS: GETTING READY FOR SCHOOL CHECKLIST
7	IMPORTANT INFORMATION
11	IMPORTANT DATES
12	2026-2027 SCHOOL CALENDAR
18	HOW WE COMMUNICATE
22	LINES OF COMMUNICATION
26	EAB UNIFORMS
29	ACTIVITIES
31	ICOMMONS
33	PARENT TEACHER ORGANIZATION
35	STUDENT HANDBOOKS
35	SCHOOL INSURANCE

NEW STUDENTS: GETTING READY FOR SCHOOL CHECKLIST

Welcome to the American School of Brasília (EAB) community! Here are some important reminders to help you start the school year strong.



CHECKLIST

BY THE END OF JUNE:

- Turn in all required documentation to the Admissions Office (CPF numbers, documented blood type, immunization records, transcripts and final report cards).
- Sign 2026-2027 School Contract

IN JULY

- Pay the first invoice and application fee
- Purchase EAB Uniform (see page 26)
- Purchase school supplies (see supply list **PT** | **EN**). Regarding technology, Chromebooks are provided by the school for Grade 6 students. Students in Grades 7 and 8 must bring a Chromebook or laptop. Students in Grades 9–12 must bring a laptop, as Chromebooks are not permitted. See page 8 for additional technology requirements and recommendations.
- Confirm your attendance at New Family Orientation Event on **Saturday, August 1st starting at 8:45 am.**

BEFORE THE FIRST DAY

- Classroom assignments for Lower School students will be sent by email during the final week before classes begin. Upper School students will be able to view their schedules on PowerSchool a few days prior to the start of school.

- Confirm your email address, local address and local phone numbers with Admissions
- Locate the designated gate for your child's arrival and dismissal: the Back Gate for Lower School students and the Front Gate for Upper School students. If your Upper School child has a sibling in Lower School, they may enter and exit through the Back Gate together.
- Email the Lower and/or Upper School secretaries with the names of anyone, in addition to the parents, who are authorized to pick up your children.

Lower School Secretary (K3-G5): Paola Zanetti - pzanetti@eabdf.br

Upper School secretary (G6-12): Diva Belo - dbelo@eabdf.br

IMPORTANT INFORMATION



REQUIRED DOCUMENTATION

To finalize your child's enrollment, all students must submit their most recent school records to the Admissions office by the end of July. The required documents vary based on the type of school your child previously attended:

- For students coming from Brazilian schools: Please submit the "Declaração de Transferência" and a hard copy of the original "Histórico Escolar."
- For students coming from schools outside of Brazil:
 - Grades 1-9: Submit the final report card from the last completed school year (June/July 2026 or January 2027 if joining mid-year).
 - Grades 10-12: Provide the original high school transcript or report cards from Grade 9 onwards to ensure they count toward high school records.

Optional documentation includes verified transcripts via apostille or consular seal. Please refer to the **attached letter** for further details.



CONTRACT AND PAYMENT

To begin attending classes, the school contract must be electronically signed by the parent responsible for billing. If tuition is billed directly to an Embassy, a second signature from the Embassy representative may also be required.

Please note that the contract must be signed prior to submitting payment.

Each student is required to pay an application fee of R\$550. **Tuition fees vary by division**, and additional charges apply for **International Priority or International Guarantee students**.

The billing cycle runs from July 2026 to June 2027, with payments due monthly. This includes an enrollment fee (equivalent to one month's tuition) and eleven monthly tuition payments, totaling twelve payments for students enrolled for the full academic year.

Students who join after the school year begins will be billed for the months they attend, in addition to the enrollment fee.

Please allow up to 48 hours after the first payment for the Business Office to clear a new student for attendance. Clearance is required before a student may begin classes.

For any financial inquiries, please contact the Business Office at **businessoffice@eabdf.br**.



TECH TRAINING & DEVICE REQUIREMENTS

All Upper School students (Grades 6–12) are required to bring their device and charger to school each day.

Chromebooks are provided by the school for Grade 6 students. Students in Grades 7 and 8 must bring a Chromebook or a laptop (Windows or macOS). Students in Grades 9–12 must bring a laptop running Windows or

macOS, as Chromebooks are not permitted in High School. A minimum of 4GB RAM is required (8GB recommended).

Please note that tablets and iPads are not considered suitable replacements for a laptop due to compatibility limitations with essential applications, Windows-based programs, and internet use. However, they may be used as a supplementary tool for note-taking.

Tech training will take place during the New Family Orientation, and students are expected to bring their laptops to this session. For students who arrive after orientation, an individual tech training session will be scheduled at a later date.



LOWER SCHOOL CLASS PLACEMENT

Once you have signed the school contract and completed the initial payment, your Lower School child (K3 to Grade 5) will receive their classroom placement during the week prior to the first day of school.



MIDDLE AND HIGH SCHOOL SCHEDULES

After signing the school contract and completing the initial payment, Upper School students (Grades 6 to 12) will be able to access their schedules in PowerSchool a few days prior to the first day of school.



NEW FAMILY ORIENTATION EVENTS

We host two New Family Orientation events each year, scheduled for Saturday, August 1, 2026, and Monday, January 11, 2027.

These events warmly welcome new students and families to our school community. The program includes introductions from the Head of School and Admissions team, sessions with

division principals (Lower School, Middle School, and High School), meetings with school counselors, a campus tour led by student ambassadors, and technology onboarding sessions for Upper School students.



EAB UNIFORM

Please ensure that the official EAB uniform is purchased prior to the first day of school. Uniforms are mandatory for all EAB students and must be worn during school hours.

For detailed guidelines and requirements, please refer to the EAB Uniform section on **page 26**.



SCHOOL SUPPLIES

At EAB, we aim to make the start of the school year as smooth and organized as possible. Most school supplies and curriculum materials are included in tuition and will be provided by the school.

However, students are expected to bring a small number of personal items from home. A complete list of required supplies for each division is available in the attached document (**PT** | **EN**).



TRANSPORTATION

For families interested in outsourced transportation services (bus/van), the following provider has been serving EAB families for several years:

BSB Transportes

- WhatsApp: (61) 98162-6668
- Email: bsbtransportes@uol.com.br

Please note that while BSB Transportes is well-known within our community, EAB is not affiliated with this provider and assumes no responsibility for their services.

For families affiliated with the U.S. Embassy, please contact the CLO office for information regarding bus services, as the embassy coordinates transportation through a separate provider for its students.

IMPORTANT DATES

FIRST DAY OF SCHOOL: MONDAY, **AUGUST 3**, 2026 FROM 8:00 AM TO 12:00 PM (HALF DAY FOR ALL STUDENTS)

SCHEDULE FOR FIRST WEEK OF SCHOOL

K3	• Half day all week (8:00 am - 12:00 pm) • On Wednesdays, the start time is 9:00 am
K4	• Half day on Monday and Tuesday (8:00 am - 12:00 pm) • Full day on Wednesday (9:00 am - 3:15 pm) • Full day on Thursday and Friday (8:00 am - 3:15 pm)
K5 - GRADE 12	• Half day on Monday (8:00 am - 12:00 pm) • Regular schedule for the rest of the week (8:00 am - 3:15 pm). • Please note that on Wednesdays, the start time is always 9:00 am.

FIRST DAY OF SCHOOL IN SEMESTER 2:
TUESDAY, **JANUARY 12**, 2027 AT 8:00 AM

2026-2027 SCHOOL CALENDAR

JULY 2026

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	

AUGUST 2026

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

AUG 01: New Family Orientation
 AUG 03: First Day of Classes
 AUG 08: Welcome Back BBQ
 AUG 15: Play & Learn Saturday**
 AUG 22: Play & Learn Saturday**

SEPTEMBER 2026

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 04: Staff PD Day - No Class for students
 SEP 07: Brazilian Independence Day
 SEP 12: Play & Learn Saturday**
 SEP 26: Homecoming

OCTOBER 2026

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 02: Q1 Parent-Teacher Conferences + Play & Learn Friday
 OCT 12: Our Lady of Mercy Holiday
 OCT 12-16: October Break - School Closed
 OCT 15: Educators' Day Holiday
 OCT 24: Halloween Event

NOVEMBER 2026

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				

NOV 02: All Souls Day Holiday
 NOV 07: Book Fair
 NOV 14: Play & Learn Saturday**
 NOV 15: Proclamation of the Republic Holiday
 NOV 20: Black Consciousness Day Holiday
 NOV 26-27: Thanksgiving Holiday
 NOV 30: Protestant's Day Holiday

DECEMBER 2026

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 05: Play & Learn Saturday**
 DEC 11: Last Day of Classes (Half Day)

** TO LEARN MORE ABOUT THE THEME FOR EACH PLAY & LEARN SATURDAY, PLEASE CONSULT THE EAB EVENTS CALENDAR

2026-2027 SCHOOL CALENDAR

JANUARY 2027

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
	25	26	27	28	29	30

JAN 11: New Family Orientation (Semester 2)
 JAN 12: First Day of Classes
 JAN 16: Play & Learn Saturday**
 JAN 23: Play & Learn Saturday**

FEBRUARY 2027

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 08-12: Carnival Break
 FEB 20: Play & Learn Saturday**
 FEB 27: World Fest

MARCH 2027

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 10: Staff PD Day - No Class for students
 MAR 13: Math Festival
 MAR 20: Play & Learn Saturday **
 MAR 26: Good Friday Holiday

APRIL 2027

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	

APR 03: Play & Learn Saturday **
 APR 09: Q3 Parent-Teacher Conferences + Play & Learn Friday
 APR 17: Play & Learn Saturday **
 APR 21: Brasilia's Anniversary & Tiradentes Holiday
 APR 24: Celebration of the Arts

MAY 2027

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

MAY 01: Labor Day Holiday
 MAY 22: Festa Junina
 MAY 27: Corpus Christi Holiday
 MAY 29: Commencement Ceremony

JUNE 2027

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 05: Play & Learn Saturday **
 JUN 10: Last Day of Classes

** TO LEARN MORE ABOUT THE THEME FOR EACH PLAY & LEARN SATURDAY, PLEASE CONSULT THE EAB EVENTS CALENDAR

FACES IN THE CROWD

WHO'S WHO AT EAB



**DR. CHARLIE
SCHLEGEL**

HEAD OF SCHOOL
cschlegel@eabdf.br
(61) 3442-9703



DENISE TURATI
BRAZILIAN PROGRAM
DIRECTOR

dturati@eabdf.br
(61) 3442-9702



DR. MARIA SIEVE
DIRECTOR OF TEACHING
& LEARNING

msieve@eabdf.br
(61) 3442-9703



**ELIZABETH
SULLIVAN**

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



MIRIAM RODRIGUEZ
LOWER SCHOOL
ASSISTANT PRINCIPAL

mrodriguez@eabdf.br
(61) 3442-9736



DEREK NELSON
LOWER SCHOOL
PRINCIPAL

dnelson@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



VAMSHI MUGATHA
TECHNOLOGY DIRECTOR

vmugatha@eabdf.br
(61) 3442-9747



FLÁVIA NELSON
DIRECTOR OF
ADVANCEMENT

fnelson@eabdf.br
(61) 3442-9706



RISHAWD WATSON
ACTIVITIES &
ATHLETICS DIRECTOR

rwatson@eabdf.br
(61) 3442-9733

FACES IN THE CROWD

WHO'S WHO AT EAB



PEDRO ARAÚJO
HEAD OF MARKETING &
COMMUNICATION
paraujo@eabdf.br
communications@eabdf.br



NOELA XAVIER
HEAD OF ADMISSIONS
nxavier@eabdf.br
admissions@eabdf.br
(61) 3442-9706



SABRINA AMORIM
HUMAN RESOURCES
COORDINATOR
samorim@eabdf.br
(61) 3442-9716



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



RAFAELLA NEVES
ACTIVITIES SUPERVISOR
rneves@eabdf.br
(61) 3442-9723



REBECA NOLASCO
FINANCE DEPARTMENT
ASSISTANT
rnolasco@eabdf.br
businessoffice@eabdf.br
(61) 3442-9717



ISABEL MORAES
IBDP COORDINATOR AND
DEAN OF STUDENTS
imoraes@eabdf.br
(61) 3442-9714



ALEKA BILAN
DIRECTOR OF COLLEGE
COUNSELING
abilan@eabdf.br
(61) 3442-9710



CAMILLA ALVARENGA
HS SOCIAL-EMOTIONAL
COUNSELOR
calvarenga@eabdf.br
(61) 3442-9710



LETÍCIA FIGUEIREDO
HS SOCIAL-EMOTIONAL
COUNSELOR
lfigueiredo@eabdf.br
(61) 3442-9710



CLARA ANDALÓ
MS COUNSELOR
candalo@eabdf.br
(61) 3442-9710



LETÍCIA FALCONERY
LS COUNSELOR
lfalconery@eabdf.br
(61) 3442-9738

FACES IN THE CROWD

WHO'S WHO AT EAB



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



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



LAURA VERGARA
ICOMMONS ASSISTANT
lvergara@eabdf.br
(61) 3442-9728



FLAVIA GARAKIS
ADMISSIONS OFFICER
fgarakis@eabdf.br
admissions@eabdf.br
(61) 3442-9706



MARIA JULIA BRAGA
ADMISSIONS OFFICER
mjbraga@eabdf.br
admissions@eabdf.br
(61) 3442-9706



DANIEL MARTINS
EVENTS SPECIALIST
dmartins@eabdf.br
eab_events@eabdf.br



EDUARDA TRIVELLI
COMMUNICATION
SPECIALIST
etrivelli@eabdf.br
communications@eabdf.br



KIANNY PENIDO
COMMUNICATION
SPECIALIST
kpenido@eabdf.br
communications@eabdf.br



LILIAN JABOUR
STUDENT SERVICES
SECRETARY
ljabour@eabdf.br
(61) 3442-9710



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

FACES IN THE CROWD

WHO'S WHO AT EAB



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



AMABILY SOUZA
NURSE
asouza@eabdf.br
(61) 3442-9725



ANNA GABRYELLA MARTINS
NURSE
amartins@eabdf.br
(61) 3442-9725



HOW WE COMMUNICATE

Effective communication between school and home is essential to a successful school experience and plays a key role in supporting each student's academic, social, and emotional growth. We believe that a strong partnership between families and the school is built through open, respectful, and timely communication.

EAB communicates with families through a variety of channels, as outlined below. If you have a question or concern, we encourage you to refer to the Lines of Communication section (see page 22) to identify the most appropriate point of contact.

1

THE BULLETIN

Our weekly newsletter, The Bulletin, is sent every Friday morning via email. It is your main source of information for upcoming school events, important announcements, and highlights from teaching and learning across the school.

Each edition includes dedicated sections for the **Lower School**, **Middle School**, and **High School**, ensuring that families receive relevant and division-specific updates.

We strongly encourage all parents to read The Bulletin each week to stay informed and connected to school life.

If you are not receiving the newsletter, please contact **communications@eabdf.br** to confirm that your email address is correctly registered in our system.

2

EMAIL COMMUNICATION

At EAB, we are committed to promoting environmental stewardship and responsible citizenship, and therefore aim to minimize paper-based communication. As a result, it is

essential that parents check their email regularly to stay informed about school updates and announcements.

For students in K3 to Grade 5, the Toddle Family App is the primary platform for communication between families and teachers. Families will receive instructions on how to download the app and connect to their child's class.

For students in Grade 6 to 12, email is the primary means of communication with teachers.

For urgent matters, please contact the divisional secretary, who can promptly relay important messages.

All financial communication, including updates from the Business Office, will be sent via email. For questions related to fees or payments, please contact **businessoffice@eabdf.br**.

3

WEBSITE & POWERSCHOOL PORTAL

Important school information can be found on our website at **www.eabdf.br**.

Parents also have access to PowerSchool, EAB's student information system. Through PowerSchool, families can access student information and, for Upper School students, view class schedules, assignments, assessment dates, attendance, and grades.

To access PowerSchool, visit **eab.powerschool.com** and use the District Code: QCQG.

When logging in for the first time, use the email address you provided to EAB as both your username and email address. Then click "Forgot Password" to create your password and follow the instructions sent to your email.

For Lower School families, PowerSchool provides basic student information. For families of students in Grades

6–12, the platform offers more comprehensive access to schedules, assignments, assessment dates, attendance, and grades.

If you have questions about PowerSchool or experience any login difficulties, please contact the Technology Department at support@eabdf.br.

4

PARENT-TEACHER CONFERENCES & MEETINGS

Parent–teacher conferences are held at the end of the first and third quarters to discuss your child’s academic progress and overall development. These meetings play an important role in strengthening the home–school partnership, and we strongly encourage all parents to attend. English–Portuguese translation support is available upon request.

If you would like to discuss your child’s progress or raise specific concerns outside of these scheduled conferences, please contact your child’s teacher directly by email (or via Toddle in Lower School). Ongoing communication is encouraged to ensure questions are addressed in a timely and effective manner.

5

TODDLE FAMILY APP (K3 – GRADE 5)

Teachers in K3 through Grade 5 regularly communicate classroom activities, share student work, and provide updates on student learning through the Toddle Family app, our school’s learning and communication platform.

Toddle Family gives parents a window into their child’s educational journey by providing access to classroom updates, learning experiences, assignments, portfolios, and important school communications. Teachers may share photos, videos, and other evidence of learning to help families stay connected to what is happening in the classroom.

The platform also serves as an important communication tool between school and home. Parents can receive announcements, notifications, and messages from teachers and the school through the Toddle Family app or web platform.

Families will receive login instructions and account information directly from the school. We encourage all parents to download the Toddle Family app and enable notifications to stay informed about their child's learning and school events.

6

WEEKLY NEWSLETTERS

Every Friday, Lower School families receive a classroom newsletter with highlights from the week and a preview of upcoming learning and activities. These newsletters offer valuable insight into what students are exploring in the classroom and how families can support learning at home. Copies of all classroom newsletters are also available through the **Lower School** section of The Bulletin.

Middle School and **High School** families can access weekly newsletters through their respective sections of The Bulletin. These newsletters are also emailed directly to students and include important information such as key dates, course syllabi, academic updates, upcoming events, and other essential announcements.



LINES OF COMMUNICATION

At EAB, we value open, respectful, and effective communication between families and school staff. A strong partnership between home and school helps ensure the best possible experience for our students. When questions or concerns arise, we encourage families to contact the appropriate person directly, following the guidelines below.



ISSUE, QUESTION, OR CONCERN

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



WHO TO CONTACT

- **The Student's Teacher**
In most cases, the teacher is the best first point of contact, as they work most closely with the student and have the most direct knowledge of the situation. If a concern is not resolved after communication with the teacher, parents may contact the appropriate Division Principal for further assistance.

- My child is new to EAB and needs help with the transition
- My child is having difficulties with friendships or peer relationships
- My child is being teased or experiencing social concerns
- My child is worried or anxious
- Our family is experiencing circumstances that may be affecting my child at school
- My child does not want to come to school
- I have concerns about my child's class placement
- My child needs support with career planning (HS)



- **LS Principals:**
Derek Neslon | dnelson@eabdf.br
Miriam Rodriguez | mrodriguez@eabdf.br
- **LS Counselors:**
Letícia Falconery | lfalconery@eabdf.br
Lilian Rosa | lrosa@eabdf.br
- **MS Principal:**
Rebekah Adamek | radamek@eabdf.br
- **MS Counselor:**
Clara Andalo | candalo@eabdf.br
- **HS Principal:**
David Bair | dbair@eabdf.br
- **HS Counselors:**
Aleka Bilan | abilan@eabdf.br
Letícia Figueiredo | lfigueiredo@eabdf.br
Camilla Alvarenga | calvarenga@eabdf.br

ISSUE, QUESTION, OR CONCERN

WHO TO CONTACT

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



- **LS Principals & Secretary:**
Derek Neslon | dnelson@eabdf.br
Miriam Rodriguez | mrodriguez@eabdf.br
Paola Zanetti | pzanetti@eabdf.br
- **US Principals & Secretary:**
Rebekah Adamek (MS) | radamek@eabdf.br
David Bair (HS) | dbair@eabdf.br
Diva Belo (MS + HS) | dbelo@eabdf.com

- I need to notify the school that my child is sick (and/or send in the doctor's note)
- I need to pick up my child early from school



- **LS Secretary:**
Paola Zanetti | pzanetti@eabdf.br
- **US Secretary:**
Diva Belo (MS + HS) | dbelo@eabdf.com

- The custody arrangements for my child have changed



- **LS Principals:**
Derek Neslon | dnelson@eabdf.br
Miriam Rodriguez | mrodriguez@eabdf.br
- **MS Principal:**
Rebekah Adamek | radamek@eabdf.br
- **HS Principal:**
David Bair | dbair@eabdf.br
- **Business Director:**
Elizabeth Sullivan | esullivan@eabdf.br
- **Business Office:**
businessoffice@eabdf.br

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



- **IB Coordinator:**
Isabel Moraes | imoraes@eabdf.br

ISSUE, QUESTION, OR CONCERN

- My child is experiencing issues with their laptop
- My child is unable to connect to the school network
- My child has an IT-related question or needs technical support



WHO TO CONTACT

- **Technology Director:**
Vamshi Mugatha | vmugatha@eabdf.br
- Technology Support:
support@eabdf.br

- I have questions about EAB's learning programs and their structure or content
- I would like to discuss my child's MAP assessment results



- **Director of Teaching and Learning:**
Maria Sieve | msieve@eabdf.br

- I have a question about Club EAB or Lower/Upper School Activities



- **Athletics and Activities Director:**
Rishawd Watson | rwatson@eabdf.br
- **Activities Supervisor:**
Rafaella Neves | rneves@eabdf.br

- I have a question about the Upper School Athletics Program



- **Athletics and Activities Director:**
Rishawd Watson | rwatson@eabdf.br

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



- **Brazilian Program Director:**
Denise Turati | dturati@eabdf.br

- I have a question about billing, tuition, or school fees



- **Business Director:**
Elizabeth Sullivan | esullivan@eabdf.br
- **Business Office:**
businessoffice@eabdf.br

ISSUE, QUESTION, OR CONCERN

- I am not receiving schoolwide emails or The Bulletin newsletter



WHO TO CONTACT

- **Communications Department:**
communications@eabdf.br

- I have a question or concern about school policies or the school's future direction



- **Head of School:**
Charlie Schlegel | cschlegel@eabdf.br



EAB SCHOOL UNIFORM

**PURCHASE
THE SCHOOL
UNIFORM
ONLINE**



The EAB uniform is designed to foster a sense of community, promote school pride, and support a focused and safe learning environment. Wearing the approved school uniform is mandatory for all students during the school day, unless otherwise specified for special events (e.g., Spirit Week, Bulls Giving Day, House Cup Days, or other school-designated activities).

WHAT STUDENTS WEAR

- Students may choose from a variety of official EAB uniform items and are encouraged to select the combinations that best suit their comfort and preferences.
- Uniform tops include EAB t-shirts and polo shirts in school colors.
- Uniform bottoms include EAB shorts, pants, and skorts (skirts with built-in shorts). Students may mix and match approved tops and bottoms as desired.
- Lower School dresses: EAB uniform dresses with built-in shorts are also available for Lower School students (K3–Grade 5).
- Outerwear options include EAB hoodies, cardigans, and windbreakers, which may be worn over the uniform during cooler weather.
- Footwear: Students are required to wear closed-toe and closed-heel shoes, such as athletic sneakers (tennis shoes) each day. The following footwear is not permitted: shoes with wheels, high heels, Crocs, clogs, flip-flops, Birkenstocks, sandals, or any open-toe or open-heel shoes.

- Physical Education: Upper School students (Grades 6–12) must have an EAB PE t-shirt for Physical Education classes. Lower School students (K3–Grade 5) do not require a separate PE uniform.
- Want to explore the available styles? Click [here](#) to browse the complete EAB uniform collection online.

GENERAL EXPECTATIONS

- Students are expected to wear official EAB uniform items on a daily basis. Clothing associated with clubs, teams, or activities—including hoodies, athletic uniforms, Nosso Recanto (NR) items, House Cup shirts, and Field Day shirts—is not considered part of the regular classroom uniform unless specifically designated for a school event.
- Upper School students (Grades 6–12) are expected to change into their PE t-shirt for Physical Education classes and change back into their school uniform afterward. Students may keep the same bottoms if they wish, although athletic options are available for purchase. Lower School students (K3–Grade 5) do not require a separate PE uniform.
- Shorts, skirts, and skorts must be of an appropriate length for a school setting.
- On designated non-uniform days, students are not required to wear the school uniform; however, all clothing must be appropriate for a multicultural learning environment. Clothing with offensive language or imagery, visible undergarments, midriff-baring or low-cut tops, or excessively short garments are not permitted. Students who choose not to participate in non-uniform days are expected to wear full school uniform.
- To help ensure items are not lost, families are encouraged to clearly label all clothing with the student's name and grade.

ALTERNATE UNIFORM ARRANGEMENTS

We recognize that the uniform supplier may not always offer suitable sizing options for every student. If you are unable to find an appropriate uniform item due to fit or sizing concerns, please contact your child's Principal. The Principal will work with your family to identify a suitable alternative that maintains the intent and appearance of the EAB uniform while ensuring your child is comfortable.

Please note that alternate arrangements are intended for situations where the available uniform options do not adequately meet a student's fit or sizing needs, rather than personal style preferences. Our goal is to support student comfort while maintaining consistency with the school's uniform policy.

UNIFORM PURCHASES

All official EAB uniform items are available for purchase through Sasse Uniformes. We encourage families to visit the store upon arriving in Brasília so students can try on different uniform options and ensure the best fit.

- Website: **sasseuniformes.com.br**
- Phone: (61) 3349-1010
- WhatsApp: (61) 99911-2020
- Address: SHCGN 710/711 Bloco B Loja 43, Asa Norte, Brasília – DF, CEP 70750-732
- Hours: Monday–Friday: 9:00 AM–7:00 PM | Saturday: 9:00 AM–5:00 PM

Families may also browse the EAB collection directly within the **Sasse Uniformes website**.

GENTLY USED UNIFORMS

Gently used uniforms are available through the National Honor Society (NHS), providing a more affordable option for families. Proceeds support student-led initiatives and activities.

The NHS will host a booth during New Family Orientation events in August 2026 and January 2027, where families may browse and purchase available items.

After these events, families may contact NHS via Mr. Chris at chochstetler@eabdf.br to inquire about inventory and arrange purchases.

Please note that styles, sizes, and conditions vary, and availability changes frequently based on donations.

ACTIVITIES

LOWER SCHOOL (LS) EXTRACURRICULAR PROGRAMS

Club EAB and Lower School Athletics provide enriching after-school opportunities that complement and extend students' learning experiences beyond the classroom. These programs are available to students in K5 through Grade 5 and are offered free of charge.

In addition, EAB partners with Play Sports to provide a wider range of extracurricular activities. Please note that Play Sports programs require a separate participation fee.

DAILY SCHEDULE:

- **3:15 p.m.: Dismissal and Transition** - The academic day ends at 3:15 p.m. Students who are not enrolled in an after-school activity should depart campus unless special arrangements have been approved by the Lower School Principal.
- **3:25 p.m. – Activities Begin** - Students participating in Club EAB or Lower School Athletics enjoy an afternoon snack before beginning their activities.
- **4:15 p.m. – Activities End** - Activities conclude at 4:15 p.m., and students should be picked up by 4:30 p.m.

Registration for after-school activities opens twice each year: mid-August for Semester 1 and mid-January for Semester 2. Registration is completed through the **Activities section of EAB's website**, and specific dates and instructions will be shared with families via email shortly after the start of each semester.

To explore the types of activities typically offered, please click the "Club EAB Offerings" button to view our most recent **program guide**. Please note that offerings vary from semester to semester and may change based on student interest, enrollment, and staffing availability.

If a program reaches capacity, a waitlist will be established, and families will be notified if space becomes available.

For questions about Club EAB, Lower School Athletics, or other after-school programs, please contact Club EAB at **clubeab@eabdf.br**, or reach out to:

- Rishawd Watson, Athletics & Activities Director – **rwatson@eabdf.br**
- Rafaella Neves, Activities Supervisor – **rneves@eabdf.br**

We encourage all students to take advantage of these opportunities to explore new interests, develop skills, build friendships, and engage more fully in school life.

UPPER SCHOOL (US) CLUBS

Upper School students are encouraged to explore the wide range of clubs and extracurricular opportunities available at EAB. During the first few weeks of school, students can learn about available clubs and meet student leaders and faculty sponsors at the Activities Fair, held in the Community Area.

Students may also register for clubs through the link available on the **Upper School Clubs page** within the **Activities section of the EAB website**. Additional information about the Activities Fair, registration, and club offerings will be shared via email at the beginning of each semester.

Club offerings vary based on student interest, student leadership, and faculty sponsorship. In recent years, offerings have included Bulls Community Service, MedLife, Math Club, Chess Club, EAB Goes Green, the Student-Athlete Leadership Team (SALT), National Honor Society (NHS), National Junior Honor Society (NJHS), Arts Club, Film Club, Dungeons & Dragons (D&D) Club, Musical Arts, Musical Theatre, Bullseye (student newsletter), Gender and Sexuality Alliance (GSA), American Football, Model United Nations (MUN), Fashion Club, and Pottery Club.

Participation in clubs is an excellent way for students to pursue their interests, develop leadership skills, contribute to the community, and build meaningful connections with peers. We encourage all students to get involved and take advantage of the many opportunities available beyond the classroom.

For questions about Upper School clubs and activities, please contact [**activities@eabdf.br**](mailto:activities@eabdf.br).

UPPER SCHOOL (US) ATHLETICS

EAB offers a variety of athletic opportunities for Upper School students through its Middle School (MS) and Varsity programs. Participation in athletics helps students develop teamwork, leadership, resilience, and school spirit while representing EAB in local and international competitions.

For detailed information about athletic programs, eligibility requirements, schedules, and expectations, please visit the **Activities & Athletics section of the EAB website** and review the **Activities & Athletics Handbook**.

Please note that athletic offerings vary by season and semester based on student interest, coaching availability, and league participation. Additional information and registration details will be shared with families throughout the school year.

iCOMMONS

The Information Commons (iCommons) is EAB's dynamic learning hub, designed to foster curiosity, collaboration, research, and a love of reading. More than a traditional library, the iCommons serves as a vibrant center of academic life where students, parents, and staff can access information, explore ideas, and engage in lifelong learning.

All members of the EAB community are welcome to use the iCommons and are encouraged to take advantage of its print and digital resources.

BORROWING AND RETURNING MATERIALS

All materials must be checked out using the self-checkout stations or at the circulation desk. Items should be returned to the designated return bin or directly to the circulation desk.

E-books and digital resources can be accessed through the iCommons catalog at **eab.follettdestiny.com**.

LOAN PERIODS AND LIMITS

Patrons may borrow up to seven items at a time for a period of two weeks. Materials may be renewed up to three times, provided they have not been requested by another patron.

Items may also be placed on hold through the iCommons or by logging into the online catalog.

OVERDUE, LOST, OR DAMAGED MATERIALS

Patrons receive regular email reminders regarding overdue materials. While the iCommons does not charge overdue fines, lost or damaged items must be replaced.

Please note that patrons with overdue materials may be unable to check out additional items until those materials have been returned.

EXPECTATIONS FOR ICOMMONS USE

To maintain a welcoming and productive environment for all users, we ask that visitors:

- Keep noise levels at an appropriate level for study and collaboration.
- Respect the learning and work of others.
- Refrain from loud or disruptive behavior.
- Make phone calls outside the iCommons.
- Avoid playing electronic games.
- Refrain from bringing food or drinks into the space.
- Return used materials to the circulation desk rather than reshelving them independently.
- Take responsibility for borrowed materials and report any damage promptly.
- Volunteers are always welcome in the iCommons. Parents interested in volunteering may contact icommons@eabdf.br for more information.

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
- EBSCO
- JSTOR
- PebbleGo

Digital Magazines and Newspapers:

- The Economist
- Folha de São Paulo
- Correio Braziliense
- The New York Times

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

Karla Veras, Librarian:
kveras@eabdf.br



ICOMMONS WEBPAGE AND CATALOGS
(CLICK OR SCAN QR CODE)

WHAT IS THE PTO?

The Parent Teacher Organization (PTO) is an independent group of parent volunteers that works in partnership with EAB to strengthen connections among families, teachers, and the broader school community. The PTO plays an important role in fostering a welcoming, supportive, and engaged environment where families can actively participate in school life and contribute to their children's educational experience.

MISSION

To connect EAB families with each other and the school to create a vibrant, lifelong learning community.

VISION

To inspire families to actively partner in their children's education.

GETTING INVOLVED

The PTO welcomes the participation of all families. Recognizing that each family brings different interests, talents, and availability, the PTO offers a variety of opportunities to contribute through five key focus areas: Family Community, Fundraising & Events, School-Home Connection, Community Connection, and Communication.

To help families stay connected, the PTO supports grade-level and classroom WhatsApp groups managed by parent volunteers. These groups are designed to share school reminders and community information. Links to join the groups can be found on the **PTO webpage**.

Please note that these WhatsApp groups are created and managed independently by parent volunteers and are not operated or monitored by EAB. For questions, concerns, or matters requiring school support, families should follow the school's established Lines of Communication.

To stay informed about PTO events, initiatives, and volunteer opportunities, please refer to the weekly Bulletin.

For more information or to get involved, please contact the PTO at **pto@eabdf.br**.

STUDENT HANDBOOKS

At its core, EAB is a community united by shared values. While our school is enriched by more than 45 nationalities and a wide diversity of cultures, languages, religions, and perspectives, we are connected by common beliefs about learning, respect, and our responsibility to one another.

We believe that every individual deserves dignity and respect, that all students can learn and grow, and that our community is strongest when we work together. We value collaboration, embrace service to others, and strive to make a positive contribution to the school community. Although many members of our community are here for only a portion of their lives, we share a commitment to leaving EAB stronger than we found it.

These values are reflected in our Student Handbooks. The Lower School, Middle School, and High School Handbooks serve as important resources for students and families, outlining the policies, procedures, expectations, and practices that guide school life.

As living documents, the handbooks are reviewed and updated regularly to reflect the evolving needs of our community and the continued growth of our school. Beyond providing practical information, they embody the values and principles that help make EAB a welcoming, inclusive, and dynamic learning environment.



LS, MS & HS STUDENT HANDBOOKS
(CLICK OR SCAN QR CODE)

SCHOOL INSURANCE

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

English | Portuguese



American School of Brasilia

