



# Parent/Student Handbook

PRIMARY SCHOOL  
2017-2018



## INTERNATIONAL SCHOOL OF ATHENS

**Vision:** To prepare students to become responsible and compassionate world citizens through excellence in education.

**Mission:** To provide an education for effective citizenship and global understanding.

**Philosophy:** We aim to help students realize their full potential by honouring individual differences within our school community.

We adhere to the I.B.O Philosophy and believe that through comprehensive and balanced curricula, coupled with challenging assessments, we endeavour to develop the individual talents of young people and teach them to relate the experience of the classroom to the realities of the world outside. Beyond intellectual rigor and high academic standards, strong emphasis is placed on the ideas of international understanding and responsible citizenship, to enable ISA students to become critical and compassionate thinkers, lifelong learners and informed participants in local and world affairs, conscious of the shared humanity that binds all people together while respecting the variety of cultures and attitudes that makes for the richness of life.

Enrollment at the International School of Athens means a commitment to honor the spirit and the letter of the code and rules governing academic and social behaviour for those who are members of the school's community.

The International School of Athens believes that parents and school are partners in educating our children. We therefore recommend that parents keep a copy of this Handbook for reference so that the school and the family can work together for the welfare of both the individual and the community.

Parents are encouraged to contact the appropriate person directly with concerns or questions:

Dr. Spiros Molfetas	Director
Ms. Louise Kalokerinou	Principal, Primary Years Programme Co-ordinator
Ms. Maria Protopapa	Deputy Director, Head of Centre for Counseling & Learning Services
Ms. Xenia Tokatlidou	Primary School Learning Center Counseling Psychologist
Ms. Helen Haniotakis	Admissions Co-ordinator / Registrar
Ms. Valentina Tsoltos	Primary School Administrative Assistant
Ms. Dimitra Boutserou	Primary School Assistant/Teacher
Mr. Fanis Malakondas	Financial Director
Ms. Kelly Bahlitzanaki	Marketing & PR Manager

**As an IB World School we believe in the IB learner profile.**

IB learners strive to be:

**Inquirers** They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

**Knowledgeable** They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

**Thinkers** They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

**Communicators** They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

**Principled** They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

**Open-minded** They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

**Caring** They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

**Risk-takers** They approach unfamiliar situations and uncertainty with courage and fore thought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

**Balanced** They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

**Reflective** They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

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## **PYP PRIMARY SCHOOL CURRICULUM**

**The Primary School** offers an inquiry-based, concept-driven curriculum. We aim for a balance between the acquisition of knowledge, essential skills and attitudes, and the search for meaning and understanding. Homeroom teachers in grades 1 – 6 are responsible for the core curriculum, Information Technology and selected units of study. Single subject teachers teach physical education, visual and performing arts, library and foreign languages.

### **The ISA Centre for Counseling and Learning Services**

All students and parents may access the services of the ISA Centre for Counseling and Learning Services which provides a range of services to support the academic, emotional, social, psychological and personal needs of the members of our school community.

- **The Primary School Child Study Team (CST)** offers a wide range of services to students in need. The team, comprised of the Head of the Centre for Counseling and Learning Services, Primary School Principal, Counseling Psychologist and Special Educator of the Primary School, and another professional if needed, meets regularly to discuss, refer, recommend and create individualized education plans for students with learning differences, limited English proficiency and social, behavioral or emotional difficulties. Students receiving services may have enrolled at ISA with a recommendation for continued support from a previous school, or may have obtained services, following the referral process outlined below.
- **Screening:** Personnel from the Centre for Counseling and Learning Services administer the Brigance Readiness Assessment to Melina's ISA Kindergarten students at the start and end of the school year. Prospective students from other kindergartens may be administered the Brigance Assessment as part of their application process. The information given by the screening helps to provide evidence of learning strengths and weaknesses and readiness for entry into grade one.
- **Testing and Referral Process for Special Learning Support Services**
  - A teacher or parent may refer a student based on observed behaviors (academic, social, or emotional) that give cause for concern.
  - An in-class observation by a learning support specialist follows.
  - A meeting with personnel from the Centre is arranged to discuss the presenting concern, and exchange information.
  - The Child Study Team may recommend psycho-educational testing.
  - The battery of tests recommended by the Centre for Counseling and Learning Services can be administered on campus by qualified, registered personnel if chosen. The testing fee is payable to the Business Office before testing begins. Alternatively, parents may choose to have a child tested privately off campus. Parents are obliged to share the offsite test reports with the learning support team so that an IEP (Individualized Education Plan) can be prepared.

- **Academic Support: Based on the report and the IEP (Individualized Education Plan), a student may receive intervention and learning support.**
- Intervention will differ for every student, according to the individual needs of the child. The child may receive a Level 1, Level 2 or Level 2+ service. The costs for learning support services vary depending on the hours of intervention and the range of support services provided by the school. Costs are listed on the ISA fee sheet and are payable to the Business Office.
- The responsibility for the final decision regarding the level of intervention is made by the experienced professional members of the **Child Study Team**. For example, a student who needs a structured and quiet environment for individual study may receive one to one support in the learning support classroom. A learning support teacher may work individually with the student or in cooperation with the classroom teacher. Students with similar needs may receive support out of the classroom in a small group.
- In specialized cases the Primary School Child Study Team will ask the parents to collaborate with specialized external professionals such as a child psychiatrist, child neurologist, speech therapist, occupational therapist, play therapist, etc., and the findings need to be reported to the child study team in order to work for the well-being and advancement of the child.
- **Counseling Services:** A variety of services and activities of counseling nature are available for students and parents. The decision for counseling is made by the personnel of the ISA Center. After an initial session, parents are informed of the outcome. Counseling is used to support students without the need of parental consent if it is on a one-time basis.
- If there is a necessity for regular counseling, this will be discussed individually and privately with the school's administration.
- **Parent Coffee Meetings:** The Centre for Counseling and Learning Services of the Primary School provides lectures and group sessions to small groups of parents at regular coffee meetings. The topics for the coffee meetings may be of a psychological, educational or social nature.



## A-Z FOR PARENTS

**Absences:** In case of absence from school, a written statement indicating the date and reason for your child's absence is required on the day he/she returns to school. If the reason for the absence is an infectious illness or a hospital stay, the child must have a note from a doctor stating that he or she may return to school. The school nurse will contact a parent if necessary.

**Activities:** Details of all in-school and after-school activities are distributed at the beginning of the school year. Activities are optional and may involve an extra fee. There is no late bus transportation so parents must be willing to collect their children from school if they wish to sign their children up for an after-school activity.

**Attendance:** Please ensure that your child arrives at school on time, having had sufficient time to get ready in a relaxed manner. Students who are tardy miss vital instruction and information about the school day ahead and frequent absences may affect your child's learning and progress.

We ask your co-operation in seeing that your child's attendance record is one that will give him/her the full benefit of the learning experiences we have planned. Early departure and late returns at trimester and vacation time are discouraged. A student who takes an extended vacation will be expected to make up the work missed during this time after he/she returns to school.

**Campus Security and Safety:** Closed circuit cameras operate 24 hours a day. Students are never left unsupervised during school hours, and are accompanied to all classes by a faculty member. All play areas are fenced and gates remain closed throughout the school day. All visitors are expected to enter through the main building of the High School and are escorted to their appointments in the Primary School by the security guard. Please ensure that you have made an appointment through the administrative assistant, Ms Valentina, beforehand as, for the safety of the students, visitors will not be allowed in the building after 8:40am, when formal lessons begin as the Primary School gates will be locked after this time. Students coming to school after 8:40am will have to enter through the main building of the High School.

**Canteen:** Parents may send a packed lunch for their child or order food from our catering service or the school canteen. Catered or canteen order forms are sent home in advance each month and orders are prepaid and delivered to the homeroom, with the exception of our grades 4—6 students, who are allowed to purchase their own canteen lunches. Receipts are issued for ordered lunches at the end of each month. A faculty member supervises lunch, which is eaten in the classrooms. Chewing gum and carbonated drinks are not allowed on campus during the school day. All enquiries about the canteen should be dealt with directly with personnel of the canteen. Please note that, emergency last minute orders will be made by directly calling the canteen personnel for students who have forgotten their lunch at home, but monthly orders for cooked meals need to be planned ahead.

**Confidentiality:** Confidentiality between home and school is essential for building a trusting relationship. Therefore, teachers will limit discussion of a child to the parents of that child. Any discussion regarding a peer will take place with personnel from the Child Study Team.

**English as Another Language (EAL):** English is the language of instruction at ISA. Students whose native language is not English are tested, grouped and required to attend EAL classes to develop their language proficiency. Parents may be recommended to employ an English teacher for after-school hours of extra support. Students exit the EAL programme when linguistically able to cope with mainstream instruction.

**Evacuation Procedures:** Emergency evacuation procedures and routes are posted in all classrooms. Practice drills are held during the first two weeks of school and at regular intervals throughout the year.

**Field Trips and Special Events:** Field Trips and special events are designed to complement the curriculum throughout the academic year: field trips, concerts, programmes for parents, guest speakers etc. Advance notice of an event is given in the Principal's newsletter or through e-mails.

At the beginning of the school year parents sign one permission slip for each child to participate in all school trips throughout the school year. Notification of all trips is given in advance through e-mails and it remains a parent's responsibility to inform the teacher if a child is not to participate in any particular trip. If a child is not attending a field trip, the child may remain at school for the duration of the trip.

**Emergency/Medical Information:** Parents are asked to complete and return an Emergency/Medical Information form for each child. This provides us with a contact emergency number and a list of telephone numbers of your child's medical care providers. It is the responsibility of the parents to update this information, should they move house or change telephone numbers.

**Home School Communication:** We believe that an open, honest relationship between home and school is central to any child's welfare. There are, therefore, a number of ways in which we communicate within our school community.

- Families are asked to provide an e-mail address and SMS mobile number at the start of the academic year for communication of events, field trips and various information letters.
- Students use an academic diary to record all homework assignments and daily messages from classroom teachers. Parents are required to check the Passport every night and sign it every Friday.

Details of Greek language and homeroom homework assignments for grades 3, 4, 5, 6 can be accessed on the school website. Information will be provided at the start of the year.

- Notes to parents in the student Academic diary communicate minor problems a student may experience. Any communication from home to the classroom teacher should be written in this Diary which classroom teachers check daily. The school's Academic Diary will be available for purchasing at the Primary School at the start of each academic year.

- Students in the learning support programme will be issued a passport/notebook in which work done in the support programme can be recorded. Homework assignments and appointments, etc., can be noted in this passport/notebook and confidential information may be exchanged between parents and personnel.
- Informational letters are sent home when the need arises by other departments within ISA and parents receive regular professional communication from their child's teachers.
- Parents receive the Principal's Newsletter with news of school events, field trips, etc.
- Parents receive an e-mail from the homeroom teachers at the beginning of each Unit of Study. This e-mail contains details of the central idea of the unit, the questions that will guide the inquiry, details of field trips and any home/school co-operation needed.
- Private or confidential letters to the Principal should be sent to school in sealed envelopes.
- **Parents are reminded to make appointments to speak with teachers. Faculty are not available for meetings before or during school without prior arrangement as these are professional planning times.**

Please do not hesitate to call the office for an appointment to meet with your child's teacher or the Principal to discuss any concerns, ideas or suggestions you wish to share with us.

**Homework:** Homework can take a variety of forms: reviewing, reading, studying, long and short range assignments, projects, research, etc. There can be no hard and fast guidelines about time spent on homework as each student has different needs and a different learning style. The amount of assigned homework will vary from day to day depending on subject matter, the ability and learning style of the student, and the grade level. However, if a student is experiencing undue difficulties with homework, or regularly spending more than one hour on homework, we recommend that a parent arrange an appointment with the homeroom teacher to discuss the matter.

**Homework can be assigned:**

- To extend the understandings introduced in the classrooms.
- To enable a student to develop good study habits.
- To encourage the use of independent research skills.
- To promote student independence, responsibility and accountability.
- To help the students understand the purpose of the assignment and its connection to class work.
- To help students understand that making mistakes is part of the learning process



**Language Programme:** As English is the language of instruction at the International School of Athens, our primary goal is to provide the necessary support for every child to reach a level of English proficiency in reading, writing, listening and speaking that ensures effective participation and success in the curriculum.

Students whose native language is not English are required to attend EAL classes to develop their language proficiency. Testing for levels and indicators of progress are administered in September and May, or on enrolment at ISA, by the EAL teacher, who may work in the EAL and homeroom classroom to support the child or a group of students during a lesson.

The number of classes attended weekly will depend on the student's existing degree of proficiency. Students will exit the EAL programme when linguistically able to cope with mainstream instruction.

EAL students may also choose to attend the ISA Saturday Language Programme, details of which are available from the school office.

In accordance to the beliefs of the IBO's Primary Years Programme, we believe that mother tongue language development is crucial for maintaining cultural identity and emotional stability, and that the acquisition of more than one language enriches personal growth and helps facilitate international understanding. Language is also a major connection between home and school and the wider community.

During the application process the administration will decide on the language programme for Greek students transferring from Greek schools and/or for students entering the Learning Support Programme. In all grades, the language options for a student in the Learning Support Programme will be considered in relation to the student's IEP (Individualized Education Plan.)

Students in grades 1 - 6 attend a daily foreign language lesson. It may include any or a combination of the following:

- Greek for Natives
- Greek for Foreigners
- English as Another Language (EAL)

Students in grades 1 - 6 attend an additional Foreign Language class for Arabic for native speakers, Spanish, French or German.

- In special circumstances, a parent may request to bring a native language teacher for a child, at their expense.

**Library/Media Learning supports:** ISA Primary School students have access to a Library Media Centre, stocked with an extensive collection of books and reference materials.

Students are required to borrow books for extended reading at home. A maximum of 2 books may be borrowed at any one time. Books must be treated with respect. A charge is made for books that are damaged or lost.

Reference materials may not be checked out for home use: these materials are accessed during the school day at appropriate times and used under the supervision of a faculty member and/or Librarian.

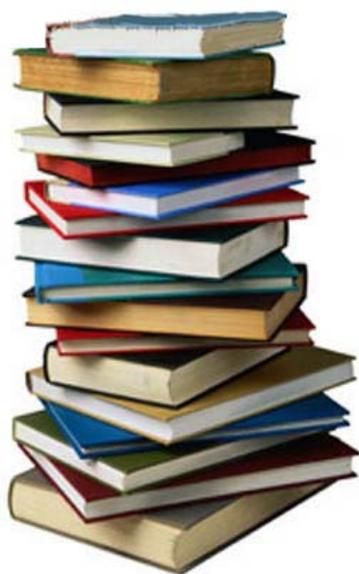
Students have Internet Access and the use of the library Internet must be in support of curricular research and be consistent with the educational objectives of ISA. Students may use the Internet for research assigned by faculty.

Students in grades 3—6 use iPADS in the classroom to support their programme of inquiry. They are not permitted to use their iPADS outside the classroom unless supervised by a teacher.

Our Birthday Book programme is designed to allow students and their families to donate books to our library on their birthdays. Donated books are inscribed with the donor's name before being catalogued and displayed on our library shelves.

Through our book club, KidZbooks, families may order books 2 times per year.

The ISA Read-a-Thon, organized by our librarian, is also held annually to support a charity.



**Nursing and Health:** The school provides the services of a full time nurse on site from 8 a.m. to 4 p.m. The nurse's office is located on the upper mezzanine floor of the ISA building.

The main responsibilities of the nurse include: assessment and treatment of minor injuries and ailments, emergency first aid, administration of medications as prescribed, follow up and monitoring of students who have specific health needs, liaison with parents, maintaining accurate health records and health education and promotion.



No medications will be given to students without written or verbal parental/medical authorization. If your child has been prescribed a medication to enable him or her to participate more actively in their learning, please contact the Principal or the school nurse.

Please note that we are a **NO Nut School**. Due to a number of allergies, parents need to be cautious of ingredients that may contain nuts/nut extract, when sharing foods. Often, we may ask for ingredients used in foods that are shared with other students. **Treats shared during celebrations must be announced at least 2 days in advance and are limited to finger food so that these may be sent home in case we suspect an allergic reaction due to uncertain ingredients.**

If your child is unwell or has sustained an injury, he/she will be assessed by the school nurse who will then contact you. If the complaint is minor, a note will be sent home with your child in their school diary. Please note that in the event of an emergency and where reasonable attempts to contact parents/guardians have been unsuccessful, the child will be transferred to any hospital reasonably accessible.

In order to provide safe and accurate care we kindly ask parents to complete and return the **medical information forms** and the **student personal health record** which is a Ministry of Health directive, and must be completed by your child's physician within 10 days after commencement of the new academic year. These forms are required so that your child may participate in the school's physical education classes and after-school clubs such as the swimming club.

We also request parents to notify the school immediately of any changes to contact details and medical updates.

We believe that a student who is well enough to attend school is well enough to participate fully in the daily schedule. Therefore, if your child is not well enough to participate in PE class or in outside recess play times due to cold or fever, please keep your child at home for the sake of the health of other students.

**Parental Support:** The Primary School lays the foundations for a child's future; the elementary years are important in the formation of a love of lifelong learning and in the development of a healthy self-image. Teacher and parent role modelling ensure that future generations will be productive and significant members of our global community.

The following suggestions may prove helpful to you as you guide your child through his/her primary education:

- Stay informed - Please keep track of important dates, check e-mails regularly and send back all reply slips.
- Belonging to a diverse international community enriches our lives. Please support our efforts to honour and respect the physical, social, cultural and individual differences within our community.
- Invest in English language learning support materials and keep them handy at home - a good English dictionary, a thesaurus, and a world atlas, etc. The school librarian or homeroom teacher can recommend an appropriate level and title for these home study learning supports.
- Regulate after-school time and find a balance between home and school. Provide a stimulating home environment in addition to a quiet study area. Students enjoy contributing to dinner discussions about what transpired during the day at school. Limit the time spent watching TV and playing computer games. Read to your child instead.
- Check the homework passport if in doubt about an assignment, or the ISA homework site for students in grades 3—6. In order to avoid misunderstandings of classroom policies and procedures, please use the academic diary to communicate with your child's teachers or to request a prompt appointment for clarification of any concern.
- Support our efforts to make every student an independent, responsible learner by ensuring your child does his/her own work. If your child has a home tutor, make sure the same guidelines are followed. Discuss plagiarism and explain that this is academic dishonesty.
- Self-reliance is developed over time, through the taking of responsibility for one's actions and through understanding that making mistakes is a natural part of the learning process. Help your child develop self-reliance and a sense of pride in resolving conflict successfully. For example, avoid using "having a bad day" or "being overly tired" as excuses for inappropriate or disrespectful behaviour.
- Get to know your children's teachers. They are your first contact if you have any concerns. Never hesitate to contact a teacher if you have a question.
- Don't hesitate to contact the Principal if you notice a change in your children's attitude or behaviour.

**Being aware of your children's strengths and weaknesses and supporting them to become the best they can be is the best gift you can give them as parents.**

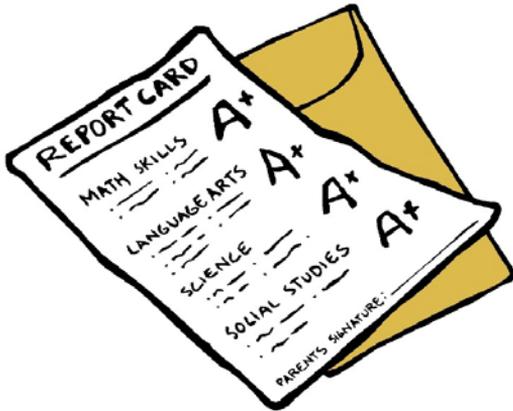
**Parent Volunteer Programme:** There are a number of areas in which you can participate in our Primary School. Volunteer forms are distributed in September. We appreciate the help we receive, as and when the need arises, or on a regular basis.

**Phone Usage:** Mobile phones are not permitted in the Primary School. However, students may use the phone in the office in the event of an emergency only.

**Physical Education/PE:** Students are transported to an indoor gym nearby whenever possible. On PE days, students in grades 1 - 6 may wear their PE uniform to school. Students in grades 4 – 6 should bring in a clean ISA T-shirt in their PE bag to change into after their lesson.

Students who do not wear their PE uniform will not participate in PE class and parents will be informed. No jewellery is to be worn during PE class, with the exception of small stud earrings.

**Reporting Student Progress:** A student's progress is reported in a number of ways throughout the year, and according to the needs of each individual student.



- Faculty use the Academic Diary to inform parents of missing homework assignments or minor incidents.
- Parents of students in the Learning Support programme maintain regular communication and may be asked to meet with faculty to exchange information.
- Parents of students who are experiencing difficulties of any kind will be contacted by the appropriate faculty member and a meeting will be arranged to discuss the matter with all

involved parties and/or the Principal.

- A portfolio of student work is compiled throughout the year. "Friday folders" are sent home at frequent intervals with a selection of work for your information. Your child will discuss the week's work and choose a piece to store in the permanent portfolio which is shared twice a year.
- Mid-trimester reports are sent home in October if there is a concern about a student. Parents may be asked to attend a meeting to discuss their child's progress. An individualized academic plan or behaviour modification plan will be designed to support a student in need and to provide accountability for a student's progress in any curriculum area.
- Report cards are issued at the end of the first, second and third trimester, during a Parent/Teacher conference. No classes are held on these days.

**The School Day:** Faculty supervision begins at 8.20 a.m. If you bring your child to school before this time, please remain with them until supervision is provided. Students may enter their classrooms to unpack at 8:30 am. Primary School classes run from 8.40 a.m. until 3.45 p.m. from Monday to Friday. Parents must ensure that all students who do not use school transportation arrive and leave the campus at the appropriate times.

**For the first month of the school year until the first week in October** parents of students in Grade 1 may wish to accompany their children to the classroom area in order to help support the transition and development of their independence skills.

Students in Grades 2 - 6 go independently directly to their classrooms to unpack and prepare for their day. For the safety of all, **parents of students in grades 2—6 will not be allowed to enter the building without an appointment.** Formal instruction begins at 8:40 a.m.

**Faculty are not available for meetings before or during school hours without prior arrangement as they are responsible for their classes at this time. All appointments to see faculty should be made through the administrative assistant.**

Parents must come to the designated pick up areas to collect their children. Students are not allowed to cross the road to meet a parent. This rule is to ensure every child's safety. Parents are kindly requested, for the safety of their children, to **not enter the building when dismissal is in progress** as it makes it very difficult to monitor the students being dismissed by teachers and picked up by bus monitors.

Parents are reminded that, unless their children are participating in an after-school activity, they must be at school at 3.45 p.m. to collect their child. If you are running late, kindly call the school to inform us, so that your child may be sent to wait outside the office. It is necessary to factor in parking time at the beginning and end of the school day as the road in front of the school is reserved for school buses only.

Details of morning and afternoon dismissal will be distributed at the beginning of the school year.

Students are not allowed to leave the school premises during the school day without the permission of the Principal. If it is necessary for a parent to take a child from class before the end of the school day, the parent must send a note in the student Academic Diary stating the reason and the time the child will be leaving school, or call the office. Parents must report to the reception area and sign their child out before leaving the school with their child.



**Student Behavior:** The three explicit rules for behavior at ISA Primary School are: Be Safe; Be Responsible and Be Respectful. These rules provide a sense of security and a common identity for all members of our school community. They represent the values and beliefs of the Primary School and communicate the ways in which our community works together.

All faculty are responsible at all times for ensuring that rules are followed. The Principal will intervene only after the student and teacher have failed to reach a mutually satisfying outcome. Students, teachers and parents are expected to read and adhere to the Primary School's Behaviour Policy manual which will be handed out at the start of the academic year.

The school takes every possible measure to protect students from inappropriate social media by filtering material when in school. However, it is a parents' responsibility to protect children from social media at home. When Facebook says users must be over the age of **13**, it is a requirement NOT a recommendation. As such, the school will not tolerate any acts of bullying or other that are a result of social media exchanges.

**Student Council:** An election for members of the ISA Primary Student Council is held during the first 2 weeks of school. Class representatives are chosen by the student body in grades 4, 5 and 6. The Council members meet and work with faculty advisors and the principal to assist with many activities throughout the school year, such as the Valentine's Dance, Carnival Week, Jeans for Genes Day, etc.

**Supplies and Textbooks:** Textbooks and supplies are purchased by parents. A book list is distributed in June/July for the coming academic year. For your convenience and in order to provide for consistency with supplies for each class, a list of supplies has been ordered and will be available for you to purchase from our book supplier. Information will be given out to parents through an e-mail as well as on orientation day.

**Uniform:** All uniforms must be purchased from:

**LB Creations, 12 Gymnasiou, Pefkakia, N. Ionia. (Opposite the train station, Pefkakia). Tel: 210 2717847 Fax: 210 2717383.**

A copy of the uniform list is issued to each family prior to Orientation. Payment can be made by Visa or MasterCard at LB Creations. **No money can be accepted by the school for LB Creations.** However, pre-paid uniforms can be delivered to the school.

We ask that **every item of clothing be clearly labelled with your child's name.** Please sew tabs for hanging outdoor clothing on pegs in classrooms or corridors. This helps keep our classrooms and hallways neater and safer. Found uniform items are stored for a trimester, then donated to the needy.

Please note that clogs, flip flops and open sandals are not permitted for reasons of safety. Closed shoes should be worn at all times.

**Visitors:** The ISA campus is open for academic business from 8:30 a.m. - 4:00 p.m. Monday through Friday. All appointments to meet with the Principal or a faculty member must be made through the Primary School office. All visitors to the campus must report through the main building to the High School where they will be escorted by the security guard to the Primary School office and wait in the reception area until the scheduled appointment time.

Confidential discussions referring to any student's progress will take place by appointment during the school day. It is inappropriate for a parent to contact a faculty member at home or out of school hours.

During the school day, students are not allowed to bring visitors, except parents and adult relatives, into the school building without the prior approval of the Principal. School-age visitors may not attend without prior written permission.

**HAVE A NICE  
SCHOOL YEAR**







**Global education.****International citizens.**

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