



# **PARENT/ STUDENT HANDBOOK 2025-2026**

**Grades 11-12 IB DP/CP**



## **ISA MISSION**

The International School of Athens is an academic community comprised of students, faculty, and parents united in a philosophy which is dedicated to fostering in all of its students a love of learning, self-discipline and self-knowledge. The community upholds the belief that what a school chooses to teach is reflected in its regard for its human relationships, in its appreciation of cultural diversity and the manner in which it interacts with all of its members. The community is proud of its "sense of family" and the friendships and camaraderie that it inspires.

The curriculum is broad-based and flexible. A low faculty student ratio caters to the individual needs of the student and contributes to a learning environment, which stimulates personal, intellectual, artistic, social, and physical development. The close interaction of all members of the ISA community effectively encourages the students to achieve high personal standards of academic success, maximizes each student's potential and contributes to his or her total educational experience.

Furthermore, I.S.A. adheres to the IBO philosophy, endeavouring 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 rigour and high academic standards, strong emphasis is placed on the ideas of international understanding and responsible citizenship, to enable I.S.A. students to become critical and compassionate thinkers, life-long 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.

## **ISA BELIEFS (Core Values)**

We believe that:

- Education is about connectedness; academic studies, therefore, need to fit into a human & global context.
- Students need to be prepared for the moral & social challenges that await them in the reality of today's world.
- Students must develop to be internationally minded individuals, tolerant and respectful of differences, who will recognize their common humanity and help create a better and more peaceful world.
- The school curriculum must be broad-based so as to stimulate the holistic development of the students (personal, intellectual, emotional, physical, social, social, academic and artistic)
- The school curriculum must aim to increase understanding of languages and cultures as well as explore significant global ideas and issues.
- The school's aim should focus on developing the attitudes and skills students need for both academic and personal success.

## ADMINISTRATION

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: (Please use the extensions in the table below.)

<b>ISA Senior Leadership Team (SLT)</b>		
Dr. Christina Tsibiridi	Head of School	<a href="mailto:ctsibiridi@isa.edu.gr">ctsibiridi@isa.edu.gr</a>
Ms. Maria Protopapa	Head of Pastoral Care / Head of HR	<a href="mailto:mprotopapa@isa.edu.gr">mprotopapa@isa.edu.gr</a>
Ms. Nancy Kaza	Head of Lower School	<a href="mailto:akaza@isa.edu.gr">akaza@isa.edu.gr</a>
Ms. Dina Venieris	Head of Upper School	<a href="mailto:cvenieris@isa.edu.gr">cvenieris@isa.edu.gr</a>
Mr. Fanis Malakondas	Head of Operations	<a href="mailto:fmalakondas@isa.edu.gr">fmalakondas@isa.edu.gr</a>
<b>Upper School Administration</b>		
Ms. Lea Pateras	IB DP/CP Coordinator	<a href="mailto:lpateras@isa.edu.gr">lpateras@isa.edu.gr</a>
Ms. Helen Paschos	University Placement Advisor	<a href="mailto:hpaschos@isa.edu.gr">hpaschos@isa.edu.gr</a>
Ms. Afroditi Chatzoglou	MYP Coordinator	<a href="mailto:achatzoglou@isa.edu.gr">achatzoglou@isa.edu.gr</a>
Ms. Effy Mertzani	Learning Center Coordinator	<a href="mailto:emertzani@isa.edu.gr">emertzani@isa.edu.gr</a>
Ms. Kelly Bahlitzanaki	Admissions Officer –Upper School Registrar	<a href="mailto:kbahlitzanaki@isa.edu.gr">kbahlitzanaki@isa.edu.gr</a>
Ms. Tyla Singh	Upper School Administrative Assistant	<a href="mailto:tsingh@isa.edu.gr">tsingh@isa.edu.gr</a>

## IB / ISA LEARNER PROFILE

As an IB World School we promote the IB learner profile for all our academic programmes. The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities. As IB / ISA learners we strive to be:

**Inquirers.** We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

**Knowledgeable.** We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

**Thinkers.** We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

**Communicators.** We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

**Principled.** We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

**Open-minded.** We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

**Caring.** We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

**Risk-takers.** We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**Balanced.** We understand the importance of balancing different aspects of our lives, intellectual, physical, and emotional, to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

**Reflective.** We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

## INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME

The **IB Diploma Programme** is a rigorous course of study and comprehensive curriculum, which culminates with external examinations and leads to the attainment of the **IB Diploma**. The DP is internationally recognized as one of the highest standards in university preparatory education. Students are guided to choose three Higher level and three Standard level subjects, bearing in mind their academic strengths and future educational and career plans. DP students also complete three core requirements that broaden their educational experience and challenge them to apply their knowledge and skills: Theory of Knowledge (TOK), Extended Essay and Creativity, Activity, Service (CAS). Students who successfully complete all the requirements of the programme are granted the IB Diploma.

**CAS** is at the heart of the Diploma programme and completing CAS is a requirement for obtaining the IB Diploma. The three strands of CAS include experiences and projects in the following areas: **Creativity**: exploring and extending ideas leading to an original or interpretive product or performance; **Activity**: physical exertion contributing to a healthy lifestyle; **Service**: collaborative and reciprocal engagement with the community in response to a real need.

The IB Diploma Programme prepares students for effective participation in a rapidly evolving and increasingly global society as they:

- Develop physically, intellectually, emotionally and ethically
  - Acquire breadth and depth of knowledge and understanding
- Develop the learning skills and attitudes that will prepare them for higher education



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- Study languages and increase their understanding of cultures
- Make links across academic disciplines and explore the nature of knowledge
- Study how individuals from varying cultures and perspectives view the world
- Undertake research investigations through Internal Assessments and the Extended Essay
- Grow personally and interpersonally through Creativity, Activity & Service

Its focus on international education is achieved by developing citizens of the world in relation to culture, language and learning to live together, building and reinforcing students' sense of identity and cultural awareness and fostering students' recognition and development of universal human values.

## ISA COLLEGE PREPARATORY PROGRAMME / HIGH SCHOOL DIPLOMA

The **College Preparatory (CP) programme** is a course of study that students may choose to follow in grades 11-12, which has internal examinations and leads to the attainment of the **ISA High School Diploma**.

The ISA High School Diploma is recognized in Greece and abroad and it is accredited by the **Middle States Association (MSA)**. Students may follow the CP Programme for all their subjects but may also choose one or more IB courses / subjects in areas where they have a particular interest or strength. Students who successfully complete all the assessment requirements of the IB courses they have chosen, are granted **IB Certificates** in these subjects, in addition to the ISA High School Diploma.



The ISA High School Diploma is awarded when students have gathered the required number of minimum credits from the subjects they have successfully completed from grade 9 - grade 12.

The minimum requirements for the High School Diploma graduation in the last four years of secondary school (grades 9-12) are as follows:

- 4 years of English or Modern Greek for native Greek speakers or student's native language
- 3 years of Individuals & Societies
- 3 years of Mathematics
- 3 years of Science
- 3 years of a World Language or English language acquisition
- 2 years of Elective subjects including Fine Arts or Physical Education

In case students are justifiably unable to fulfil the language requirement, modifications to the credit requirements are made.

**Minimum: 18 credits**

ISA offers students wishing to follow the IB Diploma programme or the College Preparatory programme the following subjects:

- Group 1- **Language and Literature** (English, Modern Greek, Chinese, self-taught Language)
- Group 2-**Language Acquisition** (English, Spanish, French, German)
- Group 3 -**Individuals and Societies** (History, Business Management, Psychology, Economics)
- Group 4 -**Sciences** (Biology, Physics, Environmental Systems and Societies, Computer Science, Chemistry)
- Group 5 -**Mathematics** (Math Analysis and Approaches, Math Applications and Interpretation).
- Group 6 -**Arts** (Visual Arts, Theater, Music)
- Elective: Information Technology (for CP & IB Courses students)



## THE SCHOOL YEAR AND REPORTS TO PARENTS

The school year is divided into 3 terms: September-November, December-February and March-May. At the end parents receive reports on student achievement, as measured by IBDP and CP criteria, and effort grades. Parents are invited to participate in parent-teacher conferences and to keep in close contact with the school concerning their children's progress throughout the academic year. Individual meetings with teachers can be arranged upon request.

### GRADES

The International Baccalaureate® (IB) assesses student work as direct evidence of achievement against the stated goals of the Diploma Programme courses. Student results are determined by performance against set standards, not by each student's position in the overall rank order.

At ISA, students receive two sets of grades, one to measure achievement, and the other to measure effort. The descriptors also apply to the CP programme.

The ISA continuum Assessment policy and the ISA continuum Language policy is available to parents through the ISA parent portal.

#### **Achievement grade descriptors:**

- 7:** A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them almost faultlessly in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student consistently demonstrates excellent content knowledge, originality and insight and produces work of high quality.
- 6:** A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student demonstrates very good content knowledge, originality and insight.
- 5:** A thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student demonstrates good content knowledge, generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.



- 4: General understanding of the required knowledge and skills, and ability to apply them effectively in normal situations. The student demonstrates some content knowledge and there is occasional evidence of the skills of analysis, synthesis and evaluation.
- 3: Limited achievement against most of the objectives, or clear difficulties in some areas. The student demonstrates limited content knowledge and understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support.
- 2: Very limited achievement in terms of the objectives. The student demonstrates very limited content knowledge, has difficulty in understanding the required knowledge and skills and is unable to apply them fully in normal situations, even with support.
- 1: Minimal achievement in terms of the objectives.

### **Effort grades**

Students receive a letter grade evaluating their effort. This mark measures the student's effort against his or her own potential and not against that of the others in the class. Effort marks are entirely independent of achievement grades and the one has no bearing on the other. The marks evaluate the student as follows:

**A / Excellent:**            *Exceptional effort*

**B / Above Average:**    *Very good effort*

**C / Average:**            *Satisfactory effort*

**D / Below Average:**    *Limited effort*

**F / Insufficiently low effort**

### **ACADEMIC MONITORING**

During the year, unsatisfactory work and achievement may result in a student's placement on Academic Monitoring, with an advisory letter sent to parents. Subject teachers complete Academic Monitoring Reports online in between formal reporting periods. Parents are informed electronically of their child's report. Not all students are placed on Academic Monitoring.

Academic Monitoring provides students with a structure of counseling, monitoring and evaluation which keeps them constantly aware of both their progress and areas for

improvement. This involves close communication between the student and his/her teachers, IBDP / CP Coordinator, and the Upper School Principal. Failure to show progress and, thus be removed from academic monitoring may have serious consequences. If effort grades and achievement levels do not improve by the end of the year, a student may be required to take re-sit exams or may not be invited to return to the school or may be invited to return only if he or she repeats the year. In extreme cases, such action may even occur at the end of the interim marking period.

## **ACADEMIC HONESTY / INTEGRITY**

The school responds very seriously to any incident of academic malpractice. Teachers refer all such cases to the IBDP / CP Coordinator, the incident is recorded and followed up on, in accordance with the Academic Integrity Policy. The Upper School Principal is also informed.

Students are expected to respond with a high degree of honesty and integrity across all aspects of the Diploma and CP Programmes. Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.

Students are expected to meet the following expectations:

- Complete all the work submitted for assessment in the DP / CP according to the DP/CP Policies.
- Understand what constitutes plagiarism and properly cite any sources, images, data, and/or ideas.
- Recognize that any behaviour or activity that gives them unfair advantage goes against the school's and IB's philosophies and constitutes malpractice.

Malpractice includes: plagiarism, collusion, duplication of work as well as behaviours such as misconduct during examinations, falsifying a CAS record or use of unauthorized material.

Besides the emphasis given to academic honesty by all subject areas, the ISA Continuum Academic Honesty Policy is presented in detail to the students at the beginning of each academic year and is made available to the community through the ISA parent portal. It is expected that all students and parents review the Academic Honesty / Integrity policy document thoroughly.

## **CONSEQUENCES OF ACADEMIC MALPRACTICE**

### CLASSWORK & HOMEWORK ASSIGNMENTS:

In accordance with our school policy, the following sanctions will be carried out in cases of academic malpractice:

1. In the first violation of the policy, the teacher explains the malpractice that has occurred and gives the student an oral / written warning. The DP / CP coordinator is notified and reinforces the academic honesty principles to ensure they are understood by the student. Parents may be contacted depending on the nature of the incident. The work is not graded, and the student is allowed to submit entirely new work.
2. If academic malpractice happens a second time, then the student receives a zero on the assignment. The DP /CP coordinator contacts the student's parents to discuss the matter. The Upper School Principal is also notified, and disciplinary measures are taken.
3. The DP / CP Coordinator, in consultation with the school administration, may assign additional penalties based on the severity of the offense up to and including expulsion from the IB Diploma program.

### SUMMATIVE ASSESSMENTS - TESTS AND EXAMS:

If a student is caught engaging in malpractice on summative assessments, such as tests, Term exams, or Mock exams, the student receives a zero on the assessment. A second chance to make up the assessment is not given in this case.

## **ACADEMIC ADVISING**

Students receive academic counselling in order to help them make suitable choices of courses to ensure that all graduation requirements are met that they are well prepared for the future, and that their choices are in accordance with their intended area of study at university. The school's website contains a wealth of information regarding the academic programs, including course syllabi and students and parents are encouraged to review these in order to be well- informed. There is variability in the admission requirements of different universities and countries, and parents and students are advised to check these in order to ensure that their subject and level selections meet admission requirements of the universities they wish to apply to.

## **PREDICTED GRADES**

The IBO website states that a “predicted grade is the teacher’s prediction of the grade the candidate is expected to achieve in the subject, based on all the evidence of the candidate’s work and the teacher’s knowledge of IB standards. Predicted grades are also required for theory of knowledge and the extended essay”. There are two distinct sets of Predicted Grades given for IB Diploma students. The first set is submitted by teachers to the University placement coordinator at the end of DP Year 1, and this set may be revised and is finalized by October of Year 2. This set of predicted grades serves the purpose of university applications. It is based on student academic performance over Year 1, and it also takes into account student progress, IB grade descriptors, consistency, IB coursework Drafts, and estimated performance in the Year 2 Final IB May exams.

The school’s policy is to disclose the Final University predicted grades for each subject to students, for the purpose of students being able to make informed decisions for university applications and to upload PG documents directly to application portals. The Predicted Grades document is provided to each student by the University Placement Coordinator, in October of Year 2 (Grade 12), and is strictly confidential. However, teachers can only validly assign a Predicted Grade when they can consider the student’s work in the Internal Assessment for the specific subject. Therefore, the October PG’s are provided only to students who have met the school’s timeline and submitted all IB work that is due in September. Also, since submission of the Extended Essay is an IB Diploma requirement, PGs are only given to students who have submitted this as well. PGs are not given to students who have not submitted IA and EE Full Drafts.

The second set of predicted grades is given by teachers to the DP coordinator in April of Year 2 and is submitted to the IB, as required. This set is submitted after all final coursework has been submitted and after mock exams. These predicted grades are not disclosed to students/parents. The two sets of predicted grades are not necessarily the same, as they represent evaluations at different times and with different evidence.

## **HONOUR ROLL**

Honour lists are published at the end of each term for both academic achievement and effort. To earn a place on the honour roll a student must excel academically and exhibit a heightened level of effort and qualities reflecting the IB Learner's Profile. Academic excellence awards are given at the end of each academic year. Students with the following averages are placed on the Academic Honour Roll:

Honours: 5.5 – 5.9; High Honours: 6 – 6.5; Highest Honours: 6.6 – 7.

Students who receive three effort marks of 'A' but without any effort mark below 'C' are placed on the Effort Honour Roll. At least 2 'As' must be in academic classes.

## **CLASS RANK**

ISA does not rank students.

## **AWARDS/HONOURS**

Students are given recognition through the following awards:

Academic & Effort Honour Roll Excellence in the following areas:

Language and Literature, Language Acquisition, Individuals & Societies, Mathematics, Sciences, the Arts, CAS, TOK, ATL, Athletics, and the IB Learner Profile

Academic Distinctions (Seniors only):

In addition to excellence awards, Seniors are also distinguished with the following:

- Valedictorian & Salutatorian
- ISA Award for International Understanding
- Host Country Ambassador Award

## **SUBJECT AND LEVEL SELECTION CHANGES**

### **Subject changes**

Students choose their subjects before entering grade 11. To make any changes, they must consult with the DP/CP coordinator, to explain reasoning and to obtain the relevant form.

Students who change subjects during the academic year must complete the work missed, including formative and summative assessments.

**Subject changes can be made until October 15<sup>th</sup> of grade 11. After this date, the request for a change is subject to review by the Coordinator, and the Upper School Principal.**

### **Level changes**

To change levels (HL, SL, CP), students must consult with the DP/CP coordinator, to explain the reasoning and to obtain the relevant form. There is no formal deadline for level changes, and each case is reviewed on a case-by-case basis.

### **STUDENT COUNCIL**

The Student Council is composed of student representatives from grades 11-12, who are elected by the students at the beginning of each academic year. Meetings take place on a regular basis with each class advisor, who advises and monitors the Student Council's activities. The Student Council is active in organizing and carrying out various student activities throughout the academic year and serves as a conduit of student opinion.

### **CENTRE FOR COUNSELING AND LEARNING SERVICES**

The Centre for Counseling and Learning Services of ISA operates with the assistance of highly qualified personnel. It has been designed to meet the needs of all ISA students and parents to have, as quickly and effectively as possible, solid and complete psychological counseling, learning support and academic planning.

The Centre provides the necessary services for the emotional security and stability of the students and is effective for their present and future psychological well-being, academic development and future professional advancement.

The Centre provides:

- Psychological Counseling, through private sessions with students, their parents, and teachers, in order to assist them on psychological, academic, and career planning matters. Confidentiality is always assured.
- Career Planning, whereby ISA students can discover, explore, and develop their personal, academic, and professional interests, skills, inclinations, and talents, and match them with specific academic studies and professional careers. This is done through the introduction of a new, highly credible, career guidance assessment tool in collaboration with "ORIENTUM – Career Guidance Counselors", comprised of two separate tests; the PROFILER test of personality traits and the HORIZON Career Interests test.
- University placement advising, for placement of ISA students at the best British,

American, and International universities.

- Learning Support for ISA students, which offers special services for students with learning differences and other special needs, including assessment of students' learning differences, standardized testing, provision of accommodations, individualized help and tutoring according to each student's needs.
- Seminars, lectures, and other counseling programmes of psychological, academic and career planning nature for students, teachers and parents.

## EXAMINATIONS

Examinations are administered to all students in grades 11-12 three times a year. In the second term of IB Year 2 courses, however, "mock exams" are administered in lieu of other exams, whereas students who are taking CP courses, take regular 2nd term exams at that time. Students in grade 12 are exempt from end-of-year exams if they take the official IB external exam.



Re-sit exams take place before the onset of each academic year for subjects that students have failed. Re-sit letters are sent to parents and students at the end of the academic year by the coordinator.

The school is a test center for SAT exams.

## ISOTIMIA

According to the Greek Ministry of Education all Grade 11 and 12 full IB Diploma students, are required to follow additional classes within their academic programme, if they wish their IB Diploma to be recognized as equivalent to the Greek 'Apolyterion'.

"Isotimia" means that full IB Diploma students graduating from ISA will receive a graduating Diploma equivalent to the one that Greek students obtain after their third year of Lyceum, (grade 12). This certification offers students the opportunity to sit for the Pan-Hellenic exams should they wish to study at a Greek university. The additional classes include: Greek History, Greek Literature and Greek Language/ Essay Writing.

Students who follow the ISA College Preparatory Programme may also follow Isotimia classes, for equivalency purposes. This is not needed if the students choose Greek as their Group 1 Language and Literature subject.

Students who fail to pass the Isotimia exams will be required to retake the exams on set dates.

## STUDENT EMAIL ACCOUNTS

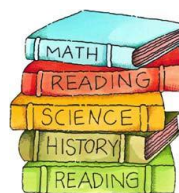
All students are given an ISA email account at the start of the academic year or upon arrival at the school. Teachers and the coordinator will use this account to communicate with students. **Students are required to check their emails every day.** Students and teachers are encouraged to use electronic means of communication in order to minimize printing and unnecessary use of paper.

All students are advised to use a **proper** current profile picture that portrays their face, if they choose to use a picture. Other images are not permitted.

Students are not allowed to send mass emails (e.g to their whole grade or to other grades) without first obtaining permission from the Upper School Principal or the Head of Pastoral Care.

## TEXTBOOKS

Textbooks are purchased by the students and are kept by them at the end of the course. A list of required textbooks is posted on the school's website prior to the beginning of the school year or at the time of registration for new students.



## MOBILE PHONES AND PERSONAL ELECTRONIC DEVICES

**Mobile phones are strictly forbidden inside the school building (including the canteen, playground and during school trips) and throughout the school day, including during breaks, lunch, and between classes. Students are expected to turn off their mobile phones before entering the school premises every morning and keep them turned off for the entire school day.**





If a student is seen with a mobile phone, it will be confiscated and **will only be returned to the student's parents. Consequences will follow according to the new mobile phone policy** (found on the school's website). Parents may contact their children through the school in case of an emergency.

All electronic devices should be turned off and stored in the students' bag unless the teacher leading the class specifically permits the use of devices for academic purposes related to the class.

All students are expected to follow the school's **new mobile phone and electronic devices** policy (found on the school's website) for use of personal or school electronic devices and may be liable for additional disciplinary sanctions under this policy.

The school cannot be held responsible for the loss of mobile phones or any other electronic devices.

## ILLEGAL SUBSTANCES POLICY

In order to promote health, a safe environment and responsible student behaviour, the school is committed to preventing the use of illegal substances and maintaining a drug-free school. Therefore, the use, possession, or distribution of illegal substances is forbidden on campus, school transportation, school trips, or at any school-sponsored function; this includes arrival and attendance while under the influence of substances taken elsewhere. The school reserves the right to require confidential medical examination (urine analysis, blood test, etc.) of any student suspected of using illegal substances. Refusal to comply with this requirement will result in immediate expulsion.

The procedure is as follows:

The Discipline Committee will meet and decide whether the incident warrants further action. The student will be interviewed, and his or her locker, bags and clothes will be searched. The parents will be called and informed about the problem. If they refuse to cooperate, the student will be expelled immediately.

If the testing is positive, the following options are possible:

Parents may withdraw the student immediately, in which case no further action will be taken.

If parents want the student to remain in the school, they must agree to random periodic urine tests and searches, as well as counselling. If a second urine or blood test is positive, the student will be expelled immediately.

If the parents and student do not co-operate with the testing, the student will be expelled immediately.

Any student who supplies others with illegal substances will be expelled immediately.

The Discipline Committee will investigate any serious suspicion of possession, use and distribution outside of school. The results of the investigation will be presented to the Head of School and the Senior Leadership Team, which will decide on what action to take.

## ATTENDANCE POLICY

Students are expected to attend school daily and to be on time.

**School begins at 8:30 a.m. and ends at 3:30 p.m**

If a student will be absent from school, parents must call the administrative office to inform the school of the absence, in the morning as early as possible.

After an absence, students must be excused in writing by their parents. **If a student is absent on the day of a scheduled test**, however, a parental excuse is not sufficient and a note from a doctor is required in order for a make-up test to be arranged.



A doctor's excuse is also required after absence of more than 3 days due to illness.

If a student returns without an excuse, this will be considered skipping school, and consequences such as receiving a mark of zero on missed work, examinations, quizzes, homework or projects will be incurred

**Students may not leave school during the day.**

**During the course of the year, parents will be informed in writing about absences. Excessive absences result in repeating the year. The TOTAL number of absences a student is allowed to have during the academic year is 164.**

**Cases of students with serious medical conditions will be considered individually by the ISA Steering Committee.**

**Personal appointments, e.g with a doctor, should be made after school hours.**

Students must be at school and in classes on time. Unexcused lateness to class also results in absences which are added to the total number of absences the student has. Every time a student is late for class, amounts to half an absence. If repeated, it is reported to the Upper School principal who may decide if additional consequences are necessary.

In instances where students are anticipated to be absent for an extended duration, such as before or after holidays or for family reasons, and not due to illness, they are required to submit a form. This form, which can be obtained from the Administrative Assistant, must be signed by all their teachers. The signatures will indicate that the teachers acknowledge the student's ability to miss school for the specified period and affirm that any assigned homework will need to be completed.

## **GUIDELINES FOR BEHAVIOUR**

The students and faculty of the International School of Athens work together in a small community to flourish only through consideration and respect for the rights and property of others. The growth of mutual trust and respect and the gradual acceptance of increasing responsibility and self-discipline are, in themselves, vital educational goals to which both students and faculty are dedicated.

The school reserves the right to dismiss at any time a student who has proven to be an unsatisfactory member of the school community. If, in the school's judgment, a student's conduct on or away from campus indicates that he/she is out of sympathy with the ideas, objectives and programmes of the school, the student may be dismissed immediately even though there may have been no infraction of a specific rule. We believe that each student is responsible for his/her own behaviour. Students are expected to adhere to accepted standards of morality and good citizenship. The guidelines below are a list of basic expectations that apply to students while school is in session and while students are under the jurisdiction of the school.

### **The school does not tolerate the following:**

- Insubordination
- Bad language (profanity, swearing, cursing)
- Dishonesty, Theft, Vandalism
- Possession or use of alcohol
- Possession or use of illegal substances (see relevant policy)
- Smoking or vaping on campus or within a two-block area
- Reckless behaviour (endangering people and property)
- Use of mobile phones or other unauthorized electronic devices in the school premises

- Any other inappropriate behaviour as defined by the school administration

**If a student does not follow the rules stated in the “Parent/Student Handbook”, the teacher will refer the student to the Upper School Principal and/or the Head of Pastoral Care and the following actions will be taken:**

**First Referral** - Student meets with Head of Pastoral Care; warning is given, individually. A record will be kept of all incidents.

**Second Referral** - Student gets a consequence commensurate to the misbehavior and to the extent of its repetition . Notification of parents.

**Third Referral** - Student meets with the Head of Upper School Principal , the Head of Pastoral Care and parents at school. Consequences and behavior modification plan are discussed.

**Fourth Referral** - Suspension from school for one to five days, depending on the seriousness of the infraction.

**Fifth Referral** – Teachers' meeting called to discuss recommendation of expulsion. A conference will be scheduled with parents.

## **THE DRESS CODE**

The ISA uniform, worn by all students in grades 7 through 12, consists of the following items and must be purchased from LB Creations to provide uniformity in style and colour worn by students.

## **GIRLS**

The Upper School Uniform will consist of:

- Polo-type shirt (short or long-sleeved) with ISA emblem. Navy blue skirts or culottes of suitable length
- Navy blue trousers
- Navy blue ISA sweatshirt.
- ISA college-type winter jacket and zip-up vest.
- Only plain black, navy blue or tan nylons/tights may be worn.
- Girls' shoe heels must be no higher than 5 cm (2 inches).
- Girls, if they choose to wear a belt, must wear a black or brown leather dress belt inside of the belt loops. Belts are not to be worn over the sweater or cardigan.



### **Guidelines:**

- A white camisole may be worn underneath the polo shirt. The camisole must not be visible below the polo shirt.
- Skirts must be of moderate length reaching just above the knees.
- ISA trousers and ISA sweatpants must be sized to fit the natural waistline. No midriff should be exposed.

## **BOYS**

The Upper School Uniform will consist of:

- Navy blue trousers or navy blue bermudas.
- White Oxford shirt or polo-type shirt (short or long-sleeved) with ISA emblem.
- ISA college-type winter jacket and zip-up vest.
- Boys must wear a black or brown leather dress belt inside of the belt loops.



### **Conditions:**

- Trousers must be properly sized and belted at the natural waistline.
- Only a solid white, short-sleeved undershirt may be worn under the polo.

### **The Physical Education uniform for girls and boys is as follows:**

- ISA logo T-shirt and navy-blue shorts in warm weather.
- White socks and athletic shoes.
- Navy blue ISA tracksuit (formal) in cold weather.
- Students may wear the ISA T-shirt or ISA tracksuit during the school day instead of the prescribed uniform.

## OUTERWEAR

-A plain, formal, dark colored dress coat, mid-thigh or below in length may be worn outside or in the entrance hall. Brightly coloured coats, ski jackets, denim jackets and jackets with slogans are not allowed.

-Hooded sweatshirts and fleeces are not acceptable as outdoor coats.

-An ISA college jacket or the student's own jacket may be worn outside or in the entrance hall.

-A plain, dark colored raincoat may be worn outside in inclement weather.

-Outerwear is not to be worn anywhere in the school building. Students are reminded that if they are cold in the classroom, they should consider wearing the ISA college jacket.

-Hats and sunglasses may not be worn anywhere in school.

## JEWELRY

Ostentatious jewelry and fashion accessories are not permitted. Face-piercing jewelry, including tongue piercing, is not permitted. Body piercing is strongly discouraged, and all large body jewelry must be removed (especially during participation in required P.E. classes or during after-school sports/activities). **Only discrete, non-dangling earrings are permitted.**

## HAIR

Ostentatious hairstyles and hair colours (i.e. outside of the 'natural' colour range) are not permitted.

## MONITORING OF UNIFORM/ DRESS CODE

Students, parents, faculty and administration share the responsibility for the maintenance of the standards stated above.

Teachers will check dress daily and violations will be reported to the Upper School Principal or the Head of Pastoral Care.

**The uniform must always be worn, in school or on school trips, except on Tags days, when students are still expected to dress in accordance with the school philosophy.**

All clothing must be neat and clean, **of the appropriate size and length** and in good repair. Only ISA jackets and sweatshirts are acceptable.

**Students in violation of the spirit and letter of the uniform code may be asked to change immediately otherwise they will be sent home, after their parents are notified.**

An accumulation of two uniform violations will result in the student reporting to the the Upper School Principal or the Head of Pastoral Care. at 8.35 a.m. for inspection for a period of two weeks. Further disciplinary consequences will result, if violations continue.

**The aims of the uniform are:**

- To produce an atmosphere conducive to work rather than leisure during the academic day.
- To engender a sense of unity and school pride.
- To discourage students from excessively focusing on the latest fashion fads.

All articles of the uniform can be purchased from LB Creations, 12 Gymnasiou, Pefkakia-Nea Ionia (opposite the train station "Pefkakia") Tel: 210 271-7847, Fax: 210-2717-383.

**Each student should have two complete sets of uniforms to allow for laundering.**

**NURSING & HEALTH**

The school provides the services of a full-time nurse on site.

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.

Students who are unwell during the school day must present themselves at the nurse's office prior to calling their parents. The nurse will assess the student and contact parents as required.

No medications will be given to students without written or verbal parental/medical authorization.

In order to provide safe and accurate care we kindly ask parents to complete and return the "authorization form to dispense medications", "emergency medical authorization form" 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.

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

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.

Location of nurse's office: Primary School—Ground floor. Hours: 8:00 a.m. – 3:30 p.m.

## **GENERAL INFORMATION**

**ENROLLMENT: ISA reserves the right to deny the enrollment or reenrollment of a student or oust a student during the academic year:**

- a. due to disciplinary misconduct, upon the ISA Teachers' Board decision
- b. for the violation of the school's Rules of Procedure, ascertained by an act of the Teachers' Board

**Moreover, reenrollment of a student may be denied in case:**

- 1. The student's parents/guardians have not fully paid off their financial obligations to the school for the attendance of two (2) full academic years on the day of the enrollment/reenrollment
- 2. Upon the Head of School's justified recommendation, it is deemed that the student cannot be enrolled in the next grade for reasons other than his/her academic performance
- 3. During the student's attendance of ISA, there has been:
  - i. repeated and proven difficulty in the cooperation between the student's parents/guardians and the school,
  - ii. lack of trust and good faith on behalf of the student's parents/guardians or,
  - iii. incidents of improper and inappropriate behavior on behalf of the student's parents/guardians towards the school's faculty and staff



## **SCHOOL POLICIES**

The following school policies are available for reference on the ISA Portal:

- Continuum Access & Inclusion Policy
- Continuum Assessment Policy
- Continuum Language Policy
- Continuum Admissions Policy
- ISA Handling Complaints and Grievances Policy
- ISA Safeguarding Policy
- ISA Health, Safety & Emergency Policy

All parents and students are encouraged to review these documents to better understand the school's guiding principles and procedures.

### **VISITORS:**

Students are not allowed to bring visitors, except parents and adult relatives, into the school building without a prior request in writing from parents or guardians, and the approval of the Heads. School-age visitors may be admitted only under exceptional circumstances.

All visitors must sign in at the reception upon arrival and obtain a visitor badge, which must be worn at all times while on school premises. Before leaving the building, visitors are required to sign out at reception and return their badge.

### **LOCKERS:**

Each student is provided with a locker for storage of books and personal items. Students must purchase their own lock for their locker when needed. The administration reserves the right to inspect lockers at any time for cleanliness or security. The school cannot be held responsible for loss of items from lockers. Valuables should not be brought to school. Lockers should be emptied at the end of each academic year.

**STUDENT ACTIVITIES:**

The school offers numerous opportunities for social and cultural enjoyment such as trips, films, lectures, dances, parties, and concerts. These are all part of the educational experience. Students participate in the planning of many of these events and are responsible for their success. Clubs are offered during the school day for all students in grades 7-12. After-school athletics opportunities are available throughout the year, culminating in athletic tournaments.

**FIELD TRIPS:**

To maximize the benefits of its strategic location, the school plans and provides field trips to sites of interest. Other field trips may include visits to art galleries, companies, factories, public utilities or other suitable venues. Parental permission is required, and parents are always notified by letter regarding the details of school-sponsored trips.

**SCHOOL TRANSPORTATION:**

The school provides bus transportation to many parts of Athens at an additional fee. Every effort is made to arrange convenient pickup and delivery points, but door-to-door service cannot be guaranteed.

**LOST & FOUND:**

Students should check with the Upper School Administrative Assistant in the Administrative Office in case of lost or missing items. All items of clothing and other personal belongings should be clearly marked for identification. The school cannot be responsible for lost items and students are advised to leave valuables at home.

**VIRTUAL CLASSES:**

In case classes become virtual, due to health restrictions and/or Ministry directives, specific guidelines will be sent to parents and students regarding different aspects of the school's functioning.

**HAVE  
A  
GREAT  
SCHOOL YEAR!**





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