



Grades 11/12 IBDP/CP  
Parent/Student  
Handbook

2019–2020



# **INTERNATIONAL SCHOOL OF ATHENS**

## **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, academic and artistic)

- The school curriculum must aim to increase understanding of languages and cultures as well as explore globally significant 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.)

Dr. Spiros Molfetas	Director	116
Ms. Maria Protopapa	Deputy Director, Counselling Psychologist Head of the Centre for Counselling & Learning Services	212
Ms. Lea Pateras	IBDP Coordinator	205
Ms. Constantina Venieris	IBMYP Coordinator	105
Ms. Anna Bitouni	Dean of Students	225
Ms. Kathy Petris	University Placement Coordinator	221
Ms. Despoina Adamopoulou	Administrative Assistant/Registrar	213
Mr. Fanis Malakondas	Financial Director	122
Ms. Kelly Bahlitzanaki	Admissions Officer Marketing & PR Manager	111

## **IB WORLD SCHOOL**

As an IB World School we promote 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 forethought, 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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## INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME

The International Baccalaureate® (IB) Diploma Programme (DP) is a two-year academically challenging and balanced programme of education with final external examinations that prepares students aged 16 to 19 for success at university and life beyond. It has been designed to address the intellectual, social, emotional and physical well-being of students. The programme has gained recognition and respect from the world's leading universities.

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



- Acquire breadth and depth of knowledge and understanding, studying courses from 6 subject groups.
- Develop the skills and a positive attitude towards learning that will prepare them for higher education.
- Study at least two languages and increase their understanding of cultures, including their own.
- Make connections across traditional academic disciplines and explore the nature of knowledge through the programme's unique Theory of Knowledge course.

- Undertake in-depth research into an area of interest through the lens of one or more academic disciplines in the Extended Essay.
- Enhance their personal and interpersonal development 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.

## **CREATIVITY-ACTIVITY-SERVICE**

**Creativity, Activity, Service ( CAS )** is at the heart of the Diploma programme. It is one of the three core elements of every student's Diploma experience. It involves students in a range of activities alongside their academic studies.

**CAS** provides the opportunity to develop many of the attributes described in the IB learner profile. The CAS Programme aims to develop students who are:

- reflective thinkers—to understand their own strengths and limitations, identify goals and devise strategies for personal growth
- willing to accept new challenges and new roles
- aware of themselves as members of communities with responsibilities towards each other and the environment
- active participants in sustained, collaborative projects
- balanced, so as to enjoy and find significance in a range of activities involving intellectual, physical, creative and emotional experiences.

The three strands of CAS which are often interwoven with particular activities are characterized as follows:

### **Three areas: Creativity - Activity- Service**

**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.

## **ISA HIGH SCHOOL DIPLOMA**

In grades 11 and 12, students may follow a programme that reflects their needs and interests. Modifications may include, but are not restricted to, changes in the levels of the IBDP/CP courses, and participation in the Learning Centre.

Students must successfully complete at least five academic subjects each year.

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
- 3 years of Social Studies,
- 3 years of Mathematics,
- 3 years of Lab Science,
- 3rd year proficiency in a Foreign Language, or 4 years of Modern Greek for native Greek speakers
- 1 year of Fine Arts
- 2 years of Physical Education
- 1 year of Information Technology / Computers / Design

Students may choose to follow the IB Diploma, or the CP programme –in which all courses are taken at CP level-, or they may choose to take some IB courses and some CP courses.

All students who satisfy the requirements are awarded the ISA High School Diploma, which is recognized abroad and in Greece.

Note: IB Diploma holders automatically qualify for the ISA High School Diploma.



## THE SCHOOL YEAR AND REPORTS TO PARENTS

The school year is divided into 3 terms: September-November, December-February and March-May. At the close of each term, parents receive reports on student achievement, as measured by IBDP and CP criteria, and effort grades. They also receive an interim report in the middle of the first term. Parents are invited to participate in parent-teacher conferences and to keep in close contact with the school concerning their children's progress at all times. 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.

#### **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 originality and insight and **always** 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 **generally** demonstrates originality and insight.
- 5:** A **consistent and thorough understanding** of the required knowledge and skills, and the ability to apply them in a **variety** of situations. The student **generally** shows evidence of analysis, synthesis and evaluation where appropriate and **occasionally** demonstrates originality and insight.

- 4: **A good general understanding** of the required knowledge and skills, and the ability to apply them effectively in **normal** situations. 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 a **limited understanding** of the required knowledge and skills and is **only able to apply** them fully in normal situations **with support**.
- 2: **Very limited** achievement against all the objectives. The student 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

**A: Excellent:** Student participates fully, seeks extra help, initiates learning, and works above expectations. The teacher can suggest no further means of improvement.

**B: Above Average:** Student performs all work with thoroughness and care.

**C: Average/Satisfactory:** Student performs all work and maintains enough effort to get by.

**D: Below Average:** The student is not performing up to his/her ability because of laxity in effort or motivation.

**F: Unacceptable:** Student does virtually no work

Each student's effort is evaluated against his/her own potential and not against that of others in the class.



## **ACADEMIC MONITORING**

During the year, unsatisfactory work may result in a student's placement on Academic Monitoring, with an advisory letter sent to parents. Academic Monitoring provides students with a structure of counseling, monitoring and evaluating 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 Coordinator, Dean of Students, and Deputy Director. 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 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**

The school responds very seriously to any incident of academic dishonesty. Teachers refer all such cases to the IBDP Coordinator who communicates the issue to the parents and a report of the incident is placed in the student's file.

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 of the work submitted for assessment in the DP according to the DP 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 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 website.

## **ACADEMIC ADVISING**

Students in all grades are given 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 to 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.



## **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 also given at the end of each academic year.

## **CLASS RANK**

ISA does not rank students. When absolutely necessary for the purpose of university applications, an estimated rank may be given.

## **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, Fine Arts, CAS, TOK,  
Physical Education, and the IB Learner Profile

Academic Distinctions (Seniors only):

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

Valedictorian & Salutatorian  
ISA Award for International Understanding  
ISA Academic Excellence Award  
President's Award

## **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, 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 our 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 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 IB Year 2 are exempt from end-of-year exams if they take the official IB external exam. In addition, the school administers the following standardized tests: PSAT, SAT, SAT Subject Exams.

## **ISOTIMIA**

According to the Greek Ministry of Education all Grade 11 and 12 full IB Diploma students, who have Greek citizenship, are required to follow additional classes within their academic programme in order to receive a graduating diploma from ISA which is equivalent to the Greek 'ApolYTEirion'. This is a prerequisite to sitting for the IB examinations in the final year of the IBDP.

"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 Certificate programme do not need to follow these courses since the ISA Diploma is equivalent to the Greek Apolyteirion. Moreover, full IB Diploma students who do not have Greek citizenship are not required to take these courses. This prerequisite is only compulsory for Greek citizens who sit for the IBO examinations.

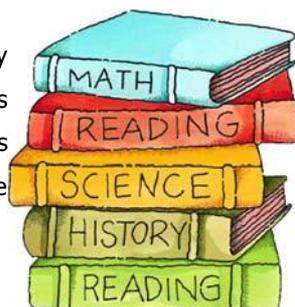


## STUDENT EMAIL ACCOUNTS

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.

## TEXTBOOKS

Textbooks are purchased by the students and are kept by them at the end of the course. A list of required textbooks is supplied to each student and 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).**



If a student is seen using a mobile phone, it will be confiscated and **will only be returned to the student's parents.** 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 policy for use of personal or school electronic devices and may be liable for additional disciplinary sanctions under this policy.

The school cannot be 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 and the testing. If they refuse to cooperate with the testing, 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 search, 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 in 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 Director and the Steering Committee, 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.**

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 a 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 amount 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 on time to school and to classes.

Unexcused lateness to class also results in absences.

Every time a student is late for class amounts to half an absence.

## **GUIDELINES FOR BEHAVIOUR**

The students and faculty of the International School of Athens work together in a small society that can 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 Dean of Students is responsible for dealing with any issues of behaviour and disciplinary action.

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 below)

Smoking on campus or within a two block area

Reckless behaviour (endangering people and property)

Use of mobile phones and MP3 players in the building (including the canteen)

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 Dean of Students and the following actions will be taken:**

**First Referral** - Student meets with Dean of Students; warning or other consequence commensurate with the action given at the discretion of the Dean of Students, individually. A record will be kept of all incidents.

**Second Referral** - Student gets Lunch detention; Notification of parents.

**Third Referral** - Student meets with the Dean of Students, Deputy Director and parents at school. Consequences and behavior modification plan is 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.



### Conditions:

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.

### Condition s:

- 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 (forma) 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 vest 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.
- An ISA burgundy or navy blue scarf may be worn as part of the student uniform.
- Hats and sunglasses may not be worn anywhere in the 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 body jewelry must be removed during participation in required P.E. classes or during after-school sports/activities. Boys are not to wear earrings.

## **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 Dean of Students.

**Students who violate the Uniform Policy may be asked to change immediately otherwise will be sent home.**

An accumulation of two uniform violations will result in the student reporting to the Dean of Students' office 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 the uniform to allow for laundering.

The uniform must be worn at all times. All clothing must be neat and clean and in good repair. Only ISA jackets and sweatshirts are acceptable. **Students in violation of the spirit and letter of the uniform code will be sent home, after their parents are notified.**

Jeans are not allowed except on Tag days.

## 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 attend 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 from 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. – 4:00 p.m.

## **GENERAL INFORMATION**

**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 Directors. School-age visitors may be admitted only under exceptional circumstances.

**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 maximise 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 Ms. Adamopoulou 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 students are advised to leave valuables at home.

HAVE A NICE  
SCHOOL YEAR





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