



**Parent/Student
Handbook
2024 –2025**



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.

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.

HOMEWORK:

Homework can take a variety of forms: reviewing, reading, studying, long and short range assignments 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 depending on the grade level. However, if a student is experiencing undue difficulties with homework, we recommend that a parent arrange an appointment with the teacher to discuss the matter.

TEXTBOOKS

A list of required textbooks and supplies is provided to each student at the beginning of the school year or at the time of registration for new students. Students must purchase textbooks and supplies from this list for their courses.

TELEPHONES

Students are requested to turn off their mobile phones upon entering the school building. If a student is seen using a mobile phone, it will be confiscated until the end of the school day at 3.00 p.m. The school cannot be responsible for the loss of mobile phones or other property. Parents may contact their children through the school in case of an emergency.

CAMPUS SECURITY AND SAFETY:

Closed circuit cameras operate 24 hours a day. Students are never left unsupervised during school hours.. All play areas are fenced and gates remain closed throughout the school day. All visitors are expected to enter through the main entrance of the building and are escorted to their appointments in by the security guard.

ILLEGAL SUBSTANCES POLICY

In order to promote health, a safe environment and responsible student behavior, 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.

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 Director. School-age visitors may be admitted only under exceptional circumstances. Parents are reminded to make appointments to speak with teachers.

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.

CANTEEN:

Parents may send a packed snack or lunch for their child or order food from the school canteen.

LOST & FOUND

Students should check with Ms. Manolidou 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.



Global education. International citizens.

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