

**AMERICAN ACADEMY LARNACA**  
**SENIOR SCHOOL**



*To Grow And To Serve*

**Parents & Students Handbook**

**2018-2019**

# Contents

Our values .....	3
Our Vision .....	4
Contact Details .....	5
Parents .....	6
Parents – Teachers Evenings (PTE) .....	6
Academic Counselling .....	7
Discipline .....	8-9
Attendance & Punctuality.....	10
Athletic Activities Absence .....	11
Mobile Phones/Electronic Devices .....	11
Bullying Prevention .....	12
Smoke-Free Premises .....	12
Uniform.....	13
Student Locker Guidelines & Procedures .....	14
Grading.....	15
Guidelines for making up a missed test.....	16
Promotion .....	17

# *Our Values*

As a non-profit institution, our school is committed to delivering a holistic educational experience that begins in the classroom and extends far beyond it. At the heart of the school's philosophy is its motto "to grow and to serve" which embodies the true ethos and culture of our learning environment. Our students grow intellectually, emotionally, socially and morally, and are encouraged to serve their community actively and generously. Our school ethos is reinforced in our unique management structure; we are a private, non-elitist, co-educational independent school that is uniquely run by its own graduates.

At the heart of the American Academy Larnaca are the key values that underpin and are reflected in all our activities and initiatives. These are:

❖ **ACADEMIC EXCELLENCE**

We allow students to flourish academically, achieving their full potential and loving learning for its own sake.

❖ **BEHAVIOURS**

We encourage respect, empathy, integrity, collaboration, tolerance, perseverance, humour and discernment amongst the students.

❖ **COMMUNITY**

We provide a sense of each person belonging to the wider Academy family while enjoying his or her years in the school.

❖ **INNOVATIVE EDUCATIONAL PRACTICE**

We provide inspiring and creative teaching through immersive learning and the integration of the latest technologies that enhance 21st century learning.

❖ **INDEPENDENT LEARNING**

We nurture young people's creative and inquiring minds to make them global citizens.

❖ **PASTORAL CARE**

We sponsor individualised growth and self-esteem, while fostering positive relationships among teachers, parents and students in a safe environment, with equal opportunities for all.

❖ **COMMUNICATIONS**

Our aim is to have a meaningful dialogue with all stakeholders.

❖ **CHRISTIAN KINDNESS**

In respect of the historical foundation of the Academy, to see beyond the material world and through 'growth and service', our aim is to build responsible young people of conscience.

# *Our Vision*

***To be a school that promotes academic excellence and personal growth within a caring community that celebrates human kindness.***

At the heart of our school is our mission statement that Our graduates will have the vision, knowledge and skills to enable them to be leading citizens and lifelong learners who respond to the needs of their families and communities in a spirit of tolerance.

The aims of our school not only complement our Mission Statement but also they act as goals against which the effectiveness of the school and its provision can be monitored and evaluated:

- ❖ to provide a sound general education of the highest standard for children from pre-school age through to University entrance
- ❖ to enable students to appreciate the cultural and scientific achievements of our times
- ❖ to provide students with a broad and balanced education, which will qualify them for entry into universities in Cyprus and abroad, and for employment
- ❖ to provide students with a supportive learning environment which will enable every student to achieve his/her maximum potential, intellectually, physically, socially, emotionally, morally and spiritually
- ❖ to encourage each individual student to develop those personal qualities which will make them responsible, thinking and caring adults, set within the context of the Christian faith and ideals, to which all in the Academy will aspire to in their daily life

# Contact Details

**Assistant Principal Pastoral / Acting Principal: Mrs Margarita Constantinidou**

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HEADS OF YEARS		
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# *Parents*

We aim to work in partnership with parents at all times. Parents are expected to support the school in upholding the school rules and creating a positive climate for learning.

They have the right to be informed promptly of any emerging difficulties their children may face.

Parents have particular responsibilities for ensuring regular and punctual attendance at school

Acceptance of a place at the school implies parental support for the implementation of the behaviour policy. Refer to the school website for the full policy.

## *Parent – Teacher Evenings (PTE)*

PTEs are important because they allow parents and teachers to review and discuss the academic progress of students. They may address issues of an academic and non-academic nature.

There are two times in the year designated as Parent-Teacher Evenings.

### **First Meeting**

Year 1: October 17, 2018

Year 3,6&7: October 31, 2018

Year 2,4&5: November 14, 2018

### **Second Meeting**

All Years: January 24, 2018

Furthermore, if parents need to contact a teacher for any reason they should call the appropriate **Head of Year** first and he/she will inform the teacher and arrange a meeting if necessary.

Parents should feel free to contact the Head of Year to discuss any issue of concern.

# Academic Counselling

We have a dedicated group of Academic Counsellors whose main roles in the school are to guide students in making their subject choices and to assist them to progress on to University or the workplace.

The following table highlights the main periods where academic counselling sessions take place, and the year group that is affected.

Year	Timeframe	Event
7	September – Mid-January	University applications & interviews
6	Mid-March – end March	Academic advising re: subject choices for Year7 (Drop&Add)
6	June	Preparation for applications in Year 7
5	Mid-February – Mid-March	Academic advising re: subjects choices for Years 6&7 (A-Level options)
4	May – June	Work experience scheme
3	Mid-January – Mid-February	Academic advising re: subjects choices for Years 4&5 (GCSE options)
2	February	Language selection procedure (French-German)

*Further details and specific dates and times are announced to students via SIMS and sent to parents via SMS or email.*

Students and parents should feel free to contact the Academic Counsellors to discuss any issue of concern relating to academic subject choices or University placement.

## Contact Details of the Academic counsellors

<b>Academic Counselor:</b> Mrs. Litsa Theophylou-Phoulia	<b>Tel:</b> 24746360 <b>email:</b> ltheophylou@academy.ac.cy
<b>Assistant Academic Counselor:</b> Ms Fotini Nicolaou	<b>Tel:</b> 24746390 <b>email:</b> ffnicolaou@academy.ac.cy

The academic counselling office is located on the ground floor of the Weir Hall Building, adjacent to the Staff Room.

# Discipline

At the American Academy we expect the highest standards of appearance and behaviour. Our school is characterised by relationships built on mutual respect. This is part of “the Academy Spirit”. We are here to give you the highest possible standard of education in a co-operative environment and based on a well-thought, thorough, broad and balanced curriculum. You are expected to take care of your school environment. Damage to school property or graffiti may result in suspension from school or even in expulsion. We are here to care for the buildings and site for current and future generations.

Similarly, you are expected to conduct yourself with a strong sense of self-discipline. This means that you do not, under any circumstances, disrupt the education of others or bully fellow students. Our ethos is based on the motto “to grow and to serve”. To grow intellectually and as a leader you need to focus on your studies and activities; to serve you will need to be aware of the feelings of others and respect their point of view.

We reserve our right to take strong disciplinary action where a student’s behaviour disrupts the education of others, threatens the safety of fellow students, results in damage to school property or buildings, or causes other problems to the smooth running of our school. Any acts of a violent nature will not be tolerated and will be dealt with appropriately. Be proud of your school and your position within it.

Particular attention is drawn to the following points:

- All conduct that is anti-social or tends to bring discredit to the School, whether on the premises or elsewhere is deemed a breach of School Rules
- Bullying is not acceptable in any form and students are expected to have read the school’s anti-bullying policy on the website and embrace it.
- The Academy encourages all of its pupils to show respect for each other. Disruption in lessons, public displays of intimacy, sexual activity on the school premises, fighting, vandalism, theft and misusing technology to bully, harass or abuse another pupil are not acceptable and will be dealt with firmly.
- The Academy strongly disapproves of the abuse of alcohol, drugs and tobacco. Furthermore, the possession or use of any dangerous instrument, explosive device, fireworks, or dangerous chemical is forbidden. The school will act accordingly and students should expect to be dealt with in accordance with the school’s rules.
- Students are expected to relate well and to behave considerately towards others. Social skills are vital and learning to interact with others is a critical part of education.
- The use of mobile phones is prohibited. School staff can confiscate a mobile phone as a disciplinary penalty.
- All students should be aware that the American Academy Larnaca expects high standards of appearance at all times.
- Cheating in a test/exam: Students caught red-handed receive a zero and the test/exam is terminated.



## Rewards

An ethos of praise and encouragement is central to promotion of good behaviour. Rewards motivate students to realize that good behaviour is valued. Rewards might include the following: Verbal and written praise, Commendations, School prizes.

## Sanctions

Responsible behaviour is the expected norm at all times, inside and outside the classroom. Students who display behaviour which breaks the rules will be dealt with firmly and fairly. A variety of sanctions is available when it is considered appropriate. Sanctions include the following: Oral reprimand, written reprimand, educational research, placed on monitoring form, detention, community service, withholding privileges such as participation in school trips and activities and, in the case of serious misbehaviour, external suspension.

## Non-Academic Withdrawal

In the judgement of the Principal and the SMT, a student may be withdrawn from the school for non-academic reasons when it is determined that the student has demonstrated behaviour that: (a) poses a significant danger or threat of physical harm to self or to the person or property of others; or (b) interferes with the rights of other members of the community or with the exercise of any proper activities or functions of the school or its personnel.

# *Attendance and Punctuality*

The school gives high priority to attendance and punctuality and all staff, parents and students are encouraged to recognise the importance attached to it. Regular school attendance is essential if children are to achieve their full potential.

Students are expected to arrive to school on time every day. Having excellent punctuality encourages good habits early in life and ensures that students do not miss out on important information. Time in class is vital for learning.

## **Attendance registration procedure:**

- ❖ Students' attendance is recorded in every lesson. A student is marked as present, absent or excused (justified absence).
- ❖ The H.O.Y. will contact the parent/guardian of all students not registered by the first break.
- ❖ Any teacher who is taking students out of school for extra-curricular activities will inform the H.O.Y, emailing the list of names with departure dates and times in advance.

## **Parents are encouraged to:**

- ❖ Contact and inform the school that their child will be absent on a particular day.
- ❖ Parents are strongly advised to avoid taking their children on holiday during term time. Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday and it will be an unauthorised absence unless in exceptional circumstances which might include the funeral of a close relative, university open day/interview or participation in a national event.
- ❖ Parents wishing to take their child out of school for any reason during term time must send a written request to the Assistant Principal Pastoral before arrangements are made. Each request will be considered individually. If your request is authorised, it is your responsibility to ensure your child catches up on any missed school work.

## **Late Arrival:**

- ❖ Students may be registered as late to ANY lesson if they arrive 5 minutes after the bell goes.
- ❖ Students arriving to the AA before the end of the first period should go to period 1 lesson and will be marked late (L). All students who arrive after the first period should, as soon as they arrive in school, report to the appropriate H.O.Y to get an "entrance permission" and will be marked absent (N) for the periods missed.
- ❖ It is mandatory that students arrive at 7:30 am on test days and attend all classes prior to a test. If they stay home to study further and come in for the sole purpose of taking the test or if they arrive after the test they will be disqualified.
- ❖ In case of regular lateness to lessons, a series of sanctions will be imposed in line with the School's Late Policy.

## Exit Permission:

- ❖ If students wish to leave school because they feel ill or for any other reason they can only obtain permission from the HOY. If the HOY is not in his/her office check the timetable (posted outside his/her office) and find him/her. You cannot obtain permission from the office to leave school. Students MUST NOT call parents to collect them BEFORE they have spoken first with the HOY.

## *Athletic Activities Absence*

It is important for parents and students to know that our school encourages sports at all levels and always supports its students in order to succeed.

- ❖ Students who are involved in athletic activities (e.g. football, basketball, track and field etc) NOT organized by the school must inform the appropriate HOY at the beginning of the school year providing the appropriate documentation for the reason of absence.
- ❖ In the case of a planned absence a letter of permission from the appropriate association/federation must be given by the student to the appropriate HOY at least ONE WEEK before the meeting in order to inform staff affected and make provisions for any tests missed.

## *Mobile Phones/Electronic Devices*

- ❖ The school discourages the possession of mobile phones during the day but accepts that they have become a part of normal day to day life so banning them is impractical. Students who bring mobile phones or any other devices to school do so at their own risk. The school accepts no responsibility for any damage or loss (including theft) of mobile devices.
- ❖ The use of any mobile devices is strictly forbidden during school hours. If they are seen or heard, they will be confiscated and returned by the Head of Year to the parents who will be called at the earliest opportunity.
- ❖ If a teacher confiscates a mobile device, they will give it to the appropriate Head of Year with a report.
- ❖ The use of mobile phones during the school day is considered to be a serious disciplinary offence which will be reported and appropriate sanctions will be imposed.
- ❖ In case of emergency students may use the school telephones with the appropriate permission.

## *Bullying Prevention*

The school puts student safety above all else and this includes both their physical and emotional safety. As such, teachers, parents and teachers have a strong and clear commitment to consistently support school wide efforts to stop bullying in any and all forms. In order to do this all members of the community will respect and actively promote the following four expectations:

- ❖ We will not bully others.
- ❖ We will try to help students who are bullied.
- ❖ We will try to include students who are left out.
- ❖ If we know that somebody is being bullied, we will tell an adult at school or an adult at home.

## *Smoke Free Premises*

A policy has been adopted, in compliance with government legislation, which declares the American Academy Larnaca to be a smoke free workplace. This bans smoking and the use of tobacco and tobacco like products for everybody in or on all school facilities and property.

# Uniform

**Uniform or shaving violations will be subject to immediate sanctions (e.g. being sent home to change or shave, shave at school, stay after school for detention) by any HoY or the AP Pastoral.**

Students are required to wear the school uniform when they are on school premises throughout the school day. Teachers will not accept students in their classrooms without the required uniform and the proper appearance.

In case a student is not wearing the proper uniform he/she will be sent to the appropriate HoY and parents will be contacted.

The following articles make up our school uniform. They can be worn in any combination throughout the school year.

## Boys' Uniform

- ✓ Grey trousers, with the school badge embroidered on them
- ✓ Plain white short-sleeved or long-sleeved shirt, with the school badge embroidered on the pocket
- ✓ Navy blue sweater (with sleeves and a V-necked line of burgundy colour), with the school badge embroidered on it
- ✓ White t-shirt with school badge embroidered
- ✓ T-shirts and vests worn underneath shirts to be plain white
- ✓ Black shoes - No sports shoes or trainers of any colour, except for PE
- ✓ Raincoat jacket or Anorak

## Girls' Uniform

- ✓ Airforce blue skirt
- ✓ Navy blue trousers
- ✓ Plain white short-sleeved or long-sleeved shirt, with the school badge embroidered on the pocket
- ✓ Navy blue sweaters (with sleeves and a V-necked line of burgundy colour), with the school badge embroidered on it
- ✓ White t-shirt with school badge embroidered
- ✓ T-shirts and vests worn underneath shirts to be plain white
- ✓ White, navy blue or black socks and ankle-socks; navy blue, black or skin-coloured tights
- ✓ Low heeled black shoes - No sports shoes or trainers of any colour, except for PE
- ✓ Raincoat jacket or Anorak
- ✓ No fancy jewellery or faux-bijoux (earrings to be worn one on each ear only)
- ✓ No make-up (including nail-polish)

### **NOTE**

- No extreme hair style
- Tattoos should not be visible
- For PE only - tracksuit (school colours and emblem) white T-shirt with school emblem and navy blue shorts
- On formal occasions students are expected to wear a navy blue school blazer, with school badge embroidered on the pocket and a school tie.

# *Student Locker Guidelines & Procedures*

## Locker allocation

The American Academy maintains a Locker allocation program only for students in years 1-4. The aim is to provide students with a place to safely store personal items (e.g. heavy textbooks, PE kit) while attending classes. The appropriate Head of Year will allocate lockers to students on a first-come, first-served basis at the start of each academic year.

**Students will be assigned a locker only after parents/guardians have signed a permission form and have a paid the annual fee of €25.**

## Use of Locker

We ask that students comply with the following Locker Rules:

- ❖ Locks should be put on assigned lockers.
- ❖ Students are responsible to ensure that they have with them the books needed for each lesson.
- ❖ Due to safety and health concerns, the school reserves the right to open lockers.
- ❖ The school is not responsible for items taken from a locker therefore money or valuable possessions should not be stored in lockers.
- ❖ Food items should not be stored in lockers overnight.
- ❖ Unlawful items that are prohibited on school premises should not be stored in lockers.
- ❖ Student lockers should remain locked, unless being accessed by the user.
- ❖ If students physically abuse their lockers, they will lose the privilege of using a locker and will pay for the cost of restoring the locker to its original condition.
- ❖ Students should remove the contents of their locker and lock by the last day of the school year or their locks will be cut.

## Locks

Students must provide their own padlock and a spare key/combination must also be lodged with the school which must be labelled with the student's name and mentor group. If for any reason a student suspects that their locker or lock has been tampered with, he/she is advised to report the incident to the Head of Year.

## Access to Lockers

Students may have access to their lockers only during the following times:

- ❖ Before the school day begins (before 7:30 a.m.)
- ❖ Breaks
- ❖ After School day ends (after 1:35 p.m.)

# Grading

Grading provides a clear indication of how students are performing against stated expectations, and where relevant, specific criteria. Test grades will appear on SIMS PARENT service throughout the year. Each department has its own regular assessment scheme to generate semester grades based on a set of school wide principles.

Formal Reports are issued at the end of each semester and at the end of the school year. The final grade is based on the two semester grades (each 35% weighting) and the final end of year examination (30%).

**Cheating** in a test/exam or instances of **plagiarism**: Students caught red-handed receive a **zero** and the test/exam is terminated.

## **Incomplete Work**

Students, who do not complete the requirements of a course due to medical reasons or family emergencies, may receive an Incomplete Report. Students who, for reasons of health or family problems, are absent over an extended period of time should make immediate arrangements through the appropriate HoY and the teachers for make-up work. Depending on the reason for the incomplete work, a final date will be set to allow the student the chance to receive credit for work, to a maximum period within the current school year.

## **Honour's list**

Students qualify to be on the Honour's List if their school average is 90% and above

## **Academic Achievement Scholarships**

The top five students from each year group (based on the weighted year average grade) in Years 1-6 are awarded an Academic Achievement Scholarship worth €1000 each, subject to their conduct being excellent. If there is a tie in grades, then the maximum amount awarded per year group is €5000 and this amount shall be shared equally amongst the top ranking pupils of each year group. The Academic Achievement Scholarships are deducted from the following year's tuition fees. All previous amounts owed to the AAF must be settled before the scholarship may be awarded.

## **Bursaries**

Pupils might be eligible to apply for Bursaries according to criteria based on the family's financial situation. Refer to the Main Office for more information.

## **Extra-curriculum activity scholarships**

Students will be eligible to apply if they have prepared for and entered the competition through the American Academy and have succeeded (i.e. ranked 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>) at official Pancyprian or International competitions, or are officially ranked in continental or international (including at least 4 other major nations) or world competitions (e.g. Olympics)

## *Guidelines for making up a missed test*

- ❖ Students are expected to check the test calendar and be ready to take a test on the scheduled day.
- ❖ Tests should only be missed in the case of an emergency, illness, mandatory religious obligations, other unavoidable circumstances, or scheduled school activities.
- ❖ In the case of illnesses and emergencies, students must contact the appropriate Head of Year as soon as possible via email or phone. This contact should be followed up with a written explanation for the missed test.
- ❖ In the case of religious obligations or scheduled school activities, the student must let the subject teacher and the HoY know of the scheduling conflict. This should be done in writing with relevant documentation attached.
- ❖ The student should make arrangements with the subject teacher for the test missed. Make-up tests should not normally be given in the mornings.
- ❖ In case of a multiple day absence that occurs during the week leading up to a test: Student and teacher will create a schedule that will allow the student to catch up with the material lost and take the test in a timely manner.
- ❖ If more than two tests are missed in a semester and this is not due to a multiple day absence (e.g. hospitalization and participation in athletic events), the student will be seen by the Head of Pastoral and the relevant Head of Faculty who will jointly decide on a course of action.
- ❖ The student should be present for the morning lessons on the day of the make-up tests.



# Promotion

Promotion from one Year to the next is based on satisfactory completion of courses, attendance and good behaviour.

**The minimum passing grade is 50%.**

Where a student fails some subjects or does not meet the school's attendance requirements he/she will be considered by the **Review Body**.

The criteria for referral to the Review Body are:

- In years 1-3 by failing 3 subjects or 2 from the core subjects (English, Mathematics, Science or Greek) or failing by 9 or more points.
- In years 4 and 5 by failing 3 or more GCSE courses (Failing a course is compensated for by gaining a GCSE qualification at Grade C or above, where this is applicable).
- A Year 6 student failing at least two subjects. (Failing a course is compensated for by passing the corresponding GCE AS qualification, where this is applicable).
- Any student who does not meet the school's attendance requirements (refer to the Attendance Policy)

Note:

1. The points are determined by the number of periods allocated each week to that subject.
2. Failing a course is compensated for by gaining the appropriate external exam qualification where this is applicable, or by passing the course in a higher year, or by passing a re-exam at the designated re-exam period.
3. Students who fail a subject but do not intend to continue studying it should take a re-exam by the last week of August.

**The American Academy Graduating Diploma (Apolysterion) will not be awarded if any course failed during Year 7 or previous Years is not made up in the approved way, or if there are outstanding fees.**

## Withdrawal

To request withdrawal from school, the parent must notify the Main Office in writing. The parent will be called in to complete a withdrawal form and a checkout procedure for the student will be followed. If tuition fees have not been paid, school records will not be released.

## Attention:

***The school's rules and regulations are subject to change from time to time at the discretion of the Principal and the SMT. The school reserves the right to make changes to these rules and regulations without prior notification.***