



**AMERICAN
ACADEMY
LARNACA**

SENIOR SCHOOL

Parents - Students Handbook

2020-2021

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American Academy Larnaca

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.

Our Mission

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

email: mconstantinides@academy.ac.cy **Tel:** 24-746-382

Assistant Principal Curriculum: Mrs Charoula Constantinou

email: chconstantinou@academy.ac.cy **Tel:** 24-746-367

HEADS OF YEARS

Head of Year 1: Ms.Polyana Papadopoulou	Tel: 24746391 email: ppapadopoulou@academy.ac.cy	M18
Head of Year 2: Mrs. Maria Argyrou-Louca	Tel: 24746357 email: margyrou@academy.ac.cy	M18
Head of Year 3: Mrs. Thekla Patsalou-Ktisti	Tel: 24746372 email: tpatsalou@academy.ac.cy	M18
Head of Year 4: Mrs. Stella Liopetriti	Tel: 24746376 email: sliopetriti@academy.ac.cy	M18
Head of Year 5: Mr. Charalampos Pavlou	Tel: 24746377 email: chpavlou@academy.ac.cy	W5
Head of Year 6: Mrs. Chrystalla Karaiskakis-Mouskou	Tel: 24746363 email: ckaraiskaki@academy.ac.cy	W5
Head of Year 7: Mr.Christoforos Christofi	Tel: 24746373 email: ccchristofi@academy.ac.cy	W5

HEADS OF FACULTIES

Head of Business: Mrs. Andri Kourti	email: akourti@academy.ac.cy
Head of Creative Arts: Mrs. Annita Michael	email: amichael@academy.ac.cy
Head English: Mrs. Chrystoulla Mosfiliotis	email: cmosfiliotis@academy.ac.cy
Head of Greek and Foreign Languages: Mrs. Christiana Karagiorghi - Demenaga	email: ckaragiorghi@academy.ac.cy
Head of Humanities: Mr George Michael	email: gmichael@academy.ac.cy
Head of Mathematics and Computing: Mrs. Athena Antoniou	email: ayantoniou@academy.ac.cy
Head of Science: Ms. Christiana Panayiotou-Mavri	email: cpanayiotou@academy.ac.cy

Contact details of the school: email: info@academy.ac.cy Tel: 24815400

Timetables

	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
<u>Period 1</u>	<u>7:30-8:25</u>	<u>7:30-8:20</u>	<u>7:30-8:25</u>	<u>7:30-8:25</u>	<u>7:30-8:20</u>
<u>Period 2</u>	<u>8:25-9:20</u>	<u>8:20-9:10</u>	<u>8:25-9:20</u>	<u>8:25-9:20</u>	<u>8:20-9:10</u>
<u>MENTOR ASSEMBLY</u>		<u>9:10-9:30</u>			<u>9:10-9:30</u>
<u>Break</u>	<u>9:20-9:45</u>	<u>9:30-9:55</u>	<u>9:20-9:45</u>	<u>9:20-9:45</u>	<u>9:30-9:55</u>
<u>Period 3</u>	<u>9:45-10:35</u>	<u>9:55-10:45</u>	<u>9:45-10:35</u>	<u>9:45-10:35</u>	<u>9:55-10:45</u>
<u>Period 4</u>	<u>10:35-11:30</u>	<u>10:45-11:35</u>	<u>10:35-11:30</u>	<u>10:35-11:30</u>	<u>10:45-11:35</u>
<u>Break</u>	<u>11:30-11:50</u>	<u>11:35-11:55</u>	<u>11:30-11:50</u>	<u>11:30-11:50</u>	<u>11:35-11:55</u>
<u>Period 5</u>	<u>11:50-12:40</u>	<u>11:55-12:45</u>	<u>11:50-12:40</u>	<u>11:50-12:40</u>	<u>11:55-12:45</u>
<u>Period 6</u>	<u>12:40-13:35</u>	<u>12:45-13:35</u>	<u>12:40-13:35</u>	<u>12:40-13:35</u>	<u>12:45-13:35</u>

SPECIAL ASSEMBLY TIMETABLE

<u>Period 1</u>	<u>7:30-8:15</u>
<u>Period 2</u>	<u>8:15-9:00</u>
<u>Break</u>	<u>9:00-9:25</u>
<u>Period 3</u>	<u>9:25-10:10</u>
<u>Period 4</u>	<u>10:10-10:55</u>
<u>Y1-4 ASSEMBLY</u> <u>Y5-7 Break</u>	<u>10:55-11:30</u> (35 min)
<u>Y5-7 ASSEMBLY</u> <u>Y1-4 Break</u>	<u>11:30-12:05</u> (35 min)
<u>Period 5</u>	<u>12:05-12:50</u>
<u>Period 6</u>	<u>12:50-13:35</u>

PTE TIMETABLE

<u>Period 1</u>	<u>7:30-8:20</u>
<u>Period 2</u>	<u>8:20-9:10</u>
<u>Break</u>	<u>9:10-9:35</u>
<u>Period 3</u>	<u>9:35-10:20</u>
<u>Period 4</u>	<u>10:20-11:10</u>
<u>Break</u>	<u>11:10-11:30</u>
<u>Period 5</u>	<u>11:30-12:15</u>
<u>Period 6</u>	<u>12:15-13:00</u>

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 of students 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 and parents are expected to attend both.

First Meeting

Year 1: October 2019

Year 3,5&7: November 2019

Year 2,4&6: November 2019

Second Meeting

All Years: January 2020

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

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

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

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 end of the day.
- ❖ 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 strongly advised to:

- ❖ Contact and inform the school that their child will be absent on a particular day.
- ❖ 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 HoY 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 after the bell goes. The decision will be made at the discretion of the teacher.
- ❖ Students arriving to the AAL 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 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

Students are expected to wear their uniform with pride. Students should be of smart appearance both within the school and on the way to and from school.

Students can wear items from the list below:

Boys

- Grey trousers, with the school badge embroidered on them
- White short/long-sleeved shirt, with the school badge embroidered on the pocket
- White short/long polo t-shirt with school badge embroidered.
- Navy blue zip up Jacket with school badge
- Raincoat jacket with school badge
- T-shirts and vests worn underneath shirts to be plain white
- Black shoes (No sports shoes or trainers of any colour, except for PE)
- No extreme hairstyle
- Tattoo should not be visible when school uniform is worn.

Girls

- Air force blue skirt
- Navy blue trousers
- White short/long-sleeved shirt, with the school badge embroidered on the pocket
- White short/long polo t-shirt with school badge embroidered.
- Navy blue zip up Jacket with school badge
- Raincoat jacket with school badge
- T-shirts and vests worn underneath shirts to be plain white
- Low heeled black shoes (No sports shoes or trainers of any colour, except for PE)
- No fancy jewellery or faux-bijoux (earrings to be worn one on each ear only)
- No make-up (including nail-polish)
- No extreme hairstyle
- Tattoo should not be visible when school uniform is worn.

PE kit: T- shirt with school emblem and navy blue shorts or long PE trousers

On formal occasions students are expected to wear the Navy blue blazer with the embroidered school badge and the school tie.

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 any member of the Senior Management Team.

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.

Student's conduct:

- The conduct of a student can be described by one of the following: excellent, very good, good, poor
- The conduct of a student is recorded on the report at the end of each semester and at the end of each academic year respectively.

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.

Library Policy and Procedures

Educate - Inspire - Elevate

Library Access

- Regular library hours are 7:30 -14:30 daily.
- With teacher/Librarian's permission, students may use the library any time of day.
- Students have access to the library during breaks and after the end of normal lessons.

Visiting the Library After School

The library is open daily after school until 14:30. Students are welcome to stay in the library to use computers, check-out books, or read until 14:30.

Checkout Policies

- Library materials are due in two weeks, and may be renewed for another two weeks. You may check out up to 3 books.
- Items turned in after the two-week checkout period are considered late and are subject to a fine of 10 cents per day overdue for the first week, and 20 cents per day after that. Please see Mrs. Despina Damala if you were absent the day your book was due.
- Students are responsible for damaged or lost items. Please take care of your books!

Lost or Damaged Books

If a book is lost, you will need to pay for the book at its replacement value.

Payments for lost books are refundable for up to one year. If a student finds the lost book after one year, there is no refund. The student will keep the book that was paid for.

There will be a fine for damaged library books

Examples of possible damages

- * ripped pages
- * food or drink on pages
- * water damage
- * damaged cover
- * writing on pages

Behaviour Expectations

- There will be no food or drinks in the library.
- Be respectful- Treat books and other materials with kind hands, speak quietly, listen when others are speaking

Be responsible- Return books on time, listen and follow directions, sit in assigned seat.

Academic Honesty

It is expected that students will demonstrate academic honesty at all times. Each student should assume that all work, including homework, is to be done individually unless the teacher states that working together on a particular assignment is permitted.

A Student should not:

- copy another person's homework
- look at another person's paper and copy their answers
- copy directly from the Internet, by cutting and pasting someone else's work and presenting it as his or her own;
- copy directly from a printed source, by taking someone else's work and presenting it as his or her own
- Re-word someone else's words and not give them credit for the ideas, and thereby pass someone's ideas off as their own
- Use a foreign language translator to change from one language to another and then use that translation as if it were in their own words
- Forge another person's signature, including a parent's signature
- Have someone do your work for them, including a **tutor or your parents**

A Note on the Role of Tutors/Parents

There is often a thin line between acceptable and unacceptable tutor/parent assistance.

Assessment: Quizzes, tests, examinations

Any behaviour which gains an unfair advantage for a candidate will be penalised. For example:

- taking unauthorized material into an examination room
- misconduct during an examination
- falsifying any record
- disclosure or receipt of confidential information about examinations
- obtaining unauthorized access to examination material,
- the use of a calculator or other means when this is precluded in the syllabus/component
- the use of a mobile device or a smart watch in the examination room
- disruptive behaviour in the examination room
- failure to abide by the instructions of an invigilator
- impersonation of another person or forgery of their signature
- failure to abide by the conditions of supervision designed to maintain the security of the examinations
- the inclusion of offensive or obscene material in scripts or coursework

further a student should not:

- talk with another student during a quiz or test
- use hidden notes on a quiz or test
- perform any act of dishonesty in regard to their academic achievement
- make up or change actual laboratory data
- share information about what is on a quiz or test with students in another section of that class.

Grading

Grading provides a clear indication of how students are performing against stated expectations. Reports are issued at the end of each semester and at the end of the school year.

Semester 1	Semester 2	Final Exam
35%	35%	30%

In the case where there is no final exam for a particular subject, then the two semester grades count 50% each.

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 **92.5% and above**.

Final and Mock Exams

- In Years 1-2: Final Exams are held in the four core subjects (English, Mathematics, Science and Greek) at the end of the academic year.
- In Year 3: Final Exams are held in the following subjects (English, Mathematics, Science and Greek, Geography, History, Languages and ICT)
- In Year 4: Final Exams are held at the end of the academic year, except Mathematics that have Mock Exams earlier in preparation for the external exams (first Monday after the Easter holidays).
- In Years 5-7: Mock Exams (modelled on GCSE/GCE AS and A2) are held towards the end of the academic year to allow for a period of feedback before the external examinations begin. The mock examination period will be decided by the SMT and will be announced at the end of the previous academic year.

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 absence, parents 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 accompanied by a doctor's confirmation, an accident report, or any other relevant documentation.
- ❖ 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.

Guidelines for making up a missed exam

- ❖ If a student skips the final exam without a valid excuse, they will not be allowed to take a make-up exam without the permission of the Principal.
- ❖ Make-up Exams should only be necessary in the case of an emergency, illness, mandatory religious obligations, other unavoidable circumstances, or scheduled school activities.
- ❖ In the case of absence, parents 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 exam accompanied by a doctor's confirmation, an accident report, or any other relevant documentation.
- ❖ In the case of religious obligations or scheduled school activities, the student must let the Assistant Principal Curriculum, the HoY and the subject teacher know of the scheduling conflict. This should be done in writing with relevant documentation attached.
- ❖ The student should make arrangements with the Assistant Principal Curriculum for the exam missed.

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).
Note: A student is promoted to Year 6 subject to obtaining 5 GCSEs, at grade 'C'/'4' or above and achieving the appropriate grades for the courses selected in Year 6.
- **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. Where a student carries forward a failing subject these points will be added to any failed in the current year unless the subject is the same as one of those failed in the current year.
4. Students who fail a subject but do not intend to continue studying it should take a re-exam by the last week of August.
5. During their school career students are allowed to repeat only once. Any subsequent failure will result in them automatically being asked to leave the American Academy.

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.

Deposit

Parents should note that inclusion of their child to class lists for the next academic year will be subject to settlement of all outstanding balances and payment of the deposit.

Withdrawal

Parents/guardians who wish to withdraw a student at any time after enrolment must provide a minimum of one calendar month's written notice. Both parents/guardians who registered the student upon entry should complete and sign a withdrawal form. In all instances no documentation will be submitted to the new school/institution or released to the learner/parent/guardian unless all outstanding fees are paid in full.

Special Educational Needs (SEN) SERVICES

Special Educational Needs services provided at American Academy Larnaca can be accessed following a psychoeducational assessment conducted by a Licenced Psychologist.

A licenced School Psychologist is carrying out psychoeducational assessments in school.

Nevertheless, whenever you assign an assessment to an independent assessor, the specialist must contact the in-house School Psychologist at +357 24746378 and ask for evidence of the candidate's normal way of working and relevant background information. This must take place **before** the candidate is assessed.

Importantly to select a qualified assessor please visit the Cyprus Psychologist's licensing board register (<http://www.seps.org.cy/>).

Below are some guidelines for privately commissioned assessments:

The assessor must:

- Record the results of any tests completed indicating that the impairment has a substantial and long term adverse effect on the candidate's performance
- Only work within their area of expertise and in an ethical fashion
- Use current editions of standardised tests which produce standardised scores
- Report the results of their assessment within Part 2 of Form 8
- Provide the School with evidence of their qualification(s) before assessing any candidate as evidence of the assessor's qualification(s) must be held on file for inspection purposes and be presented to the JCQ Centre Inspector by the SEN Coordinator.

Scholarships

Scholarships are deducted from the following year's tuition fees. All previous amounts owed to the AAAF must be settled before the scholarship may be awarded.

Academic Achievement Scholarships

The top 8 (eight) pupils from each year group (based on the weighted year average grade) in Years 1-6 are awarded an Academic Achievement Scholarship worth €1,000 (one thousand euros) each, subject to their conduct being excellent and their yearly average 96% or above. If there is a tie in grades, then the maximum amount awarded per year group is €8,000 (Eight Thousand Euros) and this amount shall be shared equally amongst the top ranking pupils of each year group.

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.

Sports Scholarships

Students will be eligible to apply if:

- (a) their conduct in school is excellent, and
- (b) they do not fail in any subject in the current or the previous academic year, and
- (c) they are members of the relevant school team for their selected field and they have won medals in Pan Cyprian School competitions, or
- (d) they are representing their country in one of the following competitions:
 - Olympic Games
 - World Championships - Παγκόσμιοι Αγώνες
 - European Championships - Πανερωπαϊκοί Αγώνες
 - Commonwealth Games - Αγώνες της Κοινοπολιτείας
 - Mediterranean Games - Μεσογειακοί Αγώνες
 - Games of the Small States of Europe - Αγώνες των Μικρών Ευρωπαϊκών Κρατών
 - Balkan Championships - Βαλκανικοί Αγώνες

Data Protection

General Data Protection(GDPR) March 2018

The American Academy Larnaca and the American Academy Alumni Foundation Ltd follow the General Data Protection Regulation and therefore the data you provide us will only be used for the purpose for which you have consented to. You have the right to access, rectify and erase any of your data, or request restriction of a specific processing. We will never transfer your personal data to any third parties or use it in ways other than the purpose you have given it to us.

In case you need more information regarding the protection of your personal data and the exercise of your subject rights, you can view our privacy policy at

<http://www.academy.ac.cy/> or email us at info@academy.ac.cy

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.