



**AMERICAN
ACADEMY**
LARNACA
PRIVATE SCHOOL

SENIOR SCHOOL
PARENT – STUDENT HANDBOOK
2023-2024

AMERICAN ACADEMY LARNACA SENIOR SCHOOL PROFILE

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|---------------------------------|---|
| SCHOOL NAME: | American Academy Larnaca |
| SCHOOL HEADQUARTERS: | Grigori Afxentiou Avenue, 6021 Larnaca, Cyprus |
| LEGAL RESPONSIBILITY: | American Academy Alumni Foundation |
| SCHOOL TELEPHONE NUMBER: | +357 24 815 400 / +357 24 746 375 / +357 24 746 351 |
| SCHOOL EMAIL: | info@academy.ac.cy |
| SCHOOL PRINCIPAL: | Mrs Georgina Michaelides |

If you have any concerns or queries, please contact a member of the Pastoral Team (*details below*). If you need to contact a teacher for any reason **call the Head of Year first**. He/she will then inform the teacher and arrange a meeting if necessary.

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| Deputy Principal Pastoral Mrs Margarita Constantinidou | tel: 24 746 382 email: mconstantinides@academy.ac.cy |
| Head of Year 1 Mrs Hara Spyrou Panayides | tel: 24 74 6376 email: hspyrou@academy.ac.cy |
| Head of Year 2 Mrs Rania Leventi | tel: 24 746 377 email: rleventi@academy.ac.cy |
| Head of Year 3 Mrs Chrystalla Karaiskakis Mouskou | tel: 24 746 363 email: ckaraiskaki@academy.ac.cy |
| Head of Year 4 Mr Panagiotis Dimitriou | tel: 24 746 373 email: pdimitriou@academy.ac.cy |
| Head of Year 5 Mrs Andri Malactou | tel: 24 746 391 email: amalactou@academy.ac.cy |
| Head of Year 6 Mrs Eleni Kyriakidou | tel: 24 746 357 email: ekyriakidou@academy.ac.cy |
| Head of Year 7 Mrs Thekla Patsalou Ktisti | tel: 24 746 372 email: tpatsalou@academy.ac.cy |

AMERICAN ACADEMY LARNACA SENIOR SCHOOL PROFILE

The American Academy Larnaca is a private, seven-year, secondary school which was established in 1908 by the Reformed Presbyterian Church of North America. It was handed over to its graduates in 1975 and has been operating as a non-profit making charity since then, registered under the Private Schools' Law, of the Republic of Cyprus. It is fully recognised by the Cyprus Ministry of Education as a 'similar type' school, a recognition which makes graduates eligible to apply and enter the public Universities of Cyprus.

The American Academy Larnaca is a prestigious, selective school with a strong and highly successful academic tradition. All students wishing to enter Year 1 (Grade 7) have to pass the Entrance Examinations and all those wishing to enter at a later stage have to pass Placement Examinations. The language of instruction in the school is English.

The school curriculum consists firstly of three years of a broad, general education. This is followed by two-year courses leading to GCSE qualifications and another two years leading to GCE A-Levels offered by British exam boards. In addition, our students must pass rigorous, internally assessed courses in order to graduate and be awarded the American Academy Larnaca Apolytirion.

For Years 4-7, our internal assessment and final examination papers are based on GCSE/GCE A-Level syllabi and standards, reflecting the external exams sat at the end of each respective year. The standards at the school are very high and our external GCSE and A Level results are well above UK national averages.

We are a forward-looking school preparing students for leadership in a period of rapid technological advance. With interactive technology in all classrooms, we are a leader in innovative practice.

The graduates of the school are well prepared for entry to Higher Education, choosing to study at prestigious Universities mainly in the UK and other European countries, USA, Canada, Australia and also in Cyprus.

We expect and encourage our students to participate in a rich Extra-Curricular Activities Programme. This covers a wide range of activities including: School Events and Celebrations, School Clubs, Educational Trips, Student Conferences, Work Experience, Voluntary Service and School Competitions. Among others, we are proud to deliver the Duke of Edinburgh International Award, and participate in Erasmus+, Model United Nations, Euromath and Euroscience. Sporting standards at the school are similarly high, and we have competitive teams in a variety of team sports.

At the American Academy Larnaca, the emphasis is on high levels of academic success built on a long tradition of very strong student-teacher relationships and the development of strong characters in line with our Academy motto "To Grow And To Serve".

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 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

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

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

TIMETABLE

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|------------------------|----------------------|--------------------|----------------------|----------------------|--------------------|
| Period 1 | 7:30-8:15 45' | 7:30-8:20 50' | 7:30-8:15 45' | 7:30-8:15 45' | 7:30-8:20 50' |
| Period 2 | 8:15-9:00 45' | 8:20-9:10 50' | 8:15-9:00 45' | 8:15-9:00 45' | 8:20-9:10 50' |
| Mentor Assembly | | 9:10-9:30 20' | | | 9:10-9:30 20' |
| BREAK 1 | 9:00-9:20 20' | 9:30-9:55 25' | 9:00-9:20 20' | 9:00-9:20 20' | 9:30-9:55 25' |
| Period 3 | 9:20-10:05 45' | 9:55 -10:45 50' | 9:20-10:05 45' | 9:20-10:05 45' | 9:55 -10:45 50' |
| Period 4 | 10:05-10:50 45' | 10:45-11:35 50' | 10:05-10:50 45' | 10:05-10:50 45' | 10:45-11:35 50' |
| BREAK 2 | 10:50-11:05 15' | 11:35-11:55 20' | 10:50-11:05 15' | 10:50-11:05 15' | 11:35-11:55 20' |
| Period 5 | 11:05-11:50 45' | 11:55-12:40 45' | 11:05-11:50 45' | 11:05-11:50 45' | 11:55-12:40 45' |
| Period 6 | 11:50-12:35 45' | 12:40-13:30 50' | 11:50-12:35 45' | 11:50-12:35 45' | 12:40-13:30 50' |
| BREAK 3 | 12:35 – 12:45 10' | | 12:35 – 12:45 10' | 12:35 – 12:45 10' | |
| Period 7 | 12:45 -13:30 45' | | 12:45 -13:30 45' | 12:45 -13:30 45' | |

SPECIAL ASSEMBLY TIMETABLE

| | |
|---------------|-------------|
| Period 1 | 7:30-8:20 |
| Period 2 | 8:20-9:05 |
| Break | 9:05-9:30 |
| Period 3 | 9:30-10:15 |
| Period 4 | 10:15-11:00 |
| Y1-4 ASSEMBLY | 11:00-11:30 |
| Y5-7 Break | (30 min) |
| Y5-7 ASSEMBLY | 11:30-12:00 |
| Y1-4 Break | (30 min) |
| Period 5 | 12:00-12:45 |
| Period 6 | 12:45-13:30 |

6
period
day

PTE TIMETABLE

| | |
|----------|-------------|
| Period 1 | 7:30-8:20 |
| Period 2 | 8:20-9:05 |
| Break | 9:05-9:30 |
| Period 3 | 9:30-10:15 |
| Period 4 | 10:15-11:05 |
| Break | 11:05-11:25 |
| Period 5 | 11:25-12:10 |
| Period 6 | 12:10-13:00 |

| | |
|---------------|-------------|
| Period 1 | 7:30-8:10 |
| Period 2 | 8:10-8:50 |
| Break | 8:50-9:10 |
| Period 3 | 9:10-9:50 |
| Period 4 | 9:50-10:30 |
| Y1-4 ASSEMBLY | 10:30-10:55 |
| Y5-7 Break | (25 min) |
| Y5-7 ASSEMBLY | 10:55-11:20 |
| Y1-4 Break | (25 min) |
| Period 5 | 11:20-12:00 |
| Period 6 | 12:00-12:40 |
| Break | 12:40-12:50 |
| Period 7 | 12:50-13:30 |

7
Period
day

| | |
|----------|-------------|
| Period 1 | 7:30-8:15 |
| Period 2 | 8:15-8:55 |
| Break | 8:55-9:15 |
| Period 3 | 9:15-09:55 |
| Period 4 | 9:55-10:35 |
| Break | 10:35-10:50 |
| Period 5 | 10:50-11:30 |
| Period 6 | 11:30-12:10 |
| Break | 12:10-12:20 |
| Period 7 | 12:20-13:00 |

TEACHING PERIODS PER WEEK (each period is 45/50 minutes)

| | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 | YEAR 6 | YEAR 7 |
|-------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| English (MT + SL) | 9 | 6 | 5 | 5 | 7 | | 1 |
| Greek (MT & GSL) | 4 | 4 | 5 | | | | 2 |
| Maths | 4 | 4 | 5 | 4 | 3 | | |
| Science | 3 | 4 | 4 | 4 | 4 | | |
| RS | 1 | 1 | 1 | 3 | 1 | | |
| Geography | 2 | 2 | 2 | | | | |
| History | 2 | 2 | 2 | | | | |
| Humanities | | | | | | | |
| MFL | | 2 | 2 | | | | |
| Art | 2 | 2 | 2 | | | | |
| Music | 2 | 2 | 1 | | | | |
| PE | 2 | 2 | 2 | 1 | 2 | 1 | 2 |
| ICT | 2 | 2 | 2 | | | | |
| Option 1 | | | | 4 | 4 | 8 | 7 |
| Option 2 | | | | 4 | 4 | 8 | 7 |
| Option 3 | | | | 4 | 4 | 8 | 7 |
| Option 4 | | | | 4 | 4 | 8 | 7 |
| TOTAL | 33 | 33 | 33 | 33 | 33 | 33 | 33 |

CURRICULUM SUMMARY

YEAR 1-3

Broad and balanced curriculum with emphasis on the core subjects:

English • Maths • Science • Modern Greek and Greek History • Art • PE • Music • ICT • History • Geography • Religious Studies
French and German from Year 2

YEAR 4-5

Compulsory Subjects:

English & English Literature • Modern Greek • Maths • Combined Science • Religious Studies • PE GCSE

Electives:

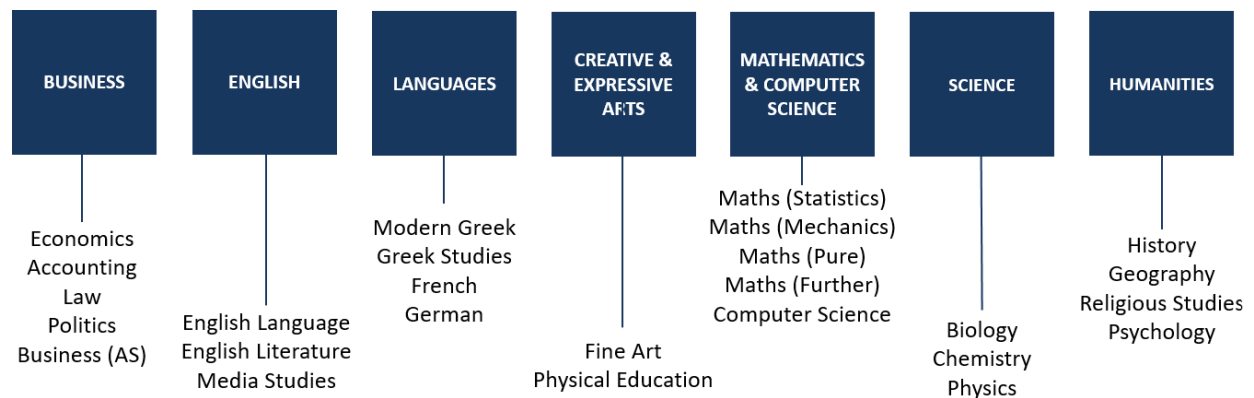
Choose 4 out of 12 options.

[Curriculum-Options-2023-2025-years-4-5](#) is found on our website.

YEAR 6-7

Compulsory Subjects:

PE • Drama • Modern Greek in preparation for the Certificate of Very Good Knowledge of Greek administered by the Ministry of Education and Culture.



A Level Electives:

Choose 4 out of 23 options.

[Curriculum-Options-2023-2025-years-6-7](#) is found on our website.

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 Head of Year 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 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, Greek, Geography, History, Languages and ICT.

In Year 4

Final Exams are held at the end of the academic year, except Mathematics and RS that have Final Exams earlier in preparation for the external exams (first 2 days after school resumes from the Easter Holidays).

In Years 5-7

Final 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 final examination period will be decided by the Senior Management Team 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 an exceptional emergency, serious illness, mandatory religious obligations, 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 Head of Year 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.
- A student may be allowed to make-up for a maximum of two tests missed per semester, provided the student provides valid justification as mentioned above. 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 Deputy Principal Curriculum and the relevant committee who will jointly decide on a course of action.
- The student should be present for all 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 exceptional emergency, serious illness, mandatory religious obligations, 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 Deputy Principal Curriculum, the Head of Year and the subject teacher know of the scheduling conflict. This should be done in writing with relevant documentation attached.

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.

***Note:** A student is promoted to Year 6 subject to obtaining 5 GCSEs, at grade 4 or above and achieving the appropriate grades for the courses selected in Year 6.*

- **A Year 6** student failing at least two A Level subjects.
- Any student who does not meet the school's attendance requirements (refer to the Attendance Policy)

Notes:

- The points are determined by the number of periods allocated each week to that subject.
- 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. If a student accumulates 3 or more subjects from different years, they are referred to the Review Body.
- Students who fail a subject but do not intend to continue studying it should take a re-exam by the last week of September.
- 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 Larnaca.

AWARDING THE APOLYTIRION

In order for the American Academy Larnaca Graduating Diploma (Apolytirion) to be awarded, a student must pass all courses in Year 7 and any outstanding fails received in previous years are made up in the approved way.

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.

Students must also have a passing grade of 4 or above in Mathematics and English GCSE to receive the Apolytirion.

NOTE: Students failing subjects in Year 7 will be given the opportunity of a re-exam in June.

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.

SPECIAL EDUCATIONAL NEEDS (SEN) SERVICES

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

A licensed 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.

Attention is needed to select a qualified assessor by visiting the Cyprus Psychologist's Licensing Board register (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 in English, 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

MICROSOFT OFFICE 365

The school provides students with a Microsoft Office 365 account. Students are assigned and have access to their class TEAMS where teachers share educational material and class-related announcements. TEAMS is the platform used for online learning according to the school Distance Learning Policy.

SCHOLARSHIPS

Scholarships are deducted from the following year's tuition fees. All previous amounts owed to the American Academy Alumni Foundation must be settled before scholarships 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

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. On PTE day we run a special timetable and end the school day at 13:00.

| | |
|--|---|
| First PTE: October-November (dates in School Calendar) | Second PTE: January (date in School Calendar) |
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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 issues 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 | Academic Counselling |
|------|---|---|
| 1 | September & February | Academic Counsellors presentation & Language selection |
| 2 | September | Academic Counsellors presentation |
| 3 | November- January January- March | Careers Guidance workshops GCSE options: Parents presentations, special presentations & personal appointments |
| 4 | May-July | Work experience scheme |
| 5 | November- January January-March April May-July | Careers Guidance workshops GCE A-level options: presentations, special presentations & personal appointments Educational University Trip Work experience scheme |
| 6 | November- January June | Careers Guidance workshops Educational University Trip Individual appointment for early bird applications Specialised presentations & workshops for Y7 applications |
| 7 | | Full guidance and individual support for every aspect of university applications and follow up procedures including personal statements, CV, documents preparation, interview, University visits, accommodation, financial matters, results day support, university confirmation and pre-departure. |

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

| | |
|-------------------------------------|---|
| Mrs Litsa Theophylou-Phoulia | Tel: 24746360 email: ltheophylou@academy.ac.cy |
| Mrs Fotini Nicolaou | Tel: 24746390 email: ffnicolaou@academy.ac.cy |
| Mrs Effie Christou | Tel: 24746385 email: efchristou@academy.ac.cy |

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

LIBRARY POLICY AND PROCEDURES

EDUCATE - INSPIRE – ELEVATE

LIBRARY ACCESS

- Regular library hours are 7:30 –15:30 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 15:30. Students are welcome to stay in the library to use computers, check out books, or read until 15:30.

CHECKOUT POLICIES

- Library materials are due after two weeks and may be renewed for another two weeks. Students 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 the Librarian if you are absent the day your book is 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.

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 at 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 Head of Year 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 Head of Year by emailing the list of names with departure dates and times in advance

PARENTS ARE STRONGLY ADVISED TO

- Contact and inform the school if 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 under 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 Head of Year **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 schoolwork

LATE ARRIVAL

- Students may be registered as late to ANY lesson if they arrive after the bell goes. It is up to the discretion/judgement of the teacher to allow a few minutes before recording latecomers
- Students arriving at the school 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 Head of Year to get an "entrance permission" and will be marked absent (N) for the periods missed
- It is mandatory that students arrive at 7:30 a.m. on test days and attend all classes prior to a test. Otherwise, the student will not be allowed to take the test and 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 Head of Year. If the Head of Year 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 Head of Year.

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 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 Head of Year 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 Head of Year 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
- A mobile device, they will give it to the appropriate Head of Year with a report
- In case of an 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.

EXCURSIONS

All students are expected to attend the school excursion which takes place on the first Friday of November.

Note: Absences on that day are recorded normally.

| |
|--|
| YEAR 1 DALI <ul style="list-style-type: none">▪ Ancient Idalion Museum |
| YEAR 2 LEFKARA – KATO DRYs <ul style="list-style-type: none">▪ Walk at Lefkara▪ Tour at the Winery (Ktima Christoudia) |
| YEAR 3 Nicosia <ul style="list-style-type: none">▪ The Cyprus Planetarium |
| YEAR 4 LIMASSOL <ul style="list-style-type: none">▪ Paradox Museum |
| YEAR 5 <ul style="list-style-type: none">▪ Omodos▪ Pafos Overnight stay |
| YEAR 6 KORNOS PICNIC SITE |
| YEAR 7 GAVO-GRECO PICNIC SITE |

APPEARANCE AND UNIFORM

- Hair must be neat and tidy. Extreme hairstyles/haircuts are not allowed. Hair that is shaved, obviously dyed, cut with a step or ridge or patterns, is not permitted. For boys a 'grade 2' haircut is the shortest allowed and any hair longer than collar length is not allowed
- Year 1 – 5 boys are expected to be clean shaven
- Year 6 – 7 boys are expected to be clean-shaven at the beginning of any school week
- No excessive makeup is allowed
- Nails should be short. Nude nail polish is allowed
- Earrings to be worn one on each ear only and studs only (no hoops or dangly earrings)
- Visible body piercings are not allowed, this includes tongue piercings
- Tattoos should not be visible when school uniform is worn

UNIFORM

- Grey trousers, with the school badge embroidered on them for boys
- Air force blue skirt or navy blue trousers for girls
- 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 logos of any colour) for boys
- Low heeled black shoes (no logos of any colour) for girls
- Non-uniform items are not allowed in School. This includes sweaters, T-shirts etc.
- No hoodies are permitted

FORMAL UNIFORM

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

PE KIT

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

SANCTIONS

Uniform/appearance 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 Larnaca 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 sites for current and future generations.

Similarly, students conduct themselves with a strong sense of self-discipline. This means that they do not, under any circumstances, disrupt the education of others or bully fellow students. Our ethos based on the motto “To Grow And To Serve”. To grow intellectually and as leaders, students need to focus on their studies and activities; to serve they will need to be aware of the feelings of others and respect others’ 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 chemicals 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
- Plagiarism, whether intentional or reckless, is a disciplinary offence and receives a zero

REWARDS

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

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
- Have a mobile device or smartwatch in a quiz, test or exam
- Copy directly from the Internet, by cutting and pasting someone else's work and presenting it as his or her own; A text similarity above 15% is not acceptable
- Copy directly from a printed source, by taking someone else's work and presenting it as his or her own
- Rephrase 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 their work for them, including a **tutor or 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 unauthorised material into an examination room
- 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, a smart watch or a normal wristwatch 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, test, exam or any other assignment
- Use hidden notes on an assignment
- 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

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.

For more information regarding the protection of your personal data and the exercise of your subject rights, you can view our Students and Parents Data Protection Policy on our website www.academy.ac.cy

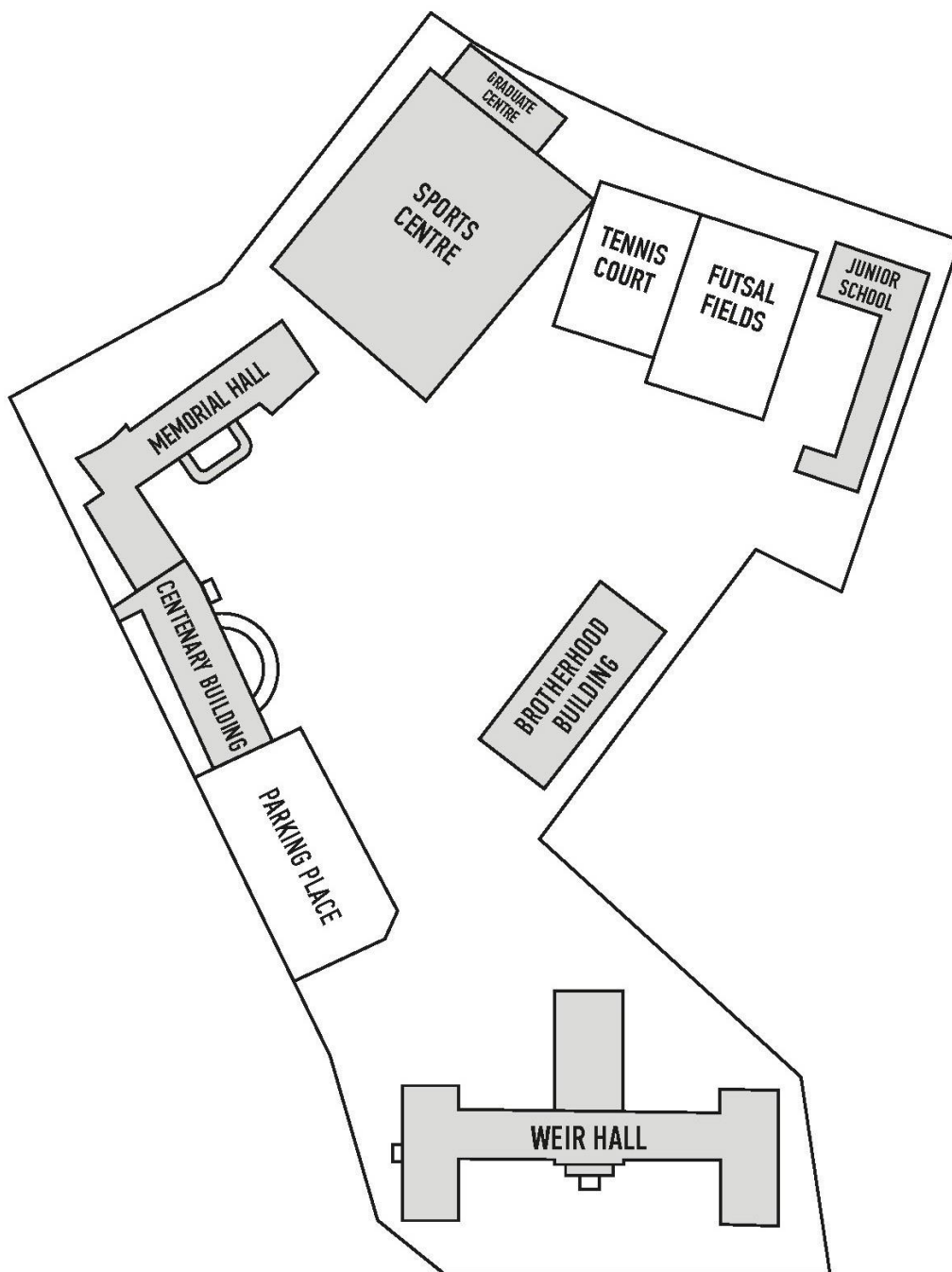
ATTENTION

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

SCHOOL BUILDINGS / FACILITIES

| | WEIR HALL | MEMORIAL HALL | CENTENERY BUILDING | TOTAL |
|----------------------|-----------|---------------|--------------------|-------|
| Classrooms | 19 | 17 | 3 | 39 |
| Science Labs | 4 | 2 | 2 | 8 |
| IT Labs | | 2 | 2 | 4 |
| Art Rooms | | 3 | | 3 |
| Music Room | | | 1 | 1 |
| Library | 1 | | | 1 |
| SEN Room | 1 | | | 1 |
| First Aid Room | | | | 1 |
| Indoor Sports Centre | | | | 1 |
| Outdoor Courts | | | | 4 |

SCHOOL GROUNDS MAP



*With Accessibility Ramps

WEIR HALL MAPS

KEY FOR MAPS



Stairs



Lift



Toilets



Educational Psychologist



Assistant Principal

HOY1

HOY2

HOY3

HOY4

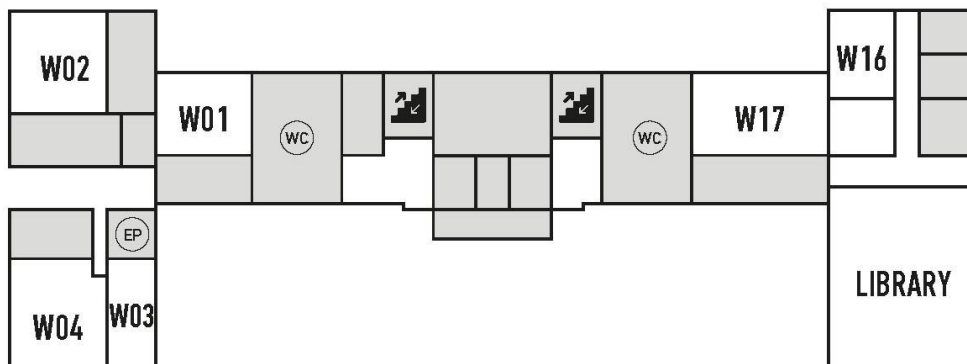
HOY5

HOY6

HOY7

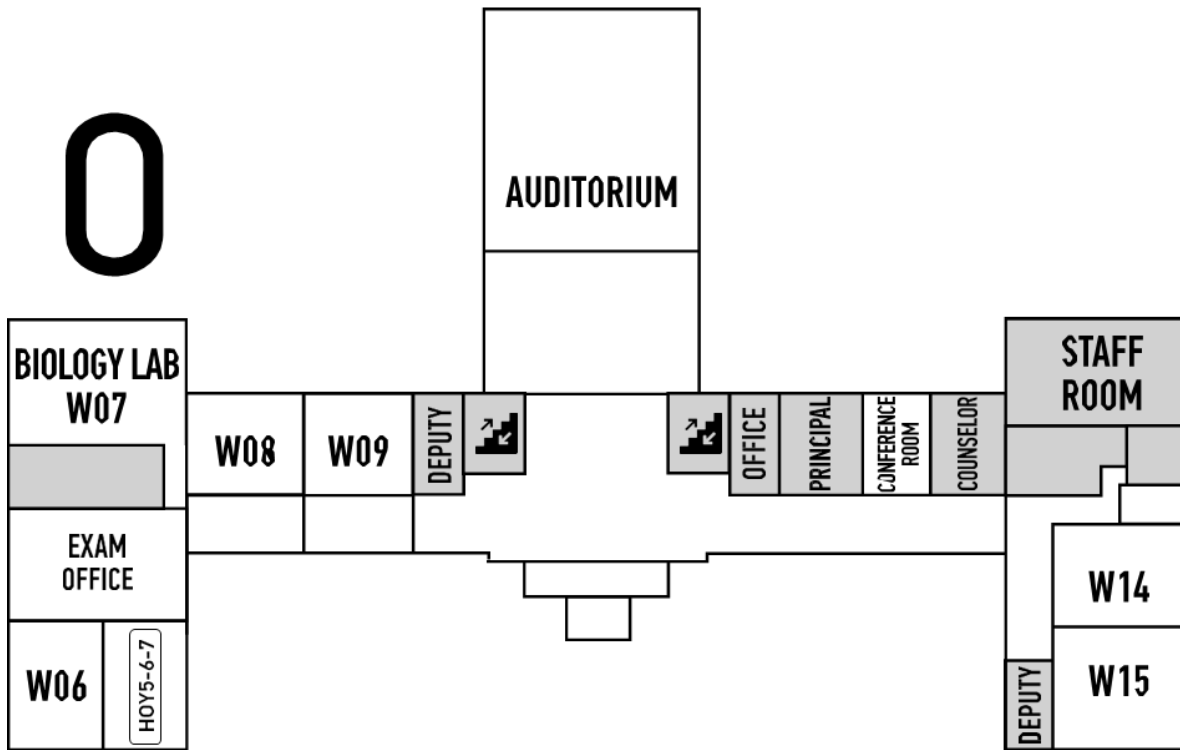
Head of Year 1-7

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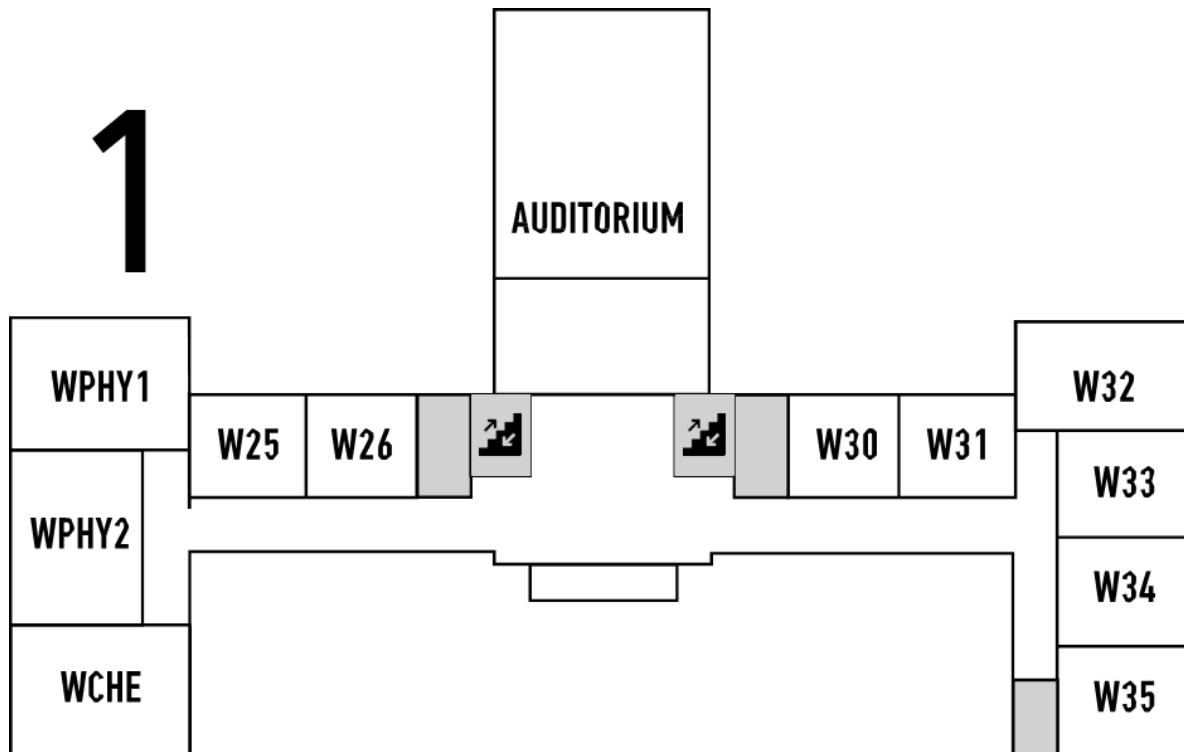


WEIR HALL MAPS

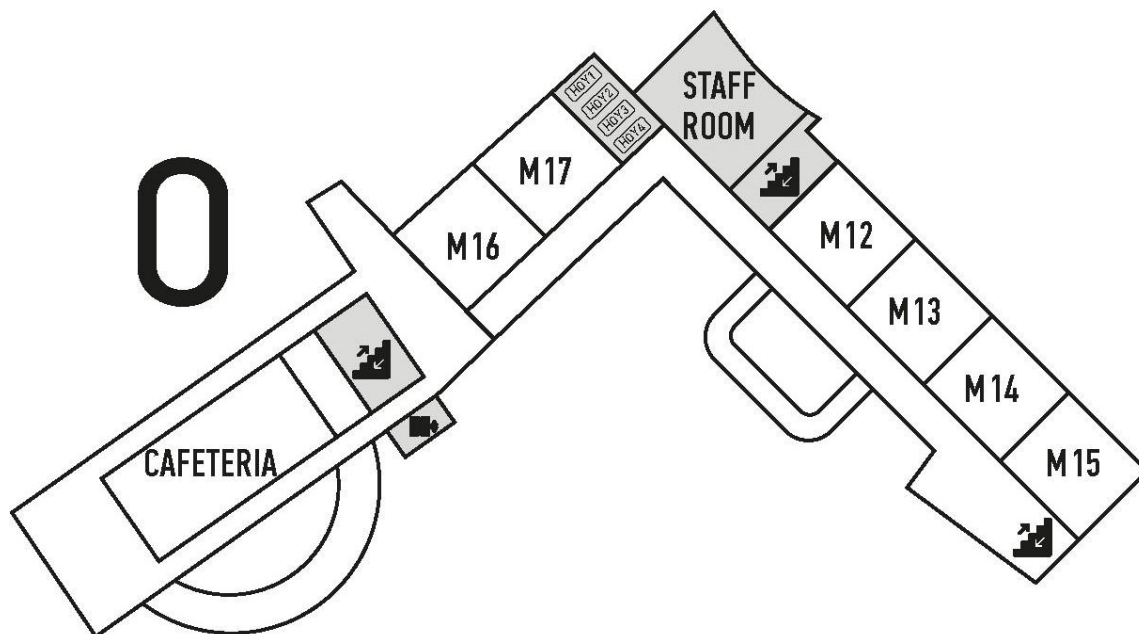
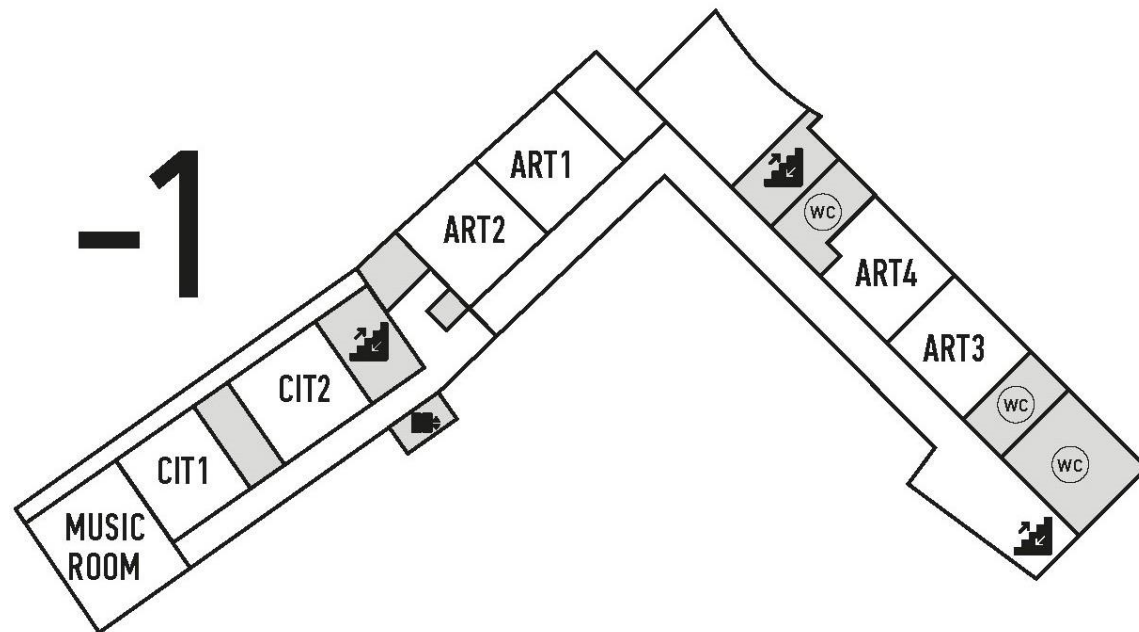
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MEMORIAL / CENTENARY MAPS



SEN 002

*With Accessibility Ramp

MEMORIAL / CENTENARY MAPS

