



**PINEWOOD**  
AMERICAN INTERNATIONAL SCHOOL

# **THE PINEWOOD MIDDLE & HIGH HANDBOOK**

**2024-2025**

Updated February 2024

# Table of Contents

<b>INTRODUCTION TO PINWOOD</b>	<b>7</b>
Mission Statement	7
Vision Statement	7
Core Values	7
Educational Program Goals	7
Accreditation	8
Key Support Organizations	8
Nondiscriminatory Policy	8
Privacy Policy	9
Host Country Relations	9
Religious and Political Neutrality	9
<b>PINWOOD LEADERSHIP</b>	<b>10</b>
Pinewood Corporation	10
Pinewood Board of Trustees	10
Pinewood Governance Committee	10
Anatolia College Cabinet	11
Pinewood Head of School	11
Pinewood Leadership Team	11
<b>PINWOOD FACULTY AND STAFF</b>	<b>12</b>
Pinewood Faculty and Staff	12
Equal Opportunity Employment	12
Qualifications	12
<b>ADMISSIONS</b>	<b>13</b>
Citizenship	13
English Proficiency	13
Interview with the Principal	13
Age Requirements	13
Grade Level Placement	13
Class Size	14
Students with Special Needs	14
Enrollment Priorities	14
Enrollment Requirements	14
Tuition and Fees	15
Re-enrollment	15
Student Placement / Teacher Requests	15
Payment Policy	16
Early Disenrollment / Late Enrollment	16
Early Disenrollment Procedure	16
Collections	17
Enforcement of Policies	17

<b>SCHOLARSHIPS &amp; FINANCIAL ASSISTANCE</b>	<b>17</b>
Alexander Ammerman Memorial Scholarship	17
American Diploma and Advanced Placement Scholarships	17
IB Diploma Program Scholarships	17
Financial Assistance	17
<b>GENERAL OPERATIONS</b>	<b>18</b>
Operational Hours	18
Smoke-Free Environment	18
Confidentiality of Student Records	18
Requests for Transcripts	18
Requests for Certificates of Attendance / Study / Competition	18
Erasure of Records	18
Field Trips	18
Books and Supplies	19
Athena and ManageBac	19
Student Email Addresses	19
Electronics at School: Laptops / Computers / Tablets	19
Headphones	19
Cell Phone Free School Campus	19
Personal Property	20
Lost and Found	20
Pets at Pinewood	20
<b>HEALTH AND SAFETY</b>	<b>21</b>
Student Supervision	21
School Nurse	21
Accidents / Illnesses	21
Administration of Painkillers	21
School Health Form	21
Permission Slips	21
Campus Security	22
Drop-off and Pick-up Procedures	22
Arriving to and Leaving Campus Safety Procedures	22
Parking	22
Emergency Procedures	23
Emergency Closing of the School	23
Continuity of Learning Plan	23
<b>CURRICULUM AND INSTRUCTION</b>	<b>23</b>
<b>STUDENT SERVICES</b>	<b>24</b>
Psychological Support	24
Learning Support	24
Health and Wellness	24
College Counseling	24

Library Services	24
After School Activities	25
<b>ADDITIONAL SCHOOL SERVICES</b>	<b>25</b>
Bus Service	25
After School Activities Buses	26
Lunch at School	26
School Canteen	26
Catered Lunch Service	26
Drinking Water	27
<b>LIVING ARRANGEMENTS &amp; DORMITORY</b>	<b>27</b>
Living Arrangements for All Students	27
Middle & High Dormitory Facility	27
<b>SCHOOL COMMUNICATION</b>	<b>27</b>
Change of Address and/or Phone Numbers	28
Parents' Night	28
Parent - Teacher Conferences	28
The Pinewood Planner	28
The Pinewood Website	28
ManageBac	28
<b>STUDENT CODE OF CONDUCT</b>	<b>29</b>
Dress Code	29
Bring Your Own Device (BYOD)	29
Cell Phones	29
Acceptable Use Policy	29
Safety and Respect for Others	29
Respect for School / Personal Property	30
Inappropriate Language	30
Harassment / Intolerance / Discrimination	30
Alcohol and Substance Abuse	30
<b>CHILD SAFEGUARDING AND PROTECTION</b>	<b>30</b>
<b>SCHOOL PROTOCOLS</b>	<b>31</b>
<b>PARENT SUGGESTIONS AND FEEDBACK</b>	<b>31</b>
<b>PARENT COMPLAINTS AND CONCERNS PROCEDURES</b>	<b>31</b>
<b>PARENTAL SURVEY</b>	<b>31</b>
<b>PARENTAL TIPS</b>	<b>32</b>
<b>THE MIDDLE &amp; HIGH SCHOOL (Grades 7-12)</b>	<b>32</b>
Introduction	32
Academic Calendar	32
Teaching & Learning Climate	32
Academic Integrity	33
Promoting a Safe School Environment	33

English Proficiency	33
Middle School (Grades 7 and 8)	33
Courses Offered in the Middle School (Grades 6-8)	34
High School (Grades 9-12)	34
Three Pathways of Study	34
Greek Diploma Equivalency	34
Graduation Requirements for All Options	34
Course Credits and Grade Level Advancement	35
College Counseling	35
Commencement Ceremony	36
Courses Offered in the High School (Grades 9-12)	36
Additional IB Diploma Courses	36
Support for English Language Learners in Grades 7 - 12	36
Progress Reports and Grading System	36
Habits and Attitudes for Learning (HAL)	36
Weighted Course Grades	37
Alternative Grades	37
Criteria for Passing/Failing a High School Course	37
Credit Recovery	37
Academic Probation	38
Advisory Groups	38
Textbooks	38
Lockers	39
Standardized Testing	39
Student Council	39
Awards and Recognitions	39
Student Expectations	40
<b>ABSENCE POLICY</b>	<b>41</b>
Our Philosophy	41
Attendance Requirements	41
School Procedures for Accurately Recording Absences	42
Actions for Accumulated Absences	42
Special Case Absences	42
<b>SERIOUS DISCIPLINE POLICIES</b>	<b>43</b>
Suspension and Expulsion	43
Out-of-School Suspension	43
In-School Suspension	43
Expulsion	44
Bullying / Harassment / Intimidation	44
<b>ACCEPTANCE OF HANDBOOK</b>	<b>44</b>

## INTRODUCTION TO PINWOOD

### ***Mission Statement***

Pinewood aims to offer students a progressive, personalized American international education centered on academic excellence in each student's journey towards self-actualization. This is achieved in a stimulating, multicultural learning environment that emphasizes service to the school and the community, respect for ethical values and awareness of local culture.

### ***Vision Statement***

The Pinewood American International School strives to be a growing center of excellence in the region by educating students through best practices for reaching their full potential as adaptable global citizens.

### ***Core Values***

#### ***Curious Thinkers***

Our school environment nurtures curiosity and skills for inquiry, research, and all types of communication. Our students are encouraged to ask 'why' and to take risks in their learning experiences. Our goal is to motivate each student to develop and sustain a love of learning. Arising from curious thinking are attributes such as insight, awareness, inquisitiveness, motivation, inspiration, and discovery.

#### ***Creative Thinkers***

Our school environment encourages a rich diversity of original ideas, opinions, and expressions to flourish. Our students are given myriad opportunities to practice flexibility of thinking in order to develop a critical mindset. Our goal is to foster the development of problem solving and equip our students for their complex future. Arising from creative thinking are attributes such as originality, critical thinking, open-mindedness, individuality, confidence, innovation, and imagination.

#### ***Caring Thinkers***

Our school environment includes a holistic approach to educating students to show empathy, integrity, and respect. Our students are committed to the care and understanding of all people. Our goal is for students to care for themselves and to make a positive difference in the lives of others and in the world. Arising from caring thinking are attributes such as kindness, balance, cooperation, integrity, responsibility, respect, and concern for self and for others.

### ***Educational Program Goals***

Pinewood offers a comprehensive educational program taught entirely in English. For students whose native language is not English, comprehensive English language support is built into the program to linguistically assimilate them as quickly as possible into the school.

Pinewood is a school based on the aims and principles of American education and with an international outlook in setting goals and an international enrollment of students and teaching staff. We foster in young people a positive sense of value and respect for one's identity while developing an open-minded understanding of the cultures of others. The school's teaching methods and materials are chosen to achieve this goal.

The school recognizes the exceptional opportunities for learning and growth that young people gain from studying in an international school setting. Every reasonable effort will be made to take advantage of these opportunities, academically, as well as socially and culturally.

The program aims to develop a learning framework of knowledge, skills, character, and learning mindsets. The school believes that this framework is the best approach for preparing students for their future. Personal relationships are also a major focus and students are encouraged to listen, to engage in productive dialogue, to cooperate and achieve goals together, to appreciate the views of others, to resolve conflicts peacefully, and to be honest in all their dealings.

### ***Accreditation***

Pinewood has been fully accredited in the United States since 1986 through the internationally recognized Middle States Association of Colleges and Schools (MSA) located in Philadelphia, Pennsylvania, U.S.A. MSA verifies that our school meets or exceeds quality educational standards, engages in a program of continuous school improvement, and provides for quality assurance through self-evaluation and peer review.

The Sustaining Excellence protocol we have been invited to participate in provides an exciting framework for the school community to engage in action research in an area that we believe is extremely important at this stage of our history as a school and for student performance over time. The purpose of our action research is to explore, articulate, and implement authentic relationships / relational learning for students across all divisions at Pinewood. At this stage in the research, “authentic relationships / relational learning” will be generally defined as the obvious human connections and the relationships between and within disciplines, relationships with the local and global communities, relationships to our new physical learning spaces, and relationships with our partner school and shared campus, all being equally important areas of focus for our action research.

Pinewood is recognized by the Greek Ministry of Education as a foreign school operating in Greece (N. 4186-2013, Ar. 35) offering an American educational program.

Similarly, Pinewood is authorized by the International Baccalaureate (IB) to offer the International Baccalaureate Primary Years Program (PYP), Middle Years Program (MYP), and Diploma Program (IBDP).

### ***Key Support Organizations***

Pinewood is supported by a number of important outside organizations that provide various forms of assistance:

1. The Office of Overseas Schools, U.S. Department of State, Washington, D.C., U.S.A., provides assistance for specific educational purposes. Pinewood is one of 193 schools around the world who receive assistance from the U.S. State Department.
2. The U.S. consulate in Thessaloniki provides consultation on a wide array of topics related to operating as an American institution in Greece.
3. Pinewood has been accredited by the Middle States Association, supporting us with school advancement, growth, and improvement.
4. The International Baccalaureate provides ongoing guidance and support for the implementation of the school’s IB Programs.
5. The College Board provides ongoing guidance and support for the implementation of the Advanced Placement (AP) courses.
6. Pinewood is a member of the Near East / South Asia Council of Overseas Schools (NESAS) who sponsors annual conferences for administrators and teachers throughout the NESAS region along with other professional development opportunities for faculty.

### ***Nondiscriminatory Policy***

Pinewood does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by local laws in administration of its

employment, educational policies, admission policies, scholarship and financial assistance, and athletic and other school administered programs.

### ***Privacy Policy***

Pinewood understands that the privacy of its students and their families is important. To that end, we have adopted a policy and regulations regarding the collection, use, and dissemination of personal information, in accordance with the General Data Protection Regulation.

### ***Host Country Relations***

The School will do everything in its power to maintain and develop the excellent relations that have existed since the creation of the school with government authorities and agencies.

The School will foster positive relationships with the Ministry of Education, Greek schools, and Greek universities in order to ensure that the students of the school will benefit as much as possible from the educational and cultural resources of the community they live in. In turn, the school and its students will contribute as much as possible to the community through educational and cultural programs and exchanges, as well as community service activities.

Pinewood seeks to build meaningful relationships with the wider community. This is done by reaching out to local businesses, fellow educational institutions, and governmental agencies locally and around the world.

### ***Religious and Political Neutrality***

*Pinewood remains neutral on all matters relating to religion and politics. To maintain this neutrality, the school will adhere to the following principles.*

- The curriculum will not preach a specific religious or political belief but will advance the students' knowledge and appreciation of the role that religion and politics have played in the social, cultural, and historical development of civilization.
- The School is required to follow the Greek law regarding school holidays of the host country, and these are incorporated in the annual calendar.
- Music, art, literature, and drama having religious or political themes are permitted as part of the curriculum for school-sponsored activities but must be presented in a sensitive and objective manner as a traditional part of the cultural heritage.
- School facilities may not be used by any individual or group for religious or political purposes.



## **PINEWOOD LEADERSHIP**

### ***Pinewood Corporation***

Pinewood is organized as a Corporation operating as a non-profit entity whose purpose is to develop and implement programs in pre-kindergarten, elementary, middle, and high school education taught in English.

### ***Pinewood Board of Trustees***

Pinewood is governed at the highest level by the Pinewood Board of Trustees. The Board operates according to a set of bylaws approved most recently in June 2019. The Pinewood Board of Trustees shall have general oversight of the Pinewood Corporation and shall exercise all the powers of the Pinewood Corporation. The Pinewood Corporation is made up of all members of the Pinewood Board of Trustees.

The Board of Trustees is self-perpetuating as consisting of those persons elected at the annual meeting of the Trustees or a special meeting called for that purpose. It is the intention of the Board to strive towards a composition of approximately 50% American trustees and the Head of the U.S. mission in Thessaloniki serves ex-officio on the Pinewood Board of Trustees.

The Board operates on the fiduciary, strategic and generative levels in the best interest of the school's present and future operations, growth, and prosperity.

The Board meets two times annually - in Boston, Massachusetts in the autumn and in Thessaloniki, Greece in the spring. The exact dates are announced in school publications prior to each meeting. Monthly meetings are held by the Executive Committee of the Board.

### ***President of the Pinewood Corporation***

The Board of Trustees appoints a President of the Pinewood Corporation. The President is directly responsible to the Trustees for the overall administration of the Pinewood Corporation. The President appoints, in consultation with the Board of Trustees, the Pinewood Head of School.

### ***Pinewood Governance Committee***

The Pinewood Governance Committee is composed of members of the Pinewood Board of Trustees and two previous Pinewood trustees and the U.S. Head of Mission in Thessaloniki. Pinewood's Head of School serves as Board Liaison of this committee.

It is the responsibility of the Pinewood Governance Committee to exercise oversight over all aspects of the development and operations of the Pinewood Corporation and to ensure that its resources and operations are consistent with, and sufficient to accomplish, its unique mission.

The Pinewood Governance Committee meets as often as necessary, but in no event less than twice per year, keeps minutes of its meetings and submits them promptly to the Executive Committee of the Board of Trustees. It reviews reports from the President or his or her designee upon the enrollment, academic programs, finances, and such other matters concerning the Pinewood Corporation as the Committee may from time to time require.

The budget for Pinewood Corporation and all policies concerning Pinewood Corporation are reviewed and approved in the first instance by the Committee with the assistance of the President or his or her designee. It is the duty of the Committee to ensure, to the maximum extent feasible consistent with the financial resources of the Pinewood

Corporation, that the operational and financial requirements of Pinewood Corporation are met in a manner which will enhance its academic standing and increase its financial strength.

### ***Anatolia College Cabinet***

The President presides over the Anatolia College Cabinet. The Cabinet is responsible for approving Pinewood school policies and supporting the mission and vision of Anatolia College and all of its institutional divisions, including Pinewood. The Pinewood Head of school shall serve as a member on the Anatolia College Cabinet as Pinewood Head of School & Vice President of the International School along with the following members of the Anatolia leadership: President, Vice President for Institutional Advancement, the Vice President of Primary & Secondary Education, Vice President for Finance (CFO) & Human Resources, ACT Provost & Vice President for Academic Affairs, and COO for Innovation and Planning & Cross-Divisional Programs.

### ***Pinewood Head of School***

The Head of School is responsible for the leadership and daily operations of the school. S/he leads the mission and vision of the school and works to ensure that these are aligned with the overall philosophy of the institution. At the leadership level, s/he works with the Board of Trustees, President, Cabinet, and Leadership Team to articulate the long-term vision for the school. The Pinewood Head of School additionally holds the Anatolia College officer position of Vice President of the International School.

### ***Pinewood Leadership Team***

The Pinewood Head of School is assisted with the management and daily operations by the Leadership Team. This team is made up of the Head of School, Principals, IBDP Coordinator, Business Manager, and the Activities Coordinator, College Counselor, Facilities & Operations Manager.

## **PINEWOOD FACULTY AND STAFF**

### ***Pinewood Faculty and Staff***

Along with our students, another of our greatest resources is the Pinewood faculty and staff, a group diverse with teachers and staff primarily from the United States, United Kingdom, Canada, and Greece, as well as several other countries. The Pinewood student–teacher ratio is approximately 7:1, thus ensuring that class sizes are practical and allow for individualized attention. The combined educational experience of the faculty is an average of ten or more years of teaching, with the majority of these years spent within an international school environment. The faculty is well-prepared, all holding Bachelor’s degrees, more than half with Master’s degrees, and a notable number with Doctorates.

### ***Equal Opportunity Employment***

Pinewood is a non-profit, private institution and equal opportunity employer that hires faculty and staff irrespective of their race, creed, color, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. It is the intention of the school to recruit the best-qualified individuals for all positions regardless of other factors.

### ***Qualifications***

All employees have the appropriate qualifications stipulated by the job description and local legislation. The School recognizes valid teaching, administrative, or professional certificates and degrees from any country.

## **ADMISSIONS**

Pinewood welcomes applicants of any race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by local laws who meet admissions requirements.

### ***Citizenship***

In accordance with Greek law, Greek students applying to be admitted in grades Pre-K until Grade 9 must fulfill certain criteria and apply for special permission from the Greek Ministry of Education with assistance from Pinewood. There are no citizenship restrictions for Grades 10-12. Click [HERE](#) to learn about the requirements if your child is a Greek citizen.

### ***English Proficiency***

Students with limited English proficiency in Pre-K through Grade 5 are considered eligible for admission without pre-admissions language proficiency testing. Once a student is admitted to the school, a diagnostic test will be administered to determine the student's English Learner level.

All prospective students for Grades 6-12 are required to demonstrate a specific level of English language proficiency on the scale of the Common European Framework of Reference (CEFR), as determined by the online school-administered Admissions Test and oral interview with the Principal.

The minimum English proficiency levels, based on the CEFR, at the time of admission, are as follows:

- Grade 6: A2 and higher
- Grade 7: A2 and higher
- Grade 8: A2 and higher
- Grade 9: B1 and higher
- Grade 10: B1 and higher
- Grade 11: B1 and higher

### ***Interview with the Principal***

All prospective students for Grades 7-12 are required to have an interview (in-person or online) with the Middle & High School Principal before a final decision as to their application is made.

All prospective families for Grades Pre-K to Grade 1 are required to have an intake interview (in-person or online) with the EY/ Elementary Principal.

### ***Age Requirements***

There are minimum age requirements for admission to the Early Years Program through Grade 1. To be eligible for Pre-Kindergarten, a child must have reached the age of four by December 31. For Kindergarten, a child must have reached the age of five by December 31. For Grade 1, a child must have reached the age of six by December 31. For all subsequent grade levels, age and previous school experience will be considered.

### ***Grade Level Placement***

Students are placed in the appropriate grade level based on age, previous schooling, ability, and English language proficiency (Grades 6-12) as determined by the Pinewood administration after a thorough review of application materials and assessment results where applicable.

### ***Class Size***

Under normal circumstances class sizes, from Pre-Kindergarten to Grade 6 shall not exceed 20 students. Class sizes from Grade 7 to Grade 12, shall not exceed 22 students. Classes are kept to a size that allows more than average individual attention to every student. Parents and staff are expected to understand the complexities and uncertainties inherent to the operation of a private, international school. The uncertainties of family movement, the need to ideally enroll whole families, and other factors make achieving exact policy figures a complex process. Because of these complexities, class size target figures may vary from one class to another at the discretion of the Head of School. Every effort, however, is made to keep the number of students at the policy figure.

### ***Students with Special Needs***

Pinewood offers learning support for students with mild to moderate special educational needs (see Learning Support under School Programs and Services). Pinewood values learning diversity. However, the school may not be able to accommodate all needs beyond the regular curricular, facilities, and staff capacity without assistance from outside professional services. Any such needs, as determined by the school's Student Services Department, will incur additional costs to be covered by the family. Please see [HERE](#) for more comprehensive information about the Learning Support procedures and protocols.

### ***Enrollment Priorities***

Our school flourishes through a rich tapestry of diversity, extending a warm welcome to students irrespective of their race, religion, national origin, gender, or sexual orientation. Our dedicated focus revolves around fostering an environment where every student experiences a sense of belonging upon becoming a part of the vibrant Pinewood community.

The current Pinewood admissions policies and procedures are [HERE](#).

When there is limited space at a grade level, the Admissions team will convene to review the applications that have been submitted. Pinewood uses four mission-driven categories to group its applicants:

- 1. Existing students & their siblings**
- 2. Expatriate children from abroad**
- 3. Greek children from abroad**
- 4. Children in local schools**

Further weight is given to American citizens and students requesting the dormitory. An early application date is an important factor for new applicants. The re-enrollment deadline is an important factor for existing students and their siblings.

### ***Enrollment Requirements***

In order to be considered fully enrolled, the following is required from all new students and their parent(s)/guardian(s):

- 1. Each student file must include the following paperwork, requested upon registration:**
  - Birth Certificate
  - Parent passport or ID
  - Student passport or ID
  - Personal Student Health form (provided by Pinewood, completed by parent and doctor)

- Student Vaccination & immunization records
- Proof of previous studies (at least 2 years)
- Confidential Reference Form filled out by the applicant's previous school

2. Agreement with the terms and conditions of the privacy policy of the school in adherence with the General Data Protection Regulation (GDPR), and/or future Privacy regulations, as defined by the EU and/or local legislation.

4. In accordance with Greek law, Greek students applying to be admitted in grades EYP 2 until Grade 9 must fulfill certain criteria. Click [HERE](#) to learn about the requirements if your child is a Greek citizen. Enrollment of students is only considered complete if the special permission from the Ministry of Education is granted and the

### ***Tuition and fees***

Each student's parent or guardian must pay the following charges & fees:

- **Capital Levy:** an enrollment fee applicable to new students only, from Kindergarten to grade 12.
- **Prepayment:** a non-refundable payment due in the spring, deducted from the upcoming year's tuition. The prepayment shall be refundable only in the case of denial of enrollment.
- **Tuition and Fees:** an amount that includes tuition and any other school fees as approved by the Board of Trustees. Tuition and Fees are subject to change and are reviewed on a yearly basis. Tuition and Fees are available on the website [www.pinewood.gr/tuition](http://www.pinewood.gr/tuition).
- **Transportation Fee:** an additional and non-refundable fee for those who choose bus transportation to and from school.
- **Boarding Fee:** a fee paid for students who choose to reside in the Pinewood student residence hall.

Upon registration each school year, parents and/or legal guardians shall receive a proforma invoice for each child enrolled at the school. This proforma is created once the parent completes the online enrollment from through the Athena platform. By submitting the enrollment form the parent and/or legal guardian agrees with the amount to be paid and the dates on which to pay. The school reserves the right to require full payment of tuition and fees prior to enrollment.

### ***Re-enrollment***

In order to hold a place at Pinewood, families are required to re-enroll each school year. This procedure involves re-enrolling their child through the Athena portal and making a deposit as detailed in the proforma invoice sent home to families once the re-enrollment process is completed. The deposit is applied to the upcoming year's tuition/fees.

### ***Student Placement / Teacher Requests***

Pinewood is not able to honor parent/guardian/student requests for specific teachers. Student placement is initiated according to a process involving time and careful thought concerning the best interest of every child in each classroom. Classrooms are heterogeneously grouped to mirror our international school community and society. In order to create balanced classes of students, factors that are considered include gender, ethnicity, English proficiency, student needs, behavior concerns, and special program needs. Please note that the final decision on all student placements rests with the administration.

Parents/guardians of twins may request for their twin children to be in the same class or in different classes if possible. However, as stated above, they may not request specific teachers.

Parents/guardians are welcome to meet with the Principal prior to the start of the school year to discuss their child's progress, needs, or other factors related to their education. Each year, the school organizes a Parents' Night at the beginning of the year in order for parents/guardians to meet their child's teachers and to learn about the year's academic program.

### ***Payment Policy***

- A non-refundable Application Fee of 60 Euros per child is due and payable at the time of the initial application.
- The Tuition and Fees are an amount that includes tuition and any other school fees as approved by the Board of Trustees and posted on the Pinewood website. Tuition and Fees are non-transferable.
- The Capital Levy is an enrollment fee only applicable to new students from Kindergarten to Grade 12. Families with a child enrolled in Kindergarten pay 600 euros of the Capital Levy and are responsible for the remaining balance at the start of Grade 1. The Capital Levy is not applicable to exchange students.
- Fees and the capital levy are paid in 3 installments: June 30, September 15 and January 15.
- New parents are required to pay the deposit as soon as they are accepted, the deposit is due for all students.
- The Transportation Fee of 1.050 Euros is an additional and non-refundable fee for those who choose bus transportation. The school also offers the option for a one-way route for the school year which is 650 Euros. A sibling discount is applicable as per the discount table.
- The Boarding Fee is a fee for students who choose to reside in the Pinewood dormitory located in the Anatolia Campus.
- After the yearly re-enrollment process through the Athena portal, parents and/or legal guardians shall receive a Proforma Invoice for each child enrolled at the school with the deposit/ installments amounts and due dates. Under special circumstances, the school can require full payment of tuition and fees prior to enrollment.
- As per Law 4713/2020 ((Article 7§3), the school reserves the right to deny re-enrollment if the tuition fees are not paid in full for two (2) school years.

### ***Early Disenrollment / Late Enrollment***

- The School year is divided into three periods: PERIOD 1: September 1 – November 30, PERIOD 2: December 1 – March 15, PERIOD 3: March 16 – June 30.
- If a student attends 13 or more school days in a given period, the payer is responsible for paying the School Fees for the entire period.
- If a student attends 12 or less school days in a given term, the payer is responsible for paying for those days that the student attended the school.
- The tuition fee for one period is equivalent to a third of the tuition fees.
- Parents will be reimbursed in case they have paid more than the applicable fees.

### ***Early Disenrollment Procedure***

- Parents/guardians need to complete and sign the school's disenrollment form.
- Any outstanding amounts need to be paid.
- All books and other materials belonging to the school need to be returned.

- No report card or transfer certificates will be issued if the above requirements are not met.
- Tuition fees will not be refunded for a student who is expelled or who has to leave for behavioral reasons.
- If a student must disenroll early during the course of the school year, the Admissions Officer must be notified at least one week in advance of the withdrawal date in order to allow time to prepare the required disenrollment form.

### ***Collections***

Parents and/or legal guardians are required to ensure punctual payment of all tuition and fees in accordance with the chosen schedule of payments issued by the School's accounting office at registration. Receipts will be issued by the school's accounting office in a timely manner for the amounts received from each payer.

In case of late payment or nonpayment, the overdue amounts may be charged interest to the extent permitted under applicable laws and/or regulations of the Hellenic Republic.

### ***Enforcement of Policies***

A reminder letter will be promptly sent in the event that a parent or guardian does not meet a scheduled payment deadline at any point in the year, together with information regarding applicable late charges. The school administration shall be in charge of monitoring the tuition and fees, financial assistance application, and collection process.

## **SCHOLARSHIPS & FINANCIAL ASSISTANCE**

Two types of scholarships are available to students each year. Complete information is available on our school website about each scholarship.

### ***Alexander Ammerman Memorial Scholarship***

The Alexander Ammerman Memorial Scholarship is available to one new student entering Grade 9 or 10 each year. With a generous annual donation of 6,000 euros from the Ammerman family, each year's recipient will receive the same deduction to his/her tuition for the Grade 10 year. For more information, please visit our [website](#).

### ***IB Diploma Program Scholarships***

Scholarships are available for incoming Grade 11 students who apply for admissions to the Anatolia & Pinewood IB Diploma Program. For further details on the application process, please visit the Anatolia & Pinewood IB DP website.

### ***American Diploma / Advanced Placement Scholarships***

AP scholarships are available to students pursuing the [AP Capstone Diploma Program](#) at Pinewood. Scholarships are a combination of merit and need-based. For further details on the application process, please visit the Pinewood website.

### ***Financial Assistance***

The Pinewood Financial Assistance Program is designed to provide a limited amount of need-based financial assistance to current or new Pinewood families who clearly demonstrate that their family resources are insufficient to meet part of the tuition costs. A fair, standardized, equitable, and confidential needs analysis is utilized by the Financial Assistance Committee to determine a family's ability to contribute to school expenses, according to their Financial Assistance application. All applications are reviewed in a



timely manner and decisions communicated immediately thereafter. Families must re-apply for Financial Assistance each year.

## GENERAL OPERATIONS

### ***Operational Hours***

Regular School Day - Middle & High	08:20 - 15:00
After School Activities - Middle & High	15:10 - 16:15
Regular School Day - Elementary	08:20 - 15:00
After School Activities - Elementary	15:10 - 16:15
Office Hours	08:00 - 16:30
Gate Open (morning)	07:50 - 09:00
Gate Open (afternoon)	14:45 - 16:30

A telephone answering service records incoming messages when the school is closed.

Except in cases where they are otherwise engaged in teaching or other school-related work, teachers are available to meet with parents (together with the student if relevant) by appointment only.

Unless a student participates in after-school activities or is permitted to remain at school due to a special prior arrangement with the school, students are not permitted to stay at school after the school day has ended. Parents or guardians are responsible for student transportation arrangements, which can include registration for the Pinewood school-day bus service (see under dedicated section, Pinewood School Day Bus). The same rule applies for the end of after-school activities, at 16:20; students are not permitted to stay at school after the activities have ended, at 16:20.

### ***Smoke-Free Environment***

Pinewood is a smoke-free campus, which applies to all members of the Pinewood community, as well as guests and other visitors. This ban extends to the areas around the school premises.

### ***Confidentiality of Student Records***

No information will be released by the school without written permission from the parent/guardian of the student.

### ***Requests for Transcripts and Certificates of Attendance / Study / Competition***

Transcripts and certificates of attendance, study, or participation in competitions and other school events and activities may be requested at any time during the school year. A minimum of 48 hours is required to produce a transcript.

### ***Erasure of Records***

Erasure of records occurs at specified intervals after departure or graduation of the student as set in the procedures document. Erasure can also occur after an official request from the student, and/or parent or guardian. An official log of the destruction of records shall be created and will be kept with the Data Protection Officer. Transcripts and internally created student records will be kept for archival purposes.

### ***Field Trips***

Field trips in the local area during the school day are regarded as an integral part of the educational program of the school at all levels and, whenever possible, are closely integrated with work being done in individual classes.

All field trips will be arranged according to Ministry requirements and annual permission slips will be required as part of the admissions procedure. Adequate student-adult ratios shall be provided.

Students traveling on field trips and excursions will ride on a School bus. Parents may be charged additional fees to cover the expense of any necessary entrance fees to exhibits. Students will follow the school bus rules at all times and are expected to show exemplary behavior when visiting other sites.

### ***Books and Supplies***

Textbooks and other books are loaned to students in PreK-Grade 12, except full IB Diploma Students in Grades 11-12, who are required to purchase all textbooks.

It is important that the school keeps a complete record of all textbooks given to each child. Therefore, each child will be assigned numbered textbooks. This record is kept by each teacher. Please discuss with your child that it is his/her responsibility to maintain each text in the same condition as when it was received. Books that are lost, stolen or damaged should be reported to the classroom or subject-area teacher immediately. The replacement of lost or damaged texts is the responsibility of the parents. The school also provides consumable items (e.g. exercise workbooks) that can be written in and kept after the school year ends. Teachers communicate clearly about which items are consumables.

### ***Athena and ManageBac***

Pinewood utilizes various online resources to support both the academic progress of students and the communication between home and school.

- Athena is the school information system (SIS) used for admissions, re-enrollment, enrollment in after-school activities, monitoring of tuition payments and outstanding balance, and scheduling of parent-teacher conferences.
- ManageBac is the school's learning management system (LMS) used for assessment, attendance, progress reports, and class-specific resources and communication.

### ***Student email addresses***

Student email addresses are used according to the school's acceptable use policy for access to school related online resources and communication with the school, teachers, and students. Email accounts that remain inactive for more than a year, and following an additional reminder of two months, are permanently deleted.

### ***Electronics at School: Laptops / Computers / Tablets***

In Grades 3-12, students may use laptops or tablets at school for educational purposes as directed by their teachers. Educational purposes are defined as any assignment / project / assessment for any class a student is registered in that year. Social media sites/apps, games and other non-educational activities are prohibited at all times – including study halls, advisory, and breaks/lunch.

### ***Headphones***

Headphones are only to be used in class with direct instruction or permission from the teacher.

### ***Cell Phone Free School Campus***

In accordance with the Greek Ministry of Education, and in line with our own philosophy supporting a positive school climate, the use of cell phones is not permitted during school hours (8:40 - 16:25). Students who choose to bring cellphones to school are required to keep them in their backpacks (Elementary/Middle & High School) or lockers (Middle & High School) and set to 'off' or 'silent' mode at all times. If a student has their phone out during the school day, it will be confiscated and returned to the student at the end of the

day after the parent contacts the Principal. If it is a continuing issue, the device will not be returned, and the parents/guardians will be asked to meet with the Principal to work together in solving the issue.

### ***Personal Property***

Students are strongly discouraged from bringing large sums of money and valuable personal items to school. The school assumes no responsibility for lost or stolen property. Books and other items should be stored in backpacks or classroom cubbies (EYP/Elementary) and lockers (Middle & High School).

### ***Lost and Found***

Lost property will be kept in a designated storage area found in the front office. Items not claimed by the end of each school year will be donated to a local charity. The school is not responsible for any items in the Lost and Found area. Lost and Found items are stored and are donated to charity at the end of the school year.

### ***Pets at Pinewood***

Pinewood provides a healthy learning environment for all students, which includes different programs related to student well-being. The school recognizes that animals are a valuable part of the learning experience due to their beneficial and therapeutic effects for students, who learn about acceptance, bonding, caring and responsibility. Pets at Pinewood are trained for professional reasons and used in special programs monitored by the Principals, such as Dog Therapy. For students with allergies, animals can trigger a reaction, and the parent or guardian should report any such allergies on the school health form. These students should then avoid contact with the pets and keep school staff informed of their situation.

## **HEALTH AND SAFETY**

### ***Student Supervision***

The safety and security of every Pinewood student is a top priority that is taken very seriously by the Pinewood faculty and staff. Students are supervised at all times by a member of the Pinewood faculty and/or staff and may not leave the campus without verified parental or guardian permission.

Faculty and staff ensure that all students are supervised while in the classroom, on the yard, or participating in any school activities. Break and lunch supervision consists of a minimum of three faculty/staff members.

### ***School Nurse***

Pinewood has currently two School Nurses on duty every day to oversee all accident and health-related issues on the school campus. Parents may contact the Elementary School nurse at [elementarynurse@pinewood.gr](mailto:elementarynurse@pinewood.gr) and the Middle/High School nurse at [middlehighnurse@pinewood.gr](mailto:middlehighnurse@pinewood.gr).

### ***Accidents / Illnesses***

In all cases of student accidents or illness, parents will be contacted as soon as possible. Therefore, it is imperative that parents provide the school with their personal contact information as well as emergency phone numbers. It is the family's responsibility to inform the school if contact information has changed.

If a student has a chronic illness or a physical handicap, this information should be shared during the admissions process. Students who come to school with a communicable illness, severe cold or fever will be sent to the school nurse's office. Parents will be notified and requested to come and collect their child to prevent infections from spreading.

In situations requiring immediate medical attention, the School nurse will contact the parents/guardians so that the student may be taken to a local clinic by the parents/guardians and/or the school nurse. In such cases, parents/guardians may be expected to cover all medical expenses in the first instance but will be compensated for such expenses to the extent allowable under the Pinewood student accident insurance policy.

### ***Administration of Painkillers***

The school can administer a painkiller to students after verbal consent by phone by one of the parents/legal guardians to an authorized representative of the school. The parent or guardian should report any allergies to medicine, painkillers, or similar, on the school health form.

### ***School Health Form***

Part of the enrollment process, for new and returning families, is the submission of a school health form. An updated form is required by the end of September for all students.

### ***Permission Slips***

Permission slips may be sent home for activities beyond the school day or for participation in overnight field trips, excursions, or other off-campus activities. These permission slips must be signed by a parent/and or guardian. Students who do not return a permission slip will not be permitted to attend the trip.

### ***Campus Security***

The Pinewood campus is open only to members of the school community and verified visitors with a pre-arranged appointment. The security guard is situated at the front gate during school days from 07:45 to 16:30, with an increased security presence for special events. All school visitors must have their need for access to the campus verified.

School community visitors' cars are not permitted through the gate during school hours, outside of specific drop-off and pick-up times (see immediately below), and when the gate is closed. If visiting during the school day, families are asked to inform the school, either by calling the reception (2310 301221) or by sending an email to [security@pinewood.gr](mailto:security@pinewood.gr).

To increase students' safety and security, closed-circuit cameras are in place in order to monitor the outside area of the school. These cameras function according to Greek legislation, which only allows recording to take place outside school hours. Recordings are deleted on a continuous basis every 24 hours.

### ***Drop-off and Pick-up Procedures***

Parents who drive or arrange transport for their children to and from school by private vehicle are required to drive very slowly and carefully while on school grounds and to observe the various no-parking signs. In all cases, parents/guardians must follow the instructions of the school security guard and avoid blocking gates and oncoming traffic.

The school gate is open for pick-up and drop-off at the following scheduled times:

Morning Drop-Off	07:50 – 9:00
Afternoon Pick-Up	14:45 - 16:30

Parents/guardians or designated drivers are encouraged to arrive at school during the above times in order to avoid waiting outside the gate.

### ***Arriving to and Leaving Campus Safety Procedures***

- Students are not permitted to leave the school grounds during the school day (8:40 – 15:20) without verifiable authorization from a parent or guardian.
- In the case of early pick-up or visiting the school, parents/guardians (or designated drivers) are required to inform the school ahead of time, either by calling the reception or by sending an email to [security@pinewood.gr](mailto:security@pinewood.gr).
- Upon arrival, all parents and guardians collecting students will need to sign in with the school security guard.
- In the case that a student will be leaving school by taxi or another designated driver, verifiable parental permission is required, and the taxi or other driver details will be recorded with the security guard.
- Students who leave the school early due to illness, etc. and have notified their Principal or other staff member and their parents/guardian, must wait for their parent or guardian in the reception area.
- Parents/guardians or drivers who will be late picking up the student either after school or from school activities, must notify the school reception as soon as possible. This is critical to ensuring the proper supervision of all students while they wait on school grounds after hours.

### ***Parking***

Faculty and staff park in the parking lot designated to faculty and staff. Parents and guests can park on campus only during the times that the gates are open for pick up and drop off or in designated areas during school events. At all other times of the day, cars need to be parked in the surrounding area.

Pinewood is not liable for any loss, cost or damage incurred with regard to driving and/or parking on the parking lot or any parking area near the school.

### ***Emergency Procedures***

The safety of students in the School and protecting them and the School's staff in an emergency is of utmost importance. In case of emergency, students and staff must be prepared to evacuate the school as quickly as possible and in an orderly manner. Pinewood implements an Emergency Procedures Manual that outlines specific information and directions for emergencies including detailed instructions as to what to do in the event of an evacuation, earthquake, lockdown, or other emergency, as well as first aid instructions for injuries. Evacuation procedures are posted in each classroom and in different locations around the school. Three evacuation, earthquake, and lockdown drills are conducted each year for a total of nine drills per year.

### ***Emergency Closing of the School***

The President, in consultation with the Head of School, has full authority to order the temporary closure of the school in cases of natural disaster, severe inclement weather, a catastrophic malfunction in the school facility, public health crisis, or other unforeseen circumstances that jeopardize the health and safety of the students, faculty, staff, and administration.

The President is obliged to close the school when there is a Municipal decision related to the weather or other crisis. The Head of School has the responsibility to communicate the closing of the School to the community and third parties using multiple communications methods (SMS, email, website & social media).

### ***Continuity of Learning Plan***

Pinewood recognizes that the most beneficial mode of teaching and learning is through our daily, face to face school environment. However, in anticipation of challenges associated with any Greek or world crisis and in our efforts to stay ahead of change, Pinewood has developed three broadly defined models (On Campus, Hybrid, and Distance learning models) for learning that will engage students in meaningful ways and through multiple approaches. These models take into account varying degrees of public risk and are indicative plans for learning during extraordinary conditions. Greek government regulations and measures for all schools will dictate the essential decisions regarding school operations during such times. The three learning models may require us to adapt our approaches, including the make-up of our schedule, how we implement our curriculum, and adjustments in teaching routines. It is also possible we may need to transition between these various scenarios at different points in a given school year.

## **CURRICULUM AND INSTRUCTION**

Pinewood offers an enriched American college-preparatory curriculum for PreK-Grade 12 that is informed by the International Baccalaureate Primary Years Program (PYP) in PK2-Grade 6, Middle Years Program (MYP) for Grades 7-10, and the IB Diploma Program (IBDP) for Grades 11-12. Pinewood also offers a number of Advanced Placement courses, both during regular school hours and as Exam Only sections.

The School follows a standards-based curriculum model based on AERO standards (American Education Reaches Out) for all subjects and with additional support from NGSS Science, CEFR for languages, ISTE for technology, NCAS for the arts and Illinois State Standards for Physical Education.

## **STUDENT SERVICES**

Pinewood's Student Services aims at enhancing students' experiences and well-being in all areas of life at school. This includes academics, mental and physical health, setting future goals, independence, and developmental growth. We offer the following support services through the department: Learning support (SEN), Psychological support, Health and Wellness, College Counseling, Library Services, After School Activities, and Dormitory Support. The Student Services contribute actively to Pinewood's mission and vision, encouraging our students to become curious, creative, and caring citizens as they strive to reach their full potential.

### ***Psychological Support***

The Psychological Support provides support to all students who are experiencing emotional, social, and behavioral difficulties, within the school setting. In close collaboration with educators and parents, we aim to promote the well-being of everyone, and enhance the teaching and learning environment for our students, by creating a caring, safe, and confidential environment.

### ***Learning Support***

The Learning Support Services aim to identify and support students with different learning needs within and outside the classroom, in order to ensure that each Pinewood student may learn and flourish academically, socially, and emotionally, in a nurturing, inclusive and responsive environment. The Learning Support Services offer early childhood screening for Pre-K to Grade 1. This applies to all students and includes observations and standardized assessments. The Learning Support Services may incur an additional fee, based on the Levels of Support that the students are registered for.

### ***Health and Wellness***

The school nurses oversee and promote the physical health of all students, faculty, and staff. They participate in actions organized in school, such as Advisories and Webinars, to raise awareness on specific health matters and habits.

### ***College Counseling***

College Counseling at Pinewood is an integral component of each student's high school education. The goal of our College Counseling Services is to provide solid advice and guidance to students as they decide where to continue their studies after graduation. Additionally, of great importance is the support of seniors to achieve the highest possible placement to institutions of their first preference. College Counseling continuously follows the latest developments of international universities, related to global updates. Meetings with college representatives are held throughout the year, SAT preparation classes are offered, and support in the process of admissions and applying for university scholarships is given to all students.

### ***Library Services***

The Mary Glyn Hick Library in the Early Years/Elementary School and the Alexander Ammerman Middle & High School Library at Pinewood are welcoming spaces for students, faculty, and staff to learn, think, and find inspiration. They facilitate readers of all ages and interests and serve as a space for fun and creative learning activities. The Libraries continuously host important events, such as parents' evenings, meetings with teachers, Book Week, and presentations of professionals. Students may borrow books from the libraries. Reimbursement by the family will be required for any lost or damaged books or resource materials.



### ***After School Activities***

Pinewood offers a great range of after-school activities to achieve a more holistic development of the students and enhance their cognitive, social, emotional and organizational skills with an emphasis on teamwork. During the after-school activities, students have the opportunity to express themselves in a variety of experiences, activities and sports. After school activities begin two weeks after the first day of school and end two weeks before the last day of school. All Pinewood after school activities that take place on the campus are free of charge.

Pinewood strongly encourages all students to participate in the activities program and advises each student to make informed selections in balancing academic, athletic, social and familial responsibilities. It is expected that students demonstrate a commitment to the activity, team, or club selected. Students are responsible for maintaining a satisfactory academic standing while participating in the activities program at Pinewood. Participation decisions are left to the Activities Coordinator, the Principals, and the Head of School. A student must be in attendance at school in order to participate in an activity on the same day. Equally, all Pinewood standards of behavior apply to students involved in the activities program.

## **ADDITIONAL SCHOOL SERVICES**

### ***Bus Service***

Pinewood offers school bus transportation, on an optional basis, to main areas in the city and its suburbs, both in the morning and at the end of classes each day. Door-to-door drop off and/or pick up is not offered. Bus routes are set at the beginning of each year to accommodate to the maximum extent possible the requests made by each year's riders. During the application process, the Admissions Officer will provide clear information about our bus routes so that decisions about transportation needs may be made in the early stages of enrollment.

In addition, Middle/High students who live in areas not serviced by the Pinewood buses have the option to use one of the Anatolia buses if it is convenient for them.

Questions and requests regarding the school's bus service should be directed to [schoolbus@pinewood.gr](mailto:schoolbus@pinewood.gr).

Students riding the bus are required to be punctual when waiting for the bus and the high standards of student behavior and decorum that apply to the school instructional day also apply to bus transportation. Once students are on the bus, it is expected that they will stay seated for their safety. Bus rules are explained to each student by the bus monitors, and they must be strictly followed for the safety of everyone. Verifiable parental or guardian permission must be provided to the appropriate bus monitor if a student will not be taking the bus home as regularly scheduled or if a student plans to ride on a different bus (where there is available seating).

For daily absences or bus route changes, parents/guardians are required to contact the relevant bus monitor(s).

A bus monitor accompanies students on every Pinewood bus. All communication, regarding complaints, requests, and other matters regarding the bus should be directed to the Administrative Officers of the school, at [schoolbus@pinewood.gr](mailto:schoolbus@pinewood.gr).

Early Years Program students who ride the bus are walked to their classrooms each morning upon arrival and to the bus after school by their bus monitor or their aides.

Elementary School students who ride the bus are monitored as they walk in the building upon arrival and will be walked by a bus monitor to their bus after school by bus monitor.

Middle & High School students who ride the bus are expected to walk to their first class upon arrival and to get to the bus on time after school.

The following guidelines are in place for all bus riders on both the regular and after school buses:

- Students must be at the arranged pick up point at the appointed time. The driver cannot wait.
- Students will be under the authority of the bus monitor who may assign you a seat.
- Students should seat themselves as quickly as possible and remain seated while the bus is in motion.
- Students may not eat or drink on the bus.
- Improper language or behavior will result in appropriate consequences.
- Students may not lean out of windows or throw items from the bus.
- Students may not leave litter on the bus.
- Everyone is expected to help keep the bus clean.
- Any student-caused damage to the bus will be the responsibility of the student. The price for replacement or repair will be charged to that student's family.

### ***After School Activities Buses***

Special after-school activities buses are provided each day at 16:30. Every attempt is made to accommodate as many students as possible, but due to route length, student drop-off may not necessarily be near their homes. As such, the school cannot guarantee bus transportation for all students. In such cases, it is the responsibility of the parents or guardians to provide transportation home promptly at 16:25. In cases of continued late pick-up, the student's participation in after-school activities may be restricted.

### ***Lunch at School***

Students may elect to bring a packed lunch with them each day or participate in the catered lunch service (see below) or a combination of the two. Students in the Early Years Program and Elementary School eat lunch in their classrooms, and follow a rotation schedule for lunch and outdoor play. Middle & High School students eat lunch outside on the lunch tables or in other areas of the school that are suitable for eating.

### ***School Canteen***

A canteen is located on each of the school's campuses for students, faculty, staff, and parents. The canteen offers sandwiches, snacks, and drinks for purchase before school and during break and lunch. Students are expected to pay for all purchased items as directed by the canteen service.

### ***Catered Lunch Service***

Pinewood cooperates with the Melathron Food Services (MFS) catering to provide freshly cooked food to students who order it.

You can find more information about the Canteen and Lunch services [HERE](#).

All menus are based on the Mediterranean pyramid with smart additions to cover the modern trends and choices of children. The company is supported by specialized and highly-trained staff so that the proper storage and handling of food can be achieved, as well as the preparation of meals that cover all the nutritional needs of children.

The contact person for MFS is Mr. Stavros Intzes you can contact him by phone (+30 6944935044) from Monday to Friday from 9:00 am to 12:00 pm or by email at [sitidimotikoumfs@gmail.com](mailto:sitidimotikoumfs@gmail.com).

You do not need to order something everyday. Review the menu and decide the days you want catering delivered. The minimum order is one (1) week's worth of meals. Please note that the **deadline** for ordering is 12:00 pm on the Friday before the week starts. However, you can also order monthly.

**Payment** will be made no later than one week after the end of the order by depositing the amount into the company's bank account or by debit-credit card. In the case of a monthly order, payment must be made by the end of the month.

### ***Drinking Water***

The school has several water cooler stations with cold, filtered drinking water. We suggest children bring a water bottle for drinking. Please do not send plastic bottles with your children as the school has transitioned to a single-use, plastic-free environment.

## **LIVING ARRANGEMENTS & DORMITORY**

### ***Living Arrangements for All Students***

School policy requires that students must live with their parents or with a legal adult guardian. Pinewood students are not allowed to live on their own in a house or apartment. In order to attend Pinewood Middle and High School, students in Grades 7-12 in need of housing must reside in the Pinewood dormitory located on the campus.

### ***Middle & High Dormitory Facility***

Pinewood's Boarding Department, located right on campus, is available for a limited number of Pinewood students in Grades 7 – 12 and accommodates students from a wide range of nationalities. In order for a student to be admitted, s/he needs to go through an interview process with the Dormitory Director, the Pinewood Dormitory Liaison, and the Dormitory psychologist.

Our Student Services offer constant, personalized support to students living in the dormitories with weekly visits by the Pinewood Dormitory Liaison, planned off-campus activities, academic support, and regular availability of our Dormitory Liaison and School Psychologist.

## **SCHOOL COMMUNICATION**

Pinewood attaches high importance to teamwork, communication, and the building of relationships with faculty, staff, parents and students. We remain considerate of the feelings and morale of school community members while cognizant of the proper interrelationships and roles of a healthy school organization. Together, we make every effort to foster cooperative relationships, where every school community member feels proud, connected, and committed. Open communications with all school constituencies take place on a routine basis in a variety of forums and parents or guardians are encouraged to fully take advantage of these opportunities. Communication is encouraged whether through parent-teacher conferences, one-on-one scheduled meetings, by telephone, or via email. We believe that students benefit where there is strong parental or guardian involvement.

### ***Change of Address and/or Phone Numbers***

It is very important that the school be notified if families change residence, address, email address, or phone numbers (home, office, mobile) during the school year, as such information is essential in case of emergencies or unexpected school closings. Any such changes should be communicated immediately either by sending an email to [elementarydivision@pinewood.gr](mailto:elementarydivision@pinewood.gr) and [secondarydivision@pinewood.gr](mailto:secondarydivision@pinewood.gr).

### ***Parents' Night***

A Parents' Night for Pinewood parents/guardians is held in September. Parents visit the school with the purpose of meeting their child's teachers and to obtain information about the program objectives for the year, assessment expectations, and classroom policies and procedures for each class. Parents' Night is one of the most essential events for parents during the school year as it sets the foundation for the cooperative relationship between teachers and parents.

### ***Parent - Teacher Conferences***

Individual parent-teacher conferences are scheduled for parents twice a year, at which time student progress is discussed thoroughly using student work/evidence of learning and information on student development and well-being. These channels of communication are essential in providing collaboration between parents, teachers, and students, ensuring student achievement and establishing collective goals and objectives for students. Parents may also meet with teachers at any other mutually convenient time by scheduling an appointment directly with them via email.

### ***Parents Teachers Association (PTA)***

In Elementary, Pinewood has an active PTA (Parents Teachers Association) to support students and learning and raise money to provide resources and equipment to enhance student's learning and life in school. Our members offer their time to help plan and organize our events, such as Open Day, Trick or Treat, Thanksgiving, Valentine's day, etc., and communicate various initiatives with the parents and community.

### ***The Pinewood Planner***

The Pinewood Planner is a weekly communication from the school that outlines information about events, activities, announcements, and other valuable information for parents and students. The Pinewood Planner is sent as an email to all parents and students.

### ***The Pinewood Website***

Communication with our Pinewood community is facilitated through Pinewood's website ([www.pinewood.gr](http://www.pinewood.gr)). Reports, articles, news, calendars, and student articles are documented here. Additionally, parents can find information about our faculty and staff, supply lists, after-school activities, and Parent Portal (Athena).

### ***ManageBac***

ManageBac is the school's learning management system. This platform gives students and families access to grades, report cards, school documents, and more. It has the resources and communication tools to ensure each student and his/her family is involved in the academic process. It is also a learning portal used by teachers and students. The school's admissions officer provides access to ManageBac upon admission.

## **STUDENT CODE OF CONDUCT**

### ***Dress Code***

Each student at the Pinewood American International School shall attend school clothed in a manner which is clean, not hazardous to the safety of himself/herself or others and does not distract from the required educational environment. Clothing worn by students that is considered inappropriate and not allowed at school includes:

- Apparel displaying tobacco, alcohol, drugs, or profanity
- Provocative or revealing attire (i.e. bare midriff, low-cut plunging neckline/revealing tops, tube tops, halter tops, spaghetti straps, any items showing undergarments)
- Wearing of sunglasses or hats in the classroom
- Sagging pants (waist must be above the buttocks)
- Shoes that are not safe and appropriate for school
- Any item of clothing or accessory that may be considered inappropriate by the school

All faculty and staff are responsible for ensuring that each Pinewood student adheres to these guidelines.

Students in violation of the dress code are sent to the Principal for appropriate action ranging from a warning (cover up or removal), parent contact, or suspension from school after repeated violations.

### ***Bring Your Own Devices (BYOD)***

Students may bring a laptop, charger, and headphones to school for learning purposes every day. All other electronic devices, including MP3 players and other music devices, are strictly forbidden during school hours (8:40 – 15:20).

### ***Cell Phones***

Cell phones are strictly forbidden during school hours (8:40 – 15:20) as per Greek law. Any device that is being used improperly during school hours will be confiscated and returned according to the procedures in place. The school is not responsible for any electronic device that is lost or damaged on school grounds and discourages students from bringing cellphones to school.

### ***Acceptable Use Policy***

Students at Pinewood are encouraged to be responsible and active digital citizens. As part of digital citizenship, Pinewood has developed an Acceptable Use Policy (AUP), which includes guidelines for proper use of the school's computer network and the internet. All secondary students and their parents must sign a copy of this statement before a student will be allowed to use the school's computer network.

### ***Safety and Respect for Self and Others***

In order to ensure that Pinewood is a place where learning and teaching is a priority, students must be safe. Any student action that can be deemed as violating the safety of oneself or others can result in serious consequences.

### ***Respect for School/ Personal Property***

Pinewood's physical environment must be respected and kept clean and orderly at all times. Student belongings and school property must be protected and secured. There will be severe consequences to the violation or disrespect of student and school property.

### ***Inappropriate Language***

The use of inappropriate words or phrases in any language, either spoken or written, is strictly prohibited.

### ***Harassment / Intolerance / Discrimination***

Abuse, bullying, disrespect, or discrimination against anyone will not be tolerated under any circumstances. Each such incident of such nature will be reported, recorded, investigated, and addressed by the administration.

### ***Alcohol and Substance Abuse***

It is strictly prohibited and students may be expelled if found to be involved in the possession, use or exchange of alcohol, cigarettes, e-cigarettes, or illegal substances on school grounds or during school-sponsored events.

## **CHILD SAFEGUARDING AND PROTECTION**

Pinewood is committed to the protection of students against any physical abuse, emotional abuse, sexual abuse, and/or neglect. The protection of children is an important part of Pinewood's role as an educational institution and is the responsibility of all adults working for and/or providing services for Pinewood. We recognize our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavor to provide a safe and welcoming environment where children are respected and valued.

Child abuse and neglect are violations of a child's human rights and are obstacles not only to a child's education but also to their physical, emotional, and spiritual development. Furthermore, the protection of children is consistent with Pinewood's mission and core values. Educating community members on Pinewood's commitment to child protection can help prevent abuse and neglect as well as limit its scope through improved awareness and reporting.

The comprehensive Child Protection Policy is led jointly by the Head of School, Dr. Roxanne Giampapa, and our Child Protection Officers, Ms. Paris Papachristos for Middle & High School and Ms. Smaragda Spyrou for Elementary. The [Pinewood Child Protection Handbook](#) is shared with the community every year.

The Pinewood Child Protection Handbook follows the International Task Force on Child Protection which has identified the following expectations as being the minimum requirement of schools to provide safeguarding and child protection for its students:

- All children have equal rights to be protected from harm and abuse.
- Everybody has a responsibility to support the protection of children.
- All schools have a duty of care to children enrolled in the school and those who are affected by the operations of the school.
- All actions on child protection are taken with the best interests of the child, which are paramount

## **SCHOOL PROTOCOLS**

Pinewood has protocols for specific situations where student safety and well-being, physical or emotional, are being threatened or compromised, as well as protocol for Learning Support Services. All protocols are located on the school website under

“Protocols”. As protocols are developed or reviewed, they will be uploaded to the [website](#). At present, the following protocols are in place (in alphabetical order):

- [Accident Protocol](#)
- [Anxiety and Depression / School Refusal Protocol](#)
- [Child Abuse and Neglect Protocol](#)
- [Anti-Bullying In-School Prevention and Intervention Protocol](#)
- [Grief Response Protocol](#)
- [Learning Support Services Procedures and Protocols](#)
- [Parental Divorce Protocol](#)
- [Self-Harm and Suicide Protocol](#)

### **PARENT SUGGESTIONS AND FEEDBACK**

Pinewood understands that parent/guardian suggestions and feedback are an important part of any school’s continual growth and improvement. We believe that our families are valuable members of the school community, and opinions and suggestions are important to the success of our school. While not all suggestions may be implemented, all suggestions for and feedback about school improvement will be shared with and assessed for action by all relevant members of the faculty and/or staff.

The Parent Suggestions Form link is included in the Pinewood Planner every week for anonymous parent / student suggestions and feedback.

### **PARENT COMPLAINTS & CONCERNS PROCEDURES**

Constructive communication with parents/guardians is considered important at Pinewood. As key stakeholders in the education of their children, parents have a right and interest to voice any concerns they might have. It is the school’s duty and in its best interest to provide a channel for and be responsive to parents’ suggestions, concerns, and complaints.

The School strives to solve minor problems quickly and through informal means, whereby parents address their concerns to the most relevant person at school. Classroom-related issues should normally be addressed to the particular subject or class teacher concerned. Problems that extend beyond the classroom or in relation to staff or organizational issues, would normally be reported to the division Principal or in more serious or extensive cases, to the Head of School.

Complaints about a teacher should be directed to the Principal. Complaints about the Principal or other school staff should be directed to the Head of School, and complaints about the Head of School should be directed to the President via email.

The Principal logs all formal complaints received by the school, keeps the parents updated about the status of the complaint, and records how they were resolved.

### **PARENTAL SURVEY**

The School carries out an annual parental survey to gauge the level of satisfaction of parents and invite their feedback on any aspect of the school. Surveys are sent out before the end of the school year and will be anonymous by default, leaving parents the option to sign their comments or to remain anonymous.

### **PARENTAL TIPS**

It is our desire that the school and parents work together cooperatively in the education of our students. What follows are specific recommendations for the parental support of the school and its students:

- Ensure that your child arrives at school no later than five minutes before the bell rings each day.
- Ensure that your child gets at least 8 hours of sleep each night.
- Provide your child with school supplies as needed.
- Supervise your child's homework without doing it for them. Encourage them to try on their own and THEN assist them as necessary.
- Provide your child with a routine and quiet area for study that is free of noise and interference.
- Encourage your child to seek extra help from their teacher(s), as necessary, before and after school.
- Address concerns about your child's learning to the classroom teacher first, then to the appropriate school administrator if not satisfied.
- Familiarize yourself with the contents of the Pinewood Parent-Student Handbook.

## **THE MIDDLE & HIGH SCHOOL (Grades 7 - 12)**

### ***Introduction***

Pinewood's Middle & High School division offers a complete American college-preparatory program in Grades 7-12 that includes the International Baccalaureate Middle Years Program (MYP) and Diploma Program (IBDP), and Advanced Placement (AP) courses. The school is dedicated to striving for educational excellence and preparing students for challenging university study in the United States, or other universities abroad. In parallel, the program strives to give students the opportunity to develop lifelong qualities inherent in being a good person. As students progress through the Middle and High school programs, they become increasingly more knowledgeable, self-directed, responsible, and critical in their decision-making and understanding of the world around them. Teaching and learning is enhanced by the use of a learning management system (ManageBac) wherein blended learning - a combination of online digital media and traditional classroom methods - is increasingly embedded into the program.

### ***Academic Calendar***

The school year is divided into three terms. The first term runs from September to early December, the second from early December to early March, and the third from early March to early June. Final exams are taken at the end of the year.

### ***Teaching & Learning Climate***

Pinewood believes that in order to be a highly effective and engaging school, teachers and students must work to cultivate a safe and inclusive learning environment. Pinewood strives to foster a warm and caring learning environment where belongingness and learning are valued.

We seek to model respect for our students, parents and colleagues and make student success, in all its forms, the top priority within a supportive and stimulating environment consisting of high standards and expectations.

### ***Academic Integrity***

Academic integrity is a foundation for student learning. Learning how to express original ideas, cite sources, and work independently and honestly are skills that carry students beyond their academic career. Acts of academic dishonesty, including plagiarism, copying work from other students, stealing notes or work from others, and examination and test dishonesty are considered serious offenses.



The consequences of academic dishonesty will be as follows:

**1<sup>st</sup> offense:** Discussion between student and teacher; a documented warning is placed on record and expunged at the end of the year. Parents are notified by the teacher. The student will redo the work.

**2<sup>nd</sup> offense:** Discussion between student, teacher, and Principal/ AP/ IBDP Coordinator; a documented warning is placed on record and expunged at the end of the year. Parents are notified by the Principal/ AP/ IBDP Coordinator. The student will redo the work.

**3<sup>rd</sup> offense:** Referral to Administration for actions and consequences as appropriate.

### ***Promoting a Safe School Environment***

A safe school environment is necessary for students to excel academically and socially. Students should feel secure in order to be successful at school. At times, disciplinary action may be needed to maintain a healthy school atmosphere. Students and adults are held to high expectations to conduct themselves in a respectful and trustworthy manner. The following guidelines, although not comprehensive, help us promote a safe school environment.

- Students are encouraged and expected to solve their disagreements through peaceful dialogue.
- Students are encouraged and expected to speak English.
- Students should follow indoor and outdoor rules at all times.
- All textbooks, library books, and school materials issued to students are their responsibility.
- Any student staying after school may do so only when involved in supervised activities.

### ***English Proficiency***

The CEFR serves as the comprehensive basis on which students' language progression is measured. Upon admission to Pinewood, students are placed in their respective English Language and Literature groups in accordance with their performance in the pre-admissions test, the oral interview with the Principal, and their score in the school-administered MAP Test given no later than the first week of classes.

The placement of returning students is decided in accordance with their score in mandatory end-of-year examinations (Grades 7-10), Measure of Academic Progress (MAP) tests (Grades 6-10), and PSAT tests (Grades 8-10).

### ***Middle School (Grades 7 and 8)***

The 7th and 8th grade programs at Pinewood are designed to provide a smooth transition from the Elementary school years to increased academic intensity and expectations of the High School (Grades 9-12) experience.

In recognizing the many physical, social, and emotional changes associated with early adolescence, processes are utilized which allow for student responsiveness to meet these myriad needs in a timely and efficient manner. In doing so, the development of an environment conducive to learning within the academic rigors of the secondary school is advanced.

### ***Courses Offered in the Middle School (Grades 7-8)***

All courses offered can be found on the school [website](#).

### **High School (Grades 9-12)**

Students in grades 9 through 12 select courses during the spring prior to the upcoming academic year. Guidance for the yearly course selections and the development of student four-year plans is provided by the school in cooperation with the parents and teachers. It is critical that each student's schedule is developed with careful thought and consideration and students interested in committing themselves to either the Advanced Placement or the IB Diploma Program need to begin preparing well before Grade 11, if possible.

### **Three Pathways of Study**

Pinewood offers three different high school programs of studies designed to prepare students for university matriculation in the U.S. and around the world and all students who successfully complete any of the programs of study are awarded the American High School Diploma upon graduation.

1. The **International Baccalaureate Diploma Program (IBDP)** is a 2-year program of study, and the diploma is awarded by the IB following successful completion of the requirements set by the IB.
2. The **American High School Diploma** with the [Advanced Placement](#) program
3. The **American High School Diploma**, based on the American model and awarded after successfully meeting all graduation criteria (see below).

### **Greek Diploma Equivalency**

Students may receive Greek Diploma (Apolytirio of Lykeio) equivalency through the American High School Diploma. This requires Greek Language & Literature and Greek History courses each year of high school following the Greek Ministry of Education curriculum. Any other certificates issued by the IB or College Board for IB or AP courses respectively are not recognized by the Greek Ministry of Education.

Upon receipt of the American High School Diploma, the equivalency process needs to be initiated in order for the student to receive the equivalency to the Greek Apolytirio. Please contact [secondarydivision@pinewood.gr](mailto:secondarydivision@pinewood.gr) for specific instructions as to the process.

### **Graduation Requirements for All Options**

Requirements for graduation are consistent with the goals of the school, the requirements for admission to higher education institutions, and based on the Carnegie Unit system. Pinewood grants its diploma only to students who have successfully completed all graduation requirements.

Students are required to attend 8 semesters in high school as well as complete a minimum of **22 credits in order to obtain a diploma from Pinewood**. The strong majority of Pinewood students graduate with more than the minimum credit requirement.

Transfer students will have their official transcripts reviewed for credit approvals. A minimum of 10 credits for students transferring to Pinewood in Grade 11 and 5 credits for students transferring to Pinewood in Grade 12 must be earned in Pinewood's program, while also meeting the credit distribution requirement, in order to earn the American High School diploma. Course credits earned in schools following an American curriculum, or through AP or IB courses are considered equivalent to the credits earned in Pinewood.

### **Middle & High School Minimum Requirements Recommended Requirements**

Language & Literature	4 credits	4 credits
-----------------------	-----------	-----------

Individuals & Societies	4 credits	4 credits
Mathematics	3 credits	4 credits
Science	3 credits	4 credits
Language Acquisition	2 credits	4 credits
Physical Education	1 credits	1 credits
Electives	5 credits	6 credits

### ***Course Credits and Grade Level Advancement***

Students earn credits when they successfully complete a High School course at Pinewood according to the number of periods the course meets per week throughout the year.

Course work completed in other schools will be evaluated at the time of enrollment and credit will be extended for equivalent subjects. One credit is earned for courses that meet for an equivalent of five 45-minute periods per week throughout the school year.

High School students must obtain a minimum number of credits in order to advance to the next grade level. As a general rule, the following policy applies:

- Students must obtain at least 4 credits by the end of grade 9 to advance into grade 10.
- Students must obtain at least 9 credits by the end of grade 10 to advance into grade 11.
- Students must obtain at least 15 credits by the end of grade 11 to advance into grade 12.

### ***College Counseling***

College Counseling at Pinewood is an integral component of every Pinewood high school student's education. The process of deciding what to do after high school is a time of great discovery and development as students transition to a life of increased freedom and responsibility. Success in this process requires an open mind, strong communication, and a willingness to stretch boundaries. Our goal is to provide solid advice and guidance to students as they decide where to continue their studies after graduation.

The College Counselor designs several meetings for freshmen, sophomores, juniors, and seniors. Then, in the junior and senior years, students begin to meet one-on-one with the College Counselor to discuss future plans. The College Counseling Program is highly individualized, and it is the student's responsibility to take advantage of the services that are offered. These services include, but are not limited to, information distribution (via emails, individual notices, daily bulletin notices, advisory announcements and a college counseling resource area), sponsorship of evening programs including two college nights (one for senior students /parents and one for junior students/parents), a series of college workshops for students throughout the year, assistance with essay-writing techniques and application strategies, and the scheduling of college representatives for on-campus meetings each fall.

### ***Commencement Ceremony***

The Commencement Ceremony, which is an important feature in American international schools, is held for the graduating seniors (Grade 12) at the end of each academic year. On this occasion, two top-ranking seniors deliver Salutatorian and Valedictorian addresses on behalf of their classmates, and a guest speaker is invited to address the graduating class. The event is the highlight of a secondary student's career at Pinewood and the entire Pinewood community is invited to attend.

If a student has not completed all graduation requirements at the time of the graduation ceremony the student may participate in the graduation ceremony, if an acceptable, timely

plan for obtaining the needed credits has been approved beforehand. Under no circumstances is a student able to receive a Pinewood graduation diploma if graduation requirements have not been fully met.

### ***Courses Offered in High School (Grades 9-12)***

All courses offered in High School can be found on the school [website](#).

### ***Support for English Language Learners in Grades 7 - 12***

Within the English Department, the language acquisition course provides focused acquisition support in small class settings. The course aims to develop each student's fluency and accuracy for specific academic purposes related to the curriculum, and thus focus equally on listening, reading, speaking, and writing. Students are placed in this course according to their scores in the Admissions Placement Test and/or MAP and PSAT scores of the previous year.

A variety of language practice activities are completed during class time, both individually and interactively with others. Students should come to class everyday with all course books and required course materials, ready to work on English language development. Since the course often has a small number of students, instruction can be individualized, and the basic curriculum adapted to meet the needs of a particular group of students. Students are thus encouraged to invest in their learning and interact closely with the classroom teacher to increase their skills in English.

### ***Progress Reports***

Progress reports with grades and habits/attitudes towards learning are issued at the end of each term and a report card with final grades is issued at the end of the year. Teachers' narrative evaluations are issued twice a year, at the end of Term 1 and Term 2. The GPA is calculated on a 5.0 scale for AP and IBDP courses and a 4.0 scale for all other courses. The scale can be found in the [high school section](#) on the Pinewood website.

At Pinewood, teachers differentiate between formative assessment and summative assessments. Formative assessments, or assessment for learning, are designed to challenge students to develop new ideas, take risks and learn from their mistakes. This learning takes the form of homework, classwork, quizzes, and other types of practice. In contrast, summative assessments, or assessment of learning, are opportunities for students to demonstrate their learning. These assessments take the form of tests, projects, presentations, and essays.

### ***Habits and Attitudes for Learning (HAL)***

In addition to numerical grades, Middle and High School students also receive feedback on their [Habits and Attitudes for Learning](#). HAL marks are qualitative and based on 4 criteria: attendance/punctuality, preparation, independence, and collaboration. The rubric used to provide this feedback identifies many of the dispositions and approaches to learning that students should work to develop if they are to cultivate a growth mindset and become independent lifelong learners. Teachers assign attitudes to learning qualitative continuum marks throughout the year. Students can also use the rubric to self-assess or set personal growth goals.

### ***Weighted Course Grades***

Numeric and Grade Point Average calculations are weighted according to the number of teaching periods a course meets every week. Courses that meet for 5 or 4 periods per week have a weight of 1, courses that meet for 3 or 2 periods per week have a weight of 0.5, and courses that meet for 1 period per week have a weight of 0.25.

### ***Alternative Grades***

Under rare and exceptional circumstances, the following grading alternatives may be used:

#### **Incomplete**

An incomplete may be used as an alternative grade. An incomplete grade indicates that the student has not completed all the required work for the course and must complete it within a predetermined time frame to earn a term grade. A new report card is issued once the incomplete grade has been changed to a letter grade by the teacher involved.

#### **Pass/Non-Pass**

The “pass” grade may be given to a student with special circumstances dependent on a student’s effort and not on percentage grading. It indicates that the student is “working” or “making adequate progress”. However, the grade will not be a factor in the student’s grade point average. The grading process is consistent for the entire semester in this course. A student will receive a P or NP for each term.

#### **No Grade**

This mark is given to a student for whom a teacher is unable to grade, due to insufficient information.

### ***Criteria for Passing / Failing a High School Course***

Final grades are determined through a combination of the scores earned in formative and summative assessments and cumulative exams.

For AP courses, a minimum grade of 2 is required for receiving credit.

For IB courses, a minimum grade of 3 is required for receiving credit. ToK requires a minimum grade of D for receiving credit.

Only final grades, not progress report marks or term scores, are used to calculate a student’s GPA for the year on the transcript.

### ***Credit Recovery***

Credit recovery is an option available to high school students who did not earn a final, passing grade in up to 3 courses but no more. The intent of the program is to provide these students with an opportunity for additional time to earn credits towards graduation. All costs associated with this option are the responsibility of the student. Students who need to enroll in an online course will be notified by the Principal and/or IBDP Coordinator as soon as possible; however, it is often the case that the need is not clear until after final exams have been completed. Students must successfully complete all course requirements in order to earn the needed credit.

The credit recovery course must be successfully completed at least 2 weeks before the first day of school in order to count towards advancement to the next grade level.

Upon receipt of the official transcript indicating a passing mark, the student’s transcript will be adjusted accordingly to indicate that credit recovery was utilized for that class.

### ***Academic Probation***

Academic Probation is a temporary status incurred by a student based on his or her most recent progress report and/or report card. It is a final step taken by Pinewood for students who are struggling in one or more courses. It is provided to ensure that such students are

meeting the minimum academic standards of the school. A student will be placed on academic probation if s/he is not in good academic standing at the end of the term or year.

Reasons may include the following:

- The student is currently failing 1 or more core classes.
- The student is at risk of not meeting promotion/graduation criteria.

Parents and students will be informed in an official email from the Middle and High School Principal, AP Coordinator, or IBDP Coordinator. A meeting will take place between the student and the Middle and High School Principal, AP Coordinator, or IBDP Coordinator in order to provide guidance to the student for ways of increasing his/her success in school. This may include suggestions for additional support, supervised study for dormitory students, changes in courses, and/or reorganization of athletic, social, or other extracurricular schedules. If at the end of the next term a student has returned to good academic standing, s/he will be removed from Academic Probation.

A list of students on academic probation is compiled after each term and shared with teachers in order to more closely follow each student's progress and provide extra support.

Academic probation also means that the student may be prohibited from going on overnight trips and/or participation in extracurricular activities may be suspended if his/her teachers feel that the student is not making marked improvement and/or that effort is not being put forth to improve. If there is little to no improvement while on academic probation, the parents may be advised to seek alternative educational options.

### ***Advisory Groups***

Advisory in Grades 7-12 is a time set aside once per week for our students to positively interact with their peers. Through Advisory activities and discussions under the guidance of a grade-level faculty advisor, the goal is to provide a welcoming, positive environment where each student feels comfortable and safe as well as to offer academic and personal support for each student. At Pinewood, we firmly believe that no two students are alike. Thus, by forging strong student-teacher relationships, we are better able to assist in the success of each individual.

### ***Textbooks***

Textbooks are provided to Pinewood students for the duration of the year in each class through Grade 12. With the exception of English and Native Greek classes, in which books are theirs to keep, each student is responsible for returning all school books in reasonable condition or a replacement or damage fee will be assessed. A second copy of a text will be issued upon payment for the lost copy.

### ***Lockers***

The majority of students are issued lockers in the Middle and High school. Pinewood is not responsible for lost or stolen locker contents. Each student is responsible for maintaining his/her locker in a reasonable condition or replacement or damage fees may be assessed. Students are also required to keep their lockers locked at all times.

### ***Standardized Testing***

All students in Grades 7-10 are given the MAP (Measure of Academic Progress), an internationally recognized standardized test twice yearly. Test scores and results are reported within the school's LMS as soon as possible.

All students in Grades 8, 9, and 10 are required to take the Preliminary Scholastic Aptitude Test (PSAT) at school each year, too. Test scores and results are reported within the school's LMS as soon as possible.

### ***Student Council***

In keeping with the school's desire to promote democratic institutions and procedures to as great a degree as possible, a Student Council has been created for Grades 7-12. The organization has its own constitution and faculty advisors, and school wide elections are held each September. Class presidents also serve on the Student Council. The Student Council sponsors school projects and social events and is a valuable link between students and administration.

### ***Awards and Recognitions***

#### **Pinewood Honor Awards**

To recognize outstanding student achievement in a multitude of areas, including academics, athletics, arts and other areas of student development, the Secondary School holds a Pinewood Honor Awards assembly each year. At this time, students are celebrated for their achievements, both individually and as groups or teams.

#### **President's Award for Educational Excellence**

This award, bestowed upon up to 3 students in each Middle and High School grade level, is based on high academic achievement in the classroom in the form of outstanding marks in all subjects from the year. In addition, these students demonstrate high motivation, initiative, integrity, intellectual depth, leadership qualities and/or exceptional judgment.

#### **National Honor Society (NHS)**

Pinewood sponsors a local chapter of the U.S.-based National Honor Society (NHS). Membership is open to students in Grades 10-12 who, in addition to having a high academic average, show special qualities of leadership, character, and service to the school community. The prestigious NHS induction ceremony takes place each year in the second semester.

NHS is one of the oldest and largest recognition programs for high school students in the United States. Once selected, a student is awarded membership in Pinewood's Chapter of the National Honor Society. NHS members are involved in a number of school-related projects and activities that aim to give back to their school and community.

#### **Ryan Giatas School Spirit Award**

Sponsored by Mr. and Mrs. Athanasios Giatas, this award honors their son, a Pinewood 11<sup>th</sup> grader who died tragically in an accident in October 1996. It is given annually to the secondary student, by vote of the entire secondary student body, showing the most enthusiasm and interest in school life.

#### **All Around Student Award**

This award goes to the student in Grades 9-12 who makes the greatest contribution in several different areas of school life. Helpful ways of considering students for this award are to consider the NHS criteria of service, character, and leadership. The Middle and High School faculty nominates candidates and votes for the award.

#### **Departmental Award**

Departmental awards are given to High School and Middle School students who have excelled academically in that particular subject area. Awards are given at the end of the school year by each of the following departments: Language & Literature, Individuals &

Societies, Mathematics, Science, Arts, French, Modern Greek, Spanish and Physical Education.

### Class Award

The Class Award of Merit is a demonstration of commitment, growth, effort, overcoming obstacles, determination, and grit.

### **Student Expectations**

#### *Study time and Homework*

The assignment of homework is designed to reinforce the learning taking place in the classroom. The amount of homework will vary from day to day depending on the subject matter, the varying abilities of the student, the scheduling of other activities or special programs, and the work assigned for other projects. While the school recognizes that students undertake many learning experiences outside school hours, Pinewood requires that some of this time be set aside for school-initiated homework and personal study time. School initiated homework is work directly assigned by a teacher, while personal study time refers to a variety of activities, including personal reading, writing, research, and practice/review.

The following times are recommended as a minimum total study time per night:

<b>Grade</b>	<b>Study time per night</b>
7	1 ½ hours
8	1 ½ hours
9	2 ½ hours 3 hours (AP students)
10	2 ½ hours 3 hours (AP students)
11	2 ½ hours 3 hours (AP & DP students)
12	2 ½ hours 3 ½ hours (AP & DP students)

## **ABSENCE POLICY**

### ***Our Philosophy***

#### **Students will attend school regularly.**

Regular attendance is a positive factor that develops habits of punctuality, self-discipline, and responsibility in students. Students who attend class regularly generally achieve higher grades, enjoy school more, and are more successful in life after school. Even though a student may make up the actual work missed because of absences, s/he may never be able to replace the social, educational, and cultural contacts that are received only through actual classroom participation. Thus, Pinewood highly values student attendance.



**Parents will support their child's regular attendance.**

While we understand that there may be some emergencies or illnesses, we encourage parents to support their children to come to school every day on time and stay until school is dismissed for the day. Unless there is an emergency, we ask that parents refrain from picking up students until school is dismissed in the afternoon. Early dismissal and returning from holidays after school begins can be disruptive to the learning process. We strive for 100% attendance throughout the year.

When parents anticipate that their child will be out of school for an extended time, they should inform the school. When a parent is away from Thessaloniki, we request that the family contact the school to inform us so that teachers are aware of the temporary change in routine at home. Parents must notify the school office as soon as possible if children will be absent and excessive absences or tardies will result in affiliated consequences.

**Teachers will provide rich, relevant learning experiences for their students.**

Teachers are committed to creating daily learning experiences that are meaningful and relevant to the knowledge, skills, character development and reflection for each course. This will include a variety of student-centered approaches to teaching and learning, in and out of the classroom, and will be designed to support student success on all levels of the learning continuum.

**The school will be responsible communicators regarding attendance.**

Parents will be informed regularly and in a timely manner of a student's attendance records. In special cases (severe attendance/tardy problems), a student may be given an individualized attendance program. To ensure the highest level of student success, Pinewood will work cooperatively with parents and students to promote increased student attendance. This policy will be based on the school's attendance standards, clear and enforceable guidelines, and positive motivation for good attendance.

***Attendance Requirements***

The following limits constitute sufficient attendance in a school year. These limits are equivalent to slightly more than 10% of the total teaching periods during the year.

By Year

- 120 total absences allowed per year (including Advisory)

By Course

- 04 absences for classes meeting 1 period
  - 08 absences for classes meeting 2 periods
  - 12 absences for classes meeting 3 periods
  - 16 absences for classes meeting 4 periods
  - 20 absences for classes meeting 5 periods
- 
- Absences are counted by teaching period
  - School attendance is considered sufficient or insufficient based on the total number of absences in the school year. The total absences considered sufficient are approximately 10% of the total teaching periods during the year
  - There is no distinction between excused and unexcused for the totals above
  - Arrival to class more than 20 minutes late is counted as an absence
  - When students are absent during celebrations, educational, cultural or athletic activities that are scheduled within the school day absences are recorded for the teaching periods during which these activities took place.
  - Exceptions to the above are only considered if they fall within the school's defined "Special Cases" categories and only with appropriate documentation (see below)

### ***School Procedures for Accurately Recording Absences***

The school works diligently to accurately record and post attendance for students and families.

- Attendance is reported on the student's progress reports at the end of each term
- Parents / guardians are required to call the school when their child is absent
- Attendance is taken daily by each teacher and recorded promptly on ManageBac
- Attendance reports are generated and reviewed by the Principal each week

### ***Actions for Accumulated Absences***

The school takes proactive actions to support students with potential issues related to attendance.

- When a student's total absences reach 4 periods in one class or 20 periods in total, the student and parents are contacted to attend a mandatory meeting with the Principal. The same will occur at 8 for one class and 30 total. Beyond this, the Head of School will be involved in all meetings with the parents.
- Students who have insufficient attendance in a course at the end of the school year will not receive credit.
- Students who have insufficient attendance in total (more than 120 absences) at the end of the school year will not receive credit and must repeat the school year.

### ***Special Case Absences***

All absences are recorded in the absence registry, but for the cases described below, they do not count towards the limit for sufficient attendance:

- Absences of students participating in educational activities, student competitions, athletic activities, tournaments and competitions, concerts, dance performances or arts exhibitions in Greece or abroad.
  - Documentation required: Registration or invitation and certificate of attendance
- Absences for special medical reasons that require systematic treatment or hospitalization.
  - Documentation required:
    - Current diagnosis and sufficient official documentation stating the type and frequency of the treatment
    - Note from a doctor or hospital for the days absent
- Absences for reporting to governmental offices, authorities, and court appearances.
  - Documentation required: Proof of appointment with the appropriate authorities
- Absences due to bad weather conditions that make it difficult for the students to attend school
- Absences related to the participation in entrance exams for university admission in Greece or abroad.
  - Documentation required: Student's application or registration and certificate of participation.
- Absences due to a student's participation in a long-term study abroad program.
  - Documentation required: Certificate of sufficient attendance from the host school for that time period.

For all the special cases described above, the absences will not count only under the following conditions:

- The parents have informed the school about the days of the student's absence
- Sufficient documentation is presented to the school

- All schoolwork missed during the absence is completed before departure, during the duration of the absence or within one week of the student's return according to a plan developed by the Principal.
- Prior approval by the Principal in case the student has already accumulated more than 30 special case absences.

## **SERIOUS DISCIPLINE POLICIES**

At Pinewood, a safe environment ensures that students can excel academically and socially. Children must feel safe and secure in order to be successful at school. There are instances that require disciplinary actions to maintain a healthy school atmosphere. Students, faculty, and staff are held to high expectations of behaving in a respectable and trustworthy manner. Below are issues that apply to all students. Please see EYP, Elementary, and Middle & High School sections for specific information about expectations for behavior.

### ***Suspension and Expulsion***

In order to ensure that Pinewood is a place where learning and teaching is a priority, students must be safe. Any student action that can be deemed as violating the safety of oneself or others can result in serious consequences.

An electronic Incidents Log, accessible only to the Principal, is kept on file for incidents that represent repeated behavior in a student's actions. In cases of severe violations such as physical misconduct, vandalism, verbal abuse, or sexual harassment, a suspension may occur either at school or at home.

If a student is suspended, parents will be contacted, and a letter will be sent home describing the details of the infraction and suspension.

### ***Out-of-School Suspension***

In cases of significant behavior violations, a student may be suspended from school and will not be allowed to be on school grounds and attend or participate in any school functions from the time s/he is notified of the suspension until the day following the completion of his/her suspension.

### ***In-School Suspension***

The in-school suspension is an alternative to out-of-school suspensions normally associated with violations of lesser severity. Students do not attend classes yet work on school assignments in a separate, supervised area. They may not participate in any extra-curricular activities during the suspension day including after school or evening school functions. In cases of school-related instructional activities, the student will be allowed to make up for all work missed.

### ***Expulsion***

Under extraordinary circumstances, the expulsion of a student may be needed to ensure that our campus remains a safe and appropriate place for learning. Expulsion is a very serious and rare action.

Examples of behaviors that may result in suspension or expulsion include but are not limited to:

- Bullying / Harassment / Intimidation (see below)
- Extortion (threats of physical violence unless money is given)
- Fighting
- Sexual harassment (see the [Child Protection Policy and Procedures](#))
- Drugs, non-prescribed pills, or alcohol
- Weapons

- Stealing
- Destroying property

A student can be expelled even if s/he has not been involved in a previous incident of any kind before, following the decision of the faculty meeting of the division the student belongs to, by the majority of votes, as follows:

An emergency divisional faculty meeting is announced within five days before it takes place. All faculty members of the division and the parents of the student are invited to attend. Given the international nature of the school, and if the parents of the student cannot be physically present, they may participate virtually through zoom, the recording of which is prohibited without prior, written consent of the school. Neither the specific student nor any other Pinewood student or outside adult (apart from a translator) is allowed to be present in the meeting, the procedure of which is as follows:

- a) The Principal presents to the faculty the reasons why a decision needs to be made.
- b) The parents of the student present their views.
- c) The parents depart.
- d) The faculty openly vote in favor or against the decision. No member physically present can abstain.
- e) On the same day and in writing, the Principal informs the parents of the decision, which is binding.

In accordance with Ministerial Decision 4713/2020, Article 7, Paragraph 6, Pinewood retains the right not to allow a student to re-enroll if s/he has been involved in any of the disciplinary behaviors described above, or of the same nature, regardless of whether s/he has been expelled throughout the previous year or not.

### ***Bullying / Harassment / Intimidation***

No harassment of another student, whether verbal, physical or written is tolerated at Pinewood. Any student found harassing another student may be recommended for suspension or expulsion in accordance with this handbook. Bullying is one form of harassment and will not be tolerated. Bullying is a repeated behavior involving a real or perceived power imbalance, and not when two children with no perceived power imbalance fight, have an argument, or disagreement. Bullying is not tolerated, and all reported incidents will be investigated according to the school's [Bullying Protocol](#).

## **ACCEPTANCE OF HANDBOOK**

The present handbook was drafted as an internal regulation with the aim of regulating the conditions of everyday school life, ensuring the smooth operation of the school, as well as the educational and pedagogical work in accordance with the mission and vision of Pinewood.

For its successful implementation, the consent of all stakeholders in the school is required, along with their conscious acceptance of the rules it includes and a willingness to adhere to them. The enrollment of a student in the school implies the full acceptance, by both the student and their parents/guardians, of all the chapters of this handbook without exception and without any reservation, legal or otherwise. The regulation is posted on the school's website to be available at all times to everyone.

The school retains the right to supplement or modify the provisions of this handbook whenever it deems it necessary or appropriate. For any changes to the content of the handbook after its initial approval, the School is obligated to inform all stakeholders in school life in a timely manner.