



**PINEWOOD**  
AMERICAN INTERNATIONAL SCHOOL

# **THE ELEMENTARY PINEWOOD HANDBOOK**

**2024-2025**

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# Table of Contents

INTRODUCTION TO PINEWOOD	5
<b>Mission Statement</b>	5
<b>Vision Statement</b>	5
<b>Core Values</b>	5
<b>Educational Program Goals</b>	5
<b>Accreditation</b>	6
<b>Key Support Organizations</b>	6
<b>Nondiscriminatory Policy</b>	7
<b>Privacy Policy</b>	7
<b>Host Country Relations</b>	7
<b>Religious and Political Neutrality</b>	7
PINEWOOD LEADERSHIP	8
<b>Pinewood Corporation</b>	8
<b>Pinewood Board of Trustees</b>	8
<b>President of the Pinewood Corporation</b>	8
<b>Pinewood Governance Committee</b>	8
<b>Anatolia College Cabinet</b>	9
<b>Pinewood Head of School</b>	9
<b>Pinewood Leadership Team</b>	9
PINEWOOD FACULTY AND STAFF	10
<b>Pinewood Faculty and Staff</b>	10
<b>Equal Opportunity Employment</b>	10
<b>Qualifications</b>	10
ADMISSIONS	11
<b>Citizenship</b>	11
<b>English Proficiency</b>	11
<b>Interview with the Principal</b>	11
<b>Age Requirements</b>	11
<b>Students with Special Needs</b>	11
<b>Enrollment Requirements</b>	12
<b>Tuition and fees</b>	12
<b>Re-enrollment</b>	13
<b>Student Placement / Teacher Requests</b>	13
<b>Payment Policy</b>	13
<b>Early Disenrollment / Late Enrollment</b>	14
<b>Collections</b>	14
<b>Enforcement of Policies</b>	14
FINANCIAL ASSISTANCE	15
GENERAL OPERATIONS	16

<b>Operational Hours</b>	16
<b>Smoke-Free Environment</b>	16
<b>Confidentiality of Student Records</b>	16
<b>Requests for Transcripts and Certificates of Attendance / Study / Competition</b>	16
<b>Erasure of Records</b>	16
<b>Field Trips</b>	16
<b>Books and Supplies</b>	17
<b>Athena and ManageBac</b>	17
<b>Electronics at School: Laptops / Computers / Tablets</b>	17
<b>Headphones</b>	17
<b>Cell Phone Free School Campus</b>	17
<b>Personal Property</b>	18
<b>Lost and Found</b>	18
<b>Pets at Pinewood</b>	18
<b>SCHOOL COMMUNICATION</b>	18
<b>Change of Address and/or Phone Numbers</b>	18
<b>Parents' Night</b>	18
<b>Parent - Teacher Conferences</b>	19
<b>Parents Teachers Association (PTA)</b>	19
<b>The Pinewood Planner</b>	19
<b>The Pinewood Website</b>	19
<b>ManageBac</b>	19
<b>HEALTH AND SAFETY</b>	20
<b>Student Supervision</b>	20
<b>School Nurse</b>	20
<b>Accidents / Illnesses</b>	20
<b>Administration of Painkillers</b>	20
<b>School Health Form</b>	20
<b>Permission Slips</b>	20
<b>Campus Security</b>	20
<b>Drop-off and Pick-up Procedures</b>	21
<b>Arriving to and Leaving Campus Safety Procedures</b>	21
<b>Parking</b>	21
<b>Emergency Procedures</b>	22
<b>Emergency Closing of the School</b>	22
<b>Continuity of Learning Plan</b>	22
<b>ACADEMICS</b>	22
<b>Early Years/ Elementary Bell Schedule</b>	23
<b>Academic Calendar</b>	23
<b>Grading Scale</b>	23
<b>EARLY YEARS &amp; ELEMENTARY SCHOOL (Pre-K to Grade 6)</b>	24

<b>Early Years Program</b>	25
<b>Early Years Placement in the Program</b>	25
<b>Elementary Grade-Level Placement</b>	26
<b>Standardized Testing</b>	26
<b>Homework</b>	26
<b>Reading at Home</b>	27
<b>Textbooks &amp; Supplies</b>	27
<b>Report Cards &amp; Parent - Teacher Conferences</b>	27
<b>Elementary Attendance</b>	27
<b>Student Council</b>	28
STUDENT SERVICES	28
<b>Psychological Support</b>	28
<b>Learning Support</b>	28
<b>Health and Wellness</b>	28
<b>Library Services</b>	28
<b>After School Activities</b>	29
ADDITIONAL SCHOOL SERVICES	29
<b>Bus Service</b>	29
<b>After School Activities Buses</b>	30
<b>Lunch at School</b>	30
<b>School Canteen</b>	30
<b>Catered Lunch Service</b>	30
<b>Drinking Water</b>	31
<b>Indoor and Outdoor Recess</b>	31
STUDENT CODE OF CONDUCT	32
<b>Bring Your Own Devices (BYOD)</b>	32
<b>Cell Phones</b>	32
<b>Acceptable Use Policy</b>	32
<b>Safety and Respect for Self and Others</b>	32
<b>Respect for School/ Personal Property</b>	32
<b>Inappropriate Language</b>	32
<b>Harassment / Intolerance / Discrimination</b>	33
SCHOOL PROTOCOLS	33
<i>Positive Behavior Intervention Support</i>	34
<b>Playground Expectations</b>	34
<b>Assembly Expectations</b>	34
PARENT SUGGESTIONS AND FEEDBACK	35
PARENT COMPLAINTS & CONCERNS PROCEDURES	35
PARENTAL SURVEY	35
PARENTAL TIPS	35

## INTRODUCTION TO PINEWOOD

### ***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 in Grades 6 are required to demonstrate an A2 or higher 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.

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

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 before a final decision as to their application is made.

### ***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.

### ***Class Size***

Under normal circumstances class sizes, from Pre-Kindergarten to Grade 6 shall not exceed 20 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 attend 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.

**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.

Students have access to their emails from Grade 3 to Grade 12.

### ***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.

## **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).

### ***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.

## **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***

Elementary Pinewood has currently one School Nurse 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).

### ***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 398460) 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 (8:20 – 15:00) 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.

## ACADEMICS

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 Next Generation State Standards Science (NGSS), Common European Framework of Reference (CERF) for languages, International Society for Technology in Education (ISTE), National Core Arts Standards (NCAS) for the Arts and Illinois State Standards for Physical Education.

### ***Early Years/ Elementary Bell Schedule***

Period 1	8:20-9:02
Period 2	9:05-09:47
Period 3 Break	09:47-10:27
Period 4	10:30-11:12
Period 5	11:15-11:57
Period 6 Lunch K, EY, 4-6	12:00-12:42
Period 7 Lunch 1-3	12:45-13:27
Period 8	13:30-14:12
Period 9	14:15-14:57

### ***Academic Calendar***

The Academic school calendar is divided into three terms. The first term runs from September to the end of November, the second from December to early March and the third from mid-March to mid-June. Report cards are issued at the end of each term.

### ***Grading Scale***

<b>Scale</b>	<b>Description</b>
4 Exceeding	The student demonstrates mastery of the grade-level performance expectations and standards. The student also displays the ability to apply and transfer learning with depth and complexity. Additionally, the student is able to analyze, peer review and effectively critique the work of others.
3 Secure	The student demonstrates mastery of the grade-level performance expectations and standards. The student is also able to analyze and peer review the work of others.

2 Developing	The student demonstrates partial mastery of the grade-level performance expectations and standards. The student will be provided with feedback and support in order to revise work.
1 Emerging	The student provides little to no evidence or meeting the grade-level performance expectations and standards. The student will be provided with feedback and support in order to revise work.
(N/A) Not Applicable	This unit or skill has not been taught yet. This will appear more on the first and second trimester reports.

### **EARLY YEARS & ELEMENTARY SCHOOL (Pre-K to Grade 6)**

Pinewood’s philosophy of education is that all children are unique and must have a stimulating educational environment where they can grow physically, mentally, emotionally and socially. It is our desire to create an atmosphere where students can meet their full potential and students are encouraged to share their ideas and take risks.

In 2024, Pinewood Early Years/ Elementary successfully achieved the **IB Primary Years Program (PYP) authorization** and follows the PYP framework with a standards-based curriculum, which is delivered through an inquiry-based, transdisciplinary approach that builds conceptual understanding.

Our faculty and staff aim to bring an open mind, a positive attitude, and high expectations to the classroom each day. We believe that we owe it to our students, as well as the community, to bring consistency, diligence, and warmth to our classrooms in the hope that we can ultimately inspire and encourage such traits in the children as well.

At Pinewood American International School we endeavor to establish a positive motivational educational climate. We strive to create a school environment that allows for various levels of success with respect to individual abilities. Our goal is to develop the child physically, socially, intellectually, and emotionally. We do this by creating opportunities to encourage independence and cooperation through varied educational experiences.

#### **Inquiry-based learning**

The program of inquiry is a matrix made up of the six transdisciplinary themes running vertically, and the age groups running horizontally. The six transdisciplinary themes are:

- Who we are
- Where we are in place and time
- How we express ourselves
- How the world works
- How we organize ourselves



- Sharing the planet

Organizing the curriculum around the six transdisciplinary themes contextualizes the learning for the students. It enables them to experience a balance of subject specific knowledge, concepts and skills in order to develop an understanding of the transdisciplinary themes.

Transdisciplinary learning leads to a deep conceptual understanding that enhances critical thinking, fluency and ability to make connections and generalizations.

### ***Early Years Program***

The Early Years Program at Pinewood consists of Pre-Kindergarten and Kindergarten classes. Classes offer a full-day, developmentally appropriate program designed for four, five/six-year-olds in self-contained, child-centered classrooms.

The Early Years Program is taught entirely in English and is a program of immersion that enables students to become fluent in English, if English is not their mother tongue, quickly and effortlessly. It is focused on guiding children through the early and overlapping development of their intellectual, physical, social, emotional, language and numeracy skills. Equally important, our program is designed to make each child feel secure, confident, and loved while deepening their understanding of themselves and the world around them.

The curriculum is built around key child-development areas that include play-based learning, reading and language standards, mathematics standards, science and social studies standards, creative arts, gross and fine motor skills, and social-emotional development. The Kindergarten program is also designed to prepare children with the academic and social skills needed for Grade 1.

As a whole, the program provides students with an understanding of cooperation, compassion, and appreciation of global differences as they learn and play side by side with children of different cultures. The teachers of the Early Years Program are all certified in Early Childhood Education and qualified assistants are provided in each classroom as necessary.

### ***Early Years Placement in the Program***

The Early Years Program accepts students according to the following age requirements:

Pre-Kindergarten: Child must turn 4 on or before December 31

Kindergarten: Child must turn 5 on or before December 31

In addition, all children must be toilet trained prior to entering the program. This means that children must consistently recognize when they need to use the toilet, ask to go to the toilet or go to the toilet on their own, be able to manipulate clothing to help assist in using the toilet, and be able to use the toilet.

### ***Core Subjects***

Language Arts  
Mathematics  
Social Studies  
Science

### ***Specials***

Music  
STEAM

Messy Play  
Physical Education  
Library

### **Languages**

Greek (Kindergarten)

Please, refer to the Study Guide 2024-2025 for further information on the subjects.

## **Elementary School Program**

### **Elementary Grade-Level Placement**

A student is placed in an Elementary grade level according to the following criteria:

- A review of all required academic documents submitted to the school by the Principal
- Student turns 6 on or before December 31 for Grade 1 (and so forth)
- Student has successfully completed the previous grade level
- A learning assessment has been completed for those students with additional learning needs
- An interview with the Principal will be scheduled
- For Grade 6 students, an A2 English level is required

The core curriculum for Elementary includes Language Arts, Mathematics, Science and Social Studies. The specials Lessons taught are Physical Education, Art, STEAM, Music and the Greek Language.

Please, refer to the Study Guide 2024-2025 for further information on the subjects.

### **English Language Learners (ELL) in the Elementary Program**

Students with limited English proficiency in Grade 1 through Grade 5 are considered eligible for admission without pre-admissions language proficiency testing. Once a student is admitted to the school, the Cambridge placement test will be administered to determine the student's English learner level.

Pinewood offers an English Language Learner (ELL) program to students who have limited proficiency in English. Students who speak English as a second or additional language are assessed upon entry to Pinewood and placed on an English Language Proficiency scale of A1-C2 (Level A1-A2 students do not speak English at all; Level C1-C2 are proficient). Students are evaluated with The Cambridge English Language Assessment.

Elementary school students with low English proficiency levels are placed in ELL class with certified ELL teachers. The program is designed to develop English communication by focusing on the skills of listening, speaking, reading, writing and interactions. Exiting the ELL program at the elementary level (Grades 1-6) occurs when students have reached the C1 or C2 level, while achieving success in the regular classroom. The student's classroom participation is invaluable in determining success.

ELL students are being assessed in September, January and June of school each year. There is a possibility of changing levels during the year, only after the assessments have taken place.

### **Standardized Testing**

The Measure of Academic Progress (MAP, an internationally recognized standardized test, is given twice annually to students in the Elementary school (Grades 2-6, in October and

May. The MAP testing consists of Reading, Language Use, Mathematics and Science (Grades 3-6). Test scores and results are uploaded to the learning management system, which is available to both students and parents. These results are used to evaluate our curriculum and to gather more information on individual student progress over time.

### ***Homework***

Homework is designed to be meaningful extensions of the learning that takes place in the classroom. It is often in the form of projects and practice from the daily lessons. It provides reinforcement and enrichment for the children. **Students in the Elementary grades are also encouraged to pursue outside interests and spend time exploring these interests after school.** Thus, not all homework is generated directly from the school curriculum. Homework at Pinewood is optional, which means that there are no consequences or rewards for the completion of it. Feedback is provided timely.

Students in Grades 1-6 may be given homework for any of the following reasons:

- To demonstrate independent learning and responsibility
- To practice skills learned
- Due to absence from school
- To gather material for group or individual projects
- Because of an observed need for practice or reinforcement of skills
- To widen reading experiences
- To complete class assignments and to communicate with home

**Homework** increases students' critical thinking and agency, which is the capacity to initiate intentional action, and acknowledges the rights and responsibilities of the individual, supporting voice, choice and ownership for their learning. When homework is assigned, it is connected to the learning that takes place in the classroom and can support purposeful student-initiated inquiry and foster agency by encouraging student interests, questions, discoveries and the development of their projects and problem solving.

### ***Reading at Home***

Pinewood strongly encourages all students to read or be read to for a minimum of 20 minutes per night. Reading time can be in their home language when English is not yet fluent. Building reading stamina (the ability to read for longer periods of time) positively impacts student learning. Parents are also strongly encouraged to read aloud to their children. This provides a model of good reading at home, promotes interest in reading, and helps to foster a love of reading.

### ***Textbooks & Supplies***

All textbooks and workbooks needed for all academic subjects are provided by the school. Textbooks must be returned in good condition at the end of the school year. All other supplies that students need for their schoolwork will be supplied by the parents or guardians. A complete list of necessary supplies is provided during the first days of the school year. This information can also be found on the school's website.

### ***Report Cards & Parent - Teacher Conferences***

Elementary report cards are issued three times a year, at the end of each term, and include grades and teacher comments. Individual parent-teacher conferences are scheduled for parents twice yearly, at which time student progress is thoroughly discussed. These channels of communication are essential in providing collaboration between parents and teachers, ensuring student achievement and establishing proper goals and objectives. Parents are also welcome to schedule an appointment with teachers at any time of the year.

### ***Elementary Attendance***

If your child becomes ill at school and the teacher and school nurse determine that the child is too sick to benefit from school or is contagious to other children, you will be called to come and take him/her home from school. It is essential that the school office has a phone number where you can be contacted during the day and an emergency number in the event you cannot be reached.

Please be sure that arrangements can be made to transport your child home from school and that childcare is available in case of illness, should your child not be able to stay home alone. If your daytime or emergency phone numbers change during the year, please notify the Elementary Administrative Officer immediately. Additionally, you are required to notify administration in case of changes regarding pick-up or after-school activities.

If your child is too sick to come to school, you are required to call or email the school to inform them that your child will not be attending school that day.

The contact information for all this communication is as follows: [elementarydivision@pinewood-school.gr](mailto:elementarydivision@pinewood-school.gr) or or 2310-398460.

### ***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 3-6. The organization has its own constitution and faculty advisors, and school wide elections are held each Fall. The Student Council sponsors school projects and social events, and is a valuable link between students and administration.

## **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 nurse oversees and promotes 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.

### ***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.

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.

The canteen in Elementary School operates from 09.30 until 10.30 and from 12.00 until 13.30.

### ***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 [sitisidimotikoumfs@gmail.com](mailto:sitisidimotikoumfs@gmail.com).

You do not need to order something every day. Review the menu and decide the days you want catering delivered. The minimum order is one (1) weeks' 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.

### ***Indoor and Outdoor Recess***

Indoor recess: There will be occasions when extreme weather conditions will require teachers to keep the students indoors. The Principal will make this decision and communicate it to the rest of the faculty. Students are to remain in their classrooms and not be allowed to play in the hallways.

During indoor recess, students can interact with each other, play board games, and engage in creative activities. Students are not permitted to play on their laptops or tablets and do not watch videos, unless this is an educational video/ movie connected with their curriculum.

Outdoor recess: Active supervision requires focused attention and intentional observation of children at all times. Adults position themselves so that they can observe all of the children: watching and listening at all times. They also use their knowledge of each child's development to anticipate what they will do, then get involved and redirect when necessary. Children are never left unattended.

"There's no such thing as bad weather, only inappropriate clothing!". Parents are asked to bring rain gear in for the students, in order for teachers to be able to reinforce students to play outdoors while raining. Students can't get sick from playing in the rain unless they wear wet weather-appropriate kidswear. So, parents should bring in a raincoat which will prevent the upper body from getting wet, and rain boots for their feet to keep dry in the rain.

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

### **Drop Off**

There are always two adults for drop-off supervision. Children in grades 1-6 can make their way to their classrooms on their own. For EY and K, the aides and bus monitors will help with accompanying the children to their rooms.

### **Pick Up**

1. Bus riders: Teachers release the students who ride the bus 5 minutes before the bell rings. Students initially line up for their buses.
2. After-school activities: Students who are attending after-school activities gather in the Gym, from where they are picked up by their after-school teachers. The students line up in the gym according to the club they are assigned to.
3. Students picked up by parents/ guardians: Students picked up by their parents/ guardians wait until the bell rings to be released. Teachers accompany the students outside and wait in the designated area with them, until their parents pick them up. Students are not allowed to play in the playground. Parents/ guardians are asked to pick up students on time.

## **STUDENT CODE OF CONDUCT**

### ***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 (8:20 – 15:00).

### ***Cell Phones***

Cell phones are strictly forbidden during school hours (8:20 – 15:00) 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.

Cell Phones are also forbidden on the school bus.

### ***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.

### ***Code of Conduct Regulations***

- a. No characterization regarding the conduct of the students is recorded in the Register and Gradebook or in other books and administrative documents.
- b. The students at school are encouraged to actively participate in the formation and decision-making on matters concerning themselves and facilitate the smooth operation of the school as well as the school environment. At the elementary school, appropriate conditions are created for the collaboration of students with teachers and their classmates and are encouraged to actively participate in school life. Behavioral problems are the subject of cooperation between the Principal and the educators with the parents and the school counselors, for the best possible pedagogical approach to the issue.
- c. Changing the student's environment is a measure of pedagogical control and can be made by decision of the teaching staff association, when it comes to changing classes, or with the consent of the parent, when it comes to changing schools.

## **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](#)

### ***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 Officer, the School Psychologist, Ms. Smaragda Spyrou. 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.

### ***Positive Behavior Intervention Support***

Positive Behavior Interventions and Supports (PBIS) is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate. The goals the school is working on is to be **safe, responsible, respectful** and **scholarly**.

Pinewood recognizes that proper behavior is essential to the development of responsible, self-disciplined citizens and to the operation of an effective school. Student expectations are based on three principles: respect for oneself, respect for the worth and dignity of others and respect for one's own and others' property. Appropriate decorum is not only a matter of observing Pinewood standards, but also a matter of care, sensitivity, good example and involvement in the school as a community.

Responsible students:

- come to school on time and are ready to learn
- follow directions the first time they are given
- are respectful of and caring for their peers
- care for their learning and physical environment
- speak courteously and use appropriate language

### ***Playground Expectations***

Responsible students:

- stay in assigned areas
- use playground equipment inside the playground boundaries
- share and return all equipment to its proper place at the end of recess
- promptly line-up when the bell rings and wait quietly for announcements

### ***Assembly Expectations***

Responsible students:

- enter and sit quietly with their class
- are a courteous and attentive audience
- are active listeners

### **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.

### **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.