

Prewood

Stamps

2016

Hardbook

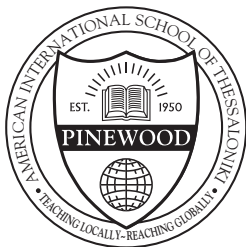


Table of Contents

Letter from the Director	3
Pinewood Educational Philosophy	4
General Information	5
Facilities	12
General Operations	12
Transportation	14
School Communication	15
Teaching and Learning Climate	17
Pinewood Academic Programs	23
School Calendar for 2015 – 2016	33



Dear Pinewood Families,

The faculty and staff join me in welcoming you to the new academic year!

Pinewood – The American International School of

Thessaloniki, Greece is an independent, non-profit PreK–12 school offering an American college preparatory curriculum and International Baccalaureate Diploma Program to students from the international and local communities. At Pinewood, students receive a student-centered education which challenges them to develop critical, philosophical and ethical thinking skills.

Accredited by the Middle States Association of Schools and Colleges in the United States, and with IBO World School membership, Pinewood is the only school in northern Greece that offers both the American high school diploma and the IB Diploma Program. As a team, we work diligently to prepare students for competitive university acceptances in the USA, UK and other English-speaking universities around the world.

Our educationally centered Host Country Studies trips continue this year for Elementary and Secondary students. Students in Grades 1-5 will travel to notable sites in and around Thessaloniki on day trips while secondary students will participate in overnight field study trips. Details regarding all trips are found in the Calendar of Events.

This year is also an important year for the school's re-accreditation by the Middle States Association as we host an MSA validation



team on campus in November. Through the formal re-accreditation process and in preparation for the team visit, we have defined

four areas of focus for growth and improvement for the next 7 years. These areas are: English Language Literacy, World Languages and Cultures, Information and Communication Technology and Student Services.

We look forward to building our repertoire of knowledge and practices in each of these areas throughout the years. In doing so, our aim is to inspire the young minds of our students and to equip them for their own futures. In line with our aim, I remind you of our newly articulated Profile of Graduates, which describes the valued qualities that we work to foster in our students, and as articulated by the International Baccalaureate Organization:

***Pinewood aims towards all students becoming:
Inquirers, Knowledgeable, Thinkers, Communicators, Principled,
Open-Minded, Caring, Risk-Takers, Balanced, and Reflective.***

We are so fortunate that you are part of the Pinewood community. Your cooperation and contributions to making our learning environment a dynamic one for our students each year is deeply appreciated and we look forward to welcoming you to a new, vibrant academic year!

*Sincerely,
Dr. Roxanne Giampapa
Director*



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, 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.

Revised October 2009

PINEWOOD EDUCATIONAL PHILOSOPHY

The Pinewood American International School believes that:

1. Education addresses the development of the whole individual, intellectually, morally, socially and physically.
2. The school encourages students to engage in open inquiry, active learning, creativity, decision-making, critical thinking and independence of thought.
3. Education is a partnership between teachers, students, and parents.
4. Students should take pride in their own achievements.
5. Learning involves sharing expertise and constructive debate in a spirit of community.
6. Students are most likely to achieve their goals within a disciplined environment.
7. The school seeks constantly to evaluate and improve its performance.
8. The school will be accredited by a recognized authority.
9. The curriculum will draw on and take into account the best elements of various educational systems, in both style and content, but delivered in the English language.
10. The school strives to provide curriculum of the highest quality.

VALUES

- We understand that nationality, gender and religion all determine people's roots, but not their worth.
- We are mindful of the needs and rights of others, regardless of their roots and beliefs.
- We are honest and open in our dealings.
- We are peaceful in our intentions.
- We are considerate in our actions.

GENERAL INFORMATION

A Brief History of Pinewood

Pinewood School was founded by the Pinewood School Association as an American elementary/middle school for Kindergarten through Grade 8 in 1950. For its first three years, the school operated on the campus of Anatolia College before moving to the American Farm School in 1953. In 1962, an upper school for Grades 9-12, named Thessaloniki International High School, was founded, and over the next two years a new building large enough for all grade levels K-12 was constructed on the Anatolia campus.

In 1973, Pinewood was granted permission by the Greek government to accept students from any and all countries outside of Greece. In the fall of 1996, a Pre-Kindergarten program for three and four-year-olds was added and the school is now allowed by the Greek government to enroll Greek students in Grades Pre- K and 7-12.

With a comprehensive Pre K-grade 12 academic program and international focus, the school's name was changed to Pinewood American International School-Thessaloniki in 2007. Today, it enrolls a student body of around 250 boys and girls from approximately 35 different countries.

Pinewood began a new and exciting chapter in our school's history when our new campus opened in August 2008. The 2009-10 school year marked our 60th year of service to the international community of Thessaloniki and we continue growing and establishing an important presence in within the Greek and international communities of Thessaloniki and the Balkans.

Key Support Organizations

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



1. The Office of Overseas Schools (A/OS), U.S. Department of State, Washington, D.C., U.S.A., through the U.S. consulate in Thessaloniki provides annual logistical and financial support for specific educational purposes since the early 1960's.



2. The Near East / South Asia Council of Overseas Schools (NE/SA), based in Athens, sponsors separate annual conferences for administrators and teachers throughout the NE/SA region along with other professional development opportunities for faculty. Pinewood is also a Regular Member of the European Council of International Schools (ECIS).



3. Pinewood has been accredited by the Middle States Association, located in Philadelphia, Pennsylvania, U.S.A., since 1985. Its most recent Mid-Term Accreditation Review visit took place in the Spring of 2011, wherein the school went through an evaluation of all areas of school operations.



4. The International Baccalaureate Organization in Geneva, Switzerland, provides regular guidance and support for the school's IB Diploma Program.

Supporting Pinewood

As a private, non-profit school Pinewood has been the recipient of various donations and grants-in-kind from corporations, organizations, and individuals. Recent assistance, for example, has been provided by International Propeller Club, Port of Thessaloniki, the Greek Ministries of Development and Economics, Mr. Dimitrios Contominas, Zorpidis Travel, Aspis Bank, Black Sea Bank, Alpha Bank, Piraeus Bank, Mega Sprint Security, the L.O.V.E. Club Parent Organization and many parent donors. Pinewood's ability to provide an outstanding American international school education requires the collective financial support of parents, alumni, corporations and friends. The following programs represent the main areas of support for the School:

Annual Giving

An annual appeal for money in support of the School's current-year operating expenses. Appeals begin in October and continue through July 30.

Capital Giving

Gifts to Pinewood that serve a specific purpose for example, in support of a building project, the academic curriculum, or facilities and resources needs.

To learn more about giving opportunities at the Pinewood American International School please contact:

Dr. Roxanne Giampapa, Director at 2310-301221

Pinewood Board of Directors

Pinewood School is governed at the highest level by the Pinewood School Board of Directors. The Board operates according to a set of By-Laws of the Pinewood Corporation, approved in October 1999 and revised in April 2012. Copies are available to all members of the Corporation from the school office upon request.

Board Membership

The members of the Board for 2015-2016 are as follows:

President: Ms. Maria Kling

Vice-President: Mr. Nikolaos Margaropoulos

Treasurer: Mr. James Giatas

Consul General of the United States: Mr. Robert Sanders

Member-at-Large: Mrs. Annie Michaelides, Mr Athanassios Chrysoulas, Mr. Todor Dimitrov

Faculty Representative: Mrs. Linda Kainz

Board Meetings

The school Board meets each month when school is in session (September to June) on the second Tuesday beginning at 6:00 p.m. The exact dates are listed on the Pinewood Calendar of Events, the school's website, and announced in various other school publications. All members of the Pinewood Corporation are invited to attend.

Pinewood Corporation Meetings

Meetings of the Pinewood Corporation are held annually in the fall and the spring and all members (parents, teachers and staff members) are invited to attend. Board of Directors initiatives, committee reports and school financial information are routinely presented. This year's meetings will be held on November 10, 2015 and May 10, 2016.

Parent-Teacher-Friend Association

We welcome and encourage parent-teacher collaboration through the PTFA. When there is a motivated group, the PTFA is a wonderful forum for meeting and a channel of communication between parents and the school. The purpose of the PTFA is to provide support for the school's goals through volunteer service and fundraising initiatives.

School Organization

Administration

The Director is the chief administrative officer of the school and is assisted by various staff members responsible for school wide curriculum, daily operations, financial management and transactions, and other areas of school functions:

Dr. Roxanne Giampapa, Director
Mr. Dimitrios Terzidis, Secondary Principal, IB Coordinator
Mr. Nikos Tsachtanis, Activities Coordinator, Facilities & Operations
Ms. Petroula Rosiou, Administrative Assistant/Office of Admissions
Ms. Smaro Kyrimi, Accountant
Ms. Alkioni Kloussiadis, Receptionist/Secretary
Mr. Costas Kois, Elementary Principal
Mrs. Linda Kainz, Secondary Team Leader
Mrs. Natalie Pinakidou, Webmaster

Faculty Profile

Our greatest resource, the Pinewood professional faculty, consists of three Early Years teachers, five Elementary classroom teachers, seventeen Secondary subject teachers and eight Specialist teachers. In addition, three teacher's aides assist in a full-time capacity with each Early Years classroom.

The faculty is very diverse with teachers primarily from the United States and the United Kingdom, as well as from Canada, Australia and other countries. The combined educational experience of the faculty is an average of ten + years of teaching, with the majority of these years spent within an international school environment. The faculty is also well-educated, having received the following degrees: four Doctorates, seven Master's degrees and all with Bachelor's degrees.

Elementary School (Pre-Kindergarten to Grade 5)

Mrs. Anna Maria Mathias	Pre-Kindergarten 1
Mrs. Fay Castling	Pre-Kindergarten 2
Mrs. Tammy Mizas	Kindergarten
Mrs. Kathy Lekkas	Early Years Aide
Mrs. Catherine Theodorou	Early Years Aide
Mrs. Liza Tziatas	Grade 1
Mrs. Isla Venters	Grade 2
Mr. Costas Kois	Grade 3
Ms. Dimitra Bentioulis	Grade 4
Mrs. Monica Varsakopoulos	Grade 5
Ms. Sophia Konstantinidou	Modern Greek
Mrs. Filiana Zafiriadou	Modern Greek
Mrs. Niki Tzivanaki	Physical Education
Dr. Gundega Smite	Music

Secondary School (Grades 6 – 12)

Mr. Antonio Valladolid	IB Spanish
Mr. Ian Harrington	MS English, Science, HS English, Social Studies, IB TOK
Mrs. Linda Kainz	Social Studies, Mathematics
Dr. Linda Manney	English, IB English, ESL
Mr. Dimitrios Michalaros	Art, IB Visual Art
Ms. Christina Pagidou	IB Dance
Mrs. Georgia Paliouris	Science, Biology
	IB Environmental Systems & Societies
Mr. George Papakostas	Mathematics, IB Mathematics
Mrs. Natalie Pinakidou	Information Technology
Dr. Clare Squires	Chemistry, IB Chemistry, IB Biology
Mrs. Alina Tavlaridou	French, IB French
Mr. Dimitrios Terzidis	IB Physics
Mrs. Katerina Tsaloumi	IB Economics, IB Business & Management, IB TOK
Mr. Iordanis Paschalidis	IB Science, Mathematics, IB Physics
Ms. Eurydice Tzima	Modern Greek, IB Modern Greek
Mrs. Athena Yannoulis	Social Studies, IB History, IB Psychology
Ms. Helen Dalakas	ESL

All Levels

Mrs. Amalia Spiliakou	Host Country Studies, Social Studies, Art History
Mr. Nikos Tsachtanis	Physical Education

Staff

Mr. Makis Veroplidis	Custodian
Mr. Spiros Lioshi	Custodian

Admissions and Enrollment Procedures

Eligibility

The Pinewood American International School welcomes qualified applicants of all nationalities who meet admissions requirements and clearly demonstrate potential to be successful in our programs.

Applications are accepted at any time throughout the school year, except for Grade 12, in which case students must be in attendance the entire school year in order to graduate from Pinewood.

Citizenship. In accordance with Greek law, students applying for admission in K - Grade 6 must possess a valid non-Greek passport or get special permission from the Greek Ministry of Education. There are no nationality restrictions for Grades Pre-K and 7 - 12 and Greek national student applications are welcome for enrollment at those levels. Greek national students in Grades K - 6 are accepted subject to special permission granted by the Greek Ministry of Education.

English Proficiency. Students with limited English proficiency in Pre-Kindergarten through Grade 6 are considered eligible for admission. As a result of language screening and evaluation, special ESL classes are provided for students who will benefit from such additional language instruction. A separate English Proficiency Policy exists for secondary students (see below.)

Age Limitations - Pre-Kindergarten to Grade 1. To be eligible for Pre-Kindergarten, a child must have reached the age of three by December 31; for Kindergarten the age of five by December 31; for Grade 1 the age of six by December 31.

Records from the previous school year are necessary for Kindergarten to Grade 8. Students entering the high school (Grades 9-12) must produce complete school records from all previous secondary years, Grades 8 and above. In certain cases, the school may request grades and other documentation directly from the previous school.

Health Records

The school desires health records for all students, particularly with regard to hearing, vision, and any special medical conditions and restrictions that may exist for each child. The school's basic Certificate of Child's Health must be filled out completely by the parents and a physician and submitted to the school. Families in need of local physician services may obtain references from the Administrative Assistant.

Students With Special Needs

Assistance and programs for children with serious learning, emotional or physical disabilities are unavailable at Pinewood. Parents of special needs children should also be aware that adequate educational programs and facilities in English do not exist in the larger Thessaloniki community. Pinewood reserves the right to deny admission to any student who, in the opinion of the school's Admissions Team, is in need of such special programs and support services for which we cannot adequately provide.

Grade Level Placement

Students are placed in the appropriate grade level based on age, previous schooling, and ability, as determined by Pinewood administration after a thorough review of application materials and assessment results.



Language Placement for Secondary Students

Secondary Admissions standards for English language proficiency have been specified for each grade level according to levels of proficiency defined by the ESL Placement test. These guidelines are as follows.

Grade Level	Recommended ESL Level at time of admission
Grade 7	ESL Level 1 or higher
Grade 8	ESL Level 2 or higher
Grade 9	ESL Level 3 or higher
Grade 10	ESL Level 4 or higher
Grade 11	ESL Level 5 or Exit ESL

Admissions Decisions

Each complete application for admission is thoroughly reviewed in a timely manner by the school's Administration. In addition to the student's potential for success in Pinewood programs, other factors in the decision-making process include class sizes, academic and social considerations, wait lists, and the desire for a diverse, well-rounded and performance oriented, student population.

Procedure for Registration of Students

Upon acceptance for admission, the registration process involves the following steps:

1. Complete and sign the Registration Form (yearly)
2. Provide copies of the following documents
 - Valid Passport
 - Birth Certificate
 - Health Form
 - Previous School Records
3. Deposit pre-enrollment fee into the school's bank account
4. Sign and return the Billing Statement for each child
4. Provide one passport-size photo
5. Provide preferred bus stop (for bus riders only). Note, however, that the school may cancel a particular bus route if too few students are registered for it.

2015 - 2016 School Fees, Levies and Payment Policies

All School Fees are approved by the Board of Directors by March 1st of the prior school year and are expressed in Euros (€).

Tuition and Fees

	Tuition	Activities/Field Trips Fee	Technology Fee	Total
Pre-Kindergarten 1	5,700 €	250 €		5,950 €
Pre-Kindergarten 2	5,900 €	250 €		6,150 €
Kindergarten	6,700 €	250 €		6,950 €
Grades 1 – 5	10,506 €	370 €	420 €	11,296 €
Grades 6 – 12	10,812 €	370 €	420 €	11,602 €

Bus Transportation Fees

Full (a.m. and p.m. bus)	1,050 €
Partial (either a.m. or p.m. bus)	630 €

Capital Levy (for new students only)

Kindergarten (Registration Fee)	600 €
Grades 1 – 12	1,800 €

Discounts

Second child	5% on Tuition Fee / 15% on Bus Transportation Fee
Third or additional child	10% on Tuition Fee / 25% on Bus Transportation Fee
Full Payment (by June 1)	7% on Tuition Fees
Full Payment (by September 1)	5% on Tuition Fees

Payment Schedule

Four (4) Installments	May 1 (pre-enrollment fee), September 15, December 15, March 15
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Fees may be paid by direct deposit or transfer to any of the school bank accounts shown below.

Copies of deposit slips or transfer documents indicating students' names should be sent or faxed to the school.

PIRAEUS BANK
Account No: 5216-055583-332
IBAN: GR 21 0172 2160 0052 1605 5583 332
Swift Code: PIRBGAA
An. Paramana Square 1, 57001 Thermi
Tel.: +30 2310 460500, Fax: +30 2310 461846

ALPHA BANK
Account No: 720 00 2002 003099
IBAN: GR45 0140 7200 7200 0200 2003 099
Swift Code: CRBAGRAA
Papagou 36, 57001 Thermi
Tel.: +30 2310 487495, Fax: +30 2310 487 492

Payment Policies and Procedures

To complete enrolment, each student's parent/guardian must pay the following charges and fees:

- a) Pre-enrollment Fee: a non-refundable payment, deductible from the next year's Tuition Fee, if paid on time. The Pre-enrollment Fee shall be refundable only in the case of denial of enrollment.
- b) Tuition Fee
- c) Capital Levy: applicable to new students only. If any Capital Levy was paid in the past, then the difference between the already paid amount and the current Capital Levy shall be paid. Please be advised that the Capital Levy fee cannot be incorporated into any of the available payment options.
- d) Transportation Fee: payment by students who opt for daily school transport and, given the outsourced nature of such services, the Transportation Fee shall be non-refundable unless within guidelines indicated below.
- e) Any other School Fees as approved by the Board of Directors.
- f) Boarding Fee (if applicable) is paid directly to Pinewood.

The school reserves the right to require full payment of tuition and fees prior to enrollment.

Discounts

- a) Payment for School Fees made in full by June 1 shall receive a 7% discount on Tuition Fees.
- b) Payment for School Fees made in full by September 1 shall receive a 5% discount on Tuition Fees.
- c) When there are two or more children from the same family enrolled in the School at the same time, a 5% discount on Tuition Fees shall be applied to the second and a 10% discount to each additional child's Tuition Fee.
- d) When there are two or more children from the same family using the bus transportation service at the same time, a 15% discount on the Transportation Fee shall be applied to the second and 25% discount to each additional child's Transportation Fee.

Collections

- a) Parents and/or legal guardians are required to ensure punctual payment of all School 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 amount received from each payer.
- b) 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.
- c) Students shall not be re-enrolled unless ALL outstanding fees and tuition are paid in full. Payments, as made, will be applied to balances in order from overdue to current.

Refunds/Withdrawals

- a) If a student attends 20 or more school days in a given semester, the payer is responsible for paying for School Fees for the entire semester.
- b) In case of withdrawal, any amounts due by the student shall be paid prior to the issuing of any report cards or transfer certificates to the student or the parent.

Scholarship Program

Scholarships are available for incoming Grade 11 students who plan to study in Pinewood's full IB Diploma Program. The selected IB scholars may receive up to 30% tuition fee waiver for the duration of the two years of IB Diploma studies, transportation fee, IB registration and exam fees, and any fees associated with non-Pinewood coursework are not covered. Refer to the school's website for details about the application procedure.

Financial Assistance

The Financial Assistance Program is designed to provide 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. All applications are reviewed in a timely manner and decisions communicated immediately thereafter.

Acknowledgement

Upon registration each school year, parents and/or legal guardians shall receive a Billing Statement for each child enrolled at the school. This Billing Statement must be signed and returned to the school, thus acknowledging that the parent and/or legal guardian agrees with the amount to be paid and the dates on which to pay.

Tuition and Fees Refund Policy

1. No portion of tuition will be refunded for a student dismissed by expulsion or for behavioral reasons.
2. Technology and Activity Fees are non-refundable.
3. Transportation fees can be prorated on a semester basis only. Full semester payment must be made for students riding buses 20 or more days in a given semester. The office must be notified in writing by December 15 in order to be eligible for a refund for the second semester.
3. Tuition and fees are not transferable to another student.

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 Director, in cooperation with the Board Finance Committee, shall be in charge of monitoring the tuition and fees assessment and collection process.

FACILITIES

The Pinewood American International School has an enrollment of approximately 250 students from Pre-Kindergarten to grade 12. The school facility is made up of three main buildings:

1. **Main Building** – contains the main office and reception area; administration offices; grades 1-5 elementary classrooms (ground floor), grades 6-12 classrooms (first floor); language classrooms (Greek, French, Spanish and English support); library/media center; technology lab; science lab, art room, art studio, dance room; music room; audio-visual room; and faculty/staff room.
2. **Early Years Building** – contains the Pre-K I, Pre-K II, and Kindergarten classrooms, along with an indoor play area and kitchen.
3. **Gym/Auditorium**; the boys and girls locker rooms; the indoor gym; and the physical education office. This indoor space is readily converted to be used for assemblies, performances, and other school and community events.
4. **The School Canteen** is located adjacent to the gym and food and drinks are available for Pinewood students before and after school, during break time(s), and lunch.

Other Campus Information - There are two playgrounds for Early Years and Elementary students that contain enough equipment for children to play without crowded conditions. There are two outdoor soccer fields, a basketball and tennis court. Long term parking is available for faculty, staff and guests. The overall campus has one security guard station and security cameras strategically placed.

GENERAL OPERATIONS

Operational Hours

The Pinewood American International School regular instructional day begins at 8:30 a.m. and ends at 2:55 p.m.; however, after school activities are conducted between 3:00 p.m. and 4:15 p.m. throughout the week. The Main Office is staffed from 8:00 a.m.- 4:30 p.m. A telephone answering service is used to record phone calls and messages when school is closed.

Teachers are available in their classrooms from 8:20 a.m. until 3:00 p.m., unless student or school needs require their presence thereafter. Teachers are expected to provide students with extra help as needed and contribute to our co-curricular program.

Unless a child is staying at school for after-school activities, parents should arrange for transportation home at that time by one of the three means of transportation mentioned below. In no case should children be left to stay at school unattended after the school day has ended, unless they are participating in the after school activities program or have made other special arrangements in advance.

Campus Security

The Pinewood American International School campus is open only to the members of the school community. The security guard is present during school days from 7:45 a.m. to 4:45 p.m. at the front gate. The gate is open in the morning between 8:00 - 8:45 a.m. and in the afternoon between 2:45 - 3:15 p.m. and 4:00 - 4:40 p.m. An increased security presence is provided for special events. All school visitors must submit appropriate identification and have their need for access to campus verified.

Cars are not permitted inside the gate during school hours and when the gate is closed, unless an appointment has been scheduled with administration or a teacher.

Student Supervision

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

Accidents / Illnesses

In all cases of accident or illness, parents will be informed by telephone immediately - therefore, it is imperative that parents provide the school with emergency phone numbers. If needed, parents may be asked to come to school to pick up their child early. In situations requiring immediate medical attention, the student may be taken to a reliable local clinic, a five-minute drive away. In such cases, parents may be expected to cover all medical expenses in the first instance, but will be compensated for such expenses to the full extent allowable under a special accident insurance policy that is carried by the school on all Pinewood students.

Emergency Procedures

Pinewood implements an Emergency Procedures Protocol that outlines specific information and directions for emergencies including detailed instructions as to what to do in the event of an earthquake, fire, or other emergency, as well as first response instructions for injuries. Evacuation procedures are posted in each classroom and around school buildings. At least one earthquake drill and one fire drill is planned each semester.

School Cancellation

School cancellation may occur due to bad weather or other natural emergencies. Should it become necessary to cancel scheduled classes, the school will use various methods (telephone, text message, email) to inform families. School cancellations are also posted on the school's website and Facebook pages and communicated through the school's text messaging system.

Leaving Campus

No student is to leave the school grounds during the school day (8:30 a.m. – 2:55 p.m.) without verifiable authorization from a parent/guardian. All such absences will be recorded as unexcused and parents will immediately be notified.

Lost and Found

Parents of early years and elementary students are requested to label their children's outer clothing with their name. Please check with your child's teacher or class advisor if you are missing something. Items not claimed within a month's time will be donated to a local charity. Items must be claimed by the end of each semester.

Textbooks

Textbooks are provided to Pinewood students for the duration of the year in each class through grade 10. At the elementary level, textbooks remain in the classroom except for special assignments. Each student is responsible for returning all school books in reasonable condition or a replacement or damage fee will be assessed. A second copy of a text will be issued upon payment for the lost copy. Students in Grades 11 and 12 are responsible for purchasing their books through procedures outlined by the school.

Lockers

Students will be issued lockers in the secondary school (grades 6-12). Pinewood is not responsible for lost or stolen locker contents. Each student is responsible for maintaining his/her locker in a reasonable condition or replacement or damage fees may be assessed. Students are also required to keep their lockers locked at all times.

Telephones

The school telephones are available only for school business and students may use the phone to call parents or guardians with permission.

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 calling the school secretary or sending an email to:

administration@pinewood.gr

E-mail Addresses

All parents are required to provide a valid email address to the school in order to facilitate effective communication. Send your email address to administration@pinewood.gr in order to be included in our database.

Living Arrangements for All Students

School policy requires that students must live with their parents or with a legal adult guardian. Pinewood students are not allowed to live on their own in a house or apartment. Secondary students in need of housing in order to attend Pinewood must reside in the Pinewood dormitory located several kilometers away from the Pinewood campus. Boarding information is available from the School.

Secondary Student Boarding Facilities

A limited number of boarding spaces are available for Pinewood secondary students in the dormitory. In order to assure maximum cooperation and communication between the dorm and the school, a special dorm advisor is appointed each year to serve as an official liaison with the dorm personnel. Pinewood's Dormitory Liaison is Mr. Nikos Tsachtanis.

Withdrawals from School

If a student must withdraw from the school for any reason during the course of the school year, the school office must be notified at least one week in advance of the withdrawal date in order to allow time to prepare the required grades and reports. No records will be released unless all required fees have been paid and all books and other materials belonging to the school have been returned and inventoried.

TRANSPORTATION

Drop-Off and Pick-Up Procedures

Parents who choose to bring their children to school by private vehicle are required to drive very slowly and carefully while on school grounds and to observe the various no-parking signs. Parking along the front wall of the school is strictly prohibited. *In all cases, parents/guardians must follow the direction of the school security guard. All parents picking up students during school hours are required to call ahead to confirm and arrange pick-up and will be instructed to record their names and times of pick-up with our security guard. All parents picking up children after school or after activities are encouraged to arrive during times that the gate is open.*

Parking

There is specifically assigned vehicle parking for staff, parents, and guests in the area to the left of the main gate and immediately outside the main gate.

Bus Program

Pinewood offers school bus transportation, on an optional basis and for an extra fee, to main areas in the city and its suburbs, both in the morning and at the end of the classes each day. Door-to-door drop off and/or pick up cannot be guaranteed. 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. All questions and requests regarding the school's bus service should be directed to the school Administration. Students riding the bus are required to be punctual when waiting for the bus while the high standards of student behavior and decorum that apply to the school instructional day also apply to bus transportation. Verifiable parent permission must be provided to the school if a student will not be taking the bus home as regularly scheduled, or if a student plans to ride on a different bus (if there is available seating.)

SCHOOL COMMUNICATION

Toward Healthy School Relationships

Pinewood attaches high importance to teamwork, communication and the building of relationships with staff, parents and children. 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 are encouraged to fully take advantage of these opportunities.

Parent and Teacher Communication

Communication is encouraged whether through parent-teacher conferences, one-on-one scheduled meetings, by telephone, in writing, or via email. We believe that children benefit where there is strong parental involvement.

Private Tutoring

In line with our school identity, the Pinewood American International School seeks to exhaust all alternatives to remediate an enrolled student's academic difficulties. These may include but are not limited to: teachers providing remedial assistance to students before or after school (or during lunch), the discussion of student progress among faculty, frequent parent communication, and, finally, a referral to the school Administration. Any recommendation for private tutoring of students is the final step in this process. Private tutoring must be arranged by parents utilizing outside personnel. Pinewood faculty members are not permitted to tutor Pinewood students for pay while those students are currently studying in the same division as that of the teacher (Elementary, Middle School, High School).

Parents' Night

A Parents' Night for Pinewood parents is held during mid-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, general class performance and assessment expectations, and specific classroom policies and procedures for each class. Parents' Night is the most essential event for parents during the school year since it sets the tone for the desired cooperative relationship between teachers and parents.

The Pinewood Website: A Wealth of Information

In our efforts to utilize to its full potential the Pinewood website (www.pinewood.gr), communication with our Pinewood community is facilitated through this visually appealing, fresh and interactive site. Newsletters by the Director and special events, classroom activity, announcements, news, calendars and student articles are documented here. We encourage all members of the community to visit the website often as it is updated daily.

Friday Folder & Calendar of Events

At the elementary level, a weekly Friday Folder is sent home to parents with essential classroom and school information every Friday. Each Pinewood family is also provided with a Calendar of Events that lists all major activities, events, field trips, testing, and grade reporting information for the entire school year. These calendars are distributed in early September at no additional cost and additional copies, if desired, may be purchased from the school receptionist.

Daily Bulletin

A Daily Bulletin is published on every school day throughout the year and posted on Pinewood's school management software system. The Bulletin contains essential information that is provided to students and teachers.

Student Agenda Books

Pinewood provides each secondary school (grades 6-12) student with an agenda book at the beginning of each academic year. Students are requested to record homework, tests and other important information daily. The agenda should also act as a daily form of communication between parent and teacher and its contents must be closely monitored by teachers and parents.

Permission Slips

Permission slips are sent home for activities beyond the school day or for participation in field trips, excursions or off-campus activities. These permission slips must be signed by a parent/and or guardian.

Students who do not return a permission slip will be required to remain at school.

Interim Progress Reports

Students experiencing academic and/or behavioral difficulties between marking periods receive Interim Progress Letters. Copies of these are e-mailed to parents in the middle of each quarter to alert them to emerging problems and to ask for parental assistance in remedying the situation. Parents are encouraged to make every effort to address any issues with their children's teachers in a direct and timely manner.

Report Cards

Report cards with grades and teachers' comments are issued three times a year for Pre-K to Grade 5. Report cards with grades are issued four times a year for grades 6-12. Teachers' narrative evaluations are issued twice a year at the end of each semester. Refer to the website for specific dates.

Parent - Teacher Conferences

Individual parent-teacher conferences are scheduled for parents twice a year, 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 collective goals and objectives for students.

Parents may also meet with teachers at any other mutually convenient time by scheduling an appointment with the school receptionist.

Parent Expectations

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:

- ❶ Ensure that your child arrives to school no later than 8:25 a.m. each day.
- ❷ Ensure that your child gets at least 8 hours of sleep each night.
- ❸ Provide your child with school supplies as needed.
- ❹ Supervise your child's homework without DOING IT FOR THEM. Encourage them to try on their own and THEN assist them as necessary.

- ❶ Provide your child with a routine and quiet area for study that is free of noise and interference.
- ❷ Encourage your child to seek extra help from their teacher(s), as necessary, before and after school.
- ❸ Please address concerns about your child's learning to the classroom teacher first, then to the appropriate school administrator if not satisfied.
- ❹ Familiarize yourself with the contents of the Pinewood Parent-Student Handbook.

TEACHING AND LEARNING CLIMATE

The Pinewood American International School believes that in order to be a highly effective performance driven school, teachers and students must go about the business of teaching and learning in an efficient, effective and caring manner. Pinewood strives to foster a warm and caring learning environment where belongingness, service, and learning are valued.

We seek to demonstrate respect for students and making their success the top priority within a supportive, caring and stimulating environment consisting of high standards and expectations.

Teachers have the primary responsibility in dealing with transgressions quickly, fairly, and without lingering resentments. In cases of continued transgressions with appropriate teacher intervention (conferencing with students and/or parents, implementing strategies such as seat assignment changes, calling parents, etc.) or in cases of blatant misbehavior, students are referred to the school administration for action and consequences to the student's behavior as per school policy.

Academic Honesty

The Pinewood American International School maintains a zero tolerance for cheating or plagiarizing.

Academic honesty is a fundamental ethical component to the integrity of the teaching and learning process. Acts of academic dishonesty, including plagiarism, copying work from other students or using notes during a test, are considered serious offenses.

The consequences of academic dishonesty will be a zero grade on the specific test/assignment, and additional administrative action. For students in grades 9 – 12, consequences are:

1st offense: Warning and parents notified by the teacher.

2nd offense: A zero assigned to the assignment and parents notified by the teacher.

3rd offense: Referral to Administration

In all cases, the incident will be recorded by the teacher and reported to the Secondary Principal and the Team Leader.

Recurring incidents of cheating or plagiarizing by a student may result in academic probation, indefinite suspension, or expulsion from school.

Dress Code

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

- ❶ Apparel displaying tobacco, alcohol, drugs, or profanity
- ❷ Sexually provocative or revealing attire (i.e. bare midriff, low-cut plunging neckline/revealing tops, tube tops, halter tops or any items showing undergarments)
- ❸ The wearing of sunglasses or hats in the classroom
- ❹ Sagging pants (waist must be above the buttocks)
- ❺ Shoes that are not safe and appropriate for school

The length of clothing (skirts, pants, shorts, dresses) will be no shorter than mid-thigh. Teachers will serve in a primary decision making role and will refer disagreements to the school administration. Students in violation of the dress code will be sent to the Principal for appropriate action ranging from a warning (cover up or removal), parent contact, or suspension from school after repeated violations.

Electronic Devices

All electronic devices, including MP3 players and other music devices, are strictly forbidden during school academic hours (8:30 – 14:55) and the school discourages students from bringing them to school. However, they may be used during break and lunch OUTDOORS ONLY. In addition, students in Grades 10-12 may earn the privilege to use electronic devices during Study Hall. However, this is a privilege that is earned over time, not given at the beginning of the year. At all other times, such devices must remain in the student's locked locker. **Any device that is being used improperly during school hours will be confiscated and returned at the discretion of the administration only.** The school is not responsible for any electronic device that is lost or damaged on school grounds.

Mobile Phones

Mobile phones are strictly forbidden during school hours (8:30 – 14:55) as per Greek law. If a mobile phone is brought to school, it must remain on silent mode in the student's locked locker for the duration of the school day. However, they may be used during break and lunch OUTDOORS ONLY. **Any mobile phone that is seen or heard at any time during the school day will be confiscated and returned at the discretion of the administration only.** The school will not be responsible for any mobile phone that is lost or damaged on school grounds and the school discourages students from bringing mobile phones to school.

Behaviors That Lead to Suspension from School

Safety of 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. In cases of severe violations such as physical misconduct, vandalism, verbal abuse, or sexual harassment, a suspension may occur either at school or at home. If a student is suspended, parents will be contacted and a letter will be sent home describing the details of the infraction and suspension. Parents will be expected to meet with school administration before the student may return to classes.

Inappropriate Language

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

Smoking

The Pinewood American International School is a smoke-free campus for all members of the Pinewood community, guests, and visitors. This ban also extends to the areas around the school premises.

Alcohol and Substance Abuse

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

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 Principals, Team Leaders, and the Director.

Student Behavior

An electronic Incidents Log is kept on file for incidents that represent repeated behavior in a student's actions at the Secondary level.

Class Advisors are responsible for monitoring their advisees in the Incidents Log and report excessively aberrant behavior to the Team Leader and Principal, who will proceed with appropriate actions.

Types of Suspension

Out - of - School Suspension

In cases of significant behavior violations, a student may be suspended from school and will not be allowed to attend or participate in any school functions from the time he/she is notified of the suspension until the day following the completion of his/her suspension. Furthermore, during the above mentioned time period, a student who has been issued an out of school suspension is not allowed to be on school grounds.

In - School Suspension

The in-house suspension program is an alternative to out-of-school suspensions normally associated with violations of lesser severity. Students do not attend classes yet work on school assignments in a separate, supervised area. They may not participate in any extra-curricular activities during the suspension day including after school or evening school functions.

In cases of school-related instructional activities the student will be allowed to make up all work missed.

Social Probation

Students with a previous history of excessive behavioral problems will be placed on Social Probation. During the following school year, should the student on Social Probation be suspended out of school on more than one occasion, he or she may be asked to withdraw immediately. If, at the end of the first semester, the student's discipline record has shown no improvement over the previous year, he or she may be asked to withdraw.

Students on Social Probation will automatically be referred to the school's Administrative Team for screening, evaluation, and possible remedial services. In addition, the individual students will be discussed at secondary faculty meetings.

Homework

The assignment of homework is a vital component of the academic program designed to reinforce the learning taking place in the classroom. Homework is specifically defined as "the extension of the learning experience beyond the classroom."

The amount of homework will vary from day to day based upon the following: the subject matter, the varying abilities of the student, the scheduling of other activities or special programs, and the work assigned for other projects.

School Assemblies

Throughout the school year, assemblies are held for the elementary school, the secondary school, and both school divisions simultaneously. The assemblies may be thematic or informational in nature, yet serve to provide a sense of community for faculty, staff, and students. In the secondary school, the weekly structured Seminar Time on Wednesday afternoons or other days of the week, when necessary, is used for these purposes. In these various assembly forums, students are encouraged to be both courteous and attentive audience participants.

Attendance

Regular attendance and being on time to class is critical to student success in the Pinewood academic program and fundamental to the teaching and learning process.

The learning experiences that take place in the classroom are a meaningful and essential part of our educational program. Time lost from class due to tardiness or absence is irretrievable and must be viewed as a lost opportunity for the in-class interactions between

students and teachers. Pinewood provides generous holiday vacations within the calendar year, and it is expected that parents will be able to make their travel plans within the school schedule and calendar. Thus, starting school after the first day of the school year or leaving before the end of the school year is discouraged since it is extremely disruptive to the full instructional experience for students. Conversely, parents are discouraged from removing students from school for extended periods of time during the year for reasons other than family emergencies.

Types of Absences

There are two general types of absences: excused and unexcused absences. Both count towards the total allowable absences in any one class (see below in Excessive Absences). However, it is unexcused absences that are highly detrimental to student learning and achievement since students are not given the opportunity to make up work, quizzes and tests missed if the absence is unexcused. Accordingly, it is the **parents' or guardians' responsibility to notify the school each time and in a timely fashion when their child is absent from school.**

Excused Absences

An excused absence is one in which the student was absent with parent/guardian permission and knowledge. The following absences are excused and students are given an opportunity to make up work missed by making arrangements with their teachers:

- Personal illness
- Serious illness or death in the immediate family
- Emergency medical treatment or hospitalization
- Religious holidays

Unexcused Absences

An unexcused absence is one that is not covered by one of the above reasons or not excused through parent/guardian communication with the school within two (2) school days of the absence. In the case of an unexcused absence, the student will not be allowed to make up assignments, quizzes or tests that are given on that day, and a zero grade will be recorded.

Procedures for Excusing an Absence

1. Short Term Absence: On the day that a student is absent from school, the parent or guardian **must** notify the school via **telephone** (2310-301-221) or **email** between the hours of 8:00 and 15:30. An answering machine records all messages during other times. If no communication is received from parents, the student's absence will be considered **unexcused** for a total of **two (2) days**. Parents or guardians may clear up the unexcused absence within the two-day period by calling the school or sending an email. Any absence not cleared up after two (2) days will remain unexcused and the student will receive no credit (zero) for all assignments, quizzes and tests from the day(s) absent.

2. Tardy to School: For first period classes, the student must obtain an admit slip from the school's receptionist, before entering the class. All first period latenesses will be recorded by the class teacher as unexcused until the parent/guardian notifies the school via telephone or email (see #1 above). Because the schedule allows for ample student passing time between classes, students who are tardy for classes other than first period are automatically considered **unexcused** except when a student is detained by another teacher or administrator and that teacher or administrator gives the student a pass to their next class.

3. Planned Absence: Students who know in advance that they are going to miss school should bring a note from their parents/guardian to the Principal, **at least one week prior to the planned absence and obtain a Planned Absence Form** at that time. This form must be signed by all of the student's teachers and returned to the Principal before the student's absence. All assignments must be completed during the absence and submitted to teachers on the day of the student's return (unless other arrangements have been made with individual teachers). It is also the student's responsibility to make arrangements with individual teachers to make up tests upon return.

4. Extenuating Circumstance: It is important to recognize that serious illnesses and unavoidably difficult life events do occasionally occur. Hence, extenuating circumstances are absences that cause exceptional interference with academic performance and are of a very serious nature and extend **from two weeks of continuous absences from school (or longer)**. The parent or guardian **must** notify the school of such an absence via telephone or email (see #1 above). This type of absence also **requires official written documentation from a physician or other legitimate and relevant organization to be submitted to the school within 3 days of the student's return** to be considered excused. For indeterminate cases, such absences will be referred to the administration for recommended action or decision.

Excessive Absences

Excessive absences, excused or unexcused, have a detrimental effect upon a student's academic progress and will be one factor considered in promotion, retention, graduation and/or disenrollment decisions. The student and parent/guardian bear the responsibility for attendance decisions and accept the negative consequences.

The number of absences (excused or unexcused) allowed is listed below:

- ❶ A total of 20 absences will be allowed for classes that meet four or five times per week.
- ❷ A total of 15 absences will be allowed for classes meeting three times per week.
- ❸ A total of 10 absences will be allowed for classes meeting two times per week.
- ❹ A total of 5 absences will be allowed for classes meeting once per week.

Absences beyond these numbers will automatically result in failure of the course and loss of credit. Extenuating circumstances (i.e. two weeks or more of continuous absences) will be referred to the administration for review only if appropriate documentation is submitted within 3 days of the student's return to school. For seniors, loss of credit in a course will result in failure to meet graduation requirements.

Tardiness

Because of the disruptive nature of tardiness and the detrimental effect upon the teaching and learning process the following procedures apply: If a student is not in the classroom at the start of the class, the student is considered tardy. In addition, if a student needs to leave class to obtain a textbook, notebook, handout, homework, etc., this may be recorded by the teacher as a tardy. A tardy beyond 20 minutes will be recorded as an absence. Four unexcused latenesses are equivalent to one unexcused absence in the class and will be counted against the 20-day (or equivalent) attendance policy. The rules for unexcused absences will then be followed.

Additional Programs and Services

Learning Abilities / Special Needs

Within Pinewood classrooms, teachers offer enrichment programs and differentiate instruction as necessary to address the needs of all students. The traditional small class sizes in our school are central to this effort. The school does not have a formal Special Education program, however.

Library Services

The Pinewood library/media center is located in the main building. Hours of operation are 8:30 a.m. - 3:00 p.m. Monday to Friday. The library environment is conducive to learning, allowing students to read, research and study. All materials may be accessed using our school information system (Sycamore).

The library collection is divided into two sections: Elementary and Secondary. Library materials may be checked out as follows:

- ❶ Elementary: up to three books (over a two week period)
- ❷ Secondary: up to five books (over a two week period)

The library must be reimbursed for the cost of any lost or damaged books or resource materials.

Technology Lab and Acceptable Use

The Technology Lab currently contains a network of 18 personal computers that are available to students for educational purposes, which includes classroom activities only, and for faculty professional development workshops. With the availability of information, however, comes the issue of accessing non-educational material in the context of a school setting. In order to prevent access to such material, 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.

Student Activities and Extra-Curricular Program

Each year, the Pinewood American International School makes a determined effort to enhance the after-school activities program at all levels. Student participation in school activities allows for the natural reinforcement of the school's academic mission and programs. A variety of new activities are offered each year depending on interest and resources. Sample activities include tennis, soccer, basketball, drama, journalism, forensics, Model United Nations, digital photography, art, martial arts, music and robotics. The Activities Coordinator works to ensure proper organization and supervision of the entire program.

Note on After School Activities Transportation:

A special after-school activities bus is provided each day and funded from the activities fee. 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 to provide transportation home promptly at 4:20 p.m. If late, parents must notify the Activities Coordinator beforehand. This is critical to ensuring the proper supervision of your child while he/she waits on school grounds after hours. In cases of continued late pick-up, the student's participation in after-school activities may be restricted.

The following areas are covered by the late bus route: IKEA Central Bus Station (POSSIBLE), Thermi, Panorama, Pilea, Harilaou, Martiou, Sofouli, Kalamaria, Ethnikis Antistasis, Vasilissis Olgas, and Tsimiski.

Activities Program Expectations

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, however 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 Principal and the Director.

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.

Field Trips

At the Secondary level, Pinewood offers a carefully planned set of overnight Host Country Studies trips for all students in Grades 6-12. Each trip is aligned with our curriculum in a variety of ways, particularly by integrating classroom learning in many subjects with the art, architecture, history and culture of Greece. Refer to this year's Calendar of Events for specifics about each trip. Where appropriate, subject area teachers also design day trips for students in the Secondary school.

As part of an integrated curriculum, all field study trips include in-class student preparation as well as follow up activities and assessments appropriate to the grade level. Overall, they are opportunities to engage in complex, real world experiences that are personally meaningful to our students and bring exposure to the world around them.

Costs for transportation, guides, admissions, etc., may be shared by the school and the participants. School faculty/staff must supervise all school-sponsored trips and parents may assist in such supervision. Should circumstances warrant, and at the discretion of the administration, a student may not be allowed to participate in a particular trip.



PINEWOOD ACADEMIC PROGRAMS

Early Years Program (Pre-K through Kindergarten)

The Early Years Program at Pinewood consists of a Pre-K I class, Pre-K II class and a Kindergarten. Classes in the Early Years Program offer a full-day, developmentally appropriate program designed for three, four, five and six-year olds in self-contained classrooms. A blend of teacher-directed activities, self-selected activities, projects and learning centers provide a variety of large group, small group and independent learning experiences. The encouragement of social, emotional, physical and academic development is provided in a supportive, active, and nurturing environment.

The Early Years Program is a program of immersion that enables students to become bilingual quickly and effortlessly. It is tailored to meet the needs of both Greek and international children, provides a rich and varied curriculum to include language development, early math skills, science, social studies, arts and crafts. In addition, children have instruction by specialists in music, physical education and library. 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. Subject to enrollment, each grade level in the Early Years Program is provided with a teacher assistant.

Elementary Program (Grades 1- 5)

Grades one through three provide a secure and stimulating environment where children are encouraged to develop as individuals. Within this environment, children are provided with an excellent foundation in the skills needed to become responsible and productive citizens. During the lower elementary grades, study skills are developed and homework is assigned daily.

In Grades four and five, students continue to refine basic skills. Emphasis is on independent study with frequent use of available resources for assignments and regular long-term projects and presentations. Students at the upper elementary level are expected to assume leadership positions and serve as role models. They are encouraged to take an active role as problem solvers. The upper elementary includes a variety of cooperative learning opportunities that build group skills and offer leadership experiences.

English as a Second Language (ESL) in the Elementary Program

Pinewood offers an ESL program to students who have limited proficiency in English. Students who speak English as a second or additional language are evaluated upon entry to Pinewood and placed on an English Language Proficiency scale of 1-5 (Level 1 students do not speak English at all; Level 5 are fully proficient). Students are evaluated with The Maculaitis Test of English Language Proficiency. Elementary school students with low English language proficiency levels are placed in ESL class with a certified ESL teacher. The program is designed to develop English communication by focusing on the skills of listening, speaking, reading, writing, and interactions. Exiting the ESL program at the elementary level (Grades 1-5) occurs when students have met testing standards while achieving success in the regular classroom. The student's classroom participation is invaluable in determining success.

An in-house placement test is administered each May to current Pinewood ESL students in Grade 5 in order to transition from the elementary ESL program to the secondary ESL program. Performance on this test determines the student's ESL placement for Grade 6.

Specialist Subjects in the Elementary Program

In addition to the core curriculum, Pinewood Elementary students have regular classes in several additional areas taught by specialist teachers.

Host Country Studies: All students in Grades 1-5 take part in Pinewood's Host Country Studies Program through field trips and the exploration of Greek history and culture via weekly Greek classes, talks and presentations at school. A related program of field trips takes students to archaeological sites, churches and other places of interest, both in the city of Thessaloniki and in the surrounding areas.

Information Technology (IT): IT in Grades 1-5 is taught through an integrated learning approach whereby skills and concepts of computer literacy are embedded in the disciplines taught in the classroom. Students use the resources of the IT Laboratory with the classroom teacher to achieve increasing levels of literacy for the information age.

Modern Greek: All students in Grades 1-6 study Modern Greek in, as much as possible, leveled groups. The program introduces students to the Modern Greek language through a variety of methods and local resources. The general aim of the program is to generate an enthusiasm for the Greek language and culture and to help students develop the Greek language skills necessary to function better in the life of the host community.

Music: All students in Grades 1-5 participate in an integrated Music program designed to encourage the active participation of all students in singing, rhythmic exercises and the playing of musical instruments, as well as an awareness of various types of music from around the world.

Physical Education: All students in Grades 1-5 participate in Physical Education classes two times per week. Emphasis is placed on

the development of physical skills appropriate to each level and on sportsmanship, teamwork and the full participation of all students in all activities.

Visual Arts: Students in Grades 1-5 are given weekly instruction in the visual arts with their classroom teacher. This program introduces students to a wide variety of media in the form of exposure, instruction and practice. Through the program, each child can find an individual level of personal artistic expression and appreciation.

Library: All students in Grades 1-5 visit the library weekly. During this time, they learn to become effective and efficient users of ideas and information. Students are also encouraged to become enthusiastic readers by engaging them with literature through read-alouds, genre studies, book talks and many other exciting literature-based activities.

Homework

Homework, when designed and carried out in proper measure, has a valuable role to play in the education of elementary age children. Homework is seen as providing reinforcement and enrichment for the children and also provides parents with an opportunity to see the kind of work being done in the various classes. Homework assignments are shorter in the lower grades and become significantly longer by Grade 5, at which time students are preparing for the transition to the secondary school.

Textbooks and Educational Supplies

The school supplies all textbooks and workbooks needed for the core academic subjects. The textbooks must be returned in good condition at the end of the school year. All other supplies that students need for their school work will be supplied by the parents. A complete list of necessary supplies will be provided during the first days of school.

Standardized Testing

The MAP (Measure of Academic Progress), an internationally recognized standardized test is given annually to students in the elementary school. Test scores and results are reported directly to the parents as soon as possible by the school. At the school level, these results are used primarily to evaluate our curriculum, with the resulting implications for curriculum planning, resource allocation and staff development. Secondly, we use the results to gather more information on individual student progress over time.

Pinewood Elementary School Student Expectations

Pinewood recognizes that proper behavior is essential to the development of responsible and 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.

School Expectations

Responsible students

- ❶ come to school on time and are ready to learn;
- ❷ follow directions the first time they are given;
- ❸ are respectful of their peers;
- ❹ care for their learning environment;
- ❺ speak courteously and use appropriate language.

Playground Expectations

Responsible students

- ❶ stay in assigned areas;
- ❷ do not chase playground equipment outside of playground boundaries;
- ❸ share and return all equipment to its proper place at the end of recess;
- ❹ 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 - School Communication

The Pinewood elementary faculty prides itself on being easily accessible to all parents whenever questions or concerns arise. Informally, teachers provide information to families via telephone, email, notes and a Friday Folder. Parents are always welcome to meet with their children's teachers by appointment. These appointments should be made through the reception. In addition, several formal channels of communication have been established as follows:

Parents' Night

A Parents' Night for all elementary parents is held during mid-September each year, at which time teachers describe in detail the program for their grade level or subject and answer any program questions.

Report Cards & Parent - Teacher Conferences

Elementary report cards are issued three times a year. Individual parent-teacher conferences are also 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 always welcome to schedule an appointment with teachers at any time of the year, too.

Monthly Assemblies

Each month that school is in session, an assembly of the entire elementary school is held for the purpose of creating a closer feeling of community among the elementary grades. The assemblies are organized to display curricular content on which individual grade levels are focusing and as a forum for the yearly Elementary Drama Club performances in December and June. Parents are always invited to attend these assemblies.

Secondary School Program (Grades 6-12)

Pinewood - The American International School's secondary division offers a complete American college-preparatory program in Grades 6-12, including the International Baccalaureate Diploma Program (see below). The school is dedicated to striving for educational excellence and preparing students for challenging university study in the United States, the United Kingdom or other universities abroad. As students progress through the secondary school programs, they become increasingly more knowledgeable, self-directed, responsible, and self-disciplined. Students are encouraged to excel in academic, athletic, leadership, and student governance activities while also becoming involved in all aspects of school life.



Middle School (Grades 6, 7 and 8)

The 6th, 7th and 8th grade programs at Pinewood are designed to provide a smooth transfer from the elementary school years to increased academic intensity and expectations of the High School (Grades 9-12) experience.

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

Courses Offered in the Middle School (Grades 6-8)

Grade 6	Grade 7	Grade 8
English Mathematics Ancient & Medieval History Science Modern Greek English as a Second Language Physical Education Information Technology Host Country Studies Music	English Pre-Algebra Medieval History to the Modern Age Life Science Modern Greek French English as a Second Language Physical Education Information Technology Visual Art Art Through the Ages I	English Algebra I Geography Introduction to Physical Science Modern Greek French English as a Second Language Physical Education Information Technology Visual Art American Art

Middle School Project

The Middle School years are a vital time of exploration and creativity and experiencing the world beyond the classroom is an essential component of learning and personal development. Thus, the Middle School Project each year is a program that asks students in Grades 6–8 to challenge themselves with an extended group project that calls for creativity, cooperation, and direct hands-on learning. Each project is based on a big idea, and takes students off campus to discover that learning is everywhere. Past Middle School Projects have been dedicated to orienteering, graffiti art and the flash mob concept.

High School (Grades 9-12)

Course Selection

Students in grades 9 through 12 will select courses during the Spring prior to the upcoming academic year. Parents and teachers will all have input into yearly course selections and the development of student four-year plans. It is critical that each student schedule has been developed with careful thought and consideration since there is no student initiated “drop and add” in the secondary school.

English as a Second Language (ESL): Grades 6 - 12

Secondary ESL courses provide instruction in the four main skill areas of reading, writing, listening and speaking, and follow internationally recognized curriculum standards for ESL instruction in English-medium schools. At all levels of ESL instruction, there is a strong emphasis on reading and writing for academic development as well as for personal need. Students who speak English as a second or additional language are evaluated upon entry to Pinewood and placed in one of five levels ranging from Basic Beginner to Advanced; these levels are defined according to scores from the administration of The Maculaitis Test of English Language Proficiency, a widely used standardized test of English language proficiency for ESL students.

ESL - English as a Second Language Grading Policy

Level 1 and 2 students may be allowed to use the course textbook and be given extra time to complete tests if this is helpful and practical. They are allowed to use both monolingual English and bilingual dictionaries, as well as their notes and course materials, during tests. In some cases, modified work and tests are also given. For students in **Level 1 and Level 2**, a compensatory mark of +10% may be added to the score for tests, examinations, and assignments (homework, papers, projects) at the discretion of the teacher.

Level 3 students may be given extra time to complete tests if this is helpful and practical. In addition, they are allowed to use both monolingual English and bilingual dictionaries during tests. For students in Level 3, a compensatory mark of +10% may be added to the score for tests, examinations, and assignments (homework, papers, projects) at the discretion of the teacher.

Level 4 students may be allowed to use a monolingual English dictionary during tests. No other allowances are made.

Level 5 students have no allowances.

Note: Whenever special allowance of any kind has been made in the conduct or grading of a test, project or assignment, the grade or mark recorded will be tagged as “ESL.” Whenever over 50% of the marks contributing to a Quarter grade are tagged “ESL,” the Quarter grade will also be so recorded on the report card.

Matriculation within the ESL Program

Once placed in the appropriate ESL level (1–5), students generally advance one level per academic year. Advancement to the next level is determined by an end of the year assessment and the student’s performance in the ESL and English courses. Based on these criteria, the ESL teacher will determine whether the student advances to the next level.

Exiting the ESL Program

In order to exit the Secondary ESL program at Pinewood, all students must complete Level 4 and pass the Level 4 Exit Test to be administered at the end of the Level 4 year. Alternatively, if a student has earned Honor Roll status throughout the year, then he/she may exit after ESL 3 at the discretion of the teacher. If one of these components is not successfully accomplished, the student will continue in the ESL program in the subsequent academic year.

International Baccalaureate Diploma Program

The International Baccalaureate (IB) Diploma Program is a comprehensive and rigorous two-year curriculum, aimed at students in Grades 11 and 12. It leads to a qualification that is widely recognized by leading universities around the world. Since September 1999, Pinewood is officially approved by the International Baccalaureate Organization (IBO) in Geneva, Switzerland, to offer the International Baccalaureate Diploma Program. The IB Diploma Program consists of a core of six academic subjects, including at least two languages, and the required Theory of Knowledge component, a special overarching course designed to establish connections between and among themes and ideas from the various subject areas. Students are also required to engage in 150 hours of CAS (Creativity, Action, Service) activities and to submit an Extended Essay of 4,000 words on a topic of their choice.

IB Diploma candidates are required to study one subject from each of the six subject groups. At least three and not more than four of these subjects are studied at Higher Level (HL), the others at Standard Level (SL). The six subject groups are:

Group 1: Language A

Language A (Language and Literature): English (SL/HL), Modern Greek (SL/HL)

Group 2: Second Language

English B (HL), French ab initio (SL) or B (SL/HL), Spanish ab initio (SL) or B (SL/HL), Mandarin ab initio (SL)*

Group 3: Individuals and Societies

Economics (SL/HL), History (SL/HL), Psychology (SL/HL), Business and Management (SL/HL), Environmental Systems and Societies (SL), Information Technology in a Global Society (SL/HL)*

Group 4: Experimental Sciences

Biology (SL/HL), Chemistry (SL/HL), Physics (SL/HL), Environmental Systems and Societies (SL)

Group 5: Mathematics

Mathematics (SL), Mathematics (HL), Mathematical Studies (SL)

Group 6: The Arts / Elective

Visual Arts (SL/HL), Dance (SL/HL), Film (SL)* or a second subject from groups 2, 3 or 4.

* available as an online course at an additional cost

Other A or second language courses may be available dependent upon student demand, or as a school supported self taught course (A languages only).

The IB Diploma is awarded by the IBO after the candidates have successfully completed the final IB examinations in May of their senior year, which are externally assessed by IBO examiners. During their two years of IB studies, students complete assessment tasks in all courses, which are internally assessed by teachers and then externally moderated by IBO moderators or assessed externally by IBO examiners. The final IB mark for each subject is calculated from the final examination results and the internal assessment marks. As an alternative to the full Diploma Program, Pinewood also offers the option to highly motivated students to take certificate exams in selected IB courses of their choice. The IB courses themselves are challenging, but manageable, provided students are willing to put in long hours of extra study. IB students are extending their goals and find a personal pleasure in pursuing knowledge and undertaking research in the classroom and library. Equally, parents must be aware of the support, guidance, monitoring and encouragement that their son or daughter will require. IB Diploma candidates attend their six core subjects, (3 periods per week for each subject) the Theory

of Knowledge course (2 periods per week), and additional classes for their higher level subjects and/or Study Hall periods. Students interested in committing themselves to the Diploma Program need to begin preparing well before Grade 11, if possible. Application forms and further information are available in the IB Office.

IB Candidate Registration and Fees

IB diploma and certificate candidates need to be registered with the IBO for the final IB examinations. IB exam registration forms are available in the IB Office. There are two important deadlines for the May examination session:

- First IB Registration deadline: November 15
- Second IB Registration deadline: January 15

A registration fee per candidate and a subject fee per subject (including Theory of Knowledge and Extended Essay for diploma candidates) is payable to the IBO through the school. Amendments to the registration details (change of subject, level, or registration category) are possible between the first and second registration deadline and are subject to an amendment fee. Registrations and amendments after the second deadline are subject to approval by the IBO and increased fees.

Grading Systems

The secondary school uses the following grading system:

<u>Letter Grade</u>	<u>Percentage Range</u>
A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

ESL - English as a Second Language Grading Scale

Students enrolled in ESL classes shall receive modified grades as per school guidelines.

ESL 1 and **ESL 2** have specially modified work and tests given to them. **ESL 3** students may be awarded a discretionary +10%, depending on the style of the task. **ESL 5** students cannot be given an ESL grade. ESL 1 & 2 students may be given "Pass" grades in the Middle School as an alternate to percentage grades due to their emerging English levels. In such cases, the "Pass" grade is based on the student's effort, growth and improvement throughout each quarter, not on his/her grade-level achievement.

Alternative Grades

In exceptional circumstances, the following grading alternatives may be utilized with the prior approval of the Pinewood Director:

I = Incomplete

An incomplete grade indicates that the student has not completed all the required work for the course, and must complete it to earn a quarter grade. The work must be completed in a predetermined time frame. If it is not completed within that time frame, the student receives an "F" for the quarter. Incomplete grades are communicated to the Main Office and a new report card will be issued by the Main Office once the incomplete grade has been changed to a letter grade by the teacher involved.

P = Pass F = Fail

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

NG = No Grade

This grade is given to a student for whom a teacher is unable to grade, due to insufficient information. An NG grade must be changed to a letter grade by the next grading period.

Semester / Final Grades

The following system is used in averaging grades for semester and final grades:

First Semester Grades	Second Semester Grades	Final Grades
1st Quarter: 40%	3rd Quarter: 40%	First Semester: 50%
2nd Quarter: 40%	4th Quarter: 40%	Second Semester: 50%
January Exam: 20%	June Exam: 20%	

Academic Probation

Academic probation is a step taken by Pinewood for students who are struggling in one or more courses. It is provided to ensure that such students are meeting the minimum academic standards of the school.

Philosophically, academic probation is viewed by the school as proactive academic support given in the best interest of the student and as a measure taken by faculty and administration to monitor closely student progress in courses with which they have shown marked difficulty. The fundamental goal of academic probation is for students to take ownership of their learning by developing good study habits and effective tools for achieving success. A student is assigned to academic probation if one of the following occurs:

1. The student's overall grade point average falls below 60%;
2. The student receives two or more failing grades in one quarter;
3. The student fails two or more courses for the year;
4. The administration believes that the student's performance will be improved through the placement on academic probation.

When placed on academic probation, the student may be required to attend a designated number of study hours during the duration of the quarter on probation. The number of hours is determined by the severity of the student's academic standing. During those study hours, the student will work on assignments, study course material and seek assistance from teachers. In addition, the administration will monitor the student's progress. Academic probation also means that the student may be prohibited from going on overnight trips and/or participation in extra-curricular activities may be suspended if his/her teachers feel that the student is not making marked improvement and/or that effort is not being put forth to improve.

Academic Calendar

The school year is divided into two semesters. The first semester runs from September to mid - January, and the second from mid-January to early June. Exams are taken in all courses at the end of each semester. See the Calendar of Events for Exam and other important dates.

Advisory Groups

Advisory in Grades 6-12 is a short time set aside each morning for our students to positively interact with their peers. Through Advisory activities and discussions under the guidance of a grade-level faculty advisor, the goal of Advisory is to provide a welcoming, positive environment where each student feels comfortable and to offer academic and personal support for each student. At Pinewood, we firmly believe that no two students are alike. Thus, by forging strong student-teacher relationships, we are better able to assist in the success of each individual.



Test Schedule

Students are not required to take more than two major tests on any day and all secondary teachers are required to record upcoming tests on the school's Test Calendar in order to regulate test frequency. Quizzes are considered to be twenty minutes or less in duration and may be given on any day.

Homework

While the school recognizes that students undertake many learning experiences outside school hours, Pinewood requires that some of this time be set aside for school-initiated homework. This may be of two kinds - formal or informal. Formal homework is work directly assigned by a teacher, while informal refers to a variety of activities, including personal reading, writing, research and practice/review. The following times are recommended as a minimum total per night:

Grade 6: one and one-half hours per night

Grade 7: one and one-half hours per night

Grade 8: one and one-half hours per night

Grade 9: two hours per night

Grade 10: two hours per night

Grade 11: two and a half hours per night (IB students four hours + per night)

Grade 12: three hours per night (IB students four and a half hours + per night)

Grade Advancement

As a general rule, the following policy will apply to all students in the Secondary school:

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

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

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

Honor Roll

To recognize outstanding academic achievement, an Honor Roll has been established at Pinewood. Placement on the Honor Roll is determined by a student's average in a given marking period each Quarter and Semester. Grade point average calculations are weighted according to the number of credits a course earns.

There are two levels of the Pinewood Honor Roll as follows:

- ❶ Director's Honors: Students with an average of 95% or higher
- ❷ High Honors: Students with an average of 90% or higher

Students who achieve Honor Roll status are presented their certificates and recognized during school assemblies scheduled throughout the school year.

President's Award for Educational Excellence

This award, bestowed upon up to 3 students in each Secondary grade level, is based on high academic achievement in the classroom in the form of outstanding marks in all subjects from the previous year. Students must earn at least a 90% in order to be eligible. In addition, these students demonstrate high motivation, initiative, integrity, intellectual depth, leadership qualities and/or exceptional judgment.

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 6-12. The organization has its own constitution and faculty advisors, and school wide elections are held each September for Middle School and High School officers. Class presidents also serve on the Student Council. The Student Council sponsors school projects and social events, and is a valuable link between students and administration.



National Honor Society (NHS)

Pinewood sponsors a local chapter of the U.S.-based National Honor Society. Membership is open to students in Grades 10-12 who, in addition to having a high academic average, show special qualities of leadership, character, and service to the school community. Students with a cumulative average of 85% are scholastically eligible to begin the selection process. The prestigious NHS induction ceremony takes place each year in February.

Secondary Academic Awards

At the end of each academic year, various awards are given to secondary students for outstanding achievement, including certificates for individual secondary courses and departmental awards for the major subject areas. Two special awards are also given:

- ❶ The Ryan Giatas School Spirit Award, sponsored by Mr. and Mrs. Athanasios Giatas in honor of their son, a Pinewood 11th grader whose life was taken tragically in October 1996, is given annually to the secondary student who, by vote of the entire secondary school student body, shows the most enthusiasm and interest in school life.
- ❷ The All Around Student Award is given, by vote of the secondary faculty, to the secondary student who makes the greatest contributions in several areas of school life.
- ❸ The Director's Award is given to the student with the highest overall average for the year.

College Counseling

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

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

Standardized Testing

All students in Grades 6 - 10 and American Diploma students in grades 11 and 12 are given the MAP (Measure of Academic Progress), an internationally recognized standardized test two times each year. Test scores and results are reported directly to the parents as soon as possible by the school. All students in grades 10 and 11 are required to take the Preliminary Scholastic Aptitude Test (PSAT) at school each October in Thessaloniki. The SAT I and SAT II are administered in Thessaloniki throughout the year on most of the test dates set for international centers. The TOEFL (Test of English as a Foreign Language) can be taken at a computerized testing center in Thessaloniki throughout the year, also.

Graduation Requirements

Requirements for graduation are established by the Board of Directors based upon the recommendation of the Director and are consistent with the goals of the school and the requirements for admission to institutions of higher education. Pinewood grants its diploma only to students who have successfully completed all graduation requirements. Seniors must pass all of their full credit senior courses to graduate. Senior course failures will have to be made up at some agreed upon time before a senior can receive a diploma. Students are required to attend 8 full semesters in high school as well as complete a minimum of 22 credits in order to obtain a diploma from Pinewood - The American International School as follows:

English	4 credits	Notes: <i>1. A one-credit course meets the equivalent of 5 forty-five minute periods per week. 2. A credit is earned only for high school courses, which are passed with a grade of 60% or better. 3. English as a second language (ESL) may receive only one year of credit toward an English graduation requirement. 4. Course work completed in other schools will be evaluated at the time of enrollment and credit will be extended for equivalent subjects towards a Pinewood diploma.</i>
Social Studies	4 credits	
Mathematics	3 credits	
Science	3 credits	
World Language	2 credits	
Fine Arts	1/2 credit	
Information Technology	1/2 credit	
Physical Education	1 credits	
Electives	4 credits	

Note that the strong majority of Pinewood students graduate with more than the minimum credit requirement.

Recommended for University

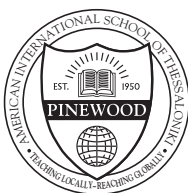
English	4 credits
Social Studies	4 credits
Mathematics	4 credits (If Math and/or Science career directed)
Science	4 credits (If Math and/or Science career directed)
World Language	4 credits (If Humanities career directed)
Technology	2 credits (If Math and/or Science career directed)
Fine Arts	2 credits (if Arts career directed)
Electives	For a well-rounded high school program

Graduation Ceremonies

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

Taking Part in Graduation Ceremony

If a student has not completed all graduation requirements at the time of the graduation ceremony the student may participate in the graduation ceremony, if an acceptable, timely plan for obtaining the needed credits has been approved beforehand. Under no circumstances will a student be able to receive a Pinewood graduation diploma if graduation requirements have not been fully met.



PINWOOD - THE AMERICAN INTERNATIONAL SCHOOL OF THESSALONIKI

SCHOOL CALENDAR 2015-2016

SEPTEMBER

M	T	W	TH	F	
	1	2	3	4	1-2 Faculty Orientation 3 First Day of School
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

FEBRUARY

M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	12 Early Release at Noon, PD Day
15	16	17	18	19	
22	23	24	25	26	
29					

OCTOBER

M	T	W	TH	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	26-27 St. Demetrios Observance, No School
19	20	21	22	23	28 OXI Day, No School
26	27	28	29	30	

MARCH

M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	14 Clean Monday, No School
21	22	23	24	25	25 Greek Independence Day, No School
28	29	30	31		

NOVEMBER

M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	17 Polytechnio Day & PD Day, No School
16	17	18	19	20	27 Thanksgiving Observance, No School
23	24	25	26	27	
30					

APRIL

M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	25-29 Spring Break, No School
25	26	27	28	29	

DECEMBER

M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	22 Early Release at 12:00 noon
21	22	23	24	25	23-31 Winter Break, No School
28	29	30	31		

MAY

M	T	W	TH	F	
2	3	4	5	6	2-6 Spring Break, No School
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

JANUARY

M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	1-8 Winter Break, No School
18	19	20	21	22	11 Classes Resume
25	26	27	28	29	

JUNE

M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	14 Last Day of School, Graduation at 20:00
20	21	22			

EYP / Elementary

Trimester 1: September 3 - November 30
Trimester 2: December 1 - March 7
Trimester 3: March 8 - June 14

Testing Dates

MAP - Fall Session: September - November
MAP - Spring Session: April - May

Secondary (Grades 6-12)

Semester 1: September 3 - January 29
Quarter 1: September 3 - November 6
Quarter 2: November 9 - January 22

Semester 2: February 1 - June 14
Quarter 3: February 1 - April 1
Quarter 4: April 4 - June 6

Mid - Term Exams: January 25 - January 29
IB2 Mock Exams: April 7 - April 15
Final Exams: June 7 - June 13
IB Final Exams: May 2 - May 20
PSAT: October 14, 2015
SAT: October 3, 2015
SAT: November 7, 2015
SAT: December 5, 2015
SAT: January 23, 2016
SAT: May 7, 2016
SAT: June 4, 2016



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