



## TOP 10 parent RESPONSIBILITIES

1. Bring your child(ren) on time in the morning. School begins at 9:00 a.m.
2. Give your child a lunch daily or buy the school lunch card from the cafeteria (93.40 € for 20 lunches).
3. Please give your child a healthy snack daily.
4. Please call the Elementary School Office or send an email to the Administrative Assistant and/or the teacher when your child is absent. For absences of more than three days, a doctor's note is also needed. Parents are responsible to communicate with the classroom teacher/office in order to pick up missed homework. Homework must be collected from the office.
5. A child recovering from an illness should not return to school until he/she is well enough to participate in the full, regular school day, including recess, lunch and PE classes. Students must be fever free for at least 24 hours before returning to school.
6. If a student wishes to take a bus other than the one normally assigned, or get off at a stop other than the one normally assigned, a written parent request must be submitted to the transportation office for approval 24 hours in advance and presented to the monitor before boarding. Permission to ride on a different bus will be granted by Mr. Marios Nikolis, Head of Transportation only if space is available.
7. If you have concerns, or questions, go to the teacher and talk with him/her first. Should there be any further concerns after consulting with the teacher, the chain of command is as follows: Department Chair, Principal and, finally, President of ACS Athens if needed.
8. Interrupting classes disrupts learning. Please make an appointment at the office if you need to see a teacher or drop off items for your child.
9. Pick up time for students is 3:45 p.m. Please be prompt!
10. Please adhere to the School Calendar when planning for a vacation.

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**As a member of the ACS Athens community, I have fully read the Elementary School Handbook and this document, understand the contents, and agree to abide by it. I also understand that this document MUST be returned to the homeroom teacher by Friday, September 30<sup>th</sup>.**

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Parent Signature

Student's Name

Homeroom Teacher

Date

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### ACS Athens Mission Statement:

ACS Athens is a student-centered international school, embracing American educational philosophy, principles and values. Through excellence in teaching and diverse educational experiences, ACS Athens challenges all students to realize their unique potential: academically, intellectually, socially and ethically — to thrive as responsible global citizens.

Accredited by: MSA-CESS, IBO, College Board

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