



## PROFESSIONAL CONDUCT

### ✓ PUNCTUALITY

Punctuality is kindly requested of everyone so that our parents, students and co-workers can find us at our posts during the times we are supposed to be there. All of us have moments where we will be delayed in arriving to work due for some unforeseen reason. This is something that is understandable. I would like to request though that we all try to adhere to our working hours.

### ✓ SMOKE FREE CAMPUS

Effective September 1, 2010 a new law was strictly put in effect in Greece banning smoking in all working places, transportation stations, taxis and passenger ships (in trains, buses and airplanes smoking is already prohibited), as well as in all enclosed public places, including restaurants, etc., without any exception. Therefore, the smoking area designated for smokers will not be available effective immediately. The space that was provided for smokers will now be refurbished and used for other school-related needs. Your cooperation and adherence to this request for ACS Athens to be a smoke-free campus is greatly appreciated.

### ✓ DRESS CODE

As members of a premier educational institution (ACS Athens), we want to adhere to a professional dress code in order to project a professional image for our co-workers, students, parents and visitors to ACS Athens.

The following guidelines will help you determine what is appropriate to wear. It is suggested that we avoid wearing t-shirts, cut off shorts, jeans, gym shoes, flip flops, revealing clothing,

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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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and short skirts. Jewelry, makeup and nails should also be in good taste and not extreme. We will continue with Fridays being the dress down day where “neat” jeans may be worn. Jeans should not be worn on the other days of the work week.

At the same time, please be reminded of the dress code policy for students. Kindly report inappropriate student dress to your respective building principals.

### ✓ TELEPHONES

All phone calls coming into the school should be answered in a professional and polite way. One of our main roles is to help parents, students, and members of the community in the best way possible, making them feel welcome. If you are leaving your post for any length of time, kindly transfer your calls to a colleague for messages. Also, please be sure to have a personalized Voice Mail message on your phone that clearly states what office they are calling and asking that they leave a message.

Finally, cell phones should be off and not used during classroom time. Outside of the classroom please have cell phones on “low sound” so as not to bother anyone. In offices when we are with students or parents, please do not answer your cell phones.

### ✓ IDENTIFICATION CARDS

During the first quarter of the 2010-2011 academic year, all of us (faculty and staff) are requested to wear their ACS Athens identification cards. We will be issuing new IDs to all faculty, staff, and students. Please see Mr. Koulyras in the Audio Visual Department office (next to the MS/HS Library) to have your picture taken for your new ID. We would like everyone to have their new IDs by September 16<sup>th</sup>.



## ✓ STUDENTS' INAPPROPRIATE BEHAVIOR

If any of you within the campus observe either inappropriate behavior or bad language by a student, please talk to the student and if it is necessary, refer him/her to the appropriate school.

It is everyone's responsibility to protect ACS Athens' welcoming and safe environment.