

REGULATIONS OF THE PRIVATE ELEMENTARY OF MANDOULIDES SCHOOLS

FOUNDATION

The Private Elementary School was founded in 1978 under the 40404/ 05-04-1978 decision of the Ministry of Education and operated in 1978-1979 with all grades, under the 980/ 31-08-1978 decision. The 2nd Private Elementary School was founded in 2001 under the D5/5322/07-06-2001 decision of the Ministry of Education and operated in 2002-2003 with all grades, under the 2025/25-11-2002 decision.

MISSION-PHILOSOPHY

Mandoulides Schools are a Greek institution with a European character and a global orientation. Mandoulides Schools' mission is to offer students the highest possible quality of education by staying true to the vision of their founder, Evangelos Mantoulidis, who envisioned a school where the mind, the soul and the body are molded through ethics, values and ideals.

OPERATION

School life at Mandoulides Schools...

IS PURSUED in up-to-date buildings furnished with impressive equipment in total harmony with their modern pedagogic objectives and with respect towards the environment.

IS ORGANISED following the advice of distinguished educators who introduce innovations, establish progressive programs, cultivate special interests in students and lead them towards achieving their goals.

IS BROADENED with additional teaching hours allocated for Greek, Mathematics and English.

IS ESTABLISHED every year with distinctions awarded to our students in Panhellenic mathematics, physics and computer science competitions.

IS ENRICHED by the ardent cultivation of culture and sports.

FLOURISHES within a wide range of activities and pioneering programs such as: student clubs, school publications, participation in international educational conferences and European programs, cooperation with foreign schools, literary and environmental projects, community support programs (volunteering, blood donation), training seminars and advisory sessions for parents.

IS CULTIVATED with an array of optional extracurricular activities: afterschool English, French and German (after school bilingual and link), computer science, ballet, modern dance, arts, tae kwon do classes and basketball, soccer, volleyball, tennis and ski academies.

IS NURTURED with a range of optional after-school activities: midday and afternoon classes in English, French and German (after school bilingual and link), Computer Science, Robotics, Ballet, Modern dance, Art, Tae Kwon Do as well as academies for Basketball, Soccer, Girls' Volleyball, Tennis, Swimming and Skiing.

EXTENDS into the summer months with educational and sports programs for children of Thessaloniki.

IS SUPPORTED by specialists; medical and professional personnel (psychologists, speech therapists, pediatricians, dentists, eye specialists, gynecologists, urologists, etc.) to better cope with possible adversities and ensure that parents be fully informed.

REGISTRATION - TUITION

Students' registration takes place in June and must be submitted by the students' parents/ legal custodians.

A student's registration presupposes that outstanding tuition and fees from previous school years be covered.

Upon registration, parents are liable for paying tuition in three equal installments: in September, December and March.

Registration is considered valid:

- a) Upon submission of a signed Registration Form with the student's information at the Schools' Cashier's Office.
- b) Upon depositing an advance on tuition

Students whose registration has not been completed before the beginning of classes will not be admitted to class.

BEGINNING-END OF CLASSES

The beginning and end of classes are determined each year by the Ministry of Education, Religion, Culture and Sports.

TRANSPORTATION OF STUDENTS

Students' transportation takes place through the bus service offered by the Schools or under the responsibility of the parents.

Bus schedules are initially organized based on Registration Forms submitted by the end of June and is finalized by the supervisors of the transportation office, holding the safety of students and the Schools' smooth operation in mind, by the end of September.

Students are dropped off to the care of their parents or other persons according to the signed forms submitted to the transportation office. Any action of parents/legal custodians or other persons that contradicts those forms compromises the safety of students and hinders the Schools' smooth operation.

The Schools' responsibility for the supervision of students ends when a student is dropped off by the school bus. In case a parent/legal custodian has declared in writing that the student will not be chaperoned by a certain individual after drop off, transportation of said student from the drop off spot to the student's home falls exclusively under the responsibility of the parent/ legal custodian. In such a case, the Schools hold no liability for any harm the student may incur after drop off.

PARENT-TEACHER MEETINGS

Mandoulides Schools hold the close cooperation with parents in high esteem. Within the framework of this cooperation, monthly and weekly parent-teacher meetings on dates announced by the Directors at the beginning of each school year:

- a) Monthly parent-teacher meetings
 - For the presentation of grade reports and progress update for the 1st, 2nd and 3rd trimester
 - For the presentation of grades on written assignments
- b) Weekly morning meetings

Each teacher will receive parents of his students during a specified hour in the morning to discuss issues regarding their child, and his/her performance in detail.

During the school year, impromptu meetings may be organized under the instruction of the Directors, to inform parents on specialized issues which may arise.

PRINCIPAL-VICE-PRINCIPAL

Responsibilities, and duties of the Principal and Vice-Principal of the Elementary School are declared by the educational law and are adapted to the Schools' needs.

TEACHERS' ASSOCIATION

The teachers' association is an instrument of Mandoulides Schools and is comprised of the Schools' educators. The Association's decisions always fall within the framework of the educational law.

The Elementary School's Teachers' Association:

1. Ponders on pedagogic and academic issues, trains on new didactic trends and adapts the educational program to the demands of the times and to pioneering educational approaches.
2. Decides on the organization of excursions, walks, educational visits or student performances, either as a body or through representatives.

CLASS SUPERVISOR

1. Informs students on all operational and disciplinary matters of Mandoulides Schools.
2. Attempts to approach students as closely as possible, by gathering information from teachers students had in previous school years in regards to performance and behavior. Detects students' inclinations and talents and guides their culture. Is informed and closely monitors students' problems (health, educational, psychological, family)
3. Deals with adjustment to school rules in cooperation with other teachers, Directors, parents, psychology, special educators or associates of the Schools.
4. Is informed by the Principal on any new students in their class after the beginning or during the school year so that the supervisor can ensure the student adjusts well to the new school environment. Communicates with parents in order to gather pertinent information and informs them on the curriculum. Ensures new students are admitted to clubs and other extracurricular activities.
5. Promptly informs the Principal through a written report on issues regarding student health and safety.
6. Informs the Teachers' Association during meetings on the class's progress.
7. Is responsible for the presentation of grade reports during parent-teacher meetings.
8. Monitors students' absences. Is in close communication with the parents of absent students.
9. Is aware of students' transportation schedules and other activities such as clubs, extracurricular activities, academies and afterschool classes.
10. Organizes curator lists for the class who alternate on a weekly basis.
11. Monitors the students' appearance to ensure it is appropriate.
12. Takes a daily interest in the cleanliness and aesthetic of the classroom, and tries to sensitize students to those issues as well.
13. In case of damages, the supervisor informs the maintenance supervisor and ensures repairs are made.

STUDENT BEHAVIOR

The first concern of our students should be discipline, as without it, harmony and creativity are impossible to ensure within a team setting. The Schools consider it a success if discipline becomes self-discipline.

No ethical value can become part of one's nature if, beforehand, it does not become a habit. For this reason, our students' behavior is monitored by the Schools' teachers, from the time they are picked up by the school bus until they are dropped off.

Obedience to elders, respect towards any other individual, respectability in behavior and appearance are our students' duty.

SPECIAL EDUCATIONAL NEEDS

Mandoulides Schools are especially sensitive to accommodating students with special educational needs. The Schools strongly support the harmonious coexistence of all students thus encouraging and promoting the adjustment to the educational process.

For this reason, the cooperation between parents and teachers is pertinent, any time it is deemed necessary by the Schools specialized personnel, in order to ensure that all right and lawful procedures are followed for the smooth continuation of a students' education.

STUDENT MISCONDUCT

Mandoulides Schools consider as misconduct, ranked from less to more severe, the following offenses:

1. Late arrival to Mandoulides Schools
2. Late arrival to the classroom.
3. Not using safety belts.
4. Mischief or harassment of other students in buses, recess, and in the classroom.
5. Obstruction of the smooth operation of the lesson.
6. Disturbance during Morning Prayer, raising the flag, or any other school event.
7. Possession and use of a mobile phone or any other digital medium of sound/image transmission.
8. Cheating or trying to cheat during written examinations.
9. Falsification of absence lists or any school announcement or any other official school document.
10. Provocative or non-respectable appearance, torn jeans, tights, uncovered waist, specialized hairstyle, or jewelry.
11. Disobedience or insolence towards the Directors, teachers and the rest of the staff.
12. Inappropriate behavior during various events within or outside the Schools' premises.
13. Unexcused departure from the classroom or the Schools' premises.
14. Littering the School grounds or property by writing or carving symbols or messages or generally by disposing of harmful substances or objects.
15. The Circulation of political, anarchist, immoral and generally provocative documents or images.
16. Theft or destruction of school or other property.
17. Bullying, verbal or physical towards other students in places and events within and outside the Schools' premises.
18. Use of force.
19. Causing physical harm.
20. Smoking or use of illegal or forbidden substances
21. Possession and use of dangerous or harmful substances and objects.
22. Occupation of the School grounds.
23. Consistent violation of the regulations.
24. Any unlawful act, which evidence state the student can be held responsible for.

ENTRANCE - EXIT FROM MANDOULIDES SCHOOLS PREMISES

To ensure the safety of students and faculty, those entering the Schools' premises ought to present their identity card.

Students are obligated to remain on the Schools' premises throughout the duration of the school day. In case there is a need for delayed arrival or departure before the end of classes, a written permission slip is given to the parent by the Principal of the Elementary School, if the grounds for it are serious. Should parents or a third party, which they have designated, wish to personally pick up the student from the Schools, they ought to come to the transportation office, sign the student exit book and pick up the relevant exit permission slip which they must turn in to the guard at the exit.

USE OF COMPUTERS AND THE INTERNET

The Internet is only used when the school network is supervised by a teacher.

1. Students ought to only visit addresses which contain material relevant to a project.
2. Students are not allowed to present themselves online with another's identity.
3. During Internet communication, no personal information and account passwords as well as Mandoulides Schools information without the permission of a supervisor should be disclosed.
4. Mandoulides Schools retain the right to monitor the websites visited by the student as well as the electronic messages of the school network.
5. The creation of a website or social media account mentioning the name of Mandoulides Schools is prohibited.
6. Participation in chat rooms without the permission of the teacher is prohibited.
7. Installing software to the school's computers without the permission of the supervisor (games, videos, songs, screensavers are included) is prohibited.
8. The use of electronic messages to send or forward any illegal, indecent, harassing material or material that violates the private life of other persons, or sending anonymous electronic messages is prohibited.

STUDENTS' APPEARANCE

Students' appearance must be simple, clean and respectable. Excesses in appearance are not congruent with being a student.

The establishment of a uniform ensures safety and control, as it ensures the awareness of student identity. It cultivates school spirit, respect and equality and focuses students' on learning and success. At the same time, it eliminates social discrimination and responds to the spirit of the economy imposed by the times we live in.

Elementary School students wear the uniform with the Schools' insignia daily and at all performances and excursions.

Students' registration at Mandoulides Schools presupposes and entails that parents accept the Schools' Regulations.