

## **RULES OF PROCEDURE OF “PRIVATE ELEMENTARY SCHOOL - E. MANDOULIDES SCHOOLS S.A.”**

### **FOUNDATION**

The “Private Elementary School E. Mandoulides Schools S.A.” was founded in 1978 under the 40404/05-04-1978 decision of the Ministry of Education and Religious Affairs and operated in 1978-1979 with all grades, under the 980/31-08-1978 decision.

### **MISSION - PHILOSOPHY**

Mandoulides Schools are a Greek institution with a European character and a global orientation. The 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 pedagogical objectives and with respect towards the environment.

**IS ORGANISED** with the contribution of distinguished educators who introduce innovations, establish pioneering programs, cultivate students’ special interests and lead them towards achieving high goals.

**IS BROADENED** with additional teaching hours allocated for Greek, Mathematics and foreign languages.

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

**IS ENRICHED** by the ardent cultivation of culture and sports. The prizes and distinctions that Mandoulides Schools’ groups and teams traditionally gain bear witness to the quality of work being carried out.

**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 sports, cultural and recreational activities.

**EXTENDS** into the summer months with sports and cultural programs where students from any school in the city can participate.

**IS SUPPORTED** by qualified administrative, technical, medical, scientific and auxiliary staff to anticipate and cope with problems that might arise during the operation of the school in a more immediate and efficient way.

### **REGISTRATION**

Students' registrations take place by the month of May and must be made by the students' parents/ legal guardians.

A student's registration presupposes that any outstanding tuition and other kinds 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.
- b) Upon depositing an advance payment on tuition
- c) Upon submission of the documents needed under the current institutional framework. In addition, the Schools ask that, apart from the Personal Health Card, a Medical Report Card be submitted every year.

Students whose registration has not been completed until 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.

### **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 the Registration Forms submitted by the end of May and are finalized by the supervisors of the transportation office, bearing 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 guardians 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 guardian has declared to the Schools in writing that the student will not be chaperoned by a certain individual after drop off, the transportation 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. As part of this cooperation, monthly and weekly parent-teacher meetings on dates announced by the Principals at the beginning of each school year:

- a) Monthly parent-teacher meetings
  - For the presentation of grade reports and progress update for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> trimester
  - For the presentation of grades on written assessment tests
- b) Weekly meetings

Each teacher receives parents of his/her students during two specified hours in the morning to discuss issues regarding their child, including his/her performance, in detail.

During the school year, unscheduled meetings may be organized on the initiative of the Teachers; Board, to inform parents on special issues that might arise.

### **PRINCIPAL – VICE PRINCIPAL**

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

### **TEACHERS' BOARD**

The Teachers' Board is a collective body of Mandoulides Schools and comprises the Schools' educators. The Board's decisions always fall within the framework of the educational law.

### **STUDENT BEHAVIOR**

Our students' primary concern 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 for students.

No moral virtue 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 older people, respect towards any other individual, seriousness and respectability in behavior and appearance constitute duties for our students.

### **SPECIAL EDUCATIONAL NEEDS**

Mandoulides Schools are especially sensitive to accommodating students with special educational needs. They 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 imperative, 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 students' education.

### **STUDENT OFFENSES**

Mandoulides Schools encourage the compliance of our students with what is imposed by the proper social conduct and the Rules of School Life. They indicatively intervene in cases such as the following:

1. Mischief or harassment of other students in buses, during recess, and in the classroom
2. Not using safety belts.
3. Obstruction of the smooth operation of the lesson.
4. Disturbance during morning prayer, raising the flag, or any other school assembly.
5. Possession and use of a mobile phone or any other digital medium of sound/image transmission.
6. Inappropriate postings on social media.
7. Unauthorized use of personal data.
8. Unauthorized use and/or falsification of multimedia material (of classmates and/or teachers) and its promotion on social media.
9. Cheating or trying to cheat during written assessment tests.
10. Disobedience or insolence towards the Principals, teachers and the rest of the staff.
11. Inappropriate behavior during various events within or outside the Schools' premises.
12. Unexcused departure from the classroom or the Schools' premises.
13. Littering the school grounds and property.
14. Theft or destruction of school or other property.
15. Violence, bullying, verbal or physical towards other students in places and events within and outside the Schools' premises.
16. Possession and use of dangerous or harmful substances and objects.
17. Any unlawful act, which, according to evidence, the student can be held responsible for.

### **ENTERING - EXITING MANDOULIDES SCHOOLS PREMISES**

To ensure the safety of students and all staff, those entering the Schools' premises have to present their identity card.

Students are obliged to remain on the Schools' premises throughout the duration of the school day.

To ensure the safety of students, no person with exception of the Schools' teachers and staff may, without a special permission, remain within the school grounds 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 deemed serious.

Should parents or a third party, which they have designated, wish to personally pick up the student from the Schools, they have to report 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 upon exiting.

### **USE OF COMPUTERS AND THE INTERNET**

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

1. Students can only visit addresses which contain material relevant to a project.
2. During Internet communication, no personal information and account passwords as well as Mandoulides Schools information, without the permission of a supervisor, should be disclosed.
3. Mandoulides Schools retain the right to monitor the websites visited by the students as well as the electronic messages of the school network.
4. The creation of a website or social media account mentioning the name of Mandoulides Schools is prohibited.
5. Participation in chat rooms without the permission of the teacher is prohibited.
6. Installing software on the school network's computers without the permission of the supervisor (screensavers, games, videos, songs etc.) is prohibited.
7. 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 control and safety, as it ensures the awareness of student identity. It cultivates school spirit, respect and equality and focuses students' attention on learning and success.

At the same time, it eliminates social discrimination and responds to the spirit of economy imposed by the times we live in.

Elementary School students wear the uniform with the Schools' insignia on a daily basis and at all performances and excursions outside the school grounds.

Students' registration at Mandoulides Schools presupposes and entails that parents accept the Rules of School Life.