

## MANDOULIDES PRIVATE SCHOOLS JUNIOR-SENIOR HIGH SCHOOL RULES AND REGULATION

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## **Chapter A. Organization and operation of the Schools (Junior and Senior High School)**

### **Establishment and purpose**

Mandoulides private Junior and Senior High Schools were founded with permit no. D5/2697/3-4-1990 of the Ministry of Education in order to complete the -admittedly- serious work that the same schools achieved with their Kindergarten and Elementary schools and to properly and effectively serve the Greek secondary education as well.

They operate in accordance with the provisions of L. 682/1977 “On General Education Private Schools” and aim to offer Greek children an education entirely consistent with the Greek-orthodox traditions and human values, so that they will be able to integrate easily and smoothly into the contemporary progressive, European and international, climate.

The specific aims of our schools are:

1. To help our pupils:
  - a) foster to the highest possible degree, as well as in the best way possible, their national and religious conscience, embody the eternal values and high ideals of the greek-orthodox culture, become admirers and servants of truth, beauty and virtue, and develop independent moral personalities with a character imbued with human feelings and characterized by the noblest individual and social virtues;
  - b) develop their critical ability;
  - c) comprehend the importance and benefits of democracy and embrace the feeling of respect towards its principles and institutions.
2. To impart to pupils the scientific knowledge that is necessary for them to observe major modern scientific breakthroughs and to prepare them gradually and in the most suitable way for their admission to universities, to such an extent that they do not need additional help.
3. To offer children the best opportunities for knowledge and familiarization with art, music, sports, creative recreation, deeper intellectual research and contemporary technical applications, and generally to initiate them to the essence of the highest cultural creations of speech and action.
4. To provide Greek children with a deep knowledge of languages so that they can effectively cope with the needs that will arise in people’s communication through the unification of Europe.
5. To provide Greek parents with confidence in their children’s proper education.

### **Location, premises, equipment**

Mandoulides private Junior and Senior High Schools are located in eastern Thessaloniki, 15 kilometers along the road which is the extension of Egnatia street and leads to Chalkidiki, and more specifically 70m. off the right side of the road, 1,100 m. before the flyover at the intersection of three roads, one of which leads to Chalkidiki, another one to Vasilika and the third one to the airport.

Their premises are among the most modern, boasting physics and chemistry laboratories, music and art rooms, an indoor gymnasium and generally all the facilities that contemporary schools could provide, equipped with the appropriate instruments and teaching aids according to European standards.

### **Administrative, technical and other staff**

Our schools are staffed with specially trained administrative and technical work force, including a school doctor and a psychologist for the monitoring of our pupils’ physical health and spiritual welfare, and extensive auxiliary staff of a broad spectrum, so that each problem arising from the operation of the school can not only be dealt with promptly and effectively, but can even be prevented.

### **Transportation of pupils**

Our schools' technical equipment includes a wholly satisfactory number of school buses, which transport our pupils to school and back home, picking them up and dropping them off respectively at the points that have been agreed on upon registration.

### **Teaching staff**

The staff is selected with strict criteria based on the scientific training of teachers, their teaching competence, their moral integrity, their diligence and conscientiousness as well as their overall pedagogical skill, so that they can serve the aims of our Schools.

### **Admission of pupils**

All pupils are not admitted to our schools. They are selected with criteria based on the Schools' aims and ambitions. In any case, every child wishing to become a pupil at our schools should have a desire to study and work.

### **The teaching of courses**

The teaching of courses is based on the curricula composed by the Ministry of Education, but additionally, it is enriched with a variety of other educational subjects and modern teaching methods, so that it will effectively help our pupils receive an education in accordance with the spirit of a united Europe.

### **Examinations, promotion, certificates**

Exams at our schools are conducted in accordance with the relevant decrees issued by the Ministry of Education for secondary schools. However, our high aspirations require that our pupils are examined quite frequently with short written tests, so that diligence and fair play will be cultivated and pupils will always be aware of their progress. The rating scale of pupils' evaluation is the one that applies to all Greek secondary schools.

Pupils promoted after succeeding in the exams, as specified by the relevant decrees issued by the Ministry of Education, receive a certificate which is equivalent and equal to the certificates awarded by public secondary schools, and which reflects a true picture of each student's ethos and performance.

Pupils who are distinguished both for their ethos and their performance in all courses are honored with special distinctions in a school celebration which takes place at the beginning of the next school year (in October).

### **Pupil communities**

The pupils of every class in our school comprise a pupil community, organized in accordance with the "Regulation of Pupil Communities" issued by the Ministry of Education, in which they have the opportunity to exercise the operating procedures of democracy in words and practice, and through which they can satisfy their own cultural interests and express their social virtues through acts of social service.

### **Career orientation**

Career orientation at our schools is not just theory. Our special career orientation office, staffed with trained counsellors and equipped with every means that can, at any given time, provide any information on all curricula in Greece and abroad, and on various professions, guarantees effective assistance to our pupils regarding the significant problem of the correct choice of profession. An additional guarantee of this help is the detailed briefing of pupils by special professionals or scientists during the teaching hours of the career orientation course.

**Information technology and foreign languages**

Information technology programmes and the teaching of three foreign languages (English, French and German) are particularly important for the preparation of our pupils in order to become creative members of the European community. The contribution of knowledge to an international society that abolishes national borders and a world that gallops at the pace of technological revolution is obvious.

These cultural activities are enriched with educational visits to museums, factories and other places of interest, as well as educational school trips, in accordance with the relevant provisions of the Ministry of Education.

Pupils themselves bear the costs of transport, food and accommodation.

The Board of Teachers has the right to exclude from these events pupils that could affect their success in a negative way.

**The responsibility of Mandoulides Schools towards parents and guardians of our pupils**

Our schools bear responsibilities towards parents and guardians of our pupils. They consider it their duty to contact them frequently and inform them continuously on their children's ethos and performance, while the children's progress is something the Schools aspire to contribute to as much as possible. Teachers welcome parents and guardians on regular days and times to discuss issues concerning their children's ethos and performance, while at the end of each term, parent-teacher meetings take place, during which they receive general pedagogical information and written reports of their children's progress.

**Scholarships**

Mandoulides Junior and Senior High Schools have established since the beginning of their operation the provision of scholarships to excellent pupils, who have set as their highest goals: a) to satisfy their educational needs, b) to promote science and c) to brighten Greek society with their ethos.

Scholarships consist of exemption (full or half) of scholars from tuition fees, granted at 7<sup>th</sup> and 10<sup>th</sup> grade following special exams and are renewed every year until the graduation of the scholar. In case the scholar lacks in ethos and performance, the scholarship will be granted to a pupil more worthy of it.

This institution of the Schools is proof of our belief in meritocracy and the need to reward values.

## **Chapter B. Obligations of pupils**

### **I. Terms under which pupils are admitted**

Pupils are admitted:

1. In the 7<sup>th</sup> or 10<sup>th</sup> grades:
  - a) following the parent's or guardian's application
  - b) provided that they possess the required school certificate and birth certificate or, regarding their registration for Senior High School, their ID card.
  - c) provided that they accept the terms of the school's rules of and regulation and
  - d) provided that, in our judgment, they possess the intellectual skills and ethos required for the fulfilment of our schools' goals and ambition.
2. In the 8<sup>th</sup>, 9<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades
  - a) on the basis of their conduct and performance in the previous grade and
  - b) provided that they accept the terms of the school's rules and regulation.

### **II. Attendance of courses, events etc**

Our schools' curriculum is more intensive than the one specified in the curricula of secondary schools. It bears the additional hours of foreign languages, laboratory classes and extracurricular activities. During these hours, pupils are required to remain at school and attend the additional classes or extracurricular activities, which they have stated they select, with the same obligation they have concerning the attendance of the regular classes. Disturbance in class and prevention of the smooth flow of a lesson are regarded as serious offences, for which the student is punished either by the form teacher, the school head teacher or the teachers' society, depending on the severity of the offence. In addition, pupils are not allowed to leave the school during breaks nor leave the classroom during a class nor enter the classroom late. They can do so only if they have obtained a special permission by the teacher or the school head teachers. Violation of this rule is regarded as a punishable offence and an unjustified absence.

In general, Junior-Senior High School pupils are required to arrive at school early and in decent attire, to line up quietly and decently during the morning or any other school assembly, to obey and comply with the commands of the teacher in charge of the assembly, to enter their classrooms promptly, modestly and quietly, to sit at their desks quietly, to help the student in charge of keeping the attendance register with his/her work, to receive the teacher entering the classroom with respect, to pay close attention to the class and participate in it in a proper and responsible way, to leave the classroom at the teacher's command, not to stay in the classroom or go in and out of it during breaks – unless so decided by the school head teachers due to special weather or other conditions- and not to cause problems during breaks, whichever part of the school they might be in.

Pupils are also required to attend the celebrations or any other cultural events of the school without fail and participate in official public school appearances wearing a common attire which is designated by the school head teachers. Finally, our pupils are required to do the homework assigned by the teachers and participate in any oral or written examination without complaint.

### **III. Discipline and conduct of pupils**

Discipline must be the main characteristic of our pupils, because without it harmony and creation as a whole are impossible. Our schools would be pleased if this discipline became self-discipline for pupils. However, no moral virtue can become an experience for somebody if it does not become a habit first. That is why our pupils' behaviour is monitored by our schools' staff from the moment they get on the school bus until the moment they get off it in order to go back home.

Pupils' life outside the school community must also be in accordance with the principles of our schools, the social rules of decency and the laws of the state, because any improper behaviour on the part of our pupils outside school, if denounced, can affect the characterization of their conduct.

Respect towards all individuals, obedience to older people, seriousness and decency in attire as well as in general appearance and behaviour constitute duties of our students. For each pupil a record of conduct is kept at the Head Teachers' Office, where all reports concerning conduct and any penalties imposed or moral rewards given are registered. This is not a means of intimidation, but an expression of our belief in meritocracy, which does not tolerate leveling in any domain of human life and action.

#### **IV. Offences and consequences**

The school considers the following to be offences, ranging from the least to the most serious one:

- a) chattering on school buses,
- b) late arrival at school,
- c) late arrival at class,
- d) disturbing or harassing other pupils on school buses, during the breaks and in class,
- e) disturbing the smooth flow of the lesson,
- f) unjustified absence or leaving the class or school,
- g) disturbing order during morning prayer or any other school assembly,
- h) cheating or attempting to cheat during examinations,
- i) swearing and use of vulgar language,
- j) fighting,
- k) polluting the school premises and school property by writing or carving symbols or slogans or generally littering,
- l) destroying school property,
- m) stealing or destroying other people's property,
- n) disobeying and being impertinent towards a teacher or an older person,
- o) causing injury,
- p) distributing political, anarchical, unethical and in general provocative documents, pictures or manuscripts,
- q) smoking,
- r) possessing and using dangerous or harmful substances and objects,
- s) disobeying or being impertinent towards a head teacher,
- t) school sit-ins,
- u) systematic infringement of school regulations and
- v) any punishable act, which the pupil has been proven to have committed.

A pupil who commits one or more of the aforementioned offences is punished either by the form teacher, the school head master or the teachers' society, in accordance with the relevant decrees of the Ministry of Education, with penalties ranging from simply recording the gravity of the offence to suspension or expulsion from school, which is, in any case, specified in paragraph 6 of article 16 of L. 682/1977.

It should be noted that the pupil's parent or guardian is informed in writing by the school head teachers about every serious offence committed by the pupil and that the pupil who is punished with suspension will not be allowed to return to school after the penalty has expired unless he is accompanied to school by his/her guardian.

The penalties are registered in the school's penalty record and the pupil's conduct card, and are evaluated as to the degree to which they could affect the characterization of the punished pupil's conduct by the teachers' society at the end of the school year.

## **Chapter C. Obligations of parents and guardians**

### **I. Financial obligations of parents**

Parents or guardians of pupils have the following obligations towards Mandoulides Junior-Senior High School:

1. Pay without delay or reductions the tuition fees at regular periods as agreed upon between them and the school Administration.
2. Restore damage done by their children to school property (buses, classrooms, desks etc.), or to other people's property on the school premises.
3. Compensate any school pupil that has suffered physical or other material damage caused by their children.
4. Compensate anybody that has suffered physical or material damage caused by their children, during a school trip or other extracurricular event.

### **II. Parents' interest in their children and contact with the school**

In order for the work of the school to be effective and for the educational effects on children to be satisfactory, the parents' and guardians' interest must be constant, sincere and unflinching.

Parents are obliged to:

1. Inform the school head teachers in time about any physical or psychological problems of their child.
2. Seek and have frequent contact with the school about matters concerning their child's behaviour and progress, which should be discussed with the school head teacher and the teachers of the class the child belongs to, however coming to school to meet the teachers only during the designated days and times, about which they will be informed with a relevant school document.

It is unreasonable for a parent or guardian to demand to take up some of the teacher's time while he/she is in class. It is also unthinkable for a student's parents to ask our schoolteachers to tutor their child outside the classroom. Besides, it is forbidden by the provisions of the state.

3. Be honest when informing the head teachers or teachers of the school about their child's absences and not attempt to cover up any offences.
4. Participate without negligence in the general meetings of the parent-teacher association so that they will make the most proper decisions possible and they will cooperate with the school, which they should consider to be the spiritual home of their children.

## **Chapter D. The validity of the rules and regulation**

### **I. Composition and approval of the rules and regulation**

These rules and regulation were composed in accordance with the provisions of article 11 of L. 682/1977 and approved by the Department of Secondary Education of the Prefecture of Thessaloniki with ruling no. 3253/21-10-93.

### **II. Signed receipt of the rules and regulation by the parent or guardian**

1. The parent or guardian receives and signs a copy of the rules and regulation of our school upon his/her child's registration at the school.
2. The receipt of this signed copy is equivalent to the parent's or guardian's declaration that he/she accepts the terms of the rules and regulation, as defined in paragraph 2 of article 11 of L. 682/1977.