

XENION HIGH SCHOOL
**REGULATIONS
OF OPERATION**



PART I

1. Short title

These Regulations will be referred to as the Xenion High School Regulations of Operation. Xenion High School is a school of secondary education approved by the Ministry of Education, Culture, Sports and Youth.

2. Interpretation

In these Regulations, unless otherwise stated in the text:

- "expulsion" is the pedagogical measure aimed at removing the student from the classroom or the school for as long as the said pedagogical measure provides.
- "apolitirio" is an official school certificate certifying the completion of studies in High School
- "Report" means the official school report with grades, which is delivered to parents or guardians or students after the end of the first semester or after the end of the school year and which records the student's attendance, performance and conduct for throughout the school year.
- "Student Profiles" for each subject are given to parents in mid-November and mid-March. These report on students' progress, participation and behaviour. If or when a serious problem arises, the parents of the student(s) involved are informed immediately.
- "enrollment" means the first time enrollment of a student coming from a public school of Primary Education in a public school of Secondary Education and from a private school of Primary or Secondary Education of Cyprus or abroad to a public school of Secondary Education.
- "guardian" means one (1) of the two (2) biological or legal adoptive parents or an authorized person on their behalf, following an affidavit before a court or the parent designated as having parental responsibility, including the child's education in case of parents who have divorced, following a relevant court decision or the Social Welfare Services of the Ministry of Labour, Welfare and Social Insurance, when they take over the care of the child.
- "transfer" means the movement and enrolment of a student, from Xenion High School to a public or private High School, or vice versa.
- "Parents' Association" means the association that consists of the organized parents or guardians of the students of Xenion High School.

PART II

3. Principles regarding the interpretation and application of these Regulations

(1) Xenion High School enforces the Regulations

- (a) without any discrimination on the basis of race, color, sex, language, religion, political or other beliefs of the child or their parents or guardians or nationality, national or social origin, property status, incapacity, birth, sexual orientation or any other condition,
- (b) with respect to the inherent right of the child to life, survival and development,
- (c) with respect for the dignity and personal value of the child and with impartiality, with special attention to their personal condition, well-being and special needs, and with full respect for their physical and psychological integrity,
- (d) taking into account, first and foremost, the best interest of the child in making any decision which directly or indirectly affects them,
- (e) with respect to the right of the child to express their views and to participate in decision-making concerning it, depending on their age and degree of maturity,
- (f) with respect at the principle that no child shall be subject to inhuman or degrading treatment or punishment,
- (g) with respect at the principle that taking pedagogical measures aims to improve the child's self-discipline.

(2) In enforcing the Regulations, Xenion High School shall take into account the child's age, degree of maturity, health, mental and physical development and whether he or she is in a vulnerable position for any reason, taking into account the environment and living conditions and upbringing.

(3) It is forbidden to use any form of violence against a child.

(4) Xenion High School has an obligation to protect the child's private and family life, as well as his or her personal data, in accordance with the provisions of the Law on the Processing of Personal Data (Protection of the Person) Law and to ensure that the minimal access to all recorded or videotaped materials or documents containing sensitive personal data of a child, which falls within the scope of these Regulations.

4. General principles of operation

(1) (a) The student has the right to freely express his or her opinion or views within the school, when they are expressed in a way that does not offend the reputation or personality of others.

(b) The right referred to in paragraph (a) includes the right to seek, receive and disseminate any kind of information and ideas, regardless of borders, in oral, written, printed or artistic form or in any other way the student chooses.

It is understood that the freedom of expression or opinion of the student is expressed in a way that does not involve any incitement to hatred or attempts to impose positions due to differences of race, sex, religion, nationality, party affiliation or any other difference.

(2) (a) The student has the right to freedom of thought, conscience and religion.

(b) The freedom to express one's religion or beliefs may be subject only to the restrictions imposed by law and are necessary to safeguard public safety, public order, public health and public morals or freedoms and the fundamental rights of others.

(3) No student shall be subject to arbitrary, unauthorized or unlawful interference with their privacy, family or correspondence, nor to attacks upon his honour, personality or reputation.

It is understood that in cases where there is a suspicion that there is a question of the safety of the physical integrity or life of the student themselves or other students, or serious suspicion or complaint for transporting illegal objects or substances, two authorized teachers inspect the student's school bag or perform physical control for the existence of dangerous or illegal objects and / or substances.

It is further understood that the school ensures the protection of the personal data of each child in accordance with the Law on the Processing of Personal Data.

(4) The school shall take all appropriate administrative and pedagogical measures to protect students from any form of violence, abuse, including sexual abuse, exploitation or lack of care.

(5) Xenion High School is gradually implementing conditions that ensure:

(a) environment and quality pedagogical services that promote the development of free, democratic, healthy and integrated personalities

(b) the hygiene and safety of the premises and facilities, tailored to the needs of all students

(c) the Social Studies course provides health and citizenship education programs aimed at protecting students from the illicit use of drugs and psychotropic substances

(d) the promotion of mutual respect

(e) encouraging regular school attendance and reducing absences

(f) the application of school discipline in a manner consistent with the dignity of the student

(6) The Xenion High School curriculum also aims to:

(a) the development of the child's personality and to the fullest possible development of their talents and physical and mental abilities

(b) the development of respect for human rights and fundamental freedoms and principles established in the Charter of the United Nations

(c) the development of respect for the child's parents, their identity, their language and their cultural values, as well as their respect for the national values of the country in which they live, their country of origin and for cultures that differ from their own

(d) prepare the child for a responsible life in a free society in a spirit of understanding, peace, tolerance, sex equality and friendship between all peoples and national and religious groups and persons of indigenous origin

(e) students developing respect for the natural environment

(7) The school does not allow third parties to enter it, without permission from the school management.

5. Duties and obligations of students

(1) In compliance with the provisions of these Regulations, the student performs his / her student duties, as provided by the educational legislation and the internal regulations of their school.

(2) The student may be assigned, with his / her consent, extracurricular work within the framework of the intra-school activities.

(3) The student wears uniform at school every day, which is only provided by the school, at the national celebrations, at the memorials and at the representation of the School. Non-compliance is considered a misdemeanor and is punishable, unless authorized by the Management.

Daily uniform:

- Blue trousers (or Blue Skirt for Girls)

- White shirt with collar
- Black shoes (not trainers)
- Black or blue dark socks
- Maroon jumper
- Blue jacket
- White Underwear T-Shirt (winter months)

Formal uniform:

- Blue Trousers
- Blue skirt for girls
- White shirt
- Tie
- Black shoes (not trainers)
- Black or blue dark socks
- Maroon blazer

P.E. uniform

- Blue Shorts
- White T-shirt
- Black or navy blue trainers
- Black or blue dark socks
- Maroon jumper (winter months)

Laboratory Uniform:

- White laboratory coat (over daily uniform)

Excursion Uniform:

- The appearance of the students must be decent.

Decent appearance

- The appearance of students must be appropriate. They should come every day in their uniform, be clean and presentable.
- Any exaggeration in the general appearance of the students should be avoided. This is incompatible with student status and is therefore a misdemeanor. "Improper appearance" is the appearance that is not commonly accepted for a student. Provocative appearance is also considered improper and that violates the prevailing rules of aesthetics and ethics. Based on this reasoning, the school considers the following to be improper and provocative:
 - For male students:
Short T-shirts, shirts or sweaters that leave exposed parts of the body, very long and untidy hair, beards, goatee, shaved head, mustache, rings, decorative chains, earrings and the like.
 - For female students:
Short skirts, T-shirts, shirts or sweaters that leave an exposed part of the body, many fancy rings, bracelets, decorative chains, earrings and the like on the face or tongue. Also long dyed nails, dyed hair, sophisticated hairstyles and makeup.
- Students can wear a small chain with a small cross or other small piece of jewelry. Students can also wear a pair of simple earrings (not hanging).
- Consistency with uniform regulations and decent appearance is the sole responsibility of the student and his / her family.

(4) Students participate, unless otherwise specified in a special announcement or decision of the Principal, at each school event, including school trips and group church services.

It is understood that a student is not required to participate in a group church service if his or her parent or guardian declares so.

It is further understood that a student, who does not participate in group church service, is supervised by staff appointed on an ad hoc basis by the Principal of the school and engaged in creative activities and studies.

(5) The absence of the student from the school must be authorized by a written confirmation of the parent or guardian, which should be approved by the School Management, or by a certificate of the treating doctor. Absences are authorized until no later than ten (10) working days from the day of return.

(6) A student, who has been absent with authorization from school for more than two (2) working days due to illness, expulsion or other justified reason, is obliged to cover the material of lessons he / she has missed with the help of his / her teachers.

(7) Each student, individually or together with other students, has the right to submit requests or complaints to the School Management. Written requests or complaints addressed to an educational officer must be submitted to the School Principal, who, after hearing the version of the educational officer, investigates them.

(8) A student who is caught cheating in a test or written exam is marked with grade one (1). A student who unjustifiably refuses to take part in a test or is at school and does not attend the lesson during the test, is also marked with grade one (1). Where possible, the relevant evidence shall be attached to the test and the teacher or supervisor shall include a relevant note in the student's test. Students, who communicate orally or otherwise at the time of the exam, are also marked with grade one (1).

(9) A student who commits a misdemeanor during the operation of the school is subject to pedagogical measures provided by these Regulations. The student is also subject to the same pedagogical measures if the misdemeanor was committed **outside the school, if the misdemeanor took place during school hours or outside school hours, provided that the misdemeanor concerns school or student property or staff or concerns the infringement of the dignity of students or school staff. A student is also subject to pedagogical measures in cases where they fall into a misdemeanor during school events, school missions or when they travel by school bus during non-working hours.**

PART III

6. School year

(1) The school year begins on September 1 of each year and ends on August 31 of the following year.

(2) School activities begin on September 1st of each year and end on June 30th of the following year.

(3) Lessons begin on 1 September and end on 31 May.

(4) (a) For purposes of distribution of the taught material, evaluation of students and timetable, each school year is divided in two (2) semesters as follows:

(i) 1st Semester: Lessons start on September 1st until Christmas holidays and

(ii) 2nd Semester: Lessons start on January 7 until the end of the promotion and school-leaving exams each year.

A student who aims to secure a place in the public universities of Cyprus and Greece attends the Pancyprian Entrance Examinations, in accordance with the Pancyprian Entrance Examinations at the Higher Education Institutions of Greece and the University of Cyprus Law.

(iii) No other written examinations shall be conducted, five (5) working days before the start of the term examinations.

(b) June exams take place at the end of June.

(c) The entrance examinations for students coming from public schools or schools abroad are conducted at any time in consultation with the student and the family.

(5) Student registrations are held between March 15 and April 30 for new students in Year 1 and mid-May for all students in other years. The school publishes the exact dates of all of the above at the beginning of each academic year.

At the beginning of the school year, the School Management presents an annual program of activities and activities, which can be found in Xenion High School Diary.

7. School holidays, holidays and celebrations

(1) School holidays are:

(a) All public service holidays

(b) Christmas holidays, from December 24 to January 6, including both (2) dates

(c) Easter holidays, from Holy Monday to Thomas Sunday, including both (2) days

(d) the following religious holidays:

(i) Name day of the respective Archbishop of Cyprus

(ii) January 30, Three Hierarchs and Greek Letters

(iii) Holy Spirit Monday and

(iv) June 11 (Saint Barnabas)

(2) The established school celebrations are as follows:

(a) Start of regular lessons and the established school blessing

(b) Anniversary of the declaration of Independence of the Republic of Cyprus, on 30 September

(c) Anniversary of 28 October 1940, 27 October

(d) Day of remembrance of the Fallen during the Turkish invasion of 1974 and condemnation of the declaration of the pseudo-state, on November 15

(e) Anniversary of the Polytechnic uprising, on November 17

- (f) Christmas celebration, December 23
 - (g) Celebration of the Day of Greek Letters January 30, January 29
 - (h) Anniversary of March 25, 1821, March 24; and
 - (j) Anniversary of April 1, 1955, March 31
- (3) Additional anniversary events:
- (a) Feast of the Tree, Environment and Ecology, during the last week of January and the first week of February
 - (b) Anniversary of the sacrifice of Grigoris Afxentiou, on March 3
 - (c) Easter, the last day before Easter holidays
 - (d) Anniversary of the founding of the United Nations (UN), on 24 October
 - (e) Anniversary of the Universal Declaration of Human Rights, 10 December
 - (f) Holocaust Remembrance Day, January 27
 - (g) International Women's Day, March 8
 - (h) Olympic Day, April 6
 - (i) Labour Day, April 30
 - (j) Europe Day, 9 May
- (4) A student who is absent from a school event is considered to have as many absences as the hours of the event, which are recorded in the total absences of the student.
- (5) Summer school holidays begin on July 1 and end on August 31 each year.

8. Clubs

- (1) At the beginning of each school year, the person in charge of the clubs prepares a list and program of clubs and informs the students about the objectives and content of the clubs.
- (2) Students compulsorily take part in one (1) clubs and optionally in others, up to 5 in total.
- (3) The clubs operate and are active throughout the year and form teachers inform the members of the club and the school community about the activities they plan.
- (4) Visits of clubs to places of interest may be made, if done in small groups, with the approval of the Principal.

9. Excursions

- (1) Excursion is the organized transportation of school students, using means of transport, to places far from the school, under the supervision of accompanying teachers and aims at educational and recreational purposes.
- (2) Excursions are organized by the school and are under the responsibility of the Principal.
- (3)
 - (a) Excursions are a necessary complement to the students' education, giving them the opportunity to communicate with each other as a group and to get to know the natural, historical, cultural and social environment of their country, or
 - (b) excursions can be combined with a group work offer to community services, such as tree planting, cleaning, charity visits.
- (4) During the school year, two (2) excursions take place.
- (5) The Head of Excursions, as the person in charge of the excursion, takes care of the following:
 - (a) The choice of the place of visit,
 - (b) the appointment of the leader of the excursion and accompanying teachers and instructors; and

(c) the provision of means of transport which must comply with the necessary safety regulations, such as a professional driver's license for the relevant vehicle, a certificate of appropriateness, safety and a license, after certification by the Department of Road Transport.

(6) The leader of the excursion and the accompanying teachers and instructors are responsible for the behaviour of the students and for the consistent execution of the program of the excursion.

(7) During the excursions, the students are not obliged to wear the school uniform, unless there is such a purpose and instruction from the school management. During the excursions, the students dress properly and decently, as described in paragraph 5 (3).

(8) The excursions are decided, prepared and organized by the School Excursion Committee. Students are informed in advance about the importance of the places they will visit and they are provided with the necessary information so that they can have the richest possible experiences.

(9) A student who is absent from a school trip is considered to have as many absences as the hours of the excursion, which are recorded in the total absences of the student.

(10) The organization of two-day excursions within Cyprus or excursions abroad is undertaken by the school. Special care is taken for these excursions, so that timely preparation is made.

(11) After the excursion, it is evaluated by the School Excursion Committee, and the evaluation is submitted to the Board of Directors of the School.

PART IV

10. Enrolment

(1) Students enroll in Year 1 at Xenion High School if they are graduates of public or private primary schools or primary schools abroad, and have attended and succeeded in the Entrance Examinations of Xenion High School.

(2) Those promoted as well as those who succeeded in the written entrance examinations for these classes are enrolled in all the other Years.

(3) Students of Year 3 must choose 6 subjects from the Options list, which will be taught in Years 4 and 5. The subjects are numbered according to the preference of each student, where number 1 indicates the subject of maximum preference and 6 the minimum preference. Each student will attend **only 5 subjects** which will depend on the demand of each subject. The 6th subject can take the place of the 5th and vice versa.

(4) Students of Year 5 must choose 4 subjects from the Options list, which will be taught in Years 6 and 7. The subjects are numbered according to the preference of each student, where the number 1 indicates the subject of maximum preference and 4 of the minimum preference. Each student will attend **only 3 courses** which will depend on the demand of each subject. The 4th lesson can take the place of the 3rd and vice versa. Students can also choose to prepare for the Pancyprian Exams in a separate Options form. The options depend on the demand for each subject. To create a class, the minimum number of students who have chosen the subject should be 10.

(5) Each student is enrolled by their parents or guardian.

11. Promotion, examinations

(1) (a) The grading scale on which the written examinations are graded and which characterize the students' semester performance and is listed on the school report is as follows:

- (i) Failure: 1 to 57
- (ii) Weak: 58 to 62.99
- (iii) Satisfactory: 63 to 69.99
- (iv) Good: 70 to 79.99
- (v) Very Good: 80 to 92.49
- (vi) Excellent: 92.50 to 96.99.
- (vii) Outstanding: 97 to 100.

(b) The lowest passing grade, is "Weak".

(2) The subjects examined are:

In Years 1, 2, 3: Modern Greek, Mathematics, History, English, Science and French / German / Russian, Geography and English Literature.

In Years 4, 5: Modern Greek, Mathematics, History, English, and optional subjects.

In Years 6, 7: Modern Greek, Mathematics, History, English, and the three (3) optional subjects.

(3) (a) For subjects that are not examined in writing at the end of the term, the final grade of the year is the average of the grades of the two (2) terms.

(b) For subjects examined in writing at the end of the term, the final grade of the year is the sum of the grades of the two (2) terms, with a ratio of seventy-five percent (75%) for each term and twenty-five percent (25%) for the grade of the exams.

(4) In accordance with these Regulations, students whose annual performance is less than 58 in subjects not examined in writing at the end of the term, are required to attend the examinations in those subjects on the first fortnight of June.

(5) A student who unjustifiably does not attend the term promotion examinations, in one (1) or both (2) terms, is referred to a written examination in the second fortnight of June and the grade of this examination is considered the final grade of the year.

(6) A student who lacks one (1) or more subjects at the end of the school year is referred for an exam retake in the second fortnight of June.

(7) The student is considered to be passing a subject in the June exam retake if their grade in the written exam is at least 58.

(8) A student remains stagnant in the June retake examinations if he / she:

(a) fails in the two (2) main subjects Modern Greek and Mathematics or in English

(b) fails in one (1) main subjects and two (2) secondary subjects

(c) fails in four (4) secondary courses

(d) unjustifiably does not attend the retake examinations of the second fortnight of June
It is understood that the Teachers' Association may, after studying and evaluating the case of each student individually and documented, raise the student's grade by up to 10 points so that the student avoids stagnation.

(9) The June retake examinations are also taken by students who justifiably do not attend a term written examination and students who are referred due to incomplete study.

It is further understood that these students are examined in the exam syllabus of both (2) terms.

12. Apolitirio (School-leaving certificate)

The Apolitirio (school-leaving certificate) is printed in a special form, which is determined and approved by the Ministry of Education and Culture.

(1) The content of the Apolitirio is as follows:

(a) Details of the school, name, including father's and mother's name, reference to the High School cycle, direction, where applicable, references to school books, act of the Teachers' Association, etc.

(b) Personal information of the student, including a recent photograph, which is in accordance with the specifications of the Civil Registry and Migration Department of the Ministry of Interior

(c) The student's performance in lessons as follows:

(i) General Performance or General Grade of the school year

(ii) Student performance in the lessons taught. For each subject, the name of the subject, the teaching periods of the subject per week, the grade of the school year in the subject will be displayed

(iv) Performance and / or participation of the student in Clubs. The evaluation of this performance / participation will be done with one (1) of the following descriptions:

Exceptional

Very good

Good

(d) Notes on the current grade

(e) Signature of the Principal of the school, date and embossed seal of the school.

(2) The general grade of the school year results as the numerical average of the grades marked in the subjects.

13. Decisions of Teachers' Associations for the promotion or graduation of students

(1) The decisions of the Teachers' Association regarding the issuance of results for the promotion or graduation of students are governed by the following principles:

(a) Ensuring the quality of the education provided and the reliability of the reports or Apolitirio (school-leaving certificates)

(b) Ensuring the principles of equal treatment and meritocracy

(c) The need to examine each case separately and to avoid generalizations that have a typical objectivity but do not contain the essential aspect of considering specific reasons or conditions that may substantiate further examination / study and decision-making

(d) Demonstration of reasoned leniency, so that the student does not remain stagnant, in special cases, such as:

(i) serious health problems

(ii) demonstration of substantial improvement and progress, despite the adversities of the environment or their personal weaknesses

(iii) serious personal / family and social problems

(2) In any case in which it is decided to demonstrate reasonable leniency, the relevant decision is duly justified and recorded in the minutes.

14. Correction and remarking of written exam papers

(1) The Principal, when the promotion, school-leaving and entrance examinations end, and if he /she has noticed any error in the grading, submits the exam papers, within a deadline defined below, ex officio and at his / her own risk, to the Management for correction and remarking.

(2) The Principal shall inform the Teachers' Association of the results of the remarking of the papers.

15. Incomplete attendance

(1) (a) Students who have a number of absences from one hundred and twenty (120) to one hundred and thirty-six (136), including the two (2) numbers, are referred for a retake examination in June in the examined subjects and in those subjects the Teachers' Association decides.

(b) Students who have absences of more than seven times the total number of lessons in a lesson or more than one (1) lesson, which a weekly timetable for the lesson provides, are referred for a retake examination in June in the subject or subjects the student is taking in the examination syllabus of both terms.

(2) The student's participation in the activities of the Clubs and in excursions is mandatory and therefore, in case of absence from them, the relevant absences are registered and counted in the total absences of the student.

(3) Students who had more than one hundred and thirty-six absences

(4) Absences are calculated (a) one (1) for each teaching period, and (b) every 5 times a student is late for class is charged with 1 absence.

It is understood that, in cases where a student is late for class or is absent during the first period of school, they are accepted after contact with one of their parents or guardians.

(5) A student who has been absent for at least one (1) teaching period, must, upon their return to school and in any case no later than 10 working days, present a confirmation from their parent or guardian or a certificate from their treating doctor signed by the parents or guardians for the reason of their absence.

(6) An unauthorized absence of the student from the school is a disciplinary misdemeanor.

(7) When a student intends to be absent from school, the school shall be notified immediately and in writing by their parents or guardians.

(8) The school informs the parents or guardians in a timely manner about the issues related to the student's attendance.

(9) The absences of the students are registered in special registers and are written in the reports.

(10) For students who participate in a special school mission with a decision of the school abroad or at home or are engaged in a school activity assigned to them by the Management, there are no absences.

(11) The Teachers' Association has the discretion in special, duly justified cases of students with serious health problems, including mental health, provided that the problem is substantiated, to decide differently from what the above provisions provide, if this is in the best interest of education and / or the student.

PART V

16. Internal regulations.

INTRODUCTION

The proper functioning of any organized whole requires the adoption of mutually acceptable regulations to ensure democracy, harmony and social peace.

The school as a small social unit with a pedagogical character, uses, among other things, internal regulations to achieve its goals, as another factor in the socialization of young people. With them, it contributes to the learning of social norms so that young people understand not only the rights and obligations to which they must respond consistently and responsibly, but also develop for self-criticism, which is the basic condition for self-knowledge.

The Internal Regulations are adapted and complement the Rules of Operation of the school and are compatible with the legislation and the Convention on the Rights of the Child.

Deliberate observance of these regulations by students ensures the smooth operation of the school, which is an important factor for a successful school year and contributes to democracy becoming an experience and a way of life.

The Internal Regulations are subject to amendments and developments when deemed necessary, following the changing needs of children and society in general, by decision of the Management and the Teachers' Association.

SCHOOL OPERATION OBJECTIVES

1. Active and collaborative learning. Students should learn how to collaborate and research through lessons, Clubs, School Events, the internet and all publications as Cypriot and European students and citizens.
2. Respect and protection of the environment as a holistic concept aiming at sustainable development. The contribution of students and teachers in the cleanliness and aesthetics of school premises. Waste is recycled, it should not be abandoned and pollute classrooms or other school premises. Cleanliness is next to godliness.
3. Students' moral development. Respect for the equality of both sexes and all nationalities in the School that is / is a multicultural community. Honesty and kindness in interpersonal relationships between students and between students and teachers. Talking calmly. The feeling of solidarity and offering regardless of language, nationality and religion.
4. The safety and health of each student's concern all, students and teachers.
5. Creative work during Club hours.

6. The defence of students' rights by students and the rejection and condemnation of verbal and physical violence, mass mob behaviour.
7. Participation in in-school and out-of-school competitions, the promotion of the abilities and talents of the students. Recognizing and rewarding ethics, volunteerism, school performance, continuous learning.
8. The promotion of innovations and the development of initiatives in the teaching of sciences and arts.
9. The pedagogical dialogue on an interpersonal level between teachers and students.
10. The cultivation of a spirit of acceptance of peaceful coexistence, mutual respect and cooperation between all students of the student community and all nationalities and religions of my country, whose society is multicultural.

ATTENDANCE

It is obvious that not only the smooth operation of the School, but also any kind of dangers that lurk, oblige us to be very strict regarding the time of arrival and departure of students from the School.

School for students begins at 7:30 a.m. and ends at 1:50 p.m. and Clubs end at 3:00 p.m. The lessons of the first period start at 7.30 a.m. and students must come straight and without delay to classrooms.

The timely attendance of students in their classes is a prerequisite for the smooth running of the school. Students are not entitled to any late attendance. Students must be in the classroom at the beginning of each lesson.

Students must arrive at the school on time and enter the classroom for each teaching period, immediately after the bell has rung. The late entry of students into the classroom causes the lesson to be interrupted.

Under normal circumstances and except of unforeseen circumstances, all students should be in their classroom and attend their classes regularly, according to the timetable or the special school timetable.

Students are asked to settle specific cases, e.g. with the Secretariat of the School or their form teachers, during breaks and not during lessons.

In order to deal with the problem of systematic delays in the attendance of students, the school applies the same policy uniformly.

For each delay of attendance of up to five (5') minutes, the delay is noted by the teacher in the absence list. But if the delay is more than five (5') minutes, then the student is noted as absent in the absence list by the teacher and the Deputy Head and the guardian are notified. The student stays in class and attends the lesson.

Since the systematic delay is considered a disciplinary misdemeanour, the Head of Year is informed by the Head of Department and for every three (3) attendance delays he / she additionally imposes one (1) absence on the student (the guardian of the student is informed).

It is strictly forbidden for students to move around the school premises, or to stay outside the classroom during the lesson. Apart from the fact that they unjustifiably miss their lesson, they remain unattended with all the possible consequences (danger to their physical integrity, manifestation of delinquent behaviour, destruction of school property, etc.). In case the above phenomenon is observed, the teacher has the obligation to inform the member of Management on duty, who in turn informs the parent / guardian immediately of the unauthorised absence of the student. After this, the sole responsibility lies with the parent / guardian.

SUPPORTING DOCUMENTS - ABSENCES

Supporting documents for absences are considered:

- a) Medical certificates.
- b) Confirmation from parents / guardians. These must not exceed 12 days a year and not more than 2 consecutive days.
- c) The Teachers' Association is not bound by any confirmation, when it has formed its own opinion.

The following are considered as misdemeanours:

- a) The deliberate delay of attendance at the School.
- b) The deliberate delay in entering the classroom after the break.
- c) Forgery of the parent's / guardian's signature or interference in the absence list.

Assemblies:

The presence of all students is necessary and mandatory. They remain in the positions assigned to them and attend events without moving, talking and commenting with each other.

Events – Activities:

Students must attend and participate in all activities, such as:

- a) School excursions, visits and walks
- b) In-school celebrations
- c) Common church services (unless they represent another religion)
- d) Artistic events
- e) Free activities
- f) Sports events and competitions
- g) Cleaning, tree planting and any other school activities

PERMIT TO LEAVE THE SCHOOL

The departure of a student from the school during its operating hours, without the permission of the Management, is a serious misdemeanour that is strictly punished.

The student who has a reason to leave school needs a written permit from the Deputy Head, after consultation with the parents or guardian, who come and pick up the student from the school.

The permit to leave school provided to the student by the Management is also signed by the teacher teaching the student during the period during which it is granted.

If the reason for requesting a permit to leave school is already known to the parents or guardians, the student brings with him / her a written confirmation from the parents or guardians who will pick him / her up from school.

In particularly urgent cases, mainly health problems, the Management addresses the problem at its discretion and at the same time informs the parents or guardians of the student or in retrospect, in case communication was not possible in advance.

Upon returning to school, the student presents the permit to the Deputy Head, signed by the parents or guardians or the doctor.

STUDENT BEHAVIOUR - RESPECT OF THE SCHOOL PREMISES

Cultivated and educated people are not only those who have knowledge, but also those who are characterized by politeness and good manners, respect for the other person's personality, observance of democratic procedures. The school will try to cultivate this character traits as well but students should also strengthen this effort.

The cleanliness of the school premises shows decency, is a serious indication of culture and is necessary for health reasons.

Respect for the school premises shows maturity and aesthetic quality. No matter how much effort is made by those responsible for the cleanliness of the school premises, without the assistance and support of all, cleanliness will never reach the desired results. The school belongs to everyone. That is why we owe to respect it.

IN THE CLASSROOM

1. Students respect themselves, their classmates and teachers and do not in any way disrupt the normal conduct of the lesson.
2. They respect and protect school property and in no way do it damage or destroy it.
3. Destruction or damage of school property is punishable and students are obliged to pay compensation for the restoration of the damage.
4. Students collaborate with their classmates and teachers and positively contribute to the promotion of the main goals of education and the special goals of the year.
5. Students do not stay in classrooms or hallways during break. When the bell rings, they go out into the yard.
6. They obey the instructions of the teachers and the Management and comply with them.
7. They makes sure that their desk and seat and their classroom in general are always clean.

SPECIAL CLASSROOMS

In the special classrooms of music, computers, laboratories, etc., students are obliged to faithfully obey the instructions of those in charge of the classrooms because:

- a. There are many and great risks, such as dangerous reactions, electric shock hazards, etc.
- b. There are expensive and sensitive instruments or devices that can be easily damaged, etc.

The whole behaviour and every action of the students must be such that students:

1. show absolute respect for the classroom
2. do not endanger their own life or that of their classmates
3. carefully comply with safety regulations and measures
4. avoid any kind of funny or frivolous action or gesture
5. enter the special classrooms only after the teacher and leave before the teacher
6. comply with operating and safety regulations of special rooms

SCHOOL PREMISES

1. Students should respect the school premises and take care to keep it clean. They should dispose any waste in the bins.
2. Since we are an ecological school, students must have an environmental education and love the environment and cleanliness.
3. It is not allowed for any reason for students to move unnecessarily during lessons in front of classrooms or corridors.
4. They come to the Cafeteria to be served with order and respect.
5. Any contact in the school premises with a person who is not a member of the school community without the permission of the Management is prohibited. The above action is considered a misdemeanour and is punishable.
6. Unnecessary shouting and excessive noise, inappropriate gestures and any vulgarity should be generally avoided.
7. It is forbidden to smoke, use alcohol and other illegal addictive substances.
8. For any problem, students address the teachers on-duty and the responsible members of the Management.

EXCURSIONS

Student participation in excursions is mandatory. Unauthorised absences from the excursion count as many unauthorised absences as the lessons on the day of the excursion.

On educational trips, clothes and appearance of students must be appropriate.

During the excursion students must:

- a. respect others, be polite, and be non-judgmental
- b. leave the place they are visiting clean
- c. not leave the designated area of the excursion for any reason without permission
- d. respect and protect foreign property (buses, crops, leisure centres, etc.)

The following are prohibited:

- a. Lighting a fire without the permission of the responsible teacher
- b. The use of alcoholic beverages and smoking
- c. To enter the sea
- d. The use of any kind of marine sports equipment
- e. Going to the area of the excursion with another vehicle, other than the school bus

When traveling by bus, the following are forbidden:

- a. Eating
- b. Disturbing the driver
- c. Indecent behaviour towards other students, accompanying teachers and the bus driver
- d. The infliction of damage

TESTS

May be:

1. Unprepared test during the lesson of the day, lasting a few minutes.
2. Unprepared or two (2) prepared tests during the lesson of the day, lasting one teaching period. For Years 1 and 2 only one test is allowed per day.
3. Prepared tests, up to five (5) per week.

Teachers are entitled to examine students, in any lesson of the day, either in writing or in a short exercise or orally on the same day they have a prepared test.

A student who is absent from a test must be examined in writing at the discretion of the teacher, in consultation with the student. The test can be done after the end of lessons.

A student who completes the test remains in the classroom until the end of the teaching period.

The grade of the test is not necessarily the term grade. Oral performance, consistency, diligence as well as the whole image of the student are also taken into account.

A student who is justifiably absent from school due to illness or other justified reason is obliged to cover what they have missed.

STUDENT COUNCILS

Students respect and obey the School Student Council they have chosen themselves. The treasurers make sure that the class has a treasury for the needs of the class, always in consultation with the Heads of Year.

GUIDANCE AND COUNSELING

Students are encouraged to seek help from their Head of Year for personal, family, financial, emotional, educational, etc. problems.

The Head of Year is at school every day. He / She accepts visits of parents / guardians by appointment or during the specified visiting hours.

NOTE: Parents or guardians are notified of students' disciplinary misconduct by telephone or via online portal (Engage) or by letter.

A student who is expelled remains at school, in the classroom during its operation or is doing something creative (e.g. gardening, cleaning etc.) according to the instructions of the Management.

The regulations aim at the proper education and shaping of the student's character, so that his integration into society as a whole is done smoothly.

PEDAGOGICAL MEASURES AND BEHAVIOUR

SMOKING

ANY KIND OF SMOKING IS STRICTLY PROHIBITED IN ALL AREAS OF THE SCHOOL.

According to the new legislation, smoking is now considered an offense, both indoors and outdoors in private or public educational institutions of Pre-school, Primary, Secondary and Secondary Technical Education.

The Principal, as the person in charge of the school (smoking ban), is considered - in case of an offense - responsible, unless he / she proves that he / she has taken all the necessary measures to prevent smoking in this area.

The School makes an effort so that students enjoy a clean environment in its facilities, in the educational visits, in the excursions, but also in the school buses. Smoking burdens their lives with unnecessary and unhealthy pollutants, causes addiction and makes other students passive smokers.

Students who smoke show that they do not respect the rules that govern the school. Disrespect and disobedience of these rules carries strict penalties.

The possession and use of tobacco products is prohibited. Smoking is a serious offense which is strictly punishable under the operating regulations of Public Secondary Schools. Violators will be punished to up to 3 day-expulsion. At the same time, other pedagogical measures may be imposed.

USE OF MOBILE PHONES AND OTHER DEVICES IN SCHOOL

Bringing a mobile phone to school is allowed. In the classroom it should be turned off and placed in the student's bag and only be used after the end of lessons. It is forbidden to turn on and use mobile phones in the classroom and in the school area.

Photos, videos, recording or the use of other technological means is only permitted with the approval of the School Principal. By activating and using mobile phones, personal data may be compromised.

Note: In case of using a mobile or other technological means, these means, after being deactivated, are retained by the School Principal and handed over to the student's parent or guardian, who are informed about it and the student is punished.

PROFILES

Profiles are delivered to students' parents / guardians electronically via the web portal or in printed form on dates set by the School Management.

BEHAVIOUR IN LESSONS

Students who respect themselves, make sure they make the most of the opportunity provided by their student status to be educated, cultivated and personally integrated. So without having to impose it on them, they set themselves tasks and obligations, principles, rules and objectives that will form the basis and conditions of their success. Some of these rules are as follows:

- They are not absent from lessons, unless there is a serious reason.
- They actively take part in the lesson and take notes.
- They always come prepared for the lessons.
- They participate in democratic dialogue and discussion.
- They constantly bring their books, notebooks and other necessary material.
- They contribute to the constructive conduct of the lesson.
- They know that discipline raises the level of the lesson and on the contrary, that misbehaviour reduces it. Self-control, self-discipline, self-esteem, mutual respect, respect and compliance with regulations are required.
- They perform whatever they undertake with consistency and responsibility.
- They do their homework for the next day.
- They are always consistent and prudent.

DELAY OF TEACHER

When for some reason the teacher does not come to class on time, the students remain quiet and do not leave the classroom. The President of the Class addresses the Management for relevant instructions.

THIRD PARTIES

The School does not allow third parties to enter it, without permission from the School Management. At school, students need to feel protected. Thus, it is not possible to allow uncontrolled and unnecessary entry of anyone into it. That is why it is forbidden for other persons to enter the school premises and for students to be with them. Of course, parents and guardians of the students are allowed to enter the school premises as well as citizens for the performance of work with permission from the School Management.

CRITERIA FOR TAKING PART IN PARADES

The number of flag bearers – flag attendants for the District School Parade is 21.

Selection criteria:

- The first three (3) students with the highest grade of the year during the previous academic year for Years 2-5.
- The first four (4) students with the highest grade from Year 6.
- The first five (5) students with the highest grade from Year 7. The first three (3) students carry the school banner, the Greek flag and the Cypriot flag.

In the event of a tie between candidates, and only for them, in order to rank them, the following shall apply:

a. Calculation of grade of year (with three decimals), in each course separately, according to the formulas

b. Final grade of year for the lessons examined

If the tie is still valid, then a draw is made between the students to be ranked purposes.

At school events:

- The 1st of Year 7 carries the school banner
- The 2nd of Year 7 carries the Greek flag
- The 3rd of Year 7 carries the Cypriot flag

In case of absence of one or more members from the first three students, the position is occupied by the next one, (e.g. if the 2nd one is absent, the position is occupied by the 3rd and the position of the 3rd by the 4th and so on).

It is understood that the student occupies a place in the parade only when he / she has excellent behaviour.

OTHER POSITIVE PRINCIPLES

The student ensures to become an example of good behaviour. Students should want and seek to be characterised by his spiritual and mental personality and not by the bad name he / she will be given.

- They never invite other people to school and do not associate with them when they come uninvited to school.
- They respect the School Secretariat and facilitate its work.
- They respect the cleaners and appreciate their effort and help clean the school.
- They inform the Management and the responsible teachers about various problems.
- They seek help from their Mentors when they encounter a serious problem, acknowledging that their Mentor is a friend they can trust.
- They know that dialogue is the best way to solve problems.
- They respect and care for the school garden, maintaining the privileged natural environment in which they live, taking care of its enrichment.

TROUBLESHOOTING

- If there is a problem, the student informs the Head of Year.
- The teacher in charge discusses the matter with the Student Council of the Class and they face the problem together.

- If the issue also requires the involvement of the Management, the responsible teacher refers to the Deputy Head, who reports the matter to the Principal.
- If the problem faced by the student or the class is related to a specific teacher, the student is encouraged to firstly approach the teacher in question before addressing any other person.

17. Student councils

(1) Student councils aim at the following:

- (a) Awareness of the vital necessity and utmost usefulness of the institutions, methods and procedures of democratic life and administration and active participation in them in a way that contributes to the creation of free, responsible democratic citizens
 - (b) Development of self-discipline and mutual respect for students, exercise in democratic self-government and free and fruitful dialogue and constructive criticism
 - (c) Socialization of students and development of initiative, responsibility and the spirit of cooperation between philanthropy and fraternity
 - (d) Cultivating students' spiritual, artistic and athletic interests
 - (e) Co-operation with the School Principal, the Teachers' Association, the Parents' and Guardians' Associations and other educational institutions and make suggestions for the promotion and resolution of issues concerning the students
 - (f) Development of friendly relations and cooperation with student councils of other schools
 - (g) Provision of all possible assistance to improve the living conditions and studies of students, to support the interests and rights of students, and to contribute to the promotion and resolution of student problems
- (2) The elections for student councils shall be held after the proper information of the students by the Heads of the Departments, teachers or instructors, and the necessary preparation, with emphasis on the relevant provisions of the regulations for the student councils
- (3) The obstruction of the free exercise of vote by the voter or the influence, positively or negatively, on any candidate during the voting, is prohibited

A. Class Council (CC)

1. Each class shall elect its own Council.
2. The Class Council (CC) consists of three members and is elected by all the students of the class, by secret ballot, in the presence of the form teacher, in the fourth week after the beginning of lessons. Valid are the ballots with only three names of candidates (not less).
3. The three members are (a) President, (b) Vice President, (c) Treasurer
4. The President elected is the student who received the most votes in the voting. The second one is elected as Vice President and the third as Treasurer. The fourth and fifth students are selected as the first and second runners-up respectively.
5. In case of a tie, then a draw will be held.
6. Right to submit a candidacy for election to the CC have all the students of the class unless the student has been deprived of the right by the Teachers' Association due to his / her behaviour (expulsion or grade 65 and below in Social Studies) during the previous 3 school years or the current year.
7. Member of CC loses his / her position when he / she falls into a disciplinary misdemeanour characterized as serious by the Teachers' Association.
8. CC are responsible for their class, present the problems of the class to the responsible teacher and discuss them with him / her (issues of discipline, cleanliness and order, well-being, relationships, timetable and curriculum, methodological approaches of teachers, books, celebrations, etc. are discussed).
9. CC meet during non-teaching time.

10. The treasurer of CC receives an amount to be decided by the majority of the students of the class as a regular contribution from the students at regular intervals to be determined by the Council
11. The amount of money that will be deposited in the class treasury can be used for the needs of the class or for charitable purposes, after the form teacher has been informed. They take initiatives to provide material or other assistance to their classmates who need such help.
12. The Vice President of the CC keeps the minutes of the meetings and is responsible for the announcements of the Council.
13. The behaviour of the members of the Council should be an example for other students.
14. The President convenes the sessions of the CC and when he / she is absent, the Vice-President takes over. Quorum consists of two members.

B. The School Student Council (SSC) of Xenion High School

1. The election of SSC takes place after the election of the CC.
2. Members of the CC from Years 1-7 are elected as Members of the SSC.
3. During the 1st meeting of SSC in the presence of the Deputy Head, this is drawn up in a body as follows: President, Vice-President, Secretary, Treasurer, Events Officer, Year 1-6 Representatives. In case there is more than one person interested in any position in the SSC and there is no unanimity among the members, then a secret ballot is held between the members of the SSC.
4. The position of President may be claimed by a student from Year 7.
5. A position in the SSC cannot be claimed by a student who has been deprived of this right by the Teachers' Association due to his / her conduct (expulsion or grade 65 and below in Social Studies) during the previous academic year.
6. The President of SSC presides over the meetings and signs each document with the Secretary.
7. The SSC meets in non-teaching time.
8. In the meetings of SSC democratic processes are faithfully observed. Each member expresses his / her views freely and responsibly in a critical and constructive manner.
9. The resources of SSC come from subscriptions of the classes or actions of the SSC.
10. The president of SSC represents the student community in the Teachers' Association.
11. Member of the SSC loses his / her position when he / she commits a disciplinary misdemeanour characterized as serious by the Teachers' Association or has committed a criminal offense.

(4) In case of resignation or vacancy of any member in the class council, in the SSC, this position is occupied by the first runner-up and in case there are no runners-up, by-elections are held.

18. Student conduct and pedagogical measures

- (1) (a) Pedagogical measures aim to improve the students' behaviour and to strengthen their personal responsibility and self-discipline, as well as to ensure democratic life, which is a prerequisite for orderly and efficient operation of the school, within the educational community
 - (b) When imposing any educational measure, the well-meant interest of the child is always taken into account.
- (2) (a) Pedagogical measures and their respective enforcement bodies are:
 - (i) pedagogical dialogue

(ii) observation

(iii) reprimand

(iv) the joint written pedagogical commitment between teachers and students, for minor misdemeanours to which students have committed, in which they undertake not to repeat the misdemeanour and to henceforth comply with the regulations - the agreement is also signed by the teacher- the agreement is also signed, if deemed necessary by the teacher, the student's parent / guardian.

(v) removal from the classroom and referral to the Management. Further management of the incident is undertaken by the Deputy Head, who informs the student's parents or guardians.

All of the following apply only to the School's Board of Directors:

(vi) Compensation paid by the student's parent / guardian for damage to school property or others. This pedagogical measure can be imposed in parallel with another pedagogical measure.

(vii) Execution of community school work aimed mainly at the utilization of the student's abilities / skills for the benefit of the school community, the execution of community service school work is carried out outside the school hours, under the supervision of the staff appointed.

(viii) Expulsion. It is understood that the expulsion for up to two (2) days may be imposed by suspension.

(xiv) Permanent expulsion from the school, for a change of school environment, with the right to transfer to another school.

(b) Parents or guardians are immediately informed of the imposition of any pedagogical measure.

MISCONDUCT - PENALTY POINTS

BEHAVIOUR	
1. Attendance, appearance, general behaviour	(a) Systematic delay in attending class.
	(b) Absence from a lesson or school event without permission or unauthorised absence from school.
	(c) Leaving school or school event without permission.
	(d) False statements - falsification and / or destruction of school documents.
	(e) Despite the recommendations, a systematic deviation from the regulations for proper appearance.
	(f) Preventing the smooth running of a lesson or other school event.
	(g) Mobile phones or other similar electronic means.
	(h) Presence of a mobile phone, outside of break time (class / assembly / event).
	(i) Activation of a mobile phone, outside of break time (class / assembly / event).
	(j) Use of a mobile phone during the day, outside of break time (class / assembly / event).
	(k) Violation of personal data using a mobile phone.
It is understood that the teacher removes the mobile phone from the student, after it is deactivated. It is then delivered to the School Management, which returns it to the student's parents. The student is punished according to the rules.	

	(l) Use of a motor vehicle in the school premises at the time of operation of the school, except for the arrival and departure at or from the school.
	(m) Use of a private means of transport on an excursion or other school event during working hours.
	(n) Unjustified association with persons, who do not belong to the school during the operation of the school without permission.
	(o) Cheating or attempted cheating during a written examination, test and written school competition.
	(p) Promotion of products, businesses, and other commercial activities.
2. Smoking and use of alcoholic beverages in school or school events.	(a) Smoking.
	(b) Possession, use and marketing of alcoholic beverages at school, school events or other related school activities.
3. Offenses against property relating to the school or school staff or students or a school bus, which occur during working or non-working hours.	(a) Theft / attempted theft inside or outside school.
	(b) Indication of insulting / offensive or other slogans.
	(c) Malicious property damage outside or inside a school.
	(e) Arson / attempted arson.
4. Possession and transfer of dangerous objects to the school premises or to school events.	
5. Offenses.	(a) Insulting or racist or offensive or sexist behaviour and / or verbal, including online or electronic.
	(b) Sexual harassment.

	(c) Bullying and threatening behaviour.
	(d) Physical or psychological violence with or without an object.
	(e) Physical violence of a sexual nature.
6. Illegal possession-use-trafficking of narcotic drugs, psychotropic substances, unless used with a prescription.	
For misdemeanours and misconduct not included in the above table, the Principal and the Management team shall decide accordingly, mutatis mutandis, for the body to which each case will be referred and managed.	

(3) For the above misdemeanours and misconduct, any of the pedagogical measures can be taken alternatively, after taking into account the student's behaviour as a whole:
It is understood that the imposition of pedagogical measures does not necessarily apply in stages.

19. Disciplinary Board

(1) (a) The Disciplinary Board consists of the following:

- (i) The Principal or the Deputy Head as President
- (ii) 2 Deputy Heads
- (iii) 2 teachers from the Teachers' Association
- (iv) the form teacher
- (v) the President of the School Student Council or a representative

(2) Cases of serious misconduct are referred by the Principal to the Disciplinary Board.

(3) (a) The Disciplinary Board, when conducting the investigation, shall provide the student with the opportunity to report the facts and to develop his / her arguments, after informing the student or his / her guardian in advance of the complaint against the student. The Disciplinary Board may also call on any other teacher or student it deems necessary to testify about the incident.

(b) When the student does not appear before the Disciplinary Board, the Disciplinary Board shall consider the case in his / her absence.

(4) The Disciplinary Board shall keep minutes of its meetings and shall inform the Teachers' Association of its decisions.

20. Parents and Guardians of students

(1) Parents and Guardians

(a) come, in order to enrol their children and with their signature they undertake all the obligations towards the school, which derive from the capacity of guardian.

It is understood that this sub-paragraph also applies to students who have reached the age of eighteen (18) and attend school.

It is further understood that in cases where the completion of proceedings for the assignment of parental responsibility is pending before a competent court or in cases where there is a disagreement of the guardians regarding the registration or transfer of the children to a specific school, the School Principal decides to allow the student to attend school, until the competent court decides.

(b) during the study of the students under their guardianship, they care after the students with the greatest possible interest, supervise and control their regular school attendance and their diligence, behaviour and moral. If they notice anything relevant, they inform the Principal, in order to achieve family and school cooperation in order to help students

(c) ensure that school rules and regulations are followed by their children.

(d) inform the School Management of any issues affecting their child's attendance, performance and behaviour.

(e) must be present at the invitation of the school, after examining the offenses of their child.

(f) ensure the timely fulfilment of students' financial and other obligations to the school.

(g) immediately inform the School Management of any planned or unplanned absence of their child from school; they are also required to provide confirmation of their child's absences within 10 working days of the student's return to school. In case of non-submission of a confirmation within the specified time intervals, the school reserves the right not to accept the relevant confirmation.

(h) when summoned by the Principal, come to the school for matters relating to their children and must maintain close and constant contact with the school to monitor students' moral, attendance, conduct and performance, and to participate in convened by the Director special parent-guardian meetings.

(i) must inform the school as soon as possible and in writing of any change in their address and / or contact telephone numbers, as well as of any change in the child's guardianship.

(2) In case of assignment or removal by a court decision of guardianship by one (1) or both (2) parents, the guardian shall inform the school in writing, presenting relevant documentation.

PART VI

21. Composition, operation, duties, responsibilities of the Teachers' Association

- (1) The teaching staff of each Secondary School constitutes the Teachers' Association of the School.
- (2) The Teachers' Association meets in a regular meeting before the start of the lessons at least once (1) every two months, and in special cases whenever the Principal so requests.
- (3) Regular meetings are held after the regular end of lessons.
- (4) The meetings of the Teachers' Association are chaired by the Principal or, when he / she is hindered, the Deputy Head.
- (5) The invitation of the members of the Association and the announcement of the agenda in the regular meetings is made in writing.
- (6) At the beginning of the regular meetings, a new issue may be included in the agenda, if this is requested in writing by the majority of the present members of the Association.
- (7) In order for the decision of the Teachers' Association to be valid, a simple majority of its present members is required and in case of a tie, the opinion of the chairperson prevails.
- (8) Each decision shall be recorded in the Association's minutes' book and must be fully substantiated. The opinion of the minority is also briefly recorded, if requested.
- (9) The vote is open. A secret ballot shall be decided by a majority of the members of the Association present.

It is understood that the process of open voting takes place through raising hands.

- (10) The minutes shall be validated at the next meeting of the Association and signed by the President and the Secretary.
- (11) The Association is in quorum when at least half plus one (1) of its members are present. The absence of a member from the meetings must be fully justified.
- (12) The Teachers' Association
 - (a) decides on the flag bearers and flag attendants on the basis of morality, performance and conduct.
 - (b) validates the absences of students, as well as for their promotion, graduation, referral to retake exam or rejection at the end of the school year, based on the relevant data and the grades entered in the relevant books and / or register and accordingly with the applicable provisions.
 - (c) validates the program of regular information of parent and guardians during working hours, on a permanent and consistent basis regarding the students' attendance, performance and conduct.
 - (d) validates the delivery of student's reports to parents and guardians in non-working time.

22. Duties and responsibilities of Directors

- (1) The Principal has the general responsibility for the smooth and efficient operation of the school. In this work he / she has the assistance of the Deputy Heads and all the teaching and administrative staff of the school.
- (2) The Principal stays at school all working days and hours. The Principal, when absent, is replaced by the oldest Deputy Head.

- (3) The Principal shall represent the School in its relations with the State, the Ministry, the School Board, the Parents' Association, other educational institutions, the Church, the Police and Military Authorities and other social organizations and agents.
- (4) The Principal conducts and signs the school correspondence with the educational authorities and other bodies, informs the District Office for Secondary Education or the Directorate of Secondary Education.
- (5) The Principal supervises and evaluates, in addition to the teaching staff, the other staff of the school.
- (6) The Principal makes sure that the school building and the school premises are kept clean, and in good condition.
- (7) The Principal shall ensure that school furniture and appliances, teaching aids, textbooks and library books are in good condition. The Principal ensures that, at the end of the lessons, the teachers check, record and submit the balance of deficits or surpluses of the laboratories, special and other classrooms of the school.
- (8) The Principal is responsible for
- (i) the supply of the necessary materials and other equipment for the operation of laboratories
 - (ii) the periodic inspection of the movable property of the laboratories
 - (iii) the maintenance of school buildings, machinery and other laboratory equipment
- (9) The Principal cooperates with the Council of the Parents' Association and participates in its meetings, if invited, and informs about any circulars or letters concerning the Parents' Association of the school, if requested by the competent authority.
- (10) The Principal has regular contact with parents or guardians in order to develop a spirit of school and family cooperation, so that a joint constructive effort is made to solve problems that arise and to develop the student's personality and socialisation.
- (11) The Principal shall notify the parents or guardians of the students of the imposed pedagogical measures in a timely and written manner and shall inform them at the end of each term on issues of attendance, conduct and performance of their children.
- (12) The Principal cooperates with the school's doctor or other competent department of the Ministry on issues related to health, including mental health, student safety and hygiene and safety of the school and takes the necessary measures to implement the relevant guidelines.
- (13) The Principal cooperates with the Church, the political, municipal and police authorities on issues related to the moral and spiritual development of students and the community.
- (14) The Principal promotes the efforts of teachers through his / her suggestions and actions, in order to provide each child with greater opportunities for his / her physical, mental, social, moral education and mental health.
- (15) The Principal shall notify the school staff of the current educational and administrative provisions, laws, regulations, circulars and relevant decisions and instructions of the supervisory authorities and shall notify the interested parties of the documents referred to therein.
- (16) In collaboration with interested teachers and Deputy Heads, the Principal distributes the courses of the various specialties and classes to the teaching staff in a way that it serves the interests of the students and the school in general and satisfies the inclinations and interests, according to as much as possible, of the teachers and assigns and supervises the preparation of the program schedule and the replacements of the school.

- (17) The Principal ensures to develop a spirit of collegiality, mutual respect and harmonious cooperation between the teachers and the rest of the school staff.
- (18) The Principal shall ensure that the staff of the school have the opportunity for professional information and training.
- (19) The Principal shall conduct regular inspections in consultation with the teacher at least one (1) day in advance with the aim of guiding, coordinating, controlling and evaluating the teachers' work, checking the progress of the students and complying with the school regulations.
- (20) The Principal convenes the Teachers' Association in meetings on a regular day and time, regularly, and in special cases whenever the need arises.
- (21) The Principal convenes a meeting at least once a week with the School Management team to review the school's current problems, plan and evaluate the school's work and operation.
- (22) The Principal shall convene at least once (1) a month the Heads of Departments for coordination, assessment of their work and troubleshooting.
- (23) The Principal carries out the registrations or transfers of the students and regulates the conduct of the various examinations, written tests, school celebrations, excursions, visits, groups and other school activities.
- (24) The Principal shall ensure the discipline and orderly conduct and appearance of the students.
- (25) The Principal ensures that there is no partisan or other interference in the operation of the school.
- (26) The Principal monitors the organization of students' spiritual and athletic activities and cooperates with the student councils to promote their goals.
- (27) The Principal controls the operation of the school cafeteria.
- (28) The Principal has the responsibility of publishing a student newspaper or magazine, in which the most remarkable works of the students, school's life and events are displayed.
- (29) The Principal ensures that the school register is updated with accurate information for each student.
- (30) The Principal shall ensure that the texts of the educational provisions, the incoming documents and copies of the outgoing term tests are kept in separate envelopes until August 31st and the written tests, term promotion, school-leaving and entrance exams are kept until the beginning of the next school year.
- (31) The Principal monitors the progress of his / her field and the modern pedagogical and educational administration and is informed about the newest methods that will make his / her work more effective.

23. Board of Directors

- (1) The Board of Directors consists of the Director, the Assistant Directors and up to 6 representatives of the Teachers' Association.
- (2) The Board of Directors meets at least once a week under the chairmanship of the Director and its decisions are recorded in a special book.
- (3) The role of the Board of Directors is advisory and assists the Director in his / her work.
- (4) The Board of Directors addresses extraordinary general and specific problems concerning the organization, administration and smooth operation of the school. It also includes written presentations submitted by the School Student Council and representatives of the Teachers' Association.

24. Duties and responsibilities of Assistant Directors

(1) The Assistant Director assists the Director in his / her work, for the smooth, efficient and effective administration and operation of the school in the following ways:

- (a) participates in the Board of Directors
- (b) assumes the duties assigned to him / her by the School Principal, in accordance with the provisions of the relevant circulars, and performs any other duties assigned to him / her for the benefit of the students, the school and education
- (c) actively participates in all school activities, events and activities
- (d) ensures that a spirit of collegiality, mutual respect and harmonious cooperation develops between the school staff as a link between the Principal and the rest of the school's teaching staff, assisting in the development of interpersonal professional relationships in the school environment
- (e) imposes pedagogical measures
- (f) is responsible in areas of activity of the school assigned to him / her by the Principal and for this purpose cooperates with the other members of the Management Team and the teachers / instructors of the school
- (g) undertakes teaching tasks, according to the school timetable and the syllabus
- (h) remains at the school at all working hours and replaces the School Principal
- (i) is informed of the correspondence of the school and takes care of the promotion of the documents to the educational staff of the school
- (j) ensures the smooth running of the school within the framework of the tasks he / she has undertaken or the tasks that have been assigned to him.
- (k) attends / participates in various events in which the school is represented

Assistant Director / Head of Clubs

- (a) is responsible for the development of students' creative engagement through training, monitoring, coordination and evaluation of the Clubs program
- (b) oversees the operation of the School Student Council and the Class councils
- (c) is responsible for the committee on artistic events and the organization of the school's theatre play and artistic events
- (d) has the general responsibility for organizing and operating free activities / clubs
- (e) prepares a program of excursions, visits and church services for students
- (f) has the general responsibility for the Student Portfolio
- (g) has the general responsibility for the organization, content and supervision of the creative activity periods in cooperation with the Assistant Director A '
- (i) oversees the preparation of the school's internal regulations prepared by the internal regulations committee
- (j) has the responsibility of the social education and welfare committee and
- (k) is responsible for organizing blood donation events

(2) The Director may assign to the Assistant Director any other duties consistent with the duties he /she has taken on. The Assistant Director:

- (a) has the responsibility of organizing / managing the laboratories, special rooms and other specialized and non-specialized areas of the school
- (b) is responsible for the logistical infrastructure, equipment and use and utilization of all school premises

- (c) supervises the implementation of the school timetable and the classroom schedule
- (d) has the responsibility of preparing the coordination / meeting schedule of the pedagogical teams, in collaboration with the pedagogical advisor
- (e) is responsible for preparing the substitutions schedule
- (f) is responsible for preparing timetables for duties and registrations
- (g) oversees the process of subject options and directions by students, in collaboration with the Department of Career Counseling and Guidance
- (h) has the responsibility of preparing the exams and retakes timetable, transfer exams, entrance exams and any exams and competitions held at the school, as well as the invigilation schedule
- (i) is responsible for reporting the school's educational needs
- (j) oversees the school IT Manager and IT officer
- (k) is responsible for conducting statistical studies on students' learning outcomes or other issues decided by the school management
- (l) has the responsibility of the school's safety and health committee
- (m) takes care of the implementation of the internal regulations of the school by the students of the classes of which he / she has the administrative responsibility
- (n) implements the provisions of the legislation for the imposition of pedagogical measures on the students of the classes of which he / she has the administrative responsibility
- (o) communicates in a timely manner, orally or by letter signed by him / her and the Principal of the school, with the parents or guardians of the students of the classes of which he / she has the administrative responsibility for matters of conduct, attendance, performance and for personal problems of the students. In cases concerning students' absences, the letter shall be co-signed by the form teacher of the students
- (p) has the responsibility for implementing the decisions on a single grading policy and reliable, valid and objective evaluation of the students' performance, monitors and controls the conduct of tests by the teachers of the department he / she coordinates, maintains an archive with copies of their tests and has the responsibility for collecting and storing the envelopes with the corrected tests
- (q) is responsible for the preparation and collection of the exam papers in all school exams, for the collection of the taught and the examined material and for the informing students about the exam material for the subjects he / she coordinates
- (r) takes care of handing over relevant circulars and the announcements to the teachers from the departments he / she coordinates
- (s) enters the classroom for guidance and **sample teaching**, after prior consultation with the teacher, if deemed necessary

25. Duties of teachers and instructors

- (1) All teachers and instructors of the school must assist the Principal, the Deputy Heads in the work of the School Management.
- (2) Teachers and instructors teach in the classrooms and departments designated by the Principal. Teachers are required to examine their students in writing except from the Physical Education lesson, where students are examined on a practical basis.

(3) Teachers and instructors undertake, in addition to teaching time, apart from teaching, other school work assigned to them by the Principal, which is necessary for the smooth operation of the school and participate in all school activities. Teachers and instructors can also be assigned tasks and responsibilities for the following:

(a) The maintenance of machinery and other laboratory equipment

(b) The organization of laboratories

(c) The supply of materials for the smooth operation of laboratories

(d) The storage of students' materials and exercises and keeping laboratories in good condition;

(e) the coordination of laboratories and

(f) specifically for instructors, to monitor students during their practice:

(4) Teachers and instructors attend seminars, when assigned by the Principal.

(5) Teachers undertake to substitute absent teachers. Relevant arrangements for the substitution of those absent will be made by the Principal.

(6) Teachers and instructors participate in all regular and irregular meetings of the Teachers' Association under the chairmanship of the Principal or his / her legal deputy, following the democratic process in suggestions and discussions.

(7) Teachers and instructors remain at school during the hours of its normal operation and in order to be absent, the permission of the Principal is required.

(8) Teachers and instructors accompany and supervise students two (2) to four (4) times a year during church services.

(9) (a) For permit for absence, the teacher and the instructor shall submit a request to the Principal in a timely manner. The required supporting documents must be submitted together with the request.

(b) If it is an illness, a medical certificate shall be submitted to the School Principal either by a government medical officer or by a private sector doctor. In case there are doubts as to the objectivity of the certificate of illness issued, the matter is referred to the Management Team.

(10) Teachers and instructors must strengthen the statehood of the Republic and diligently avoid any partisan activities and activities within the school that constitute partisan attitudes and propaganda and must conscientiously fulfill their pedagogical duties and comply with the laws, regulations, decisions and instructions of the educational authorities.

(11) The teaching staff should be a model of a responsible and free democratic citizen, characterized by dignity, decency, courtesy and discretion, cooperating with colleagues and treating students in a way that suits real educators.

(12) The teaching staff follows the current curriculum and the relevant instructions of the Ministry of Education and Culture, is responsible for differentiating teaching in mixed ability classes in a way that also addresses the capabilities of people with disabilities or children with special needs in these classes.

26. Heads of Year

(1) The Principal, in cooperation with the Management team, appoints teachers or instructors as Heads of Year. The Head of Year:

- (a) has the pedagogical responsibility for each student of the Year, as well as the proper organization and operation of the Year, contributes to the support of the students of the Year, so that the student develops a healthy and strong bond with the school
- (b) monitors the behavior, diligence, performance and regular attendance of students of the Year in all lessons
- (c) monitors and manages the absences of the students of the Year, collects them, controls them, authorizes them and delivers them to the Deputy Head and the Secretariat. He / She communicates orally with parents or guardians on issues of their children's absences and on issues related to the conduct and performance of their children. The written communication between the school and the parents or the guardians on the issue of absences is done by letter or electronically.
- (d) works closely with the Deputy Head and with the teachers in the department and investigates, in collaboration with the Class Council, issues related to the diligence, performance and conduct of the Year and takes care of collective decisions, to improve the class in these areas.
- (e) conducts the elections for the Class Council in collaboration with another teacher appointed by the Principal, organizes the Class Council and coordinates its actions.
- (f) is responsible for cultivating a democratic conscience and respecting the rules of operation governed by Class Councils.
- (h) ensures that he / she is informed through the institutionalized educational process about the family and financial situation and the personality of the students of the Year, without violating any established individual rights.
- (i) organizes, with the approval of the School Principal, meetings with the parents or guardians of the students of the Year, for acquaintance, information and exchange of views on matters of education, discipline and progress of the students of the Year he / she is responsible.
- (j) delivers the student reports.
- (k) participates in the meetings of the Disciplinary Board in cases where an offense of a student of the Year he / she is responsible is examined.
- (m) keeps a file of the class to which the following are included:
 - (i) socio-cultural characteristics of the Year, issues related to the financial situation of the student's family, the student's health, including the student's mental health, family issues, performance and career issues and other serious issues concerning the student
 - (ii) a record of violence and indiscipline
 - (iii) meeting forms with parents or guardians of the year
- (n) coordinates the pedagogical team that meets in order to examine the course of the Year in relation to behavior, discipline, performance, progress, remedial teaching, creative work and suggestions to the Teachers' Association in the file of the Year and a copy of it is submitted to the Principal:
- (o) organizes and coordinates, after the approval of the Principal, in exceptional cases, meetings on various subjects, in which teachers of a specific Year or the members of the pedagogical team participate, in order to deal immediately with a student who has serious educational problems or about behavior, he / she suggests measures concerning

specialized cases of students in need of remedial teaching, psychological support, support in matters of conduct and measures to improve the self-esteem of the student.

(p) is responsible for organizing activities of the Year and evaluating its progress.

(q) informs and explains in detail the content of the regulations of his / her Year.

(r) checks the status of the class treasury.

(s) at the end of each term, he / she presents and evaluates, before the Teachers' Association, the work he / she has undertaken (presentation, identification of weaknesses, difficulties, problems, suggestion of corrective measures, adjustments, etc.).

(t) has access to his / her students' files, monitors and encourages their participation in the Clubs.

(2) The following criteria are taken into account for the appointing the Heads of Year:

(a) the total number of hours he / she teaches in the Year

(b) training in recent years and

(c) full-time employment at the school

27. Teachers on Duty

(1) Teachers and instructors shall undertake duty during all breaks, in accordance with a special program prepared by the Principal's instructions. The purpose of it is for the teachers to communicate with the students outside the classroom and to maintain order, safety and good behaviour of the students in the school yard, in the corridors, in the cafeteria and other areas of the school.

(2) Teachers and instructors shall also be on duty during the sport meetings between the departments or classes of the school or between the school with another school, excursions or other events that take place during the operation of the school.