



XENION HIGH SCHOOL

REGULATIONS OF OPERATION



XENION SCHOOL REGULATIONS

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1. XENION

Greek-speaking Private Secondary School

Address: 55 1st April Street, 5281 Paralimni

Director: George Phylactou

2. XENION HIGH SCHOOL

English-speaking Private Secondary School

Address: 55 1st April Street, 5281 Paralimni

Director: Katelitsa Zouvani-Phylactou

PART I

3. Short Title

These Regulations shall be cited as the **Xenion Regulations of Operation**. Xenion is a school of secondary education approved by the Ministry of Education, Sport and Youth.

4. Interpretation

In these Regulations, unless otherwise stated the following interpretations apply:

- The term '**suspension**' describes the measure which requires the removal of a student from the classroom and/or the school for the length of time as stated by the said measure.
- The term '**School Leaving Certificate/Apolytirion**' means the official school document certifying the completion of high school studies.
- The term '**report**' refers to the official school grades report issued to parents, guardians or students at the end of the first semester and at the end of the school year. This report documents the student's attendance, performance and conduct for the entire academic year.
- The term '**student profile**' refers to the progress report for each student containing teachers' comments for each subject, issued to parents in mid-November and mid-March. It reports on student progress, participation and behaviour. Should a serious problem arise, the parents of the student concerned are informed immediately.
- The term '**first registration**' refers to the first registration of a student transferring from a public primary or secondary school in Cyprus or abroad to Xenion Private Secondary School.
- The term '**guardian**' refers to one (1) of the two (2) biological or legally adoptive parents, or a person authorised by them by a sworn declaration before a court, or the parent designated as having parental responsibility, including responsibility for the child's education, in the case of divorced parents following a relevant court decision, or the Social Welfare Services of the Ministry of Labour, Welfare and Social Insurance where they assume guardianship of a child.

- The term **‘transfer’** indicates the movement and registration of a student from Xenion to a public or private secondary school, or vice versa.
- **‘Parents and Guardians’ Association’** refers to the association consisting of the parents or guardians of Xenion students.

PART II

5. Principles Governing the Interpretation and Application of these Regulations

(1) Xenion applies these Regulations:

- a) without any discrimination on the grounds of race, colour, sex, language, religion, political or other beliefs of the child or of the child’s parents or guardians, nationality, national or social origin, property, disability, birth, sexual orientation or any other status.
- b) with respect for the child’s inherent right to life, survival and development.
- c) with respect for the dignity and personal worth of the child, with impartiality and particular attention to the child’s personal circumstances, welfare and specific needs, and with full respect for the child’s physical and psychological integrity.
- d) by taking the best interests of the child as a primary consideration when making any decision that affects the child directly or indirectly.
- e) with respect for the child’s right to express their views and to participate in decisions concerning them personally, according to the child’s age and level of maturity.
- f) with respect for the principle that no child shall be subjected to punishment or treatment that is inhuman or degrading; and
- g) with respect for the principle that the adoption of any pedagogical or educational measures is intended to improve the child’s self-discipline.

(2) When applying these Regulations, Xenion takes into account the child’s age, level of maturity, health, intellectual and physical development, and whether the child is, for any reason, in a vulnerable situation, taking into consideration the child’s environment, their living conditions and their upbringing.

(3) Any form of violence against a child is strictly prohibited.

(4) Xenion has a duty to protect the child’s private and family life, as well as their personal data, in accordance with the provisions of the Processing of Personal Data (Protection of Individuals) Law, and to ensure that the minimum possible access is granted to all audio-recorded or video-recorded material or documents containing sensitive personal data of a child falling within the scope of these Regulations.

6. General Principles of Operation

(1) (a) Students have the right to express their opinions or views freely within the school, provided that this is conducted in a manner that does not offend the reputation, rights or personality of others.

- (b)** The right referred to in paragraph (a) includes the freedom to seek, receive and impart information and ideas of any kind, regardless of borders, orally, in writing, in print, in artistic form or by any other means chosen by the student.

It is understood that a student's freedom of expression of opinions or views shall be exercised in such a manner that does not involve any incitement to hatred or any attempt to impose positions on the basis of differences of race, sex, religion, nationality, political beliefs or any other form of difference.

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

- (b)** The freedom to express religion or beliefs may be subject only to such limitations as are prescribed by law and are necessary for the protection of public safety, public order, public health and public morals, or the freedoms and fundamental rights of others.

- (3)** No student shall be subjected, without reason, arbitrarily or unlawfully, to interference with the student's private life, family or correspondence, nor to attacks on the student's honour, personality and reputation.

It is understood that, in cases where there is suspicion that the physical integrity or life of the student or other students may be at risk, or where there is serious suspicion or report of the carrying of illegal objects or substances in violation of School Regulations, two authorised teachers will inspect the student's school bag or conduct a body search to determine the presence of dangerous or illegal objects and/or substances.

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

- (4)** The school will take all appropriate administrative and educational measures to protect students from any form of violence, abuse, including sexual abuse, insult, exploitation or neglect.

- (5)** Xenion implements conditions that ensure:

- (a)** a quality educational environment and educational services that promote the development of free, democratic, healthy and well-rounded personalities.
- (b)** the hygiene and safety of the premises and facilities, adapted to the needs of all students.
- (c)** through the subject of Social Studies, health education and citizenship programmes aimed at protecting students from the illegal use of narcotic drugs and psychotropic substances.
- (d)** the promotion of mutual respect.
- (e)** the encouragement of regular school attendance and the reduction of absences.
- (f)** the application of school discipline in a manner which safeguards the dignity of the student.

- (6) The educational programme of Xenion also aims to:
- (a) to develop the child's personality and the fullest possible development of the child's gifts and physical and intellectual abilities.
 - (b) to develop respect for human rights and the fundamental freedoms and principles established in the Charter of the United Nations.
 - (c) to develop respect for the child's parents, identity, language and cultural values, as well as respect for the national values of the country in which the child lives, the country from which the child originates, and for cultures different from the child's own.
 - (d) to prepare the child for a responsible life in a free society, in a spirit of understanding, peace, tolerance, gender equality and friendship among all peoples and national and religious groups and persons of indigenous origin.
 - (e) to develop respect for the natural environment.
- (7) The school does not permit the entry of third parties onto the school premises without permission from the School Administration.

7. Duties and Responsibilities of Students

- (1) Subject to the provisions of these Regulations, a student shall fulfil the student's duties as provided for by educational legislation and by the Internal Regulations of the School.
- (2) A student may, with the student's consent, be assigned work outside the timetable within the framework of in-school activities.
- (3) Students shall wear the approved uniform every day at school, on National Anniversaries, at school events within the school and when representing the school outside of school. The uniform is supplied only by the school. Failure to comply with uniform rules constitutes an offence and is punishable, unless permission has been granted by the School Administration.

Daily Uniform

- Navy blue trousers, or navy-blue skirt for girls
- White collared polo shirt
- Black leather shoes, not sports-style shoes
- Black or dark navy socks
- Maroon jacket
- Navy blue coat
- White undershirt during the winter months

Formal Uniform

- Navy blue trousers
- Navy blue skirt for girls
- White shirt
- Tie
- Black leather shoes, not sports-style shoes
- Black or dark navy socks; white socks for girls
- Maroon formal blazer
- Beret for parades

Physical Education Uniform

- Navy blue PE shorts
- White PE T-shirt
- Black or dark navy sports shoes
- Black or dark navy socks
- Maroon jacket during the winter months

Laboratory Uniform

- White laboratory coat, worn over the daily uniform

Excursion Dress

- Students' appearance must be appropriate.

Appropriate Appearance

- Students' appearance must be appropriate. They must attend school every day in their uniform and must be clean and presentable.
- Any excess in students' general appearance must be avoided. Such appearance is incompatible with a student's status and therefore constitutes an offence. **The term inappropriate appearance** refers to appearance that is not acceptable for a student. Inappropriate appearance includes a provocative appearance and an appearance that violates prevailing standards of decency and good taste.

On this basis, the school considers the following to constitute inappropriate and provocative appearance:

- **For boys:** short T-shirts, shirts or knitwear that leave part of the body exposed; long and unkempt hair; beards; facial hair; goatees; shaved heads; moustaches; rings; decorative chains; earrings; and other similar items.

- **For girls:** short skirts (the skirt must reach the top of the knee); T-shirts, shirts or knitwear that leave part of the body exposed; numerous conspicuous rings; bracelets; decorative chains; earrings beyond one in each ear; and other similar items on the face or tongue. Long painted nails, dyed hair, extravagant hairstyles and make-up are also considered inappropriate.
- Boys and girls may wear a fine chain with a small cross or another small item of jewellery. Girls may also wear one pair of simple earrings, not hanging earrings.
- Compliance with the Uniform Regulations and the maintenance of appropriate appearance are the sole responsibility of the student and the student's family.

Important Note

- It is the duty of parents and guardians to check their children's appearance before they leave home in the morning, so that it complies with the School Regulations, as described above, and with their status as students.
- If students come to school with an appearance that does not comply with the School Regulations, parents and guardians will be contacted by the School Administration and asked to bring the correct items of clothing to the school so that their children can change, or to collect their child from school and to return them only when any infringement of the School Regulations has been rectified. This, of course, does not exempt the student from the disciplinary offence committed.

- (4) Students shall participate, unless otherwise stated by special permission or by a decision taken by the Director, in all school events, including school excursions and church services.

It is understood that a student shall not be obliged to attend a church service if this is requested by the student's parent or guardian. It is further understood that a student who does not attend a church service shall be supervised during the time of the church service by a designated member of staff, as instructed by the school's Director, and shall engage in creative activities and study.

- (5) A student's absence from school must be justified via a special signed declaration from the parent or guardian, acceptable to the School Administration, or by a medical certificate from the student's doctor. Absences must be justified within a period that does not exceed ten (10) working days from the day on which the student returns to school.
- (6) A student who has been justifiably absent from school for more than two (2) working days, due to illness, suspension or any another documented reason, is required to make up the work missed with the assistance of the student's teachers.
- (7) Every student, individually or together with other students, has the right to submit requests or complaints to the School Administration. Written requests or complaints concerning a member of the Teachers' Association must be submitted to the Director of the School, who, after hearing the teacher's account, will conduct a full investigation.
- (8) A student who commits an offence during the operation of the school shall be subject to the specific measures provided for in these Regulations. The student shall be subject to

the same measures if the offence is committed outside of school, if the offence takes place during a school working day or outside school hours, if the offence concerns property belonging to the school, students or staff, or concerns an insult to the dignity of students or school staff. A student shall also be subject to measures if the student commits an offence during a school event, school excursion or while being transported by school bus outside school hours.

PART III

8. School Year

- (1) The School Year begins on 1 September each year and ends on 31 August of the following year.
- (2) School activities begin on 1 September each year and end on 30 June of the following year.
- (3) Lessons begin on 1 September and end on 31 May.
- (4) (a) Each School Year is divided into two (2) semesters, and the syllabus, subject assessments and timetable are also divided accordingly, as follows:
 - (i) **First Semester:** Lessons begin on 1 September and continue until the Christmas holidays.
 - (ii) **Second Semester:** Lessons begin on 7 January and continue until the end of the final exams for the academic year.

A student who aims to secure a place at the public universities of Cyprus and Greece shall sit the Pancyprian Entrance Examinations, in accordance with the provisions of the Law on the Conduct of the Pancyprian Entrance Examinations for Access to Higher and Tertiary Educational Institutions (HTEIs) of Cyprus and Greece.

- (iii) No other written tests or assessments shall be held during the five (5) working days before the start of the exam period for each semester.
 - (b) June resit examinations are held at the end of June.
 - (c) Placement examinations for students coming from public schools or schools abroad are held at any time by agreement between the school, the student and the student's family.
- (5) Student registration takes place between 15 March and 30 April for new Year 1 students, and in mid-May for all students in the remaining year groups. The school publishes the exact dates for all of the above at the beginning of each academic year.

At the beginning of the school year, the School Administration presents the annual programme of actions and activities, which is included in the Xenion Diary.

9. School Holidays, Public Holidays and National Celebrations

(1) School holidays are:

- (a)** all public national holidays
- (b)** the Christmas holidays, from 24 December to 6 January, both dates included
- (c)** the Easter holidays, from Holy Monday until St Thomas Sunday, both days included
- (d)** the following religious celebrations:
 - (i)** the Name Day of the Archbishop of Cyprus.
 - (ii)** 30 January, Three Hierarchs and Greek Letters Day.
 - (iii)** Whit Monday
 - (iv)** 11 June, St Barnabas Day.

(2) The school observes the following annual celebrations:

- (a)** the commencement of regular lessons and the established Blessing Service on the first day of the new academic year.
- (b)** the anniversary of the proclamation of the Republic of Cyprus, on 30 September.
- (c)** the anniversary of 28 October 1940, on 27 October.
- (d)** the Day of Remembrance for those who fell during the Turkish invasion of 1974 and condemnation of the declaration of the pseudo-state, on 15 November.
- (e)** the anniversary of the Polytechnic Uprising, on 17 November.
- (f)** Christmas, on the 23 December.
- (g)** Greek Letters Day of 30 January, on 29 January.
- (h)** the anniversary of 25 March 1821, on 24 March.
- (i)** the anniversary of 1 April 1955, on 31 March.

(3) Additional commemorative events:

- (a)** Tree, Environment and Ecology Day, during the last week of January and the first week of February.
- (b)** the anniversary of the sacrifice of Grigoris Afxentiou, on 3 March.
- (c)** the Easter Celebration, on the last day before the Easter holidays.
- (d)** the anniversary of the founding of the United Nations (UN), on 24 October.
- (e)** the anniversary of the Universal Declaration of Human Rights, on 10 December.
- (f)** Holocaust Remembrance Day, on 27 January.
- (g)** International Women's Day, on 8 March.
- (h)** Olympic Day, on 6 April.
- (i)** Labour Day, on 30 April.
- (j)** Europe Day, on 9 May.

- (4) A student who is absent from a School Event shall be deemed to have recorded as many absences as the hours of the event, which shall be included in the student's total number of absences.
- (5) The summer school holidays begin on 1 July and end on 31 August each year.

10. Clubs

- (1) At the beginning of each school year, the person responsible for Clubs prepares a list and programme of Clubs and informs students of the objectives and content of each club.
- (2) Clubs operate and carry out activities throughout the year, and the teachers responsible inform the club members and the school community of the activities they are planning.
- (3) Visits by Clubs to places of interest may take place, provided that they are carried out in small groups and with permission from the Director.

11. Excursions

- (1) An Excursion is the organised travel of Xenion students, using appropriate means of transport, to places situated at a distance from the school, under the supervision of accompanying teachers, and is intended to serve educational and recreational purposes.
- (2) Excursions are organised by the school under the responsibility of the Director.
- (3) (a) Excursions constitute a necessary supplement to the students' education, providing them with the opportunity to communicate with one another as a group and to become familiar with the natural, historical, cultural and social environment of their country.

(b) Excursions may be combined with the provision of group work for community benefit, such as tree planting, cleaning of an area, or charitable visits.
- (4) Two (2) Excursions take place during the school year.
- (5) The **School Excursions Committee**, as the body responsible for each excursion, shall ensure the following:
 - (a) appropriate selection of the place to be visited.
 - (b) the appointment of a leader for each excursion and the accompanying teachers and instructors.
 - (c) the securing of means of transport which must comply with the necessary safety regulations, such as a professional driving licence for the relevant vehicle, a roadworthiness certificate, insurance and a vehicle licence, following certification by the Department of Road Transport.

- (6) The leader of the excursion and the accompanying teachers are responsible for the appropriate appearance and behaviour of the students and for the consistent implementation of the excursion programme.
- (7) During Excursions, students are not required to wear school uniform unless there is such a purpose and instruction from the School Administration. During excursions, students shall dress modestly and sensibly, as described in paragraph 5(3).
- (8) Excursions are decided upon, prepared and organised by the **School Excursions Committee**. Students are informed in advance of the significance of the places they will visit and are provided with the necessary information so that they may gain the richest possible experiences.
- (9) A student who is absent from a school excursion shall be deemed to have recorded as many absences as the periods of the excursion, which shall be included in the student's total number of absences.
- (10) The organisation of two-day excursions within Cyprus or Excursions abroad is undertaken by the school. Particular care is taken in relation to these excursions so that preparation is carried out in good time.
- (11) At the end of the excursion, a relevant evaluation is carried out by the **School Excursions Committee** and submitted to the School Administration.

PART IV

12. Registration

- (1) Students are registered in **Year 1** at Xenion if they are graduates of public or private primary schools, or primary schools abroad, and have sat and passed the **Xenion Entrance Examinations**.
- (2) Students are registered in the remaining year groups if they have been promoted to those year groups or have passed the written placement examinations for those year groups.
- (3) Students in **Year 3** must select six (6) subjects from the options list, which will be taught in **Years 4 and 5**. The subjects are numbered according to each student's preference, with the number **1** indicating the subject of highest preference and **6** the subject of lowest preference. Each student will study only five (5) subjects, which will depend on the level of demand for each subject. The sixth subject may take the place of the fifth, and vice versa.
- (4) Students in **Year 5** must select four (4) subjects from the options list, which will be taught in **Years 6 and 7**. The subjects are numbered according to each student's preference, with the number **1** indicating the subject of highest preference and **4** the subject of lowest preference. Each student will study only three (3) subjects, which will depend on the level of demand for each subject. The fourth subject may take the place of the third, and vice versa.

Students may also choose the option of preparation for the **Pancyprian Entrance Examinations** by completing a separate options form. Options depend on the level of demand for each subject. In order for a class to be formed, the minimum number of students who have selected the subject must be ten (10).

(5) Every student is registered by the student's parents or guardian.

13. Special Education

The provision of lessons for children with special educational needs, under the **Law and Regulations on the Education and Training of Children with Special Needs** shall apply accordingly and wherever practical. The school is not a special education school.

14. Promotion and Examinations

(1) (a) The grading scale used for written examinations, for assessing students' performance each semester, and recorded in the Progress Report, is as follows:

- (i) Fail: 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 minimum passing grade for promotion, that is, the pass mark, is **weak**.

(2) The examined subjects are:

Years 1 and 2: Modern Greek, Mathematics, English, Science

Year 3: Modern Greek, Mathematics, History, English, Science and French/German

Years 4 and 5: Modern Greek, Mathematics, English and the five (5) option subjects

Years 6 and 7: Modern Greek, Mathematics, English and the three (3) option subjects

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

(b) For subjects that are examined in writing at the end of the semester, the annual grade is calculated from the grades of the two (2) Semesters, with a weighting of seventy-five per cent (75%) for each semester and twenty-five per cent (25%) for the examination grade.

(4) Students whose annual performance is below 58% in subjects that are not examined in writing at the end of the semester, in accordance with these Regulations, are required to sit examinations in those subjects during the first two weeks of June.

(5) A student who, without justification, does not attend the end of semester examinations in one (1) or both semesters shall be required to take a written examination during the second fortnight of June, and the grade of that examination shall be considered the annual grade.

- (6) A student who fails in one (1) or more subjects at the end of the school year shall be required to take a June Resit Examination during the second fortnight of June.
- (7) A student shall be deemed to have passed a subject in the June Resit Examination if the student's grade in the written examination is at least 58%.
- (8) A student shall repeat the year following the June Resit Examinations if the student:
 - (a) fails in two (2) core subjects: Modern Greek, Mathematics or English
 - (b) fails in one (1) core subject and two (2) secondary subjects
 - (c) fails in four (4) secondary subjects
 - (d) does not attend the Resit Examinations during the second fortnight of June without justification.

The **Teachers' Association** may, after studying and assessing the case of each student separately and with justification, increase the student's grade by up to 10 marks so that the student avoids repeating the year.

- (9) Students who justifiably do not attend an end of semester examination, as well as students referred due to incomplete attendance, shall also be examined in the June Resit Examinations.

In such cases, students shall be examined on the examinable material for both (2) semesters.

15. School Leaving Certificate (Apolytirion)

The School Leaving Certificate (Apolytirion) is printed on a special form, which is determined and approved by the Ministry of Education, Sport and Youth.

- (1) The content of the School Leaving Certificate (Apolytirion) is as follows:
 - (a) details of the school, decisions of the Teaching Staff, etc.
 - (b) personal details of the student, including a recent photograph that complies with the specifications of the Civil Registry and Migration Department of the Ministry of Interior
 - (c) the student's performance in subjects as follows:
 - (i) General Performance or overall school year grade
 - (ii) The student's performance in the subjects taught. For each subject, the name of the subject, the number of teaching periods per week and the school year grade in the subject shall be shown.

- (iii) The student's performance and/or extent of participation in the Clubs Programme. This performance/participation shall be assessed using one (1) of the following descriptors:

Excellent
Very Good
Satisfactory

(d) Notes relating to the grading scale in force.

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

- (2) The overall school year grade is calculated as the numerical average of the grades recorded for each subject.

16. Distance Learning

Distance Learning is not offered at the school except in cases of absolute necessity, such as, for example, during the Covid-19 pandemic.

17. Decisions of the Teachers' Association Regarding the Promotion or Graduation of Students

- (1) The decisions of the **Teachers' Association** regarding the issuing of results for the promotion or graduation of students shall be governed by the following principles:

- (a) safeguarding the quality of the education provided and the reliability of progress reports or School Leaving Certificates.

- (b) safeguarding the principles of equal treatment and meritocracy.

- (c) the need to examine each case individually and to avoid generalisations which may have formal objectivity but do not include the substantive aspect of considering special reasons or circumstances that may justify further examination, study and decision-making.

- (d) the exercise of reasonable leniency, so that a student does not repeat the year, in special cases such as:

- (i) serious health problems.

- (ii) evidence of substantial improvement and progress, despite adverse environmental circumstances and/or the student's personal weaknesses.

- (iii) serious personal, family and social problems.

- (2) In every case in which it is decided to exercise reasonable leniency, the relevant decision shall be duly justified and recorded in the minutes.

18. Review and Re-marking of Written Examination Papers

- (1) When the promotion, school leaving and placement examinations have ended, if the Director notices any possible error in the marking, the Director shall submit a request, within the time limit specified below, on the Director's own initiative and responsibility, to the **School Management Team** for review and re-marking.
- (2) The Director shall inform the **Teachers' Association** of the results of the re-marking of the written examination papers.

19. Incomplete Attendance

- (1) (a) Students who have recorded between one hundred and twenty (120) and one hundred and thirty-six (136) absences, shall be referred to June Resit Examinations in the examined subjects and in any other subjects as decided by the **Teachers' Association**.
 - (b) A student shall also be referred to June Resit Examinations if, during the second semester, the student has recorded between sixty (60) and sixty-seven (67) absences
 - (c) Students who have recorded one hundred and thirty-five (135) absences or more, shall repeat the year.
 - (d) Students who, in one subject or in more than one (1) subject, have recorded total absences exceeding seven times the number of weekly teaching periods provided for by the timetable in place for that subject, shall be referred to June Resit Examinations in that subject or those subjects. The student shall be examined on the examinable material of both semesters.
- (2) A student's participation in the activities of clubs and in excursions is compulsory. Therefore, in the event of absence from these activities, the relevant absences shall be recorded and counted towards the student's total number of absences.
 - (3) Absences shall be counted as follows:
 - (a) one (1) absence for each teaching period
 - (b) one (1) absence for every five times that a student is late to class

In cases where a student is late to a lesson or is absent from school during the first period, the student shall be admitted after communication with one of the student's parents or guardians.
 - (4) A student who has been absent for even one (1) teaching period must, upon returning to school and in any event no later than ten (10) working days, submit a declaration from the student's parent or guardian, or a certificate from the treating doctor signed by the parents or guardians, stating the reason for the absence.
 - (5) A student's unjustified absence from school constitutes a disciplinary offence.
 - (6) When a student intends to be absent from school, the school must be informed immediately and in writing by the student's parents or guardians.
 - (7) In matters concerning a student's attendance, the school shall inform the parents or guardians in good time regarding the student's absences.

- (8) Students' absences shall be recorded in special attendance registers and entered on the Progress Reports.
- (9) No absences shall be recorded for students who participate in a special school activity abroad or in Cyprus by decision of the school, or who are engaged in a school activity assigned to them by the School Administration.
- (10) The **Teachers' Association** has discretionary authority, in special and duly justified cases of students who present serious health problems, including mental health problems, provided that the problem is documented and justified, to decide differently from what is provided for in the above provisions, if this is in the best interests of education and/or of the student.

20. Tuition Fees

ANNUAL FEES	UPON REGISTRATION (March)	1st Instalment (1st June)	2nd Instalment (1st Sept)	3rd Instalment (1st Dec)	4th Instalment (1st Feb)
YEAR 1 - €6900	€750.00	€1500.00	€2000.00	€1500.00	€1150.00
YEAR 2 - €6900	€750.00	€1500.00	€2000.00	€1500.00	€1150.00
YEAR 3 - €6900	€750.00	€1500.00	€2000.00	€1500.00	€1150.00
YEAR 4 - €7000	€750.00	€1500.00	€2000.00	€1500.00	€1250.00
YEAR 5 - €7000	€750.00	€1500.00	€2000.00	€1500.00	€1250.00
YEAR 6 - €7100	€750.00	€1500.00	€2000.00	€1500.00	€1350.00
YEAR 7 - €7100	€750.00	€1500.00	€2000.00	€1500.00	€1350.00

Discounts

- For families with two or more children at the school, a 10% discount on tuition fees is granted for each child for the entire duration of the child's attendance.
- An additional discount of 5% is granted on the total tuition fees, excluding registration, that is, the first instalment, when the full amount is paid upon registration.
- For students of Xenion Institute who have siblings attending Xenion High School, a 10% discount is granted on the tuition centre fees for all years of attendance.
 - All tuition fee discounts continue to apply even when the older children of the family graduate.

Registration Fee

- First Registration, for new students in all years of study: €200
- Annual Re-registration, for existing students: €75

Other Charges

- Entrance Examinations: €100.00

- Composite Fee: €150.00, payable at the beginning of each year. This covers materials that the student will use in various subjects, for example art, science laboratories, computers, etc.
- External Examinations: Payment of fees for participation in any external examinations is not included in the tuition fees and must be made separately, at a time determined by the school and in accordance with the regulations of the examination bodies.
- Excursions and educational visits: €60, excluding the Year 7 three-day Excursion.
- Graduation: €100, for Year 7 students only.
- School uniform and books: Students may obtain these from the school bookshop by paying the corresponding amount. Depending on the student's needs for the school uniform and the student's year group, the amount may range from €100 to €500.

Parents and Guardians' Association

All families are required to register as members of the Association, paying the amount of €60 per family. This includes the student's personal insurance inside and outside of school for the entire 24-hour period, raffle tickets for the Christmas prize draw and any other sponsorship decided by the Association in office at the time.

Refunds

Under no circumstances shall tuition fees, books or uniforms paid for be refunded, nor shall they be transferable towards other accounts or obligations.

Notes

1. Registration for the following school year cannot be completed where tuition fees and/or other fees are outstanding. The advance payment for each student's re-registration is included in the cost of tuition fees.
2. Additional tuition fees are payable in cases of support lessons.
3. Progress Reports and/or other certificates shall not be issued if tuition fees or other payments are overdue.
4. Purchases of books and uniforms paid to the school are non-refundable.

PART V

21. Internal Regulations

Introduction

For the proper operation of every organised body, it is necessary to establish commonly accepted regulations, so as to safeguard democracy, harmony and social peace. The school, as a small social unit with an educational aim, uses, among other things, its Internal Regulations to achieve its objectives, as an additional factor in the socialisation of young people. Through these, the school contributes to the learning of social rules, so that young people understand not only their rights and obligations, to which they must respond with consistency and responsibility, but also so that these may become an opportunity for self-assessment, which is a basic prerequisite for self-awareness.

The Internal Regulations are adapted to and supplement the School Regulations and are compatible with the legislation and the Convention on the Rights of the Child.

Students' conscious observance of these regulations ensures the smooth operation of the school, which is an important factor for a successful school year and helps democracy become a real experience and way of life.

The Internal Regulations are subject to amendments and development where this is considered necessary, in response to the changing needs of children and of society more generally, by decision of the **School Management Team** and the **Teachers' Association**.

School Objectives

1. Independent and cooperative learning. I learn how to cooperate and research through lessons, clubs, school events, the internet and all printed material, as a Cypriot and European student and citizen.
2. Respect for and protection of the environment as a holistic concept, aiming at sustainable development. Students and teachers contribute to the cleanliness and aesthetic quality of the school premises. Waste is recycled; we do not accept that it should be discarded and pollute classrooms or other school areas. **Cleanliness is a sign of dignity and self-respect.**
3. The cultivation of the students' character. Respect for gender equality and for all nationalities within the school, which is a multicultural community. Honesty, sincerity and courtesy in interpersonal relationships between students and between students and teachers, calm communication, a sense of solidarity and service, regardless of language, nationality and religion, are considered essential for everyone.
4. The safety and health of every student is a daily concern and the responsibility of all students and teachers.
5. Creative work and engagement during club time.
6. The defence of students' rights by students themselves, and the rejection and condemnation of verbal and physical violence and mob behaviour.
7. Participation in internal and external competitions, and the recognition and promotion of students' abilities and talents. Recognition and reward of character, voluntary service, achievement and full attendance.
8. The promotion of innovation and the development of initiatives in matters relating to the teaching of sciences and arts.
9. Educational dialogue at an interpersonal level between teachers and students.
10. The cultivation of a spirit of acceptance of peaceful coexistence, mutual respect and cooperation among all students of the student community and all ethnicities and religions of our country, whose society is multicultural.

Student Arrival

It is clear that not only the orderly operation of the school, but also the various dangers that may arise, require us to be very strict regarding the time of students' arrival to and departure from school.

The school timetable for students begins at **7:30 a.m.** and ends at **1:50 p.m.**, and clubs end at **2:45 p.m.** Lessons for the first period begin promptly at **7:30 a.m.**, and students must proceed directly and without delay to their classrooms.

The students' punctual arrival to their classes is an essential prerequisite for the smooth operation of the school. Students are not permitted to arrive late. Students must be in their classrooms at the start of each teaching period.

Students must arrive at school on time and enter the classroom for each teaching period immediately after the bell rings. Late entry into class by students interrupts the lesson and causes disruption and disturbance.

Under normal circumstances, and except in unforeseen cases, all students must be in their classroom and attend their lessons as normal, in accordance with the timetable or the school's temporary/special operating programme.

Students are asked to arrange specific matters, for example with the School Secretary or with the responsible Assistant Directors or teachers, during breaks and not during lessons.

In order to address the problem of students' systematic lateness, the school applies the same policy uniformly.

For every late arrival of up to five (5) minutes, the lateness is recorded by the teacher in the attendance register. However, if the lateness exceeds five (5) minutes, the student is recorded by the teacher in the attendance register as absent, and the Assistant Director and parent/guardian are informed. The student remains in class and attends the lesson.

Because systematic lateness is considered a disciplinary offence, the **Head of Year** is informed by the class teacher and, for every three (3) late arrivals, imposes one (1) additional absence on the student. The student's parent/guardian is informed.

Students are strictly prohibited from moving around the school premises or remaining outside the classroom during lessons. In addition to missing their lesson without justification, they remain unsupervised, with all the possible consequences this may entail, such as risk to their physical safety, manifestation of unruly behaviour, damage to school property, etc. Where the above is observed, the teacher teaching the lesson is required to inform the Assistant Director on duty, who in turn immediately informs the parent or guardian of the student's unjustified absence from class. After the parent or guardian has been informed, responsibility rests exclusively with the parent or guardian.

Supporting Documents – Absences

The following are considered supporting documents for periods of absence:

- (a) Medical Certificates
- (b) declarations from parents or guardians. These must not exceed twelve (12) days per year and not more than two (2) consecutive days.
- (c) the **Teachers' Association** is not bound by any declaration where it has formed its own view.

The following constitute offences:

- (a) deliberate late arrival to school.
- (b) deliberate late entry into class after break.
- (c) forgery of a parent or guardian's signature or interference with the attendance register.

General Assemblies

The presence of all students is necessary and compulsory. Students remain in the seats assigned to them and follow the events without moving around, talking or making comments among themselves.

Events – Activities

Students are required to attend and participate in all activities, such as:

- (a) School excursions, visits and walks
- (b) internal school celebrations
- (c) collective church services, unless they profess another religion
- (d) artistic events
- (e) free activities
- (f) sports days and competitions
- (g) cleaning, tree planting and any other School activities

Leaving the School

A student's departure from School during its operating hours, without the permission of the School Administration, constitutes a very serious and punishable offence.

A student who has a reason to leave the school requires written permission to leave, granted by an Assistant Director after consultation with the student's parents or guardian, who must then come to the school and collect the student.

Where the reason for requesting permission to leave is known in advance to the parents or guardian, the student must bring a written request from the parent or guardian, who will collect the student from the school.

In particularly urgent cases, mainly health problems, the School Administration deals with the matter at its discretion and at the same time informs the student's parents or guardian or informs them afterwards if prior communication was not possible.

On returning to school, the student presents the permission to leave slip to the Assistant Director, signed by the parents, guardian or doctor.

Student Behaviour – Respect for the School Premises

Cultivated and educated people are not considered to be only those who possess knowledge, but also those who are characterised by courtesy and good manners, respect for the personality of others and observance of democratic procedures. The school strives to cultivate this aspect of character as well, and students must support this effort.

The cleanliness of the school premises gives dignity, is an important sign of civilised behaviour and is essential for health reasons.

Respect for the school premises shows maturity and good character. Nevertheless, despite the effort made by those responsible for the cleanliness of the school premises, without everyone's contribution and support, cleanliness will never reach the desired standard. The premises belong to everyone. For this reason, we must respect them.

In the Classroom, the Student:

1. Respects themselves, their classmates and their teachers and does not in any way obstruct the normal conduct of the lesson.
2. Respects and protects school property and does not in any way deface or destroy it.
3. Damage to or defacement of school property is a punishable offence, and the student will be required to pay compensation for repairing the damage.
4. Cooperates with classmates and teachers and contributes positively to facilitate the basic objectives of education and the specific objectives of the year group.
5. Students do not remain in classrooms or corridors during break time. When the bell rings, they go out into the yard.
6. Obeys and complies with the instructions of teachers and the School Administration.
7. Ensures that their desk and chair, and their classroom generally, are always clean.

Special Areas

In special areas such as Music, Art, Computer rooms, Laboratories, etc., students are required to fully obey the instructions of those responsible for the rooms because:

- (a) there are many serious risks, such as dangerous chemicals, risk of electric shock, etc.
- (b) there are expensive and sensitive instruments or devices which can be damaged very easily, etc.

Students' overall behaviour and every action must be such as to:

1. show absolute respect for these areas.

2. avoid endangering their own life or that of their classmates.
3. observe safety regulations and measures at all times.
4. avoid any kind of joke, careless act or gesture.
5. enter special rooms only after the teacher and leave before the teacher.
6. generally apply the operating and safety regulations of special areas.

On the school premises, the student must:

1. Respect the school premises and ensure that they are kept clean. Anything unwanted is placed in the waste bins.
2. As an ecological school, students must strive to be environmentally aware and to care about cleanliness and the environment.
3. Unnecessary movement by students during lesson time in front of classrooms or in corridors is not permitted for any reason.
4. Attend the canteen to be served in an orderly manner, in turn and with respect.
5. Any contact on the school premises with a person who is not a member of the school community, without the permission of the School Administration, is prohibited. The above action is considered an offence and is punishable.
6. Unnecessary shouting and excessive noise, inappropriate gestures and any vulgarity must be avoided at all times.
7. Smoking, the use of alcohol and other illegal addictive substances are prohibited.
8. For any problem, students should refer to the duty teachers and the responsible Assistant Directors.

On Excursions

Students' participation in school excursions is compulsory. Unjustified absence from an excursion corresponds to as many unjustified absences as the lessons on the day of the excursion.

On educational excursions, students' attire and general appearance must be appropriate.

During the excursion, the student must:

- (a) respect others, behave courteously and not be argumentative.
- (b) leave the place visited clean and tidy.
- (c) not move away from the designated excursion area for any reason without permission.
- (d) respect and protect other people's property, such as buses, crops, leisure centres, etc.

The following are prohibited:

- (a) lighting fires
- (b) the use of alcoholic drinks and smoking

- (c) entering the sea
- (d) the use of any kind of water sports equipment
- (e) travelling to the excursion area in any vehicle other than the school bus

When travelling by bus, the following are prohibited:

- (a) eating food
- (b) distracting the driver
- (c) inappropriate behaviour towards classmates, accompanying teachers and the bus driver
- (d) causing damage

TESTS

Tests may be:

1. Unannounced short tests in the lesson of the day.
2. Unannounced tests, or two (2) announced tests in the lesson of the day, lasting one teaching period. For Years 1 and 2, only one test is permitted per day.
3. Announced unit tests, up to five (5) per week.

Teachers are entitled, on the same day on which students write an announced test, to assess students in any subject of the day, either in writing, by means of a short exercise, or orally.

4. A student who is caught copying in a test or written examination shall be given a mark of one (1). A mark of one (1) shall also be awarded to a student who, without justification, refuses to take part in a test, or who is at School but does not come to class at the time of the test. Where possible, the relevant evidence shall be attached to the written paper, and the subject teacher or invigilating teacher must write a relevant comment on the student's written paper. A mark of one (1) shall also be given to students who communicate orally or in any other way during the assessment.

A student who is absent from a test must be examined in writing at the teacher's discretion, in consultation with the student. The replacement test may take place on the designated replacement day, Friday from 2:00 p.m. to 3:00 p.m.

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

The test mark is not necessarily the semester grade. Oral performance, consistency, diligence and the student's overall profile are taken into account. A student who is justifiably absent from school due to illness or another documented reason is required to make up the work missed.

GUIDANCE AND COUNSELLING OFFICE

Students are encouraged to seek help from the **Head of Year** regarding personal, family, financial, emotional, educational or other problems.

The Head of Year is at school every day. They also receive visits from parents or guardians by appointment or during the designated visiting hours.

NOTE: Parents or guardians are informed of students' disciplinary offences by telephone, through the online portal, Classter, or by letter.

A student who is suspended remains at school in the classroom during school hours or is engaged creatively, for example with noticeboards, cleaning, etc., in accordance with the instructions of the School Administration.

The Regulations aim at the proper education and formation of the student's character, so that the student's integration into society may take place smoothly.

EDUCATIONAL MEASURES AND CONDUCT

Smoking

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

In accordance with the law, smoking is considered a criminal offence, both in enclosed areas and in 'open' outdoor areas of private or public educational institutions of pre-primary, primary, general secondary and technical secondary education.

As the person responsible for the area where smoking is prohibited, the Director is considered responsible in the event of a breach, unless the Director proves that all required measures were taken to prevent smoking in that area.

The school makes every effort to ensure that students enjoy a clean environment on its premises, during educational visits, on excursions and on school buses. Smoking burdens their lives with unnecessary and unhealthy pollutants, causes addiction and turns other students into passive smokers.

Students who smoke show through this behaviour that they do not respect the rules governing the school premises. Disrespect for these rules and breach of them result in strict penalties.

The possession and use of tobacco products are prohibited. Smoking is a serious offence which is punishable in accordance with the School Regulations. Offenders may be given penalties of up to three days' suspension. Other measures may also be imposed.

Progress Reports

Progress Reports, or Profiles, are delivered to students' parents or guardians electronically through the online portal or in printed form on dates determined by the School Administration.

Correct Attitude in Lessons

A student who respects and honours themselves takes care to make the fullest possible use of the opportunity offered by student status to be educated, cultivated and develop as a person. Therefore, without needing to be compelled to do so, the student sets duties and obligations, principles, rules and goals for themselves, which will form the basis and conditions for their success. Some of these rules are as follows:

- The student does not miss lessons unless there is a serious reason.
- The student follows the lesson attentively and takes notes.
- The student always comes prepared for the lessons of the day.
- The student participates in democratic dialogue and discussion.
- The student always brings books, notebooks and other necessary materials.
- The student contributes to the constructive conduct of the lesson.
- The student knows that discipline raises the standard of the lesson and, conversely, that disorder lowers it. Self-control, self-discipline, self-respect, mutual respect, and respect for and observance of the Regulations are required.
- The student conducts consistently and responsibly whatever task they undertake.
- The student completes exercises and homework for the following day.
- The student is always consistent and cooperative.

Teacher's Delay

When, for any reason, the teacher does not arrive to class on time, students remain quiet and do not leave the classroom. The Class President contacts the School Administration for further instructions.

Unauthorised Persons

The school does not permit the entry of third parties onto the school premises without permission from the School Administration.

At school, students must feel protected. The uncontrolled and unnecessary entry of any unauthorised person onto the premises is not permitted. For this reason, the entry of unauthorised persons onto the school premises and students' association with them are prohibited.

Naturally, parents and guardians of students, as well as members of the public attending to their business, may enter the school premises, provided that permission has been obtained from the School Administration.

Criteria for the Parade Group

The number of flag bearers and attendants for the District Student Parades is 23.

Criteria for Selecting the Parade Group

1. A list of candidates is drawn up, as extracted from Classter, based on the previous year's grades, namely the overall annual grade to two decimal places.
2. The attendants are appointed as follows: the first three (3) students with the highest annual grade during the previous academic year for Years 2–5.

The first four (4) students with the highest grade during the previous academic year from Year 6.

The first seven (7) students with the highest grade during the previous academic year from Year 7.

3. The first three (3) students from Year 7 carry the school banner, the Greek flag and the Cyprus flag.
4. In cases of a tie between candidates, and only for Year 7 students, the following shall apply for ranking purposes:
 - (a) calculation of the overall grade for all years of attendance, to two decimal places.
 - (b) if the tie remains, a draw shall be held among the students with equal grades for the purpose of ranking them.
5. At school events:

The 1st-ranked student of Year 7 carries the school banner.

The 2nd-ranked student of Year 7 carries the Greek flag.

The 3rd-ranked student of Year 7 carries the Cyprus flag.

6. In the event of the absence of one or more of the first three members, the place is taken, for the duration of the absence, by the next student in order; for example, if the 2nd-ranked student is absent, the 3rd-ranked student takes their place and the 4th-ranked student takes the place of the 3rd-ranked student, and so on.
7. It is understood that a student may take a place in the parade group only if the student has excellent conduct.

Criteria for the Selection of Students to Deliver the Valedictorian Speech at the Graduation Ceremony

1. The regulation concerning the delivery of the speech at the Xenion Graduation Ceremony provides that one or two graduating students who have achieved the highest overall grades in their final year of study, Year 7, are eligible.
2. From among them, the School Administration decides who will deliver the speech in Greek and who will deliver the speech in English.
3. In addition, it is an essential requirement that the students' attendance must have been deemed complete in all years of study, Years 1–7, and that their conduct must have been characterised as exemplary, reflecting the ethos, values and principles defined by the philosophy of the school.

4. In the event of a tie in the overall grade, the School Administration may take into account additional factors, such as the student's overall performance during the seven years of attendance at the school and the student's contribution to the school community.

Other Positive Principles

The student takes care to behave as a role model and an example of good conduct. The student seeks to be distinguished by intellectual and moral character, and not by a bad reputation that may be acquired.

The student never invites unauthorised persons to the school and does not associate with them when they come to the school uninvited.

The student respects the School Administration and facilitates its work.

The student respects the cleaning staff, appreciates their work and contributes to the cleanliness of the school.

The student informs the School Administration and the responsible teachers about various problems.

The student seeks the help of the Head of Year when facing a serious problem, recognising that they are a person whom the student can trust.

The student informs the Head of Year if facing a problem.

The Head of Year discusses the matter with the student, and they address the problem together.

If the matter also requires the involvement of Management, the Head of Year refers the matter to the Assistant Director, who then reports it to the Director.

If the problem faced by the student or the class relates to a specific teacher, the student is encouraged first to approach the teacher concerned in order to resolve it before referring to any other person.

22. Health and Safety Plan

The Health and Safety Plan is available via the electronic link:

www.xenion.ac.cy/healthsafety

23. Student Councils

(1) The Student Councils aim to achieve the following:

- (a) an awareness of the vital necessity and value of the institutions, methods and procedures of democratic life and administration, and active participation in them in a manner that contributes to the creation of free, responsible democratic citizens.
- (b) the development of self-discipline and mutual respect among students, practice in democratic self-government, free and fruitful dialogue and constructive criticism.
- (c) the socialisation of students and the development of initiative, responsibility and a spirit of cooperation, altruism and fraternity.

- (d) cultivation of students' intellectual, artistic and sporting interests.
 - (e) cooperation with the school's **Director**, the **Teachers' Association** the **Parents and Guardians' Association** and other educational bodies, and submission of suggestions for the promotion and resolution of matters concerning the students.
 - (f) the development of friendly relations and cooperation with the Student Councils of other schools.
 - (g) the provision of all possible assistance for the improvement of students' living and study conditions, support for students' interests and rights, and contribution to the promotion and resolution of student problems.
- (2) Elections for the appointment of the Student Councils are held after students have been properly informed by the Heads of Year and after the necessary preparation has taken place, with emphasis on the relevant provisions of the Regulations concerning Student Councils.
- (3) Obstructing the voter's right to freely cast their vote, or any attempt to influence the voter, positively or negatively, in favour of any candidate during voting, is prohibited.

A. The Class Council

1. Each class elects its own Council.
2. The Class Council is composed of three members and is elected by all students of the class, by secret ballot, in the presence of the Head of Year, during the fourth week after the start of lessons. Valid ballot papers are those on which only three names of candidates are written, no fewer and no more.
3. The three members are: **(a)** President, **(b)** Vice-President, **(c)** Treasurer.
4. The student who receives the most votes in the ballot is elected President. The second student in order is elected Vice-President and the third Treasurer. The fourth and fifth students are elected as first and second runners-up respectively.
5. The Presidents of the classes of each year group, Years 1–5, meet immediately after their election to elect the Year Representative to the Central Student Council.
6. All Presidents of all classes in Years 6 and 7 participate in the Central Student Council.
7. In the event of a tie, a draw is held for the positions.
8. All students of the class have the right to stand as candidates for election to the Class Council, unless a student has been deprived of this right by the **Teachers' Association** due to conduct, suspension or a grade of 80 or below in Social Studies, during the previous three School Years or the current year.
9. A member of the Class Council loses office if the member commits a serious disciplinary offence as decided by the Teachers' Association.

10. The Class Councils are responsible for their class. They liaise with the Head of Year regarding problems that arise in class to discuss these with them. Matters of discipline, cleanliness and classroom appearance, welfare, relationships, timetable and curriculum, teaching approaches, books, celebrations, etc. are also discussed.
11. Class Councils meet outside of teaching time.
12. The Treasurer of the Class Council collects from students, at regular intervals to be determined by the Council, an amount decided by the majority of the students in the class as a regular contribution.
13. The amount of money deposited in the class fund may be used for the needs of the class or for charitable purposes, provided that the Head of Year has first been informed. The Class Councils undertake initiatives to provide material or other assistance to classmates who need such help.
14. The Vice-President of the Class Council keeps the minutes of meetings and is responsible for the Council's announcements.
15. The behaviour of Council members must serve as an example for other students.
16. Meetings of the Class Council are convened by the President or, in the President's absence, by the Vice-President.

B. The Xenion Central Student Council

1. The election of the Central Student Council takes place after the election of the Class Councils, by the five representatives of Years 1–5 and the Presidents of all the classes of Years 6 and 7.
2. Members of the Class Councils from Years 1 to Year 7 may be elected as members of the Central Student Council.
3. At the first meeting of the Central Student Council, in the presence of the responsible Assistant Director, the Council is constituted as follows: President from Year 7, Vice-President from Year 7, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Events Officer, Assistant Events Officer, and Members. Where there is more than one interested candidate for any position on the Central Student Council and there is no unanimous agreement among the members regarding the formation of the Council, a secret ballot is held among the members of the Central Student Council.
4. A student from Year 7 may stand for the position of President. If there is no candidate from Year 7, a student from Year 6 has the right to stand.
5. A student may not stand for a position on the Central Student Council if the student has been deprived of this right by the Teachers' Association due to conduct, suspension or a grade of 65 or below in Social Studies during the previous academic year.

6. The President of the Central Student Council chairs meetings and signs every document together with the Secretary.
 7. The Central Student Council meets outside of teaching time.
 8. Democratic procedures are strictly observed at meetings of the Central Student Council. Each member expresses their views freely and responsibly in a spirit of cooperation.
 9. The funds of the Central Student Council come from class contributions and/or activities of the Central Student Council.
 10. When necessary, the President of the Central Student Council represents the student community before the Teachers' Association
 11. A member of the Central Student Council loses office if the member commits a disciplinary offence characterised as serious by the Teaching Staff or has committed a criminal offence.
- (4)** In the event of resignation or a vacant position of any member of the Class Council or the Central Student Council, the position shall be filled by the first runner-up. If there is no runner-up, by-elections shall be held.

24. Student Conduct and Educational Measures

- (1) (a)** Educational Measures aim to improve the student's behaviour and to strengthen the student's personal responsibility and self-discipline, as well as to safeguard democratic life within the school community, which is a prerequisite for the smooth and effective operation of the school.
- (b)** When imposing any Educational Measure, the best interests of the child shall always be taken into account.
- (2) (a)** Educational Measures and the corresponding bodies responsible for imposing them are:
- (i)** educational dialogue
 - (ii)** observation
 - (iii)** reprimand
 - (iv)** a joint written educational commitment between the teacher and the student, for minor offences committed by the student, by which the student agrees not to repeat the offence and to comply with the Regulations henceforth. The agreement is also countersigned by the teacher. If considered necessary by the teacher, the agreement is also signed by the student's parent or guardian.
 - (v)** removal from class and referral to Management. The incident is dealt with by the relevant Assistant Director, who informs the student's parents or guardians.

All of the following measures are applied only by the School Management Team:

(vi) compensation, paid by the student's parent or guardian for damage to school property and/or the property of others. This Educational Measure may be imposed alongside any other Educational Measure.

(vii) performance of community-benefit schoolwork, aimed mainly at using the student's abilities and skills for the benefit of the school community. This takes place outside of school operating hours, under the supervision of designated staff.

(viii) suspension, it being understood that suspension of up to two (2) days may be imposed with exclusion.

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

(b) Parents/guardians are informed immediately of the imposition of any Educational Measure.

Rewards and Penalties

25. Rewards System

Merit points are awarded in the following cases:

- **3 merit points** Excellent classwork or homework
- **5 merit points** Excellent work on projects
- **10 merit points** Participation in a school assembly, celebrations, or school performances.
- **10 merit points** Representation of the school in competitions, sporting events or educational programmes.
- **10 merit points** Participation in school or community events, or participation in the organisation of events.
- **15 merit points** Success in Pancyprian or international competitions or exams.

Merit points are awarded when the student has achieved something worthy of reward.

Reward cards are given to students in Years 1–3. For students in Years 4–7, merit points are recorded directly on the Classter platform by the responsible teacher.

Other rewards may be given to a student, a group or classes of students who demonstrate consistency and responsibility.

26. Disciplinary System

(a) Discipline is imposed as follows:

- Penalty points.
- Telephone communication with parents.
- Sending letters/messages to parents through the Classter platform.
- Written report or discussion with the Head of Year or Management.

(b) Penalties that may be imposed by the Head of Year include all of the above, as well as the following:

- Additional penalty points.
- Detention, meaning compulsory presence at school for one additional hour after the final bell.
- Arranging a meeting with parents to discuss incidents, general behaviour, or progress.
- Report cards or behaviour contracts.
- Compulsory attendance at school on Saturday or community service.
- Withdrawal from lessons/isolation of the student with the Head of Year.
- Convening of a disciplinary committee as decided by Management.
- Suspension for one or two days as decided by Management.

(c) Penalty points are given for inappropriate behaviour without warning in the following cases:

- Late arrival to school or to a lesson without justification.
- Attending a lesson without the necessary equipment or books.
- Consuming food, drinks, or chewing gum in class.
- Disobedience or causing disorder inside or outside the classroom, such as shouting, singing, or whistling.
- Showing disrespect towards a teacher or classmate inside or outside the classroom.
- Obstructing/disrupting the lesson.
- Failure to submit homework, return tests or projects on time.
- Incorrect use of school equipment.
- Littering.
- Improper behaviour.
- Failure to maintain an orderly queue at the school cafeteria.
- Inappropriate dress or appearance in sports shoes or PE tracksuits outside PE lesson time.

(d) Serious Offences:

Any of the following offences, depending on their seriousness, may be punished with 40 penalty points, temporary suspension, or permanent expulsion from the school:

- Inappropriate dress or appearance, see below.
- Bullying, violent behaviour or verbal abuse.
- Smoking or use of addictive substances.

- Rudeness towards the school's teaching or administrative staff or the wider public.
- Insulting others or exhibiting racist behaviour.
- Sexual harassment.
- Physical violence.
- Arson or attempted arson.
- Online harassment or bullying.
- Deliberate damage to the school buildings and equipment.
- Dangerous behaviour that may damage the reputation of the school.
- Destruction of school property or teachers' property, for example a car.
- Theft of classmates' or school property.
- Submission of work belonging to another student.
- Copying in class during a test or examination.
- Use of a mobile phone during school hours.

(e) The following behaviours relating to a student's appearance are considered serious offences.

Inappropriate dress or appearance is defined as follows:

- Extravagant jewellery and accessories.
- Tattoos in visible places or any other form of body tattooing.
- Wearing of make-up or painted nails.
- Extravagant hairstyles or dyed hair.
- Unshaven male students.
- Multicoloured socks.

27. Disciplinary Council

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

- (i)** the school Director or representative of the Director, as Chair.
- (ii)** one Assistant Director.
- (iii)** two teachers of the school.
- (iv)** the Head of Year.
- (v)** the President of the Central Student Council or the President's representative.

(2) Cases of serious misconduct are referred to the Disciplinary Council by the Director.

- (3) (a) During the investigation, the Disciplinary Council gives the student the opportunity to present the facts and develop their arguments, after first informing the student or the student's parent/guardian of the complaint made against the student. The Disciplinary Council may also call before it any other teacher or student it considers necessary to give evidence about the incident.
- (b) In cases where the student does not appear before the Disciplinary Council, the Disciplinary Council shall hear the case in the student's absence.
- (4) The Disciplinary Council keeps minutes of its meetings and informs the Teachers' Association of its decisions.

Penalties vary according to the seriousness of the offence and the student's record and may include the following:

- (a) a significant reduction in the Social Studies grade.
- (b) exclusion from school excursions for the semester or the entire school year.
- (c) suspension for a short period, during which time the student shall receive unjustified absences.
- (d) in extreme cases, permanent expulsion from the school may be imposed.

28. Sanctions and Other Penalties

Students who accumulate 10 penalty points are required to remain at school for one additional hour of detention after the end of the school day. Students are required to remain at school from **2:00 p.m. to 2:45 p.m.** under the supervision of a member of the Teachers' Association. Students will have sufficient time to leave by bus at **3:00 p.m.**

The parents of these students will be informed of the penalty in advance by letter, text message, or email. If a student does not attend their detention at the scheduled time, a meeting with the parents will be requested in order to inform them of this and to discuss the student's behaviour.

Penalty Points

10 penalty points

Detention at school for one hour after the end of the school day.

20 penalty points

Additional detention at school for one hour and communication with parents.

30 penalty points

Saturday detention and meeting with parents.

40 penalty points

Three (3) Saturday detentions.

50 penalty points

Exclusion from the school excursion, additional meetings with parents and exclusion from school elections for the following school year.

29. Grade in Social Studies

At Xenion High School, we believe that one of our educational roles is to help children develop properly, so that they mature and become responsible citizens who will be able to contribute to society and to their country.

The subject of Social Studies is taught by the Head of Year and aims to develop the student's social and learning skills. It contributes to improving the student's general knowledge, as well as informing the student about the rights and general responsibilities of a citizen, with the aim of developing social responsibility, understanding current issues, and participating in school and social activities.

The semester grades and final annual grade in Social Studies reflect the student's dedication and participation in school activities throughout the year. The grades are determined by the teachers of the subject and members of the School Management Team. Grades are based on the student's consistency in the lesson and participation in class. The student's participation in club activities and general behaviour at school, in assemblies and during breaks are also considered.

Certain behaviours, especially those that come under the serious offences mentioned above, may lead to a significant reduction in the Social Studies grade. The grade for the subject is determined by the seriousness of the offence and the student's general behaviour.

Marks are also automatically deducted from the Social Studies grade for repeated lateness to lessons and for each unjustified absence. It is important for students to know that they must arrive to class on time and that they must provide the necessary justification for their absences. Marks are also deducted from the Social Studies grade according to the number of penalty points, as follows:

One mark is deducted for every:

- 5 penalty points
- 5 unjustified absences from lessons
- 8 unjustified late arrivals to lessons

30. Mobile Phones and Other Electronic Devices

The School Administration recognises that mobile phones are a useful tool and part of our daily lives. Nevertheless, students do not need them while they are at school and, for this reason, mobile phones must be switched off both during lessons and generally while students are at School.

If there is an emergency and a parent wishes to contact their child, the parent must telephone the School Secretary and **not** the child's mobile phone. If a student needs to contact their family, this can also be done through the School Secretary.

In order to avoid students being distracted, all students are required to place and lock their mobile phones in special pouches when they enter the school and can only unlock them at the end of the school day.

The use of a mobile phone during school hours is strictly prohibited. Breach of this rule will result in the confiscation of the mobile phone from the student. The mobile phone will then be given to the School Administration and returned, when the School Administration considers it appropriate, to the student's parent or guardian. In this case, penalty points are also imposed on the student.

Photography, video recording, audio recording, or the use of other technological means is permitted only with the approval of the school Director.

The activation and use of mobile phones may result in a breach of personal data.

Note: In the event of the use of a mobile phone or other device, the device, will be switched off and held by the Director. It will be handed over only to the student's parent or guardian, who shall be informed accordingly, and the student shall receive an appropriate sanction/punishment.

31. Parents and Guardians of Students

(1) Parents and Guardians:

- (a)** Attend the school to complete the registration of their child and, upon signature, assume all obligations towards the school arising from the status of guardian.

In cases where proceedings for the assignment of parental responsibility are pending before a relevant court, or where there is disagreement between guardians regarding the registration or transfer of children to a particular school, the Director of the School shall decide whether the student can be permitted to attend the school until a court decision is determined.

- (b)** During the attendance of students under their guardianship, monitor the students with the greatest possible interest, supervising and checking their regular attendance at school, and ensuring their diligence, behaviour and good character; anything relevant that they notice is brought to the attention of the School Administration, so that cooperation between family and school may be achieved with the aim of achieving the best possible outcome for the student.
- (c)** Ensure that their children or wards comply with the School Regulations and provisions.
- (d)** Inform the School Administration of any matters that may be affecting their child's attendance, performance, and behaviour.
- (e)** Must attend, if asked to do so by the school, following the examination of offences committed by the student under their guardianship.
- (f)** Ensure the timely fulfilment of the students' financial and other obligations towards the school.
- (g)** Immediately inform the School Administration of any unforeseen or planned absence of their child from school; they are also required to provide relevant justification for their child's absences within ten (10) working days after the student's return to school. If this is not submitted within the specified time limits, the school reserves the right not to accept the relevant justification.

- (h) Must attend the school, when called by the Director, regarding matters relating to their wards and must maintain close and consistent contact with the school in order to monitor students' character, attendance, conduct and performance, and participate in special meetings of parents and guardians convened by the Director.
 - (i) Must inform the school as soon as possible and in writing of any change in their residential address and/or contact telephone numbers, as well as any change in the guardianship of the child.
- (2) In the event that guardianship is assigned or removed from one (1) or both parents by a court decision, the person assuming guardianship shall inform the school in writing and provide the relevant documentation.

PART VI

32. Composition, Operation, Duties and Responsibilities of the Teachers' Association

- (1) The teaching personnel constitute the **Teachers' Association** of the school.
- (2) The Teachers' Association meets in ordinary session at least once before the start of lessons and twice every month, and in extraordinary session whenever requested by the Director.
- (3) Ordinary meetings are held after the end of normal lessons.
- (4) Meetings of the Teachers' Association are chaired by the Director or, in case of absence, by an Assistant Director.
- (5) The invitation of members of the Teachers' Association and notification of the agenda items for ordinary meetings are made in writing.
- (6) At the start of an ordinary meeting, a new item may be entered on the agenda, provided that this is requested in writing by the majority of the members of the Teachers' Association present.
- (7) For a decision of the Teachers' Association to be valid, a simple majority of the members present is required and, in the event of a tie, the view supported by the Chair or acting Chair shall prevail.
- (8) Every decision is recorded in the Teacher's Association meeting minutes and must be fully justified. The minority view is also recorded in summary, where this is requested.
- (9) Voting is open. A secret ballot may be decided by the majority of the members of the Teachers' Association present. It is understood that open voting is carried out by a show of hands.
- (10) The minutes are approved at the next meeting of the Teachers' Association and signed by the Director.
- (11) The Teachers' Association requires a quorum of at least half plus one (1) of its members to be present for a meeting to be held. The absence of a member from meetings must be fully justified.

(12) The Teachers' Association

- (a)** ratifies the flag bearers and attendants, using character, performance and conduct as its criteria.
- (b)** ratifies students' absences, as well as their promotion, graduation, referral to Resit Examinations or failure at the end of the teaching year, on the basis of the relevant data and grades recorded in the appropriate books and/or records and in accordance with the provisions in force at that time.
- (c)** ratifies the delivery of Progress Reports/Profiles to parents and guardians outside working hours.

33. Duties and Responsibilities of the Director

- (1)** The Director has overall responsibility for the smooth and effective operation of the school. In this work, the Director is assisted by the Assistant Directors and all teaching and administrative staff of the school.
- (2)** The Director remains at the school on all working days and during working hours. When the Director is absent, the Director is replaced, as a matter of priority, by the most senior Assistant Director in post.
- (3)** The Director represents the school in its relations with the State, the Ministry, the Parents' Association, other educational institutions, the Church, the Police and Military Authorities, and other social organisations and bodies.
- (4)** The Director conducts and signs the school's correspondence with the educational authorities and other bodies and informs the District Secondary Education Office or the Directorate of Secondary Education.
- (5)** The Director supervises and evaluates, in addition to the teaching staff, all other staff of the school unit.
- (6)** The Director ensures that the school building and school premises are kept clean, tasteful and in good condition.
- (7)** The Director ensures that school furniture and equipment, teaching aids, textbooks and library books are kept in good condition. The Director ensures that, at the end of lessons, teachers check, record and submit the statement of shortages or surpluses of the laboratories, special rooms, and other rooms of the school.
- (8)** The Director is responsible for:
 - (i)** procuring the materials and other equipment necessary for the operation of the laboratories.
 - (ii)** the periodic inspection of the movable property of the laboratories.
 - (iii)** the maintenance of the school buildings, machinery, and other laboratory equipment.

- (9) The Director cooperates with the Parents' Association and participates in its meetings if invited and informs it of any circulars or letters concerning the school's Parents' Association, if requested by the competent authority.
- (10) The Director maintains regular contact with parents or guardians in order to develop a spirit of cooperation between school and family, so that a joint constructive effort may be made to solve problems that arise and to develop each student's personality and socialisation.
- (11) The Director announces in good time and in writing to students' parents or guardians the Educational Measures imposed and informs parents or guardians at the end of each semester about matters concerning their children's attendance, conduct, and performance.
- (13) The Director cooperates with the Church, political, municipal and police authorities on matters concerning the moral and spiritual development of students and the community.
- (14) The Director promotes the efforts of teachers through suggestions and actions, so that greater opportunities are secured for every child for physical, intellectual, social, and moral education and mental health.
- (15) The Director communicates to the school staff the educational and administrative provisions, laws, regulations, circulars and relevant decisions and instructions of the higher authorities and communicates with and notifies the persons mentioned therein.
- (16) In cooperation with the teachers concerned and the Assistant Directors, the Director allocates the subjects of the various specialisations and year groups to the Teachers' Association in a manner that serves the interests of the students and the school generally and satisfies, as far as possible, the inclinations and interests of the teachers. The Director also assigns and supervises the preparation of the school timetable and cover arrangements.
- (17) The Director ensures that a spirit of collegiality, mutual respect and harmonious cooperation is developed among the teachers and the other school staff.
- (18) The Director ensures that opportunities are provided for the school staff for professional development and training.
- (19) The Director conducts regular inspections, by prior arrangement with teachers at least one (1) day in advance, for the purpose of guiding, coordinating, monitoring, and evaluating the work of teachers, monitoring students' progress and their compliance with the School Regulations.
- (20) The Director convenes meetings of the Teachers' Association on a fixed day and at a fixed time, both regularly and extraordinarily whenever the need arises.
- (21) The Director convenes a meeting of the School Management Team at least once (1) a week to examine current school issues, and to plan and evaluate the work and operation of the school.

- (22) The Director convenes a meeting at least once (1) a month with the Heads of Faculties and Heads of Years for coordination, evaluation of their work and the handling of problems.
- (23) The Director carries out student registrations or transfers and regulates the conduct of various examinations, written tests, school celebrations, excursions, visits, clubs, and other school activities.
- (24) The Director ensures the maintenance of discipline and students' appropriate behaviour and appearance.
- (25) The Director ensures that there is no party-political or other interference in the operation of the school.
- (26) The Director monitors the organisation of students' intellectual and sporting activities and cooperates with the Student Councils to promote their aims.
- (27) The Director supervises the operation of the school cafeteria.
- (28) The Director is responsible for the publication of a student magazine, in which the most noteworthy work of students, and the life and activities of the school, are presented.
- (29) The Director ensures that school records are updated with accurate information for each student.
- (30) The Director ensures that the texts of educational provisions, incoming documents and copies of outgoing documents are kept in separate files. Semester tests are kept until 31 August, and the end of term examinations, school leaving and placement examinations are kept until the start of the following school year.
- (31) The Director follows developments in the Director's field, as well as modern pedagogy and educational administration, and remains apprised of newer methods that will make the Director's work more effective.

34. School Management Team

- (1) The **School Management Team** consists of the Director, the Assistant Directors and up to six members of the Teachers' Association as appointed by the Director.
- (2) The School Management Team meets at least once (1) a week under the chairmanship of the Director, and its decisions are recorded in the meeting minutes.
- (3) The role of the School Management Team is advisory, and it assists the Director in the Director's work.
- (4) The School Management Team deals with urgent general and specific problems concerning the organisation, administration, and smooth operation of the school. It also deals with written suggestions submitted on behalf of the Central Student Council.

35. Duties and Responsibilities of Assistant Directors

- (1)** The Assistant Directors assist the Director in the Director's work for the smooth, efficient, and effective administration and operation of the school. To this end, the Assistant Director:
- (a)** participates in the School Management Team.
 - (b)** undertakes duties assigned by the Director of the school, in accordance with the provisions of relevant circulars, and performs any other duties assigned for the benefit of the students, the school and education.
 - (c)** participates actively in all work, events, and activities of the school.
 - (d)** ensures that a spirit of collegiality, mutual respect and harmonious cooperation is developed among the school staff.
 - (e)** acts as a link between the Director and the rest of the school's Teaching Staff, assisting in the development of interpersonal professional relationships within the school.
 - (f)** imposes Educational Measures.
 - (g)** is responsible for areas of school activity assigned by the Director and, to this end, cooperates with the other members of the School Management Team and the teachers of the school.
 - (h)** undertakes teaching duties within the framework of the timetable and curriculum.
 - (i)** remains at School during all working hours and deputises for the Director of the School.
 - (j)** is informed of the school's correspondence and ensures that documents are forwarded to the school's Teaching Staff.
 - (k)** ensures the orderly operation of the school within the framework of the duties undertaken or assigned.
 - (l)** attends and participates in various events at which the school is represented.
 - (m)** is responsible for developing students' creative engagement through the preparation, monitoring, coordination, and evaluation of the Clubs Programme.
 - (n)** supervises the operation of the Central Student Council and the Class Councils.
 - (o)** is responsible for the Artistic Events Committee and for the organisation of the theatrical performance and the school's artistic events.
 - (p)** prepares the programme of students' excursions, visits, and church services.
 - (q)** is responsible for the Social Education and Welfare Committee.
 - (r)** is responsible for organising the blood donation.

- (2)** The Director may assign to the Assistant Director any other duties consistent with the area undertaken. The Assistant Director:
- (a)** is responsible for the organisation and administration of the laboratories, special rooms, and other specialised and non-specialised areas of the school.
 - (b)** is responsible for the infrastructure, equipment, use and utilisation of all school areas.
 - (c)** supervises the preparation of the timetable and the room-allocation programme for classes.
 - (d)** is responsible for preparing the cover programme.
 - (e)** is responsible for preparing the duty and registration programmes.
 - (f)** supervises the process by which students select subjects and pathways.
 - (g)** is responsible for preparing the programme of examinations, resit examinations, transfer examinations, placement examinations and any examinations and competitions conducted at the school, as well as the invigilation programme.
 - (h)** is responsible for preparing the school's educational needs.
 - (i)** supervises the school's IT manager and assistant IT manager.
 - (j)** is responsible for preparing statistical studies on students' learning outcomes and/or on other matters decided by Management.
 - (k)** is responsible for the School Health and Safety Committee.
 - (l)** ensures the implementation of the school's Internal Regulations by the students of the classes for which the Assistant Director has administrative responsibility.
 - (m)** applies the provisions of the legislation for the imposition of Educational Measures on the students of the classes for which the Assistant Director has administrative responsibility.
 - (n)** communicates in good time, orally or by letter signed by the Assistant Director and by the Director of the school, with the parents or guardians of students in the classes for which the Assistant Director has administrative responsibility, on matters of conduct, attendance, performance and students' personal problems. In cases concerning students' absences, the letter is co-signed by the Head of Year.
 - (o)** is responsible for implementing decisions on a unified grading policy and reliable, valid and objective assessment of students' performance; monitors and checks the conduct of tests by teachers of the subject the Assistant Director is responsible for, keeps a file with copies of their tests; and is responsible for collecting and keeping the files containing corrected tests.
 - (p)** is responsible for preparing and collecting examination papers for all school examinations, for collecting the taught and examinable material, and for informing students of the examinable material for the subjects of the subjects coordinated.

- (q) ensures that teachers are informed of any circulars and announcements concerning them.
- (r) enters the classroom to provide guidance and demonstrate teaching methods, following consultation with the teacher, if this is considered necessary.

36. Duties of Teachers

- (1) All teachers of the school must assist the work of the School Administration.
- (2) Teachers teach the classes and groups assigned by the Director. Teachers are required to assess their students in writing, except in Physical Education, where students are assessed by practical examination.
- (3) In addition to teaching, during working hours, teachers undertake other school tasks assigned by the Director, which is necessary for the orderly operation of the school, and participate in all school activities. Teachers may also be assigned duties and responsibilities for the following:
 - (a) the maintenance of machinery and other laboratory equipment.
 - (b) the procurement of materials for the smooth operation of laboratories.
 - (c) the safekeeping of students' examination papers and tests.
 - (d) the maintenance of the school premises in good condition.
- (4) Teachers attend seminars as directed by the Director.
- (5) Teachers undertake cover for absent teachers. Relevant arrangements for covering absences shall be made by the Director.
- (6) Teachers participate, without exception, in all regular and extraordinary meetings of the Teachers' Committee under the chairmanship of the Director or the Director's substitute, following democratic procedure in proposals and discussions.
- (7) Teachers remain at school during the hours of normal operation and require the Director's permission in order to be absent.
- (8) Teachers accompany and supervise students twice (2) a year during church services.
- (9)
 - (a) For leave of absence, the teacher submits an application to the Director in good time. The necessary supporting documents must be submitted together with the application.
 - (b) If the matter concerns illness, a medical certificate must be submitted to the Director of the school, either from a government medical officer or from a private-sector doctor. If there are doubts as to the objectivity of the illness certificate issued, the matter is referred to the School Management Team.
- (10) Teachers must strengthen the status of the Republic and carefully avoid, within the school, any party-political activities and actions that constitute party-political positioning and propaganda. They must conscientiously fulfil their educational duty and comply with the laws, regulations, decisions and instructions of the educational authorities.

- (11) The Teachers' Association must be a model of responsible and free democratic citizenship, characterised by dignity, propriety, decorum, courtesy and discretion; they must cooperate collegially and behave towards students in a manner befitting true educators.
- (12) The Teachers' Association follows the curriculum in force and the related instructions of the Ministry of Education. It is responsible for differentiating teaching in mixed-ability classes in a way that also addresses the abilities of persons with disabilities or children with special education and training needs attending those classes and groups.

37. Head of Years

- (1) The Director, in cooperation with the School Management Team, appoints Head of Years. The Head of Year:
- (a) has educational responsibility for every student in the year group, as well as for the proper organisation and operation of the year group; contributes to supporting the students of the year group so that each student may develop a healthy and strong bond with the school.
 - (b) monitors the conduct, diligence, performance, and regular attendance of students in the year group in all subjects.
 - (c) monitors and manages the absences of students in the year group. The Head of Year communicates orally with parents or guardians regarding their children's absences and matters concerning their children's education and performance. Written communication from the school to parents or guardians concerning absences is made by letter or electronically.
 - (d) cooperates closely with the Assistant Director and with the teachers teaching the class and investigates matters relating to the diligence, performance, and behaviour of the year group, and ensures that collective decisions are taken for improvement in these areas.
 - (e) conducts elections for the Class Council in cooperation with another teacher appointed by the Director.
 - (f) is responsible for cultivating democratic awareness and respect for the Regulations governing Student Councils.
 - (h) ensures that, through the established educational procedure, the Head of Year is informed about the family and financial circumstances and the personality of the students in the year group, without violating any protected individual rights.
 - (i) with the approval of the Director, organises, meetings with parents or guardians of the students in the year group for acquaintance, information, and exchange of views on matters of education, discipline and progress of the students in the year group for which the Head of Year is responsible.
 - (j) issues the Progress Reports.
 - (k) participates in meetings of the Disciplinary Council in cases where an offence by a student of the Head of Year's year group is being examined.

(m) keeps a file for the year group in which the following are placed:

- (i)** socio-cultural characteristics of the year group; matters concerning the financial situation of the student's family; the student's health, including mental health; family matters; matters of performance and careers; and other serious matters concerning the student.
- (ii)** violence and disobedience recording form.
- (iii)** forms relating to meetings with parents or guardians of the year group.

- (n)** coordinates the educational team that meets to examine the progress of the year group in relation to behaviour, discipline, performance, progress, support teaching, creative projects and recommendations to the Teachers' Association. A form containing the decisions is placed in the year group file and a copy is submitted to the Director.
- (o)** in exceptional cases and with the Director's approval, organises and coordinates multidisciplinary meetings attended by teachers of a specific year group or members of the School Management Team, with the aim of immediately addressing the case of a student presenting serious problems in the educational, learning or behavioural field. The Head of Year recommends measures concerning specialised cases of students who need support teaching, psychological support, support in matters of education and measures to improve the student's self-image.
- (p)** assumes responsibility for organising the activities of the year group and evaluating its progress.
- (q)** informs and explains in detail the content of the Regulations to the year group.
- (r)** checks the state of the class fund.
- (s)** at the end of each semester, presents and evaluates before the Teachers' Association the work undertaken, including presentation, identification of weaknesses, difficulties and problems, recommendations for corrective measures, adjustments, etc.
- (t)** has access to the files of the students in the year group, and monitors and encourages their participation in the Clubs Programme.

(2) For the appointment of a Head of Year, the following criteria are taken into account:

- (a)** the total number of teaching hours taught in the year group.
- (b)** professional development in recent years.
- (c)** full-time employment at the school where the teacher will undertake the role of Head of Year.
- (d)** the teacher's personality.

38. Duty Teachers

- (1)** Teachers undertake duty responsibilities during all breaks, in accordance with a special programme prepared following the instructions of the Director. The purpose of duty is for teachers to interact with students outside the classroom and to maintain order, safety and good behaviour among students in the school yard, corridors, cafeteria and other areas of the school.
- (2)** Teachers also undertake duty responsibilities during sporting events between classes or year groups of the school, or between the school and another school, excursions and other events organised by the school.