



SCHOOL OF EUROPEAN EDUCATION

HERAKLION, CRETE



SCHOOL CONSTITUTION

The school constitution was composed with the educational direction of the children in mind, and also with the aim of achieving the school's objectives (knowledge, cultivation of personal and collective responsibility, creation of a positive school environment, smooth running of the school, etc). It was agreed in a joint meeting of the Teaching Association of the SEE and representatives of the school's Parents and Guardians Association on the 22nd November 2011, and approved by a vote of the Management on 9th December 2011.

ATTENDANCE

1. The school entrances open at 8.15am and close at 8.30am. Every arrival after the morning assembly is regarded as late and is allowed only if there is a special reason.
2. Teachers will allow a late student into class only if the student has a special note of permission from the school management. Frequent late arrival may lead to the disciplinary measures.
3. If a student cannot attend school for some reason, their parent or guardian should notify the school. The same goes if a student has to leave before the end of lessons.
4. If a teacher is unavailable for some hours, their students are not allowed to remain unsupervised in the school corridors or yard. They must follow the instructions of the management, and, as appropriate, (a) stay in class to study under supervision, (b) be distributed among other classes, or (c) take part in some supervised activity (in the yard, classroom, or a lab).
5. If a teacher fails to arrive in class, their students must notify the school management. Until the management can make alternative arrangements, the students must not disturb their classmates or other classes.
6. If the departure time is changed, those students who are permitted to leave unaccompanied must notify their parents or guardians of the change. (Nb students are allowed to depart unaccompanied only if they have supplied a signed letter from their parent or guardian giving permission for this.) All other students must either remain in school engaged in some creative activity until the normal departure time or be picked up earlier by their parents and guardians after

suitable notification. Students are not allowed to be picked up by people under the age of 18.

7. If a parent or guardian is more than 15 minutes late arriving to pick up their child, the child will be instructed to join the creative engagement (after-care) programme. (This is run by the PGA and there is a charge for it.) Nursery school children finish school at 4.00pm exactly.
8. Missed lessons are considered a serious matter. Delayed arrival in class is not permitted without special reason.
9. If a child is excused from PE, they must still remain in the area where the PE lesson takes place.
10. If a student is absent from a test or exam, the matter will be dealt with in accordance with the regulations of the European Schools, in consultation with the teaching staff in question.
11. Students must take part in all formal school activities, such as celebrations. Failure to take part in these activities is considered equivalent to absence from regular school, corresponding to the duration of the relevant activities.
12. If a child has been absent from school, their parent or guardian must come to the school within 10 days to explain the absence.
13. In case of bad weather, students must remain in the covered area of the school or inside the building, as instructed by the management.

STUDENT SAFETY

14. It is forbidden for students to leave their classroom or the school premises without permission.
15. It is forbidden for students to climb the walls, the railings or the roof, or to enter locked areas of the building or the yard.
16. All students should spend break times out in the yard. It is forbidden for students to spend break times inside the building, unless they have special permission from the person on duty. It is also forbidden for students to gather in the toilets or remain there without permission.
17. It is forbidden for students to take or use classroom keys without permission.
18. It is forbidden for students to touch the fuse boxes, other parts of the electrical system, or the fire extinguishers.
19. All forms of violence are forbidden.
20. Smoking and the consumption of alcohol are forbidden.

STUDENT BEHAVIOUR

21. Students must listen to the directions of the management, teachers, and other personnel of the school.
22. Students are not allowed to enter the offices of the management or teaching staff without invitation.

23. Students should always bring their textbooks and notebooks to their lessons.
24. Students should work in an atmosphere of co-operation and mutual respect.
25. Physical violence and offensive vocabulary or hand gestures will be punished.
26. Students should be dressed appropriately for school.
27. During morning assembly and gatherings after breaks, students must stand silently in line and listen attentively to any announcements.
28. Students must enter and leave classrooms in an orderly way, accompanied by a teacher.
29. Eating, drinking, and chewing gum are not permitted during lessons.
30. It is forbidden for students to bring to school mobile phones, toys, electronic games, or other electronic equipment, unless they have permission to do so for teaching purposes.
31. Students must switch off their mobile phones and keep them in their bags. If a student is found to be using a mobile phone, the phone will be confiscated and given to one of the directors, who will return it only to the student's parent or guardian.
32. It is forbidden to take photographs or to make audio or video recordings of any kind in any part of the school without permission from the school directorate.
33. It is forbidden to use objects that may cause bodily harm, or to drop objects from the upper floors onto the yard or the street.
34. If a student causes damage to the school buildings or their contents, the damage must be made good at the expense of the student's parents or guardians, and, depending on the case, further punishment may be applied. The same goes if a student destroys or damages any work displayed on the boards in the corridors.
35. Students are not permitted to enter the dining room, the multiple-use room, or the labs unless for a legitimate purpose, such as eating, rehearsal, or course work.
36. Serious disobedient behaviour recorded in the punishment book may be grounds for excluding a student from school trips or other out-of-school activities (see Punishment v.4).
37. Students must keep the school areas clean, not leave food remnants behind, and respect hygiene rules (especially around the wash basins and toilets).
38. Students are not permitted to organize bazaars in the school area without prior approval from someone in authority.
39. Printed materials may not be distributed on the school premises, apart from those approved by The Ministry of Education. Students may not display posters or any other material without prior approval from the directorate or the teaching staff.
40. If students wish to express their dissatisfaction or report collective problems they should do so via their representatives. In arguing for their requests, students must conduct themselves in an appropriate manner, in the context of current legislation, and in accordance with the regulations of the SEE.
41. Students must pass on to their parents or guardians any relevant notes and other information given to them by the school.

DISCIPLINARY MEASURES

The following punishments are in accordance with the regulations of the European Schools (adjusted for European Schools Type II):

1. Reprimand.
2. Extra work.
3. Detention in school.
4. Warning and/or sanction (from the Director with or without a decision from Disciplinary Council).
5. Temporary exclusion from school (ordered by the Director alone for up to three days **and** by the Director with support of the Disciplinary Council for up to fifteen days).
6. Expulsion from the school (ordered by the Director after a decision of the Disciplinary Council).

Nb. All regulations apply to all levels of the European School but Punishment 6 is reserved for students of the secondary section.