

KATIPUNAN PHILIPPINES CULTURAL ACADEMY

(PHILIPPINE SCHOOL IN GREECE)




Internal Regulations

School Year:	2023-2024
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The school is part of the Ministry of Education of the Philippines as a single educational structure (Kindergarten - High School) and therefore the current operating regulations are common for all levels. It is designed to meet the needs of both primary and secondary education and adapted as closely as possible to the instructions of the Ministries of Education in the Philippines and in Greece.



KATIPUNAN PHILIPPINES CULTURAL ACADEMY
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SCHOOL IDENTITY	
KATIPUNAN PHILIPPINES CULTURAL ACADEMY (KA.PHIL.C.A.)²	
	<p>SCHOLL CODE NUMBER²:</p> <p>7700014 (KINTERGARDEN)</p> <p>7700003 (PRIMARY SCHOOL)</p> <p>0560044 (HIGH SCHOOL, GR.7-9)</p> <p>0561033 (HIGH SCHOOL, GR. 10-12)</p>
1st PRIMARY AND SECONDARY DEPARTMENT OF EDUCATION OF ATHENS	

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Deputy Directress (all levels)	Jasmin Imperial		
President of P.T.A.	Luis Ilagan		

² The Philippine School in Greece is a foreign school and it follows the curriculum of the Republic of the Philippines, which it is supervised in parallel with the Ministry of Education of the Hellenic Republic.

³ For the Ministry of Education in Greece, the primary and secondary education of KA.PHIL.C.A. (P.S.G.) is considered a separate educational structure and therefore for each level, one competent Director/Head has been appointed. For the Philippine Ministry of Education, the P.S.G. (KA.PHIL.C.A.) is a single educational structure where the Director of all levels is Mrs. Wilhelmina Mendoza .



Table of Contents

A. Introduction	4
B. Identity and vision of the school	4
C. Basic principles of the Internal Operating Regulations.....	4
D. Main Axes of the Internal Regulations.....	5
1. Function of the School	5
a) Arrival – Time table - Schedule	5
b) Attendance/Absence	6
Elementary Department	6
High School Department	7
c) Dismissal.....	13
d) School spaces.....	13
e) Break.....	13
f) Assessment of progress, promotion, and graduation of the students.....	13
2. Students behavior, rights and responsibilities	14
a) Rights of Students in School	14
b) Students’ responsibilities	15
c) Calming Corner).....	16
d) Other issues	17
c) High School Department.....	18
The Principal of the School	18
The teachers.....	19
6. School Events – Activities.....	20
7. Cooperation among School - Family - Association of Parents / Guardians	21
8. Emergency response	22
9. Ensuring the implementation of the Rules of Procedure.....	23



A. Introduction

The Internal Rules of Operation of KA.PHIL.C.A. / P.S.G., which is based on Article 37, L.4692 / 2020, seeks to ensure the conditions that are necessary to carry out the school operations as well as to achieve the goals that the school has set together with the whole school community (students, teachers, scientific staff, support staff, parents, and guardians). The Internal Regulation is based on what is mandated by both the Republic of the Philippines and the Hellenic Republic for the education and operation of public and private schools. It also incorporates acceptable pedagogical principles and is adapted to the nature, structure, curriculum, and special operating conditions of KA.PHIL.CA as well as to the particular characteristics of the school community.

The Internal Rules of Procedure were drafted after the suggestions of the School Principal as stated in Act 1 / 1-9-2023 of the Teachers' Association. and, after having approved by the Elementary and the High School Coordinators who have the pedagogical responsibilities of the school as well as by the Elementary and the High School Directors of Education. All stakeholders are notified. The Internal Regulations are posted on the school website: www.psg.edu.gr. Its strict observance and implementation are the responsibility and obligation of all members of the school community: the school management, teachers and support staff, students, parents and guardians. The Regulations are updated at regular intervals, through the prescribed procedure, so as to include new legal regulations, to respond to changes in the operating conditions of the School and, from time to time, to incorporate the new decisions of its competent collective bodies.

B. Identity and vision of the school

The Philippine School in Greece/KATIPUNAN PHILIPPINES CULTURAL ACADEMY (P.S.G./KA.PHIL. C.A.) exists to provide basic education to Filipino and to foreign students. It offers quality education based on the K to 12 Philippine curriculum. It provides the core curriculum taught in primary and secondary education in the Philippines. The school aims that it should continue to be a testament to the values of the Philippine education system. Likewise, the curriculum at all levels complies with the teaching of the Greek language as required by the Greek law.

The school aims to facilitate the integration of its foreign students into Greek society. Thus, it is deemed important to incorporate the formation of the Filipino identity that is geared towards the education of responsible and free citizens. School life includes elements and activities that promote social sensitivity, cooperation, solidarity, democracy, dialogue, and acceptance of diversity.

C. Basic principles of the Internal Operating Regulations

In order for the school to function smoothly and efficiently, all members of the school community (students, teachers, parents) are aware of their rights and obligations. The purpose of the School Rules of Procedure is to create a framework that supports the educational operations;



the smooth participation of all in the educational process; the comprehensive development of the students' personality; and the physical and emotional security of all members of the school community. The Regulation includes terms and conditions, distribution of responsibilities and responsibilities, rights and obligations, for all members of the school community. This is to realize a pedagogical and didactic climate that would facilitate its smooth, methodical and effective operations. At the same time, the difficulties and problems that may arise would be taken by the members of the school community as challenges and opportunities for improvement, development and strengthening of pedagogical, didactic and other practices.

D. Main Axes of the Internal Regulations

1. Function of the School

a) Arrival – Time table - Schedule

Students should be in school in time for their first period class (see class schedule). Once the students reach school, they should not leave the school grounds without permission granted by the office. Being late gets the entire day off to a poor start. All students must be on time. If an emergency makes tardiness (15 minutes late) necessary, a note from home must be brought. Three tardiness is equivalent to one absence against the student's perfect attendance record. Students who are late for 15 minutes or more must secure an excuse slip from the office, signed by the principal before he/she can be re-admitted to the classroom.

The opening and the last day of school lessons are determined by the Ministry of Education, Religion and Sports of the Hellenic Republic and are announced on the School's website. The academic year is defined from September 1 of each year and ends on June 30 of the following year.

For the 2023-2024 school year, the school's schedule is as follows:

KINDERGARTEN

- Arrival of students at the school: 8.00- 8.15.
- Dismissal: 15:00

Elementary Department

- Arrival of at school: 08.00-08.15.
- start of the 1st teaching period: 08:15.
- end of the last period - dismissal: 15:00 (MONDAY – THURSDAY)
14:45 (FRIDAY)

High School Department

Students arrive between 8:00 and 8:15 and leave as follows:

JHS: MONDAY – THURSDAY 15:00
FRIDAYS: 14:45



SHS: MONDAY, WEDNESDAY: 14:15

TUESDAY, THURSDAY, FRIDAY: 14:45

Our School applies the Timetable, as defined by the Ministry of Education of the Republic of the Philippines, which is also notified to the competent body of the Ministry of Education, Religious Affairs and Sports of the Hellenic Republic (1st Regional Educational Planning Center of Attica Region).

b) Attendance/Absence

The school recognizes that the regular attendance is important to a student's success in school. Thus, all students are strongly encouraged to attend school on time daily. It is the responsibility of the parents/guardians to inform the adviser of their child/ward of his/her absence within the first 30 minutes of each school day. Parents/guardians who are unable to contact the school must send a note explaining the absence on the day the student returns to school. Students having more than ten (10) consecutive days of absence for the year may be denied of promotion. Sickness, severe illness or death in the family, exposure to a contagious disease, religious holidays, or extremely inclement weather are considered excused reasons for tardiness.

As an international school supervised by the Ministry of Education in Greece, the PSG also abides by the mandate of the said agency regarding the guidelines concerning of attendance.

Elementary Department

Primary education for each child is compulsory in Greece. The attendance of pupils in Primary Schools is monitored by the class teacher, daily absences are recorded and registered in the *myschool information system*.

The dismissal of pupils takes place at the end of class. Leaving before the end of the teaching hours is permitted only in exceptional cases and after all the necessary measures have been taken for the safety of the pupils (information and consent of parents or guardians, ensuring that students are accompanied by the parents or guardians).

The aforementioned cases also include those pupils whose parents/guardians request early departure or late attendance for reasons of medical support or therapeutic intervention as certified by a public doctor and its exact time should be indicated. It should be noted that both the body or doctor issuing the certificate and the body implementing (hospital/clinic) the therapeutic intervention or medical support must be public bodies.

In case of consecutive and unjustified absences of pupils, the following actions apply:

- a. When a student is consistently and unjustifiably absent from school, the class adviser immediately contacts the parents/guardians and informs the Principal or Head of the school.
- b. If the problem of consecutive and unjustified absences is not resolved with the aforementioned actions, the pupil and the pupil's family are sought through the police and



- municipal authorities as well as the competent social service.
- c. In cases where the above search does not yield results, the consecutive and unjustified absences of the pupil are reported to the competent Director of Primary Education, and the actions taken by the school.
 - d. The responsible Director of Primary Education searches for the pupil in all the schools of the relevant Directorate.
 - e. When even the action above does not bring results, the competent Director of Primary Education submits a relevant report to the competent Regional Director of Education, who searches for the pupil in all the schools of the relevant region.
 - f. When this action is also unsuccessful, the Regional Director of Education submits a relevant report to the Directorate of Primary Education Studies of the Ministry of Education, Research and Religious Affairs accompanied by a report, that contains the data of the search.
 - g. The search in all the schools of the country is carried out by the Directorate of Primary Education Studies of the Ministry of Education.

In cases of justified absences for a period of time longer than half of the academic year, the pupil can be promoted, provided there is consent from her/his parent, and the parents have submitted the necessary documents to a relevant examination body within the first 10 days of June or on the first 10 days of September.

High School Department

The attendance guidelines for High School is taken from the Official Gazette of 120/2018.

Article 23: Study of students

1. The promotion and dismissal of students of High Schools depends, aside from their academic performance, is their regular attendance at school during the academic year.
2. Attendance is classified as sufficient or insufficient based on the total number of absences during the academic year.
3. Absences are counted as one for each teaching/class hour.
4. The absence of a student from cultural or sports events that take place within the timetable of the school calendar is considered an absence from the number of teaching hours.
5. Absence of a student from festive anniversary events or any activities of the school provided for in the timetable or school calendar is considered an absence from the number of teaching/class hours.
6. Absence of a student due to transportation problems is considered an absence from all the hourly lessons. In the event that, according to the sound judgment of the Teachers' Association, if the students do not have an alternative mode of transportation or walking to school is practically impossible, the absence is excused.
7. In the excursions/movements or field trips, the students who do not participate should come to



school. This is in compliance with the decision of the Teachers' Association and in accordance with the provisions of 33120/GD4/28-02 -2017 ministerial decision (B' 681. Failure to come to school would mean that absence is registered.

Article 24: When Absences are not taken into account

The following are the cases where absences **are not taken into account**:

1. All student absences are recorded in the Attendance Book (absence log). For the classification of students' absences, the following are not taken into account:

a) absences from the school due to students' participation in activities, abroad or internally, which have been approved by the bodies provided for by the relevant provisions.

b) Absences of students for their appearance before the Armed Forces Selection Board, which is legally certified. (only for male students who have Greek citizenship).

c) Student absences due to:

1) the Roman Catholic Doctrine or celebrations, like the feast of Joseph, the Worker, the days or week before, and after the Roman Catholic Easter,

2) the Jewish religion feasts, like on the day before and on the 1st of the Jewish Year, the Day of Atonement, as well as the day before and on the day of the Jewish Passover,

3) the Muslim Religion feasts, like during the days of Eid Al-Fitr (Sheker Bayram) and Eid Al-Adha (Kurban Bayram), as well as the day after them. It is justified by the Responsible Declaration of Law 1599/1989 (A' 75), as amended and for it to be valid, notice must be submitted to the school by the student or by his/her guardian if he/she is a minor

4) their transfer to a High School or General High School or Vocational High School of another city for up to two (2) days, which do not include the absences that occurred on the day the official transfer note was issued.

5) Absences of students who are exempted from participating in the teaching of lessons, but at the time of teaching they are present at school.

6) adverse weather conditions which make it objectively difficult to attend school.

7) Absences of students participating in a long-term mobility program abroad, in accordance with the written provisions, provided that upon their return they will present a certificate from the host school, which will confirm their adequate attendance during their stay there.

2. Absences are registered in the Student Book (absence log) but absences of up to twenty-four (24) days for the entire academic year **are not counted** because of the following:

a) the students who undergo hemodialysis regularly after kidney failure or undergoing peritoneal dialysis,



- b) students undergoing transplant acceptance treatment,
- c) students suffering from all types of neoplasms and undergoing maintenance treatment,
- d) students suffering from diabetes, under the conditions set by ministerial decision 2209/1998 (B' 314),
- e) students who suffer from Mediterranean or sickle cell anemia and need a blood transfusion in a special nursing institution.

In each of the above cases, the students' guardians or themselves, if they are adults, should:

- 1) inform the School Management about the special case of the health problem.
- 2) present with their application to the Directorate of the school of study a recent relevant medical opinion or discharge from a Public Hospital, which bears a stamp from the National Health System Clinic Coordinator or legally performing the duties of its Clinic Coordinator of the National Health System or the Director of a University Clinic or from a Public Health Center in the student's area, which bears the seal of the Director of the Center or supporting documents from a Private Hospital which bear the signature and stamp of the attending physician and of the Administrative Director of the private Clinic.
- 3 They are registered in the Attendance Book (absence log) but student absences of up to twenty (20) days due to serious and urgent incidents and requiring a long period of recovery, within Greece or in foreign countries, are not counted:
 - a. emergencies and emergencies requiring immediate surgical intervention
 - b. extraordinary and urgent incidents that require immediate hospitalization in a Hospital
 - c. initial or ongoing treatments for outbreaks and chronic conditions requiring continuous hospital stays or repeated hospital visits

In each of the above cases, the students' guardians or themselves, if they are adults, should:

- 1) inform the School Management about the special case of the health problem.
- 2). present with their application to the Directorate of the school of study a recent relevant medical opinion or discharge from a Public Hospital, which bears a stamp from the National Health System Clinic Coordinator or the ones legally performing the duties of its Clinic Coordinator of the National Health System or the Director of a University Clinic or from a Public Health Center in the student's area, which bears the seal of the Director of the Center or supporting documents from a Private Hospital which bear the signature and stamp of the attending physician and of the Administrative Director of the private Clinic.

In case of hospitalization in foreign countries, they have to present the corresponding medical opinions and documents translated into Greek by the competent Translation Service of the Ministry of Foreign Affairs.



The student's application, with all the documents and supporting documents necessary for each case, is submitted to the School's Directorate and brought to the attention of the Teachers' Association where the request is examined and, if the aforementioned conditions apply, a record is drawn up for each case student, which is communicated to the Directorate of Secondary Education to which the school belongs.

4. By decision of the relevant Teachers' Association, the absences from classes, for as long as two (2) weeks, of students with excellent performances in music, dance, or other fine arts are registered but not counted, for their passage and participation in concerts, dance events, or painting or sculpture exhibitions that have a Pan-Hellenic or Pan-European or global scope.

This decision is issued upon presentation by the interested parties of the invitation to participate from the organization of the event as well as confirmation of their participation in the event.

5. By the decision of the relevant Teachers' Association, absences from classes are registered but not counted, for as long as necessary, for the participation of students in Pan-Hellenic or international competitions held with the approval of the Ministry of Education.

6. By decision of the relevant Teachers' Association, the absences of students due to their participation are registered but not counted:

a) in school sports activities organized under the supervision and approval of the Ministry of Education, Research and Religious Affairs,

b) in Pan-Hellenic sports competitions or international sports events approved by the relevant Federation recognized by the Ministry of Culture and Sports (General Secretariat of Sports) with a maximum of five (5) days,

c) in proven sports obligations, preparation, or competition, with the respective national team with a maximum of ten (10) days, taking into account the conditions of par. 46, of article 13, of Law 3149/2003 (A'141).

The decision of the Teachers' Association for all competition obligations in cases (b) and (c) will be issued if the invitations to participate from the official organizer of the competitions, as well as the relevant certificates of participation, are presented by the interested parties, while for the obligations of preparation with the national team the relevant certificate of participation from the respective official Federation of the sport.

7. Absences of students due to their participation in voluntary blood donation are registered but are not taken into account for the characterization of attendance, as follows:

On the blood donation day, when the student donates blood for a patient in his/her family. One (1) additional day when the student, on his/her own initiative, comes to donate blood at a blood donation center, or when the student responds to an invitation for a blood donation service to cover an emergency, or when he/she participates in an organized group blood draw.

It is noted that the age criteria of blood donors are determined by p.d. 138/2005 (A' 195), i.e. the 18 years old.



Blood donors aged 17 may be accepted with a responsible statement from their parent/guardian.

8. They are registered in the Attendance Book (absence log) but absences made for participation in entrance exams of Higher Education schools that are not part of the nationwide exams are not counted, such as e.g. the School of Fine Arts.

The Association of Teachers, on the recommendation of the Head of the Department, examines the absences of this student's category on a case-by-case basis based on the dates bearing the following documents, which must be presented by the student:

a) certificate of submission of the student's supporting documents in order to participate in the entrance exams,

b) certificate of the student's participation in the entrance examination.

9. They are registered in the Attendance Book (absence log) but absences due to mandatory attendance at Court are not counted.

10. In any case, in order for a student's absences not to be taken into account, according to this article, it is necessary to present the prescribed supporting documents.

Article 27: Control and registration of absences

1. A student's absence from school is recorded in the Daily Attendance Report every teaching hour.

2. The Daily Attendance Report is signed at the beginning of each teaching hour by the teacher, who also has the sole responsibility of checking it. Its completion and storage are assigned by the Head of Department to a student, according to criteria set by the Teachers' Association for pedagogical reasons.

3. In order to control the absences of the students, an Attendance Book (absence log) is kept, in which the sum of the absences of the day of each student who was absent, as they are recorded in the Daily Attendance Report, is entered numerically. The maintenance of the Attendance Book (absence log) is assigned to a professor designated by the Teachers' Association, who maintains it electronically, in accordance with the provisions of paragraph 2 of article 5 hereof.

4. Absences registered in the Attendance Book (absence log), after being added up for four months, are transferred in total to the students' Individual Reports and recorded in the individual audit, so that they can be notified to their guardians.

5. At the end of the 2nd quarter and before the beginning of the written promotion and graduation exams, the absences of the two quarters are added up and the sum is recorded in the student's Individual Reports. The general set of absences, as well as the supporting documents of absence that have been presented, form the basis for the characterization of the student's attendance.

Article 28: Classification of studies and their consequences

1. Attendance is classified as sufficient or insufficient based on the total number of absences during
11 | P.S.G. / KA.PHIL.C.A. ΕΣΩΤΕΡΙΚΟΣ ΚΑΝΟΝΙΣΜΟΣ ΛΕΙΤΟΥΡΓΙΑΣ



the academic year.

2. Given the obligation of the responsible teachers and the Principal of the school to immediately inform the guardians of the absences of the students and the obligation of the guardians to inform the school of the reasons for the absence of the students. According to article 29, when classifying attendance, absences are not distinguished into justified and unjustified.

3. A student's attendance is considered sufficient if his/her total absences do not exceed one hundred and fourteen (114) hours.

4. The attendance of a student who has more than one hundred and fourteen (114) absences is considered insufficient. Students whose attendance is deemed insufficient are required to repeat their attendance in the same class.

5. In the case of private schools that operate with extended hours, the numerical limits provided for in this article apply. It is increased according to the number of additional hours.

6. Characterization of students with disabilities and special educational needs:

A. According to paragraph 3 of article 6 of Law 3699/2008 (A' 199):

"For students with disabilities and special educational needs attending Secondary Education schools, their attendance is considered sufficient when the total of additional absences does not exceed thirty percent (30%) of those provided for by the relevant detailed study program based on the timetable and

Article 29: Informing parents regarding their Obligations when their children are absent

1. The regular monitoring of students' attendance is entirely the responsibility of their guardians. The guardian of each student who was absent from school must notify the school of the reasons for the absence immediately using one of the methods of communication that he/she has registered with the school during the student's registration. The notification of the reason for the absences is accompanied by the necessary supporting documents only in the event that it is foreseen, which will not be calculated when the attendance results are issued, in accordance with Article 24.

2. The teacher in charge of each department must inform the guardians of the absence of the students and be informed of the reasons for their absence by any suitable means, such as by phone call, or e-mail - if the parents/guardians have submitted a relevant declaration to the school in which they state their e-mail address - or to the mobile phone of the parents/guardians (SMS), or through letter.

If communication with the parents/guardians is not possible, or if the parents/guardians refuse the communication, or if for any other reason, it is necessary, the Department Council is convened to consider the necessity of using actions of a pedagogical nature, such as, indicatively, the appeal insupportive educational structures or social services.

3. In the event that a student has been absent for three consecutive days or has made a total of thirty (30) absences, the teacher in charge of the department immediately contacts the student's



parents/guardians (via e-mail, SMS, or by letter. The Principal of the school is also informed. After the first notification to the parents/guardians, according to the above, the teacher informs them during the first five (5) working days of each month, if there are still incurred absences.

4. When there are absences during the daily schedule (including the first or last hour), single or continuous, without the permission of the school Principal, the reasons are sought and pedagogical actions are taken that may be deemed necessary.

5. The students' absences are added up and taken into account for the classification of the student's attendance.

6. Students who have reached the age of 18 personally fulfill the obligation to notify the reason for their absence.

c) Dismissal

To ensure the safety of young pupils, only authorized persons will be permitted to pick them up. In case parents/guardians cannot pick up their child, a written note or a call from them will be required before the young pupil can be released.

d) School spaces

The cooperation of all is necessary to maintain a clean and pleasant school environment, suitable for learning. To achieve this goal students must:

- respect the movable and immovable property of the School as well as the natural environment of the Schoolyard.
- not pollute the school space, do not write on desks and walls, and use trash cans.
- keep their desk clean and in excellent condition.

It is pointed out that a student who causes damage to the property of the School, is checked for this behavior and the cost of rehabilitation is borne by his/her parents/guardians.

e) Break

During the break, students should go out in the school yard to avoid overcrowding in classrooms and hallways and reduce the chance of accidents. The Prefect of Discipline and the class Advisers are closely monitoring the pupils and students in the schoolyard and in the classrooms during breaks.

f) Assessment of progress, promotion, and graduation of the students

The final grade given to the student in a lesson is based solely on her/his school performance. No subsequent changes in grades, absences, or conduct in supplementary activities, and in attendance are permitted, unless otherwise the school provides a relevant form or document



allowing that such changes are absolutely necessary. In Primary education, a student's misbehavior can affect his or her final grade.

The following criteria are taken into account for the promotion of a student:

-Only children who have registered and satisfactorily meet the registration requirements, whose attendance was perfectly normal and consistent, and who have achieved a satisfactory level of performance in each lesson of the school program, can be promoted.

-Only children who have successfully completed the basic and compulsory courses, unless otherwise provided, can attend higher education.

-The final grade for a student to be promoted is 75%.

-Children's attendance and performance records for each school year or quarter should be filed at school by the end of the year or quarter so that they can be examined in the event of a complaint.

-the grading of the students follows the system of the public Education schools in the Philippines. The numerical scoring system must be followed and its scores must be multiplied by 100, i.e., 81%, 88%. To pass a course the student must receive a final grade of at least 75%. A student who receives a final grade of less than 75% will have to repeat the course. The lowest grade that can be given to a student after manifesting progress and who fails in a course/courses corresponding to 2 credits or less is promoted to the next grade but will have to repeat the course/courses in which he/she failed. The failed subject course can be enrolled together with the courses of the next year level.

Only children who are officially registered, follow the registration requirements, attend classes continuously, and have succeeded in the basic and compulsory courses of the educational program are promoted.

Regarding the recognition of diplomas, unless otherwise specified by the Ministry of Education of the Philippines, a special order is required for the graduation of students from the secondary level of the school. The Ministry of Education of the Philippines may refuse to issue such special orders only with respect to deficiencies in the implementation of such orders submitted by the school. In Secondary Education, diplomas are awarded while in Primary Education certificates of study are awarded.

Students who excelled are awarded as "With Honors", "With High Honors", "With Highest Honors". The number of students who can obtain honorary distinction must be equal to 1% of the graduates of Secondary Education.

2. Students behavior, rights and responsibilities

a) Rights of Students in School



The rights of students in school is based on the 1987 Constitution of the Republic of the Philippines, Article XIV, Section 9:

1. The right to receive competent instruction, relevant quality education.
2. The right to freely choose their field of study subject to the existing curricula and continue their course up to graduation, except in cases of academic deficiency or violations of disciplinary regulations.
3. The right to school guidance and counseling services.
4. The right to access to his owns school records and the confidentiality of it.
5. The right to issuance of official certificates, diplomas, transcripts of records, grades, transfer credentials and similar document within thirty days from the request.
6. The right to publish a student newspaper and invite resource persons during symposia, assemblies and other activities.
7. The right to free expression of opinions and suggestions and to effective channels of communication with appropriate academic and administrative bodies of the school or institutions.

b) Students' responsibilities

When a child is enrolled at P.S. G / KA.PHIL.C.A., it is presumed that he/she is enrolled for the whole school year in Primary or Secondary Education. As a general rule, a subsequent in-school change of a registered child two weeks after the beginning of the year is not recommended, especially in case of graduating student. However, such changes from one school to another are permitted provided there is an agreement between the schools. A child can be officially registered, after the necessary registration certificates have been submitted. Enrolled students whose files are incomplete, can study temporarily until they have provided the necessary documents within 90 days. If they are unable to comply with this regulation or show that they do not comply, they will not be accepted in the following year unless the previously requested dossier is submitted for later registration. No child enrolled in other school can simultaneously enroll in a school in the Philippines under any circumstances. Tutoring is not recognized, nor is it taken into account in grading or promoting children. Students are required to attend classes regularly.

Discipline is an essential ingredient in every student's total learning experience. The goal of discipline is to help students develop wise decision-making skills so that they may learn to take responsible choices in their interactions with others.

The following are expected for all students to follow:

- To surrender the cell phones for safekeeping before the first class starts and retrieve them at end of the last class of the day. The use of mobile phones for chatting, video recording or any other



use within the school premises - buildings and outdoor areas - is prohibited.

- No student shall talk without permission.
- Students shall not leave the room without permission.
- Students shall refrain from any act of disrespect such as:
 - Mimicking or mocking teachers or students
 - Laughing at the mistakes of others
 - Writing or passing personal notes
 - Whispering during a lesson presentation
 - Making faces when the teacher is talking
 - Studying any subject other than the one the teacher is directing, unless permission is given
 - Doodling, drawing nonsense designs during classes
 - Writing or drawing on the desks and walls
 - No student shall throw any object or material in any building or room.
 - Chewing gum is not allowed.
 - Students who insist on disturbing others will be removed from the class.
 - Assigned work must be completed

c) Calming Corner)

A Safe space can provide a low stimulation area, where pupils can use to settle in, or have quiet time in a busy classroom. Every classroom has a CALMING CORNER, which is an embodiment of a SAFE SPACE in PSG. Pupils can use the Safe space as a means of managing their own behavior, by requesting time in it when they recognize their stress levels are rising. Providing a safe space for students to grow and learn where they feel their voice is heard has a large impact on their learning and well-being. The metaphor of the classroom as a 'safe space' has emerged as a description of a classroom climate that allows students to feel secure enough to take risks, honestly express their views, and share and explore their knowledge, attitudes, and behaviors. Safety in this sense does not refer to physical safety. Instead classroom safe space refers to protection from psychological or emotional harm. Being safe is not the same as being comfortable. To grow and learn, students must confront issues that make them uncomfortable, and force them to struggle with who they are and what they believe.



d) Other issues

A) Smoking, drinking alcohol, and using other addictive substances are harmful to the mental and physical health of students. For this reason, they are prohibited. Deviation from these rules implies the immediate use of strict pedagogic measures.

B) Meal preparation -Lunch in the KINDERGARTEN

The students' meal is prepared at home under the responsibility of their parents/guardians. The kindergarten teacher helps and guides the students to acquire the necessary skills related to the meal process and to be served autonomously. In each case, special attention is given to the students until they acquire the necessary self-care skills.

3. Pedagogical Control

Students found in violation of the Code of Student Conduct may be given one of the following disciplinary sanctions:

a) KINDERGARTEN

The issues of unacceptable behavior at school are the subject of cooperation between the parents/guardians and the teacher/teacher in charge of the class, the Principal of the school unit, the Teachers' Association and the Coordinator, in order to have the best possible pedagogy addressing the issue. In any case and before any decision, the basic principle of respect for the personality and rights of the child is taken into account. Corporal punishment is not allowed. The school, as an institution of education, has a duty to operate so that students realize that their every action has consequences, learn to take responsibility for their choices and become responsible citizens. If the student's behavior does not conform to the accepted standards and deviates from the observance of the school's internal regulations, then he faces pedagogical control, according to the principles of psychology and pedagogy that govern his age. Parents/guardians are informed by the School of any unacceptable behavior of their children. Close school-parent/guardian cooperation is always necessary and imperative.

b) Elementary Department

1. First Violation - Oral reprimand or verbal warning. Assigning some individual duties (eg a more active role in the recycling program) can be considered as part of the reprimand.
2. Second Violation- Written reprimand and notice to parents about the offense committed.
3. Third Violation – Teacher-parent conference (with the class adviser). Three (3) points grade deduction on conduct grade at the grading period the offense was committed.
4. Fourth Violation – Adviser and parent conference. Five (5) points grade deduction on conduct grade at the grading period the offense was
5. Fifth and more Violations – Parents conference with the class adviser, and the School



Principal & Deputy principal. A grade of 72% in conduct is given to the child at the grading period the offense was committed.

c) **High School Department**

A **formal reprimand** is given to students that their behavior was unacceptable. We evaluate every case individually, but generally, we give a formal reprimand first-time violations. A formal reprimand is NOT noted on the student's academic transcript. But it does become part of the student's disciplinary record. Assigning some individual duties (eg a more active role in the recycling program) can be considered as part of the reprimand.

Probation is a state of warning. Further violation of School rules, policies, standards, or guidelines during the probationary period will additionally be viewed as a violation of the probation, which shall result in further action up to and including suspension or dismissal.

Suspension is separation from the School for one or more weeks. Once suspended, a student is withdrawn from classes. The student will NOT receive credit for those classes. Once suspended, a student is barred from campus and may NOT attend sponsored School events or activities. A student who completes all required sanctions will be welcomed back to the School at the end of the suspension period.

Dismissal is permanent separation from the School. When we dismiss a student, the student is withdrawn from classes. Once dismissed, the student is permanently barred from campus. Unlike academic dismissal, a student cannot later petition to re-enroll.

4. Obligations of the school towards the children and the parents/guardians

Teachers should treat their children as their own children while they are in their care. In this context, they are obliged to take care of children and take care of their well-being, guarantee the safety of children, and ensure a clean and healthy environment. It is the duty of teachers to regularly inform parents/guardians about the progress and performance of their children, ~~only~~ those who may need special assistance in lessons outside of school hours. Whenever children have an accident or illness at school, teachers and school authorities must inform parents and guardians. If the need arises, they should take the child to a hospital and arrange for medical follow-up. Parents and guardians should also be informed of any unacceptable behavior of their children as this could be an indication of a more serious problem on the part of the child. Finally, it is the duty of teachers to make children learn when they are in their care. Therefore, it is the duty of the teachers and the rest of the school staff to provide all the facilities and the appropriate environment, both mentally and physically, so that learning in the classroom becomes easier.

More specifically:

The Principal of the School



- Contributes to creating a climate of democratic behavior of teachers and students and is responsible, in collaboration with teachers for maintaining discipline.
- Informs the Association of Teachers about the educational legislation, the circulars, and the decisions that concern the operation of the School and the implementation of the educational programs.
- Takes care of the provision of pedagogical means and tools, their good use in the classroom, their functionality, and their replacement, in case of wear and tear
- She is responsible, together with the teachers, for the cleanliness and aesthetics of the school premises, as well as for the protection of the health and safety of the students.
- Addresses to teachers, when necessary, recommendations in a spirit of solidarity.

The teachers

- Educate students according to the aims and objectives of education and within the framework of educational policy, under the guidance of Education Executives.
- They prepare daily and organize their lesson, applying modern and appropriate teaching methods, based on the needs of students and the particularities of cognitive objects.
- Collaborate with students, respect their personality, cultivate and inspire in them, mainly by their example, democratic behavior.
- They take care of creating a climate of harmonious cooperation and continuous and two-way communication with the parents / guardians of the students and inform them about the education, the upbringing and the performance of their children.
- They take care of the progress of all their students and offer them intellectual, moral and social education.
- Contribute to the consolidation of a calm, positive, cooperative, inclusive, constructive school climate.
- They are interested in the living conditions of their students in the family and in the wider social environment, they take into account the factors that influence the progress and behavior of their students and they adopt appropriate pedagogical actions, in order to deal with possible problems.
- They encourage students to participate actively in taking decisions on issues that concern themselves and the School and cultivate the principles and the spirit of solidarity and collectivity.
- Collaborate with the Principal, the parents, and the responsible Executives for the best possible pedagogical treatment of behavioral problems, respecting the personality and the rights of the students.
- They renew and enrich their knowledge about their subjects both through the various forms of training, and scientific pedagogical guidance, which are provided institutionally by the system of organized education, and through self-training.
- In cases, when the teachers will not be able to come to school, they prepare activities for their classes which in turn are supervised by a school staff.



5. Prevention of violence and school bullying

PSG Positive Action Program against Bullying

The PSG anti-bullying curriculum is based on the social-emotional learning philosophy and message that kids feel good about themselves when they do positive actions, including treating other children the way they want to be treated.

The Student Government Organization (SGO) promotes the anti-bullying campaign and activities to prevent bullying inside and outside the school campus. The support through the Guidance Office organizes group and individual activities so that the students learn the necessary skills, tools, and vocabulary to confront bullying in constructive and healthy ways, as well as specific strategies to defuse situations when an aggressor would typically bully another student.

The following are some of the anti-bullying programs of PSG

- Education and Advocacy
- Bullying prevention information
- Strict implementation of rules against Bullying

6. School Events – Activities

Student Activities in PSG as planned by the students' body through the Students Government Organization (SGO) offers organized activities, and encourages a sense of belonging, learning, personal development, citizenship, and community involvement. The SGO assists not only students in furthering academic knowledge but also in developing social abilities through numerous clubs and activities, which foster leadership and cooperative activity.

PSG has the following planned activities for SY 2023-2024. The list is updated during the school year, as it does not include fieldtrips - educational visits, and is announced to parents/guardians.

- ✓ **11 September:** First Day of School
- ✓ **16 September:** Parent School Orientation
- ✓ **22 September:** Mass of the Holy Spirit/ SGO Election
- ✓ **05 October:** World Teacher's Day
- ✓ **27 October:** OCHI DAY / UN DAY
- ✓ **1 November:** All Saint's Day- Phil Holiday
- ✓ **6-10 November:** K-10 First Quarter Examination and SHS Prelim Exam
- ✓ **10 November:** First Faculty and Staff Professional Development



- ✓ **17 November:** Athens Polytechnic uprising
- ✓ **25 November:** First Parent-Teacher Conference
- ✓ **15 December:** - Christmas Party
- ✓ **22-26 January:** SHS Final Exam and K-10 2nd Quarter Examination
- ✓ **26 January:** Second Faculty and Staff Professional Development
- ✓ **29 January -9 February:** SHS Semestral Break
- ✓ **17 February:** Second Parent/Teacher Conference
- ✓ **14-15 March:** Culminating Activity **24**
- ✓ **24 March:** Greek Independence day
- ✓ **22-26 April:** Third k-10 Quarter Examination and SHS Prelim
- ✓ **Easter Break**
- ✓ **19 May:** Third Parent-Teacher Conference
- ✓ **10-14 June:** Final Examination

7. Cooperation among School - Family - Association of Parents / Guardians

The parents/guardians of the students of the school form the Parents / Guardians Association of the School of the Philippine in Greece (P.T.A., Parent Teacher Association) and participate in it automatically. The Parents / Guardians Association is in direct collaboration with the Principal and Teachers. A very important parameter of the overall operation of the school and the climate that is created is the communication and the constructive cooperation with the parents / guardians of the students and with the Parents' Association. The child's confidence in the school is enhanced by the positive attitude of the parents / guardians towards the school and the teacher. It is important for parents / guardians to work closely with the school in order to monitor the education and performance of their children on a regular basis, by participating in information meetings organized by the school. The close cooperation and communication of the parents/guardians with the teachers and the Principal of the School in resolving any issues that may arise is considered self-evident.

The following are the objectives of the Parent-Teacher Partnership in PSG

1. To promote and work for the interest and welfare of the students who are enrolled in the Philippine School in Greece including the educational, social and physical well-being of all.



2. To provide venue whereby parents and teachers could air their grievances and opinions.
3. To promote harmonious relationship with the school administration and the community.
4. To bring to the attention of the school administration every perceived violation of school rules and regulations that may be committed by the students or teachers for appropriate disciplinary action.
5. The PSG PTP may assist in the promotion and supervision of the activities that the school may undertake.
6. To provide a forum for the discussion of issues and their solutions related to the total school program and to ensure the full cooperation of parents in the efficient implementation of such program.
7. To provide mechanisms to ensure proper coordination with the members of the community.
8. Shall adhere to all existing policies and implementing guidelines issued or hereinafter may be issued by the department of education.
9. To serve as a support group and as a significant partner of the school whose relationship shall be defined by cooperative and open dialogue to promote the welfare of the students.

8. Emergency response

In case of emergency, no student leaves the School alone, but is handed over to their parents / guardians. Furthermore, PSG has an organized, systematic emergency operations plan in place to reduce risks or prevent, prepare for, respond to, and recover from emergency/ crisis situations. These may range from accidents affecting a member of the school community to a natural disaster or crisis and affecting students in the school. The PSG faculty and staff are trained to assess the seriousness of incidents and respond according to the plan's established procedures and guidelines. PSG has adopted live crisis drills, e.g. fire drill, earthquake drill, which are meant to help students and staff respond to any untoward event. However, like in fire drills, it does not simulate an actual fire. Instead, the drills are meant to use a calm approach to the safe movement of students and staff in the school building. It also encourages increased mental health support and violence prevention efforts in schools. In cases of pandemic or extreme-dangerous situations, teachers, students, parents / guardians, the Principal, must comply and explicitly follow the instructions issued by the relevant authorities / services: e.g. National Health Organization, Ministry of Education, Ministry of Civil Protection, etc. for the smooth operation of the school and the safety of its members.



9. Ensuring the implementation of the Rules of Procedure

The Rules of Procedure are based on current legislation and modern pedagogical and didactic principles in education. Adherence to it by students, teachers and parents/guardians with mutual respect for their distinct institutional role is strongly enjoined. These regulations must be applied and enforced with their entirety and general acceptance. Issues that may arise and which are not stipulated in the Regulations are addressed on a case-to-case basis by the Principal and the Teachers, in accordance with the principles of pedagogical science and educational legislation, in a spirit of cooperation with all members of the school community.

The regulations are communicated and disseminated to all students, students' parents / guardians and the whole school community for their information and compliance.

....The Principal

Wilhelmina Mendoza

Approved by	
The Elementary and the High School Coordinators	The Elementary and the High School Directors of Education
Date:	Date: