



INTERNAL RULES OF OPERATION ANATOLIA COLLEGE

June 2024

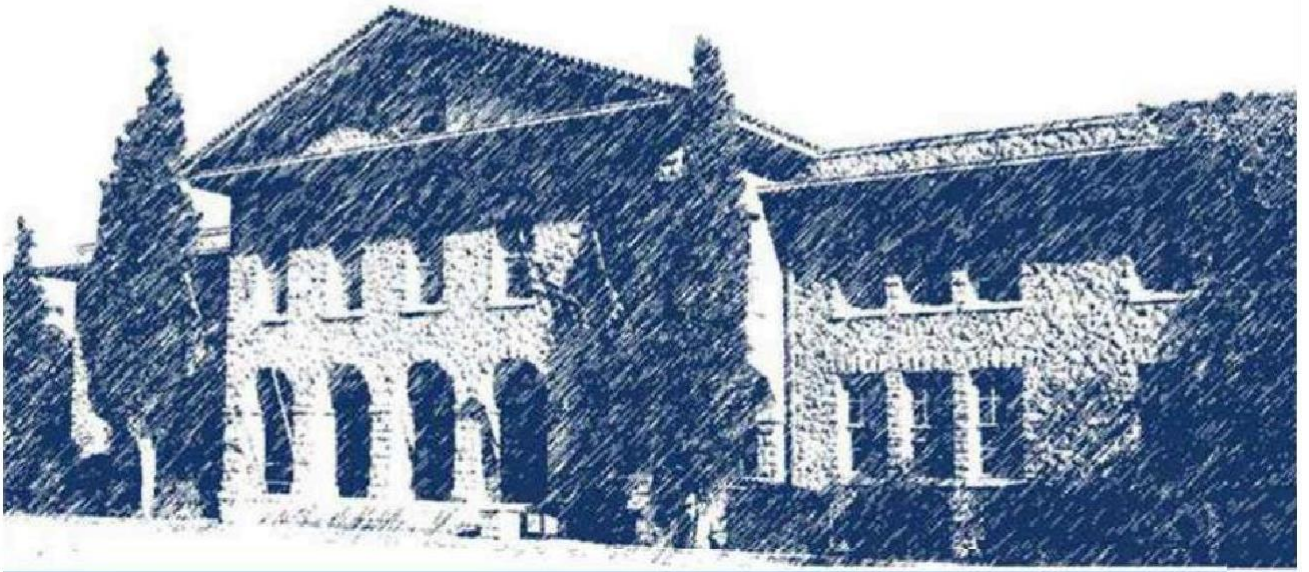


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Introduction

The Historical Journey of Anatolia College Over Three Centuries

The American College Anatolia was founded in 1886 by American missionaries and initially operated in Merzifon of Anatolia (in Asia Minor), where it received its name from. The name Anatolia also reflects the optimism of its founders and their faith that, even during challenging times, one can hope for a new “dawn”, a new beginning.

The first students were mainly of Greek and Armenian origin and were boarders at the School. The teaching staff consisted of Greeks, Armenians and Americans. In 1920 Anatolia included a Kindergarten, a School for the Deaf, High Schools for boys and girls as well as one of the largest hospitals in Asia Minor and an Orphanage for 2000 orphans.

After World War I and the Asia Minor catastrophe, Anatolia was forced to suspend its operations in Merzifon, and, at the Greek government’s invitation, reopened in Thessaloniki in 1924.

Since 1934, Anatolia has been operating on its present campus, 180 acres in Pylea. In 1937, the Anatolia Alumni Association was founded.

During World War II it was forced to cease its operation and reopened in 1945. In the following decades, it evolved into an educational institution with national and international recognition, as well as significant social and cultural contribution.

In 1998, the International Baccalaureate was introduced into the Anatolia curriculum.

In 2003, the Anatolia Primary School was founded.

In 2013, the Center for Gifted and Talented Children (CTY Greece) begins operating in collaboration with Johns Hopkins University and thanks to a founding gift from the Stavros Niarchos Foundation.

In 2019, Pinewood American International School joins the Anatolia family.

Mission and Vision

Committed to its tradition and its founding values, Anatolia constantly seeks to instill in its students the ambition, but also the necessary skills, to become responsible citizens of the world, committed to the values of democracy and humanism, who seek knowledge with critical thinking and an open mind throughout their lives, in order to actively contribute to social progress.

To this end, Anatolia’s main educational objectives include the provision of high-quality education, compliant with modern educational and pedagogical principles and methods; the encouragement and promotion of unique talents and skills; the cultivation of social responsibility, respect for the rights of others, and dissemination of liberal and democratic principles within the school community.

Anatolia's vision is to establish the School as a model school in the field of continuous development and implementation of innovative educational practices; a school that offers valuable skills and serves as a decisive factor in the all-round and balanced development of the personality of its students and their future success in their academic, professional and personal lives; a school that addresses every

capable student regardless of their financial means.

The Identity of Anatolia College

Anatolia is a non-profit private educational institution of secondary education. Under the Greek law, it operates as a “foreign school”, equivalent to the Greek private Gymnasia and Lykeia, and offers equivalent academic degrees. It implements the curriculum mandated by the division of Secondary Education of the Ministry of Education, Religious Affairs and Sport, with permission to offer extra hours of classes in some subjects.

Anatolia is supervised by the Board of Trustees, which consists of acclaimed Greek and American philhellenes who offer moral and material support to advance the school’s educational objectives. The Board’s main offices are in Boston, Massachusetts. The President of Anatolia College is appointed by the Board of Trustees as their representative, administrates within the framework of Greek legislation, serves as the representative of the School to the educational authorities, and carries the overall responsibility for its successful operation. The President is assisted by five Vice-Presidents, among which the Vice-President of Primary and Secondary Education, as well as the Deans of the school units. This “body” comprises the “Anatolia Administration.”

Article 1

Basic Principles and Aims of the Internal Rules of Operation

The present Internal Rules of Operation¹ are in accordance with the current legislation, while at the same time preserving and highlighting long-standing elements of Anatolia's educational tradition. They define the general framework of rights and obligations for all members of the school community (School, students, parents) and base their implementation on mutual respect and consensus in shaping the conditions of school life.

The purpose of the Rules is to create a positive atmosphere that helps to avoid tensions and conflicts and ensures the smooth and efficient operation of the School.

The enrollment of a student at Anatolia implies acceptance, by the student and his/her parents, of all the articles of these regulations and their annexes without exception.

The Rules are posted on the Anatolia website so that they are available to everyone at all times. The parent indicates on the registration form that he/she has read and accepts the Rules.

The School reserves the right to supplement or amend at any time articles and provisions of the Rules, as it deems necessary or appropriate. For any change in the content of the regulations after their initial approval, the School's administration has the obligation to inform all stakeholders in school life in a timely manner.

¹ *Hereafter, the term “school rules” or “rules” will be used in place of the term “internal rules of operation.”*

It is noted that under Article 7, para. 6ab, of Law 4713/20 ([here](#)), a private school has the right not to re-enroll or to remove a student even during the school year "for violation of the school's internal regulations, if so established by the Teachers' Association."

Article 2

Anatolia's School Units

At the level of Secondary Education, Anatolia consists of two Gymnasiums (1st and 2nd), two Lyceums (1st and 2nd), and the International Baccalaureate Diploma Programme (IBDP).

Each of the Gymnasiums and Lyceums has its own autonomous administrative and student structure (Dean – Deputy Dean, Teachers' Association, Registrar, Student Councils) and there is provision for the relative equal distribution of the student population and the teaching staff in each of them. The International Baccalaureate Department is administratively attached to the 1st Lyceum.

Article 3

Admissions Policy

Anatolia's educational philosophy and liberal tradition makes it an "open" school, which students can attend regardless of race, religion, or other characteristics. One of the basic elements of this philosophy is the provision of scholarships to young people who are characterized by ethos and exceptional academic performance but limited financial means.

Admission to the Gymnasium

The admission of students in the 1st form of the Gymnasium takes place after written exams, administered every spring, in Modern Greek, Mathematics, and English. The terms of student admission and the procedure for the announcement of the results are described in the relevant [informational document](#), which is revised every year. The number of available seats for full-pay students is determined each time by the School. The same is true for the number of scholarships requested per category, which is dependent on the available funds from endowments and donations.

Admission to Intermediary Gymnasium or Lykeion Classes

The School accepts applications from students for enrolment in intermediate classes. If there are vacancies, selection examinations are held in June in Greek, Mathematics and English. Anatolia specifies the examinable material from the current year's material of the class the students attended, as this is specified by the Ministry curriculum. Honor students may be admitted without exams after an interview. The final selection of students and the announcement of the results are made by a Committee composed of the Deans and the Vice President for Secondary Education.

Enrolment in 4th Form

The Lykeion is a separate level of education, and therefore the acceptance of applications for enrolment in 4th form is the exclusive right of the Anatolia Administration. In order to be admitted to the Lykeion, regardless of the school they are coming from, students must have a Gymnasium certificate which indicates a performance level that is considered adequate for them to attend the Lykeion curriculum seamlessly. In other words, it is possible for the Anatolia Administration to refuse

to admit students with obvious difficulties in adapting to the school environment or with particularly low levels of performance in their subjects, regardless of whether they have succeeded in obtaining a Gymnasium certificate.

Admission to the IBDP (International Baccalaureate Diploma Program)

Students from Anatolia or other schools who have completed 4th form successfully are accepted at the IBDP. Applications are submitted every year from February 1st until the end of April. The terms of admission are described in the [internal rules of procedure of the IBDP](#).

Article 4

Class Attendance

The weekly schedule of Anatolia is extended, due to the additional hours in English, the lab hours in the Sciences and the long breaks during which club program operates. Anatolia operates from 08:00 to 15:20 daily, on all working days of the week. Students remain in the School during these hours, and they are not allowed to leave except with a written request from their guardian for an extremely serious reason and with the permission of the relevant Dean. The students' presence in morning assemblies and their attendance in all classes and teaching activities is obligatory. In the event of their children's absence, parents must inform the school registrar as soon as possible.

Students who arrive late to class at any time will be referred by the teachers to the Dean and, if it is determined that the tardiness is unexcused, will receive an absence.

The School Management monitors the regularity of student attendance, has a duty to inform parents, and reserves the right to impose pedagogical measures.

Article 5

Absences – Justification of Absences – Characterization of Study

The recording and justification of absences, as well as the students' characterization of study, are determined by [Ministerial Decision 79942/31-5-2019, article 24](#).

Article 6

Campus Safety

The size of the Anatolia campus, the operation of the boarding school, and the daily movement of many people (students, teachers, employees, parents, visitors), create increased security requirements.

For this reason, there are guards at the entrances of the campus charged with controlling those entering and leaving. Students are allowed to leave campus during the school day only if they have written permission from the Dean of the school to which they belong. It goes without saying that everyone, students and adults alike, abide by the instructions of the guards.

For security reasons, there are closed circuit cameras in public areas of the School, at the entrances and on the campus fence, which record traffic on a 24-hour basis. Furthermore, for security reasons and for the protection of the students' health, ordering or/and receiving food or other products from external providers is prohibited.

Article 7

Rules of Student Conduct

Basic Principles

The basic principles of student behavior towards all members of the school community are governed by the current educational legislation and the pedagogical philosophy of the School.

The basic principles are considered to be:

- respect and protection of physical integrity
- respect for dignity, personality and diversity
- respect for the right of everyone to freely express their views within the framework of academic freedom
- respect for the personal belongings and property of fellow students
- respect for the school premises and property
- respect for and protection of the environment
- contributing to the maintenance and strengthening of a positive climate of cooperation, which is a key factor in the harmonious operation of the school community
- the conscious acceptance that we are all responsible members of a community which functions democratically, in solidarity, and with mutual respect
- respect for and compliance with the School Rules

Particularly Serious Violations

Anatolia considers the following student offenses as serious violations of the School's Rules and deals with them accordingly:

- Exercising physical, verbal or psychological violence against another student
- Bullying
- Insulting the dignity and personality of any member of the school community
- Possession and/or use in school of any dangerous instrument or prohibited substance.
- Destroying or defacing school property in any manner or means. In those cases where it is proven that the damage/destruction, partial or total, of school buildings, premises and their annexes, as well as of material infrastructure and equipment within them, is attributable to a particular student, the latter shall be checked for such behavior and the cost of restoration shall be borne by the parent. (YA 44879/GD4/2024 [here](#))
- Destruction or theft of personal property of a student
- Violation of the academic integrity policy
- Any intentional act that has the purpose or effect of disrupting the educational process and the peaceful climate on school grounds.

There are specific guidelines for student behavior in certain areas of the School, including classrooms, the Library, the Anna Papageorgiou STEM Center, athletic fields, cafeterias, and school buses.

The ultimate goal is to help students to develop responsibility, self-discipline, and respect for the rules of school life.

Class Behavior

- When the bell rings, students must be seated at their desks in the arrangement the teacher has specified. When the teacher enters, the students must be ready to begin the lesson.
- In order to move in or leave the classroom for any reason, students must ask for their teacher's permission.
- Everybody is responsible for the cleanliness of the whiteboard, the desks, and, generally, the classroom.
- The lesson ends when the bell rings, but nobody is allowed to leave until the teacher gives his/her permission.
- When they are late for any school period, students must go by the Dean's or the registrar's office to get a pass.
- When students need to visit the nurse, they ask for their teacher's and their Dean's permission, and, upon their return, they show the infirmary pass, which indicates the duration of their stay at the infirmary.
- Everyone desires a friendly climate in the classroom. However, students may not overstep the boundaries of propriety. In order to speak in class, students must raise their hands and wait to be given the floor by the teacher.
- Insolence and objections voiced rudely are considered inappropriate behavior and punished accordingly.
- No food or soft drinks or beverages are allowed in the classrooms.

Library

The Library is exclusively an area of study. The staff's instructions have to be followed responsibly and consistently. Students must behave to the library staff as they do to their teachers.

The Library has its own rules, which specify the terms of use of the library's hardware and equipment. These are posted in the library area, and all students are required to abide by them, so that the Library can operate smoothly.

Laboratories / Anna Papageorgiou STEM Center

Students are in the Science labs or in the STEM Center under the supervision of a teacher or STEM office manager or with special permission.

Specific rules for positive behavior in the labs and in the Anna Papageorgiou STEM Center are:

- Protecting safety: We follow the safety instructions given by the teachers. We ensure we move safely and avoid any action that could endanger our personal safety and that of others.
- Protection of equipment: We ensure that we use the equipment carefully and in a proper manner and in accordance with the operating regulations of the laboratories.

Gyms-Courts-Fields/Sports Facilities

The Gym and court areas are School areas, so all the School's Rules of conduct apply when students are there.

School Buses

The school buses are considered school areas. Therefore, the same rules of conduct that apply to School areas apply to the buses as well. These are written on the personal bus card that is given to each student.

Use of mobile phones/electronic devices

According to a [circular issued by the Ministry of Education](#), the use of mobile phones by students and any other electronic device or game with a video and audio processing system within the school premises is prohibited -- and therefore subject to disciplinary action. If the prohibition is violated, the student must turn in the deactivated cell phone to the teacher in charge. The device will be returned by the Dean after consultation with the parent.

The use of smart watches is not permitted during written assessments of the students.

If it is discovered, during class, or during recess, or during arrival or departure, that the student is recording, or photographing, or videotaping teachers or classmates in any way, then the Dean of the school shall immediately ask the student to turn off the device and hand it over, inviting the parents/guardians of those involved to come to school to take note of the incident. At the same time, he/she must evaluate the incident from a pedagogical point of view and, depending on its seriousness, either deal with it himself/herself or refer it to the Teachers' Association. If the Dean himself/herself takes action, he/she is obliged to apply the pedagogical measure of suspension from classes for up to three (3) days, while, if he/she refers the matter to the Teachers' Association, the latter is obliged to apply the pedagogical measure of suspension from classes for up to five (5) days. In case the recording, photographing or videotaping concerns particularly sensitive personal data, then the Teachers' Association is obliged to apply the pedagogical measure of changing the school environment for the student who took the above actions. (MO 44879/GD4/2024 [here](#))

Appearance and Clothing

The appearance of students should be decent and presentable, appropriate to the area in which they are located and their status as students.

For PE class students should wear tracksuits, and for the Biology, Home Economics and Chemistry labs, students should wear an appropriate lab coat.

Those participating in parades or other official events must wear the standard official Anatolia school uniform.

Characterisation of Conduct

During their stay at the School, students are expected to respect and observe the basic rules of conduct, obey and respond to teachers' instructions, in accordance with the School's Rules and the laws of the State. It is obvious that the application of these principles also applies when students travel to and from the School on school buses, during excursions, walks, cultural events and, in general, in all cases where students act in this capacity.

Any infractions shall be considered in the characterization of their conduct.

For violations, [educational legislation provides for pedagogical measures](#) starting with observation

and escalating, depending on the severity of the offence, to a five-day suspension and a change of school environment. Parents are informed of any misconduct subject to disciplinary action by email from the school administration.

A final characterization of student conduct is made at the end of the school year at a meeting of the Faculty Association. The conduct of students is also examined at the meeting at the end of each term, based on the pedagogical measures imposed by the teachers individually or by the Teachers' Association and any other documented evidence that may come to their attention, in accordance with the legislation in force.

Article 8

Academic Performance – Grades – Distinctions

Assessment, written and oral, are conducted in accordance with the specifications of the educational legislation. The promotion, dismissal, referral for re-examination and rejection of a student shall be decided in accordance with the provisions of the laws governing these matters.

Distinctions for outstanding students (excellence and progress awards) sent by the Ministry of Education are awarded at a special ceremony to mark the anniversary of October 28. The School additionally honors the students with the highest scores in the entire Middle School and the students with the highest scores in Form 3 with the presentation of a special award.

At the graduation ceremony, the school awards a plaque to the top three highest scoring seniors in each Lyceum and the IBPD, taking into account their scores in all three classes of the Lyceum (or two classes of the IBDP), and the top student in each Lyceum and the IBDP gives a valedictory speech.

In addition to the academic achievement awards, special awards are granted to students who meet the desirable characteristics of an Anatolia student, to students who have excelled in English, STEM, sports activities, participation in the School's clubs and community service programs.

Article 9

Extra-Curricular Activities

Consistently seeking the all-round development of its students' personalities and their particular aptitudes and interests, Anatolia offers an extremely wide variety of extracurricular activities and encourages students to participate actively and consistently in one or more of the extracurricular clubs.

The operation of the clubs is organized by the Student Services Office and supervised by teachers, members of the administrative staff, alumni and students, who offer their services on a voluntary basis. At the beginning of every school year, a club booklet is published with all available clubs, so that the students are informed about the club program and are able to select which clubs they wish to attend. At the end of each school year, club advisors award certificates of participation or of excellence to their club members for their active participation.

In order to encourage 1st form students to become familiar with the club program and gain new interests through them, the School has instituted an obligatory system of signatures, which obliges 1st formers to attend a certain number of clubs until the end of the school year.

Article 10

School Celebrations and Parades

Anatolia Gymnasium and Lyceum students participate in in-school events and celebrations. The School Councils collaborate with the teachers responsible for each celebration.

Furthermore, Anatolia Gymnasium and Lykeion students take part in parades that take place during national celebrations at the Municipality of Pylaia-Hortiatis (Gymnasium) and the Municipality of Thessaloniki (Lyceum), according to the Ministry mandates and under the supervision of the School's Physical Education teachers.

Article 11

School Excursions and Trips

School excursions are defined as the organized by the School student transportation to places at a short or long distance from the School for educational, pedagogical, or recreational reasons, and which are regulated by the [Joint Ministerial Decision 20883/ΓΔ4/2020 - ΦΕΚ 456/Β/13-2-2020](#).

For school excursions and trips, the School has instituted a specific "Code of Conduct" that parents consent to automatically when they allow their children to participate (see Appendix I).

Article 12

Financial Responsibilities

As a non-profit institution, Anatolia uses tuition fees to cover the operational needs of the school curriculum, and the cost for the continued maintenance of its widespread facilities, as specified by the School's mission statement. Every year, a financial audit takes place on behalf of the School's Trustees.

Annual tuition fees are paid in three instalments: in June, September, and January. Student registration or renewed registration takes place after payment of the first instalment, which constitutes around 25% of the tuition fees, guarantees a place in the School, and is NON REFUNDABLE. The remaining tuition fees are paid in two equal instalments in September and January. It must be noted that, under law 4713/20, failure to make payment of the tuition fees of two years may result in the School's refusal to renew a student's registration.

If a student leaves during the academic year, the parent has the obligation to pay off the whole amount of the annual tuition fees. In special circumstances, as in the case of a serious illness or change of place of residence, the Anatolia Administration examines the matter and may refund the relevant amount.

Tuition Reductions

After a request made by interested parents, the Administration may make tuition reductions if it decides that potential crucial changes in the family income of a student who attends the School will result in an objective inability to pay the full tuition fees. Tuition reductions, as well as the amount of the reduction offered in each case, are determined by the Administration of the School. If the financial difficulty continues, the family must submit a new request for a tuition reduction.

Verified financial difficulty of the family and the satisfactory performance and conduct of the student are prerequisites for a discussion for a tuition reduction to be initiated.

Article 13

Scholarships

Anatolia considers its scholarship program a unique characteristic of the School and its educational tradition. It constantly strives to expand the program in order to offer the opportunity to students whose family's financial status does not allow it to attend the School.

These scholarships are sponsored by private donations to the School, and U.S. and Greek institutions and companies. The Scholarship Committee, which convenes regularly and in exceptional circumstances, in order to discuss awarding new scholarships, renewing already existing ones, and anything regarding the issue, is responsible for distributing these scholarships.

There are three types of scholarships:

- a) Full scholarships for boarding school students who do not reside in or originate from Thessaloniki (these also cover the cost of the dorm).
- b) Full scholarships for students that reside in Thessaloniki.
- c) Partial scholarships (ranging from 15% to 75%) for both of the above categories.

The Scholarship Committee of the School awards the scholarships after administering selection exams. The decisions of the Committee are final and may be reviewed only by the Committee itself.

Scholarships are awarded on the bases of three criteria: the grades that each candidate accumulates, the financial situation of his/her family, and, in the case of partial scholarships, the report that a three-member faculty committee submits after house visits.

Scholarships are renewed annually, provided that the recipients of these maintain a GPA of "excellent" (18.5 for the Gymnasium, 18.1 for the Lyceum), exhibit "exceptional" conduct, and their family's income has not exceeded the foreseen thresholds.

Article 14

Student Transportation with School Buses

The safe transportation of students constitutes one of the main responsibilities of Anatolia. It takes place with buses rented from reliable bus companies and driven by experienced drivers that abide by the Highway Code for the movement of school buses. Students show their bus cards, issued by the

School's Transportation Office, when they board the buses, and must behave according to the rules specified on their cards. Boarding a different bus is allowed only after permission has been granted by the Transportation Office.

Article 15

Infirmery - Medical Tests

The School has an infirmery and a nurse that is able to provide first aid to students.

If a student feels unwell during classes, they have to request permission from the teacher and the Dean in order to visit the infirmery.

If the nurse considers that the student must leave the School, she notifies the Dean, who, in turn, grants the relevant permission after contacting the parents of the student.

In the beginning of the school year, 1st form and 4th form students must bring their Individual Student Health Card, in order to be allowed to attend the Physical Education subject.

If there are serious health issues or specific conditions that require special treatment, observation or medical attention, the parents must notify the Deans of the Schools.

Students are insured for accidents or injuries by a group civil liability insurance policy, if such instances occur during the students' stay on campus.

Article 16

Counseling and Vocational Guidance Office

Anatolia has a Counseling and Vocational Guidance Office. Specialized personnel, with the requisite qualifications, are hired for the office, in order to be able to offer students, parents, and the educational staff, individual or group counseling, psychopedagogical evaluations, implementation of prevention programs, provision and interpretation of psychometric tools, processing of questionnaires on vocational interests and study skills.

If, during the process of individual counseling, an issue goes beyond the counselors' instructions and advice, then parents are advised to seek outside counseling.

The Counseling and Vocational Guidance Office collaborates closely with the Deans of the school units, gets informed by them and informs them about its actions.

Article 17

Canteen - Restaurant

The School has a canteen, operated by an external partner (a Catering company), which the Administration selects. The canteen operates in three locations: one on the Gymnasium side, where

there is also a restaurant for the dorm students and anyone else that wishes to have lunch during lunch hours, and two on the Lyceum side (one for the two Lyceums and one for the IBDP), which operate during the scheduled school breaks.

The canteen has the required authorization for its establishment and operation and is subject to all the conformity checks, etc., carried out by the relevant government divisions. Students buy products (at the relevant cost for each type) specified by the relevant circular of the Directorate of Public Health and Hygiene of the Prefecture of Thessaloniki.

The Administration and the Deans of the school units of Anatolia notify the canteen managers about any Ministry guidelines and circulars concerning the terms of operation of school canteens, ensure the strict implementation of these guidelines and the readiness for any state checks, and, occasionally, visit the canteen areas themselves for on-site checks.

Article 18

Boarding School

Anatolia has a boarding school, where scholarship and non-scholarship students from the city of Thessaloniki, or regions outside Thessaloniki, reside.

Living at the boarding school does not only aim at providing accommodation and security so that scholarship students can meet their school responsibilities. The philosophy of the boarding school's operation aspires to cultivate the dorm students' personality and their commitment to the basic principles of Anatolia. Through a relaxed and creative atmosphere, together with the experience of communal life and the cultivation of a spirit of collaboration, each dorm student's independence and sense of responsibility is enhanced.

For the smooth operation of the boarding school and the most effective organization of the life of the dorm students, the boarding school has:

- α) rules of operation
- β) the boarding school's statute

Student registration for the boarding school means complete and unequivocal acceptance of the rules of life in the dorm, as these are specified in its rules and statute, and is verified by a parent's signature on a relevant declaration given to them with copies of the rules and the statute.

The above two documents specify the principles and philosophy of the boarding school's operation, describe its rules of conduct, the way in which it is administered and the people who manage it, the self-governing and dorm students' representation bodies, and other details and arrangements.

The School and the Administration of the Boarding School have the right to make changes to the rules of operation and/or the statute, if and whenever they deem it necessary, provided they notify in a timely fashion all the constituents of life in the dorm (counselors, students, parents/guardians).

Article 19

Collaboration with Parents-Guardians

Parent-Teacher Conferences

Teachers inform parents regularly during the school year in face-to-face or online meetings. Each faculty member sets specific times during the school year when they accept those parents who have made appointments through the online meeting management system. In addition, two evening meetings are scheduled to accommodate parents. It goes without saying that, when there is a need, the school contacts parents by telephone, but parents can also request, through the Dean of the school to which their child belongs, to contact specific teachers.

No information concerning the school status of a student shall be disclosed or provided to any person other than the parents or legal guardian.

Parents' Associations

Anatolia recognizes the importance of cooperating with the Parents' Associations of the Gymnasiums and the Lyceums, and therefore collaborates with them and gladly accepts the help that they provide for the realization of the School's aims. When allowed by the legislature, Anatolia accepts the participation of the Associations in the discussion of school issues. The final decisions are made by the relevant Anatolia bodies in accordance with the relevant legislature and the School's Internal Rules of Operation.

Appendix I – School Trips

Code of Conduct For School Excursions and Trips

The acceptance of the present code of conduct is the first and most basic prerequisite for a student's participation in a school excursion or trip. Participation automatically means acceptance of this code of conduct by both parents/guardians and students.

During a school trip, the teacher appointed as the "Head of the trip" fulfills the role of the Dean of the school. He or she has been authorized by the Association of Teachers to be responsible for the implementation of the trip's schedule and for any other decision that needs to be made during the trip.

The School's Rules apply during school trips. Specifically, smoking and the use of alcohol or other illegal substances is prohibited for the duration of a trip in both public places and hotel rooms.

On trips abroad, the laws, rules and customs of the foreign destinations have to be abided by and respected at all times.

During their stay at a hotel, students must respect the other guests and follow the hotel's rules. They are also obliged to be in the room in which they have been assigned after the bedtime hour specified. Teachers in charge have the right and the responsibility to check students' rooms if they deem it necessary.

Students are obliged to stay with the rest of the group during the whole trip unless they have permission from the Head of the trip to move independently and as long as this does not disrupt the smooth flow of the trip's itinerary. Even in this case, however, they need to inform the teacher chaperones in advance about where they will be at all times. Students who have permission to move independently of the group must ensure they can contact a chaperone teacher, if needed, about where and when they have to be back and where they will reunite with the rest of the group.

Any damages or expenses incurred by the behavior of students during a school trip, whether intentionally or unintentionally, are their parents' responsibility. If there are third-party claims against a student, or against Anatolia, which are the result of the actions of a student, and which are not covered by the insurance policy, they have to be incurred by the student's parents.

If during a trip there is a serious violation of the code of conduct or the School's Rules, it is at the discretion of the Head of the trip to decide if this exposes the School or endangers the smooth continuation of the trip. If it is deemed that this is the case, the Head of the trip may decide that the student needs to return home. The cost of the student's return must be covered by his/her parents. The parents/guardians automatically forfeit their right to contest this decision with any legal means.

Appendix II – Policy Against Bullying and Intra-School Violence

Introduction

The school is committed to providing a safe and supportive environment for all pupils and staff. The policy against bullying and school violence aims to prevent and address all forms of violence and misconduct that disrupt the educational process and affect the school community.

Definition of Bullying and Intra-School Violence

Intra-school violence and bullying is defined as any form of physical, verbal, psychological, emotional, social, racist, sexual, electronic, cyber or other violence and misconduct that affects the school community and disrupts the educational process, in particular:

- Insulting the dignity, honor and reputation of students, teachers and other members of the educational community.
- Systematic or deliberate or repeated threats and insults to the personality, physical integrity or mental stability of students, teachers and other members of the educational community.
- Unwanted aggressive behavior that occurs among school-age children and similar behavior by teachers that involves an actual or perceived imbalance of power.
- Using force and coercion to perform acts or omissions against the will of students, teachers and other members of the educational community.
- Any form of violent or derogatory behavior or encouragement to commit violent acts that disturb the peace of the school and damage the authority of the educational community.
- Discrimination or harassment on the basis of religious beliefs, ethnic origin, race, gender, sexual orientation, gender identity, gender expression or characteristics, disability, health status and physical or other condition of students, teachers and other members of the educational community.

Duties and Responsibilities

Those responsible for preventing and responding to intra-school violence include the Dean, the School Life Manager, and the School Psychologist. Their duties are as follows:

1. Development and implementation of prevention programs: Organizing educational seminars and information sessions for students, teachers and parents on the prevention and treatment of intra-school violence.
2. Providing support: Support and guidance to students involved in bullying incidents.
3. Collaboration: Collaboration among the Dean, the School Life Manager and the School Psychologist to monitor and manage incidents of violence.
4. Data collection and analysis: Collection and analysis of data on incidents of violence and bullying in the school and reporting to the school management.
5. Complaint handling: Parents and students should contact the Dean regarding bullying issues. The Dean is responsible for the initial investigation and taking appropriate action.
6. Submit a request on the Ministry's platform: Parents have the option to file a request on the Ministry of Education's dedicated platform for further investigation of incidents <https://stop-bullying.gov.gr/>.

Procedure for Dealing with Incidents of Bullying

1. Reporting an incident: Students, parents or teachers may report incidents of bullying by contacting the school Dean.
2. Investigation: The Dean, in collaboration with the School Life Manager and the school psychologist, will investigate the incident and recommend appropriate action.
3. Support for those involved: Provision of psychological support and counselling to the students involved.
4. Informing parents: Informing parents about the results of the investigation and the measures that will be taken.
5. Filing a request: If parents wish to investigate further, they can file a request on the Ministry of Education's platform at <https://stop-bullying.gov.gr/>.

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