



INTERNAL RULES OF OPERATION ANATOLIA COLLEGE

September 2026



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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 Diploma Program 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.”

In the remainder of the present text, instead of the full name, "American College of Anatolia" will be referred to, as appropriate, either as "Anatolia" or "the School." Furthermore, the general term "students" shall refer to both male and female students, the general term "teachers" shall refer to both male and female teachers of the School, and the general term "parents" shall refer to the students’ biological parents or those who lawfully and undisputedly exercise their guardianship.

PART A – HIGH SCHOOL RULES AND REGULATIONS

Article 1

Basic Principles and Aims of the Internal Rules of Operation

The present Internal Rules of Operation 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 College signifies the acceptance, by the student and his/her parents, of all the articles of the present regulations and their appendices 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.

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 rules of operation, if so established by the Teachers' Association."

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

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), whose internal operation is also governed by the specific provisions of [Part B](#) of the present Rules (Articles 20–29).

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. Admission to 6th form/12th grade is not accepted.

Enrolment in 4th Form/10th Grade

The Lykeion is a separate level of education, and therefore the acceptance of applications for enrolment in 4th form/10th grade, whichever school they come from, is the exclusive right of the Anatolia Administration. The Administration reserves the right not 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.

Student Allocation to Class Sections

The balanced formation of school class sections is carried out following a decision of the Teachers' Association, which establishes the relevant general or specific criteria. These criteria include, among others, the numerical ratio of male to female students, their specialized learning needs, as well as the composition of groups aimed at strengthening their social integration and academic progress. On the basis of this same decision, the allocation is finalized, while the Teachers' Association retains the right to alter the composition of the sections at any point during the school year, should this be deemed necessary for pedagogical reasons.

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 December 1st until the end of April. The terms of admission are described in [Part B](#) of the present Rules (Articles 20–29) and in the IBDP [Admissions Policy](#).

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, the non-counting of absences, and the students' characterization of attendance are determined by the [Joint Ministerial Decision 102791/GD4/2024 – Government Gazette 5130/B/10-9-2024](#).

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 (see [Appendix III](#))
- 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. ([Joint Ministerial Decision 102791/GD4/2024 – Government Gazette 5130/B/10-9-2024](#))
- Destruction or theft of personal property of a student
- Violation of the [Academic Integrity Policy](#), and more specifically, the publication in any form, printed or electronic, of images, videos, audio recordings, or texts that reproduce moments of school life and refer to or depict teachers, students, or other school staff, as well as the publication without special permission of collective or individual work by the School's teachers in any form, whether printed or electronic.
- 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.

Outside the School Premises

Incidents that take place outside the school premises and are not substantively connected to school life, or that have no demonstrable impact on the safety and wellbeing of students or on the orderly functioning of the school community, are not, as a rule, subject to the imposition of pedagogical measures by the school. The school intervenes when out-of-school conduct is directly connected to the school community and affects its operation or its safety.

Use of mobile phones or other “smart” electronic devices

According to the Joint Ministerial Decision 102791/GD4/2024 - Government Gazette 5130/B/10-9-2024 ([here](#)), the visible possession or use of mobile phones or other electronic devices or games with video and audio processing systems for chat, video recording or any other use by students is prohibited within school premises - buildings and outdoor areas. If the prohibition is violated, the student must turn in the deactivated cell phone (or any other device under the category of “smart devices”) to the teacher in charge. The device will be returned by the Dean after consultation with the parent. The student will be subject to the penalty of a daily suspension.

From the above, it is clear that the term “devices” refers not only to phones or watches, but also to all other devices that use smart technology—such as headphones, glasses, rings, pens, pins, and many others—to store information, communicate, record, display text/images, play audio, translate, run AI-based applications, or be programmed. The prohibition of use in the classroom applies not only to mobile phones but also to all other electronic devices. Outside the classroom, possession of devices other than mobile phones is not monitored, provided that they do not record audio or images. However, the recording or transmission of audio or images from any location on school premises is strictly prohibited and will result in disciplinary action.

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 (Joint Ministerial Decision 102791/GD4/2024 - Government Gazette 5130/B/10-9-2024 [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.

Characterization 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, exclusion from all kinds of actions, events, sports activities, educational excursions organized by the school, change of class, and change of school environment. Parents are informed of any misconduct subject to disciplinary action by email from the school administration.

The final assessment of students' conduct is determined before the end of the academic year, following a decision by the Teaching Staff Association, and prior to the issuance of academic credentials, including school leaving certificates, diplomas, and other official records and certificates of study.

Article 8

Academic Performance – Grades – Distinctions

Students are assessed continuously in all subjects with the aim of gradually improving their performance and achieving the learning objectives set each time. Their assessment is based on the School's [Assessment Policy](#), which describes the assessment criteria, which are specific to each subject.

Assessment, written and oral, is 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 Life Center 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

Educational Activities

Educational activities 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 [Ministerial Decision 109113/ΓΔ4/2026 - ΦΕΚ Β 5237/19-8-2026](#).

For educational activities 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 II](#)).

A prerequisite for a student's participation in school trips, conferences, etc., is having no outstanding financial obligations. In the event of outstanding debts, please contact the Financial Services (Collections Office, tel. 2310/398.245, email: <mailto:mts@anatolia.edu.gr>.)

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

Department of Counseling and Psychological Services

Anatolia operates a Department of Counseling and Psychological Services, staffed by specialized mental health and education professionals. The Department's mission is to promote students' mental health, wellbeing, social-emotional development and resilience, as well as to support the school community as a whole.

The Department provides prevention, counseling, support and early intervention services, and works with students, parents, teachers and the School's administrative staff with the aim of creating a safe, supportive and inclusive school environment.

In carrying out its work, the Department:

- provides individual and group counseling support to students;
- designs and implements prevention and mental health promotion initiatives;
- develops programs that strengthen social, emotional and communication skills;
- supports students facing emotional, social or learning difficulties;
- provides counseling on career guidance matters, such as exploring and cultivating career interests, providing information on schools and fields of study, developing professional values, and related areas;
- collaborates with teachers to understand and effectively manage matters relating to students' learning, behavior and school adjustment;
- offers counseling guidance to parents and guardians on matters relating to their children's development, learning, behavior and mental health;
- contributes to the prevention and handling of bullying, school violence and other incidents that affect the safety and climate of school life;
- participates in the planning and management of critical or emergency incidents affecting the school community;
- promotes inclusion, respect for diversity and the equal participation of all students in school life;
- cooperates with relevant external agencies and professionals when deemed necessary and in accordance with established procedures;
- supports students' academic and career guidance process.

The professionals of the Department of Counseling and Psychological Services are members of the School's staff and carry out their work within the framework of the school community's daily operation. Within this framework, students may approach the Department in order to report difficulties, concerns or issues affecting them, without prior consent of their parents or guardians being required.

Following an initial assessment, the Department's professionals evaluate the information and decide on the appropriate course of action. In cases where an interdisciplinary evaluation, the implementation of an individualized intervention program, or other structured interventions extending beyond the level of initial counseling assessment are deemed necessary, the family is informed and the established procedures for consent and cooperation are followed in accordance with applicable legislation and School policy.

The Department's operation is governed by applicable legislation, the principles of personal data

protection and the Code of Ethics for Psychologists. Information gathered in the course of the Department professionals' work is protected by professional confidentiality and is handled in accordance with the provisions of current legislation. Exceptions apply only in the cases provided for by law, or where there are serious grounds for protecting the student themselves or third parties.

The Department provides counseling and support services within the framework of school operations and, where necessary, recommends cooperation with appropriate external professionals or agencies for more comprehensive support of students.

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

Purpose:

The collaboration between parents and teachers has a common goal, the comprehensive development of students. Effective collaboration, within the framework defined below, is considered a prerequisite for the development of the educational process and the wellbeing of students.

The School encourages the active participation of parents in school life. We work with parents, respecting their views, while promoting the principles and views of the School, as derived from our professional experience. Open communication and constructive dialogue are welcome and useful. Parents' opinions are an important factor in the continuous improvement of the services provided. Parents, and in some cases students, are encouraged to respond to satisfaction questionnaires given at the end of each academic division (Elementary, Middle School, High School/IBDP). The results of these questionnaires are carefully evaluated and taken into account in decisions concerning the operation of the School.

Means of Collaboration:

- General informational meetings
- Individual meetings
- Parent participation in school activities (i.e., ACSTAC, informational sessions with school psychologists, career guidance meetings, athletic tournaments, etc.)
- Information through other channels (i.e., website, newsletters, correspondence).

Basic Principles of Effective School-Parent Communication:

To strengthen collaboration and the smooth functioning of the school community, parents are asked to adhere to the following guidelines:

- Express their questions and concerns politely and respectfully, avoiding offensive, sarcastic, or derogatory language.
- Plan their communication within the regular communication schedule, and only in exceptional cases request to bypass it. Avoid pressuring for an immediate response outside of working hours.
- Present specific and documented issues, without generalizations or the dissemination of

unconfirmed information.

- Contribute to constructive dialogue with the aim of finding common solutions, avoiding outbursts of anger, intense emotional charge, or threatening behavior.
- Respect confidentiality and the protection of personal data, avoiding public disclosure of issues concerning the school or its members through social networks.
- Actively participate in the informational and collaborative tasks proposed by the school, recognizing the importance of collective effort.
- Use official procedures - through the registrars or the Deans - provided for the submission of complaints, avoiding informal or coercive interventions outside the established channels.

Dispute Management

In the event of disputes, parents and teachers are encouraged to manage them in a calm and constructive manner, with the aim of finding a common solution for the well-being and comprehensive development of the child. If it is not possible to resolve the disagreement at an individual level, the school Dean may take on a mediating role or require that communication take place exclusively in his or her presence or with his or her mediation.

Consequences of violating the regulations:

Although undesirable, in the event of a violation of the above, the School reserves the right to take the following escalating measures:

- Verbal warning
- Written warning
- Restriction of access to school premises for a certain period of time
- Suspension of communication
- Notification of the relevant authorities

Submitting Complaints:

Parents, as well as students, have the right to submit complaints regarding issues related to their children's education. The procedure is documented under the title [Student and Parent/Guardian Complaints Policy](#), a section of Anatolia College's established policies.

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.

PART B – IBDP RULES AND REGULATIONS

Class of 2028 – Effective September 2026

Article 20

Introduction

The present Part B of the Rules, covering the IBDP at Anatolia College, is in accordance with the current legislation, with the IB Organisation's [General Regulations, Diploma Program](#) and with [Part A](#) of the present Rules. Where the IBDP differs from the Anatolia College rules, this is clearly stated. Otherwise, all articles of Part A (Articles 1–19) apply for the duration of a student's studies in the IBDP.

The International Baccalaureate Diploma Programme is an increasingly popular international qualification for secondary education. It is one of the three educational programmes offered by the International Baccalaureate Organisation (IB), a non-profit organisation. The IB Diploma Programme is a two-year course for 16-18 year-olds in 11th and 12th grades. It is taught in either English, French or Spanish (**at Anatolia, the programme is taught entirely in English**). The IBDP is offered only by those schools that comply with the **strict academic requirements** stipulated by the International Baccalaureate Organization (IB), based in Geneva, Switzerland: Anatolia College has been recognised as an "IB World School" and authorised to offer the IBDP since October of 1997.

Successful completion of the IBDP leads to the award of the "IB Diploma", a widely recognised and well-appreciated qualification for University entry in most countries around the world and in the Greek non-profit private universities. The IBDP is an academically challenging and balanced educational programme, designed to prepare students for effective participation in a rapidly evolving global society. Its flexibility allows for adaptation to the diverse needs and personal interests of students, making it a very suitable study course for them. The Greek government has recognized the International Baccalaureate Diploma and by law has granted its equivalence to that of a Greek Lykeion Diploma ("Apolytirio"). See [Article 26](#) of the present Rules for more information on equivalency.

IB learners strive to be:

Inquirers	<i>We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.</i>
Knowledgeable	<i>We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.</i>
Thinkers	<i>We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.</i>
Communicators	<i>We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.</i>
Principled	<i>We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.</i>
Open-minded	<i>We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.</i>
Caring	<i>We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.</i>
Risk-takers	<i>We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.</i>
Balanced	<i>We understand the importance of balancing different aspects of our lives – intellectual, physical and emotional – to achieve wellbeing for ourselves and others. We recognise our interdependence with other people and with the world in which we live.</i>
Reflective	<i>We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.</i>

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A student applying for enrolment in the IBDP espouses the IB philosophy as described in the IB mission statement and is eager to strive to develop the IB Learner attributes.

The Greek legal framework allows students following the IBDP to enter foreign universities and private non-profit universities in Greece. A basic prerequisite for anyone wishing to attend the programme is a very good knowledge of the English language (at least at an “advanced” level), as all subjects are taught in English. In consultation with IBDP administrators or faculty, students choose which subjects to study and at which level (Higher or Standard), balancing their interests, the field that they ultimately intend to follow and the requirements of universities to which they will be applying. For more information about admission criteria, see [IBDP Admission Policy](#).

Article 21

Curriculum

There are **three** core requirements that are compulsory for all IB candidates in order for them to obtain the IB Diploma:

- Theory of Knowledge (TOK)
- The Extended Essay (EE)
- The Creativity, Activity, Service Program (C.A.S.)

The IBDP, in addition to the core requirements, comprises six subject groups. Most subjects are offered at two different levels, **Higher Level (HL) and Standard Level (SL)**.

Students study **six subjects**, choosing one from groups 1-5; their sixth subject may be chosen from group 6 (Arts) or any other subject group. At least three - but no more than four - of the chosen subjects must be at Higher Level. Their selection of subjects should be based on their interests, their aptitude and the requirements of Universities they intend to apply to. Students and their legal guardians are strongly advised to discuss subject choices with IBDP administrators before making their final decisions.

It is the school that primarily directs a student's choice of language courses (Group 1 and Group 2 subjects), so that students are placed in a course that is suitably challenging for them. The school organises corresponding processes to determine the student's competency in the target language; these may include a review of the student's scholarship exam script, written placement tests, or class discussion/exercise.

Subjects that are selected by fewer than 7 students may still be offered at an extra charge.

Online courses are offered through Pamoja Education, an online course provider authorized by the IB. Parents would be asked to pay the full cost of the Pamoja invoice for their children.

Subjects Offered

		Higher	Standard
Group 1	STUDIES IN LANGUAGE & LITERATURE (Language A)		
	English A - Literature	√	√
	English A - Language & Literature	√	√
	Modern Greek A-Language & Literature	√	√
	Other Language A (as a self-taught course)		√
Group 2	LANGUAGE ACQUISITION		
(Not compulsory if you have chosen 2 subjects from group 1)	English B	√	
	Spanish for beginners (Ab Initio)		√
	Spanish B*	√	√
	French for beginners (Ab Initio)*		√
	French B*	√	√
	German B*	√	√
	Chinese - Mandarin Ab initio (as an online course**)		√
Group 3	INDIVIDUALS AND SOCIETIES		
	Business Management	√	√
	Economics	√	√
	Global Politics	√	√
	History	√	√
	Psychology	√	√
	Environmental Systems & Societies (or as a Group 4 subject)		√
Group 4	NATURAL SCIENCES		
	Environmental Systems & Societies (or as a Group 3 Subject)		√
	Biology	√	√
	Chemistry	√	√
	Computer Science	√	√
	Physics	√	√
Group 5	MATHEMATICS		
	Mathematics Higher Level - Analysis and Approaches	√	
	Mathematical Standard Level - Analysis and Approaches		√
	Mathematics Standard Level - Applications and Interpretations		√
Group 6	ARTS AND ELECTIVES		
Or another Group 1, 2,3, or 4 subject	Visual Arts	√	√
	Theatre	√	√
	Film (as an online course**)		√
	Dance	√	√
	Music (additional fees if fewer than 7 students enroll)	√	√

*In subjects with enrollment of fewer than 7 students, additional fees will apply as announced by the school.

**There is an additional charge for online courses.

Note that because of scheduling restrictions some combinations may prove impossible. In that case you may be asked to change your choice of subjects.

Article 22

Academic Integrity

According to **Article 16** in the IB [General Regulations: Diploma Programme](#) publication, “[t]he IB defines academic misconduct as behaviour (whether *deliberate or inadvertent*) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment. Behavior that may disadvantage another candidate is also regarded as academic misconduct.”

It is the school’s duty to ensure that all pieces of work sent to the IB for assessment are the original work of the candidates and comply with the requirements of each subject. To that effect the student must be in touch with the teacher/supervisor throughout all stages of each assignment, from its planning to its final stages. Failure to do so may result in the assignment not being accepted for assessment, if the teacher feels unable to authenticate the student’s work.

All incoming students and parents are expected to be familiar with the [IBDP Academic Integrity Policy](#), which outlines school philosophy and procedures. To this effect, the school asks that all students and parents sign a statement that they have read and understood regulations contained in this handbook, including procedures related to academic integrity. The school further undertakes to highlight sections of these regulations in student and/or parent orientation sessions.

Article 23

Eligibility to Register for the IB Exams

The IB delegates to schools the right to decide which students are eligible to take part in the final IB Diploma exams. The student has to be in good standing with the school, before the school registers him/her for the exams. **A breach of the General IB regulations or of the Anatolia College regulations contained in this handbook might result in the school denying the student registration for the exams until the school is satisfied that the student has complied with requirements.**

Academic Performance – Advance to 2nd Year

For students who end the year with a failing condition, meaning their total in the 6 subjects is under 24 and/or have fewer than 12 points in their HL subjects, the school will contact the family to discuss possible courses of action.

Students who, nevertheless, decide to continue into the 2nd year should accept the serious possibility of failing the Diploma.

Attendance – Absences

The IB prescribes a minimum of 100 hours of class attendance for ToK, 150 hours for every Standard Level subject and a minimum of 240 hours for every Higher Level subject that a student has selected. This practically means that a student should not miss more than 12 hours of ToK and **should not be absent in total more than 120 hours over the two years, regardless of whether these absences are excused or not. Students are strongly encouraged to follow these IB guidelines. Students that exceed**

120 absences over the two years may not, according to IB guidelines, be ready to register for the final IBDP exams. The student's attendance record is available to university application advisors who may comment about punctuality and diligence in their reference letters to universities.

Deadlines

The IBDP is a demanding program that requires systematic study habits, very good time management and close collaboration with the subject teacher, who ultimately “authenticates” the student’s work. Students will be asked to meet a number of deadlines regarding the submission of assignments, usually for a draft and final copy. Depending on the subject, formal coursework takes the form of written essays, commentaries or research projects, lab reports, oral presentations, etc. To aid the students in planning their work every year the faculty puts together a calendar, which distributes the workload in a rational way throughout the year. Non-compliance with a deadline may result in the work not being accepted, which in turn may lead to the non-award of the IB Diploma.

All penalties incurred are recorded in the student’s file by the class advisor and may subsequently appear as points of note in the reference letters that the school provides.

Article 3.3 of the [IB General Regulations](#) makes it clear that:

“Candidates are required to act in a responsible and ethical manner throughout their participation in the DP, as determined by the IB at its sole discretion, which includes not engaging in academic misconduct (as defined in article 16), and must be in good standing at the school at the time of the examinations.”

Conduct / Ethical Behaviour

The rules stipulated in [Article 7](#) of the present Rules and all of the rules regulating behaviour in schools throughout Greece apply to IB students as well.

In addition, the school retains the right not to register for the final exams those students who, in any way, violate the [IB General Regulations](#) and/or the rules outlined in the present Rules.

Outstanding Fees

Article 3.3 of the [IB General Regulations](#) quoted above stipulates that candidates should be “in good standing” with the school at the time of examinations. **This clause gives schools the right to withdraw a candidate from an examination session and defer them to a future one if any tuition fees remain outstanding without the school’s consent.**

Article 24

Assessment of Student Work

Please refer to the IBDP’s [Assessment Policy](#) for details on assessment.

Award of the IB Diploma (IB Diploma Programme Assessment procedures 2025 – Section A.2.2)

The IB Diploma will be awarded to a candidate provided all the following requirements have been met.

- a. The candidate's total points are 24 or more.
- b. CAS requirements have been met.
- c. There is no "N" awarded for theory of knowledge, the extended essay or for a contributing subject.
- d. There is no grade E awarded for theory of knowledge and/or the extended essay.
- e. There is no grade 1 awarded in a subject/level.
- f. There are no more than two grade 2s awarded (HL or SL).
- g. There are no more than three grade 3s or below awarded (HL or SL).
- h. The candidate has gained 12 points or more on HL subjects (for candidates who register for four HL subjects, the three highest grades count).
- i. The candidate has gained 9 points or more on SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL).
- j. The candidate has not received a penalty for academic misconduct from the Final Award Committee.

Progress Reports

Parents and legal guardians are informed of students' progress by grade reports sent after the end of each term and by parent-teacher meetings (morning and afternoon consultation meetings throughout the year).

Final IBDP Results

Final IB Diploma results are made available to schools in the afternoon of July 5th of the students' graduating year. The school releases copies of results to students on the same day. In addition, students receive a personal pin code which they can use to access their results electronically on July 6th. **The IB gives schools the right to withdraw a candidate's results in cases where there are outstanding fees.**

Enquiry upon Results – Request for Remark

IB regulations allow parents and students to request with the school's approval the re-examination of the externally assessed components for any subject. The request, called enquiry upon results, can only be made through the school and is charged extra by the IB. **It may result in no change of grade or a higher grade but also could give a lower grade to the student.**

Resitting for the IB Diploma

Should a student fail to be awarded the International Baccalaureate Diploma as a result of gaining low grades in a certain subject or subjects, he/she has the right to improve his/her grade(s), by either re-attending classes in the subject(s), and/or by simply re-sitting the exam(s). Choosing to re-attend classes gives a student the chance to also improve his/her grade in the internally assessed component. (Approximately 25% of the total grade in each subject is derived from what is termed "Internal Assessment"). The school welcomes registration to retake examinations in the following May session but will only accept registration for the November examination session in exceptional cases and on the condition that this registration has been approved by IBDP faculty during formal meeting time.

The fee for repeating a subject or subjects varies depending on the total number of hours that one is required to attend in order to re-sit for the International Baccalaureate Diploma.

Assessment Inclusion Arrangements – Special Educational Needs

In accordance with the [Anatolia College Mission Statement](#), the IBDP programme has an **equal opportunities policy**. We, therefore, provide an educational programme with equal opportunities in an inclusive environment, while encouraging students to achieve their full potential. The programme welcomes individuals with special educational needs, provided that the nature and severity of their difficulties can be accommodated within the school and allows them to complete the Diploma programme requirements.

Please refer to the school's [Inclusive Access Arrangements Policy](#) in the IBDP as well as to Article 4 (Equal Opportunity statement) in the [IB General Regulations](#) for details on related policies and procedures, including assessment inclusion arrangements.

Article 25

Predicted Grades – Applications to Universities

Predicted grades are based on the student's academic performance in the IBDP; they are submitted, usually in October of 12th grade (IB2 year), to the University Advising department for use in students' applications. It follows that **Predicted Grades are largely based on the Year Average achieved during the student's first year in the programme (IB1 "Year Average")**. For students applying later in the year, for example January of 12th grade or later, the school may incorporate updated assessment information from the first term of IB2 into the prediction.

Before embarking on the IB Diploma programme students are offered counselling in choosing the subjects and the level they are going to study. Once enrolled in the IBDP, the University Advising department will provide guidance and support in choosing universities, courses, and filling out application forms. Students complete applications to universities between September and March of their 2nd year in the IB Programme. The IBDP collaborates closely with the Department of University Advising, while each department has their own set of policies. **IBDP students and parents are expected to work closely with the University Advising office and in accordance with that department's policies.**

Most universities admit candidates on the basis of six standards:

1. Predicted grades provided by the school
2. Grade reports from the last three years in school
3. Scores on standardised tests and/or university entry exams, if applicable
4. The student's personal statement or essay samples
5. Reference letters provided by University Advisor and/or by IB teachers
6. The student's performance in tasks required by certain courses of study or universities (interviews, portfolios, etc)

Article 26

Equivalence of IB Diploma to Greek High School “Apolytirion”

According to regulations set by the Greek Ministry of Education, Greek students attending the IB Diploma programme are additionally required to attend a Greek History course as well as Greek Language/Literature classes, so that the IB Diploma be recognized as ‘equivalent’ to the Greek ‘Apolytirion’. Grades in those two subjects are awarded according to the Greek Lykeion grading scale.

Article 27

Participation in Educational Activities and Delegations

Participation in educational activities and delegations is strongly encouraged, as an opportunity to enrich a student’s curriculum or explore their talents. At the same time, before committing to such activities, students are advised to consider their absence record, workload and overall academic performance. Participation is strongly discouraged if the trip results in the student missing classes and that student has received warnings about excessive absences or academic performance. See [Article 11](#) and [Appendix II](#) of the present Rules for rules of conduct.

The IB Faculty may not grant permission for any student to join school trips or school delegations if there are significant outstanding fees.

Article 28

Graduation Ceremony – “Commencement”

IB students participate in the graduation ceremony (Commencement) together with the rest of the Anatolia students.

At Commencement, prizes are awarded for academic excellence to the three best graduating students (see [Assessment Policy](#), Section 9). Since the graduation ceremony usually takes place before the official IB results are announced, IB Faculty approves academic excellence awards after review of the arithmetic grade averages of students over both years in the Programme. The awards are ranked and the student awarded first place is automatically recognised as class valedictorian. In the case of a tie, first place is decided on the basis of decimal points. Only full Diploma students who have been in the IBDP programme of Anatolia & Pinewood for both years are eligible for an award, who must additionally have demonstrated impeccable conduct. (Please refer to the school’s [Assessment Policy](#) for further details).

Article 29

School Fees and Other Financial Matters

Payment of School Fees

School fees and the corresponding payment schedule are shown in the [tuition calculator](#) available on the school’s website. Other financial information may be reviewed [here](#).

For parents of incoming IB1 students, this includes a non-refundable deposit to secure the child's place in the IBDP, payable in May/June before the start of the academic year.

[Article 12](#) of the present Rules outlines details of the payment schedule. 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.

Students' registration for either the first or second year in the IBDP, in accordance with Part A of the present Rules (see above) is finalized after parents have paid the first installment, guarantees the students' place in the Programme and is non-refundable.

The following expenses are **not included** in the school fees:

- Boarding house charges (if applicable), payable in three installments.
- The cost of textbooks, calculators and other necessary materials.
- Fees paid to the IB (see below)

For more detailed information about financial matters visit the school's website [here](#).

Fees Payable to the IB Organization

The following fees, payable by the school to the IB Organization, are also charged:

- Exam fees for the official International Baccalaureate exams at the end of the second year of study (580-650 euro in 2026)
- Legalisation of the IB Diploma (approximately € 130 in 2026)
- Re-sit examination fees, if necessary
- Requests for remarks, if asked

The above fees are paid to the IB, through the school. Bank transfer charges are also borne by the student.

IBDP applicants and their parents/legal guardians must sign a statement affirming that they have read and that they accept the [IB General Regulations](#) and the Anatolia College Internal Rules of Operation. The statement is attached to the IBDP application form and – once signed - will be kept on file.

Article 30 Appendices

The "Anatolia College Policies," attached to the Internal Rules as Appendices, interpret, specify, and enrich the Rules of Operation. They are therefore an integral part thereof, and acceptance of the Internal Regulations implies unconditional acceptance of these Policies.

Appendix I – Anatolia College Policies

High School Policies

1. [Admissions Policy](#)
2. [Assessment Policy](#)
3. [Academic Integrity Policy](#)
4. [Language Policy](#)
5. [Inclusion Policy](#)
6. [Student and Parent/Guardian Complaints Policy](#)

IBDP Policies

1. [Admissions Policy](#)
2. [Assessment Policy](#)
3. [Academic Integrity Policy](#)
4. [Language Policy](#)
5. [Inclusive Access Arrangements Policy](#)
6. [Parent/Guardian Complaints Procedure](#)
7. [General Regulations – IB Diploma](#)

Appendix II – 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.

According to the [Joint Ministerial Decision 102791/GD4/2024 – Government Gazette 5130/B/10-9-2024](#), in the event of a student's inappropriate behavior, the Association of Teachers may decide to exclude him/her from any type of activity, event, athletic endeavor, or educational excursion organized by the school, either collectively or selectively, within the current academic year.

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. The decision for the student's immediate return does not preclude the Faculty body from imposing, after the end of the trip, any disciplinary or educational measures within its authority, should it deem them necessary.

Appendix III – 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 occurring among school-aged children.
- 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

Responsible for the prevention and management of school-based violence are the School Dean, the Guidance Counselor, the Class Section Advisor, 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 Guidance Counselor, the Class Section Advisor 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. The Dean drafts a written report and submits it to the school psychologist.
2. Investigation: The Dean, in collaboration with the Guidance Counselor, the Class Section Advisor, 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: Written notification to the parents regarding 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/>.

Last revised September 2026