Internal Rules and Regulations
Gymnasium – Lyceum – IB

2018 - 2019 School Year
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The goal of every school community is to help its students to form their personalities and to teach them in the best possible way. The learning of important skills, such as self-awareness, self-control, the sense of responsibility, the resolution of differences and team work all play a dominant role in the learning process. At the same time, adolescence is a critical stage during which the emotional skills of civilized behavior and of solidarity are developed.

These Internal Rules and Regulations is supported by this philosophy, and has been approved by the Faculties of the Gymnasium (Act 2/04.09.2018) and the Lyceum (Act 2/04.09.2018) and by the Director of Secondary Education for B Athens (11.09.2018), according to Law 682/1977 (Article 11, par. 1 & 2).

An integral part of this document is the ACADEMIC HONESTY POLICY, which has been approved by the Faculties of the Gymnasium (Act 26/26.06.2018) and the Lyceum (Act 31/26.06.2018) and is attached as an appendix.

**Receipt of these Internal Rules and Regulations by the Parent or Guardian is a declaration of unreserved acceptance of them.**
1. ATTENDANCE - LATENESS

A. First period classes begin at 8:30 a.m. At the beginning of class, the attendance monitor makes a note of absentees on the attendance form.
In case a school bus is delayed, students go to class and the attendance monitor notes the time of arrival and the bus route number. The Dean’s Office then checks and confirms the attendance form.
Late arrival at School that is not due to a school bus is checked by the Dean’s Office (see B below).

B. Late arrival to class: Students should be in their classrooms before each class begins. A student that is late is not accepted in class and should go to the Dean’s Office. The absence is recorded and is considered a disciplinary breach.
In exceptional cases (e.g. working with a Teacher which is proven by an excuse note), the student is accepted in class.
Arbitrary absence from a class when the student is present in school is considered a serious disciplinary breach.

2. EXIT PASSES

A. From School: Students that come to and leave the campus on their own must get a permanent exit pass to leave at the end of the school day. For this purpose they must submit to their respective Dean’s Office a signed declaration from their parent, at the beginning of the school year.
In special circumstances, for personal reasons, the Dean’s Office issues an exit pass from school providing there is a signed note from the parent or an email from the registered email account. whose authenticity has been confirmed by the Dean’s Office. If there is a serious problem (e.g. health or something similar), the student leaves School only accompanies by the parent, or someone authorized by the parent.
If a serious problem arises (e.g. health or something similar), the student may leave School only accompanied by his/her parent or someone authorized by the parent.

B. From class: Leaving class is allowed only for a very serious reason, at the discretion of the teacher. The student’s exit and return times are recorded on the attendance form.
C. From class for school activities: Leaving class for a school activity is allowed only if there is a note signed by the Director of the Gymnasium or Lyceum, respectively, provided that the student who has the note has received permission from his/her teacher before class begins and that he/she will take care to find out what he/she missed in class that day. In order to approve a student’s participation in a school activity, the Directors take into consideration the educational issues, academic performance, absences and participation in other activities. Students that take part in some activity must come prepared daily for all classes so that there will not be a problem in case the scheduled activity is postponed or canceled. Exit passes from classes do not apply in case there is a scheduled test.

D. From class to the Infirmary: In case of illness, students can visit the Infirmary during a class with written permission from the teacher. The School Nurse confirms the visit to the Infirmary with a note, which the student gives to the attendance monitor.

Leaving campus or from class without permission is a serious disciplinary breach.

3. SCHOOL BUSES

The school bus is an extension of the school environment and, therefore, the rules that govern the operation of the School apply. They must wear seat belts, obey the recommendations of those responsible, not bother the driver or their fellow passengers and to respect the vehicle they are using. Breaches in behavior that occur on a school bus are dealt with as disciplinary matters. Inappropriate behavior that occurs while using the bus may lead to exclusion from use of the bus and/or charges for any damage done.

From the beginning of the school year, the parent declares which bus route the student will be using. The use of buses other than the one declared by the parent is not allowed, except in special cases when the parent has informed the Transportation Office in a timely manner and permission from the School.
4. **APPEARANCE**

Students’ appearance should be simple and appropriate. The avoidance of ostentation, pretentiousness and provocation is an indication of good social upbringing and is proper for the status of a student. Students are informed verbally by school authorities at the beginning and during the year, and they are expected to comply with any suggestions. The support of Parents in this sensitive matter is taken for granted.

5. **THEATER**

Student attendance at artistic events, informative talks and educational programs that take place in the school Theater or other venues, as part of the educational process, is mandatory for all students. Students must show respect towards the participants in the event as well as towards the audience.

6. **CLUBS**

School clubs, whether they are cultural, scientific, athletic or artistic, offer students the opportunity to discover and cultivate their individual interests and talents. At the same time, they express their creativity and imagination, taking initiative within the spirit of collaboration. To achieve these goals, it is mandatory that all students attend and participate actively during Club hour.

7. **SMOKING**

According to a Ministry of Health circular (**A2B/8809/31-01-2018**) on the subject of Prohibition of smoking – enforcement of Anti-Smoking Legislation: “Smoking is forbidden in all secondary schools (public and private). The prohibition refers to the use of tobacco products, new tobacco products, electronic cigarettes and plant products for smoking.” Students who violate the rule and smoke, either on Campus or on educational trips or excursions or on school buses, show with this behavior that they do not respect school rules and are subject to severe penalties.
8. NATIONAL HOLIDAYS – FLAG RAISING – MORNING PRAYER

Our students’ participation in national holidays and in parades is mandatory. Students represent their school and march in parades wearing the school uniform. Flag raising takes place at the beginning of every month in the school year. The morning prayer takes place in classrooms at the beginning of the first period.

9. EDUCATIONAL VISITS – FIELD TRIPS – ONE-DAY AND MULTI-DAY EXCURSIONS

Students taking part in school trips and excursions, whether in Greece or abroad, must comply with excursion-transportation rules and the directions of their accompanying teachers, whose aim is to ensure students’ safety as well as their proper behavior that is appropriate to our students. Any violation of these directions is subject to relevant penalties. While traveling, the teachers in charge can take whatever preventive measures they deem necessary to ensure students’ safety. Any misconduct during an excursion may lead to the student being withdrawn from participation, as well as penalties, such as exclusion from future excursions or expulsion from school, according to current legislation, to be decided upon by the Faculty. The Directors reserve the right, upon decision by the Faculty, to forbid the participation of a student in a scheduled excursion if the student’s conduct before the excursion raises doubts among his/her teachers as to whether the student will comply with the rules or if they consider it likely that the safety of the excursion will be endangered.

10. STUDENT BEHAVIOR

A. Students’ behavior must be exemplary, both with their teachers and with their classmates, as well as with all those that work on the School campus (administrative, support staff, school bus drivers, etc.).

B. Student behavior towards their classmates should exemplify the ethos and the spirit of the College. Any form of violence or bullying (e.g. physical, emotional, verbal, social, electronic) is strictly forbidden and is treated as a disciplinary matter.
C. Students must keep all areas of the campus clean (classrooms, theater, labs, cafeteria, gyms, restrooms, etc.). Any damage or vandalism of school property is dealt with as a serious disciplinary matter.

D. Student movement around the school must take place quickly and quietly. Students must not enter areas with No Entry signs. During breaks, students are forbidden from going to Deree, to the swimming pool or to the Open Air Theater or to the paths that lead to these areas, without permission from the Dean’s Office and without an accompanying teacher.

E. The school is obliged to inform Parents-Guardians about events organized by the agencies of the School. Parents should be particularly careful when informed of an event taking place off Campus (e.g. student dances at entertainment centers) for which they have not been officially informed by the School and to prevent their children from attending such events. In case such events occur, the school bears no responsibility.

11. USE OF MOBILE PHONES AND ELECTRONIC DEVICES

A. According to circular (Φ.25/103373/Δ1/22-06-2018) of the Ministry of Education, Research and Religion, students are not allowed to have in their possession mobile telephones or any other electronic device or game which has an image and sound processing system on Campus.
B. The publication of any form, printed or electronic, images, video, sound or text that refer to school life and particularly to teachers, students and administrative staff of the School, is forbidden without the permission of the Directors.
C. The publication of collective or individual works of teachers of the school in any form, printed or electronic, is forbidden without the permission of the Directors.
D. Particularly in cases of breaches that constitute offenses of Common Criminal Law regarding the use of the Internet, law enforcement procedures are followed by those who have a legitimate interest.

Compliance with the Rules and Regulations helps in the smooth functioning of the School and in creating the atmosphere needed to achieve the objectives of educating students.
Pierce Academic Honesty Policy

I. Purpose and Rationale:

The purpose of this document is to promote an academic honesty ethos among Pierce students, administrators, teachers and parents with regard to the use, production and dissemination of academic material in teaching, learning and assessment processes. In particular, the academic honesty policy aims to minimize incidents of academic misconduct and malpractice such as plagiarism, collusion, duplication of work, and misrepresentation. Understanding the reasons for academic honesty in scholarly work and assimilating good academic practices are integral and fundamental parts of the learning process.

II. Academic Misconduct:

Academic misconduct is a “behavior that results in, or may result in, the student or any other student gaining an unfair advantage (or a behavior that disadvantages other students) in one or more assessment components” (Academic Honesty in the DP). The following forms of misconduct are defined:

- **Plagiarism**: The representation of the ideas or work of another person as the candidate's own. Examples of plagiarism include the using the language, structure, ideas, pattern of thought, sequence of ideas, programming or computer code of another person or source as one's own without giving credit. Plagiarism does not include statements of common knowledge and information in the public domain such as “Athens is the capital of Greece.” Plagiarism does not include the use of frequently used collocations (commonly found sequences of words) such as “Once upon a time…”
- **Collusion**: supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.
- **Duplication of work**: the presentation of the same work for different assessment components and/or diploma requirements.
- **Misrepresentation**: false reporting of results (as in scientific experimentation, surveys, etc.).
- **Other**: any other breach of ethical misconduct, such as dishonesty on an exam or the disruption of an exam through misbehavior.

With the aim of preparing Pierce graduates for university, Pierce recognizes that Academic Honesty Policy must be aligned with international university standards, policies, and best practices regarding plagiarism, collusion, duplication of work, misrepresentation, and other. The following, including the attachments in the appendix, are examples of international education standards in this area:

- Harvard College Writing Program: [http://usingsources.fas.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page355322](http://usingsources.fas.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page355322)
- University of Oxford: [http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism](http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism)
- Yale College Writing Center, Adressing Academic Integrity and Plagerism: [http://ctl.yale.edu/writing/wr-instructor-resources/addressing-academic-integrity-and-plagiarism](http://ctl.yale.edu/writing/wr-instructor-resources/addressing-academic-integrity-and-plagiarism)

III. How to Avoid Academic Misconduct/Responsibilities/ Roles:

Academic misconduct is avoided by making students aware of the problem and by offering the necessary learning procedures and tools of reference and citation.

**Responsibilities**: The following roles and responsibilities are identified:
School's Directorship: The administration of the school must ensure that all students specifically:

- Understand what constitutes academic honesty, an authentic piece of work, and intellectual property.
- Receive guidance on study skills, academic writing, how to conduct research, and how to acknowledge sources.
- Understand what constitutes misconduct (particularly plagiarism and collusion) during an examination.
- Are aware of the consequences if found guilty of misconduct.

(Adapted from *IBDP Academic Honesty Guide 3.2*)

The IB Coordinator’s office is responsible for maintaining all records and consequences for all IBDP-related academic honesty infractions.

Teachers: Teachers are encouraged to act as the role model of academic honesty to students, specifically:

- Confirm to the best of his or her knowledge that all candidates’ work submitted for assessment is the authentic work of each candidate.
- Include all work for internal assessment where teachers’ marks are entered on the IB information system (IBIS).
- Follow the school’s implemented academic honesty prevention measures to detect any plagiarism, collusion or duplication of work.

(Adapted from *IBDP Academic Honesty Guide 3.3*)

Students: All students are:

- Ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and properly acknowledged.
- Expected to comply with all internal school deadlines.

(Adapted from *IB DP Academic Honesty Guide 3.4*)

- Expected to understand the Pierce IBDP Academic Honesty policy and individual teacher assignment guidelines.

These are for their own benefit and may allow time for revising work that is of doubtful authorship before the submission of the final version. (Adapted from *IB DP Academic Honesty Guide 3.4*)

In the first year, students and their parents will sign a statement indicating they have read and understood the Pierce IBDP Academic Honesty Policy.

Parents: All Pierce parents with students within the Pierce IB are specifically to:

- Support the academic integrity of the Pierce IBDP community.
- Become knowledgeable of the Pierce IBDP Academic Honesty Policy.
- Advise the student that the parents/guardians expect that their student will comply with the Pierce IBDP Academic Honesty Policy.
- Support the school’s imposition of penalties/punishment if the Pierce IBDP Academic Honesty Policy is violated.

In the first year, Pierce IBDP students and their parents will sign a statement indicating they have read and understood the Pierce IBDP Academic Honesty Policy.

IV. Practices and Procedures:

The Pierce IBDP Academic Honesty Policy is shared and explained to students, parents, and teachers before students begin the program. All assignments are checked by the teachers for originality through plagiarism detection software such as [http://turnitin.com/](http://turnitin.com/). This IBO-recommended service allows for a comparison of student papers to documents in a reference database, the Internet, and other sources.
The Internal Process for Disciplinary Action: Pierce follows all rules and regulations of the Greek Ministry of Education for secondary schools. Examples of infractions which may fall under the internal discipline process may be homework, an Internal Assessment, the Extended Essay or any other academic work, e.g. tests. Students should be aware that consequences for a student’s involvement in an act of academic dishonesty will vary based upon the severity, intent, and repeated dishonesty. The process whereby a student is punished for an infraction of the Pierce Academic Honesty Policy shall include the following steps:

- The teacher will also provide appropriate documentation of the incident to the Lyceum Director, the IB Coordinator and Lyceum Dean of Students who will then meet with the student, and document the incident/follow-up action.
- The teacher of the class will confer with the student and contact the parent/guardian by phone or e-mail. The student will receive an automatic zero (failing grade) on the assignment or test; no make-up work will be offered to compensate for the zero.

If the frequency and severity of the academic dishonesty incidences increase, the school may additionally consider the following:

- The student may be dropped from consideration for Pierce-specific Honors or Awards.
- The student may face suspension from Pierce-specific extra-curricular activities including sports programs and schools excursions.
- The DP subject area teacher has the right to refuse to serve as a reference for the student for the international university application process.
- The administration may recommend a student leave the IBDP for infractions of the Pierce IBDP Academic Honesty Policy.
- If deemed necessary, the school’s administration in conjunction with the university counselor will verify the authenticity of all college/university application essays and other application documents.
- The university counselor and the school administration have the obligation to withdraw the school’s support for any college/university applicant who has been academically dishonest.

The External Process for Disciplinary Action: The DP Coordinator must inform the IBO if there is suspected malpractice in relation to a candidate’s work after the work or an internal assessment mark has been submitted to the IBO. When an external examiner suspects malpractice during marking, the school will be required by the IBO to conduct an investigation and provide the IBO with any relevant documentation concerning the case. If Pierce IBDP students are suspected of malpractice or academic misconduct, they will be invited, through the school’s IB Coordinator, to present written explanation and/or defense.

Student Rights: In all cases regarding a suspected violation, the student will be accorded, at minimum, the following rights:

- Confidentiality within the school.
- Receive both a fair hearing and fair application of the Pierce IBDP Academic Honesty Policy by teachers and administrators.

Appendix: Attached to this policy are four documents with additional information regarding the DP: Academic Honesty in the IB Educational Context, Effective Citing and Referencing, DP from Principles into Practice, and DP Assessment Procedures.

The policy is annually reviewed and revised – current version November 2017

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Pierce IBDP Academic Honesty Policy

Parent/Guardian and Student Acknowledgement Form:

I have received and reviewed the Pierce IBDP Academic Honesty Policy for both my child and myself and understand our roles and responsibilities within the Pierce IBDP.

____________________________________________________
Name of Pierce IBDP Student

_________________________   ______________________
Signature of Pierce IBDP Student     Date

_________________________   ______________________
Signature of Parent/Guardian     Date

Please return the signed page to the IBDP office.
Appendix:

1. Academic Honesty in the IB Educational Context:

2. Effective Citing and Referencing:

3. DP From Principles into Practice:

4. DP Assessment Procedures:
   https://docs.google.com/a/dcsdk12.org/viewer?a=v&pid=sites&srcid=ZGNzZGsxMi5vcmd8aWltcHJvZ3JhbW1lfGd4QjQxYWMyMzA0NzgzNmU3NmU