

“Building a democratic school culture”

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SCHOOL CONSTITUTION

STARTING PRINCIPLES

- It is essential that the students should not only be successful in school, but also be happy.
- It is the duty of all members (Administrator, Teacher, Student, School staff, Parents) to make the school effective and develop it.
- No student is more valuable than another.
- It is essential to raise active citizens with democratic values.
- It is important to raise awareness among new generations to ensure a solid future and a better and well-protected environment.
- Furthermore, it is important to serve the formation of organizational culture by educating students as constructive, creative and productive citizens.

ARTICLE 1 – NAME OF THE ORGANIZATION

School Constitution Preparation Commission:

- Principal,
- Assistant principals,
- two Teachers,
- two students,
- two Parents,
- a representative from Special Education teachers,
- one Vocational Courses Representative and
- one School Psychological Counselor

ARTICLE 2 – MEMBERSHIP, SELECTION AND AUTHORIZATION

Voting is essential in the election and determination of members.

- a) The director and assistant directors are natural members of the commission.
- b) Voting is held for two teachers.
- c) The representative of Special Education teachers is voted on within the commission.

- d) The representative of the Vocational Courses is elected by the board of management.
- e) Two representatives of the parents are voted among themselves.
- f) Two student representatives are elected by the votes of all students in the school.
- g) The School Psychological Counselor is a natural member of the commission.

ARTICLE 3 – TERM OF OFFICE AND DISMISSAL

The terms of office of the commission members will be determined by the commission members of each school. If these people do not follow their role sufficiently, they will not be selected for the relevant post later on.

ARTICLE 4 – QUALIFICATIONS TO BE REQUIRED IN COMMISSION MEMBERS

1. School Administrators must

- have a high sense of responsibility and sensitivity,
- be collaborative,
- not received disciplinary punishment,
- have good communication skills,
- be volunteer,
- be inclined to teamwork and cooperation,
- have advanced problem-solving skills,
- be interested and knowledgeable in the subject,
- believe in the necessity of organizational culture.

2. Teachers must

- be working at school for at least 1 year,
- have a high sense of responsibility and sensitivity,
- be collaborative,
- not received disciplinary punishment,
- have good communication skills,
- be volunteer,
- be inclined to teamwork and cooperation,
- have advanced problem-solving skills,
- be interested and knowledgeable in the subject.
- believe in the necessity of organizational culture.

3. Students must

- be a regular student of the school for at least 1 year,
- have the approval of their friends on the subject,
- be involved in at least one social responsibility project,
- be open and willing to change and innovation,
- be volunteer,
- have collaboration and organizational skills,
- be relevant and knowledgeable.

4. Parents must

- be volunteer for participation in educational activities,
- collaborate with the School Administration and teachers.

ARTICLE 5 – AUTHORITIES AND THEIR RESPONSIBILITIES

1. Principal: The principal must control and always know what the entire scholastic organization is doing. In an emergency or in case of any complication, they will be assisted by the school's assistant principals, who must be in the structure. In an emergency, the school principal must be present within the school complex to reorganize the situation. The principal also has to organize the school activity plan and cooperation with associations outside the school, thus providing a variety of learning opportunities for students.

2. Assistant School Principals: School assistant principals should always be present in the structure and take the place of the principal in case of emergency. They are responsible for maintaining the pace of school activities without changing. They should also be able to manage any situation related to unforeseen events, student exit and entry times, absence and replacement of teachers, and additional activities.

3. Teachers

They have the responsibility of being a role model to students, design digital learning environments that students can use. They refresh and enrich their knowledge, create time for students and hold meetings for student development.

4. Parents

They must work closely with school staff and attend meetings organized by the school, follow the announcements and publications of the school.

5. Students

They must be aware of their rights and responsibilities, comply with school regulations and policies. They must show interest and participate in the student council and decision-making process, respect the differences of stakeholders without discrimination. They have to make use of all the school's facilities (seminars, lectures, exchange programs, etc.) and respect school property.

6. School Counselor

He/she has to provide educational, professional and personal guidance to students, organize educational activities related to special education students and cooperate with students.

ARTICLE 6 – RIGHTS AND FREEDOMS

School administrators

- a) Representing the school;
- b) Coordinating activities arising from the powers of top management;
- c) Using hierarchical authority in disciplinary matters in relation to teaching and non-teaching stakeholders;
- d) Monitoring and evaluating all school staff and students;
- e) Evaluating the requests for reasons of absence from faculty members and non-teachers according to legal provisions.
- f) The school principal may delegate his powers to one of the vice presidents, respectively.

Students:

The right of education and fair and effective equality of opportunity in access and success to school includes the following rights of students:

- a) Having access to quality education that enables successful learning;
- b) Benefitting from activities and special support measures within the scope of the intervention of psychology and school and vocational guidance services;
- c) Benefitting from educational support and supplements proper for their specific needs;
- d) Benefitting from positive discrimination actions within the scope of school action services;
- e) To be treated with respect and integrity by all members of the school community, ensuring their safety while attending school, and respecting their physical integrity;
- f) Receiving immediate assistance in case of an accident or sudden illness within the scope of school activities;
- g) Ensuring that the confidentiality of personal or family elements in their individual files is respected;
- h) Using the facilities and others allocated to it with the necessary authorization;
- i) Establishing Student Associations in accordance with the provisions of the Law;
- j) To be heard by teachers, class principals and school governing bodies on any issue that concerns them;

- k) Participating, through its representatives, in the preparation of the school bylaws and the school education project and monitoring their development;
- l) Presenting suggestions regarding the operation of the school;
- m) Electing and to be elected to school-level bodies and duties in accordance with the provisions of the law;
- n) Organizing and participating in initiatives promoting their education and leisure;
- o) Respecting in their religious confessions, in terms of the principles of belief and the practices arising from it;
- p) To be informed on all matters concerning him;
- r) Having access to the School's Internal Regulations;
- s) Making suggestions regarding the operation of the school;
- t) Having information about the aims, citations and correction criteria of the evaluation tests and other studies conducted within the scope of the relevant disciplines.

Teachers:

In addition to the rights guaranteed by law, teachers have:

- a) The right to respect and authority;
- b) The right to competently perform all its functions;
- c) The right to participate in the educational process;
- d) The right to receive training and information for the fulfillment of the educational function;
- e) The right to technical, material and document support;
- f) The right to safety in professional activities;
- g) The right to collective agreement;
- h) The right to be recognized for the work done.

Parents:

Parents have the following general rights:

- a) Participating in school life and activities of parents and parents' association;
- b) Organizing into a union of parents and guardians, participating in its activities in accordance with established principles;

- c) To be informed on all relevant issues in the student's educational process and to inform the education community;
- d) Coming to school on their own initiative;
- e) Collaborating with teachers in the context of their students' teaching-learning process;
- f) Paying attention to the weekly working hours;
- g) To be aware of the student's performance and behavior;
- h) Supporting the education in the family with school work;
- i) Collaborating with all elements of the educational community in the development of a civic culture, i.e. by promoting the rules of coexistence in the school;
- j) Having access to the Internal Regulation.

ARTICLE 7 - RESPONSIBILITIES

School administrators

- School administrators organize the conditions that will make the school effective and develop it.
- Tries to meet the teacher needs of the school both in terms of quantity and quality.
- Enables stakeholders to participate in decisions (such as school and classroom designs, resource use), increases the number of decision makers, and shares authority.
- Improves the physical structure of the school.
- Identifies the school's strengths and weaknesses.
- Shares the school's vision, goals and objectives.
- There is a responsibility to respect differences and to repair discrimination.
- Administrators are actively involved in all activities of the school.
- Provides materials, equipment and technological equipment to support the academic and social development of students.
- Provides the participation and support of the environment to the school.
- Rewards successful teachers and students.
- Creates a positive school climate.
- Promotes good communication, respect and cooperation among stakeholders.
- Strengthens the bond of the school with the social environment.
- Gets along well with everyone and everywhere at school.
- Invites parents to school and classroom events.
- Plans and strengthens school-family relations. Provides family involvement and support in school.

Students

- Students respect freedom of expression and the freedom of expression of others.
- Students respect differences without discrimination.
- Follows lectures and participates in exams. Delivers homework, report etc. on time.

- Students cannot inflict violence on a person or persons with words and behaviors.
- Uses the limited resources of the school efficiently and effectively.
- Knows, follows and abides by the academic calendar and regulations.
- Tracks grades and academic standing.
- Complies with the principles of scientific honesty.
- Declares personal information timely and accurately.
- Does not cause sound and visual pollution.

Teachers

- Recognizes individual differences of students such as interests, needs, abilities and lifestyles.
- Manages time effectively at school and in the classroom.
- Evaluates what has been learned.
- Interferes with problem-solving skills.
- Has the responsibility of being a role model to the student.
- Manages curriculum and instruction.
- Improves the quality of education and training activities.
- Provides the desired behavioral change in the knowledge, skills and attitudes of the student.
- Designs digital learning environments that will enable students to use it.
- Participates in managerial decisions and takes responsibility.
- Organizes meetings about student development.

Parents

- The parent must be accessible.
- Prepares suitable working and learning conditions at home.
- Follows the student's progress, success, attitudes and behaviors.
- Shares the changes in his/her student's psychological, physical and physiological status with the school.
- Provides accurate contact information, notifies changes in a timely manner.
- Attends school meetings.
- Participates in community services in line with their knowledge and skills.
- Participates in family education seminars organized by the school.
- Follows the announcements and publications of the school.

ARTICLE 8 – APPROVAL AND REGULATION

Confirmation:

The approval of this constitution will take place by voting in the Educational Community Council.

Arrangement:

Once approved, this constitution can only be amended at the Council of Educational Communities.