

RESIDENCE LIFE MANUAL 2018-2019



Dear Student:

Welcome to the campus of the Perrotis College of at the American Farm School. All of us are very fortunate that, through the generosity of Mrs. Alik Perroti, we have the opportunity to live and experience AFS's new state of the art, ecological residence hall that was inaugurated in October of 2010.

We hope that your time residing on campus will be a memorable experience. Studies indicate that living on a college campus can have a positive impact on the academic achievement of college-aged students. As an on-campus resident, you will make friends with students from different cultural backgrounds, and will have many opportunities to become involved in a variety of programs and activities.

When living in a college community, however, students are not merely responsible to themselves and the staff of the College, but also to their fellow residents. A college community, like any other community, depends on a bond of trust and mutual respect among its members. The policies and guidelines in this manual are designed to establish and preserve the appropriate conditions for all members of this community to live together harmoniously.

This guide has also been written in order to address many of your questions about living on our campus. Please read it carefully. Should you have further questions, please do not hesitate to contact the Residence Life Coordinator, Mr. Pantelis Hantzaras (phantz@afs.edu.gr).

Sincerely yours,
Pantelis Hantzaras
Residence Life Coordinator

RULES AND REGULATIONS

The College administration has established the following rules and regulations in order to make residence hall life pleasant and safe for all students. These regulations have been established not to limit the personal freedoms of Perrotis College students, but rather to secure the rights of all residents. Students residing in the residence hall are required to observe the guidelines identified in this *Manual*.

Signing In & Out

Once a student has been assigned a room (usually at the beginning of the academic year), he or she and a member of the residency staff inspect the room together in order to confirm the condition of the room and its various items (furniture, curtains, etc.) and fill out the appropriate part of the Sign-In/Out Form. Any damage that is pointed out during this inspection is clearly noted on the form. It is the College's responsibility to repair or replace all items that are found damaged during this initial inspection.

At the end of each academic year (or whenever a student moves out of his or her assigned room), the residents and a staff member again inspect the room to ensure that all items are in their correct position and that no damage has occurred. Damage identified as having occurred while a student was occupying the room (based on the initial inspection, as documented by the Sign-In/Out Form), and which is not deemed to have been caused by normal wear and tear, will be considered the financial responsibility of the students residing in the room. The costs of such damages will be deducted from the resident's damage deposit.

Each student is responsible for contacting the Student Life staff in order to ensure that room inspections occur at the appropriate time prior to his or her departure. Upon signing out, the student will return the **room keys** in order to no longer be held responsible for the room. If a student leaves the residence hall without completing the Sign-In/Out Form and turning over the key, **the College has the right to enter and inspect the room and to charge the student for any damages plus the cost of changing the room lock.**

College Property

When a student accepts his or her assigned residence hall room, it is understood that the assignment carries with it an obligation for the student to preserve College property and to live as a responsible adult. Residents are responsible for keeping their own suites and living areas clean and orderly, and the furnishings in good condition and free from damage. If students violate the residence hall regulations stated below, all residents that live in the suite will be responsible for the damage and will pay fines. If violations occur, residents may be moved into a different room or suite or may be asked to leave the residence hall. Whenever the College administration is unable to determine the person(s) responsible for residence hall damage, which is clearly not the result of normal use (i.e., losing or damaging the remote control, or even the TV or OTE TV equipment in the lobby), an extra cost, in the form of a fine, will be charged equally to each resident, plus the cost of repairs.

Other specific residence hall regulations include the following:

1. Furniture and shared appliances must not be removed from the residence hall, from the common areas, from the assigned suites;
2. Furnishings (other than those provided by the College) and appliances are not permitted in the residence hall without the consent of the Residence Life Coordinator;
3. All common areas in and around the residence hall must be kept orderly and clean;
4. Concrete blocks or other building materials must not be used in rooms or suites;
5. Students must not remove, mark or tamper with windows, doors, screens, furniture, walls, floors and fixtures. **No nails, blue tack, tape, or glue of any kind may be used on the walls;**
6. **Students are not allowed access to American Farm School facilities unrelated to the College;**
7. In accordance with Greek law and AFS policy, students are not allowed to smoke anywhere indoors, including in their rooms. Smoking is allowed only in designated outdoor areas. Students caught smoking in their rooms or anywhere else indoors will face disciplinary action. Multiple violations may result in dismissal from the Residence Hall;
8. Students are expected to follow all laws and regulations of the local and national authorities of Greece; and
9. All policies not specifically outlined or addressed in this guide are left to the discretion of the College administration.
10. The residence hall will be closed while classes are not in session, and it is the student's responsibility to make arrangements. If they wish to stay in the residence hall, they must pay a fee of 100 euros per month, or 20 euros per day if the student is staying less than one month. This price does not include food. Students must request to stay at least two weeks prior to the start of the academic break and the request must be approved by the Student Services Department.

Rights Held by the College

The College reserves the following rights:

- To expel a student from the residence hall if he or she is not abiding by the rules and regulations stated in this *Manual*, or if he or she is having a detrimental effect on other residents;
- To enter student rooms for inspection or repair in an emergency, or for any other reason deemed appropriate by the residence staff;
- To levy and collect charges for damage, unauthorized use or alterations to rooms or equipment; and
- To remove unauthorized or improperly used equipment (e.g. gas stoves, small ovens).
- The rooms will be checked every week by the Student Life Staff to insure that rooms are kept in a good condition and clean. This procedure will take place on a specific day and time that will be announced at the beginning of the semester. Occupants of rooms and suites that subsequently not cleaned will face the consequences noted in the Room Declaration form. **If all residents of the room are absent, the Student Life Staff will open the room to check.**
- All students must empty their rooms for the winter academic break. The school will provide a storage area for students to put their belongings. In the event that the American Farm School is hosting exchange programs during the Easter break, students will be required to empty their rooms. Students will be notified in advance if they must empty their rooms for Easter break.
- During the semester students may be requested to move to a different room. Students will be given adequate notice to move their belongings.

Damage Deposit

In addition to paying room and board fees, every student is required to provide a damage deposit prior to his or her first academic semester. This fee should be paid with the first tuition/room & board payment. The amount of the deposit is identified in the *Student Handbook* and will be applied if damage outside normal wear and tear occurs the suite and room to which a student has been assigned. If a student is found responsible for damage done in common use areas, he or she will be charged for the cost of repairs. If no responsible party is identified in such incidents, all residents will share repair costs. In the case of common areas shared by suite residents, all residents sharing the area will be held responsible.

If a student is found responsible for damages, he or she will be required to cover the cost of all repairs and/or replacement. If such costs exceed the amount of the damage deposit, the student's account in the Accounting Office will be charged for the balance owed. If this amount is less than the damage deposit, the balance will be refunded to the student after the end of his or her studies at Perrotis College or when he or she moves out of the residence hall for some other reason.

If a student has not been charged for any damage, the entire damage deposit will be refunded once the student moves out of the residence hall for the final time.

According to the 2017 policy, at the beginning of each year the damage deposit should be 150€, so, in case there are damages made by you, you have to make the payment to reach 150€ yet again.

Also, if you had outstanding financial obligations at the end of the year, the Dorm Deposit will be transferred there and in September you will have to pay the Damage Deposit fee again.

At the end of stay on the dorms and if there is no damage this amount is refund it to you.

Students will have thirty days from the time they leave the College to complete the withdrawal process and collect the remainder of their residence hall damage deposit. If a student does not complete the withdrawal process as stipulated, he/she forfeits the deposit, and the amount will be used to support the College's teams and clubs.

Smoking

In accordance with Greek law, smoking is not allowed indoors anywhere on campus. This includes residence hall rooms, the classroom building and all other spaces. Nor are students allowed to smoke outside in areas that students from the AFS High School frequent, such as outside the dining hall, the steps to Princeton hall and its surrounding area. Students are requested to smoke only in outdoor areas where ashtrays have been provided. Under no circumstances are students to dispose of cigarettes by throwing them on the ground or anywhere else except in the receptacles provided for that purpose.

Students who are found to be smoking in areas where it is prohibited, or found to be disposing of cigarettes in inappropriate places will be punished as follows:

- First offence: a verbal warning from the Residence Life Coordinator or, in cases involving off-campus students, the Associate Dean;
- Second offence: a written warning from the Director of Student Life;
- Third offence: Disciplinary Probation
- Fourth offence: Dismissal from the residence hall and potential dismissal from the College.

Students should note that the same policy is applied if guests of theirs are found to be smoking in prohibited areas. In the case of a guest smoking in one of the residence hall rooms, the student whose guest it is will be held responsible, as will his or her roommate if present at the time of the violation.

Alcohol & Drug Use

Open containers of alcoholic beverages are forbidden in all public areas, this includes any common spaces in the residence hall or on campus. However, adults may consume alcohol responsibly in private settings and in accordance with local and national regulations. These privileges may be suspended should any misbehavior arise as a result of drinking alcohol. If, after the initial warning, the student continues to violate this policy, he or she will be reported to the College administration, with a recommendation for suspension or expulsion.

Under no circumstances does the College tolerate illicit drug use. If students are suspected of using drugs, they will be asked to immediately leave the college residence hall. Students risk expulsion and legal action if they are caught using illegal substances.

Common Areas

The College provides a common area in the Aliko Perroti Student Residence as a space where residents may congregate outside their rooms. This space is a place to foster a sense of community. As such, they are used for residence hall meetings, watching television and movies and relaxing. In these areas, residents must be respectful of other students and residence hall policies. Common use areas should be used fairly and peacefully.

Room and Suite Cleaning Policies

The two students assigned to individual rooms are solely responsible for the state of their room. All four residents who share a living room are responsible for cleaning the shared space. Residents are responsible for maintaining the cleaning materials that are supplied by the College. If cleaning materials are damaged or missing, residents will be fined. **Toilet paper should NOT** be thrown in the toilet but instead in the trash. Paper can cause substantial damages in the sewage system of the building and we have already faced one such incident.

Quiet Hours & Noise Policy

In order to secure the right of students to read and study free from unreasonable distractions, the College asks students to respect the designated “quiet hours,” during which residents are expected to exhibit peaceful behavior.

- During the academic year, quiet hours are as follows: weekdays from 3:00 pm until 5:00 pm, Sunday through Thursday from 10:30 pm until 8:00 am, and Fridays and Saturdays from midnight until 10:00 am.
- During final examination periods, quiet hours may be extended.
- Parties or large gatherings are not permitted in residence hall rooms at any time, and **excessive noise and music are not allowed**.

Dining Hall

The Dining Hall provides meals for Perrotis College students who live in the residence hall, and also for those who do not live on campus but have made the appropriate financial arrangements with the Dining Hall coordinator. Students should respect the Dining Hall meal schedule that is posted on the main board of the residence hall. The menu is posted in both English and Greek.

At meals, students have the right to ask for a second portion of food, but only if all other students have been served and there is food available. It is strictly forbidden for students to take any items out of the Dining Hall (e.g. plates, cups, cutlery). Only in case of sickness may a tray be taken to the residence hall, and only after obtaining the approval of the Residence Life Coordinator. **Food services are provided to students ONLY when classes are in session.**

Cooking is NOT allowed in rooms for safety reasons. Any cooking devices will be confiscated.

Cohabitation

Students of the opposite sex are never assigned as roommates and are not allowed to live or stay overnight together in the residence hall. The College will not ignore infractions of this policy under any circumstances. In addition, all toilet and shower rooms are strictly single-sex facilities. Students are asked to respect the privacy of these areas.

Discrimination, Bullying and Harassment Policy

The Perrotis College policy is based on the principle that all candidates have the right to the safety and security of their person and property. Harassment, intimidation, assault, or discrimination—in any form—toward a member of the College and/or the broader AFS community is not acceptable. This policy also applies to the use of email or other electronic means and mechanisms for the purpose of harassing or offending others by sending annoying, threatening, libelous, or sexually, racially, or religiously offensive messages.

An act will be regarded as misconduct and therefore the subject of disciplinary action if it constitutes or is likely to constitute improper interference with the normal and legitimate functioning and activities of Perrotis College, if it affects the freedom of others, if it endangers the safety or property of others, or if it damages or is likely to damage the reputation of Perrotis College.

Students who are found to have seriously violated Perrotis College rules and/or acceptable standards of behavior will be brought to the attention of the Dean of Student Services and/or Academic Dean for disciplinary action, which may include placing the individual on disciplinary probation for one or more semesters, or, in the case of more serious or repeated offenses, dismissal from the College. Those placed on disciplinary probation are also referred to the College's Program Committee, which may reduce or cancel the offender's financial aid.

Faculty or staff members found to have seriously violated acceptable standards of behavior are subject to the rules and regulations that apply to all Perrotis College employees.

Living in a Single Room

All residence hall rooms are designed to accommodate a specific number of residents. All students, at the beginning of the year, are required to reside with a roommate. Though student preferences are taken into consideration, room assignments are the responsibility of the Student Life Department. A student may appeal any room assignment decision to the Residence Life Coordinator.

Before students depart from the AFS campus and the residence hall for the summer break, they may express their preference for a specific room and/or roommate for the following academic year, but Residence Life staff is under no obligation to honor such requests.

Visitors

Anyone who is not a resident of the specific residence hall is considered a visitor **(INCLUDING OFF CAMPUS STUDENTS)** and must follow the visitor policy as identified below.

Students may accept visitors daily from **9:00 am until 11:00 pm**. Visitors may spend time in the common use areas of a residence hall, but are not allowed to use a room or any residence hall facilities. Guests are allowed to pay to eat in the AFS Dining Room during meal hours. It is the student's responsibility to inform his or her visitor(s) about the appropriate visiting hours. No visitor may spend the night in any of the residence hall rooms.

Depending on the availability of rooms in Cincinnati Hall, the AFS guesthouse, students may request permission to reserve a room for their guest(s) who desire to stay overnight on the AFS campus. Such requests are to be made well in advance, and the earlier the request is made, the higher the chances that a guest room will be available. The charge that will apply for Cincinnati Hall is 40 Euro/room (each room has 2 beds).

Pets

Students living in the residence hall may not feed any pets outside the residence hall or keep pets in the residence hall or anywhere else on the College campus.

ISSUES OF GENERAL IMPORTANCE

Living successfully with a roommate—and the diverse student body of Perrotis College—requires communicating in an honest and respectful manner. Roommates are encouraged to keep the lines of communication open. It is a good idea for roommates to sit down together during the first days of the semester in order to discuss the types of situations that can cause conflict—such as sleep schedules, radio or stereo operation and volume level, and cleaning of the room—and come to a mutually acceptable agreement.. However, if a problem persists even after discussion, a Resident Assistant, the Residence Life Coordinator, and, as the final arbiter, the Director of Student Life should be called upon to help mediate in order to bring about a resolution.

Laundry

Washing machines and dryers have been installed in the Alik Perroti Student Residence for student use. Students are asked to clean out the lint guards of the dryers after each use and should not misuse machines by overloading them. If the washing procedure is stopped, one should wait for two minutes until the door is automatically released. The College does not provide detergents or other kinds of cleaning material. However, we suggest the use of environmentally friendly products. Students who have any further questions should ask the Perrotis Residence Assistant for assistance.

Lost & Found

Items of value found in the residence hall should be turned over immediately to the College administration or Residence Life Coordinator.

Mail

The staff of the College collects all incoming mail every day (Monday through Friday), usually by 3:00 pm. The Residence Life Coordinator is responsible for collecting the mail from the administrative office and distributing it to on-campus residents. Items too large to fit into the mailbox may be claimed at the reception desk of Princeton Hall. When your residential address changes, e.g., when you return home for the summer, you must inform the College Registrar so that your mail can be forwarded correctly.

Recycling & Trash

Students are responsible for emptying the trash and recycling from their rooms and suites regularly. Students are strongly encouraged to recycle whenever possible. Recycling containers for paper, plastic, aluminum and glass can be found throughout the AFS campus. Trash bins and recycling bins are also conveniently located in common areas of the Alik Perroti Student Residence. If food leftovers are disposed of in the indoor trash-bins, they must be well secured within plastic bags. The custodial staff of the College Residence Hall cleans and collects the waste in these areas every morning from Monday through Friday.

Storage

Even though the College does not accept responsibility for lost or damaged personal belongings stored for the summer months, storage space is provided in the Alik Perroti Student Residence during summer vacation. Additional storage space is provided in the basement of the College building. Students may use the storage room over the summer only if they will be returning to the campus the following fall. However, students who move off campus permanently must remove all personal belongings from the residence hall. **Balconies are NOT** intended to store or leave

anything including buckets, mops, brooms and laundry. Drying racks should be placed inside your room or in the laundry room on the A floor.

Academic Breaks

The AFS Dining Room and the College residence hall close during all lengthy College holidays, including Christmas, Easter and the summer months. It is the responsibility of the student to find other housing during these periods of time, unless he or she has sound reasons to stay, e.g., an on-campus internship, residence permit difficulties, etc. Students who wish to remain in the residence hall during holidays must obtain permission from the Director of Student Life at least two weeks in advance of the beginning of the holiday. If the Director approves such request, the charge for staying in the residence hall and working outside the AFS is 10 € /person/day and 5 €/person/day if the student is working for the AFS.

When you leave your room for a holiday, please be sure to do the following:

- Clean up your room and suite;
- Unplug all electrical appliances and turn off any and all lights;
- Remove all recycling and waste materials;
- Dispose of all perishable food items;
- Close and lock windows, and close drapes and blinds; and
- Close and lock doors.

Staying in the Residence Hall During Resits

Students who are required to return to the College when classes are not in session in order to resit an exam (or, in some cases, redo coursework) are required to pay for their room during their stay—10 euro per day per student (20 euro per room) or 100 euro per month per person (200 euro per room). The rooms will be available the night before the first resit, and students are expected to vacate the room on the day they have completed their last exam. If a student has a legitimate reason to extend his or her stay (e.g., due to visa problems), he or she must get permission from the Director of Student Life prior to their arrival.

Maintenance & Damages

Maintenance problems and damage should be reported immediately to the Residence Life Coordinator via e-mail. Timely maintenance can often prevent more extensive problems.

Emergency Procedures

In the event of an on-campus medical or other type of emergency, residents are to follow the guidelines below in order to handle the problem in the most efficient and effective manner.

Stay calm and do not panic.

Emergency situations need to be dealt with immediately but also calmly and with sensitivity, without rushed decisions that may lead to more complex situations. Staying calm and in control is more effective for dealing with emergencies quickly and efficiently.

When on campus, you yourself should **not** call the paramedics, the police, the fire department or any other emergency service. If you fail to communicate with the AFS staff mentioned clearly in the five steps below, **the AFS guard (mentioned in Step 4) will be the one to contact the specific service needed.**

1. Perrotis Resident Assistant.

Office Hours: **18:00 – 00:00**

Room Number: **A.7 or B.12**

2. If the Residence Assistant is out of the office and/or away from the Residence Hall, contact the Residence Life Coordinator, Mr. Pantelis Chantzaras

Office phone: **2310 492 844**

Personal mobile phone: **6979117727**

3. If you cannot reach any of the two persons above, immediately call the Director of Student Life, Ms. Leighanne Penna, who also lives on the AFS campus.

Personal mobile phone: **6934231126**

4. If you cannot reach any of the four persons above, immediately inform the Campus Security Office. **The guard at the front grate will call the appropriate emergency service.**

Gatehouse phone: **2310 492 780**

If you experience an emergency situation while you are **off-campus** (or outside Thessaloniki or Greece) and need immediate assistance, dial **112**, the **European Emergency number**, which is valid in all countries of the European Union. This number gives immediate access to paramedics, police, and the fire department. This service also uses a GPS location detector to identify your exact location.

Medical Attention & Health Insurance

All students are required to have personal or family health insurance valid in Greece. In the event that a student does not have health coverage, he or she is required to participate in the College's student health plan, the cost of which is approximately 200 € per year. Students are responsible for paying for any service that the nearby Health Center is not able to provide and that is not covered by the student's insurance plan. For simple health matters, a campus doctor is available for all College students, free of charge, from Monday thru Friday from 7:00 am to 3:00 pm. The doctor's office is located in James Hall.

Fire

Alarm boxes, which are located throughout the Aliko Perroti Residence Hall, and other fire equipment, must not be disturbed except in the case of actual emergency. Tampering with them will subject you to immediate expulsion from the residence hall. To protect against fire, no flammable materials (fireworks, fuels for oil lamps and zippos, or cleaning solvents) are allowed in the residence hall, and no open flames, such as candles, cigarettes, and incense, may be used in the student rooms. **Open flame devices are NOT** allowed in rooms. Candles should not be used in the rooms.

Earthquakes

In the event of an earthquake, please remember the following rules. If inside the building, stay away from objects that could fall, such as light fixtures, furniture or chunks of plaster. Stay away from windows and mirrors. If possible, get under a table, desk or bed, or stand in a strong doorway. Usually, it is best not to run outside. If you are already outside, avoid close proximity to high buildings, walls, power poles and other objects that could fall. If possible, quickly move to an open area.

Security

Like a chain, the security of a residence hall is only as strong as its links. If just one resident leaves an outside door to a hall open, he or she not only jeopardizes their own safety, but also the safety of all residents. Likewise, it takes only one incident of theft, lying or cheating to cause mistrust in a residence hall. Students should always lock their doors, even if they leave only for a short time. Though we live in a community of trust, never leave keys or valuable property out in the open. Students should carry room and residence hall keys at all times. Students should not allow persons they do not know or are not permitted into the residence halls.

CLOSING WORDS

The American Farm School is a unique educational institution for many reasons, one of which is the opportunity it gives to students to live on campus, thus creating an environment that nurtures and promotes education in all aspects. We believe that all students can gain valuable experience both inside and outside of the classroom through the strong community spirit that exists on the campus, through interaction with fellow students from different cultures, and through participating in the student life and volunteer activities that the College offers. We look forward to a year filled with exciting new experiences together. Though you have come to Thessaloniki as individuals, living in the residence hall will no doubt shape most of you into good friends and, as graduates, lifelong members of the Perrotis College family.