



**ISIKKENT MIDDLE SCHOOL  
PARENT - STUDENT HANDBOOK  
2024-2025**

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Dear Parents and Dear Students,

This handbook is prepared to

- a- Give information about our teaching programs
- b- Share our weekly timetables
- c- Present our academic calendar
- d- Introduce our teachers and other staff
- e- Explain our measurement and evaluation principles
- f- Emphasize our expectations
- g- Give information about parent trainings
- h- Explain our approaches and communication channels

We hope that this handbook will provide you with information about our practices in many aspects. Please do not hesitate to contact us if you need further information or support.

Sincerely,

Private Isikkent Middle School

## OUR UNDERSTANDING OF EDUCATION

Işikkent Education Campus has three main characteristics that underpin its educational approach: Işikkent education is student-oriented, humane and constructive.

Işikkent teachers design and implement student-oriented activities, as well as guide and encourage learning. They are reinforced by the school's supportive system and ensure the intellectual, emotional and physical development of the student. Teachers shape lifelong learning by their participation in professional development trainings, academic readings and educational conversations.

It ensures that our students develop as lifelong learners through recurrent assessments within the integrity of teaching, learning and support.vv

### **We believe that;**

- Students learn at different levels and in different ways.
- Students succeed when they are active participants in the learning process.
- Students develop their character when they interact and communicate with people from different social backgrounds.

### **OUR VISION**

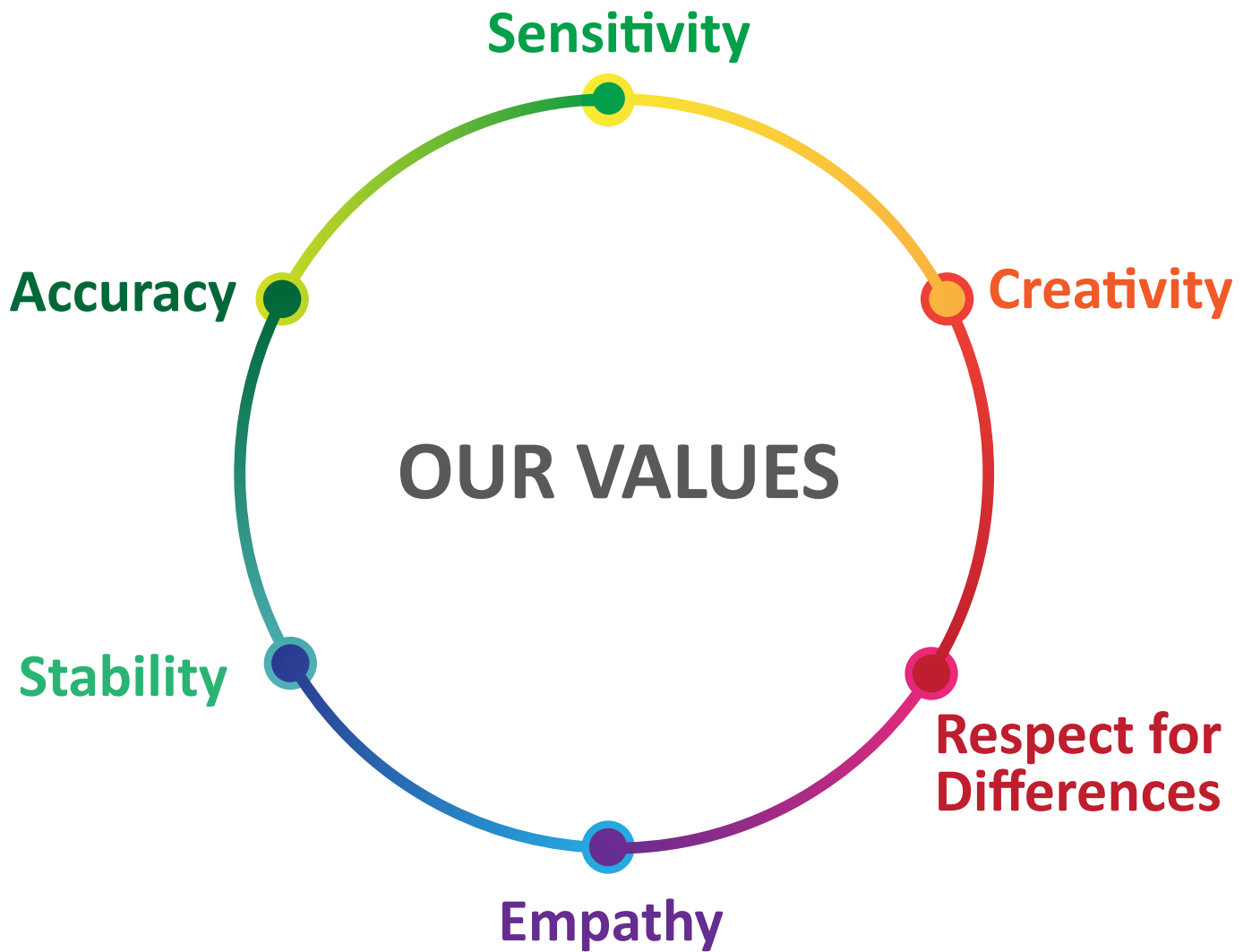
To be a pioneering school that builds bridges between people and cultures through experiential learning in a safe environment.

### **OUR MISSION**

Işikkent Education Campus integrates the national curriculum with international programs to provide an innovative, research and inquiry-based education. In a safe environment, Işikkent raises self-confident, principled individuals who have an international understanding, can communicate effectively in more than one language, and are transformational thinkers.

### **To achieve our mission:**

- We create high expectations for our students and ourselves.
- We enable students to think critically and become independent learners.
- We work in cooperation with all members of our community.
- We understand and utilize innovative teaching and learning methods.
- We create a safe environment where students can take risks and learn from their own mistakes.
- We support students' intellectual, social, emotional and physical development.
- We involve students in thinking-oriented learning processes appropriate to their level.
- We encourage students to experience different types of communication.
- We give students the opportunity to make choices, to be leaders and to fulfill their responsibilities.
- We support students to become sensitive, respectful and tolerant individuals who can put themselves in others' shoes.
- We develop students' awareness and communication skills through language teaching activities.
- We involve students in local and international community service work.
- We prepare students so that they can be placed in the most elite schools and universities in line with their goals.



## GENERAL INFORMATION

### ACADEMIC CALENDAR

September 09, 2024	2024-2025 Academic Year Opening Ceremony
October 29, 2024	Republic Day
November 10, 2024	Commemoration of Atatürk
November 11-15, 2024	Winter Midterm Break
January 17, 2025	End of 1st Semester
February 3, 2025	Start of 2nd semester
March 18, 2025	Celebration of Çanakkale Victory Day
March 30-April 1, 2025	Eid al-Fitr
April 2-4, 2025	Spring Break
April 23, 2025	National Sovereignty and Children's Day
May 1, 2025	Spring Festival
May 19, 2025	Youth and Sports Day
June 6-9, 2025	Eid al-Adha
June 19, 2025	8th Grade Farewell to MS Ceremony
June 20, 2025	Last Day of the Academic Year for Students

## GENERAL INFORMATION

### OUR EDUCATION STAFF

#### • Management Team

Director	Fulya H. Erkmen	ferkmen@isikkent.k12.tr
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Student Affairs Officer	Arzu Yönet	ayonet @isikkent.k12.tr

#### • Academic Staff

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Zeynep Özel	Head of Numerical Departments, Mathematics Teacher, 8th graders	zozel@isikkent.k12.tr

## ACADEMIC PROGRAMS

Our school follows **the curriculum of the Ministry of National Education** by enriching it with the universally recognized IB-MYP approaches. Işıkkent Middle School has adopted student-centered education and has adopted project-based, modern teaching methods that develop individual differences. The education and training program is structured taking into account students' academic, social, cultural, physical development and individual differences. Accordingly, each student has a homeroom teacher who monitors their academic and social development. Homeroom teachers undertake counseling duties in the relationship between parents, students and teachers.

Our school has successfully received the **IB Middle Years Program (MYP)** accreditation and fulfills the requirements of the program. With this program students develop skills, such as:

- self-confidence and responsibility,
- researcher,
- able to think alternately,
- have the ability to communicate effectively,
- conscious about world problems,
- respectful of others' similarities and differences

As individuals, they are prepared both for life and for higher education.

IEK students are guided and supported in activities that will raise their social society awareness. They lead self-directed projects under the guidance of assistant principals. They find the opportunity to advance in their academic and social lives through individual and group work, written and oral presentations, national and international projects and competitions. They develop themselves by identifying their talents in scientific, social, cultural, artistic and sporting fields through after-school programs.

In addition to English as the first foreign language, French, German, Spanish, and Italian are offered as elective courses as second foreign languages. In foreign language teaching, a theme-based learning approach is adopted that develops communication, correct language use, project-based learning, various research techniques and group and individual presentation skills.

## Homework

Homework is an integral part of the education and training program. It enables students to learn more comprehensively, to take responsibility for their learning, to learn time management and planning, to review and reinforce what they have learned, to evaluate their own learning, and for teachers to measure how much learning has taken place in the lesson.

At IEK, homework is managed through the K12.net system. Students are responsible for downloading, printing and copying homework assignments through the system, which is active with a special password assigned to each student. Students who are new to our school are given this training during their first week of school. Parents can follow the student's homework status through the k12 application installed on their smart devices.

The following procedures are followed in our school regarding homework and homework assignments:

- The home work is uploaded to k12.net and written by the teacher on the whiteboard in the classroom and students are reminded to write in their notebooks.
- It is essential that homework is submitted on time. These criteria are clearly and explicitly notified to the student in the guidelines related to homework.
- Assignments that are not submitted on time will be evaluated with a minus point in line with the decisions taken at the beginning of the year.
- For students who are determined to have formed a negative habit in this regard, the course teacher cooperates with the guidance counsellor and informs the parents via e-mail.



## GENERAL INFORMATION

- Students who have the habit of neglecting their home work are monitored by the teacher and their performance is recorded.
- It is the student's responsibility to do the homework and the teacher's responsibility to follow up. Parents are informed regularly and accurately during this process. In the event of a problem, a meeting is held with the course teacher, the guidance unit and the parents in order to solve the problem and help the student learn to fulfill his/her responsibilities.

### EXTRA-CURRICULAR ACTIVITIES

#### Important Days and Weeks / Ceremonies

At the beginning of the week ceremonies, important days and weeks are celebrated with various activities and announcements to raise student awareness. In addition, **the Daily Student Bulletin**, which is sent to students every day via e-mail and K12 announcements, is shared to emphasize the importance of specific days and weeks; depending on the content of the subject, the relevant subject teachers do the necessary work in their classes.

#### Official Ceremonies

In our school, all official ceremonies are celebrated on the day of the ceremony, hosted by different level groups. Preparations for the **October 29 Republic Day and March 18 Çanakkale Victory and Martyrs' Remembrance Day** ceremonies, which we host every year, begin two weeks before the ceremony. Rehearsals take place during school days and hours, but can also be scheduled after school and on weekends if needed. **The participation of our students in all preparation and rehearsal activities announced for the ceremonies is mandatory.**

Accordingly, during official ceremonies,

- 1- October 29 Republic Day **Grade 8**
- 2- November 10th Atatürk Remembrance Day **Grade 12**
- 3- March 18 Çanakkale Victory and Martyrs Remembrance Day **Grade 7**
- 4- April 23rd National Sovereignty and Children's Day **Primary School**
- 5- May 19 Commemoration of Atatürk Youth and Sports Day **Grade 11**

Our students take part in the program and perform the meaning and importance of the day to the stage.

\* On April 23rd National Sovereignty and Children's Day, 5th and 6th graders are part of the prepared celebration program or celebrate it with a different activity in which only middle school students participate.

#### High School Transition Ceremony:

We celebrate the transition of our eight grade students from middle school to high school with their performance on stage at the end of the year.

All Grade 8 students prepare and present a theatrical performance in which they prepare and stage the experiences and achievements they have gained in middle school by writing a script together with their teachers. Starting in the second semester, scenario and stage design activities are part of the Turkish and Technology and Design lesson plans.

Rehearsals begin immediately after the LGS exam and continue regularly until the day of the ceremony. Since rehearsals and practices take place during the school day, it is compulsory for our 8th grade students to attend without absenteeism. Parents of students who cannot attend the rehearsals for any reason must get permission from the school principal with a petition stating the situation. Students who do not attend the rehearsals may not be able to attend the ceremony.

This year, the High School Transition Ceremony and celebration for our 8th graders will take place on Thursday, June 19, 2025. Our 8th graders' families, teachers, campus administrators and Board members will attend the ceremony.

### After School Programs

After-School Programs (OSP) are designed to help students develop a sense of self-knowledge and responsibility, as well as new interests and skills, in addition to their academic programs.

- scientific,
- social,
- cultural,
- artistic,
- sporty,
- personal development

The program is implemented on the days (after school hours and on Saturdays) determined by the school at the beginning of the new school year in order to develop their skills and competencies as individual or team players in different fields such as.

After School Programs are conducted by both İřikkent teachers and competent educators from outside İřikkent, depending on their areas of expertise and experience. Information about the content and functioning of the programs is given to the students in presentations a few weeks after the school opens and the details are shared with the parents in a booklet as an attachment to the Parent Bulletin.

### Community Service Program

**See here:** [MINISTRY OF NATIONAL EDUCATION REGULATION ON SOCIAL ACTIVITIES IN EDUCATIONAL INSTITUTIONS](#)

[https://ogm.meb.gov.tr/meb\\_iys\\_dosyalar/2019\\_09/25145204\\_SOSYAL\\_ETKYNLYKLER\\_YON.pdf](https://ogm.meb.gov.tr/meb_iys_dosyalar/2019_09/25145204_SOSYAL_ETKYNLYKLER_YON.pdf)

Community service activities and principles (ARTICLE 9)

Community and service learning is one of the five areas of engagement in the Middle Years Program. Community service activities can take many different forms, in and out of school, and

- It helps students to make various connections between what they learn at school and everyday life.
- students are encouraged to choose and design their own Community and Service projects, some of which are based on topics covered in the courses.
- It extends far beyond the classroom and gives students the chance to be fully involved in the society in which they live.
- In addition to developing students' sense of social responsibility, it also pays special attention to developing the necessary skills to contribute to society.

Together with the MYP Coordinator, the Community and Service Program Leaders and the Vice Principal guide and supervise the work put forward by the students.

### The Importance of Community and Service Work

Students,

- helps develop academic, personal and social skills to improve society.
- develop an awareness of making a positive difference in the lives of others.
- It gives them a better understanding of the world and encourages them to become responsible citizens.
- develop new skills, abilities and interests.
- become leaders who take initiative.

**ACADEMIC TRIPS**

During the academic year, academic trips are planned to increase student's knowledge, reinforce their experience and learning, and support their social development. On these trips, students are expected to pursue a research work related to their academic program and to carry out certain analyses and investigations.

- There is no charge for day trips, but day trips with the services of a tourism company are carried out with the financial participation of each student who will participate in the trip.
- The trip leader, working in cooperation with the school administration, purchasing and accounting department, determines the cost of the trip by obtaining offers from the companies that will provide the best service in accordance with the criteria and expectations set by the school for the trip. For these reasons, the cost of the trip depends on the conditions contracted with the tourism company.
- Information about the academic content of the trip, trip details and fee information are sent to the parents in writing via e-mail 4 weeks before the trip date.
- All school rules and expectations apply during field trips.
- A parent communication group is opened 1 day before the trip to inform parents. Parents are informed via the application during the trip.

ACADEMIC TRIPS	CLASS	REALIZATION DATE	DURATION OF THE TRIP
Pamukkale-Aphrodisias Buldan Trip	Grade 6	October 2024	Boarding
Ankara-Cappadocia Trip	Grade 8	April 2025	Boarding
Our Historical Assets Our Natural Beauties  Sardes Ancient City Ödemiş Birgi Village Ephesus Ancient City Virgin Mary Visit	Grade 5	April 2025	Boarding
Bursa-Eskişehir Trip	Grade 7	May 2025	Boarding

In addition to the above-mentioned academic trips, our students visit centers that will contribute to the development of social, scientific, intellectual and aesthetic skills such as **the Museum of Paper Arts, 0 Carbon Point Education Trip, Nasreddin Hodja Science Center, Natural History Museum Trip, Arkas Art Center**. These visits take place during school hours, within the class hours of the relevant course.

## GENERAL INFORMATION

### OUR DAILY TIMETABLE

<b>Lesson 1</b>	<b>09.00-09.35</b>	
<b>Lesson 2</b>	<b>09.35-10.10</b>	
<i>Break 15'</i>		
<b>Lesson 3</b>	<b>10.25-11.05</b>	
<i>Break 10'</i>		
<b>Lesson 4</b>	<b>11.15-11.55</b>	
<i>Lunch Break 45'</i>		
<b>Lesson 5</b>	<b>12.40-13.20</b>	
<i>Break 10'</i>		
<b>Lesson 6</b>	<b>13.30-14.10</b>	
<i>Break 05'</i>		
<b>Lesson 7</b>	<b>14.15-14.55</b>	
<i>Break 10'</i>		
<b>Lesson 8</b>	<b>15.05-16.35</b>	
<i>Break 05'</i>		
<b>OSP 1</b>	<i>Monday, Tuesday</i>	<b>15.50-16.35</b>
<b>OSP 2</b>	<i>Tuesday, Thursday</i>	<b>15.50-17.10</b>
<b>Office Clock</b>	<i>Wednesday</i>	<b>15.50-16.35</b>

### BEHAVIOR MANAGEMENT

Students admitted to İşıkkent Middle School accept that the school has a code of conduct and are expected to take responsibility for their actions. Information and guidance activities on these issues are provided in classes and according to age groups in the week the school opens. Based on the fact that each student in the middle school age group, which is transitioning from childhood to adolescence, is different and special, each student is treated as a whole and similar behaviors (depending on age - situation - continuity of behavior) can be managed with different approaches and processes.

#### Values that form the basis for rules of behavior

- Treat others the way you want to be treated.
- Be respectful of other people and their possessions.
- Respect everyone's right to learn.

İşıkkent Education Campus administrators and authorized school employees have the right and responsibility to take the following measures.

#### Code of Conduct

Based on the Evaluation of Student Behavior articles in Section Eight of the Ministry of National Education Primary School Regulations

(<https://www.mevzuat.gov.tr/mevzuat?MevzuatNo=19942&MevzuatTur=7&MevzuatTertip=5>) we believe that our students and employees have the right to a safe and friendly learning environment where they behave respectfully towards others and are free from verbal and physical attacks. For this Students,

- are committed to Atatürk's reforms and principles and Atatürk's nationalism,
- adopt, protect and develop the national, moral, spiritual and cultural values of the Turkish nation,
- love and glorify their family, homeland and nation, and respect human rights,
- know their duties and responsibilities towards the principles of the Republic as a democratic, secular, social and rule of law state and adopt these as behaviors,
- are balanced and healthy in body, mind, morals, spirit and emotions,
- have developed personality, the power of free and scientific thinking, and a broad world view,
- feel a sense of responsibility towards society,
- are constructive, creative and productive people,

Every student who exhibits inappropriate or unacceptable behavior should know that he/she will suffer the consequences of this behavior and that if it continues, the behavior will be addressed gradually and a behavior correction process will be initiated.

The consequences of unacceptable behavior are assessed taking into account the qualifications of the student and the extent of the behavior.

The following process is followed in our school regarding behavior management:

- Monitoring and managing student behavior is the responsibility of teachers, administrators and the counseling unit.
- Students who disrupt the class order and exhibit inappropriate behavior will be warned by their teachers.
- The teacher makes a written contract with the student about the student who does not heed the warnings.
- The teacher fills out the "Behavior Report Form" for the student whose behavior still does not improve after the contract. This form is completed together with the student and student signature is also taken. The completed form is submitted to the Assistant Principal and the Guidance Specialist is informed. (See Appendix 1 for a sample form)
- The Assistant Principal and Guidance Counselor have a formal meeting with the student. Informs the parents about the issue.
- If no improvement in student behavior is observed after these steps, the matter is referred to the Student Behavior Assessment Board (ÖDDK).

## OUR EDUCATIONAL APPROACHES

- Students who have official warnings from ÖDDK cannot represent the school inside or outside the school. The representation activities (school team-tournament/competition/travel/show, etc.)

The Guidance Counsellors are actively involved in all of these processes aimed at creating awareness and behavioral change in students. All kinds of practices and methods that will benefit the student are discussed and agreed upon in cooperation with the family.

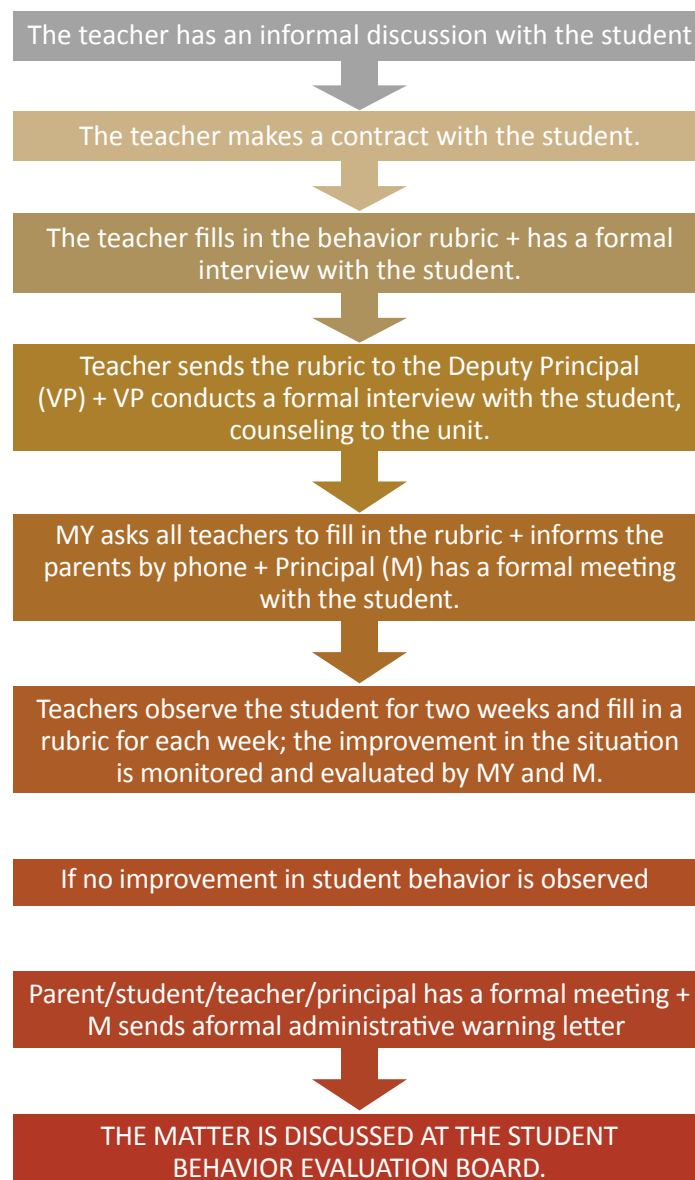
### Student in Behavior Management Practicesn

- accept that all rules and practices of the school are valid in every environment and activity,,
- develop the appropriate behavior expected of them,
- heed warnings and reminders,
- accept that every behavior has consequences and take responsibility.

### Parents in Behavior Management Practices

- accept that the rules and practices set by the school are of a structure that does not change according to the individual,
- cooperate with the school administration and the guidance unit in case their child is in the process of OSA and fulfill their responsibilities first towards their child and then towards the school,
- They are expected to pay attention to warnings and reminders and support their children in this regard.

### PRIVATE IZIKKENT MIDDLE SCHOOL DISCIPLINARY PROCEDURE FLOWCHART



STUDENT TEACHER CONTRACT

Student's

Name:

Surname:

Classroom:

I'm...../.....by my teacher on /2024

..... I was verbally warned for my inappropriate behavior. I understood why my behavior was inappropriate, I was informed about the sanctions that could be imposed if I repeat the same behavior.....

.....I will take care to behave in an appropriate I will do my best not to be warned again for my behavior.

Teacher

Name-Surname

Signature

Student

Name-Surname

Signature

**PRIVATE ISIKKENT MIDDLE SCHOOL BEHAVIOR REPORT FORM**

**Student:**

**Class:**

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**Teacher:**

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**INAPPROPRIATE BEHAVIOR**

Failure to follow guidelines

Being physically or verbally rude or abusive to others

Negative behavior that disrupts the functioning of the

Course Failure to comply with the general rules of the school

**BEHAVIOR EXPLANATION**

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**Teacher**

Signature

**Student**

Signature



### GENERAL APPLICATIONS and PROCEDURES

#### Attendance - Absenteeism

School attendance is mandatory for the efficient continuation of education and training, for learning to take place at school, and for students' social, emotional and physical development to be completed holistically through in-class and extracurricular practices and activities.

##### • Absenteeism:

It is the responsibility of the parents to call the school by 09.30 am on the day the student will be absent. Students cannot leave the school and cannot be handed over to anyone other than their parents unless they have a petition written by their registered parents explaining their excuse to the school principal.

- Students may not leave school without permission during school hours, including lunch breaks.
- Students may leave school due to illness only for medical reasons.
- Absences of three consecutive days or more require a doctor's note.
- Reports from state-owned or non-state-owned health institutions must have an official stamp and the doctor's signature.
- If the reports are not submitted to the school administration within one week at the latest before the validity date and approved by the school doctor, they are not accepted as an official document and the student's absence is considered "unexcused".

##### • Half Day Absenteeism:

Students who arrive after the first half hour of the first class in the morning or afternoon will be marked absent for half a day.

##### • Leave of Absence:

Students who participate in educational, cultural or sporting activities in Turkey or abroad are considered to be on official leave for this period by presenting the document that they were invited to the event to the school.

##### • Student being picked up from school by his/her parents:

The continuity of the education and training program - in the absence of a health emergency - is essential. Every moment the student spends at school ensures that he/she benefits from the school programs at the maximum level and supports his/her holistic development. For this reason, in any situation where a student needs to be picked up early from school, permission must be obtained at least one day in advance from the School Principal with a petition stating the excuse. Students who are absent without permission are responsible for planning and completing the compensation of the ongoing programs and activities at school.

- Except for emergency doctor's appointments, parents are expected not to pick up students during school hours and not to ask for permission to do so. If permission is requested for routine check-ups or for special reasons, the School Administration reserves the right not to approve the permission, depending on the student's schedule at school.
- Students requesting official permission must obtain a permission slip from the Vice Principal before leaving the school and give it to the security personnel at the exit gates.
- Guidance activities on Wednesdays are an important part of our academic program. During these hours, Guidance activities, Assembly programs and MYP Personal Project work are carried out to support the social-emotional and holistic development of our students and no permission is taken for these days.

#### Mandatory Participation

Unless otherwise stated, all students

- On school opening and closing days,
- Official ceremonies,

## OUR EDUCATIONAL APPROACHES

Since the academic program planned at the beginning of the year continues, students who are absent will have to make up for their absences on their own. A special make-up program cannot be made for them. However, in very special cases and upon prior application to the school principal with a petition, students may be given permission if approved by the school principal.

### **Informed Examination Days**

It is essential that students take the exams whose dates are predetermined and announced on the day and time.

- Excuses for students who cannot attend the exams during the exam period must be submitted in writing to the school administration by their parents on the same day.
- Students whose excuses are deemed appropriate will take the make-up exam on the day and time to be announced by the school administration.
- Students cannot come to school only to take exams
- If the student comes to school on the day of the exam, he/she must take this exam.
- Students who do not arrive at school by the end of the first class cannot take the exam.
- If the student is at school and is ill, he/she may be excused from the exam with a note from the school doctor.

### **Make-up Exams**

- Students whose excuse is approved by the school administration can take a make-up exam.
- Make-up exams are scheduled to take place at the beginning of the week after the exam week is completed. Announcements are made regularly in the Student Daily Bulletins.
- Parents of students who will take the make-up exam are informed by the student affairs officer via text message.
- Make-up exams cannot be repeated. Students who will take the make-up exam must take their exams on the announced date.
- Students who cannot take the make-up exam may be given a make-up exam provided that the excuse of the student who cannot take the make-up exam is approved by the School Principal.

### **Leave of Absence from Physical Education Classes**

Students who are too ill to participate in PE should consult with the school doctor or nurse before class.

- If a student is unable to attend Physical Education class due to an illness outside of school and/or has a medical report from his/her private doctor, he/she must go to the school infirmary to have the report approved.
- A student who is reported to be unwell to attend the class by infirmary personnel may be excused from the Physical Education class for that day only.
- If a student does not come to Physical Education class with the necessary uniform and equipment, he/she will not be allowed to attend the class and will be recorded as "absent". The matter is handled by Guidance Counseling and School Administration. If this behavior persists, it will be evaluated in the PDE Committee.

### **Exemption from Physical Education Courses with a Health Report**

In order for a student to be exempt from Physical Education classes for a certain period of time or for the whole year, the parent must apply to the school administration. If a student is referred to a fully equipped hospital by the school doctor, participation in official post-hospital activities is mandatory; otherwise (unless there is a valid excuse) the student will be marked absent.

### **Going to the School Infirmary**

Students who want to go to the infirmary (except in emergencies)

- They get permission from their teacher and leave the classroom with the 'Class Exit Form'.
- The form from the teacher is signed by the Vice Principal or the office assistant and the student is directed to the infirmary.
- The form from the teacher is signed by the Vice Principal or the office assistant and the student is directed to the infirmary.

### Visiting Guidance Counseller's Office

Unless they have an appointment with the guidance counselor, students may only see the guidance counselor during breaks or counseling hours. In case of an emergency, a student can go to the guidance counselor during school hours following these steps:

- make an appointment with the guidance service and get a permission slip from the teacher.
- have the deputy director / director sign the permission slip.
- after giving the permission slip to the teacher, he/she can go to the guidance service.

### Being Late for Class

One of the most important skills that students will need most in their education, career and life in general is time management. Making the right use of recess time, attending classes and activities on time and with their materials are important in developing these skills within school routines. Moreover, every student is obliged to attend classes and activities on time.

- Students will be ready in their classrooms at the start of the class period.
- Attendance is taken by the teacher at the beginning of the lesson when the teacher enters the classroom and closes the door.
- In case a student is late for school, his/her parents inform the Student Affairs Officer via e-mail.
- The situation of students who make a habit of being late in the mornings is followed up by the School Administration and the Guidance Unit, necessary interviews are held and if no change in behavior is observed, the situation is discussed with the parents.
- If the habit of tardiness persists, he/she will be evaluated at the ÖDDK.

The situations of students who are in school but have the habit of not attending class on time, not being ready in class, and who insist on not taking the necessary responsibility for positive behavior change despite guidance-administrative and parent interviews and written/verbal information are evaluated within the scope of the SBA.

### Uniform Rules

The students of our school wear the uniform of Private Işıkkent Secondary School according to the results of the petitions submitted by our parents in accordance with the regulation on the dress code of school students affiliated to the Ministry of National Education.

Students are regularly and unannounced checked to ensure that they come to school in accordance with the uniform rules, and students who do not comply with the uniform rules receive administrative warnings and their parents are informed. The situation of students who persistently do not comply with the rules despite the warnings is discussed at the Student Behavior Evaluation Board.

**Official uniform:** Işıkkent Secondary School students participate in Opening/Closing Ceremonies, official celebrations and ceremonies on the days specified in advance as calendar days, wearing the following official uniform

Female Students	Male Students	Ortak Forma
School skirt	School pants	
Blue shirt	Blue shirt	School college jackets
Navy blue knee-high school socks	Belt	

**Daily uniform:** Except for ceremonies or announced calendar days, students may wear the following daily uniforms

Female Students	Male Students	Common Jersey
School skirt	School pants	School college coats
School shorts skirt	School capri pants	Navy blue hooded IEK sweater
School capri pants White - navy blue - burgundy knee high school socks	Belt	Navy blue IEK jacket with hood

## OUR EDUCATIONAL APPROACHES



## OUR EDUCATIONAL APPROACHES

### **Clothes and accessories that are not appropriate to be worn/used at school, things to pay attention to:**

It is not accepted for our students to wear accessories, earrings, etc. inside the school; to come to school with dyed hair, nail polish and make-up.

- Girls' skirt lengths must be no more than four fingers above the knee. Parents of students with short skirts will be asked to provide new skirts.
- Girls' and boys' hair must be clean, well-groomed, combed and gathered so that it does not cover the eyes.
- Students who are not dressed according to the school uniform rules will be warned and will temporarily wear uniforms provided by the IEK Second Hand Shop.

### **Free dress code:**

Students may come to school in free clothes on certain dates (due to events, motivation, etc.) as found appropriate and announced by the school administration. On the days when free dress is allowed, the following clothes are not allowed to be worn to school in order to restrict the student's movements within the school and to prevent them from being in a difficult situation. Parents of students who come to school with these clothes should bring clothes suitable for their child in accordance with our regulations, and if this is not possible, the student should be dressed in the uniforms kept as a spare in the school.

Students are not allowed to wear the following clothes to school on free dress days:

- Shorts (depending on weather conditions)
- Thin straps / short /strapless / transparent / crop top,
- Flip flops, crocs type slippers, etc.
- Sport tights
- Ripped jeans,
- Combed shorts, pants

Students who do not comply with these conditions will have to wear their school uniform to school on the next free dress day.

### **Cell Phones and Smart Devices**

#### **Cell phones:**

Students,

- cannot use smartwatches at school.
- cannot use their cell phones during school hours.
- from the moment they arrive at school, they should turn off their cell phones and put them in their lockers.
- must keep their cell phones turned off during after-school hours and during training, OSP and study sessions on weekends. It is not acceptable to use their cell phones even in the locker rooms.
- do not keep their cell phones in "silent" or "vibrate" mode.

Students who use their cell phones at school or whose phones ring the bell/alarm will have their cell phones taken and kept in the office of the Vice Principal for 3 days.

In the second repetition of the behavior, the cell phone is taken away for 1 week and in the third repetition for 1 month.

If the student continues the same behavior, his/her phone remains with the school administration until the end of the semester.

## OUR EDUCATIONAL APPROACHES

### Computer - Ipad use:

Private İşikkent Middle School continues to implement "Bring Your Own Device" during class time in order to reduce the use of paper within the scope of our school's sustainability policy.

Our students, who have experienced using their computers as a teaching resource since the pandemic, who have learned to benefit from many digital resources in the lesson and to access the right information, who are developing their information technology skills, use their computers as a teaching resource and bring their computers to school every day in order to access the digital content in their lesson plans.

Our students accept and comply with the following "Computer Terms of Use".

### Terms of Use:

1. The use of computers during a student's participation in class is subject to the teacher's permission. The teacher will announce the time and purpose for which the computers will be used and that the student must have his/her computer ready for class.
2. Turning on the computers during class time is only allowed at the teacher's direction.
3. If it is to be used continuously during the lesson, follow the teacher's instructions (such as turning on the computer screen, connecting to the internet).
4. Computers can be used according to the content of the lessons (including art, music, physical education, etc.). However, they cannot replace the necessary materials for each lesson. Other materials should be brought to class.
5. The computer must be connected to the school's WI-FI network during class use. It cannot be connected via its own internet. The IT department provides the necessary support to our students.
6. Computers used at school for teaching purposes may not be used to play games or watch movies and TV series.
7. The student is responsible for ensuring that his/her smart device is equipped in accordance with the content of the course and that it works properly, and in cases where it does not work, the student cannot disrupt the course (such as charging at home, bringing the charger).
8. The student is responsible for the security of the computer; the school does not assume any responsibility; the computer must be locked in its locker when not in use.
9. Computer use is not allowed during lunch breaks.
10. "Cell phone" cannot be used as a teaching material.

***The device to be used by the students should have the following minimum features.***

COMPONENT	WINDOWS	MAC	LINUX
Processor	2 GHz or higher	2 GHz or higher	2 GHz or higher
Memory	8 Gb Ram or higher	8 Gb Ram or higher	8 Gb Ram or higher
Screen	1024*768 or higher	1024*768 or higher	1024*768 or higher
Video card	1 GB or more	1 GB or more	1 GB or more
Hardware	Standard Camera, Mikrofon and Speaker, Headphones for In-boundary Use		

***\* Students who will use I Pad will need a keyboard.***

## OUR EDUCATIONAL APPROACHES

### GUIDANCE PRACTICES

The aim of the Psychological Counseling and Guidance Unit is to help students gain positive experiences through the main goals of the guidance program, in cooperation with parents and teachers, by giving priority to the personal development of the student.

Guidance specialists at our school make annual plans related to their fields and carry them out within the academic calendar. Individual studies as well as joint studies with groups are under the responsibility of the guidance unit. Our Guidance Unit is not authorized to diagnose and/or treat. In case of such situations, it directly refers parents to experts outside the school.

The School Counselor works with the Special Learning Specialist on students' learning skills, students who learn differently and their needs.

Activities for Students	
<b>School Adaptation Activities</b>	<ul style="list-style-type: none"><li>• Orientation program and adaptation activities continue throughout the year.</li></ul>
<b>Recognition Studies</b>	<ul style="list-style-type: none"><li>• Scales and inventories appropriate to the age level are made.</li></ul>
<b>Psychological Counseling</b>	<ul style="list-style-type: none"><li>• Individual psychological counseling on a wide range of topics is conducted with each student who needs it.</li><li>• Interviews are conducted based on the student's application or feedback from different channels (parents, teachers, school administration, infirmary, etc.).</li><li>• The principle of confidentiality is strictly observed in psychological counseling.</li><li>• If, after the interview, it is necessary to share information to solve the problem, this information is provided with the student's knowledge.</li></ul>
<b>Monitoring Academic Progress</b> <i>This work is carried out in collaboration with the Special Learning Specialist.</i>	<ul style="list-style-type: none"><li>• Individual interviews and work habits,</li><li>• Learning styles inventories,</li><li>• Learning approaches,</li><li>• Individualized Education Program Applications (IEP) are made.</li></ul>
<b>Developing Positive Peer Relationships and Dealing with Bullying Coping</b>	<ul style="list-style-type: none"><li>• Friendship Relationships,</li><li>• Conflict Resolution and Mediation,</li><li>• Safe School - Dealing with Bullying</li></ul> <p>gibi konulardaki çalışmalar sınıflara tek tek girilerek yapılan bilgilendirmelerle, öğrencilerle yapılan bireysel ve grup görüşmelerinde, seviye seviye yapılan toplantılarda çalışılır. Ayrıca veli ve öğretmenlerle de bu konularda çalışmalar yürütülür.</p>
<b>Safe Internet Use and Cyberbullying</b>	<p>Information is provided at classroom levels, in cooperation with the IT Unit when necessary, and the concepts of safe internet use and cybercrimes are explained with examples.</p> <ul style="list-style-type: none"><li>• Ways to use the internet correctly and safely are shared.</li><li>• These activities are also discussed in meetings with the school administration on a level and school-by-school basis, depending on the need.</li><li>• It is also studied in the syllabus of computer courses.</li></ul>
<b>Sexual Development Education Classes</b>	<ul style="list-style-type: none"><li>• At the K-12 level, each branch is worked with individually, and information is provided with content appropriate to the developmental characteristics of different age groups.</li><li>• Parent seminars are organized with the same content.</li></ul>



<b>Activities for Students</b>	
<b>Sexual Development Education Classes</b>	<ul style="list-style-type: none"> <li>• At the K-12 level, each branch is worked with individually, and information is provided with content appropriate to the developmental characteristics of different age groups.</li> <li>• Parent seminars are organized with the same content.</li> </ul>
<b>Dependency</b>	<ul style="list-style-type: none"> <li>• Harmful habits and addiction issues in the curriculum and guidance program are studied according to the age level of the students. In addition, trainings are planned to raise awareness on this issue with expert support.</li> </ul>
<b>Student Behavior</b>	<ul style="list-style-type: none"> <li>• Student Behavior Monitored</li> <li>• Participation in Student Behavior Evaluation Board meetings is ensured.</li> </ul>
<b>Professional Development LGS</b>	<ul style="list-style-type: none"> <li>• Goal setting and career choice process,</li> <li>• Coping with test anxiety,</li> <li>• Examination techniques,</li> <li>• High School Transition Exam (LGS) exam process and preference counseling are provided.</li> </ul>
<b>Cooperation with External Support Institutions and Experts</b>	<ul style="list-style-type: none"> <li>• Students who are deemed to benefit from expert support from outside the school are referred to an external expert in cooperation with their parents.</li> <li>• Communication is established with the specialists to whom the students receiving support go and opinions are exchanged about the work that can be done at school for the benefit of the student.</li> <li>• When necessary, the forms from the experts are filled out by teachers and psychological counselors and delivered to the experts. Students are also supported in the school environment.</li> </ul>



## OUR EDUCATIONAL APPROACHES

Activities for Parents	
<b>Contact</b>	<ul style="list-style-type: none"> <li>• Any parent who needs an appointment can have an individual interview with the guidance unit.</li> <li>• In addition, in all cases where the parent needs to be informed, the parent is called and invited to the school for an individual interview.</li> </ul>
<b>Parent Seminars</b>	<ul style="list-style-type: none"> <li>• Throughout the school year, informative seminars are organized from time to time on topics that are needed according to the developmental levels of the students, either by level or for all school parents.</li> <li>• The topics of parent seminars are organized each year according to the needs of students and parents.</li> </ul>
<b>Effective Parent Education (EAE)</b>	<ul style="list-style-type: none"> <li>• EAE is a parenting education program created in 1962 by Dr. Thomas Gordon, a 3-time Nobel Peace Prize nominee, which has been continuously updated and has enlightened millions of parents around the world.</li> <li>• In addition to the book written by Dr. Thomas Gordon, which has been translated into many languages, certified EAE Trainers conduct course programs and teach new skills to parents. In our school, trainings are conducted by guidance counselors who have this trainer certificate.</li> </ul>

Activities for Teachers	
<b>Work with Class Guidance Counselors</b>	<ul style="list-style-type: none"> <li>• Work in close collaboration with Class Guidance Counselors to plan and implement guidance hours.</li> <li>• Weekly level-by-level Guidance Coordination meetings are held with Class Guidance Counselors.</li> </ul>
<b>Collaborative Work with All Teachers</b>	<ul style="list-style-type: none"> <li>• In these meetings, discussions are held about the planning of guidance hours, student behavior, the needs of the classes, and measures that can be taken according to the needs of the students.</li> <li>• Individual support is provided when necessary according to teachers' needs.</li> <li>• An interdisciplinary study is carried out in which the subjects and curricula in the guidance program are carried out together; courses related to the behaviors, skills and values to be worked with students are included in the curriculum.</li> </ul>

### OUR CHILD PROTECTION POLICY

Schools are not only responsible for the child's academic processes, but also for their emotional and social development. Therefore, all kinds of preventive, supportive and remedial measures are of great importance. Since we are an educational institution, having children at our center requires us to have a special sensitivity. While raising them at the level of knowledge, it is one of our main responsibilities to protect them from all kinds of neglect and abuse on their way to becoming individuals. For this purpose, the essence of our Child Protection Policy is to contribute to the child becoming an emotionally, physically and socially healthy individual, to support him/her to cope with the elements that will harm him/her, to cooperate with relevant institutions and organizations, to ensure that all İşıkkent stakeholders take awareness and responsibility by revealing which communication processes will be operated in case of a situation that requires the protection of the child. Our school is committed to ensuring the safety and well-being of its students through the comprehensive Child Protection Policy it has developed and implemented.

#### AIM:

İşıkkent Education Campus integrates the national curriculum with international programs to provide an innovative, research and inquiry-based education. In doing so, it is important that individuals are emotionally and physically healthy. For this purpose, it is important that children are not subjected to any form of bullying, physical abuse, misuse, sexual abuse and/or neglect, and if such situations are encountered, it is ensured that the necessary measures are taken to protect the child.

Child Protection Policy All children within İşıkkent Education Campus

- a. to guarantee their rights,
- b. from all kinds of risks,
- c. practices that are in the best interest of the child in every setting,
- d. cooperation on safety,
- e. It bases all its practices, definitions, procedures and principles regarding child protection on the United Nations Convention on the Rights of the Child, adopted in 1989, which sets out universal standards for the care, treatment, survival, development, protection and participation of children.

Child Protection Policy in İşıkkent Education Campus;

- prevents students from being harmed by neglect and abuse.
- takes the necessary interventions to prevent and stop situations of neglect or abuse that affect the well-being of the student, reveal the possibility of harm, are worrisome or suspicious, and provides appropriate support to the student.
- It does not investigate neglect or abuse; it is used as a tool to understand the situation and make necessary referrals, and is implemented in a way that involves all school stakeholders.

#### PRINCIPLES:

All individuals and units within İşıkkent Education Campus;

- adopt the 1989 United Nations Convention on the Rights of the Child and respect the rights of the child.
- the best interest of the child is the most fundamental principle.
- They take and support measures to ensure that students feel valued, safe and listened to when they need to express themselves.
- recognize that the protection of children from all forms of harm is an inescapable responsibility.
- they demonstrate an honest and transparent approach to work by informing every individual they work with, including children, about the Child Protection Policy.
- they attach importance to receiving the necessary trainings.
- provide support in times of need and cooperate where they need to intervene
- they act in accordance with the principle of CONFIDENTIALITY to protect sensitive personal data, share information only with those legally responsible for it, and conduct access and sharing of information through the right channels.

## OUR EDUCATIONAL APPROACHES

- fulfill their responsibilities, assume responsibility and undertake to act within their terms of reference in relation to children who are at risk, abused or suspected of being abused or neglected.
- They provide information according to the content, urgency and/or risks of the issue and request support from relevant institutions or organizations.
- regularly monitor and review the Child Protection Policy.
- develop areas of support that will enhance the functionality of this policy and facilitate its dissemination to the school community.

### DEFINITION OF NEGLECT AND ABUSE:

**Abuse:** The World Health Organization defines child abuse as "all negative behaviors done knowingly or unknowingly by an adult, society or country against a child that negatively affects the child's physical and mental health and physical development". In other words, "Child abuse is the situation in which a child between the ages of 0-18 is emotionally or physically harmed by any person or persons and exposed to all kinds of negative behaviors that are not accidental and preventable".

**Neglect:** Neglect, in short, is the failure to meet the physical and emotional needs of the child whose growth and development the child is responsible for. Neglect is not only psychological and emotional, but also in terms of education, health, housing, security, nutrition and caregiving.

### THE FOLLOWING STAGES HAVE BEEN TAKEN AS A BASIS IN THE DEVELOPMENT OF THE CHILD PROTECTION POLICY AT THE İŞIKKENT EDUCATION CAMPUS:

- Awareness is raised within the whole community about child protection and the best interests of the child, and the effects of child neglect and abuse on the child and the whole school.
- Policies and procedures related to child protection and well-being are established.
- A Child Protection Team is formed within the institution by establishing the structure for the implementation of these policies and procedures, identifying responsible persons and organizations.
- Ensuring that the entire school community and relevant stakeholders are informed about these policies and procedures, trainings are provided.
- While implementing the policy, it is ensured that the policy is implemented in a functional manner through regular observation, feedback and updates if necessary.

### ROLES AND RESPONSIBILITIES:

All adults, including parents, who work with or for the benefit of children in all areas are responsible for the protection of children. These adults have obligations set out in the Child Protection Policy. The school management team is responsible for the effective implementation of this policy and making it a part of school life. The Child Protection Team established within the school is responsible for monitoring the practices set out in the policy on a school-by-school basis, providing support when necessary, ensuring that all procedures are directed in a timely manner and that cases of child neglect and abuse are dealt with appropriately. The Child Protection Team also takes responsibility for ensuring that the entire school community is aware of and trained on the Child Protection Policy.

### PRIVACY:

The confidentiality of the child's information, how much of it should be shared, by whom, with what content and how much should be shared is a very sensitive issue. When there is a situation where the child needs to be protected (a situation of neglect and abuse that may cause harm to the child or his/her environment), the child's privacy and the condition of keeping secrets change. People who have such observations or information have an obligation to share the matter with the relevant units. During the process, the people involved are informed as much as they need to know, the purpose of the information is for the protection of the child, nothing more is requested. It is of utmost importance that you contact your school directly if you have any observations or information that your child is being neglected or abused. You can access the full text of our Child Protection Policy and detailed information about the process management on our website.

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## OUR EDUCATIONAL APPROACHES

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### OUR COMMUNICATION WITH PARENTS

At Işikkent Middle School, our parents, academic staff, students and support staff approach each other as a team, in unity and solidarity, with love and respect, who take care to be a part of the solution, not a part of the problem, and act in face-to-face and honest communication with each other, and this is how we achieve success. The happiness of our students, their social - emotional - physical development and the goals and achievements they reach in parallel with their social - emotional - physical development are our goal and reward. In this context, communication with our parents is one of the most important issues.

We expect our parents to follow the following communication channels and to pay attention to the issues mentioned below.

In order to ensure the holistic development of our students, parents are responsible for following the communication channels below.

#### Parent Information Letters

Parent information letters are sent via e-mail when necessary to inform parents about important issues. If there is a change in e-mail addresses, parents are responsible for contacting the Secondary School Student Affairs Office with their contact information.

#### Parent Information Bulletin

In order to share important reminders, announcements, calendar information and other important messages about the school for the following week in a holistic manner, the 'Middle School Weekly Bulletin' is published every Friday and sent to parents via e-mail. Parents are expected to follow these bulletins regularly.

#### Parent Meetings by Appointment

Apart from the meetings organized by the school administration, our parents can request an appointment from the school assistant to meet with the teacher or administrator of their choice.

- Appointment requests are arranged according to the schedule of parent-teacher meeting times shared with our parents at the beginning of the school year.
- Parent-teacher conferences are not held in the last two weeks of the semester.
- Minutes are kept of all parent-teacher meetings. The minutes are signed by the parent and teacher at the end of the meeting and kept for one year for reference.

### OUR COMMUNICATION POLICY

- All kinds of information is provided to our parents by the school administration via e-mail, SMS or phone. In the Weekly Bulletin, which is shared with our parents every Friday, the monthly calendar of events, news, announcements, reminders and information from the Health and Counseling Office are shared.
- Parents are invited to the school for "Parent-Teacher Interviews" once a semester. Parent-teacher conferences are held with branch teachers.
- In case of an emergency (natural disaster, fire, explosion, etc.) during school hours, parents are expected to try to reach the school if they are near the school.  
If they are unable to reach us, we ask them to make sure that their children are safe with us.

***\*Parents need to install the k12 application and turn on notifications in order to follow the topics related to their students' lessons.***

## EĞİTİM YAKLAŞIMLARIMIZ

In such cases, our parents are informed as soon as possible via the school's corporate website and/or SMS. In case of any security problem that has occurred or may occur, children are provided transportation to their homes after the security threat is eliminated.

- Our parents are expected not to share information, news or opinions about the school through social media. Ethically, no hurtful comments can be made about our school, teachers or students under any name. All our parents are required to empathize and show the necessary sensitivity to this issue. Contacting the school administration directly about any questions or problems will contribute to the solution.
- For legal reasons, our parents cannot share videos and/or photos of any lesson/school activity on their personal accounts on social media. It is also not approved for our staff to communicate with parents and/or students on social media from their personal accounts and to share information about student/lesson/school activities under any purpose or name.

It is the responsibility of the parents to follow the announcements so that the student is not victimized in his/her daily routine and within the scope of the activities planned by the school.

## SUPPORT SERVICES APPLICATIONS

### TRANSPORTATION

Transportation to the school is provided by a subcontractor. All school rules also apply on the buses. Students who do not follow the rules are reported to the school administration and the matter is handled according to the school's Behavior Management Procedures.

- Students are placed in shuttles according to their age and routes.
- Students get on the shuttles in the mornings at the designated times and points and get off at the same points in the evenings.
- Shuttles do not wait for students who are late or absent at the specified time. Students should not wait at home, but at the designated place, ready to board the bus.
- Students wear their seat belts as soon as they get on the bus. School rules and agreements also apply on the buses and students are expected to follow these rules,
  - punctuality,
  - get on and off the buses carefully,
  - finishing their food and drinks before boarding the shuttles,
  - to remain seated with their seat belts fastened,
  - speak and behave with respect for others,
  - to be kind to everyone and to help children younger than themselves,
  - to engage in safe behaviors.
- In case of an address change, if there is a vacancy in the bus that runs on the route closest to the new address, students are placed in these buses.
- Students may be picked up from school by another person if a written request is submitted by their parents. This request must be submitted to the student affairs officer by the student's parents before 12.30 pm on the day in question. After this time, the change request will not be taken into consideration and the parent will be responsible for picking up the student from school.
- If there is a request for a change due to an emergency, it must be confirmed that the change has been recorded by phone.
- If a student is to be picked up from school on a regular basis by a person designated by the parent, the request must be accompanied by the name and photograph of the driver and must be submitted in writing by the parent to the school. Parents understand that different people will not be allowed to pick up their child from school unless a written request is submitted by them.

## HEALTH PRACTICES

### Health Policy

The purpose of our health unit:

- to protect the physical health of our students,
- to ensure that measures are taken by making the necessary observations to ensure that the school environment is in ideal conditions in terms of health
- to provide awareness-raising and guiding services on health.

In case of illness,

- if a student is identified as coming to school sick, he/she is kept in the infirmary, his/her parents are informed and expected to come and pick him/her up from school.
- parents should not send their sick child to school because the child's illness can be transmitted to others, coming to school can prolong the illness or the child can catch another illness at school.
- if the student is taking antibiotics/medication, he/she should stay at home until the antibiotic treatment is finished.
- for health and safety reasons, teachers may not administer medication to students and medication may not be kept in children's bags.
- any medication that needs to be administered will be given by the school nurse with the necessary instructions.

### Health Unit

The health unit is staffed by a doctor, a nurse and an emergency medical technician.

- Our health unit is open from 08.30 to 17.00.
- Our doctor is on duty every day between 12.00 - 13.00.
- Nurses and emergency medical technicians work full time and perform the necessary interventions for important cases with the knowledge and approval of our doctor.
- A health form is filled out for all newly enrolled students.
- The health records of our students are kept in our health unit.
- Parents are expected to inform our health unit about updates regarding the health status of their students.

### Nutrition

Morning and afternoon snacks and lunch are served to ensure that our students adopt healthy eating habits and eat regularly. A committee consisting of the School Dietitian and Nutritionist, students, teachers, parents and the School Administration creates the monthly menu, which is shared with parents through a weekly bulletin.

## SAFETY

Entry and exit of students, teachers, parents and guests to and from our school takes place during school hours and by appointment. This process is supervised by security guards.

To ensure the safety of our students at the highest level;

- Within the scope of the LPPD, the identities of incoming visitors are checked, recorded and returned.
- Parents may enter the school campus for an appointment, meeting or event to which they have been invited.
- Students can only go out of school with a permission slip issued by the school administration.
- Our students cannot receive visitors.



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